

Village of Martin's Additions
7013 Brookville Road, Suite B, Chevy Chase, MD 20815
Minutes for Council Meeting on
April 11, 2019

Council Members Present: Richard Krajeck; Arthur Alexander; Susan Fattig; Katya Hill.
Council Members Absent: 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); Marty Langelan (Chestnut St);
Susan Kahn (Bradley Ln.); Peter Kahn (Bradley Ln); Sally Maran (Turner Ln); Elissa Bean
(Turner Ln); Ed Novak (Chestnut St).

7:31 PM Call to Order: Krajeck

Council member Krajeck announced that Village Manager Matthew Trollinger has taken a new job, and will be leaving Martin's Additions to become the Town Manager of Somerset. Matt will be leaving the end of May. The Village will immediately begin its search for a replacement.

Keith Allen (Turner Ln.) gave the weather. Mr. Allen reported that the deluges are over, and that the rest of spring will be mostly dry, with some showers sprinkled in here and there.

7:34PM Committee Reports:

Marty Langelan gave the Election Committee report thanking the Council for allowing 45 days for nominations. She announced that the candidate forum will be held on April 28. She also requested that the Council appoint two temporary assistant members to the committee, Diane Everts and Susan Post. Council member Fattig moved to approve the two temporary helpers for the committee, Council member Hill seconded, all vote in favor.

7:37PM Building Administrator's report: Doug Lohmeyer

Mr. Lohmeyer reported that the 7204 Chesnut pre-construction informational meeting took place and that he was planning to follow up on the 3521 Cummings property to ensure it is in compliance with the granted permit, as it currently looks like a teardown rather than a re-build.

3407 Thornapple is revising their plans and they need to get a new county permit. Mr. Lohmeyer discusses the water bubbling on Quincy Sreet, and says it is believed to be a groundwater issue. Because there is a sewer smell around the water leaks, it will be looked into further.

Mr. Lohmeyer said that he is still waiting to hear back from State Highway about the potential to re-do the Quincy/Brookville intersection. Manager Trollinger added that he met

with Mike Veirs before Quincy was repaved to help repave in a way to help the water flow down the street rather than pond in the crosswalk.

Council member Krajeck asked Mr. Lohmeyer to investigate a situation on Raymond St., where a house is pumping water into the street. Mr. Lohmeyer said that there is a Village-issued permit to pump into the street, but specifically denies permission to pump foundation water into the street. Staff is investigating where the water is coming from.

Mr. Lohmeyer's complete report is below:

TO: The Council at the Village of Martin's Additions
FROM: Doug Lohmeyer
DATE OF MEMO: April 10, 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. The Village issued the building permit on April 2nd.

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 began 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 issued their building permit on April 2nd and the Village issued their building permit on April 8th.

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 at 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 Village building permit was issued on Feb. 19th.

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 at 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 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.

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 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 removed the stockpiled material at the rear of the lot but has not re-graded to 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 are 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. The County issued the sediment control permit on Feb. 22 but they have not issued the building permit.

Miscellaneous Items

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

7:43 PM Action on Meeting minutes of March 21,2019

Council member Hill moved to approve the minutes of March 21, 2019, Council member Fattig seconded, all in favor.

7:44 PM Financial Matters: Alexander

Council member Alexander addressed current fiscal year budget conditions, noting that revenues are coming in very close to those budgeted, and current assets should cover the large capital investment expenses coming shortly once re-paving is completed.

Council Member Krajeck reminded the attendees that the budget was introduced last month and asked the residents in attendance if they had any questions or comments. Marty Langelan (Chestnut St) thanked the Council for sending the budget materials along with the election materials.

**Village of Martin’s Additions
Financial Report for March 2018
Arthur Alexander, Treasurer
April 11, 2019**

July 2018 through March 2019

	<u>Actual</u>	<u>Budgeted</u>
Revenues	\$ 600,074	599,295
Expenses (excluding capital projects)	561,319	654,378
Net Income (revenues minus expenses)	38,756	-55,083
 Capital investment expenses	 \$46,613	
 Investment reserves (less expenditures)	 1,453,387	
Emergency reserves	1,000,000	

Current assets less designated reserves \$ 476,497

Total revenues and expenditures have been running close to budgeted amounts. At the January 2019 Council meeting, the Council increased the capital reserve account by \$750,000 for future improvements, including likely enhancements to the Village's walkability. In addition, we introduced an emergency fund of \$1,000,000 to cover unplanned loss of revenues such as we experienced during the last recession. We have begun to incur budgeted expenses from the investment reserves as road repairs were initiated earlier in the year. In the coming months, repaving will further draw from this capital reserve pool, as has been the budget plan for the current year.

