

**Village of Martin's Additions**  
**7013 Brookville Road, Suite B, Chevy Chase, MD 20815**  
**Minutes for Council Meeting on**  
**January 19, 2017**

**Council Members Present:** Richard Krajeck (Chair); Arthur Alexander; Susan Fattig;  
**Village Manager:** Matthew Trollinger; **Assistant Village Manager:** Beth Boa;  
**Attorney:** Ron Bolt; **Building Administrator:** Doug Lohmeyer; **Residents and other attendees:** Keith Allen (Turner Ln); Bonnie Baugh (Summit Ave); Sally Maran (Turner Ln); Lynn Welle (Oxford St).

7:30 PM Call to Order: Krajeck

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

Bonnie Baugh (Summit Ave) reminded the Council that she had requested a pre-construction meeting with developers about the project at 3405 Thornapple Street. She said that there has been no communication or notification about the project. All the neighbors are upset. Councilmember Alexander noted that no one attended these meetings in the past and they are not required by the Village Code of Ordinances. Village Manager Trollinger said that a neighbor notification was sent out in September 2016 and another one last week, and that the builder did not want to participate in a meeting as he had told her it was not required. The Village is planning to schedule a meeting and the builder has said she will send out letters to neighbors. The Council asked Attorney Ron Bolt to prepare an amendment to the Code noting in what circumstances a builder is required to hold a pre-construction meeting and when in the process it should be held. Bonnie Baugh suggested that notices be emailed in addition to being mailed.

8:05 PM Action on Council Meeting Minutes of December 15, 2016: Krajeck

Motion by Councilmember Alexander to approve the draft minutes for the Council meeting held on December 15, 2016; seconded by Councilmember Fattig. All in favor.

The minutes as approved are attached.

8:05PM Discussion on Amendment to Policy 9-16-01: Draft Policy for Inclusion in *Martin's Edition*: Krajeck

The Council discussed amending Policy 9-16-01 on the publication policy of *Martin's Edition* to a different word number limit.

The amended Policy will be posted on the website and published in January's *Martin's Edition*.

Motion by Chairman Krajeck to amend policy 9-16-01 to a 250 word limit; seconded by Councilmember Alexander. All in favor.

Policy 9-16-01 attached.

8:05 PM Discussion of Ordinance 1-17-1 To Amend the Code of Ordinances to Further Regulate the Construction of Curb Cuts, Driveways, and Aprons in the Public Right-of-Way: Krajeck

Attorney Bolt described the Village's responsibility for maintaining driveway aprons in the right-of-way, according to current practice. Currently, the Village will not maintain aprons that have been upgraded by owners or are non-standard. Ordinance 1-17-1 would codify the existing practice or the Council could modify it to require the Village to maintain any apron even if it has been upgraded. Attorney Bolt was asked by the Council to bring additional proposed language to the February 16, 2017 Council meeting to allow the Village to replace and upgrade when an owner wants to abandon it.

8:20 PM Financial matters, including Treasurer's Report: Alexander

July 2016 through December 2016

	Actual	Pro-rated budget
Revenues	561,274	428,300
Expenses (excluding capital projects)	271,218	336,113
Net Income	290,056	92,187
Capital Expenditures	\$163,539	
Designated Funds	\$1,400,000	

Reserve account (current assets less designated allocations): \$ 1,574,761

Half the fiscal year is now behind us, which provides sufficient time to review trends. Revenues are more than expected and spending remains below what had been budgeted.

Major capital improvements are in process as we begin repaving the streets and replacing lights. We now have \$1.4 million set aside for these projects; as bids come in and work proceeds, we will be able to plan for project completion. WSSC owes the Village approximately \$100,000 for road repairs.

The reserve account (current assets minus funds set aside for designated capital expenditures) is more than double the Village's budgeted annual expenditures, which provides a cushion against unexpected occurrences as well as a buffer for higher than expected capital improvement costs. At the moment, we do not foresee such complications, but the future, as always, remains unknown.

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

Treasurer's Report attached.

