

Village of Martin's Additions
7013 Brookville Road (Suite B, 2nd floor)
Chevy Chase, MD 20815-3263

**Agenda for
Council Meeting
February 21, 2019**

The Village Council may entertain a motion during the open meeting to close a portion of the meeting, in accordance with Section 3-305(b) of the Open Meetings Act (Maryland Code, General Provisions Article)

- 7:30 PM Call to Order: Krajeck
- 7:31 PM Committee Updates
- 7:40 PM Opportunity for Council to hear residents' comments: Krajeck
- 8:15 PM Public Hearing & Vote on Adoption on Resolution 1-19-1: Ordinance to Regulate Small Wireless Telecommunications Facilities in the Rights-of-Way: Krajeck
- 8:55 PM Discussion of Quincy/Oxford Intersection: Krajeck
- 9:10 PM Action on Meeting Minutes of January 17: Krajeck
- 9:15 PM Building Administrator's Report: Lohmeyer
- 9:25 PM Financial Matters: Alexander
- 9:30 PM Manager's Report: Trollinger
- 9:45 PM Opportunity for Council to hear residents' comments: Krajeck
- 10:00 PM Closed Session: Personnel Matters
- 10:00 PM Adjournment: Krajeck

Village of Martin's Additions
Ordinance to Regulate Small Wireless Telecommunications Facilities in the Rights-of-Way

Resolution No.: 1-19-1
Introduced: January 17, 2019
Adopted: February 21, 2019
Effective Date: March 13, 2019

AN ORDINANCE TO ADD A NEW CHAPTER 9 OF THE CODE
OF ORDINANCES TO ADOPT REQUIREMENTS CONCERNING
THE INSTALLATION AND OPERATION OF SMALL WIRELESS
TELECOMMUNICATIONS FACILITIES IN THE PUBLIC
RIGHTS-OF-WAY.

WHEREAS, Maryland Code, Local Government Article, Section 5-202, as amended, grants to the legislative body of every incorporated municipality in Maryland general power to pass such ordinances not contrary to the Constitution of Maryland, or the public general law, as deemed necessary in order to assure the good government of the municipality, to protect and preserve the municipality's rights, property, and privileges, to preserve peace and good order, to secure persons and property from danger and destruction, and to protect the health, comfort and convenience of the citizens of the municipality;

WHEREAS, United States Code, Title 47, Section 332, provides that a local government may exercise control regarding the placement, construction, and modification of personal wireless service facilities, provided the local government does not unreasonably discriminate among providers of functionally equivalent services; and does not prohibit the provision of personal wireless services;

WHEREAS, United States Code, Title 47, Section 332, provides that a local government shall act on any request for authorization to place, construct, or modify personal wireless service facilities within a reasonable period of time after the request is duly filed with such government or instrumentality, taking into account the nature and scope of such request; and any decision by a local government to deny a request to place, construct, or modify personal wireless service facilities shall be in writing and supported by substantial evidence contained in a written record;

WHEREAS, United States Code, Title 47, Section 1455, provides that a local government may deny a facility request for a modification of an existing wireless tower or base station if it substantially changes the physical dimensions of such tower or base station, including requests for the collocation, removal, or replacement of transmission equipment;

WHEREAS, the Village of Martin's Additions holds and maintains the streets and highways within its municipal boundaries in trust for the benefit, use, and convenience of the general public;

WHEREAS, Section 501 of the Charter of the Village of Martin's Additions authorizes the Village Council to pass such ordinances as it may deem necessary for the preservation of the property, rights, and privileges of the Village and its residents;

WHEREAS, after proper notice to the public, the Village Council introduced the following Ordinance in an open meeting conducted on the 17th day of January, 2019;

WHEREAS, after proper notice to the public, the Village Council introduced the following Ordinance in an open meeting conducted on the 21st day of February, 2019;

WHEREAS, upon consideration of the testimony and evidence presented at the public hearing, the Village Council finds that the foregoing Ordinance would assure the good government of the municipality, protect and preserve the municipality's rights, property, and privileges, preserve peace and good order, secure persons and property from danger and destruction, and protect the health, comfort and convenience of the citizens of the Village of Martin's Additions, and is necessary for the preservation of the property, rights, and privileges of the Village and its residents.

NOW, THEREFORE, BE IT ORDAINED AND ORDERED, this 21st day of February, 2019, by the Village Council, acting under and by virtue of the authority given it by the Maryland Code and the Village Charter, the Village Council does hereby adopt the foregoing Ordinance and amend the Village Code as follows:

* * *

CHAPTER 9
SMALL WIRELESS TELECOMMUNICATIONS FACILITIES

Sec. 9-100. Intent and Purpose.

It is the intent of the Village Council to promote the Village's public health, safety, and general welfare by providing regulatory requirements for the installation and maintenance of small wireless telecommunications facilities in the public rights-of-way. The purpose of this Chapter is to regulate the same to enhance vehicular and pedestrian safety and avoid interference with motorist and pedestrian sightlines; to minimize damage to trees; to reduce visual clutter and prevent unsightly or out-of-character deployments; to preserve the value of property and the character of the neighborhood; and to otherwise protect the health, safety, and general welfare of the Village and its residents, and the public at large.

Sec. 9-101. Definitions.

"Base Station" means a structure or equipment at a fixed location that enables wireless communications between user equipment and a communications network. The term does

not include a Pole, Tower, or Support Structure or any equipment associated with a Pole, Tower, or Support Structure.

“Collocate” means to install or mount a Small Wireless Facility in the public right-of-way on an existing Support Structure, an existing Tower, or on an existing Pole to which a Small Wireless Facility is attached at the time of the application. “Collocation” has a corresponding meaning.

“Communications Facility” means, collectively, the equipment at a fixed location or locations within the public right-of-way that enables Wireless Services, including: (i) radio transceivers, antennas, coaxial, fiber-optic or other cabling, power supply (including backup battery), and comparable equipment, regardless of technological configuration; and (ii) all other equipment associated with any of the foregoing. The term does not include the Pole, Tower, or Support Structure to which the equipment is attached.

“Pole” means a legally constructed pole, such as a utility, lighting, traffic, or similar pole made of wood, concrete, metal or other material, located or to be located within a public right-of-way. The term does not include a Tower or Support Structure.

