

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

**Agenda for  
Council Meeting  
July 19, 2018**

*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 Election of Village Council Officers
- 7:35 PM Village Committee and Volunteer Appointments
- 7:40 PM Opportunity for Council to hear residents' comments: Krajeck
- 7:50 PM Committee Updates
- 8:00 PM Action on Meeting Minutes of June 21, 2018: Krajeck
- 8:05 PM Building Administrator's Report: Lohmeyer
- 8:30 PM Discussion of Wall Plane Height: Krajeck
- 8:45 PM Financial Matters, including budget amendments: Alexander
- 9:00 PM Manager's Report: Trollinger
- 9:10 PM Opportunity for Council to hear residents' comments: Krajeck
- 9:15 PM Adjournment: Krajeck

**Village of Martin's Additions**  
**7013 Brookville Road, Suite B, Chevy Chase, MD 20815**  
**Minutes for Council Meeting on**  
**June 21, 2018**

**Council Members Present:** Richard Krajeck; Arthur Alexander; Susan Fattig; Katya Hill (left at 8:15pm); Tiffany Cissna; **Village Manager:** Matthew Trollinger; **Assistant Village Manager:** Tina Lurie; **Attorney:** Ron Bolt; **Residents and other attendees:** Keith Allen (Turner Ln.); Ted Stoddard (Turner Ln.); Rebecca Gale & Warren Margolis (Summit Ave.); Elissa Bean (Turner Ln.); Lauren Biel (Delfield St.); Ed Novak (Chestnut St.); John Starrels (Shepherd St.); Bernice Duval (Taylor St.); Marty Langelan (Chestnut St.); Tony Ruffin and Robin Saidov (Pepco); Ryan Walter (The Compost Crew)

7:30PM Call to Order: Krajeck

7:31PM Opportunity for Resident Comments: Krajeck

Council member Krajeck called on Keith Allen (Turner Ln.) to give the weather forecast. Mr. Allen discussed the summer weather report. Mr. Allen also shared that his car was broken into, and reminded residents should make sure to lock their cars, and that they need to contact the Montgomery County Police Department if it happens to them.

Lauren Biel (Delfield) requested that the Council define “minimum reasonably necessary” in the code (Section 7-405(c)(2)).

Community Affairs representatives from Pepco (Tony Ruffin, Senior External Affairs Specialist (Government Accounts) and Robin Seidoff, Pepco Ambassador’s Program)) introduced themselves to the Council and residents present.

Rebecca Gale (Summit Ave.) requested the Village look into implementing a composting program, and introduced Ryan Walter of Compost Crew to talk further about the issue.

Ryan Walter, co-founder and CEO of The Compost Crew introduced himself and described their composting programs in other municipalities. Typically they provide a five or twelve gallon bin and liner, and perform weekly pick-ups. The Council inquired into benefits, costs, and potential impacts of composting program. If the Village were to implement such a program, it would be required to advertize and received bids via RFP or Invitation to Bid.

8:00PM Committee Updates

Lauren Biel (Delfield St.) reported that the Community Engagement Committee is working on the street captain process, the Independence Day celebration to be held on July 1, a movie night in the part on Labor Day weekend, and possibly a Green Thumb Club and oral history project. Elissa Bean (Turner Ln.) mentioned that the Committee is still looking for volunteers for Street Captains. There will be a Street Captain meeting at the Village Office on July 11.

Marty Langelan (Chestnut St.) from the Election Committee reported that all went well with the election.

8:08PM Action on Meeting Minutes of May 10, 2018: Krajeck

**Village of Martin's Additions**  
**7013 Brookville Road, Suite B, Chevy Chase, MD 20815**  
**Minutes for Annual Meeting on**  
**May 10, 2018**

**Council Members Present:** Richard, Krajeck; Tiffany Cissna; Katya Hill; Susan Fattig; Arthur Alexander;  
**Village Manager:** Matthew Trollinger; **Assistant Village Manager:** Tina Lurie; **Attorney:** Ron Bolt;  
**Residents and other attendees:** Janine Trudeau (Bradley Lane); Keith Allen (Turner Ln.); Riley Markham (Turner Lane), Nick Picerno (Montgomery County Police Department)

8:02 PM Call to Order: Krajeck

8:02 PM Opportunity for Council to hear residents' comments: Krajeck

(There were no resident comments.)

8:03PM Approval of the minutes from the April 19, 2018 meeting.

Council member Fattig motioned to approve, seconded by Council member Hill. All in favor.

Montgomery County Police officer Nick Picerno gave a report and discussed various topics affecting the Village, such as a small rash of car break ins, traffic concerns and other issues. He noted that crime in Martin's Additions is much lower than some of the surrounding areas, for example Silver Spring, but that residents should report any break-ins so that the County police can allocate their resources to the places that it is needed.