8:25 PM      Manager's Report: Trollinger

Administrative Matters:

- Office Orientation: The Village Office received a redesign proposal in December 2015. Staff will be meeting with the designers to go over the proposal, and to discuss concerns, and options moving forward.
- Community Events:
  - Holiday Fund: Thank you to all who have generously donated. Donations were up slightly from last year, and the Waste Management workers on our route were very grateful and asked me to pass on their thanks to Village residents.
  - Website: Google Analytics reports that we had 1,726 page views from December 12 to January 12, which is down about 20% from the previous month, likely from people being away during the holiday season. There was a 24-hour period on 1/9/2017 in which the website was down due to a server issue.
  - 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](mailto:martinsadditions@gmail.com).
  - Newsletter: continues to be published monthly online. The next edition should be going out next week.
- Contracts:
  - Arborist: The Village has selected Integrated Plant Care as its Arborist moving forward. A final contract is being developed.
  - Website: The Village has met with the three finalists, and has two options that would satisfactorily meet the Village's needs within a manageable budget. The Council is welcome to give input into these options.
  - GIS: Village is developing an RFP to update and maintain the Geographic Information System (GIS), the Village's system to capture, store analyze and present spatial and geographical data.

Street Cleaning:

- Rolling Acres has been through to pre-treat the roads prior to snow and winter weather. They remain on standby in case another street cleaning is needed before winter weather.

Utilities: WSSC

- Village staff has worked out an agreement with WSSC to receive reimbursement for road repairs.

- WSSC is returning to VMA! – next up is a series of sewer main replacement projects. The following VMA streets will be affected: Quincy, Raymond, Chestnut, Taylor, and Thornapple. The work will begin in late summer/early fall of 2017.
  - WSSC will hold a public outreach meeting sometime in February or March to go over plans with the community once they have selected a contractor. The Village staff will notify residents once a final date has been selected.
- Village staff received a revised set of plans from WSSC, and has begun reviewing the plans and will meet with WSSC again before finalizing a work permit.

#### Streets Lighting:

- Product numbers have been added to PEPCO's system, but they are still waiting for the final check and addition to the design database. Once that happens, they will send to Public Space Permits.

#### Streets & Sidewalks:

- The Village has received some complaints about potholes, and has ordered a kit of cold-weather patch to alleviate some of the major areas of issue until A.B. Veirs returns in the spring.
- Street Repaving: Concrete work has been completed on Bradley, Melville, Raymond (dead end), Cummings, Shepherd, Turner and Taylor. Thank you to residents for their help in adhering to posted 'No Parking' signs. Work has been on hold until springtime.
- Actual street repaving will be done in the spring – this avoids us having to re-do (and re-pay for) the same work after WSSC tears up the streets (again). It also makes sense from a weather standpoint – falling leaves can impact the stability of asphalt, but more importantly asphalt plants close around Thanksgiving time through February.
- One exception to no paving is Quincy Street, where we repaired the failing Washington Gas trench, and milled the street to smooth out the driving surface for winter. Keep in mind, this is only a temporary solution. Once WSSC has finished up its sewer replacement work, we will go back and finish up the aforementioned streets – Thornapple, Quincy, Chestnut.
- In total, the project is estimated to cost slightly under \$800,000 which, after accounting for Washington Gas and WSSC reimbursements, should keep the project under the \$750,000 set aside in the budget.
- North End Sidewalks: The Village's Building Administrator and Engineer, Doug Lohmeyer, took a look at the north end of Martin's Additions to assess the viability of adding sidewalks. Currently, none of the streets north of Taylor have sidewalks. What he determined was that adding a sidewalk to the east side of Delfield Street would have the least impact of any streets, and suggested that it might make sense as the first "phase" of sidewalk installation in the north end. Delfield actually has sidewalk on that side of the street about a third of the way up, and has the least amount of trees and other plantings and landscaping that would be impacted by new sidewalks. Joe Cutro, the Village's traffic engineer, also agreed with this sentiment, and felt that it would be a good "trial run" for sidewalk installation in the north end. Both Doug and Joe met with Mike Veirs of A.B. Veirs to go over one design plan and get an estimate. A.B. Veirs estimated that sidewalk

installation on Delfield would cost roughly \$40,000. Joe is in the midst of assessing the rest of the North End to develop a tentative layout and cost for additional sidewalks.

