

Village of Martin's Additions
7013 Brookville Road, Suite B, Chevy Chase, MD 20815
Minutes for Council Meeting on
March 21, 2019

Council Members Present: Richard Krajeck; Arthur Alexander; Susan Fattig; Katya Hill; Tiffany Cissna; **Village Manager:** Matthew Trollinger; **Assistant Village Manager:** Tina Lurie; **Attorney:** Ron Bolt; **Building Administrator:** Doug Lohmeyer; **Residents and other attendees:** Keith Allen (Turner Ln); David Bjorklund (Turner Ln); Riley Markham (Turner Ln); Natalie Welle (Oxford St); Susan & Peter Kahn (Bradley Ln); Lorrie Mitchell (Cummings Lane); Paul Weller (Raymond St); Ray Sanchez (Montgomery County Fire Dept.)

7:30 PM Call to Order: Krajeck

Keith Allen gave the weather report, and announced winter as being much over.

7:31 PM Committee & Fire Board Updates

Natalie Welle (Oxford St) introduced Ray Sanchez, the Bethesda Fire Captain. Mr. Sanchez gave a brief history of the volunteer fire department in the Chevy Chase area, and its transition into a career fire department.

Paul Weller (Raymond St) went over the role of the Fire Board. He reported that that the fire station is privately owned by Martin's Additions, and Chevy Chase Villages Section 3 and 5. The fire department raises about \$25,000 per year from the community. Mr. Weller reported the Fire Board meets monthly, and is currently considering stationing an ambulance and buying a programmable sign that could be used to advertise community events.

Mr. Sanchez went over his own background and history over a 30 year career. He also explained some of the capabilities within the station, including its full-time employees and hazmat team. The station is staffed 24/7, and currently has one fire engine and one hazmat vehicle. They do not have a hook and ladder.

Mr. Sanchez suggested that residents park in their driveways whenever possible to give the fire engines as much space as possible to maneuver. He also recommended residents make their address numbers visible from the street.

Lorie Mitchell, representing the election committee, stated that the nomination period is still open and that the deadline for paperwork to be received was March 25 at 5:00pm. Absentee ballots will be available, and the Candidates Forum in on Sunday, April 28 at 4:00pm. Election day is May 9. At the time of the meeting, the Election Committee had received two nominations (NOTE: the Election Committee received a third nomination after the meeting and before the nomination deadline).

7:52 PM Opportunity for Council to hear residents' comments: Krajeck

Peter Kahn (Bradley Ln) congratulates the Council for passing the statute on small cell towers. He reported that although 5G is not yet in effect, small cell facilities can still go up to provide 3G or 4G signals. Therefore, permits and applications may be more of an immediate concern. He was concerned about the relationship between cell frequency and cancer and other health-related concerns. Mr. Kahn also noted a memo from an attorney in Rockville that cited precedent suggesting preemption is not as big

a concern as has been imagined. Mr. Kahn also suggested that constraints in permitting agreements is not the ideal way to place limitations, and suggested more constraints be put in the Code of Ordinances.

Susan Kahn (Bradley Ln) thanked the Council for putting an ordinance in place. She noted the attorney Sheldon Pine (of Gaithersburg) wrote a memo on the subject that she recommended be read by the Council and residents. She asked the Council to consider limiting one antenna per pole rather than three as in the current ordinance. She also suggested adding a provision that proof of coverage be required before putting up antennas. She also recommended the Council allocate additional funds in the budget for legal advice and consulting. Ms. Kahn asked the Village Council or staff to let the Brookville Market vendors know about small cells and the potential for installation.

Council Chair Krajeck recommended that concerned community members reach out to the Shirazi brothers (who own the Brookville Market) as patron, which may have more influence than the Village administration which is merely renting the property from them. Chair Krajeck asked Village Manager Trollinger to send Ms. Kahn the Shirazi brothers' contact info.

Council member Alexander asked Village staff to begin drafting the permit application.

