

Village of Martin's Additions
7013 Brookville Road, Suite B, Chevy Chase, MD 20815
Minutes for Council Meeting on
September 15, 2016

Council Members Present: Richard Krajeck (Chair), Arthur Alexander, Tiffany Cissna, Susan Fattig; Katya Hill; **Village Manager:** Matt Trollinger; **Assistant Village Manager:** Beth Boa; **Attorney:** Ron Bolt; **Building Administrator:** Doug Lohmeyer; **Residents and other attendees:** Bonnie Baugh (Summit Ave); Elissa Bean (Turner Ln); Lauren Biel (Delfield St); Kathleen Bishop (Taylor St); Marty Langelan (Chestnut St); Steve Schmal (Summit Ave).

7:30 PM Call to Order: Krajeck

7:30 PM Opportunity for Council to hear residents' comments: Krajeck

Bonnie Baugh (Summit Ave) asked whether the Village still had public meetings for affected residents when building permits were issued. Discussion ensued; Chairman Krajeck agreed that public meetings would be held when new construction was permitted. Such meetings would not affect the decision to grant permits, rather they would give residents an opportunity to see the plans and share any concerns.

Elissa Bean (Turner Ln) noted that Waste Management trash collection seems to be taking a lot longer recently and that there is usually only one person doing the collecting. Matt Trollinger (Village Manager) will meet with Waste Management next week and will raise this issue.

Marty Langelan (Chestnut St) said that the Election Committee needs one more member and that its first meeting will be held in October.

Lauren Biel (Delfield St) asked if Village residents could weigh in on the stores that lease sites on the commercial strip on Brookville Rd. The Village office will provide contact information to Lauren for the landlord, Shirazi Enterprises.

Lauren Biel also raised the safety issue due to the lack of sidewalks on Thornapple St. Discussion ensued. Lauren requested that the Council conduct a survey to determine the feasibility of adding sidewalks in the right-of-way. The Council will discuss this topic at the October 20 Council meeting.

Steve Schmal (Summit Ave) raised the issue of newsletter guidelines for *Martin's Edition*. He asked that the proposed policy be adopted as it was not a new policy and, to his knowledge, in the past only three organizations had asked to have items published in the newsletter. This item was on the agenda for the evening Council meeting.

8:02 PM Action on Council Meeting Minutes of August 18, 2016: Krajeck

Motion by Councilmember Fattig to approve the draft minutes for the Council meeting held on August 18, 2016; seconded by Councilmember Hill. All in favor.

The minutes as approved are attached.

8:02PM Clarifying the Code: Sec. 7-403 and Sec. 7-404: Bolt

Attorney Bolt explained that developmental non-conformities are buildings that are lawful when erected but no longer conform to the code, as a result of amendments. Section 7-403 applies to rebuilding structures lost to casualty events and section 7-404 applies to changes to non-conforming structures in all other situations. In the case of Section 7-403 the resident can rebuild as long as the building is in the same height/setback but in Section 7-404 the owner can alter the non-conforming building only within the three-dimensional boundary existing as of June 16, 2009.

Discussion ensued; the Council requested that Attorney Bolt draft language to change the Code so that both sections have the same requirement that alterations must be within the three-dimensional boundaries.

8:25PM *Martin's Edition* Newsletter Contents: Krajeck

The Council discussed whether to adopt a policy that would allow the newsletter (*Martin's Edition*) to include non-Village business. Attorney Bolt counseled that the newsletter could become a public forum, depending on what articles and notices were allowed. Attorney Bolt suggested a preamble and other edits be added to the draft policy. Beth Boa (Assistant Village Manager) will revise the policy and include the suggested preamble for review by the Council.

Draft Policy for What Non-Village Business Can and Cannot be Included in *Martin's Edition* Attached.

8:30 PM Discussion on Established Building Line front setback and front porches:
Krajeck

First, the Council discussed changes to the Code regarding the Established Building Line front setback based on recommendations from Doug Lohmeyer, Building Administrator. One option would be to adopt Montgomery County code that only applies to new construction.

On a related, but separate matter, the Council discussed Village Code requirements for projections into the front setback such as front porches and how far they can project. Lohmeyer suggested the option of making the allowable porch depth a percentage (20%) of the setback.

Attorney Bolt will draft language for an amendment to the Code that applies the EBL front setback only to new construction and adopts a 20% rule for projections. This amendment will be formally introduced at the October Council meeting.

9:02 PM Annual Survey: Hill

Councilmember Hill presented the draft survey questions for the 2016 Annual Survey of Village residents. She will make the discussed edits and recirculate the questions to the Council after the meeting and then post the survey for two weeks. It will close October 3rd and results will be discussed at the October 20 Council meeting.

9:20PM Right-of-Way License Agreements: Fattig

Attorney Bolt described the history of right-of-way (ROW) license agreements in sections 6-302 and 7-209 of the Code. ROW license agreements are required for any vegetation over 12 inches and any structure in the ROW, and intend to put residents on notice that such structures may need to be removed by the Village and would need to be replaced at the resident's cost. Discussion ensued about exceptions to this requirement. Attorney Bolt will draft language to address exceptions in the Code in coordination with the Village Building Administrator and Manager. This amendment may be formally introduced at the October Council meeting.