“Small Wireless Facility” means a Wireless Facility that meets all of the following conditions:

- (1) The structure on which antenna facilities are mounted (i) is fifty (50) feet or less in height, including existing antennas, or (ii) is no more than ten (10) percent taller than other adjacent structures, or (iii) is not extended to a height of more than fifty (50) feet or by more than ten (10) percent above its preexisting height, whichever is greater; and
- (2) Each antenna associated with the deployment, excluding the associated equipment, is no more than three (3) cubic feet in volume; and
- (3) All other wireless equipment associated with the structure, including the wireless equipment associated with the antenna and any pre-existing associated equipment on the structure, is no more than twenty-eight (28) cubic feet in volume; and
- (4) The facility does not require antenna structure registration under Federal law; and
- (5) The facility does not result in human exposure to radiofrequency radiation in excess of applicable safety standards under Federal law.

“Support Structure” means a structure in a public right-of-way other than a Pole or a Tower to which a Wireless Facility is attached at the time of the Application.

“Tower” means any structure in a public right-of-way, within or outside the boundaries of the Village, built for the sole or primary purpose of supporting a Wireless Facility. A Tower does not include a Pole or a Support Structure.

“Wireless Facility” means the equipment at a fixed location or locations in the public right-of-way that enables Wireless Services. A Small Wireless Facility is a type of a Wireless Facility. The term does not include the Pole, Tower, or Support Structure on, under, or

within which the equipment is located or collocated, or the coaxial, fiber-optic, or other cabling between Communications Facilities or Poles, or that is otherwise not immediately adjacent to or directly associated with a particular antenna.

“Wireless Service Provider” means a person who provides Wireless Services.

“Wireless Services” means any wireless services using licensed or unlicensed spectrum, whether at a fixed location or mobile, provided to the public.

Sec. 9-102. Permit and Access Agreement Required.

- (a) No person shall construct, install, maintain, or perform any work in the public right-of-way related to a Communications Facility or any Tower, without first receiving a permit and paying any applicable fee, as required under this Title. No permit shall be issued until the applicant has entered into a Right-of-Way Access Agreement in a form approved by the Village, according to this Title. A permit shall not be required for ordinary maintenance and repair, as determined by the Village.
- (b) The Right-of-Way Access Agreement shall set forth, at a minimum, the following: (a) the maximum term of the agreement and the bases for termination; (b) the scope of the authority; (c) the operator’s maintenance obligations; (d) the operator’s indemnification and insurance requirements; (e) emergency contacts and required response to emergencies related to facilities; and (f) the Village’s right to access and inspect the operator’s books and records.
- (c) A Right-of-Way Access Agreement may be terminated by the Village, in its sole discretion, if this Chapter is amended or replaced. In such event, a new permit and Right-of-Way Access Agreement shall be required according to the requirements of the amended or replaced Chapter.

Sec. 9-103. Permit Application Requirements.

- (a) An application for a permit under this Title must contain or be submitted with the following:
 - (1) The applicant’s name, address, telephone number, and e-mail address, including emergency contact information for the Applicant;
 - (2) The names, addresses, telephone numbers, and e-mail addresses of all consultants, if any, acting on behalf of the Applicant with respect to the filing of the Application;
 - (3) A description of the proposed work and the purposes and intent of the proposed facility sufficient to demonstrate compliance with the provisions of this Title;
 - (4) If applicable, a copy of the authorization for use of the property from the Pole, Tower, or Support Structure owner on or in which the Communications Facility will be placed or attached;

- (5) Detailed construction drawings regarding the proposed facility;
 - (6) A structural report performed by a duly licensed engineer evidencing that the Pole, Tower or Support Structure can adequately support the Collocation (or that the Pole, Tower, or Support Structure will be modified to meet structural requirements) in accordance with applicable codes;
 - (7) A certification by a radiofrequency engineer that the Communications Facility will comply with the radiofrequency radiation emission standards adopted by the Federal Communications Commission; and
 - (8) The applicable application fee, bond, Right-of-Way Access Agreement, and right-of-way access fee, as may be adopted and amended by resolution of the Village Council.
- (b) The Village may require the posting of a bond to guarantee the prompt and proper restoration of the public right-of-way. The bond may be in such amount as the Village Manager deems necessary, in the Village Manager's discretion.
 - (c) In exchange for the privilege of non-exclusive use of the public right-of-way, the applicant shall pay the Village such access fee as may be established and amended by the Village by resolution from time to time.
 - (d) Any permit issued under this Title shall be valid for a period of twelve (12) months after issuance, and may be extended by the Village Manager for up to an additional twelve (12) months upon written request of the applicant, prior to permit expiration, if the failure to complete construction is as a result of circumstances beyond the reasonable control of the applicant.
 - (e) No work may be performed except in strict accordance with applicable law and the Village permit and all approved plans and specifications.
 - (f) No permit shall be issued except to a Wireless Service Provider with immediate plans for use of the subject Communications Facility. A permit issued under this Title may not be assigned or transferred.

Sec. 9-104. Standards for Deployment in the Public Right-of-Way.

- (a) No Interference with Right-of-Way. No person shall locate or maintain a Communications Facility, Pole, Support Structure, or any Tower, so as to interfere with the use of the public right-of-way by the Village, the general public, or other persons authorized to use or be present in or upon the public right-of-way, or otherwise hinder the ability of the Village to improve, modify, relocate, abandon or vacate a public right-of-way or any portion thereof. Unless otherwise approved by the Village, any Communications Facility must be located no closer than: (i) two (2) feet from any curb, sidewalk, or other improvement within the right-of-way; and (ii) five (5) feet from any driveway apron, and be otherwise located to avoid interference with pedestrian and motorist sightlines and use.