8:09PM Building Administrator's report: Doug Louhmeyer

TO: The Council at the Village of Martin's Additions
FROM: Doug Lohmeyer
DATE OF MEMO: March 20, 2019
SUBJECT: Building Administrator's Report

3520 Bradley La.

The applicant has submitted a building permit to the County and the Village. The neighborhood information meeting has been held and the County and Village building permits have been issued. The handicapped ramp on the west side of the house was not included in the Village permit. A variance for the ramp may be applied for later.

7204 Chestnut St.

The applicant has submitted a building permit package to the County and the Village. The application is undergoing the initial Village review. The Village is waiting for more information from the applicant's engineer. The applicant has applied for a variance, which was held on Thursday, Dec. 20, 2018. A second variance hearing was held on Jan. 30, 2019. The applicant has re-submitted their plans to MCDPS, which incorporated the revision for the Village waiver. Waiting for final County approval.

7210 Chestnut St.

The Village has received an application for a new house to be built on the vacant lot. The information meeting with the residents was held on Monday Sept. 17th. The County issued their building permit on Oct. 1, 2018 and the Village issued their building permit on Oct. 11, 2018. Work begun at the site on Oct. 11th.

3421 Cummings La.

The applicant has submitted a building permit to the County and the Village. The staff has completed the initial review. The variance hearing was held on Feb. 6, 2019. The applicant has re-submitted to the MCDPS. The County has issued their building permit and the pre-construction meeting is scheduled for March 28th.

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. A Village building permit has been issued for the enclosing of the existing screened porch.

7213 Delfield St.

The property owners have submitted a permit to replace with ex. driveway. The existing concrete driveway apron will remain. The Village permit is being processed.

207 Oxford St.

The applicant has submitted an application to construct a deck at the rear of the house. The plans are currently under review. The County has issued their building permit.

107 Quincy St.

The applicant has filed an application to construct a screened porch at the rear of the house. The staff is reviewing the plans. The applicant filed for a MCDPS on Feb. 13, 2019.

116 Quincy St.

The applicant has submitted a plan to replace the ex. driveway with a new driveway.

3508 Shepherd St.

The applicants have submitted a building permit package to the County and the Village. The neighborhood information meeting was held on Nov. 7th and the Village permit has been issued. The applicant is preparing the documents abandoning the existing shared driveway and creating an easement for the neighbor. The documents need to be reviewed by the Village attorney before they are recorded.

7209 Summit Ave.

The applicant has submitted a plan to add an addition at the rear of the ex. house. The County and Village permits have been issued.

3412 Taylor St.

An application for a County and Village building permit has been submitted. A resident's information meeting was held on Tuesday, June 19th. A Village right of way permit will be required for this connect, since the proposed 6" pipe will pass through the Village right of way. The Village building permit has been issued. The house construction has begun.

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 house construction is completed. However, several sections of ex. curb in front of the house have chips and cracks and I recommend they be replaced. MCDPS has released 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 removed the stockpiled material at the rear of the lot but has not re-graded the lot to comply with the County approved sediment control plans. 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 is replaced.

3407 Thornapple St.

The applicant has submitted a building permit application to the County and the Village. The plans need to be revised to comply with the Village's "secondary setback" requirement. The plans have received the initial Village review and a neighborhood information meeting was held on Monday, Jan.14, 2019. They have filed for a building permit and a sediment control permit but the County has not issued their permits.

Miscellaneous Items

The staff is presently working with the following properties:
MSHA Brookville Rd. and Quincy intersection ponding rainwater

Council member Cissna also noted that the Brookville/Cummings intersection has ponding issues that should be addressed with the County.

8:11 PM Action on Meeting minutes of February 21,2019

Council member Alexander moved to accept the draft minutes of the February 21, 2019 Village Council meeting. Council member Hill seconded. All in favor.

8:12 PM Financial Matters: Alexander

Council member Alexander gave his report (below). He noted the increase in police funding in case the Council entertains adding extra patrols in the Village.

Discussion of Fiscal Year 2020 Budget for the Village of Martin's Additions Arthur Alexander, Treasurer March 21, 2019

Fiscal year 2020 for the Village of Martin's Additions begins July 1, 2019. The Village charter requires that a budget be approved by May 15 authorizing Village expenditures over the following year. At this Council meeting and over the period until May 15, we offer residents an opportunity to review the budget, discuss changes, and generate an informed response.