9:45 PM Financial matters, including Treasurer's Report: Alexander

July 2016 through August 2016

	Actual Pro-rated	Budgeted
Revenues	\$107,313	142,767
Expenses	72,608	111,367
Net Income	34,705	31,400

Reserve account (current assets less designated allocations): \$1,645,558

For the first two months of the fiscal year, both revenues and expenses are running somewhat behind the pro-rated budgeted amounts. The first significant income receipt will be the Village's allotment from the state income tax, which arrives in late November.

Over the past several years, the Village has allocated a large part of its reserves to capital improvement projects: \$500,000 for street repaving; \$250,000 for sidewalk renewal; and \$500,000 for street lights. We now have proposals from several contractors for repaving and sidewalk repairs; after choosing a contractor, the Village will proceed shortly to renew all the streets. The budgeted amounts, more by luck than solid analysis, will be adequate to pay for these eagerly awaited improvements.

The reserve account (current assets minus funds set aside for designated capital expenditures) is roughly double the Village's budgeted annual expenditures, which provides a planned cushion against unexpected occurrences.

The Council agreed to add a designated line item for the *Wynne* repayment. In order for it be clear going forward that this money will have to be repaid by March 31, 2019.

Motion by Councilmember Alexander to approve the Leaf Bag budget amendment adding \$4,025 to the line item; seconded by Councilmember Fattig. All in favor.

Treasurer's Report attached.

9:50 PM Building Administrator's Report: Lohmeyer

Doug Lohmeyer, Village Building Administrator, gave his report.

7219 Chestnut St.

The homeowner placed stones tiles over the top of the existing concrete lead sidewalk. A right of way license agreement was prepared for that portion of the sidewalk in the Village right of way. We are waiting for the homeowner to return the executed and notarized agreement, which will be recorded in the land records at Montgomery County.

3414 Cummings Lane

The construction of the detached garage, pool, pool decking, and driveway is on-going. The Village recently extended the building permit.

7210 Delfield St.

The homeowner has planted rose bushes and other plants, outside the new fence at the front of the property and within the Village right of way. A right of way license agreement was prepared for the plantings in the Village right of way. We are waiting for the homeowner to return the executed and notarized agreement, which will be recorded in the land records at Montgomery County.

3505 Raymond Street

Work is continuing on the original house improvements and a new building permit has been issued for the front porch addition, the new deck above the old garage, and the relocation of two A/C compressors at the rear of the house.

3507 Raymond St.

The homeowner has submitted plans and a building permit application to the Village make interior improvements and to add a deck to the rear of the house. The Village has issued a building permit. The work is ongoing.

3512 Taylor Street

The staff noticed that the existing retaining wall along the front property line was being totally removed and re-built. The Village no longer issues permits for retaining walls. A right of way license agreement was prepared for the wall in the Village right of way. We are waiting for the homeowner to return the executed and notarized agreement, which will be recorded in the land records at Montgomery County.

3416 Bradley Lane

The staff noticed landscaping in the right of way. A right of way license agreement was prepared for the wall in the Village right of way. We are waiting for the homeowner to return the executed and notarized agreement, which will be recorded in the land records at Montgomery County.

MCDOT – Quincy and Oxford

Presently, large trucks are having difficulty making the turning movement at the intersection of Quincy and Oxford and the rear wheels are driving across the curb and sidewalk.

In April, we met with the MCDOT maintenance staff and discussed rebuilding the existing brick inlet to allow a larger turning radius at the western side of the intersection. In July, I again met with the staff at MCDOT. They have determined the cost of rebuilding the inlet was too expensive and set a bad precedent. We discussed enlarging the radius without changing the inlet. We will meet with Joe Cutro to discuss this option and cost.

MSHA – Brookville Road

When the WSSC contractor was flushing the fire hydrant on the east side of Brookville Road, the staff noticed that the existing MSHA storm drain inlet, just north of Shepherd St. was missing a grate and a large hole was located adjacent to the sidewalk and bike lane. The MSHA maintenance crew has rebuilt the inlet, but the opening, where the water enters the inlet, is restricted. I contacted MSHA and they agreed the opening is too small. They are scheduled to enlarge the opening in this month.

AMT GIS Update

AMT last updated the Village GIS computer data in 2014. We are presently compiling the information for a new update. The update will include the new front yard construction projects since 2014, the WSSC water main replacement project from 2012 and 2016, and

any changes to trees within the Village right of way. We hope to submit this information to AMT in September.

Recently, residents have been questioning the location of their property lines. We are also compiling a folder of individual lot surveys, which may help clarify where the individual property lines are located. AMT provided a street right of way survey in 2007. We will ask AMT to review the individual property line surveys and compare that information to the survey the provided in 2007.

The Village office plans to meet with AMT to discuss service issues.

9:55 PM Manager's Report: Trollinger

Village Manager Matt Trollinger gave his report.

