

Village of Martin's Additions
7013 Brookville Road, Suite B, Chevy Chase, MD 20815
Minutes for Council Meeting on
April 19, 2018

Council Members Present: Richard, Krajeck; Tiffany Cissna; Katya Hill; Susan Fattig; **Council Members Absent:** Arthur Alexander; **Village Manager:** Matthew Trollinger; **Assistant Village Manager:** Tina Lurie; **Attorney:** Ron Bolt; **Building Administrator:** Doug Lohmeyer; **Residents and other attendees:** Keith Allen (Turner Ln.); Ted Stoddard (Turner Ln.); Marty Langelan (Chestnut St.); Susan Post (Turner Lane); Naomi Naierman (Quincy St.); Elissa Bean (Turner Ln.)

7:31 PM Call to Order: Krajeck

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

Council member Krajeck called on Keith Allen (Turner Ln.) to give the weather report. Mr. Allen reported it would be in the 50's and 60's and chilly at night through April.

7:34PM Committee Updates:

Marty Langelan (Chestnut St.) talked about the election packets. She requests two new committee members be approved, as the election committee is shorthanded. Two would be approved tonight, and one would be appointed. Ms. Langelan said that as of tonight's meeting, there have been seven requests for absentee ballots.

7:37PM Motion by Council member Hill to make Naomi Naierman (Turner Ln.) a temporary member of the Election Committee. Seconded by Council member Fattig; all in favor.

7:37PM Action on Meeting Minutes of March 15, 2018: Krajeck

Motion by Council member to approve the minutes as presented. Seconded by Council member Hill. All in favor.

7:38PM Building Administrator's Report: Lohmeyer

Doug Lohmeyer gave the below Building Manager's report.

7210 Chestnut St.

The Village has issued a demolition permit for the removal of the ex. house. The demolition has been completed. The applicant is working with the architect to finalize the architectural plans for the new house. Nothing has been submitted to Montgomery County Department of Permitting Services (MCDPS) or the Village.

3405 Cummings La.

The applicant has submitted for a building permit from MCDPS and the Village. The Village issued a building permit on 9/11/17 and construction is on-going.

7208 Delfield St.

A dumpster permit has been issued for interior kitchen improvements in the ex. house. A performance bond has been posted to cover any damage to the Village right of way. The applicant recently amended the MCDPS permit for additional interior improvements.

3501 Shepherd St.

The applicant has submitted a building permit application to make several improvements to the existing house. The County has issued their building permit and the Village is waiting for the applicant's architect to respond to several questions.

3510 Taylor Street

The homeowner is replacing the old falling wall along the Village sidewalk and within right of way. The work is almost complete. A right of way license is being processed.

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 staff issued a building permit to relocate the existing house from the adjacent lot and add improvements to the old structure. The work appears to be completed. However, several sections of ex. curb have chips and cracks and I recommend they also be replaced. MCDPS has release their building permit and the staff recommends releasing the Village's building permit.

MCDPS will not release the sediment control permit until the applicant removes the excess dirt that was placed on the lot at 3407. The additional grading was not approved by MCDPS. The owner has placed some materials on-site and covered it with a tarp but has not begun the re-grading of the lot. I recommend the Village retain the performance bond until the grading has been completed, the MCDPS has released their sediment control permit, the old driveway apron has been removed, and the damaged section of curb are replaced.

3407 Thornapple St.

The staff has meet with the owner's attorney and engineer regarding the siting of a new house on the lot. The owner's attorney feels the Village Code is in conflict with the County Code regarding building setbacks and that the County Code should be followed. A Village waiver hearing is scheduled for Wed. April 25, 2018 at 7:30.

Maryland State Highway Administration – Brookville Road & Bradley La.

The MSHA contractor has completed their improvements to the intersection. On Monday, April 16th after a heavy rain, water was not ponding onto the Village sidewalk. We will continue to monitor the situation.

Oxford Street Storm Drain Repairs

On Friday, April 13th, the crew from Montgomery County Department of Transportation reset the two concrete inlet tops at the corner of Oxford St. and Quincy.

7:40PM Financial Matters, including Treasurer's Report, Public Hearing on Ordinance No. 3-18-1 (FY19 Budget), and Public Hearing on Resolution No. 3-18-2 (FY19 Tax Rates): Krajeck

Council member Krajeck read the Treasurer's report on behalf of Arthur Alexander, who could not attend the meeting. Council member Cissna moved to accept the Treasurer's report. Council member Fattig seconded. All in favor.

Council member Krajeck opened a discussion on the proposed budget and tax rates for FY 2019 by asking if there are any comments or questions from residents; there were none.

7:42PM Public Hearing and Action on Policy No. 2-18-1A (Election Rules and Procedures): Krajeck

Marty Langelan (Chestnut St.) says she supports the adoption of Resolution 2-16-2A, and thanked the Council for previously adopting on an emergency basis so that they could go into effect for this election. Council member Fattig moves to adopt Resolution 2-16-2A and Council member Cissna seconds. All in favor.