Sanitation:

- Bulk trash pickup was January 14. A Wider Circle also did a pickup on Friday, January 13.
- The next bulk pickup will be on March 11, coordinating with A Wider Circle on Friday March 10.
  - Please contact the Village Office if you have any items for bulk pickup, particularly if they are unusually large-sized objects, or an unusually large amount of items for bulk pickup (see below). This allows us to contact Waste Management so they can send the appropriately-sized truck. Unusually large refers to items that are:
    - Over four feet in size;
    - Over 50 lbs;
    - More than six items. Also as a reminder, certain items cannot be picked up as part of Bulk Trash, including construction debris, tires, and refrigerators that have not been tagged.

8:35 PM Building Administrator's Report: Krajeck

Building Administrator Lohmeyer gave his report.

Building Administrator's Report Attached

8:37 PM Opportunity for Council to hear residents' comments: Krajeck

8:37 PM Adjournment: Krajeck

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

**Council Members Present:** Arthur Alexander (Treasurer); Tiffany Cissna (Vice Chair); Susan Fattig; Katya Hill **Village Manager:** Matthew Trollinger; **Attorney:** Ron Bolt; **Residents and other attendees:** Keith Allen (Turner Ln); Paula Goldberg (Bradley Ln); Pat Pendergast (Thornapple St); Sally Maran (Turner Ln); Marge Wasson (Delfield St); Larry Wasson (Delfield St); John Sharrow (Chestnut St); Lynn Welle (Oxford St); Fritz Hirst (Rollingwood).

7:30 PM Call to Order: Alexander

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

Fritz Hirst from Rollingwood came to address the Council regarding Rollingwood signage project, and wanting to put signs up in Martin's Additions. There were three proposed locations in Martin's Additions: one on Cummings Ln on the opposite side of a VMA sign and a speed limit sign; one on Shepherd St under a 'No Parking' sign; and one on Summit Ave opposite a VMA sign and a speed limit sign.

7:45PM Action on Council Meeting Minutes of November 17,2106.

Motion by Councilmember Fattig to approve the draft minutes for the Council meeting held on November 17, 2016; seconded by Councilmember Alexander. All in favor.

The minutes as approved are attached.

7:47 PM Policy 9-16-01: Policy for Inclusion in Martin's Edition: Alexander

Councilmember Alexander brought up for discussion whether or not the 100 word limit is too small. Councilmember Hill noted that the policy itself is 100 words long, which should provide enough space for a basic description of an organization's event. The Council agreed to keep the 100 word limit.

7:50 PM Hearing on draft Ordinance 10-16-1: to amend the Code of Ordinances regarding non-conforming buildings; Right-of-way license agreements: Alexander

Village Attorney Ron Bolt gave an explanation of the Village Right-of-way agreement. Sally Maran (Turner Ln) asked about the potential impact for pedestrians. Attorney Ron

Bolt explained that the Village can require residents to trim or take back anything impeding pedestrians' paths in the public right-of-way.

The amendment to the code also makes clauses regarding rebuilding and developmental nonconformities consistent so the same standards apply in both cases.

Motion by Councilmember Fattig to adopt; seconded by Councilmember Alexander. All in favor.

8:00 PM Replacement of driveway aprons: Alexander

Attorney Ron Bolt explained that the current Village policy is that residents are responsible for the installation of a driveway apron, but the Village takes responsibility for the maintenance of driveway aprons, except when the owner installs a betterment or non-standard apron. Attorney Bolt suggested that the issue be expressly addressed in the code. Councilmember Alexander asked Attorney Ron Bolt to write up two alternatives: one, if the Village is only responsible for standard driveway aprons; the other, if the Village is responsible for all repairs.

8:15 PM Financial matters, including Treasurer's Report: Alexander

July 2016 through November 2016

	<u>Actual</u>	<u>Pro-rated budget</u>
Revenues	\$ 547,271	356,917
Expenses	215,296	280,094
Net Income	331,975	76,823
Capital Expenditures	\$163,539	
Designated Funds	\$1,400,000	

Reserve account (current assets less designated allocations): \$ 1,616,679

As expected, the November state income tax distribution arrived the end of the month; the amount, \$332,257, was the second highest we have ever received. For comparison, last year's was \$199,000. The recurring portion is \$135,000, which we should receive twice more in the fiscal year, bringing the annual total to \$605,000, which is just about what we budgeted from that source. However, there are usually some additional payments of smaller, unpredictable amounts. For the first five months of the fiscal year, expenses are running somewhat behind the pro-rated budgeted amounts.