Council member Alexander asked officer Picerno about getting a crossing guard at the Taylor/Brookville intersection. Officer Picerno explained that crossing guards are typically found within a certain vicinity to schools.

Council member Krajeck thanked Keith Allen (Turner Lane) for his assistance in helping with setting up and cleaning up for the Celebration on the Sidewalk, as well as all his insights regarding the weather forecast throughout the day.

8:20PM State of the Village Report

Council member Fattig gave a report on Charter and Ordinance changes throughout the year. The Council in April adopted seven Charter amendments that had been recommended to the Village by

Council member Hill gave a report on Roads, Street Lights, and Leaf Vacuuming. Roads and sidewalks were mostly finished after the WSSC water main replacement project was finished; and will be fully completed after the remaining streets' (Quincy, Raymond, Thornapple, Chestnut) sewer mains are replaced.

The new streetlights were installed in the fall of 2017, and the Village has received a large credit to its account with Pepco for the electricity saved with the new energy-efficient LED bulbs.

The Village implemented a leaf vacuuming program in fall of 2017, and plans to continue the project in the next fiscal year.

Council member Cissna gave a report on the Community Engagement Committee and resident volunteers. She also noted that postal issues were addressed and largely fixed; and that the Village fought (and succeeded) against the reclassification of Brookville Road by the County.

Council member Krajeck commended Wayne C. Fowler for his work taking pictures and documenting safety concerns on the Brookville Road project.

**Treasurer's Report and FY2019 Budget, May 10, 2018**  
**Arthur Alexander, Treasurer**

In previous reports, I discussed the sources of the Village's revenues and explained the Council's decision to reduce the property tax. In this report, to mark the passage of the fiscal year 2019 budget, I describe the spending trends of the past decade.

Table 1 shows that despite the ups and downs of Village revenues and expenditures, spending last year was almost the same as it was 10 years ago. Percentage shares by major budget category have bounced around, depending on special projects or other episodic needs, such as snow removal. Office expenses, including rent, has been around 15% of the total; staff salaries and benefits have varied from 10% to 20%, depending on vacancies and the use of assistants; staff costs have averaged about 20% of total spending in recent years. Professional fees also have varied because of special needs; for example, during the period that we were planning for our new streetlights, we made heavier use of a lighting specialist. The professional categories including accounting, legal, and police account for about one-third of the total. The "Other" category is where we put community events as well as the installation and maintenance of Village trees; this account represents roughly 10% of the total.

Capital expenditures for roads, lighting, sidewalks, and other long-lasting items occur infrequently, but can be very large when required. This is shown by the payments made in 2017 to cover repaving and streetlights, whereas in more than half of all recent years, no capital expenditures were made at all. To cover these large but infrequent needs, the Council regularly sets aside funds from its surplus. We expect to complete the road-repaving project in the coming year, if the WSSC completes its sewer renewal projects as planned.

**Table 1: Village of Martin's Additions Spending by Major Category, Fiscal Years 2007-17**

Year	Office expenses %	Salaries, benefits %	Professional fees %	Streets %	Snow removal %	Waste, recycling %	Other %	Total current spending \$	Capital spending \$
2007	14.6	11.4	19.5	12.8	3.1	14.1	14.4	579,550	
2008	13.3	10.3	20.6	14.9	1.6	14.9	21.7	575,275	159,065
2009	14.7	12.9	28.3	9.8	0.8	14.8	11.6	550,614	29,510
2010	12.8	14.3	19.0	7.2	12.8	13.7	8.5	655,590	25,270
2011	17.3	26.1	19.9	8.4	1.7	19.9	10.3	406,066	
2012	14.6	22.7	23.1	6.5	0.4	18.6	8.4	454,478	
2013	15.1	22.8	22.8	6.1	0.7	20.7	7.9	409,688	
2014	15.3	23.9	20.8	8.1	3.9	17.1	10.7	521,971	
2015	12.8	24.6	22.7	7.9	6.0	17.5	8.6	540,579	
2016	13.1	21.1	36.3	6.3	4.9	18.3	10.6	532,142	3,816
2017	15.1	20.9	31.6	5.6	1.9	17.1	7.8	570,995	865,205

The detailed breakdown for next year's FY2019 budget proposal is shown in Table 2, next page. A few points deserve mention. The first one is that we prefer to project costs conservatively, planning for higher spending while working to restrain actual outlays. We do not like to be surprised by out-of-control costs. So far this fiscal year, for example, the Village is spending about \$100,000 less than budgeted. Among the planned increases, office expenses are temporarily higher as we upgrade office furnishings, some of which had actually collapsed. Another major item that was temporarily high is the update to the GIS (geographic information system) data, which had not been performed for several years; next year we return to a regular maintenance level. We are planning lower spending on streets because their recent repaving reduces the need for minor repairs. Overall, FY2019 continues the spending pattern of the past decade.