- (b) **Compliance with Design Standards; Unsightly or Out-of-Character Deployments.** **Unless otherwise approved by the Village in order to prevent an effective prohibition of service, in violation of applicable law, no person shall locate or maintain a Communications Facility, Pole, or any Tower except in accordance with the following design standards:**
1. **All Communications Facilities shall be located and designed so as to minimize visual impact on surrounding properties and from public rights-of-way, and so as to not interfere with motorist and pedestrian sightlines, especially at intersections.**
 2. **All radio transceivers, antennas, power supply (including backup battery), and comparable equipment installed on a Pole, Tower or Support Structure shall be installed at a height of at least fifteen (15) feet above ground level.**
 3. **No Tower may be located closer than one thousand (1,000) feet of another Tower.**
 4. **No more than five (5) antennas may be located on any single Tower, Pole, or Support Structure.**
 5. **All coaxial, fiber-optic, or other cabling and wires shall be contained inside the Tower, Pole, or other Support Structure or shall be flush-mounted and covered with a metal, plastic or similar material matching the color of the Pole, Tower, or Support Structure on which it is installed.**
 6. **All Communications Facilities shall comply with such additional design standards as may be set forth in administrative regulations issued by the Village.**
- (c) **Protection of Trees.** **Unless otherwise approved by the Village in order to prevent an effective prohibition of service, in violation of applicable law, no person shall locate or maintain a Communications Facility, Pole, Tower, or Support Structure, so as to interfere with the health of a tree.**
- (d) **Location Underground.** [Reserved].
- (e) **Modification of Wireless Facilities.** **The Village shall approve any request for a modification of an eligible existing Tower or base station that does not substantially change the physical dimensions of such Tower or base station, in accordance with Federal law.**
- (f) **Restoration of Public Right-of-Way.** **The applicant shall restore, repair, and/or replace any portion of the public right-of-way that is damaged or disturbed by the applicant's work, to the satisfaction of the Village. Such restoration work shall be completed no later than thirty (30) days following completion of the project, or termination of the Right-of-Way Access Agreement, and shall be warranted by the applicant for a period of one (1) year to be free from defects in materials and workmanship.**

(g) Removal, Relocation, and Abandonment. Within thirty (30) days following written notice from the Village, or such other time as the Village may require, the Village may terminate a Right-of-Way Access Agreement or require other action in connection therewith, and the owner shall, at its own cost and expense, protect, support, temporarily or permanently disconnect, remove, relocate, change or alter the position of any of its Communications Facilities, Poles, Towers, or Support Structures within the public right-of-way, and restore the right-of-way as required by the Village, whenever either: (i) the terms of the Right-of-Way Access Agreement have been violated; (ii) the Communications Facility has not been used for a period of ninety (90) days, or has otherwise been abandoned or not maintained, or (iii) the Village has determined in its sole discretion that such action is necessary for the construction, installation, repair, or maintenance of any public improvement or otherwise necessary for the public health, safety, or welfare. If the owner fails to take action as required by this section, the Village or its contractor may do so and the owner shall be responsible for all costs and expenses incurred by the Village related to such work.

AND BE IT FURTHER ORDAINED AND ORDERED, by the Village Council, acting under and by virtue of the authority granted to it by the Maryland Code, and the Charter of the Village of the Village of Martin's Additions, that:

(1) If any part or provision of this Ordinance is declared by a court of competent jurisdiction to be invalid, the part or provision held to be invalid shall not affect the validity of the Ordinance as a whole or any remaining part thereof; and

(2) This Ordinance shall take effect on the 13th day of March, 2019 (20 days after adoption).

ATTEST:

THE VILLAGE OF MARTIN'S ADDITIONS

Susan Fattig, Secretary

Richard Krajeck, Chair
Village Council

Underline indicates new material

~~Strikethrough~~ indicates material deleted

* * * indicates material unchanged

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April 25, 2018

Villages of Martin's Additions
Matt Trollinger
7013 Brookville Rd.
Chevy Chase, MD 20815

Phone: 301-656-4112

RE: Quincy/Oxford corner cutback

We are pleased to offer our proposal for services in accordance with the specifications listed below:

Concrete

- Remove and replace approximately 88 linear feet of curb and gutter.
- Remove and replace approximately 294 square feet of sidewalk.
- Furnish and install 2 yellow ADA warning pads.
- Furnish, install, and paint 1 bollard.
- Backfill, seed, and straw newly poured curb.

Paving

- Furnish and install 6" of GAB stone in newly exposed radius area (approximately 22 square yards).
- Furnish and install 4" of base asphalt on the stone.
- Square up surface asphalt at the radius and install 2" of asphalt surface (approximately 37 square yards).

FOR THE SUM OF: \$13,950

Note:

- If the price of liquid asphalt exceeds the current price of \$455 per liquid ton, the price increase will be passed on to the owner.
- Price based on plan from Joe Cutro, 3/27/18.

Respectfully submitted,
A. B. Veirs & Sons, Inc.

Michael Veirs, Jr.

NOTE: A.B. Veirs and Sons, Inc. has the right to withdraw this proposal if not accepted within 30 days.

Acceptance of Proposal: The prices, specifications and conditions set forth in this proposal are satisfactory and are hereby accepted. You are authorized to do the work as specified. **Payment Terms:** A deposit of one third (1/3) due upon acceptance of contract; one third (1/3) will be due upon commencement of work; **balance** due upon completion of work. Please **sign and date the terms and conditions and initial your proposal in the bottom corner** in the space provided. Upon our acceptance a signed copy will be returned for your records.

Authorized Signature:	Title:
Please Print Name:	Date:

Maryland Home Improvement Contract License #584
See attached Terms, Conditions and Exclusions

Initials	
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Exclusions

1. Pavement Repairs.
2. Repair of base paving.
3. Adjustment of utility appurtenances: valve boxes, manhole frames with covers and drainage structures.
4. Privately owned and maintained appurtenances such as, but not limited to, wires, electric lines, cables, dog fences, landscape lighting or sprinkler heads.
5. Undercutting and replacement with either stone or earth to repair unsuitable sub-grade.
6. Cleaning of base paving prior to installation of binder or surface course.
7. Compaction testing.
8. Maintenance of traffic or traffic controls.
9. Repair/replacement of existing or previously paved surfaces that become damaged by normal construction activity or construction traffic.
10. Paving of any street, parking area, play courts with grades less than 2%.
11. Paving of confined areas where fences, backboards, tennis net posts or other obstructions exist.
12. Painting of parking area stripes, sports court lines or roadway striping unless so specified in scope of contract.
13. Ramping around utilities, inlets, etc. for winterization before final paving.
14. Surface texture of paving in areas where handwork is necessary (i.e., around structures, corners, beginning and end of pulls and other places inaccessible to the paving machine) may appear segregated in appearance, but will in no way affect the overall integrity of the job.
15. Owner/General Contractor bears responsibility for providing a clear and ready site for Contractor. Owner/General Contractor at his expense.
16. Saw cutting unless otherwise specified.
17. Bituminous prime coat unless otherwise specified.
18. Liquid Asphalt Sealer.
19. Engineering or layout.
20. Bonds or permits.
21. Demolition.
22. Testing of materials.
23. Proof rolling.
24. Concrete joint sealant.