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 repair, \$500,000 for new street lights, and \$150,000 to cover our liability under the Supreme Court's Wynne decision. The first expenditures from this category, \$164,000, under the

street and sidewalk budget has now been paid as the Village completes the concrete work associated with curbs, gutters, and sidewalk repairs. The remainder of the sidewalk and road work must await warmer temperatures in the spring at an estimated cost just matching the allocations made over the past several years.

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

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

Treasurer's Report attached.

8:15 PM      Manager's Report: Trollinger

Administrative Matters:

- *Office Orientation:* The Village Office received a redesign proposal in December 2015. Staff will be meeting with the designers to go over the proposal, and to discuss concerns, and options moving forward.
- *Community Events:*
  - *Holiday Fund:* Office staff sent out an email and a letter in the mail to residents asking for donations by December 16 to give our friends at Waste Management before the holidays. Thank you to all who have generously donated.
- *Website:* Google Analytics reports that we had 2,652 page views from November 11 to December 11, which is about average. It is up about 30% from the summer, but down about 40% from the highs around Village election season – roughly the same as the previous couple of months.
- *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.
- *Holiday Schedule:* The office will only be partially staffed from Dec. 22 – Dec. 30. However, staff will be checking email and voicemails over the holiday.
- *Newsletter:* continues to be published monthly online. The next edition should be going out next week.
- *Contracts:*
  - *Survey crew:* Village staff has begun putting together an RFP for a new surveyor/GIS contract.
  - *Arborist:* The Village has set up meetings with two finalists for the arborist position. Proposals were due by December 2.
  - *Website:* The Village has narrowed down to three finalists to redesign and host the Village website. Village staff is putting together a set of questions to ask the three finalists to make a final recommendation.
- The new office copier was delivered and installed.

### Street Cleaning:

- Rolling Acres did a street cleaning the week of December 12. Village staff has Rolling Acres on standby in case another street cleaning is needed before winter weather.

### Utilities: WSSC

- Village staff has worked out an agreement with WSSC to receive reimbursement for road repairs.
- WSSC is returning to VMA! – next up is a series of sewer main replacement projects. The following VMA streets will be affected: Quincy, Raymond, Chestnut, Taylor (which was a new development), and Thornapple. The work will begin in late summer/early fall of 2017.
  - WSSC is holding a public outreach meeting on Tuesday January 17th at 6:00 p.m. at the Meadowbrook Park to go over plans with the community.
- Village staff met with WSSC on Tuesday Dec. 13. WSSC will be sending over its revised plans, at which time the Village will finalize a work permit.

### Streets Lighting:

- The part numbers will not be created until the new year. PEPCO engineers need the part numbers to create the design and to order the lights. PEPCO estimated that part numbers would be created in late January, followed by a two week design period (inputting into GIS system), then creating the parts. PEPCO gave a rough estimate of installations beginning in April.

### Streets & Sidewalks:

- *Street Repaving:* Concrete work has been completed on Bradley, Melville, Raymond (dead end), Cummings, Shepherd, Turner and Taylor. Thank you to residents for their help in adhering to posted 'No Parking' signs.
- Actual street repaving will be done in the spring – this avoids us having to re-do (and re-pay for) the same work after WSSC tears up the streets (again). It also makes sense from a weather standpoint – falling leaves can impact the stability of asphalt, but more importantly asphalt plants close around Thanksgiving time through February.
- One exception to no paving is Quincy Street, where we repaired the failing Washington Gas trench, and milled the street to smooth out the driving surface for winter. Keep in mind, this is only a temporary solution. Once WSSC has finished up its sewer replacement work, we will go back and finish up the aforementioned streets – Thornapple, Quincy, Chestnut.
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Delfield Street would have the least impact of any streets, and suggested that it might make sense as the first "phase" of sidewalk installation in the north end. Delfield actually has sidewalk on that side of the street about a third of the way up, and has the least amount of trees and other plantings and landscaping that would be impacted by new sidewalks. Joe Cutro, the Village's traffic engineer, also agreed with this sentiment, and felt that it would be a good "trial run" for sidewalk installation in the north end. Both Doug and Joe met with Mike Veirs of A.B. Veirs to go over one design plan and get an estimate. A.B. Veirs estimated that sidewalk installation on Delfield would cost roughly \$40,000. Joe is in the midst of assessing the rest of the North End to develop a tentative layout and cost for additional sidewalks.