7:44PM Public Hearing and Action on Charter Amendments 2018-1 through 2018-7: Krajeck

Village Attorney Ron Bolt discussed the Charter Amendments. Council member Cissna moved to adopt Charter Amendments 2018-1 through 2018-7. Council member Fattig seconded. All in favor.

7:46PM Update on Small Cell Tower Legislation: Bolt

Village Attorney Ron Bolt opened a discussion on small cell phone towers legislation. He talked about health concerns from people that work and live by the towers and he mentions proposed set back changes from 60 feet to 20 feet. The Town of Somerset opposes the proposed set back rules. He recommended Martin's Additions look into writing their own regulations to pre-empt the wireless industry from creating their own rules. He is currently working with a consultant to help write regulations. Council member Krajeck suggested Martin's Additions could join and share expert consultation fee costs with Section 5 and Somerset.

Council member Krajeck asked for resident comments. Marty Langelan (Chestnut St.) mentions about the health concerns, and suggests the towers be kept as far away from houses as possible.

7:56PM Manager's Report: Trollinger

Village Manager Trollinger gives his report.

**Manager's Report
April 19, 2018**

Administrative Matters:

- **Recycling Bins:** Residents who need to "upgrade" to a larger recycling bin should contact the Village office and we can order one for you. The recycling Toters come in 36 gallon and 48 gallon sizes.
- **Office Redesign and Orientation:** New furniture arrived and was installed on February 27. The Village will also be fixing up the walls by spackling holes and repainting, fixing the lights, and shampooing the carpet. We are scheduling to have the work done after the election, when there is a longer break in between meetings so the walls can properly dry.
- **Archiving:** Staff has been boxing up materials to send to Maryland State Archives in accordance with the state-approved archival and document retention plan.
- **2018 Village Election:** The Election Committee had its most recent meeting on Tuesday April 17. Nominations have closed, and staff has delivered the election and annual meeting materials to Spectrum Printing for delivery to residents by April 20th. Materials must be delivered by April 25 in accordance with the VMA Charter.
- **Additional Community Events**
 - **Arbor Day:** The Village is hosting an Arbor Day celebration on Sunday, April 29th. Next week the Village will be planting a small redbud tree in the "butterfly garden." We have also ordered a plaque in honor of the Village's longtime volunteer Tree Supervisor, Dan Gardner. On the 29th there will be a small reception at Shepherd Park with refreshments.
 - **Independence Day:** The Village has begun preliminary plans for its 4th of July celebration. We have reached out to vendors for food, rides, and walk-around entertainment. We have tentatively scheduled the event for Sunday July 1.
- **Plant Award:** The Village was awarded the highest level of the State of Maryland's Plant Award in recognition of our tree canopy and care for green space.
- **Welcome Bags:** The office has received new canvas bags for new residents as part of a welcome package. Thank you to the "Street Captains," organized by the Community Engagement Committee, for volunteering and helping to welcome new residents on their streets. If any residents know of a new resident, please let the Village office know and we can arrange for them to get a welcome bag.
- **Village Directory:** Village staff continues to work on the updated 2018 Directory. We recently sent out a mailing to over 85 houses that we haven't received information on yet. We have entered the resident information from those who have submitted forms. We have cross-referenced the list with voter rolls to ensure up-to-date voter rolls for Martin's Additions. We will next send an electronic draft of the directory to residents so they can proof their information and to make any adjustments. After that, we will send the information to the printer. We expect to have directories mailed by the end of May.
- **Bill-paying:** Staff will begin integrating Bill.com into its bill-paying system starting in May, and will be running QuickBooks concurrently with the accountant in-office.
- **Centennial Plaque:** The Village has received a temporary replacement plaque for the Centennial tree in Shepherd Park, and has ordered a permanent plaque. The Village has installed a temporary plaque while we wait for delivery of the permanent replacement.
- **Contracts:**
 - **GIS:** Staff will be meeting with CNA next week to go over any additional system requirements that may be needed, and to plan out the first steps to update the Village's GIS database.
 - **Waste Management:** The Village's trash and recycling contract with Waste Management will end in July 2018. Village has drafted an Invitation to Bid that was sent to five trash and recycling companies and have posted the RFP on the Village and MML websites. Assistant Manager Tina Lurie has taken over responsibility for the contract at the request of the Ethics Committee, as Village Manager Trollinger's father works for a waste and recycling company.
 - **Village Signs:** The Village received multiple proofs for new Village signs, and after Council deliberation the Village has made a selection. Signs By Tomorrow estimates that the signs will be delivered on May 8, with installation shortly thereafter. The proof of the new signs is posted on the Village website.