Revenues: The Village share of residents' state income taxes is the largest source of Village revenues. In the current year's budget (FY2019), it amounts to 84% of total revenues, up from 74% the previous year. The reason for the jump is that we reduced the Village portion of the property tax paid by residents; whereas property taxes had generated 15% in FY 2018, it dropped to 2% in the current year. Income tax receipts, therefore, are key to our finances. Income tax receipts appear to follow the state of the overall economy, particularly the stock market. This source of income peaked in FY2018 at \$812,000. Based on current flows from the state, we project \$700,000 for this year. We have planned for \$650,000 for the coming year, an amount based on conservative forecasting. Interest on the Village's reserve funds, deposited in accounts guaranteed by the Federal government, have risen substantially, in line with general interest rate increases. For next year, we expect interest to more than double to \$50,000. Altogether, we expect total revenues to be within a few percent of this year's amount.

Expenditures: Several items will be substantially below this year's levels for a variety of reasons. For example, for many years we had planned to renew the office furniture and fittings. Over the last two years, new chairs, tables, desks, and cabinets were purchased, thereby reducing next year's needs. Another example is the geographic information system that was thoroughly updated in the current year; the \$30,000 budgeted for that purpose can now be reduced to \$10,000. The installation of new LED street lights that operate with a fraction of the energy of our old mixed technology equipment will reduce the electricity bill by an estimated \$11,000, an 11-year payback period on the capital investment. Street repaving should reduce maintenance for several years, another example of where capital expenditures can lower current spending. Total planned expenditures are within 1% of this fiscal year's budgeted amount; expected income exceeds planned spending by \$19,000.

Reserves: Our prudent, conservative approach to budgeting coincided with recommendations from our auditors that we formally set aside reserves to cover ordinary expenses in case of an unplanned loss of revenues such as we experienced during the last recession. Consequently, we have introduced a "rainy day" fund of \$1,000,000, equal to 120% of planned annual spending (not including capital expenditures). In addition, we have set aside reserves amounting to \$1,500,000 to cover the capital costs of future street paving, sidewalks and other walkability projects, and other future capital needs.

	<u>FY 18 actual</u>	<u>FY19 budget</u>	<u>FY20 budget</u>	<u>FY20 – FY19</u>
Revenues				
4010 · Permit Fees	9,716	15,000	15,000	0
4020 · Cable TV Franchise Fees	9,445	8,000	8,000	0
4040 · County Revenue Sharing	26,832	26,800	26,800	0
4050 · Highway Users Fees	20,941	23,000	30,000	7,000
4060 · Income Tax	811,748	700,000	650,000	-50,000
4080 · Personal Property Tax	5,078	6,000	4,500	-1,500
4090 · Real Property Tax	160,662	15,000	15,000	0
4095 · Utility Property Tax	15,842	15,000	15,000	0
4100 · Holiday Fund	8,359	8,000	8,000	0
4110 · Interest	23,650	20,000	50,000	30,000
4136 · WSSC - Street Work		100	30,000	29,900
Total Revenue	1,092,274	836,900	852,300	15,400
Expenditures				
5010 · Office Expenses	14,907	15,000	17,500	2,500
5025 · Office Furniture & Equipment	26,998	25,000	10,000	-15,000
5030 · Insurance	5,115	6,500	8,000	1,500
5040 · Printing & Mailing	2,007	5,000	5,000	0
5050 · Dues & Subscriptions/Conference	7,834	10,000	10,000	0
5055 · Storage Rental	3,315	4,000	4,000	0
5060 · Office Lease	30,792	32,000	32,000	0
5065 · Telephone	3,592	4,000	4,000	0
5080 · Holiday Fund	8,359	8,000	8,000	0
5100 · Salaries & Benefits	129,867	155,000	160,000	5,000
5210 · Accounting & Auditing	38,400	39,000	39,000	0
5220 · Building & Permitting	55,403	76,000	81,000	5,000
5230 · Legal	38,015	40,000	40,000	0
5240 · Police	28,406	37,000	50,000	13,000
5244 · Traffic Engineering	6,070	10,000	10,000	0
5246 · Records Retention & Disposal	0	1,500	1,500	0
5247 · GIS Update	0	30,000	10,000	-20,000
5310 · Street Lighting - PEPCO	10,840	16,000	5,000	-11,000
5322 · Street Cleaning - Fall/Spring	14,630	15,000	15,000	0
5324 · Street Maintenance - Other	14,299	15,000	7,500	-7,500
5326 · Leaf Vacuuming	9,971	15,000	20,000	5,000
5349 · Snow Removal Services	26,941	25,000	30,000	5,000
5400 · Waste & Recycling				0
5410 · Waste Collection & Recycling	85,538	153,600	153,600	0
5420 · Leaf Bags	14,025	15,000	15,000	0
5425 · Recycling Bins	504	1,000	1,000	0
5510 · Tree Maintenance	24,082	35,000	30,000	-5,000
5515 · Tree Replacement	10,722	6,000	15,000	9,000
5518 · Right-of-Way Landscaping	4,623	8,000	10,000	2,000
5520 · Community Events	15,097	30,000	35,000	5,000
5530 · Website	5,499	5,000	4,250	-750
5630 · Tree Planting Initiatives		2,000	2,000	0
Total current expenses	635,850	839,600	833,350	-6,250
Revenues – current expenses	456,423	-2,700	18,950	21,650
Designated Reserves				
5805 · Walkability			500,000	
5810 · Streets	500,000	500,000	500,000	
5814 · Other Capital Projects	500,000	500,000	500,000	
5820 · Recommended Reserves			1,000,000	

