

**Village of Martin's Additions  
Minutes of Council Meeting  
Thursday, November 15, 2007  
7013 B Brookville Road, Chevy Chase, MD 20815**

**Council Members and Village Representatives Present:** Noell Sottile, Vice-Chair; Diane Everts, Secretary; Catherine Gwin, Council member; Jean Sperling, Village Manager; David Podolsky, Village Attorney, Alan Beal, Building Consultant. Joe Cutro, PE, traffic engineer for the Village. No Village residents were in attendance.

**CALL TO ORDER:** Vice Chairman Noell Sottile called the meeting to order at 7:30 pm

**POLICE REPORT:** Officer DaSilva reported that the most significant incidents in and around the Village were related to car break-ins, graffiti on the Washington Gas Utility box and the Brookville Road Market area. Car rims were stolen off an Acura at Oxford and Summerfield; a similar incident occurred on East Irving Street about a month ago on a Cadillac. There was an attempted burglary on Leland Street in the afternoon and a vandalism or possible theft from a vehicle on Quincy Street.

**APPROVAL OF MINUTES:** Councilmember Catherine Gwin moved to accept the minutes of the October 18, 2007, regular Council meeting. Diane Everts seconded the motion. All voted in favor.

**TREASURER'S REPORT**

In the absence of Treasurer Richard Krajeck, Dan Baden prepared the narrative description of the October Financial Reports for the month of October. The Financial reports for the month of October were read by Noell Sottile: The total revenues for the month of October were \$22,521. The larger revenue items include \$9,151 of Real Property Taxes, \$4,725 of Permit Fees, \$3,781 of Highway User Fees and \$4,634 of Interest Income. The total expenditures for the month were \$29,080. These expenditures were for normal operating activities. The net cash flow for the month was (\$6,559.63).

The fiscal year 2007 audit has been completed. A copy of the report was distributed to each Council member. The auditor (Joe Catheran of LSWG) and the accountant (Dan Baden) will be at the December meeting to review the report with the Council. For the fiscal year the Village had \$74,251 excess revenues over expenditures increasing the fund balance at the end of the year to \$1,093,538. The Auditor bill for FY 2007 totaled \$4,800. The Council directed that the bill not be paid until the presentation to the Council is completed next month.

**TRAFFIC ENGINEER'S REPORT**

Joe Cutro, PE, distributed a traffic count and speed data summary report for Chestnut, Delfield Summit and Quincy Streets. The counts were conducted from October 29<sup>th</sup> to November 4<sup>th</sup>.

The report is summarized below:

**Chestnut Street**

An average of about 275 vehicles a day was counted during the test period, which is about what Mr. Cutro would expect. There was an extraordinary preponderance of southbound traffic. The mean speed both north and south bound was 18 mph; the 85<sup>th</sup> percentile speed (an important measure because it is the generally accepted standard used to set street speed limits) was 20mph south bound and 21 mph northbound. A very modest numbers of vehicles exceeded the speed limit--16% of southbound traffic and 18% of northbound traffic was traveling above the posted speed limit of 20 mph. 3% of southbound traffic and 5% of northbound traffic was traveling above 25 mph. Mr. Cutro predicted that the 85 percentile might go up by another 2-3 miles per hour if the Village was to conducts counts again in about a year, because right now there may be a bit of residual effect on the speed from the Stop signs that were recently removed.

**Delfield Street**

This was the only street that had a fair balance of directional traffic of the three northend streets. Delfield recorded the faster speeds of the three north-end streets in the study, although speeds recorded on Delfield Street were still very modest. The mean speed southbound was 19 mph, and 18 mph northbound; the 85<sup>th</sup> percentile speed was 24mph south bound and 23 mph northbound. 35% of southbound traffic and 25% of northbound traffic was traveling above the posted speed limit of 20 mph. 9% of southbound traffic and 6% of northbound traffic was traveling above 25 mph.

### **Summit Avenue**

There was a very heavy preponderance of southbound traffic, to be expected since Taylor is one way. The mean speed southbound was 19 mph, and 17 mph northbound; the 85<sup>th</sup> percentile speed (the generally accepted measure that is used to set a speed limit on a street) was 23mph south bound and 22 mph northbound. 32% of southbound traffic and 20% of northbound traffic was traveling above the posted speed limit of 20 mph. 5% of southbound traffic and 3% of northbound traffic was traveling above 25 mph.