**Table 2: Detailed spending and budget projections for FY2018 and FY2019 (\$)**

	2017 actual	2018 budget	2019 budget	Change
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<b>Total 5000 · General Government</b>	<b>86,367</b>	<b>109,000</b>	<b>109,000</b>	<b>0</b>
5010 · Office Expenses	15,774	15,000	15,000	0
5025 · Office Furniture & Equipment	11,177	25,000	25,000	0
5030 · Insurance	5,616	6,000	6,000	0
5040 · Printing & Mailing	4,628	5,000	5,000	0
5050 · Dues & Subscriptions/Conference	3,883	10,000	10,000	0
5055 · Storage Rental	3,123	4,000	4,000	0
5060 · Office Lease	29,139	32,000	32,000	0
5065 · Telephone	3,251	4,000	4,000	0
5080 · Holiday Fund	9,776	8,000	8,000	0
<b>Total 5100 · Salaries &amp; Benefits</b>	<b>119,478</b>	<b>155,000</b>	<b>155,000</b>	<b>0</b>
5110 · Managerial & Office Salaries	103,585	132,000	132,000	0
5120 · Payroll Taxes & Benefits	15,893	23,000	23,000	0
<b>Total 5200 · Professional Fees</b>	<b>180,154</b>	<b>201,500</b>	<b>180,500</b>	<b>-21,000</b>
5210 · Accounting & Auditing	41,800	39,000	39,000	0
5222 · Building Review & Permits	36,000	30,000	30,000	0
5224 · Enforcement & Oversight	10,943	10,000	12,000	2,000
5226 · Municipal Operations	7,958	10,000	12,000	2,000
5230 · Legal	40,713	40,000	40,000	0
5240 · Police	30,789	31,000	31,000	0
5242 · Lighting Consultant	2,464	0	0	0
5244 · Traffic Engineering	9,487	10,000	10,000	0
5246 · Records Retention & Disposal	0	1,500	1,500	0
5247 · GIS Update	0	30,000	5,000	-25,000
<b>Total 5305 · Streets - General</b>	<b>31,765</b>	<b>68,000</b>	<b>61,000</b>	<b>-7,000</b>
5310 · Street Lighting - PEPCO	14,802	16,000	16,000	0
5322 · Street Cleaning - Fall/Spring	16,159	15,000	15,000	0
5324 · Street Maintenance - Other	804	25,000	15,000	-10,000
5326 · Leaf Vacuuming	0	12,000	15,000	3,000
<b>Total 5349 · Snow Removal</b>	<b>10,801</b>	<b>13,000</b>	<b>25,000</b>	<b>12,000</b>
5350 · Snow Removal - Shovel	1,250	1,000	5,000	4,000
5351 · Snow Removal - Plowing	9,551	12,000	20,000	8,000
<b>Total 5400 · Waste &amp; Recycling</b>	<b>97,667</b>	<b>101,000</b>	<b>101,000</b>	<b>0</b>
5410 · Waste Collection & Recycling	83,609	85,000	85,000	0
5420 · Leaf Bags	13,955	15,000	15,000	0
5425 · Recycling Bins	103	1,000	1,000	0
<b>Total 5500 · Other</b>	<b>44,277</b>	<b>85,000</b>	<b>84,000</b>	<b>-1,000</b>
5510 · Tree Maintenance	5,693	35,000	35,000	0
5515 · Tree Replacement	4,377	12,000	6,000	-6,000
5518 · Right-of-Way Landscaping	6,885	8,000	8,000	0
5520 · Community Events	20,447	25,000	30,000	5,000
5530 · Website	6,875	5,000	5,000	0
<b>5630 · Tree Planting Initiatives</b>	<b>483</b>	<b>2,000</b>	<b>2,000</b>	<b>0</b>
<b>Total current expenditures</b>	<b>570,992</b>	<b>734,500</b>	<b>717,500</b>	<b>-17,000</b>

Council member Alexander also brought up the Village's tree planting initiative. He suggested the Council consider waiving the \$100 resident fee in honor of Arbor Day. The Council agreed that it would consider the recommendation and discuss at the June meeting.

Council member Hill moved to adopt Resolution 3-18-2 (the Village's FY19 tax rates), Council member Fattig seconded; all in favor.

Council member Fattig moved to adopt Ordinance 3-18-1 (the FY 2019 budget); Council member Hill seconded; all approve.