Administrative Matters:

- Audit: Village staff is working with the Village Accountant and Linton, Shafer, Warfield & Garret (LSWG) on putting together the necessary documents for the annual audit.
- Community Events:
 - o Halloween Party: The Village will be hosting a Halloween celebration on October 30 at the end of Turner Lane. We will have pizza, ice cream, a DJ playing music, crafts, and pumpkins for carving. Special thanks to Keith Allen, who is assisting in planning and storage, as well as providing electricity and restroom facilities. We are looking for volunteers to help set up and clean up for the event, and to help with any additional planning in the next couple of months.
- Website: Google Analytics reports that we had 1,530 page views from August 10 to September 10th, which is about average, as summer closes out. It is far more than the 989 from the previous month, but down from the nearly 2,800 we had around the time of the annual Celebration on the Sidewalk/Election.
- Contacting the Office: The VMA Office is staffed from at least 9:00 am – 5:00 pm Monday through Friday, although someone is often in the office earlier than that. Outside of the regular office hours, the best way to get in contact with Village staff is via email at martinsadditions@gmail.com.
- Newsletter: continues to be published monthly online.
- Directory: Staff has put together and sent out 2016 Village Directories to residents. There are still extra copies in the office if residents need them.
- Contracts:
 - o Municipal Code Enforcement: Consistent with our Charter and Policy, the Village has put out a formal RFP for Municipal Code Enforcement work.
 - o Snow Plowing: The Village has triggered its option clause with Rolling Acres to continue to provide snow plowing to the Village this Winter.
 - o Arborist: Village is working on a formal RFP for Village Arborist position. An RFP should be posted on the Village website and on the Maryland Municipal League's website by the end of the month.

- o Website: Village staff also plans to put together a formal RFP in the next month to receive proposals from various vendors to host and potentially redo the Village's website.

Safety and police:

- Reminder to always double-check to make sure your car doors are locked, and to not keep any valuables in your car if at all possible.
- Residents should also report any suspicious activity to police.
- The sign behind Brookville Market has been fixed.

Utilities: WSSC

- WSSC has removed all vehicles from the Village, and is done with all utility work.
- Village staff previously did a walk-through to identify issues that cropped up due to WSSC's work. WSSC has now addressed those identified problems. The Village staff will now perform a final walk-through to make sure the issues were addressed adequately. Once that is done, WSSC has one year from that date in which they are responsible for any other issues that may arise.

Street Lighting:

- PEPCO sent pricing over for seven new fixtures and poles to be put up in the Village to address identified dark spots. Pricing is based on 55 watt LED fixtures (see below).
- PEPCO prepared a memo for the Village comparing LED and Induction Lighting. The memo outlines performance and cost differences. The cost difference is not as prohibitive as originally thought, based on estimates from Scott Watson. The custom-built 55 watt LED fixture that is located on 3525 Bradley are essentially the same price as the 55 watt Induction light (in fact it is slightly cheaper).
- o PEPCO has agreed to stock additional custom-made LED lights for the Village.
- Alternatively, as lights go out, PEPCO would replace with (less popular) High-pressure sodium bulbs at no charge.
- PEPCO's supplier, Holophane, has decided to cease and desist its line of QL Induction lights.

Trollinger (Village Manager) will move forward with Pepco on installing new poles and the custom built 55 watt LED fixtures on all poles.

Streets & Sidewalks:

- Street Repaving: The street repaving RFP has closed, and the Village received four proposals. Staff has been checking up on references, and has gone over the bids with both Joe Cutro, the Village's traffic engineer, and Doug Lohmeyer, Engineer and Building Administrator for the Village.
- o Washington Gas has reimbursed the Village for paving repairs. Village staff is working with WSSC to get its reimbursement checks as well.

Sanitation:

- Bulk Trash: Pickup on September 10, again coordinated with A Wider Circle pick up on Friday September 9. The next bulk trash pickup will be on Saturday, November 12th. A Wider Circle will pick up on Friday, November 11th.
 - Residents should let the Village office know if there are particularly large items, or a large amount of items out so that Waste Management is aware when they come through.
 - The Village office has scheduled a meeting with Waste Management next week to discuss service issues.
- Leaf Bags: Leaf bags are tentatively scheduled to be delivered next week. We are awaiting final confirmation from Laniado's manufacturer. Office staff will send out an email ahead of time to let residents know which day they can expect the delivery.

10:05 PM Opportunity for Council to hear residents' comments: Krajeck

10:05 PM Adjournment: Krajeck

Village of Martin's Additions
7013 Brookville Road, Suite B, Chevy Chase, MD 20815
Minutes for Council Meeting on
August 18, 2016

Council Members Present: Richard Krajeck (Chair), Arthur Alexander, Tiffany Cissna, Susan Fattig; Katya Hill **Village Manager:** Matt Trollinger; **Assistant Village Manager:** Beth Boa; **Building Administrator:** Doug Lohmeyer; **Residents and other attendees:** Naomi Naierman (Quincy St), Steve Schmal (Summit Ave).

7:30 PM Call to Order: Krajeck

7:30 PM Report from Police Officer Nick Picerno: Krajeck

Officer Picerno reported that the Village did not suffer the “routine” summer crime problems this year. He attributed our quieter summer to the Second District surging to address the burglaries and car break-ins, resulting in a significantly lower amount of crime this summer throughout the district and increased resident awareness and vigilance. Officer Picerno urged Village residents to continue to secure residences, lock cars, and report suspicious activity to police.

7:40 PM Opportunity for Council to hear residents’ comments: Krajeck

Steve Schmal (Summit Ave) raised the issue of residents or outside organizations being able to publish information about their organizations and events in the Village newsletter, *Martin's Edition*, reporting that he had drafted proposed guidelines to cover inclusion of local non-profits’ announcements.