General Conditions

1. This proposal may be withdrawn prior to its acceptance and in no event shall it extend beyond 30 days of its date.
2. Our standard invoice form will exclusively be used for billings. Payment due and unpaid shall bear interest from the date payment is due at the rate of 1 ½% per month plus twenty-five (25%) attorneys' fees for collection.
3. All work to be completed in a workmanlike manner according to standard practices.
4. Any alterations or deviations from plans and specifications provided by owner involving extra cost will become an extra charge.
5. We undertake no duty of inspection so as to determine sub-grade instability or unsuitability of any kind prior to our performance of our own grading or paving responsibilities hereunder. We reserve the right to refuse to grade or to pave or to install curbs, sidewalks, etc. if it develops that the sub-grade is unstable due to reasons not drawn to our attention by the owner in writing before the date of commencement of work. If the owner directs any such work over our objections, the owner will be responsible for all failures, all varying thickness and for the payment for all overruns or reinstallation or compensatory damages.
6. Our installation of paving on the owner's sub-grade does not imply our acceptance thereof. Any paving failures will be repaired at the owner's expense.
7. Fine grading by us on sub-grade provided by others does not imply our acceptance thereof.
8. Bituminous Concrete Base: it is recommended that the bituminous concrete surface be placed within 7 working days after base installation. Failure to place the surface course voids all warranty.
9. Bituminous Concrete Surface: The grade of slope of the finished surface, which ensures proper drainage, must have a minimum design of 2.0%. A lesser slope will have no or slow runoff and may pond water. The contractor will exercise due care when paving under this condition but does not guarantee a free-flowing finished surface without ponding. The owner shall accept the finished product as is.
10. Work not completed by December 31, 2018 will be subject to a 7 ½% increase.
11. Any work performed on a time and material basis will require Owner to inspect the work at the end of each business day and sign the Extra Work Order Authorization Form. Owner's failure to inspect the work or sign the form on a daily basis shall be a waiver by owners of said requirement and will imply owner's acceptance of work.
12. All cost of liquid asphalt exceeding the posted liquid Asphalt price established by the Maryland State Highway Administration on the date of this proposal, will be invoiced and billed accordingly.
13. Chemical de-icing agents corrode all exposed concrete, but are particularly harmful to concrete that is not fully cured. Never apply a chemical de-icing agent to concrete cast in the preceding 12 months.

Village of Martin's Additions

Intersection Quincy St/Oxford St
Proposed SW Corner 'Cutback'

Concept/sketch by
Joseph Cutro, P.E.
3/27/2018



Village of Martin's Additions
7013 Brookville Road, Suite B, Chevy Chase, MD 20815
Minutes for Council Meeting on
January 17, 2019

Council Members Present: Richard Krajeck; Arthur Alexander; Susan Fattig; Katya Hill; Tiffany Cissna (arrived at 7:57 pm); **Village Manager:** Matthew Trollinger; **Assistant Village Manager:** Tina Lurie; **Village Attorney:** Ron Bolt; **Building Administrator:** Doug Lohmeyer; **Residents and other attendees:** Keith Allen (Turner Ln); David Bjorklund (Turner Ln); Elissa Bean (Turner Ln); Lynn Welle (Oxford St); Susan Kahn (Bradley Ln); Bernice Duvall (Taylor St); Ted Stoddard (Turner Ln); Mike Pratt (Montgomery County Police); Nick Picerno (Montgomery County Police)

7:28PM Keith Allen (Turner Ln) gave a weather report. Mr. Allen predicted Martin's Additions will get about one inch of snow. He reported there will be an arctic freeze on Sunday, Jan. 20 and cold for Martin Luther King Day; the following week, he expected it to be in the 40's and 50's.

7:30PM Call to Order: Krajeck

Council member Krajeck explained that due to the bad weather outside, Building Administrator Doug Lohmeyer will give his report first so that he can then be excused from the rest of the meeting.

7:30PM Building Administrator's Report: Lohmeyer

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

FROM: Doug Lohmeyer

DATE OF MEMO: January 15, 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 is scheduled for Jan. 30, 2019.

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.

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.

3404 Shepherd St.

The proposed improvements were not completed prior to the original building permit expiration date. The Village has extended the applicant's building permit until May 16, 2019. According to the MCDPS web-site, the County closed their building permit on Nov. 30, 2018. The staff will make a final site visits, prior to the Village releasing the building permit and returning the performance bond.

3501 Shepherd St.

The applicant has submitted a building permit application to make several improvements to the existing house. The County and Village has issued building permits and the work is proceeding.

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.

3521 Cummings La.

The applicant has submitted a building permit to the County and the Village. The staff has completed the initial review. The applicant has applied for a variance for the EBL setback along Cummings La. for the house addition and the detached garage. They also applied for a variance of the 30% non-vegetative surface, so they can install a circular driveway. A variance hearing will be scheduled.

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. Work has not 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 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 has not issued their building and sediment control permits.

Miscellaneous Items

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

7:34PM Council member Krajeck asked the VMA police officers to give a report.

Officer Mike Pratt reported that there is not very much crime in the Village compared to other municipalities in the area. He reported there is very little theft from autos, and Village residents are doing a good job keeping their doors locked and reporting crimes. He advised residents to continue locking their car doors, and to keep their garage doors closed. Officer Nick Picerno also reiterated that residents should lock their doors, saying most of the reports of auto break incidents are due to people not locking their cars. The officers noted that the new streetlights have had a positive influence on visibility, but that there may be some dark spots that could be addressed in the future. They reported that it is particularly difficult to catch petty crimes such as theft from auto because the crimes themselves are so quick that by the time officers respond the culprits have moved on. Because theft from auto is considered a "crime of opportunity," the best defense is to make sure doors are locked. The officers had pamphlets to pass out, and left extra resources in the Village office.

Susan Kahn (Bradley Ln) asked if we should consider community conferences or ways to help the folks who do commit crimes, particularly juveniles.