8:43PM Opportunity for Council to hear residents' comments: Krajeck

(There were no resident comments.)

Council member Krajeck reiterated the Village's thanks to the community volunteers and the events they planned for this year and the upcoming fiscal year. He also thanked the Village staff and the Village's contractors, including Wayne C. Fowler and Doug Lohmeyer; and finally his fellow Council members for their service to the Village.

8:45PM           Adjournment: Krajeck

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

Council member Alexander moved to approve to approve the minutes as presented, Council member Fattig seconded, all in favor.

8:08PM           Discussion on Traffic studies: Cutro

Joseph Cutro, P.E., the Village's Traffic Engineer and Consultant, gave a report on a traffic study that involved counts at 4 locations: Quincy St., Cummings Ln., Shepherd St., and Thornapple St. Cummings Lane has historically been, and continues to be, the heaviest travelled street in Martin's Additions. Since the last traffic study done in 2011, there has been a moderate uptick in volume. Shepherd St. is the second-highest highest travelled street. Quincy St. has a much lower volume of traffic. Thornapple St. figures confirm previous studies, which show that traffic moves west-to-east at a much greater rate than east-to-west, and that speeds are greatest between Brookville Rd. and Chestnut St.

The Council and residents asked Mr. Cutro questions regarding the studies, including whether speed bumps would be effective and useful deterrents for speeding issues on any of the streets. Mr. Cutro reiterated that speeding was most egregious on Thornapple between Brookville and Chestnut, particularly in light of the fact that there are no sidewalks for pedestrians. The Council instructed Village Manager Matthew Trollinger to discuss putting a speed bump in that area with Chevy Chase Section 5. Mr Cutro's full reports are below:

May 25, 2018

TO:                   Matt Trollinger, Manager, Village of Martin's Additions FROM:

Joseph Cutro, P.E., Traffic Engineering Consultant SUBJECT:

Cummings Lane, Thornapple Street:  
Summary and Analysis of Traffic Counts

I've completed collection and analysis of traffic volume and speed data on these two residential streets, each survey being a follow-up to an earlier effort on the same street. For each street/location, traffic data was collected automatically with a MetroCount portable roadside traffic recorder. Information collected included the time of passage, direction, speed, and classification (by number of axles) of individual vehicles. At the completion of the survey period at each location, the collected information was downloaded to a computer and then analyzed in various ways using MetroCount's *Traffic Executive* software.

#### Cummings Lane

Cummings Lane was surveyed over a three-day period beginning 12 noon on Tuesday, May 1. The recorder was placed at 3503 Cummings Lane, at a secure anchoring location between the street's two speed humps (but not close enough to either hump to overly influence speed data). Average Daily Weekday Traffic (ADWT) is currently about 900 vehicles per day, up somewhat from a volume of 850 in 2011. As such, Cummings Lane continues to be the busiest of all Village-maintained streets.

The weekday traffic peak hour on Cummings Lane is 8 to 9 AM, with a volume of about 90 vehicles

during that hour. The evening peak, 5-6 PM, is slightly lower at 80 vehicles.

Directional flow on Cummings Lane is now slightly (53%) in favor of westbound traffic over the course of the full weekday – the 2011 split was nearly dead-even. This is probably due to a further shift in the directionality of morning peak traffic, which now displays an 80% split (up from 70%) headed in the westbound direction between 7 and 9 AM. Traffic flow reverses itself in/for evening peak, but not to such an extreme degree. Between 4 and 7 PM, 60 % of traffic travels eastbound, about the same split that was seen in 2011.

The table on the following page summarizes vehicle speed characteristics found on Cummings Lane over the survey period. The speed measures noted are the 50<sup>th</sup> percentile, or *median* speed—the middle value of the collected sample. It is close to, but not the same as the average (or mean) speed. A more important indicator for traffic engineers and law enforcement officers is the 85<sup>th</sup> percentile speed. This is the speed exceeded by 15 percent of the vehicle sample, and is considered to be the best single- number representation of the prevailing speed of traffic.

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Ideally, speed limits are set at the 5 mph increment below the computed 85<sup>th</sup> percentile speed. The table also includes a 95% percentile speed and a maximum recorded speed to help define the extreme upper range of the speed distribution, along with a comparison of the vehicle sample with the existing speed limit (20 mph).

CUMMING LANE TRAFFIC SPEED SUMMARY

	50 <sup>th</sup> %-ile (mph)	85 <sup>th</sup> %-ile (mph)	95 <sup>th</sup> %-ile (mph)	Max observed	% exceeding speed limit (20 mph)
2018 (2-way)	19.5	23.1	25.3	35.2	45%
2011 (2-way)	20.4	24.2	26.6	36.1	53%

The small differences between the 2011 and 2018 data are explained by the respective locations of the traffic recorders in those years - the 2018 location was closer to a speed hump and therefore more influenced by it.