7:40 PM Ratification of Election of Officers: Krajeck

Council members had proposed their roles on the Council in July. Richard Krajeck: Chair; Tiffany Cissna: Vice Chair; Arthur Alexander: Treasurer; Susan Fattig: Secretary; Katya Hill: Member-At-Large.

Motion by Councilmember Krajeck to ratify the election of officers; seconded by Councilmember Hill. All in favor.

7:40PM Update on Committee Appointments: Krajeck

Volunteers for the Election Committee are: Marty Langelan; Naomi Naierman; Natalie Straus Welle; Steve Trowern.

The Council approved the members of the Election Committee.

Volunteers for the Ethics Committee are: Celeste Biagini; Mark Efron; Jimmy Joyce.
The Council approved the members of the Ethics Committee.

Dan Gardner is retiring as Village Tree Supervisor. The Council will appoint a new Tree Supervisor, per the Code of Ordinances Section 9-103. Interested volunteers should contact the Village office by September 8.

7:45 PM Action on Council Meeting Minutes of June 16, 2016: Krajeck

Motion by Councilmember Alexander to approve the draft minutes for the Council meeting held on June 16, 2016; seconded by Councilmember Fattig. All in favor.

The minutes as approved are attached.

7:45 PM Public Hearing on Ordinance No. 6-16-1, renewal of RCN Cable TV Franchise: Krajeck

A public hearing was held on Ordinance No. 6-16-1. There were no comments presented.

Motion by Councilmember Fattig to adopt Ordinance No. 6-16-1, renewal of RCN Cable TV Franchise; seconded by Councilmember Alexander. All in favor.

Ordinance No. 6-16-1, renewal of RCN Cable TV Franchise attached.
Memorandum of Understanding attached.

7:45PM *Martin's Edition* Newsletter Contents: Krajeck

Chairman Krajeck commented that Steve Schmal (Summit Ave) submitted draft guidelines for submission of content for the *Martin's Edition* newsletter by local non-profits.

First, the Council discussed whether appropriate to add such submissions to the monthly newsletter. Councilmember Cissna reiterated her position that only official Village business be included in the newsletter for a variety of reasons and that, if the Council decided to go forward with including such information, legal counsel should be consulted on how to appropriately implement such a decision. The rest of the Council voiced support for including local non-profit announcements in a separate section of the newsletter while agreeing to consult with legal counsel on how to implement. Discussion ensued as to which non-profits could be included and the length of submissions.

Although legal counsel will be consulted, next steps are for Assistant Village Manager Beth Boa to edit the draft guidelines pursuant to the Council discussion and send them to Attorney Ron Bolt and the Council for review. Katya Hill may add a question to this year's annual survey seeking resident opinions on inclusion of local non-profit

announcements. As discussed, such announcements would need to be 100 words or less and be submitted by a Village resident.

Draft Guidelines for What Non-Village Business Can and Cannot be Included in *Martin's Edition* from Steve Schmal Attached, noting the Council still plans to consult with its attorney.

8:00 PM Update from the Centennial Celebration Committee: Naierman

This will be the last update from the Committee.

The Committee has developed a video from the Centennial Celebration event. The Centennial Celebration Committee presented a DVD to each Council member. The remaining DVDs will be distributed to residents that requested a copy and the rest will be stored in the Village office. It is also posted on the Village website.

The video with snippets of interviews of residents of VMA is in production and will be posted on the Village website.

Thus far the budget estimate is \$20,250 at most, including expenses related to the program itself, such as children's entertainment, videography and AV equipment. The estimated expense of the development of the two videos is included and it may slightly exceed the \$20,000 event budget.

The Council thanked Naomi Naierman and the Committee members.

8:05PM Update on Streetlights: Trollinger

Village Manager Trollinger reported on his conversations with Pepco about replacing streetlights and adding seven new poles in the Village. Discussion ensued about the options presented and associated costs.

Due to some outstanding questions on the information presented by Pepco, the Council would like to meet with Mike Picucci, who is a Regional Manager at Pepco, to discuss options. Village Manager Matt Trollinger will arrange a meeting.

Pepco's induction versus LED Street Lights and Process memo attached.

8:30 PM Discussion on Established Building Line front setback: Krajeck

The Council discussed changes to the Code regarding the Established Building Line front setback based on recommendations from Doug Lohmeyer, Building Administrator. One option would be to adopt Montgomery County code that only applies to new construction.

The Council discussed Village Code requirements for projections such as front porches and how far they can project. Lohmeyer suggested the option of making the porch depth a percentage of the setback.

Chairman Krajeck will invite resident architect Lynn Iadarola (Shepherd St) to meet with the Council and Lohmeyer to give input on projections. Councilmember Cissna requested that any input be accompanied by data on homes that would be impacted as well as illustrations so that it would be easier for everyone to see the impact(s) of the changes being discussed.

8:45 PM Annual Survey: Hill

Councilmember Hill will prepare draft questions for Fiscal Year 2017's Annual Survey. It will be based on the survey from FY2016. Council members are invited to submit questions to Councilmember Hill who will present a draft survey to the Council at the next meeting (September 15, 2016).