VILLAGE OF MARTIN'S ADDITIONS
 BUDGET LINE ITEMS AND DESCRIPTIONS - FISCAL YEAR 2019

LINE ITEM		BRIEF DESCRIPTION
Income		
	4000 · Revenue	
	4010 · Permit Fees	Fees VMA collects pursuant to its own Code (e.g., building permits and construction bonds). They are collected as required by the Code.
	4020 · Cable TV Franchise Fees	Franchise Fees VMA receives pursuant to Montgomery County negotiated franchise agreements with the service providers to include Verizon, Comcast and RCN. Funds are received by Montgomery County and disbursed quarterly to the Village.
	4040 · County Revenue Sharing	Montgomery County property taxes returned to VMA, pursuant to a formula, for services that VMA provides itself (e.g., waste removal). Funds are received annually as a lump sum.
	4050 · Highway Users Fees	Funds allocated to municipalities from the State. Funding source includes the gasoline tax, vehicle titling tax, vehicle rentals and use tax and vehicle registration fees. Village is allocated a portion of these fees based on a formula. Funds can only be used to pay or finance the cost of transportation facilities or related debt service. Funds are received on a monthly basis.
	4060 · Income Tax	VMA receives a portion of State of Maryland income tax paid by its residents. The amount is equal to the greater of 17% of the county income tax liability or .37% of the State taxable income of the residents within the Village. Funds are received eight times per year.
	4080 · Personal Property Tax	VMA receives a portion of the Personal Property tax assessed on the assets and inventory of a company or business located within the corporate boundaries of the Village. Assessed value is based on Personal Property tax return filed by the business with the State of Maryland each year.
	4090 · Real Property Tax	Real property Taxes received by the Village based upon the levy set by the Village on real property within the incorporated limits of the Village.

	4095 · Utility Property Tax	Property Taxes received by the Village based upon the levy set by the Village on Public Utility Company property that is located within the incorporated limits of the Village.
	4100 · Holiday Fund	Holiday donations for Waste Management workers from Village residents.
	4110 · Interest	Interest Income received based on Village investments. This is mainly from investments with the Maryland Local Government Investment Pool and other Certificates of Deposits and investments. Funds are invested in accordance with State Investment Policies.
	4136 · WSSC - Street Work	Reimbursement from WSSC for repaving streets after utility work.
	4200 · Prior Years Surplus	Cumulative effect of the excess of revenue over expenditures that are carried over from one fiscal year to the next.
Total Income		