There appear to be no unusual hourly variations in the speed data, although as might be expected, the busier morning peak hours (7 to 9 AM) displayed a slight increase (approx... 0.5 mph) in all percentile speed indicators. Both 2011 and 2018 data showed eastbound and westbound speeds to be very nearly equal to each other and the 2-way speed, reflecting the street's nearly flat longitudinal grade.

The classification data showed that buses/schoolbuses and larger trucks made up about 3% of all Cummings Lane traffic, or about 25 such vehicles per day. Vehicle or vehicle combinations of 3 axles or more constituted less than 1% of the traffic volume over the full survey period.

Thornapple Street

Thornapple Street traffic was surveyed for a three-day period beginning 12 noon on Tuesday, May 8, and ending 12 noon Friday, May 11. The recorder was placed adjacent to 3405 Thornapple Street, midway between STOP signs at Delfield Street (to the west) and Summit Avenue (to the east). This count was a follow-up to an April, 2017 survey where the recorder was placed further west on Thornapple, between Chestnut Street and Brookville Road. The intent of the new count was to determine if there are any significant differences in traffic characteristics between the eastern and western ends of the street.



Indeed, a major difference between the two locations can be seen in the Average Daily Weekday Traffic (ADWT) figures. The 2017 count showed an ADWT of 700 vehicles per day in the street segment west of Chestnut Street. The new survey from the segment east of the Delfields – a location much ‘deeper’ into the neighborhood - showed an ADWT of just 400 vehicles per day. The difference reflects local traffic being collected from side streets like the Delfields and Chestnut Street, which is overwhelmingly oriented to and from the west (Brookville Road).

Aside from traffic volume, most other traffic flow characteristics for the two locations are quite similar. The weekday peak hour at both locations is the same – 6 to 7 PM. More significantly, the extreme directionality in traffic flow seen west of Chestnut is duplicated east of the Delfields. Eastbound flow is heavily favored at all hours of the day, with more than 70% of traffic headed in that direction on a daily basis. West of Chestnut, the split is even higher, exceeding 75% for the typical weekday. These splits continue to reflect the use of Taylor Street – parallel to Thornapple and designated one-way westbound – as the preferred path of westbound traffic flow for the neighborhood.

The table below summarizes vehicle speed characteristics found on Thornapple Street over the two survey periods.

#### THORNAPPLE STREET TRAFFIC SPEED SUMMARY

	50 <sup>th</sup> %-ile (mph)	85 <sup>th</sup> %-ile (mph)	95 <sup>th</sup> %-ile (mph)	Max observed	% exceeding speed limit (20 mph)
W. of Chestnut (4/17)	21.7	25.7	28.2	39.4	66%
E. of Delfield (5/18)	17.5	21.6	24.2	30.5	26%

As can be seen, traffic speeds east of Delfield are quite a bit slower than those west of Chestnut, probably due to a greater preponderance of on-street parking in the former block. While one could always argue that speeds would be higher if parked cars were not present, the fact is that on-street parking is part of the typical everyday traffic environment on Thornapple, making it the prevailing condition under which traffic flow characteristics should be measured.

The classification data shows that buses/schoolbuses and larger trucks make up about 4% all traffic, or about 15 such vehicles per day, in the street segment east of the Delfields.

March 30, 2018

TO: Matt Trollinger, Manager, Village of Martin’s Additions FROM:

Joseph Cutro, P.E., Traffic Engineering Consultant SUBJECT:

Quincy Street, Shepherd Street:  
Summary and Analysis of Traffic Counts

Per your request, I’ve completed collection and analysis of traffic volume and speed data on the two subject residential streets. For each street/location, traffic data was collected automatically with a MetroCount portable roadside traffic recorder. Information collected included the time of passage, direction, speed, and classification (by number of axles) of individual vehicles. At the completion of the survey period at each location, the collected information was downloaded to a computer and then analyzed in various ways using MetroCount’s *Traffic Executive* software.

Quincy Street

Quincy Street traffic was surveyed over a 2 1/2 day period beginning 12 noon on Tuesday, February 27. The originally intended three-day survey had to be cut short due to a major windstorm that altered traffic patterns during the morning of Friday, March 2. The remaining weekday survey time, however, was long enough (2 days/48 hours is regarded as the practical minimum) for the data to be statistically valid.

The recorder was placed at 112 Quincy Street, approximately 350 feet east of Brookville Road. Average Daily Weekday Traffic (ADWT) can be stated at 200 vehicles per day, considerably less than comparable VMA east-west through streets like Shepherd Street and Cummings Lane. Available historical data suggests that Quincy Street volume may have declined somewhat over the years, with an ADWT of 260 recorded in 2007.