8:45 PM Arborist Contract: Krajeck

Council Chairman Krajeck noted that while the Village is happy with the current Arborist (Integrated Plant Care), pursuant to the Village Charter and Policy, the job needs to be bid out. The Council discussed whether to split the arborist contract into two parts: (1) a consulting job and (2) a separate firm to do the work of trimming and removing trees in the Right-of-Way in order to avoid the appearance of a conflict of interest.

The Ethics Committee members' opinion was two-to-one for maintaining the current practice of having one firm do all of the work. The Council's opinion was four to one in favor of having one entity do the work.

Village Manager Trollinger will prepare a request for proposals for the Village arborist position. He will inform the new Tree Supervisor about this discussion.

8:50 PM Financial matters, including Treasurer's Report: Alexander

	Actual	Budgeted
Revenues	\$2,891	1,891
Expenses	27,830	49,453
Net Income	-24,940	49,453
	27,830	-47,562.00

Reserve account (current assets less designated allocations): \$1,588,216

For the first month of the fiscal year, the Villages accounts are not very informative. Both revenues and income get off to a slow start.

However, there is close to a final reckoning of the effects of the U.S. Supreme Court's *Wynne* decision as it affects Martin's Additions. The State of Maryland had allowed taxpayers with income from other states to claim a credit on their state taxes for taxes paid elsewhere, but a credit was not allowed for county taxes. The Court held that credits should have been allowed for all levels of government. Martin's Additions is required to refund revenues inappropriately received from income taxes to the extent that residents file for their previously disallowed credits. The latest and near final estimate from the State Comptroller is that we will owe \$150,000, subject to minor change. The State will recover these funds in 20 quarterly installments, beginning in May 2019, by deducting the funds from the regular disbursements we receive from the Village share of State income taxes.

Due to years of careful budgeting, the Village reserve account (current assets minus funds set aside for designated capital expenditures) is roughly double the Village's budgeted annual expenditures, which provides a planned cushion against unexpected occurrences. As a result, the Council discussed paying the *Wynne* funds back as a lump sum. Village Manager Trollinger will ask the Village Accountant Dan Baden and James Pasko, Manager, Revenue Accounting for the Comptroller of Maryland how to pay the funds as a lump sum. The Village Council agreed to create a designated fund balance in the FY 2017 budget to clearly show where the funds would come from and impact on the overall budget.

Motion by Councilmember Fattig to approve the Treasurer's Report; seconded by Councilmember Hill. All in favor.

Treasurer's Report attached.

8:55 PM Manager's Report: Trollinger

Village Manager Matt Trollinger gave his report.

Administrative Matters:

- Community Events:
 - o Halloween Party: The Village will be hosting a Halloween celebration on October 30 at the end of Turner Lane. We will have pizza, ice cream, a DJ playing music, crafts, and pumpkins for carving. Special thanks to Paul Wolfe, who will be providing pumpkins, and Keith Allen, who is assisting in planning and storage, as well as providing electricity and restroom facilities. We are looking for volunteers to help set up, assist with crafts, and clean up for the event, and to help with any additional planning in the next couple of months.
- Website: Google Analytics reports that we had 1,724 page views from June 9 – July 9, and 989 views from July 10- August 9, which is down from the previous few months quite significantly, likely as the election ended and people head away on summer vacation.
- Contacting the Office: The VMA Office is staffed from at least 9:00 am – 5:00 pm Monday through Friday, although someone is often in the office earlier than that.

Outside of the regular office hours, the best way to get in contact with Village staff is via email at martinsadditions@gmail.com.

- Newsletter: continues to be published monthly online with the exception of July when there was no Council meeting.
- Directory: Staff has put together and sent out 2016 Village Directories to residents. There are extra copies in the office if residents need them.
- Contracts:
 - o Municipal Operations & Code Enforcement: Staff is working to put out a request for proposals for Municipal Operations & Code Enforcement work. Currently, work is done on an informal basis.
 - o Snow Plowing & Street Cleaning: The Village has triggered its option clause with Rolling Acres to continue to provide snow plowing & street cleaning to the Village this winter.
 - o Arborist: Village will put out a formal RFP for Village Arborist position, per the Council decision discussed earlier in the meeting.
 - o Website: Village's current website provider and host is generally unresponsive. At the summer MML Convention, Staff spoke with a number of representatives from other companies, one of which has submitted an offer that would require an upfront cost to migrate over, but would ultimately cost less on a per month basis. Village staff plans to put together a formal RFP coming weeks to receive proposals from various vendors. Staff will send a list of municipal website samples to the Council.

Safety and police:

- Our contract Police officers continue to contribute safety tips to newsletter on a semi-monthly basis to increase community awareness and help prevent crime.
- Reminder to always double-check to make sure your car doors are locked, and to not keep any valuables in your car if at all possible.
- Residents should also report any suspicious activity to police.
- Our Village's traffic engineer, Joe Cutro assessed the bent stop sign behind the Village marketplace. It is likely that it will have to be replaced.

Utilities: WSSC

- House Connections are almost finished on the South End. WSSC still has one service to fix on 111 Quincy. The service was put in incorrectly, and needs to be moved nine feet away from a tree.
- WSSC is finishing up final repairs of driveway aprons, curbs, and right-of-ways before the work is entirely complete.
- Village Staff did a walk-through with WSSC to complete a "punch list" of areas/items that are in disrepair due to WSSC's work in the South end. The Village has an additional year to identify any spots that need attention from WSSC.
- Once the final house connection has been fixed and the punch list has been completed, WSSC will sweep the streets and move all equipment out of the Village.