Expense		
	5000 · General Government	
	5010 · Office Expenses	Expenses for office supplies, including: Constant Contact, Ricoh (printer/copier), office cleaning, drinking water, utilities, etc.
	5025 · Office Furniture & Equipment	Expenses incurred by the office for new furniture or equipment.
	5030 · Insurance	Payments made to Local Government Insurance Trust and US Insurance Services.
	5040 · Printing & Mailing	Professional printing, stamps for Village-wide mailings.
	5050 · Dues & Subscriptions/Confer	Maryland Municipal League, International City/County Management Association conferences and membership fees.
	5055 · Storage Rental	Space Storage in Kensington, MD.
	5060 · Office Lease	Paid to Shirazi Enterprises.
	5065 · Telephone	Verizon service in Village office.
	5080 · Holiday Fund	VMA's payment of resident contributions to Waste Management workers.
	5100 · Salaries & Benefits	
	5110 · Managerial & Office Salaries	1 full-time Village Manager and 1 part-time Assistant Manager (up to 30 hours per week).

	5120 · Payroll Taxes & Benefits	Payroll Taxes and Benefits associated with the Managerial and Office Staff. Includes payroll taxes, health insurance and retirement plan contributions for these employees when applicable.
	5200 · Professional Fees	
	5210 · Accounting & Auditing	The Village contracts with Daniel R. Baden CPA for accounting services. The Village also uses the firm of Linton Shafer Warfield & Garret for its annual financial audit.
	5220 · Building & Permitting	
	5222 · Building Review & Permits	Montgomery Consulting (building administration contract): reviews building permits for compliance with the Village Code; recommends revisions to Code and related forms, as needed.
	5224 · Enforcement & Oversight	Blue Crab Contracting, LLC: assists with building code compliance by conducting building site visits, clearing sites for bond return.
	5226 · Municipal Operations	Blue Crab Contracting, LLC: assists with various tasks to ensure Village operations are running smoothly (e.g., street light checks and reporting outages, posting signs, leaf bag delivery, recycle bin delivery).
	5230 · Legal	Bolt Legal, LLC: Ron Bolt legal counsel.
	5240 · Police	Montgomery County Police Officers contract with the Village currently to provide 10 hours per week (i.e., 5 hours each): monitor Village, inform staff of issues, provide crime prevention tips. Additional patrols may be added.
	5244 · Traffic Engineering	Joseph Cutro (transportation/traffic engineering consultant) report on street signs, sign inventory.
	5246 · Records Retention & Disposal	Archiving of files in accordance with Village's State-approved policy. Archived files will be housed with Maryland State Archives.
	5247 · GIS Update	Updating data in the Village's Geographical Information System (GIS), which provides visual mapping of properties Village, trees, and utilities.
	5300 · Streets	
	5305 · Streets - General	
	5310 · Street Lighting - PEPCO	Utility bills for Village street lights.
	5322 · Street Cleaning - Fall/Spring	Rolling Acres Landscaping cleans the streets twice per year.
	5324 · Street Maintenance - Other	Sign installation, repair, and replacement.
	5326 · Leaf Vacuuming	Rolling Acres provides leaf vacuuming service during the fall leaf litter season.
	5349 · Snow Removal Services	