7:46 PM Manager's Report: Village Manager Trollinger gave his report (below).

Manager's Report April 11, 2019

Administrative Matters:

- **Tree City USA:** The Village was officially awarded Tree City designation in late March and has received signage designating its status. The signs will be installed this spring.
- **Landscaping:** Greensweep has begun landscaping in the Village, including cleaning up and mulching the butterfly garden and the plant areas out in front of the Brookville Market area. Staff is working to schedule a meeting with the project manager to plan out the butterfly garden, including what plants to install and a stone walkway.
- **Office Redesign:** The Village has replaced window shades for the office, and is nearly complete with office renovations and redesign installations. The Village will be getting new phones installed (to lower the Village's phone bills) on Monday April 15. The new lines will have greater capability and versatility to help the Village better serve the residents.
- **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 has planned 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 has sent out invitations to vendors, and has begun reaching out to residents 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.
- *Shredding Event*: The Village has scheduled a shredding event with Shred, White, and Blue (the same company as last year) for Saturday May 18.
- **Contractors and Contracts:**
 - *GIS*: The Village is finalizing materials to send to 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.
 - *Walkability Study*: The Village put out an RFP for a firm or company to lead a walkability assessment of the Village and any accompanying recommendations. The Village placed the RFP on the Village website, as well as the Maryland Municipal League website, and the State of Maryland e-Procurement website. Bids were due by close of business Friday, March 29. Two bids were received – both very strong. The Village is setting up a meeting to interview the two companies and is speaking with references. A selection will be made in the coming weeks to get started with putting together the study and plan.

Utilities: WSSC

- WSSC has finished sewer repairs throughout Martin's Additions!
- A leak has developed on Quincy Street that is coming through the middle of the street in front of 160 Quincy. Village staff is working with WSSC to determine the cause of the leak – it is likely to be either a groundwater issue or a leak or blockage further up the sewer line. WSSC has tested the water and it did not test positive for chlorine, which suggests that it is not from one of its lines. However, the silt can serve as a natural filter and so the test is not definitive. The water is not coming out constantly, but comes in spurts. A WSSC is returning to put a camera in the pipes to determine if there is a leak or blockage further up.

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

- AB Veirs began sidewalk, curb and gutter, and street repairs beginning the first week of April, and have completed repairs on Quincy, and Raymond. Chestnut and Thornapple have nearly been completed. The crew still needs to do some topsoil replacement in areas where concrete curb was replaced, and at least one storm drain pipe that is not flush with the new curb.
- Street repairs will begin Thursday April 11 on Quincy Street; followed by Raymond, Chestnut, and Thornapple. Each street will take two days to complete: one to mill the street, and another to repave.

Sanitation:

- The last bulk pickup occurred on March 9. Wider Circle was unable to complete its Village-wide pickup, and a second supplemental pickup on Monday March 25. The following pickup will be on May 11, with a Wider Circle pickup on Friday May 10.

Building Administration:

- Please see report from Doug Lohmeyer, attached.

Council member Krajeck asked Manager Trollinger to contact WSSC to flush the hydrants tomorrow to flush out the lines. Road repairs have rattled the water lines and disturbed sediment, causing some residents to get brown water.

8:00PM Opportunity for Council to hear residents' comments: Krajeck

Council member Krajeck asked if there are any more comments from residents. He again mentioned that Manager Trollinger is resigning at the end of May, and will be starting his new position at the Town of Somerset the beginning of June.

Manager Trollinger described his new position as an opportunity for personal growth and thanked the residents and Council for their help and support during his time in Martin's Additions, noting the spirit of volunteerism and community activism that makes it a special place.

8:04PM Council member Hill motioned to adjourn the meeting. Council member Alexander seconded. All in favor. The meeting is adjourned.