A speed profile comparison of Summit with Delfield shows very little difference except at the high end; the mean speed is about the same, the 85<sup>th</sup> percentile speed is just a bit lower and only in the speeds in excess of 25 mph do you see a bit of a drop between Summit and Delfield.; that is probably the effect of the speed humps. It would appear that speed humps have not been very effective on Summit. Mr. Cutro was not recommending taking them out, but noted that if the speed reduction seen in this data is all you're going to get, those humps have not been very effective on Summit

Mr. Cutro noted that the volume difference between southbound and northbound on these three streets was significant. Chestnut and Summit were both very heavily southbound; Delfield was more balanced. Catherine Gwin pointed out that the corner of Thornapple and Brookville is a very dangerous corner to get onto Brookville road and that many people were avoiding that corner by using these streets.

### **Quincy Street**

Mr. Cutro explained that the plan was to conduct a similar traffic count on the south side of the Village with speed counts on Quincy, Raymond and Bradley but the sidewalk work on Raymond and Bradley was seriously impeding the normal flow of traffic, so the count was done only on Quincy Street. The Bradley and Raymond Counts will be done when the construction is complete.

The counts demonstrate modest traffic volume--260 vehicles a day during the week. The speeds were a bit higher than what was seen on the north end counts, probably due to the long straight character of the street. The mean speed both east and westbound was 20 mph; the 85<sup>th</sup> percentile speed was 24 mph eastbound and 25 mph westbound. 44% of eastbound traffic and 48% of westbound traffic was traveling above the posted speed limit of 20 mph. 11% of eastbound traffic and 16% of westbound traffic was traveling above 25 mph.

Noell Sottile remarked that it was surprising that the speed is exactly the same in both directions; you'd expect the speeds to be higher going down hill. Mr. Cutro agreed, saying that he had also expected to see higher speeds on Quincy Street going east bound.

Mr. Cutro reported that the speeds were still not high overall. County speed regulations that guide the design-speed of humps call for 1,000 vehicles a day with the 85<sup>th</sup> percentile at 32 mph. Rockville, as a municipal example, uses the same percentile as a threshold but cut the volume to 500. Using either standard Quincy wouldn't come close to meeting either measure. The problem with the speed humps is that they are designed to set speeds at 25 mph; below that, they become ineffective. Mr. Cutro noted that of course the Council is always free to make its own decisions about speed humps. Catherine Gwin noted that if you look at what Mr. Cutro said about Summit, it doesn't look like the speed humps were effective since they only bought a couple of mph's at the high end.

Councilmember Gwin asked if the data told Mr. Cutro anything about the possibility of speed humps. He felt it was premature to jump to any decision at this point. The Village would be paying about \$1,500 per hump and not be getting a lot of reduction for that expenditure. If you look at the difference between Delfield and Summit you'd get a sense of what it'll buy you. Joe recommended that if the town ever selected moveable speed humps that they meet ITE standards.

## **RECONSIDERATION OF ACTION ON SUMMIT AND TAYLOR TRAFFIC REGULATION CHANGE**

Councilmember Catherine Gwin summarized the Council's reconsideration of the change in the traffic control devices at Summit and Taylor recommended by the traffic engineer in his earlier report. The observations from residents brought to the attention of the Council at last month's meeting established that the problem was the misplacement of the Stop sign at the corner-- perhaps it had been knocked down at one time, maybe during construction of the house. If it is to remain, the Village will need to correct the location and enhance the visibility of the sign. Mr. Cutro also checked the most recent traffic records on that corner and found no incident of accident with the stop sign there.

Councilmember Gwin moved to amend the resolution the council adopted in September to delete the removal of the Stop sign on Summit and Taylor, hence the Stop sign would remain. The staff is directed to relocate the sign to the appropriate place and make any other necessary changes to the sign configurations at that location to bring them into compliance. Councilmember Everts seconded the motion. All voted in favor.

## **CENSUS 2010 LUCAS PROGRAM UPDATE**

Councilmember Noell Sottile reported that she and Jean attended a training session to kick off the Census data collection process for 2010. The Census Bureau will be sending us their records of homes in our area for us to note changes. They also will be sending us a map of our boundary lines which we can compare with the information we will receive from AMT. Jean noted that Councilmember Krajeck has already verified that state property records were consistent with our village records knowledge, so that information will give us a jump start on the census process.