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    - Over four feet in size;
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#### Building Administration:

- Please see report from Doug Lohmeyer, attached.

The notice of closed meeting on the agenda was discussed. Attorney Bolt explained that we are adding a general notice to Council Meeting agendas in case the Council needs to enter into a closed session, in order to comply with changes in the Open Meetings Act.

8:30 PM      Opportunity for Council to hear residents' comments: Alexander

Councilmember Alexander recognized Paula Goldberg (Bradley Ln) and thanked her for volunteering for the Tree Supervisor decision.

Larry Wasson (Delfield St) asked the Village to try and coordinate with WSSC to allow residents to get private work done at a lower rate while WSSC is in the Village.

Lynn Welle (Oxford St) asked for an explanation on driveway aprons, and

Pat Pendergast (Thornapple St) asked for an update at 3405/3407 Thornapple St, where a building project is expected to begin. The Village has not received plans yet, but the understanding at this point is that because the property has already been subdivided into two separate lots, the renovation studio will move the house closer to 3403, into what will become 3405 Thornapple.

Larry Wasson (Delfield St) asked for clarification on the sewer line work that is scheduled to take place, and asked the Village to inquire about sewer vents on Delfield St.

John Sharrow (Chestnut St) asked what kind of lights will be installed. Councilmember Alexander informed him that they will be 3000 Kelvin LED lights.

Larry Wasson (Delfield St), Marge Wasson (Delfield St), and John Sharrow (Chestnut St) expressed opposition to sidewalk installation on Delfield St, and wanted to ensure that there is an opportunity for resident input before any such project is approved and moves forward.

8:45 PM      Adjournment: Alexander



**Village of Martin's Additions**  
**7013 B Brookville Road**  
**Chevy Chase, MD 20815**  
**301-656-4112 (Phone)**  
**301-656-0030 (Fax)**

**Policy No. 09-16-01**

**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, non-Village business may be included in *Martin's Edition*, provided that the information

- (1) is submitted by a current Martin's Additions resident;
- (2) pertains to a not-for-profit organization or community event (e.g., a block party);
- (3) is 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 250 words.

**Policy Number: 09-16-01**  
**Action/Adoption: 1/19/17**  
**Effective Date: 2/8/2017**

**Village of Martin's Additions  
Financial Report for December 2016  
Arthur Alexander, Treasurer  
January 19, 2017**

July 2016 through December 2016

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

	<u>Dec 16</u>	<u>Budget</u>	<u>Jul - Dec 16</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
<b>Income</b>					
<b>4000 · Revenue</b>					
4010 · Permit Fees		1,666.00	2,663.00	9,996.00	20,000.00
4020 · Cable TV Franchise Fees		2,000.00	2,057.96	4,000.00	8,000.00
4040 · County Revenue Sharing			26,907.00	26,800.00	26,800.00
4050 · Highway Users Fees	1,019.04	1,000.00	17,624.34	18,000.00	23,000.00
4060 · Income Tax			334,432.44	150,000.00	600,000.00
4080 · Personal Property Tax	71.05	4,700.00	4,073.05	5,700.00	6,000.00
4090 · Real Property Tax	3,097.52		86,844.38	81,100.00	150,000.00
4095 · Utility Property Tax		1,000.00	0.00	1,000.00	12,300.00
4100 · Holiday Fund	8,990.00	6,300.00	8,990.00	6,300.00	6,500.00
4110 · Interest	825.66	164.00	4,784.02	741.00	4,000.00
4140 · Washington Gas - Street Work			72,898.20		
<b>Total 4000 · Revenue</b>	<b>14,003.27</b>	<b>16,830.00</b>	<b>561,274.39</b>	<b>303,637.00</b>	<b>856,600.00</b>
4200 · Prior Years Surplus	0.00		0.00	2,562,376.00	2,562,376.00
<b>Total Income</b>	<b>14,003.27</b>	<b>16,830.00</b>	<b>561,274.39</b>	<b>2,866,013.00</b>	<b>3,418,976.00</b>
<b>Expense</b>					
<b>5000 · General Government</b>					
5010 · Office Expenses	911.47	1,500.00	5,347.40	9,000.00	18,000.00
5025 · Office Furniture & Equipment			0.00	6,000.00	12,000.00
5030 · Insurance	90.00	170.00	5,214.00	5,000.00	5,000.00
5040 · Printing & Mailing	443.12	1,250.00	643.12	2,500.00	5,000.00
5050 · Dues & Subscriptions/Conference		120.00	3,807.54	5,120.00	10,000.00
5055 · Storage Rental	257.00	268.00	1,285.00	1,608.00	3,200.00
5060 · Office Lease	2,190.67	2,191.00	17,141.21	16,854.00	30,000.00
5065 · Telephone		250.00	1,086.32	1,500.00	3,000.00
5080 · Holiday Fund	8,132.00	6,300.00	8,132.00	6,300.00	6,500.00
<b>Total 5000 · General Government</b>	<b>12,024.26</b>	<b>12,049.00</b>	<b>42,656.59</b>	<b>53,882.00</b>	<b>92,700.00</b>