7:46PM Opportunity for Council to hear resident comments: Krajeck

Bernice Duval (Taylor St) stated that Washington Gas vehicles have been stopping in front of her house for weeks and they are pumping water out of the line. Council member Krajeck suggests a Washington Gas representative come to the next Council meeting. Manager Trollinger said he would invite our government representative Kelly Caplan.

Susan Kahn (Bradly Ln) mentioned that she wrote an email to the Council regarding getting a crosswalk at the intersection of Bradly and Brookville. She is concerned about safety and suggested a crosswalk and stop signs be installed. Council member Krajeck said a crosswalk would improve safety. He suggested Martin's Additions communicate with Chevy Chase Section 3 and Chevy Chase Village to draft a letter to State Highway, which oversees Brookville Road.

David Bjorklund (Turner Ln) said the Village streets were in bad shape during the snow storm. He stated the brine application didn't work. Manager Trollinger said the brine is only effective for up to 3 inches of snow. Council members Krajeck and Hill asked when Rolling Acres began to plowing. Council member Krajeck noted that he thought the streets were well taken care of.

Council member Hill mentioned that the Brookville sidewalks had snow on them after the storm was over.

8:03PM Committee Updates: Krajeck

Elissa Bean stated that the Community Engagement Committee is taking a short hiatus to reevaluate the Committee's structure, and have elected, with permission from the Council, to elect five permanent Committee members. Ms. Bean reported that Sallie Van Tassel from Shepherd St. is interested in being appointed to the Committee. Council member Alexander motioned to accept Ms. Van Tassel's appointment to the Community Engagement Committee, Council member Hill seconded, Ms. Van Tassel was accepted as a member of the Community Engagement Committee by unanimous vote.

Ms. Bean also announced that the committee will meet on an ad hoc/as needed basis rather than every month. A spring event is in the works to replace the Valentine's event at La Ferme this year. Sallie Van Tassel has offered her back yard for an "adults-only" event. Council member Krajeck thanked the committee for their hard work. He proposed a volunteer recognition lunch, brunch or dinner at La Ferme in the spring.

Ms. Bean said the Committee is still potentially looking for one other official member, though she thought Katherine Hample (Cummings Ln.) may be interested. Council member Alexander says there is roughly \$15,000 in the committee budget.

Manager Trollinger reported that last month, Marty Langelan, Chair of the Election Committee, asked the Council to amend the election procedures and change the nomination deadline from 30 days to 45 days to align with the Village Charter. Council member Cissna moved to update 2-16-2A from 30 days to 45 days, Council member Fattig seconds, all in favor.

8:11PM Action on Meeting Minutes of December 6, 2018: Krajeck

Council member Alexander moved to approve the minutes, Council member Hill seconded, all in favor.

8:12PM Treasurer's Report: Alexander

Council member Alexander suggested the Village designate funds for sidewalks and the walkability study. Council member Krajeck said an increase in safety, per what Susan Kahn suggested, can be part of this. There is \$1,000,000 in the budget for Streets, and Capital Projects. Council member Hill motioned to designate an additional \$750,000, Council member Fattig seconded, Council members Krajeck, Alexander, Hill, and Fattig approve, Council member Cissna abstains. The motion passed 4-0.

Council member Alexander suggests we add more streetlights.

Village of Martin's Additions
Financial Report for December 2018
Arthur Alexander, Treasurer
January 18, 2019

July 2018 through December 2018

	<u>Actual</u>	<u>Budgeted</u>
Revenues	\$ 382,698	418,450
Expenses (excluding capital projects)	374,361	419,800
Net Income (revenues minus expenses)	8,337	-1,350
Capital expenditures	\$0	
Allocated capital improvements funds	\$ 1,000,000	

Reserve account (current assets less designated allocations): \$ 1,949,191

For the first half of the fiscal year, both revenues and expenditures are running about as budgeted almost nine months ago. Of course, we did not have perfect foresight last May, but had to revise the budget last month to reflect unforeseen changes in operations. Nevertheless, we did not change the bottom line, but updated a few of the 35 individual budget lines.

One area that we will have to focus on in the remaining part of the fiscal year is the revenues we receive as part of the Village's share of the state income tax. The first large distribution of these revenues was below our initial first guess; the state of the economy and financial markets will determine future distributions.

Looking to the future, we will be adding funds to the capital account to cover large, onetime expenditures such as completion of the road pavement and improvements to the Village's walkability.

8:19PM Small Cell Tower Legislation and Background: Bolt

Village attorney Ron Bolt said 5G (5th generation) broad band is coming, and is expected to be launched in the next year or so, according to industry representatives. 5G will use a smaller bandwidth that is faster (reduces latency) and it will need more smaller antennas located closer to the user. Mr. Bolt explained that, pursuant to Federal law and a recently-issued Order by the FCC, municipalities must follow certain procedures when reviewing applications for small cell deployment. In order for the Village to protect itself, he recommended the Village put in place legislation regulating the installation and usage of small cell antennas. All of Mr. Bolt's municipal clients (nine in total) in down-County Montgomery County are going through this same process and have the same draft ordinance. In addition, Chevy Chase Village, Takoma Park, and Gaithersburg have their own ordinances. Mr. Bolt explained that in his capacity representing the various communities in the area, and he has consulted with a telecommunications attorney retained by Chevy Chase View, and other experts to help draft language for legislation. The legislation is based on the National League of Cities' model ordinance.

Council member Krajeck says we need better definitions of some of the terms in the proposed legislation.

8:47PM Council member Krajeck motions to introduce Resolution 1-19-1, an ordinance for small cell towers. Council member Hill seconded, all in favor.

8:50PM Council member Krajeck discusses possibly increasing fees for variances. It is currently \$1500 per variance hearing. Council member Krajeck suggests it should be \$1500 per variance.

8:55:PM Manager's Report: Trollinger
Manager Trollinger went through his report (below).

Manager's Report January 17, 2019

Administrative Matters:

- **Holiday Fund:** Donations have been collected and distributed for the Village's 2018 Holiday Fund. This year was the largest collection to date. Village residents generously gave over \$10,000 altogether.
- **Small Cell Towers:** After multiple meetings with other local municipalities, Village attorney Ron Bolt has drafted legislation for the Council to consider. The language is also used in other municipalities' legislation. The hope is that with uniform legislation, the regulations will be easier to follow for telecom companies, and more likely to stand in the face of potential overrides at the federal, state, or county levels.
- **Dockless and e-Bicycles and Scooters:** The Village is opting out of the dock-less and e-bicycles and scooters program in Montgomery County. Riders will not be able

to start or end journeys in Martin's Additions. The Village may elect to opt in at any time.