The weekday traffic peak hour on Quincy Street is 5 to 6 PM, with a volume of about 25 vehicles during that hour. This figure is about 12% of the ADWT – at the high end of “average” for a residential street. The morning peak, occurring from 8 to 9 AM, is less pronounced, with a volume of 20 vehicles during that hour.

Directional flow on Quincy Street is split evenly over the course of the full weekday. The 5-6 PM peak hour appears to display an eastbound bias, although this is somewhat uncertain due a localized traffic disruption of some kind that resulted in a westbound split of over 90% on the evening of February 27.

The table on the following page summarizes vehicle speed characteristics found on Quincy Street over the survey period. The speed measures noted are the 50<sup>th</sup> percentile, or *median* speed—the middle value of the collected sample. It is close to, but not the same as the average (or mean) speed. A more important indicator for traffic engineers

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and law enforcement officers is the 85<sup>th</sup> percentile speed. This is the speed exceeded by 15 percent of the vehicle sample, and is considered to be the best single-number representation of the prevailing speed of traffic. Ideally, speed limits are set at the 5 mph increment below the computed 85<sup>th</sup> percentile speed. The table also includes a 95% percentile speed and a maximum recorded speed to help define the extreme upper range of the speed distribution, along with a comparison of the vehicle sample with the existing speed limit (20 mph).

#### QUINCY STREET TRAFFIC SPEED SUMMARY

	50 <sup>th</sup> %-ile (mph)	85 <sup>th</sup> %-ile (mph)	95 <sup>th</sup> %-ile (mph)	Max observed	% exceeding speed limit (20 mph)
Total	16.6	22.8	26.6	33.7	28%
Eastbound	17.6	24.3			
Westbound	15.5	21.0			

The highest prevailing speeds were found to occur during the mid-day period (9 AM to 3 PM), although there appear to be no truly unusual hourly variations in the speed data.

The somewhat higher eastbound speeds are consistent with a 5% eastward downgrade on this part of Quincy Street.

The classification data showed that buses/schoolbuses and larger trucks made up about 3.5% of all Quincy Street traffic, or about 7 such vehicles per day. Vehicle or vehicle combinations of 3 axles or more constituted less than 1% of the traffic volume over the full survey period.

#### Shepherd Street

Shepherd Street traffic was surveyed for a three-day period beginning 12 noon on Tuesday, March 13, and ending 12 noon Friday, March 16 of this year. The recorder was placed adjacent to 3501 Shepherd Street, approximately 500 feet east of Brookville Road. This location, almost exactly midway between two speed humps, was selected to minimize the influence of the humps on traffic speeds to the extent possible.

Average Daily Weekday Traffic (ADWT) can be stated at 720 vehicles per day. The last previous traffic survey for Shepherd Street, performed in 2011, showed an ADWT of 750 vehicles per day, although the difference is probably not statistically significant. Even with a possible slight decline in volume, Shepherd Street remains the Village's second-highest volume street behind only Cummings Lane.

As was seen in 2011, the evening peak hour on Shepherd Street tends to drift over a 3 hour window (4-7 PM) throughout the week. Volume in that hour is typically about 65 vehicles. The morning peak occurs in the 7 to 8 AM hour. The collected data appears to show this hour as the daily peak as well, but an enormous (and not presently explicable) spike in westbound traffic on the morning of March 14 should call such a conclusion into question. Without that one suspect hour, morning peak hour volume appears to be about 60 vehicles. As in 2011, the typical weekday's highest traffic volumes on Shepherd Street are seen during the (varying) evening peak hour.

Again disregarding the traffic surge seen on March 14, there appears to be a slight (52%) bias in favor of westbound traffic flow over the course of a typical weekday. Just as was seen in 2011, the morning peak hour shows a clear westbound directionality, while the evening peak hour shows equal flows in both directions.

The table below summarizes vehicle speed characteristics found on Quincy Street over the survey period.

#### SHEPHERD STREET TRAFFIC SPEED SUMMARY

	50 <sup>th</sup> %-ile (mph)	85 <sup>th</sup> %-ile (mph)	95 <sup>th</sup> %-ile (mph)	Max observed	% exceeding speed limit (20 mph)
Total	20.9	24.8	27.3	37.3	59%
Eastbound	21.1	24.9			
Westbound	20.7	24.7			

All traffic speed indicators listed above are numerically greater than those posted for the 2011 survey. This does **not** mean, however, that traffic speeds are increasing on Shepherd Street. This year's counts were collected at a location midway speed humps, as far as possible from their influence (although there remains significant influence at this distance, approximately 180 feet from humps in either direction). The 2011 data was collected at two locations on Shepherd Street, both much closer to the speed humps, and therefore much more affected by their proximity.