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

	<b>Dec 16</b>	<b>Budget</b>	<b>Jul - Dec 16</b>	<b>YTD Budget</b>	<b>Annual Budget</b>
<b>5100 - Salaries &amp; Benefits</b>					
<b>5110 - Managerial &amp; Office Salaries</b>	8,212.12	11,000.00	48,709.64	66,000.00	132,000.00
<b>5120 - Payroll Taxes &amp; Benefits</b>	979.84	1,924.00	5,826.82	11,504.00	23,000.00
<b>Total 5100 - Salaries &amp; Benefits</b>	9,191.96	12,924.00	54,536.46	77,504.00	155,000.00
<b>5200 - Professional Fees</b>					
<b>5210 - Accounting &amp; Auditing</b>	3,000.00	3,000.00	23,800.00	24,000.00	42,000.00
<b>5220 - Building &amp; Permitting</b>					
<b>5222 - Building Review &amp; Permits</b>	2,700.00	1,663.00	16,800.00	9,998.00	20,000.00
<b>5224 - Enforcement &amp; Oversight</b>	2,185.00	1,000.00	3,330.00	6,000.00	12,000.00
<b>5226 - Municipal Operations</b>	1,607.50	1,500.00	3,092.50	9,000.00	18,000.00
<b>Total 5220 - Building &amp; Permitting</b>	6,492.50	4,163.00	23,222.50	24,998.00	50,000.00
<b>5230 - Legal</b>	1,475.00	4,174.00	16,286.00	25,004.00	50,000.00
<b>5240 - Police</b>	2,368.30	2,500.00	14,609.51	15,000.00	30,000.00
<b>5242 - Lighting Consultant</b>		1,250.00	0.00	2,500.00	5,000.00
<b>5244 - Traffic Engineering</b>			2,387.00	750.00	3,000.00
<b>Total 5200 - Professional Fees</b>	13,335.80	15,087.00	80,305.01	92,252.00	180,000.00
<b>5300 - Streets</b>					
<b>5305 - Streets - General</b>					
<b>5310 - Street Lighting - PEPCO</b>	1,306.67	1,300.00	5,943.92	7,950.00	16,000.00
<b>5322 - Street Cleaning - Fall/Spring</b>	10,054.47		10,054.47	14,000.00	28,000.00
<b>5324 - Street Maintenance - Other</b>		1,250.00	242.50	7,500.00	15,000.00
<b>Total 5305 - Streets - General</b>	11,361.14	2,550.00	16,240.89	29,450.00	59,000.00
<b>5349 - Snow Removal Services</b>					
<b>5350 - Snow Removal - Shovel Bvl. Rd.</b>			0.00		5,000.00
<b>5351 - Snow Removal - Plowing</b>	700.00		700.00		20,000.00
<b>Total 5349 - Snow Removal Services</b>	700.00		700.00		25,000.00
<b>Total 5300 - Streets</b>	12,061.14	2,550.00	16,940.89	29,450.00	84,000.00