- **Accounting:** The Village is currently in discussions with its accountant to set up a new access to Quickbooks software so Village staff will be able to create reports and more closely handle day-to-day bookkeeping records, with the goal of taking on in-house book-keeping by the start of the next fiscal year. The Village's accountant long-term role and oversight is still being considered.
- **Tree City USA:** Village staff has finalized the Village's Tree City application so 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.
- **Tree Planting:** The Village has completed tree plantings for FY18. The Village had its highest participation in the tree subsidy program, with six participants.
- **Tree Maintenance:** Pepco has completed regular tree maintenance in the Village
- **Village Website:** The Village has added a new ADA compatibility button to the website.
- **Office Redesign:** The Village is getting quotes on replacement for the old and breaking bookshelves, and the window shades.
- **Winter Storms:** The Village has been using a brine solution to reduce environmental impacts of pre-treating roads. The brine proved effective in this first storm this year (on the weekend of January 12), and VMA roads were overall in as good if not better shape than surrounding streets, particularly Bradley and Brookville.
- **Community Events:**
 - **Playground Equipment:** Chevy Chase Village, Section 3, and Rollingwood all signed onto a letter asking for an upgrade to the Shepherd Park playground. A follow up email was sent to the Parks and Planning Chair and the new Council on December 5, 2018 after their inauguration. The Village is expected to meet with Parks and Planning Chairman Casey Anderson on January 25th at the park to discuss new equipment. Section 3 Manager Andy Harney is confirmed to attend as well, in addition to a representative from the Rollingwood Citizens' Association.
 - **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. Date and time are still TBD.
- **Contractors and Contracts:**
 - **GIS:** Online software is up and running. The Village is scheduling with 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.
 - **Street Maintenance:** The Village may be interested in hiring a contractor for general street maintenance after all streets have been repaved to fill large potholes and make repairs as necessary between now and the next major repaving.
 - **Landscaping/Lawn Service/Leaf Vacuuming):** Village staff has put together a new RFP combining these two services after feedback from companies that offer them. The Village has reached out to MML about posting on their website, and is posting on the Maryland State page in addition to the VMA website.

- *Office Utilities:* The Village has renegotiated its Ricoh contract to save roughly \$500 per year on copying bills.
- *Walkability Study:* The Village is exploring a contract for a firm or company to lead a walkability assessment of the Village and any accompanying meetings and task force that may arise. The Village will put out an RFP for such work in the next month.

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 until mid-February at least, depending on weather. All the streets should be completed by mid-May 2019, and we will finish with repaving at that point as well.
- The Village has put up a new parking sign reserved for persons with disabilities in front of the Brookville Market. The space was removed when State Highway re-did the intersection earlier this year.

Utilities: Road Repairs

- A.B. Veirs began concrete repairs on Raymond Street the week following Thanksgiving. Originally the Village had planned to finish Raymond Street and Quincy Street before the winter, but a wet fall and low temperatures in late November-early December have led the Village to make the difficult decision to postpone re-paving until the spring. This decision was made on the advice of AB Veirs, and the Village's two contracted engineers – Joe Cutro and Doug Lohmeyer – who have all cautioned that repaving and pouring concrete now runs a risk of a compromised final product. The concrete would be in danger of chipping, spalling, and cracking; and the streets would not compact right, causing cracking, chipping, and potholes. Asphalt plants close during the winter, so the Village will begin work once the plants re-open in the spring. By that time, Chestnut Street and Thornapple Street should be finished by WSSC, and the entirety of Martin's Additions will (finally) be repaved.
- Several residents on Quincy Street have emailed to ask the Village to reconsider the redesign of the Quincy/Oxford corner and intersection.

Sanitation:

- The last bulk pickup occurred on January 12. The next pickup will be on March 9, with a Wider Circle pickup on Friday March 8.

Building Administration:

- Please see report from Doug Lohmeyer, attached.

9:12PM Opportunity for Council to hear residents' comments: Krajeck

Susan Kahn (Bradley Ln) asks about 5G and possible safety issues. She requests that we study what other cities and states are doing. The Council noted that the FCC ruling does not allow municipalities to regulate based on health concerns. Council member Krajeck reiterated that a public hearing would be held at the next Council meeting.

9:19PM Closed Session: Discussion of Personnel Matters

Council member Cissna moved that the Council move into a closed session, pursuant to the Open Meetings Act, General Provisions Article, Section 3-305(b)(1), to discuss personnel matters, namely staff performance reviews. Council member Hill seconded. All in favor. The Council entered into a Closed Session. Present were Council members Richard Krajeck; Tiffany Cissna; Arthur Alexander; Katya Hill; Susan Fattig; Village Manager Matthew Trollinger. The Council discussed staff performance.

10:00PM Council member Cissna motioned to adjourn, Council member Hill seconded, all in favor. The meeting adjourned.

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

FROM: Doug Lohmeyer

DATE OF MEMO: February 18, 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.

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 applicant has applied for a variance for the EBL setback along Cummings La. for the house addition and the detached garage. They also applied for a variance of the 30% non-vegetative surface, so they can install a circular driveway. A variance hearing was held on Feb. 6, 2019. They have not submitted for MCDPS approval.

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. The staff is reviewing the plans.

3404 Shepherd St.

The proposed improvements were not completed prior to the original building permit expiration date. The Village has extended the applicant's building permit until May 16, 2019. According to the MCDPS web-site, the County closed their building permit on Nov. 30, 2018. The staff will make a final site visits, prior to the Village releasing the building permit and returning the performance bond.

3501 Shepherd St.

The applicant has submitted a building permit application to make several improvements to the existing house. The County and Village has issued building permits and the work is proceeding.