Streets Lighting:

- PEPCO sent one its engineers to VMA to observe the layout of the Village, and assess the locations of new poles, according to our design. Five of the seven proposed locations require trimming Village trees, which will be handled by PEPCO. PEPCO will send over a price on the seven new poles in the next two weeks.
- PEPCO prepared a memo for the Village comparing LED and Induction Lighting. The memo outlines performance and cost differences. The cost difference is not as prohibitive as originally thought, based on estimates from Scott Watson. The custom-built 55 watt LED fixture that is located on 3525 Bradley are essentially the same price as the 55 watt Induction light (in fact it is slightly cheaper).
 - o PEPCO has agreed to stock additional custom-made LED lights for the Village.
- In the last week the Village received a call from PEPCO saying that PEPCO's supplier, Holophane, was planning to cease and desist its line of QL Induction lights. This is in direct conflict with what the Village was told by Scott Watson, who assured that Induction would be available for at least 25 years.
- VMA still has the option to sign a master agreement with PEPCO, buying the light fixtures from them outright, and then installing new lights on its own. However, this would require the Village, not PEPCO, to maintain all street lights, including replacing any lights that go out in the future. According to PEPCO, no municipality in the area has ever signed its master agreement and taken over maintenance responsibilities.

Streets & Sidewalks:

- Street Repaving: Staff has sent out an RFP, with bids due by Friday September 2.
 - o After successful negotiation with the Village staff to increase their initially proposed reimbursement, Washington Gas has reimbursed the Village for paving repairs. Village staff is negotiating with WSSC to get its reimbursement check as well.
- Brookville Market Intersection: Staff has been working with Section 3 and local elected officials to push State Highway to a redesign of the dangerous intersection. On August 9th the Village received a letter from SHA stating that the project is funded for design, and that design planning is scheduled to start in November 2016.
- Oxford/Quincy Intersection: As a courtesy, WSSC agreed to move the boulders on the corner of Oxford and Quincy down to the dead end of Turner. We will use one of the boulders as a plaque for the Centennial Tree. See report from Doug Lohmeyer on plans for re-doing the storm drain.
- The Council recommends replacing the two wooden Village signs.

Leaf Bags:

- Have been ordered from Laniado Wholesale who will also provide delivery to individual homes. The Council has budgeted \$10,000 in FY17 so will need to have a budget amendment to cover the additional \$4,025 estimated cost. Discussion ensued about the possibility of leaf vacuuming versus leaf bag distributing in the Village.

Sanitation:

- Bulk Trash: Next pickup September 10, again coordinated with A Wider Circle pick up on Friday September 9.

9:05 PM Building Administrator's Report: Lohmeyer

Doug Lohmeyer, Village Building Administrator, gave his report.

7219 Chestnut St.

The homeowner placed stone tiles over the top of the existing concrete lead sidewalk. A right of way license agreement was prepared for that portion of the sidewalk in the Village right of way. We are waiting for the homeowner to return the executed and notarized agreement, which will be recorded in the land records at Montgomery County.

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The homeowner has planted rose bushes and other plants, outside the new fence at the front of the property and within the Village right of way. A right of way license agreement was prepared for the plantings in the Village right of way. We are waiting for the homeowner to return the executed and notarized agreement, which will be recorded in the land records at Montgomery County.

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Work is continuing on the original house improvements and a new building permit has been issued for the front porch addition and the relocation of two A/C compressors at the rear of the house.

3507 Raymond St.

The homeowner has submitted plans and a building permit application to the Village make interior improvements and to add a deck to the rear of the house. The Village has issued a building permit, but the work has not begun.

3512 Taylor Street

The staff noticed that the existing retaining wall along the front property line was being totally removed and re-built. The Village no longer issues permits for retaining walls. A right of way license agreement was prepared for the wall in the Village right of way. We are waiting for the homeowner to return the executed and notarized agreement, which will be recorded in the land records at Montgomery County.

3504 Turner Lane

The staff observed the installation of a new landscape retaining wall in the front yard.

The Village no longer issues permits for retaining walls. A right of way license agreement was prepared for the wall in the Village right of way. We are waiting for the homeowner to return the executed and notarized agreement, which will be recorded in the land records at Montgomery County.

3507 Turner Lane

The building permit has been issued. Work is wrapping up on the two story addition. Ms. Metwalli called and asked for a final review and the return of the performance bond.

When I visited the site, I measured the front porch roof, which was reduced from 36" to 30" during the Variance Hearing. The new porch roof extends 35.5" from the front wall of the house.

The contractor has removed the porch roof and re-built the roof. It now extends 30" from the front wall. In my opinion, the improvements, as revised, comply with the Village Code, the building permit should be closed, and the performance bond should be refunded.

MCDOT – Quincy and Oxford

Presently, large trucks are having difficulty making the turning movement at the intersection of Quincy and Oxford and the rear wheels are driving across the curb and sidewalk.

In April, we met with the MCDOT maintenance staff and discussed rebuilding the existing brick inlet to allow a larger turning radius at the western side of the intersection. In July, I again met with the staff at MCDOT. They have determined the cost of rebuilding the inlet was too expensive and set a bad precedent. We discussed enlarging the radius without changing the inlet. We will soon meet with Joe Cutro to discuss this option and cost.