Utilities: WSSC

- WSSC is returning to VMA for a sewer main replacement project. The following streets will be affected: Quincy, Raymond, Chestnut, Taylor, and Thornapple. WSSC held an information meeting on January 31. Village staff attended the meeting, along with a few residents. Unfortunately, WSSC has *still* not selected a contractor, so specific start-time information was not available. They expect work to begin in the spring and for the project to last 100 days in its entirety.
 - At the request of the Village, WSSC is actively looking into whether they can add our portion of the work onto an already active contract.
 - The Village has drafted a letter that gives the timeline of the numerous delays and the road work that VMA has had to delay in turn. We plan to send this letter to WSSC's Board of Directors, as well as the Village's representatives in Annapolis.
- Other streets that may affect traffic for VMA residents: a section of Brookville Road, and Cummings Lane beyond the boundaries of the Village.

Streets & Sidewalks:

- The Village's Traffic Engineer, Joseph Cutro, estimates that the cost for sign replacement will be \$7,500 – 8,000 throughout Martin's Additions. A preliminary sign inventory has been completed. Mr. Cutro is currently out of town, but upon his return the Village will schedule the replacement of signs.
 - The Village conducted a traffic study on Quincy Street and on Shepherd Street. We have also scheduled traffic studies for Cummings Lane and Thornapple Street.
 - Mr. Cutro, with the help of the Village's Building Administrator and Engineer, Doug Lohmeyer, has also developed a design plan to fix larger vehicles from hopping over the curb at the Quincy/Oxford intersection. The Village has requested a quote from A.B. Veirs for the project.
- State Highway originally planned construction work to incorporate redesign plans for the Brookville/Taylor intersection in the fall. However, the project has been delayed and is now scheduled for spring of this year. The redesign will move the stop signs closer to each other, reduce the distance pedestrians will have to cross the street, and increase visibility in all directions. Because of the delays, the Village and Section 3 are working to meet with the State Highway's new District Engineer to help move the project along.
- State Highway performed work at the Bradley/Brookville intersection to fix ponding issues. While the work was welcome, the Village (along with Section 3 and Chevy Chase Village) was not informed of the work ahead of time. Village staff has been in communication with the project manager to assure that the Village is notified of any future work ahead of time with exact dates. The project manager indicated the State Highway wants to bring all intersections on Brookville Road into ADA compliance, and that long-term they would like to repair and replace the sidewalk along Brookville Road. No definitive plans have been made.

Sanitation:

- The next bulk pickup will be May 12, in coordination with A Wider Circle.

Building Administration:

- Please see report from Doug Lohmeyer, attached.

Mr. Trollinger reported that Spectrum Printing dropped off the extra election packets, which went out in the mail on April 18. He then reported the Village is having an Arbor Day celebration on April 29. This will allow us to be certified as a Tree City for 2018. A redbud tree will be planted in Dan Gardner's honor in the Butterfly garden. Paula Goldberg will talk about trees. The Celebration on the Sidewalk is May 10. A July 4th celebration is planned for July 1 in Shepherd Park.

A temporary replacement for the Centennial plaque has been installed. A new permanent weatherproof plaque is being ordered.

Manager Trollinger and Doug Lohmeyer will be meeting with CNA, the firm hired to update the GIS (geographic information system) to see what new software or equipment is needed in the office and to begin the process up updating the system.

Invitations to Bid have gone out to trash companies. Manager Trollinger has recused himself from the hiring process and Assistant Manager Lurie will look over over the bids.

WSSC update: We drafted a letter to our representatives in Annapolis and we cc'd the Board of Directors of the WSSC local office. Council member Krajeck says to send the letter out.

Brookville Road Park is renovating its dog park. Originally here was talk of it being limited in use to Chevy Chase Village residents only, however that is no longer the case.

Keith Allen (Turner Ln.) reported that he sees a lot of dogs at Shepherd Park near his house. He has seen up to 22 dogs.

Naomi Naierman (Quincy St.) says the dog parks need rat traps because of the amount of poop that is deposited. Council member Cissna asks Manager Trollinger to contact Chevy Chase Village for more information on their proposed plans, and to send out a message to VMA residents when information is available.

Council member Krajeck requested that the Village's traffic engineer, Joe Cutro, give a report at the June Council meeting, after his study is finished.

Manager Trollinger reported that State Highway has a new District Engineer. Both Mr. Trollinger and the Section 3 Manager, Andy Harney have spoken with him about making sure the redesign plans at the intersection of Brookville and Taylor is a priority.

8:24PM Opportunity for Council to hear residents' comments: Krajeck

Elissa Bean (Turner Ln.) made sure that the Council was aware of Community Engagement plans, which were included in the Manager Report.

Keith Allen (Turner Ln.) asked a clarifying question about the numbering on the financial matters.

8:27PM Adjournment: Krajeck

Council member Hill moved to adjourn, Council member Cissna seconded, all in favor.