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. Tree clearing 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 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. 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

**Village of Martin's Additions
Financial Report for December 2018
Arthur Alexander, Treasurer
February 21, 2019**

July 2018 through January 2019

	<u>Actual</u>	<u>Budgeted</u>
Revenues	\$ 421,123	425,465
Expenses (excluding capital projects)	491,366	528,244
Net Income (revenues minus expenses)	-70,242	-102,779
Capital expenditures	\$0	
Allocated capital improvements funds	\$ 1,750,000	

Reserve account (current assets less designated allocations): \$ 1,117,499

Revenues and expenditures have been running close to budgeted amounts, although there are differences in the detailed accounts. Since the last recession started, interest rates have been close to zero. As interest rates are now rising, the revenues we earn on our reserve accounts are now also going up. From July 2018 to January 2019, actual interest receipts were \$26,700 compared to the budgeted \$11,675, a welcome improvement to our finances.

At the January 2019 Council meeting, the Council decided to increase the capital reserve account by \$750,000 for future improvements, including likely enhancements to the Village's walkability.

**Village of Martin's Additions
Treasurer's Report
January 2019**

	<u>Jan 19</u>	<u>Budget</u>	<u>Jul '18 - Jan 19</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Income					
4000 · Revenue					
4010 · Permit Fees	5,375.00	1,250.00	19,158.64	8,750.00	15,000.00
4020 · Cable TV Franchise Fees	3,016.48	2,000.00	6,146.04	4,000.00	8,000.00
4040 · County Revenue Sharing	0.00		26,832.00	26,800.00	26,800.00
4050 · Highway Users Fees	0.00	1,920.00	19,958.65	13,440.00	23,000.00
4060 · Income Tax	13,530.90	4,000.00	296,183.87	331,000.00	700,000.00
4080 · Personal Property Tax	133.85	80.00	409.70	5,700.00	6,000.00
4090 · Real Property Tax	6,176.65	6,500.00	16,864.54	15,000.00	15,000.00
4095 · Utility Property Tax	0.00	1,000.00	0.00	1,000.00	15,000.00
4100 · Holiday Fund	598.50	1,000.00	8,888.58	8,000.00	8,000.00
4110 · Interest	5,146.67	1,665.00	26,681.19	11,675.00	20,000.00
4136 · WSSC - Street Work	0.00		0.00	100.00	100.00
Total 4000 · Revenue	33,978.05	19,415.00	421,123.21	425,465.00	836,900.00
4200 · Prior Years Surplus	0.00		0.00	2,690,671.00	2,690,671.00
Total Income	33,978.05	19,415.00	421,123.21	3,116,136.00	3,527,571.00
Expense					
5000 · General Government					
5010 · Office Expenses	1,263.82	1,250.00	8,551.37	8,750.00	15,000.00
5025 · Office Furniture & Equipment	0.00	2,100.00	5,679.76	14,700.00	25,000.00
5030 · Insurance	0.00		6,527.00	6,500.00	6,500.00
5040 · Printing & Mailing	28.62	425.00	2,211.71	2,975.00	5,000.00
5050 · Dues & Subscriptions/Conference	0.00	500.00	5,077.95	3,000.00	10,000.00
5055 · Storage Rental	316.00	333.00	1,896.00	2,331.00	4,000.00
5060 · Office Lease	2,190.67	2,667.00	18,453.55	18,669.00	32,000.00
5065 · Telephone	0.00	333.00	1,858.22	2,331.00	4,000.00
5080 · Holiday Fund	598.50	1,000.00	8,888.58	8,000.00	8,000.00
Total 5000 · General Government	4,397.61	8,608.00	59,144.14	67,256.00	109,500.00

**Village of Martin's Additions
Treasurer's Report
January 2019**

	<u>Jan 19</u>	<u>Budget</u>	<u>Jul '18 - Jan 19</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
5100 - Salaries & Benefits					
5110 - Managerial & Office Salaries	14,642.07	11,000.00	74,531.46	77,000.00	132,000.00
5120 - Payroll Taxes & Benefits	2,367.39	1,916.00	10,966.69	13,412.00	23,000.00
Total 5100 - Salaries & Benefits	<u>17,009.46</u>	<u>12,916.00</u>	<u>85,498.15</u>	<u>90,412.00</u>	<u>155,000.00</u>
5200 - Professional Fees					
5210 - Accounting & Auditing	2,700.00	2,700.00	24,900.00	25,500.00	39,000.00
5220 - Building & Permitting					
5222 - Building Review & Permits	2,700.00	2,500.00	22,200.00	27,500.00	40,000.00
5224 - Enforcement & Oversight	0.00	1,000.00	6,300.00	13,000.00	18,000.00
5226 - Municipal Operations	0.00	1,000.00	4,760.00	13,000.00	18,000.00
Total 5220 - Building & Permitting	<u>2,700.00</u>	<u>4,500.00</u>	<u>33,260.00</u>	<u>53,500.00</u>	<u>76,000.00</u>
5230 - Legal	0.00	3,333.00	14,220.05	23,331.00	40,000.00
5240 - Police	4,030.13	3,583.00	24,502.84	19,081.00	37,000.00
5244 - Traffic Engineering	922.00	833.00	2,042.00	5,831.00	10,000.00
5246 - Records Retention & Disposal	0.00	0.00	0.00	600.00	1,500.00
5247 - GIS Update	0.00	416.00	14,872.75	27,912.00	30,000.00
Total 5200 - Professional Fees	<u>10,352.13</u>	<u>15,365.00</u>	<u>113,797.64</u>	<u>155,755.00</u>	<u>233,500.00</u>
5300 - Streets					
5305 - Streets - General					
5310 - Street Lighting - PEPCO	297.44	1,333.00	682.83	9,331.00	16,000.00
5322 - Street Cleaning - Fall/Spring	0.00	0.00	2,640.00	7,500.00	15,000.00
5324 - Street Maintenance - Other	0.00	1,250.00	438.19	8,750.00	15,000.00
5326 - Leaf Vacuuming	5,582.50	8,000.00	18,220.00	13,000.00	15,000.00
Total 5305 - Streets - General	<u>5,879.94</u>	<u>10,583.00</u>	<u>21,981.02</u>	<u>38,581.00</u>	<u>61,000.00</u>
5349 - Snow Removal Services					
5350 - Snow Removal - Shovel Bvl. Rd.	1,225.00	3,000.00	1,225.00	4,000.00	5,000.00
5351 - Snow Removal - Plowing	7,202.40	10,000.00	7,902.40	15,000.00	20,000.00
Total 5349 - Snow Removal Services	<u>8,427.40</u>	<u>13,000.00</u>	<u>9,127.40</u>	<u>19,000.00</u>	<u>25,000.00</u>
Total 5300 - Streets	<u>14,307.34</u>	<u>23,583.00</u>	<u>31,108.42</u>	<u>57,581.00</u>	<u>86,000.00</u>