The somewhat higher eastbound speeds seen on Shepherd Street are consistent with a 7% eastward downgrade at the recorder location

The classification data shows that buses/schoolbuses and larger trucks make up slightly over 2% all Shepherd Street traffic, or about 16 such vehicles per day.

Mr. Cutro also discussed sign upgrading and a traffic sign assessment/estimate. This initiative is only to replace signs. It does not include adding new signs. He recommended the Council consider changing fire hydrant signs to "candy cane" markers because the Village is running out of its stock of custom-made fire hydrant signs, and because those markers are more prevalent in the other municipalities that he works for.

Village Manager Trollinger asked for the Council and Mr. Cutro's opinion on whether or not the Village should consider painting curbs. Council member Krajeck noted that the Village has not painted curbs as a practice for a number of years. Mr. Cutro noted that the Village exempted itself from the County prohibition of parking within five feet of driveways, and that it has been Village policy to *not* limit parking to ease individual access to driveways in order to preserve as much street parking as possible.

8:40PM Building Administrator's Report: Lohmeyer

TO: The Council at the Village of Martin's Additions  
FROM: Doug Lohmeyer  
DATE OF MEMO: June 20, 2018  
SUBJECT: Building Administrator's Report

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**7210 Chestnut St.**

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

**3405 Cummings La.**

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

**7208 Delfield St.**

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

**3501 Shepherd St.**

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

**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 19<sup>th</sup>. The applicant expects to receive the County building permit in about two weeks. The County has already approved the applicant's sediment control plans and a permit to connect an on-site, private 6" storm drain pipe into the County storm drain inlet in Taylor St. A Village right of way permit will required for this connect, since the proposed 6" pipe will pass through the Village right of way.

Once the applicant submits the County's approved building permit and stamped plans, the staff will complete the Village building permit review.

**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 placed some materials on-site and covered it with a tarp but has not begun the re-grading of the lot. I recommend the Village retain the performance bond until the grading has been completed, the MCDPS has released their sediment control permit, the old driveway apron has been removed, and the damaged section of curb are replaced.

**3407 Thornapple St.**

The applicant's engineer says the owner is looking at different architectural options and plans.

**Quincy and Oxford Improvements**

Joe Cutro has proposed a modification to the fillet on the southwest corner of the intersection. A.B. Veirs has provided an estimate for the modification. The repairs will probably occur as the Village streets are re-surfaced, after WSSC has completed their sewer improvements.

8:42PM Financial Matters: Alexander:

**Village of Martin's Additions  
Financial Report for May 2018  
Arthur Alexander, Treasurer  
June 21, 2018**

July 2017 through May 2018

	<u>Actual</u>	<u>Budgeted</u>
Revenues	\$ 960,677	863,301
Expenses (excluding capital projects)	578,184	686,731
Net Income (revenues minus expenses)	382,493	176,570
Capital expenditures	\$0	
Allocated capital improvements funds	\$1,500,000	

Reserve account (current assets less designated allocations): \$ 1,355,719

Revenues are running higher than expected. State income tax receipts could be more than \$150,000 greater than originally budgeted if the current pattern continues. Meanwhile,

expenditures are about \$100,000 less than planned, with just two more months left in the fiscal year.

The Village office has been refurbished with new furniture and fittings, painting, lighting, and new computers about to be installed, which will absorb some of the budgeted funds that have not yet been spent.

Council member Fattig moved to approve the report, council member Cissna seconds and all in favor. The Council will address budget amendments as necessary at the July Council meeting, when final FY2018 numbers are available.

8:44PM Code of Ordinance amendments: Bolt

Village Attorney Ron Bolt discussed prospective Code of Ordinance Amendments, some technical and some substantive. They included:

- 1) Changing "or" to "and" in the diagrams in Sections 7-101(d) and 7-402(a)(1) of the Village Code.
- 2) Clarifying Section 7-402(e)(3)(ii)(2) by deleting the phrase, "from the site..."
- 3) Clarifying where wall plane height should be measured (Section 7-202(yy)). *The Council wanted to discuss this issue further, and get Doug Lohmeyer's opinion.*
- 4) Add a definition of "replace" (more than 50% of the building).
- 5) Correct numbering in the Table of Contents.

8:58PM Discussion regarding waiver of tree subsidy fee: Alexander

The Council entertained a discussion of whether or not to remove the fee entirely from the Village's Tree Subsidy program. Enrollment in the Martin's Additions program has lagged behind neighboring municipalities. Council member Alexander recommended waiving the fee.

