

Village of Martin's Additions
7013 Brookville Road, Suite B, Chevy Chase, MD 20815
DRAFT Minutes for Council Meeting on
June 15, 2017

Council Members Present: Richard Krajeck (Chair); Arthur Alexander; Susan Fattig;
Village Manager: Matthew Trollinger; **Attorney:** Ron Bolt; **Building Administrator:** Doug Lohmeyer; **Residents and other attendees:** Lauren Biel (Delfield St.); Keith Allen (Turner Ln.); David Bjorklund (Turner Ln.); Elissa Bean (Turner Ln.); Lynn Welle (Oxford St.); Natalie Strauss-Well (Oxford St.); Naomi Naierman (Quincy St.); Marty Langelan (Chestnut St.); Jared Solomon (Chevy Chase).

7:35 PM Call to Order: Krajeck

7:35 PM Opportunity for Council to hear residents' comments: Krajeck

Marty Langelan (Chestnut St.) thanked the Council and office for paving Taylor Street.

Lynn Welle (Oxford St.) expressed concern that vehicles, oftentimes lawn care workers and other contractors, sometimes block the sidewalks, and asked the Village to do something to enforce the issue. Lauren Biel (Delfield St.) suggested the Village send out an email reminding residents, and asking them to pass along to their contractors.

Keith Allen (Turner Lane) reported that Father's Day would be very nice weather-wise, and that we should also have good luck for the Village's Independence Day celebration on Sunday July 2nd.

7:47 PM Election Committee Update: Langelan

Marty Langelan (Chestnut St) touted the fair and transparent process and procedures of the Election Committee as a major success, as well as the Open House event at the Biel family's home on 3/12/17. Thank you to the Biels for hosting the event. She said biggest challenge of this year's election was dealing with the nomination "hoax." Finally, she encouraged other residents to seek appointment to the Election Committee next year, as there will likely be three openings. Naomi Naierman (Quincy St.), a member of the Election Committee, also thanked Marty for her leadership in chairing in the Committee.

Election Committee Report attached.

7:55 PM Proposal: Community Engagement Committee: Biel

Lauren Biel (Delfield St.) presented a proposal to form a community engagement committee; the idea coming from the Community Open House event, and general interest

in the neighborhood in getting involved. The Committee could also help Village staff by taking over some of the burden involved in organizing events.

Council member Krajeck asked if a Council member would be on the proposed committee. Village Attorney Ron Bolt suggested that any formal committee sanctioned by the Council should have a Council member on the Committee. General discussion ensued about the requirement.

Council member Alexander offered to send Tree Committee draft proposals and language to provide a point of reference for previously formed committees, and the specific objectives of their formation.

Marty Langelan (Chestnut St.) and Naomi Naierman (Quincy St.) both spoke in favor of the committee's formation to make it easier for residents to get involved.

The Council suggested that the next step is for Lauren Biel to email interested parties letting them know about the possibility of the committee formation, and a brainstorming session and organization meeting, and to come back with specifics about Committee structure and scope. The Village gave permission for the meeting to be held at the Village Office on Monday July 17th at 8:00 pm.

Proposal attached.

8:25 PM Action on Annual Meeting Minutes from May 11, 2017: Krajeck

Motion by Councilmember Alexander to approve the draft minutes for the Annual Meeting held on May 11, 2017; seconded by Councilmember Fattig. All in favor.

The minutes as approved are attached.

8:30 PM Discussion of Policy 4-10-1A: Sump-Pump and Roof Drain Discharges in the Public Rights-of-Way: Bolt

Ron Bolt (Village Attorney) described the policy, which amends the existing Village policy, which prohibits sump pump discharges into the street and Village rights-of-way, to include roof drains unless there is no other reasonable alternative. There were no public comments. The Council will vote on adopting the policy at the July 20 meeting.

8:40 PM Introduction of Ordinance 6-17-1 To Amend the Code of Ordinances to Delete the Requirement that a Building Permit Not Be Issued Until 7 Days After Issuance of County Permit; To add 6-Month Commencement and 12-Month Completion Deadlines for Construction, and Related Provisions; To Revise the Tree Supervisor's Duties to Conform to Current Practice; and To Add a Requirement for Annual Disclosure of Conflicts of Interest by Council Members and Employees: Bolt

Ron Bolt (Village Attorney) described Ordinance 6-17-1 which eliminates the seven day wait requirement after the Village receives a County-approved permit, before the Village can issue its own permit. The Ordinance also requires all Council members to file an annual conflict of interest form. Additionally, the Ordinance requires permitted work to begin within six months of issuance of the permit, and for work to be completed in 12 months. If work is not able to be completed in that time, the applicant must file for an extension. At the suggestion of Douglas Lohmeyer (Building Administrator), the Village will introduce a resolution at the July 20 meeting to make the extension fee 50 percent of the original building permit fee, mirroring the policy in the town of Somerset. Finally, the Ordinance removed contracting the Village arborist services from the duties and responsibilities of the volunteer Tree Supervisor.

There were no public comments on the ordinance.

Motion by Councilmember Alexander to introduce an Ordinance to Amend the Code of Ordinances (6-17-1); seconded by Councilmember Fattig. All in favor.

8:47 PM Changes to Open Meetings Act: Bolt

Village Attorney Ron Bolt described two changes to the Open Meetings Act that take effect in October of 2017. The first prohibits public bodies from entering a closed session unless a designee who has taken Open Meetings Act training is present. Attorney Bolt recommended that all Council members get the training. The second change to the Maryland Public Information Act (MPIA) requires all MPIA denials to provide an explanation why a redacted document would not suffice.