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

	<u>Dec 16</u>	<u>Budget</u>	<u>Jul - Dec 16</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
<b>5400 · Waste &amp; Recycling</b>					
5410 · Waste Collection & Recycling	6,961.76	7,100.00	48,498.32	42,400.00	85,000.00
5420 · Leaf Bags			13,955.00	14,025.00	14,025.00
5425 · Recycling Bins		500.00	13.57	500.00	1,000.00
<b>Total 5400 · Waste &amp; Recycling</b>	<u>6,961.76</u>	<u>7,600.00</u>	<u>62,466.89</u>	<u>56,925.00</u>	<u>100,025.00</u>
<b>5500 · Other</b>					
5510 · Tree Maintenance		6,000.00	870.00	16,000.00	35,000.00
5515 · Tree Replacement			0.00	4,000.00	4,000.00
5518 · Right-of-Way Landscaping	1,399.38	500.00	4,077.24	3,000.00	6,000.00
5520 · Community Events			5,021.10	2,000.00	10,000.00
5530 · Website	114.90	165.00	1,879.44	740.00	1,500.00
<b>Total 5500 · Other</b>	<u>1,514.28</u>	<u>6,665.00</u>	<u>11,847.78</u>	<u>25,740.00</u>	<u>56,500.00</u>
<b>5600 · Initiatives</b>					
5620 · Street Light Study	832.50		2,464.35		
5630 · Tree Planting Initiatives Prog.	0.00		0.00	4,000.00	4,000.00
<b>Total 5600 · Initiatives</b>	<u>832.50</u>		<u>2,464.35</u>	<u>4,000.00</u>	<u>4,000.00</u>
<b>5800 · Designated Funds</b>					
5810 · Designated - Street			163,538.98	500,000.00	500,000.00
5811 · Designated Street Lighting			0.00	500,000.00	500,000.00
5812 · Designated - Sidewalk			0.00	250,000.00	250,000.00
5813 · Designated - Wynne Decision			0.00	150,000.00	150,000.00
<b>Total 5800 · Designated Funds</b>	<u>0.00</u>		<u>163,538.98</u>	<u>1,400,000.00</u>	<u>1,400,000.00</u>
<b>5900 · Undesignated Fund Balance</b>			0.00	1,346,751.00	1,346,751.00
<b>Total Expense</b>	<u>55,921.70</u>	<u>56,875.00</u>	<u>434,756.95</u>	<u>3,086,504.00</u>	<u>3,418,976.00</u>
<b>Net Income</b>	<u><u>-41,918.43</u></u>	<u><u>-40,045.00</u></u>	<u><u>126,517.44</u></u>	<u><u>-220,491.00</u></u>	<u><u>0.00</u></u>

TO: The Council at the Village of Martin's Additions

FROM: Doug Lohmeyer

DATE OF MEMO: January 16, 2017

SUBJECT: Building Administrator's Report

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**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 appears to be finished and I made a final site visit. The improvements, at the rear of the house, appear to be in accordance with the approved building permit plans. I recommend that the building permit be closed.

However, five sections of recently poured concrete sidewalk, within the Village right of way, are spalling (showing stones at the surface). I have advised the applicant to replace the five sections of spalling concrete sidewalk. I recommend holding the \$2500 performance bond until the Village sidewalk is acceptable.

**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**

The improvements to the house, the addition, the front porch, and the new deck above the old garage appear to be finished. The two, new A/C compressors, original located on the

east side of the house, have been relocated to the rear of the house, behind the new patio. I recommend the building permit be closed.

If the new slate sidewalk, within the Village right of way, is not an issue, the \$2500 performance bond should be returned.

### **3507 Raymond St.**

The homeowner has submitted plans and a building permit application to the Village to 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.

### **3510 Taylor Street**

The staff has noticed that the existing brick retaining wall within the Village right of way is collapsing, is a safety hazard, and is in need of immediate repair. The staff is attempting to contact the homeowner. A right of way license will be required.

### **3512 Taylor Street**

The staff noticed that when the retaining wall was re-built, the contractor left a 2-inch-wide depressed area between the existing Village sidewalk and the base of the new wall, which may cause a pedestrian to trip and fall. The staff is attempting to contact the homeowner to correct the situation.

### **3405 Thornapple St.**

The applicant has submitted a building permit application, which has been reviewed and approved by staff and MCDPS. The staff has issued a building permit to relocate the existing house to the adjacent lot and add improvements to the old structure. The improvements include a new curb cut and driveway.

### **MSHA – Brookville Road**

MSHA maintenance crews have been completed the repairs to the inlet in Brookville Rd., just north of Shepherd St. They also are investigating the water ponding at the northeast corner of Brookville Rd. and Bradley La.

## **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, the recent WGL improvements, and any changes to trees within the Village right of way. The GIS update is on hold. Staff is preparing a RFP for the GIS system.