**Village of Martin's Additions
Treasurer's Report
January 2019**

	<u>Jan 19</u>	<u>Budget</u>	<u>Jul '18 - Jan 19</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
5400 · Waste & Recycling					
5410 · Waste Collection & Recycling	12,824.40	12,800.00	101,259.22	89,600.00	153,600.00
5420 · Leaf Bags	0.00		9,990.00	15,000.00	15,000.00
5425 · Recycling Bins	0.00	100.00	560.77	700.00	1,000.00
Total 5400 · Waste & Recycling	<u>12,824.40</u>	<u>12,900.00</u>	<u>111,809.99</u>	<u>105,300.00</u>	<u>169,600.00</u>
5500 · Other					
5510 · Tree Maintenance	0.00	3,000.00	15,822.00	21,000.00	35,000.00
5515 · Tree Replacement	11,501.00	0.00	11,501.00	3,000.00	6,000.00
5518 · Right-of-Way Landscaping	0.00	0.00	2,065.00	4,000.00	8,000.00
5520 · Community Events	0.00	0.00	13,506.43	20,000.00	30,000.00
5530 · Website	0.00	420.00	900.00	2,940.00	5,000.00
Total 5500 · Other	<u>11,501.00</u>	<u>3,420.00</u>	<u>43,794.43</u>	<u>50,940.00</u>	<u>84,000.00</u>
5600 · Initiatives					
5630 · Tree Planting Initiatives Prog.	0.00	0.00	-400.00	1,000.00	2,000.00
Total 5600 · Initiatives	<u>0.00</u>	<u>0.00</u>	<u>-400.00</u>	<u>1,000.00</u>	<u>2,000.00</u>
5800 · Designated Funds					
5810 · Designated - Street	46,612.78		46,612.78	500,000.00	500,000.00
5814 · Designated - Capital Projects	0.00		0.00	500,000.00	500,000.00
Total 5800 · Designated Funds	<u>46,612.78</u>		<u>46,612.78</u>	<u>1,000,000.00</u>	<u>1,000,000.00</u>
5900 · Undesignated Fund Balance	<u>0.00</u>		<u>0.00</u>	<u>1,687,971.00</u>	<u>1,687,971.00</u>
Total Expense	<u>117,004.72</u>	<u>76,792.00</u>	<u>491,365.55</u>	<u>3,216,215.00</u>	<u>3,527,571.00</u>
Net Income	<u>-83,026.67</u>	<u>-57,377.00</u>	<u>-70,242.34</u>	<u>-100,079.00</u>	<u>0.00</u>

Manager's Report February 21, 2019

Administrative Matters:

- **Accounting:** The Village is currently in discussions with its accountant to set up a new access to Quickbooks software so Village staff will be able to create reports and more closely handle day-to-day bookkeeping records, with the goal of taking on in-house book-keeping by the start of the next fiscal year. The Village's accountant long-term role and oversight is still being considered. The Village will continue these discussions as part of budget discussions for FY2020; a meeting will take place in the Village office the first week of March for potential introduction 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 in March or April.
- **Small Cells:** The Village has received feedback from various residents regarding the proposed small cell legislation, and has incorporated some of the comments into the ordinance. Village staff, Council members Krajeck and Alexander, and Village Attorney Ron Bolt attended a meeting hosted by a Village resident at the Lawton Center in the Town of Chevy Chase on January 29 to discuss particulars of the ordinance.
- **Office Redesign:** The Village has ordered replacement bookshelves and has received quotes for replacing the window shades.
- **Community Events:**
 - **Playground Equipment:** Village staff and Council member Cissna, along with staff of Chevy Chase Section 3 and Chevy Chase Village and the Rollingwood Citizens Association met with representatives from the Montgomery County Parks and Planning Department. The Chevy Chase Local Park (a.k.a. Shepherd Park) is not due for renovation of equipment, but Parks and Planning staff are looking into at least re-painting the equipment and/or giving it a "spit shine." They also were going to look into some of the safety concerns that we brought to their attention, such as addressing accessibility from the playground up the hill to the playing field; trimming back some of the brush that overgrows onto the basketball court; and increasing visibility to try and cut down on beer cans littering the park, to name a few. The Village may consider writing a letter to Montgomery County in regards to their budget, asking for additional funds be put into the parks department.
 - **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 in May.
 - **Adult Event:** The Village is organizing an adults-only event on April 27th. The event will be a post-dinner community get-together for adults. Snacks and drinks will be provided.
- **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 in early March.
 - **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 is currently reviewing proposals. The selected contractor will begin in March.
 - **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 will place the RFP on the Village website, as well

as the Maryland Municipal League website next week, and the State of Maryland e-Procurement website.

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 into March, depending on weather. All the streets should be completed by mid-May 2019, and we will finish with repaving at that point as well.

Utilities: Road Repairs

- The Village is still waiting for asphalt plants to re-open in the spring. We want to make sure that the weather gets a bit more stable before we start pouring concrete or asphalt so that it lasts as long as possible. By the time we are ready – at this point, it is looking like late March – Chestnut Street and Thornapple Street should be finished by WSSC, and the entirety of Martin's Additions will (finally) be repaved.
- Several residents on Quincy Street have emailed to ask the Village to reconsider the redesign of the Quincy/Oxford corner and intersection.

Utilities: Washington Gas

- Several residents on Taylor Street and near the Taylor/Summit intersection have had issues with their gas recently. Washington Gas is looking into this issue, though they suspect it is related to a low-pressure system in the gas main because it is a low point for Summit, Taylor, and Delfield Streets. This wet season, it has caused some water to leak into the pipes, and when the temperatures have gotten cold, that water has frozen, which has led to gas pressure being low or not working altogether. Several residents were having difficulty getting Washington Gas to respond quickly, but the issue has been flagged by the office, and another POC at Washington Gas identified to help residents.

Sanitation:

- The last bulk pickup occurred on January 12. The next pickup will be on March 9, with a Wider Circle pickup on Friday March 8.

Building Administration:

- Please see report from Doug Lohmeyer, attached.