8:52PM Financial matters including Treasurer's Report: Alexander

July 2016 through May 2017

	<u>Actual</u>	<u>Budgeted</u>
Revenues	\$942,270	\$785,217
Expenses (excluding capital projects)	510,529	634,998
Net Income (revenues minus expenses)	431,741	150,219
Capital expenditures	\$865,205	
Designated funds less expenditures	\$584,795	

Reserve account (current assets less unspent designated allocations): \$ 1,820,690

In the year to date, \$865,000 has been spent on long-awaited capital projects as most streets have been repaved and streetlights are about to be installed. A total of \$1,450,000 had been set aside over past years to fund these projects and others. So far, the bills for streets and sidewalks is slightly under the estimated amounts, but several more streets

await work in the future. The cost of the lights will be approximately \$300,000 under original estimates, largely because of the rapid fall of LED lighting prices.

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. The present size of the reserves should allow a reduction in the Village's property tax rate next year, unless we are hit by major surprises.

Treasurer's Report attached.

8:54 PM Building Administrator's Report: Lohmeyer

Building Administrator Lohmeyer gave his report.

Building Administrator's Report Attached

9:00 PM Manager's Report: Trollinger

Village Manager Trollinger gave his report
Administrative Matters:

- *Office Redesign and Orientation:* The Village Office received a redesign proposal in December 2015. Staff has made an initial order for new chairs.
- *May Election:* Thank you to the Election Committee for its planning and execution of the Election and Celebration on the Sidewalk. Thank you as well to the other volunteers, who helped with setting up, taking down, and managing the volunteer booths.
- *Wine Tasting Event at La Ferme:* On Sunday afternoon, June 11, the Village hosted a wine tasting event at La Ferme. Sommeliers were on hand to talk about various selections of reds, whites, and champagnes, which Village residents could taste. La Ferme also organized discounted ordering opportunities for residents, and donated multiple bottles of wine to lucky raffle winners! Thanks to all who showed up. The reception has been overwhelmingly positive; however, this was a new type of event, and the Office welcomes any feedback from residents who either attended the event or were unable to make it. We hope that, if such an event were to occur again in the future, even more residents will be able to attend.
- *Independence Day Celebration on July 2:* The Village will be hosting an Independence Day celebration on Sunday July 2nd at Shepherd Park at the end of Turner Lane. There will multiple rides that should appeal to children of all ages, as well as pizza, ice cream, and balloon animals. The event will culminate in a "parade" down Turner Lane, where residents and their children can show off their bikes' and wagons' decorations.
- *Website:* Google Analytics reports that we had 2,694 page views from May 14 to June 12, which is maybe slightly above average for immediately after the Council Elections after the Council Elections.

- *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. Over the summer (and in general), during vacation time, the Village Office will send out emails notifying residents of any changes in hours or availability, and will post signs on the office doors.
- *Newsletter:* continues to be published monthly online. The next edition should be going out in the next two weeks. Residents can request to be added to the email list by calling or emailing the Village office. If you wish to receive a hard copy, please contact the Village Office.
- *Montgomery Municipal Cable:* The Village Council has appointed me as its representative to the Montgomery Municipal Cable Board, a nonprofit organization based out of Kensington that facilitates communication between municipal governments and the public by operating a television channel on behalf of municipal governments in Montgomery County (TV Channel 16). Residents should contact the Village Office if they are interested in volunteering or want to get involved with programming.
- *Contracts:*
 - *Website:* The Village selected Revize Software Systems to redesign its website. The Village has accepted a preliminary design, and Revize is now working on back end development.
 - *GIS:* Village has put out a Request for Proposals (RFP) to update and maintain the Geographic Information System (GIS), the Village's system to capture, store analyze and present spatial and geographical data. Responses are due in mid-July
 - *Leaf Vacuuming:* The Village has put out an RFP to provide leaf vacuuming in Martin's Additions on a trial basis this fall. Responses are due by the end of June. Leaf bags will still also be distributed.
 - *Accountant:* While the Village's accountant/bookkeeper has agreed to slightly reduce his monthly fee, Village staff still has some concerns about the cost. The Village is developing an RFP for accounting services.

Utilities: WSSC

- 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 has been pushed back and is expected to begin in the fall of 2017.
 - WSSC will hold a public outreach meeting once they have selected a contractor 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.

Streets Lighting:

- The Village has met with PEPCO to review tree-trimming that will be necessary for new light installation.
- PEPCO has reported that the order finalized and sent down from its engineering department to construction in mid-May, and construction will be finishing putting together its materials on July 24th. At that point, PEPCO will put together its team to do the final installations, which should take two to three weeks, so we are currently expecting a mid-August start date for installations.

Streets & Sidewalks:

- *North End Safety:* Our Traffic Engineer, Joe Cutro, set up a traffic study (tracking the number and speed of cars) on Thornapple and on Summit Avenue, and has put together two reports. See attached.
- *Stop Bars and Street Markings:* The Village has scheduled for stop bars and street markings to be laid on the last week of June.
- The Village is planning a Village-wide sign inventory over the summer, and will be replacing faded signs, and evaluating if there are spots where signs need to be added or removed.

Sanitation:

- Bulk pickup occurred on May 13, in coordination with A Wider Circle. The next bulk pickup will be July 8. A Wider Circle will do their pickup on Friday July 7.
 - 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.
 - Residents can also contact the Village Office if they wish to donate items to A Wider Circle. Please contact at least one week ahead of time to schedule the pickup from A Wider Circle.

Building Administration:

- Please see report from Doug Lohmeyer, attached.