MSHA – Brookville Road

When the WSSC contractor was flushing the fire hydrant on the east side of Brookville Road, the staff noticed that the existing MSHA storm drain inlet, just north of Shepherd St. was missing a grate and a large hole was located adjacent to the sidewalk and bike lane. The MSHA maintenance crew has rebuilt the inlet, but the opening, where the water enters the inlet, is restricted. I contacted MSHA and they agreed the opening is too small. They are scheduled to enlarge the opening in Sept.

AMT GIS Update

AMT last updated the Village GIS computer data in 2014. We are presently compiling the information for a new update. The update will include the new front yard construction projects since 2014, the WSSC water main replacement project from 2012 and 2016, and

any changes to trees within the Village right of way. We hope to submit this information to AMT in Sept.

Recently, residents have been questioning the location of their property lines. We are also compiling a folder of individual lot surveys, which may help clarify where the individual property lines are located. AMT provided a street right of way survey in 2007. We will ask AMT to review the individual property line surveys and compare that information to the survey the provided in 2007.

The Council asked whether AMT had become more responsive to staff needs in recent months and was told that that issue had not been resolved. Staff plans to write a formal letter to AMT in hopes of correcting the issue(s). The Council also suggested that staff become familiar with the ARC-GIS.

9:20 PM Opportunity for Council to hear residents' comments: Krajeck

9:20 PM Councilmember Alexander made a motion to enter closed session pursuant to Maryland Code, General Provisions Article, Section 3-305(b)(1) to discuss the appointment, assignment, and performance evaluation of an appointee (independent contractor) over whom the Village Council has jurisdiction; seconded by Councilmember Cissna. All in favor. Present were Doug Lohmeyer, Matt Trollinger and Beth Boa. Pending legal counsel, a lump sum payment may be made to Blue Crab Contracting (BCC) to compensate for invoices that have not been received by the Village for February through June 2016 (the last 5 months of the preceeding fiscal year). Also pending legal counsel is a path forward on how to compensate for work done in FY 2017 until an RFP is completed and a new contract is in place. Attorney Bolt will be consulted. An RFP will be developed and competed for the Code Enforcement/ Municipal Operations contractor position in the Village in the near future. The closed session adjourned at 10:05 pm.

10:05 PM Adjournment: Krajeck



Village of Martin's Additions
7013 B Brookville Road
Chevy Chase, MD 20815
301-656-4112 (Phone)
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Policy No. 09-16-01

DRAFT Policy for Contents of *Martin's Edition*

The Village of Martin's Additions (Village) Council desires to be transparent in its publishing policy for *Martin's Edition*, the Village's monthly newsletter.

The Village newsletter is generally reserved for official Village business. However, residents may submit articles and notices. In order for non-Village business to be included in *Martin's Edition*, the information

- (1) must be submitted by a current Martin's Additions resident;
- (2) must pertain to a not-for-profit organization;
- (3) must be received in its entirety by the Village staff in electronic format by the 15th of the month it is to be printed; and
- (4) is limited to written text and cannot exceed 100 words.

Policy Number: 09-16-01

Action/Adoption:

Effective Date:

**Village of Martin's Additions
Treasurer's Report
August 2016**

	<u>Aug 16</u>	<u>Budget</u>	<u>Jul - Aug 16</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Income					
4000 - Revenue					
4010 - Permit Fees		1,666.00	1,308.00	3,332.00	20,000.00
4020 - Cable TV Franchise Fees					8,000.00
4040 - County Revenue Sharing	26,832.00	26,800.00	26,832.00	26,800.00	26,800.00
4050 - Highway Users Fees					23,000.00
4060 - Income Tax					600,000.00
4080 - Personal Property Tax			7.70		6,000.00
4090 - Real Property Tax	3,892.45	5,000.00	4,722.30	5,100.00	150,000.00
4095 - Utility Property Tax					12,300.00
4100 - Holiday Fund					6,500.00
4110 - Interest	799.62	2.00	1,544.93	127.00	4,000.00
4140 - Washington Gas - Street Work	72,898.20		72,898.20		
Total 4000 - Revenue	<u>104,422.27</u>	<u>33,468.00</u>	<u>107,313.13</u>	<u>35,359.00</u>	<u>856,600.00</u>
4200 - Prior Years Surplus	<u>0.00</u>		<u>0.00</u>	<u>2,562,376.00</u>	<u>2,562,376.00</u>
Total Income	<u>104,422.27</u>	<u>33,468.00</u>	<u>107,313.13</u>	<u>2,597,735.00</u>	<u>3,418,976.00</u>
Expense					
5000 - General Government					
5010 - Office Expenses	416.54	1,500.00	1,890.95	3,000.00	18,000.00
5025 - Office Furniture & Equipment					12,000.00
5030 - Insurance	3,322.00		5,124.00	4,830.00	5,000.00
5040 - Printing & Mailing		1,250.00		1,250.00	5,000.00
5050 - Dues & Subscriptions/Conference			3,707.54	3,500.00	10,000.00
5055 - Storage Rental	257.00	268.00	257.00	536.00	3,200.00
5060 - Office Lease	8,378.53	5,899.00	8,378.53	8,090.00	30,000.00
5065 - Telephone	269.40	250.00	269.40	500.00	3,000.00
5080 - Holiday Fund			0.00		6,500.00
Total 5000 - General Government	<u>12,643.47</u>	<u>9,167.00</u>	<u>19,627.42</u>	<u>21,706.00</u>	<u>92,700.00</u>