		5350 · Snow Shovel - Brookville	Rolling Acres Landscaping (snow plow and street cleaning contract) shovels the Brookville Road sidewalks as needed.
		5351 · Snow Removal - Plowing	Rolling Acres Landscaping (snow plow and street cleaning contract) plows VMA streets as needed.
		Total 5300 · Streets	
		5400 · Waste & Recycling	
		5410 · Waste Collection & Recycling	Waste Management (each week: 2 household waste pick-ups, 1 recycling pick-up, and 1 yard-waste pick-up) and any potential paper shredding events.
		5420 · Leaf Bags	VMA purchases and delivers leaf bags to residents who do not opt-out of receiving them.
		5425 · Recycling Bins	New recycling bins are purchased on an as-needed basis.
		5500 · Other	
		5510 · Tree Maintenance	Integrated Plant Care provides ROW tree trimming/fertilizing/watering.
		5515 · Tree Replacement	Integrated Plant Care provides ROW tree planting.
		5518 · Right-of-Way Maintenance	Service of the VMA ROW including butterfly garden, several dead-ends with mowing, mulching, edging as needed.
		5520 · Community Events	Halloween Event (crafts, food, decorations, entertainment); Annual Celebration on the Sidewalk; 4th of July; Movie in the Park; and any other potential Village-wide events.
		5530 · Website	Revize hosts the Village website, conducts site maintenance, and updates as needed.
		Operating Expenditures	
		5800 · Designated Funds	
		5810 · Designated Walkability	Funds dedicated towards a consultant and volunteer action committee-led walkability study throughout the Village.
		5810 · Designated Street and Sidewa	Funds VMA anticipates using for street repaving and sidewalk repair throughout the Village.
		5814 · Designated Capital Projects	Funds VMA anticipates using for additional sidewalk repair/replacement projects, utility projects, storm cleanups, and other contingencies.
		5820 · Designated Audit Recommended Reserves	"Rainy Day" funds kept in reserve, as recommended by the Village's auditors.
		5900 · Undesignated Fund Balance	This is the VMA general fund that includes all spendable amounts not designated for specific purposes.

Council member Cissna asked that a glossary of terms be included with the budget, and be included in the minutes. Council member Alexander moves to introduce 3-19-1, AN ORDINANCE TO ADOPT A BUDGET FOR FISCAL YEAR JULY 1, 2019 TO JUNE 30, 2020. Council member Cissna seconded. Council member Alexander also moved to introduce 3-19-2, A RESOLUTION TO APPROVE LEVYING A TAX ON CERTAIN REAL AND PERSONAL PROPERTY UNDER THE PROVISIONS OF SECTION 6-203 OF THE TAX-PROPERTY ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AS AMENDED. Council member Cissna seconded. All in favor.

8:23 PM Manager's Report: Village Manager Trollinger gave his report (below).

Manager's Report March 21, 2019

Administrative Matters:

- **Accounting:** Village staff and Council members Krajeck and Alexander met with the Village's accountant, Dan Baden, to have preliminary discussions on the FY2020 budget, which will be introduced at the March Council meeting.
- **Tree City USA:** Village staff finalized the Village's Tree City application in December so that the Village is re-certified for 2018. In addition to Tree City, the Village has applied for, and is expected to receive the State of Maryland's equivalent Plant Award for 2018. The Village is still awaiting word from Tree City, but anticipate receiving the award around Arbor Day in April.
- **Office Redesign:** The Village has ordered replacement window shades for the office.
- **Ricoh Contract:** The Village has renegotiated its contract with Ricoh, which should save approximately \$500 next year.
- **Waste Management:** Village staff identified an error in Waste Management billing, which should save the Village roughly \$25,000 this year on total trash/recycling costs.
- **Jamie Raskin's Office:** Village staff met with Christa Burton from Jamie Raskin's office to thank her for her continued support, particularly on mail delivery issues. She passed along information on "informed delivery," which is a service offered by USPS that gives people notice (with pictures) on what will be delivered every day.
- **Community Events:**
 - **Volunteer Reception:** The Village will host a volunteer reception brunch at La Ferme for committee members and those who have made significant volunteer contributions to the Village in the past year. The event will take place on Sunday, May 19.
 - **Adult Event:** The Village is organizing an adults-only event at the home of Village resident Sallie Van Tassel on Saturday, April 27th. The event will be a post-dinner community get-together for adults. Snacks and drinks will be provided.
 - **Arbor Day:** The Village will hold a small Arbor Day Event on Sunday, April 28 at 2:30 p.m. The Village is tentatively planning a tree planting ceremony, with cookies and refreshments, along with an Arbor Day proclamation affirming the Village's commitment to trees and greenery. The event is a prerequisite for Tree USA recertification every year.