## **MANAGER'S REPORT**

**Sidewalk Repair Project Completion Schedule.** All the sidewalk repairs have been completed on Raymond, Melville and Bradley. Quincy remains—this is very big project-- as do a few small repairs on Shepherd Street and Turner Lane. Everything has gone very well so far.

**AMT Progress Report.** Dan Schriever of AMT reported that they have finished the initial stages of their field survey effort and are now preparing the survey drawings and determining the street Rights of Way. The Rights of Way monuments will be set in December. Once that has been completed the GIS portion of the project will get underway,

**Development of a General Services Contract.** Attorney Ron Bolt prepared a general service contract to be used by the Village as a template, containing the general terms that are important to protect the Village in any contractual arrangement. The scope of the particular service defining what is being contracted for will just be attached to this template. The Council was pleased with the creation of this contract template. It will be used with the 2007/2008 sidewalk shoveling and snow plowing contract.

**Sidewalk Shoveling Contract.** The sidewalk shoveling contract offered by Mulheron Tree Experts was presented. The contract combines both sidewalk and street plowing services but since the Village only uses him for sidewalk shoveling it will have to be reworked to pull out the information relevant to the shoveling only. That information will then become Exhibit A and attached to the general contract. Jean explained that his prices are in line with what other

jurisdictions pay for similar services. Jean and Mr. Bolt will work together to develop the attachment.

Diane Everts moved that the Council approve the contract subject to deleting the portion of the contract that refers to street plowing and developing and fine tuning the sidewalk shoveling specifications to the manager's satisfaction and authorize the manager to execute that contract. Catherine Gwin seconded the motion. All voted in favor.

**Sidewalk Shoveling Policy.** The Council discussed the Village's sidewalk shoveling policy that provides residents who are over 65 or disabled with the service. Jean reconfirms the need for the service by asking residents to re-register each year. Other municipalities do it, such as Section 3 and Section 5 for example especially because there are so few young people to provide the service and it is so important for the safety of the village.

**Street Plowing Contract.** Jean presented the Snow Plowing contract with Mark Peyton who has been providing the village with plowing for more than 25 years. His contract allows for four year consecutive renewals; this is the 2<sup>nd</sup> year of that option. The rates are up from \$145 per hour per truck to \$170 per truck, reflecting increased fuel, materials and labor costs. Councilmember Gwin made a motion to approve the contract with Peyton Snow Removal Services. Seconded by Diane. All in favor.

**Urban Planning Contract.** The contract was signed by the Village and returned to Jakubiak for his signature but it has yet to be received. Jean asked about the establishment of the committee. Diane felt that within the next week the composition of committee will be completed.

**Holiday Fund Kick Off.** This year's Holiday Fund request for the Waste Management personnel is essentially unchanged from last year.

**Fall Council Village Walk Through-Date.** The decision was made to wait until late winter for the walk through. That will still allow time to gather the information needed for next year's budget planning for capitol improvements.

**Winter Celebration 2/10/08** has been penciled in on LaFerme Calendar.

**Tree Plantings from McCullough Contribution to the Tree Budget.** The tree reimbursement monies have been received from McCullough and planting is anticipated the first week of December.

**Request for Financial Information from the County Council.** The County Council's Financial Affairs office has requested several pieces of financial data from Martin's Additions. Most municipalities are sending the most recent auditor's report; this should provide them with any information that they need. Jean agreed to make sure it is a final report. If the auditor says it's a draft, hold it; if not, the report will be released to the county.

## **CONSTRUCTION REPORT: ALAN BEAL**

**Action on Resolution 11-07-1.** This resolution amends the fee schedule to reduce the fee for demolition of structures with a footprint of 250 square feet or less to a proposed fee of \$250 rather the previously approved fee of \$500 for all demolition. This change will bring the amount of the permit fee into balance with the size of the demolition job. Catherine Gwin moved that the accept Resolution 11-07-1 to restructure the permit fee schedule for demolition permits in the Village. Diane seconded the motion and all voted in favor.

**Permit for 7220 Chestnut Street.** Novak is ready to get started with the demolition and construction. The permit will be issued soon.

**Permit for 7206 Delfield Street.** Dan Gardiner is getting ready to do a small addition to the rear of the property. The permit will be issued soon.

**Adjournment: 8:55 pm.** Diane Everts moved for adjournment. Catherine Gwin seconded; all in favor.