**Village of Martin's Additions
Treasurer's Report
August 2016**

	<u>Aug 16</u>	<u>Budget</u>	<u>Jul - Aug 16</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
5100 - Salaries & Benefits					
5110 - Managerial & Office Salaries	5,564.81	11,000.00	13,349.43	22,000.00	132,000.00
5120 - Payroll Taxes & Benefits	750.40	1,916.00	1,399.76	3,832.00	23,000.00
Total 5100 - Salaries & Benefits	<u>6,315.21</u>	<u>12,916.00</u>	<u>14,749.19</u>	<u>25,832.00</u>	<u>155,000.00</u>
5200 - Professional Fees					
5210 - Accounting & Auditing	3,000.00	3,000.00	6,000.00	6,000.00	42,000.00
5220 - Building & Permitting					
5222 - Building Review & Permits	2,600.00	1,667.00	2,600.00	3,334.00	20,000.00
5224 - Enforcement & Oversight	0.00	1,000.00	0.00	2,000.00	12,000.00
5226 - Municipal Operations	0.00	1,500.00	0.00	3,000.00	18,000.00
Total 5220 - Building & Permitting	<u>2,600.00</u>	<u>4,167.00</u>	<u>2,600.00</u>	<u>8,334.00</u>	<u>50,000.00</u>
5230 - Legal	1,357.00	4,166.00	1,357.00	8,332.00	50,000.00
5240 - Police	2,373.11	2,500.00	4,748.01	5,000.00	30,000.00
5242 - Lighting Consultant					5,000.00
5244 - Traffic Engineering	367.00		367.00		3,000.00
Total 5200 - Professional Fees	<u>9,697.11</u>	<u>13,833.00</u>	<u>15,072.01</u>	<u>27,666.00</u>	<u>180,000.00</u>
5300 - Streets					
5305 - Streets - General					
5310 - Street Lighting - PEPCO	1,079.68	1,300.00	1,079.68	2,600.00	16,000.00
5322 - Street Cleaning - Fall/Spring					28,000.00
5324 - Street Maintenance - Other		1,250.00		2,500.00	15,000.00
Total 5305 - Streets - General	<u>1,079.68</u>	<u>2,550.00</u>	<u>1,079.68</u>	<u>5,100.00</u>	<u>59,000.00</u>
5349 - Snow Removal Services					
5350 - Snow Removal - Shovel Bvl. Rd.					5,000.00
5351 - Snow Removal - Plowing					20,000.00
Total 5349 - Snow Removal Services	<u>0.00</u>	<u></u>	<u>0.00</u>	<u></u>	<u>25,000.00</u>
Total 5300 - Streets	<u>1,079.68</u>	<u>2,550.00</u>	<u>1,079.68</u>	<u>5,100.00</u>	<u>84,000.00</u>

**Village of Martin's Additions
Treasurer's Report
August 2016**

	<u>Aug 16</u>	<u>Budget</u>	<u>Jul - Aug 16</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
5400 - Waste & Recycling					
5410 - Waste Collection & Recycling	13,845.52	7,000.00	20,768.28	14,000.00	85,000.00
5420 - Leaf Bags					10,000.00
5425 - Recycling Bins					1,000.00
Total 5400 - Waste & Recycling	<u>13,845.52</u>	<u>7,000.00</u>	<u>20,768.28</u>	<u>14,000.00</u>	<u>96,000.00</u>
5500 - Other					
5510 - Tree Maintenance					35,000.00
5515 - Tree Replacement					4,000.00
5518 - Right-of-Way Landscaping	625.86	500.00	625.86	1,000.00	6,000.00
5520 - Community Events	300.00		300.00		10,000.00
5530 - Website	270.84	115.00	385.74	230.00	1,500.00
Total 5500 - Other	<u>1,196.70</u>	<u>615.00</u>	<u>1,311.60</u>	<u>1,230.00</u>	<u>56,500.00</u>
5600 - Initiatives					
5630 - Tree Planting Initiatives Prog.					4,000.00
Total 5600 - Initiatives	<u>0.00</u>		<u>0.00</u>		<u>4,000.00</u>
5800 - Designated Funds					
5810 - Designated - Street				500,000.00	500,000.00
5811 - Designated Street Lighting				500,000.00	500,000.00
5812 - Designated - Sidewalk				250,000.00	250,000.00
Total 5800 - Designated Funds	<u>0.00</u>		<u>0.00</u>	<u>1,250,000.00</u>	<u>1,250,000.00</u>
5900 - Undesignated Fund Balance	0.00		0.00	1,500,776.00	1,500,776.00
Total Expense	<u>44,777.69</u>	<u>46,081.00</u>	<u>72,608.18</u>	<u>2,846,310.00</u>	<u>3,418,976.00</u>
Net Income	<u><u>59,644.58</u></u>	<u><u>-12,613.00</u></u>	<u><u>34,704.95</u></u>	<u><u>-248,575.00</u></u>	<u><u>0.00</u></u>