- *Celebration on the Sidewalk*: The Village is beginning to send out invitations to vendors to join us for the Celebration on the Sidewalk on Thursday, May 9. Village staff has put together an invitation, and sent out to a preliminary list of vendors, including Pepco, Washington Gas, WSSC, Chevy Chase at Home, the Chevy Chase Historical Society, several local politicians, and many others.
- *Shredding Event*: The Village is working with Sections 3 and 5 to schedule a shredding event sometime in May or early June.
- **Contractors and Contracts:**
 - *GIS*: Online software is up and running. The Village has scheduled E.N.E. to do a new survey of homes with changed fronts, new streetlights, and other changes which can then be incorporated onto the new GIS system sometime this spring.
 - *Landscaping/Lawn Service/Leaf Vacuuming*: Village staff put out a Request for Proposals (“RFP”) combining lawncare/landscaping and fall leaf vacuuming. The Village met with various contractors over the last month, and ultimately received eight bids before the Friday February 15 deadline. Staff reviewed the proposals and followed up with references, and has elected to split the services in two (as it was in year’s past). The Village will contract with Greensweep LLC for lawn care and landscaping, and will continue with Rolling Acres for fall leaf vacuuming. Contracts are being finalized, and work should begin in the butterfly garden within the next couple of weeks.
 - *Walkability Study*: The Village has developed an RFP for a firm or company to lead a working group made of VMA residents to complete a walkability assessment of the Village and any accompanying recommendations. The Village has placed the RFP on the Village website, as well as the Maryland Municipal League website, and the State of Maryland e-Procurement website. Bids are due by close of business Friday, March 29.

Utilities: WSSC

- WSSC has finished sewer repairs on Quincy and Raymond Streets, and Thornapple Street, and are now underway on Chestnut. They expect work to continue for about two more weeks, depending on weather.

Utilities: Washington Gas

- Washington Gas is currently making emergency repairs on Taylor Street, which was causing gas service to be lost for some residents on Taylor and Summit. Washington Gas was finally able to figure out the root cause of the issue – a stormwater detention vault was placed atop what is called the "drips riser" for the gas line - the drips riser is a mechanism that is meant to protect the gas line from condensation or water building up, particularly during low temperatures and low-pressure areas (imagine the gas line as a big cylinder pipe and the drips riser as a smaller pipe that screws in. As condensation or water goes in, it fills up the smaller pipe. Once that pipe gets corroded or fills up it goes into the gas line, which is exactly what was happening). The stormwater vault has over time corroded the gas line and appears to have developed a small crack that led to condensation entering the pipes and into individual homes' gas meters, which made them not be able to turn on.

Washington Gas is repairing the gas line and rearranging the infrastructure underground so that they are not affecting one another. The work is expected to be completed next week

Utilities: Road Repairs

- The Village Has scheduled with AB Veirs to begin sidewalk, curb and gutter, and street repairs beginning the first week of April.

Sanitation:

- The last bulk pickup occurred on March 9. Wider Circle was unable to complete its Village-wide pickup, and will be coming through again on Monday March 25. The following pickup will be on May11, with a Wider Circle pickup on Friday May 10.

Building Administration:

- Please see report from Doug Lohmeyer, attached.

8:33PM Council member Cissna asks Manager Trollinger to write a report regarding when GIS was updated and what was updated. Council member Hill asks about the stop sign at Quincy and Oxford. Manager Trollinger responded that the sign should be installed in a few weeks.

8:40PM Opportunity for council to hear residents' comments: Krajeck

David Bjorklund (Turner Ln) asked what day of the week leaf pickups will occur in the fall. Manager Trollinger reported that leaf pickups will begin on Mondays.

Susan Kahn asked about the possibility of adding stop sign and crosswalk at the Brookville and Bradley intersection. Council Chair Krajeck responded that that would be a part of the Walkability Study for which the Village has put out a Request for Proposals, expected to be completed this calendar year.

8:42PM Attorney Ron Bolt states that the Council must introduce a permanent resolution for the stop sign at Quincy and Oxford that was adopted on an emergency basis at the previous meeting. Council member Hill made a motion to introduce; Council member Fattig seconded. All in favor.

8:43PM Council member Cissna motioned to adjourn the meeting. Council member Fattig seconded. All in favor. The meeting is adjourned.