Lauren Biel (Delfield) said she had wanted to plant 11 trees in her yard, but all of the trees her family has wanted were not on the Village's list. She suggested the Village consider increasing the selection of tree species on its list, including possibly adding ornamental trees to the canopy trees currently on the list.

Ed Novak (Chestnut) said a lot of neighbors don't know about this program.

Council member Krajeck suggested the Village further publicize the program, and put out notices in the welcome bags. He stated that he is in favor of keeping the \$100 fee because it is still a very good deal, as the cost of a tree is closer to \$600 not including having an arborist meet and help select a space and tree to thrive, a water bag, and follow-up consultations as necessary. Mr. Krajeck wanted to ensure that applicants have "skin in the game," and felt the fee was fair.

Council member Alexander motioned remove the fee from the Native Canopy Tree Planting Program; the motion was not seconded. The issue may be revisited at a later date if enrollment continues to lag.

9:07PM Council member Alexander makes a motion to eliminate the subsidy for one year. Council member Fattig said she supports a minimal contribution and that we need to advertise more. No one made a second to the motion, and the motion died. The Council did agree, however, to consider dropping the subsidy after a period of heightened publicity for the program, if that did not improve the participation rate.

Council member Cissna suggests we look at the list of trees that section 5 provides.

9:12PM Manager's Report: Trollinger

### Manager's Report June 21, 2018

#### Administrative Matters:

- **MML Summer Conference:** Village Manager Matthew Trollinger and Council member Tiffany Cissna both attended the MML Summer Conference from Sunday June 10 through Wednesday June 13.
- **Office Redesign and Orientation:** The Village has completed the majority of the work, including new desks, re-painting the walls, fixing the broken lights in the office, and replacing them with energy-efficient LED bulbs. Staff is planning to have the carpets cleaned next week, and is working on getting quotes for new computers in the office.
- **Records Archival:** In accordance with the Village's records retention policy, records retrieval forms have been submitted to Maryland State Archives, and a pickup date will be sent over to the Village once a contractor has been selected for the job – hopefully within the next two weeks or so.
- **Charter Amendments:** Have been posted in the bulletin in front of Brookville Market, available in the Village Office, and printed in the 5/10, 5/17, 5/24, 5/31, 6/7, 6/14 & 6/21 issues of The Montgomery County Sentinel. No referendums were requested, and the amendments are now in effect.
- **Community Events**
  - **Arbor Day:** The Village hosted an Arbor Day celebration on Sunday, April 29th, and a small redbud tree was planted in the "butterfly garden," (huge thank you to Village Tree Supervisor, Paula Goldberg!). A plaque in honor of the Village's longtime volunteer Tree Supervisor, Dan Gardner has been ordered, and will be installed shortly. Thank you to all who attended the small reception at Shepherd Park to celebrate, and to commemorate Dan's work with the Village. We hope to hold a similar event annually to ensure the Village's continual enrollment in the national Tree City USA program.
  - **Independence Day:** With the help of Kristi Tampio and the rest of the Community Engagement Committee, the Village has made arrangements for its "4th of July" celebration, which will be held from 2:00 – 5:00 pm on Sunday July 1. We will have two water slides for kids of all ages, a magic tea cup type of ride called "turbo tubs," volleyball and bean bag toss. In addition, there will be face painting, magic, music; and delicious food such as hot dogs and shaved ice. Village staff met with Mid-Atlantic Adventures to go over the site plan and set-up instructions on Wednesday June 20.
  - **Movie in the Park:** Preliminary arrangements are being made for a "Movie in the Park" night, presented by the Village of Martin's Additions, with help from the Community Engagement Committee (special shout-out to Barbara Sacks-Singer of Thornapple Street). The movie has not been selected yet, but the tentative date is September 2. More details will be coming in the weeks and months ahead.
  - **Shredding Event:** The Village hosted a shredding event with Sections 3 & 5. In total, about 4,800 pounds of material were shredded at the event. Thank you to everyone who came out. We will plan on at least one per year.



- **Village Directory:** Village staff continues to work on the updated 2018 Directory. Thank you to all the residents who have responded. We expect a final version to be sent out by the end of the month.
- **Contracts:**
  - *GIS:* Staff has met with CNA to go over system requirements, and to get any software/hardware recommendations. Staff will continue to use Esri's ArcGIS system, though an upgrade will be needed. Staff recommends using the online version of the software, housed by CNA. The Village will retain the rights to the proprietary information.
  - *Waste Management:* The Village's current trash and recycling contract with Waste Management ends at the end of FY2018. The Village went out to bid and received multiple bids. Village Staff recommended continuing with Waste Management, although there are significant increases in the cost of service, and a new contract with Waste Management has been signed. Village Manager Trollinger recused himself from the bidding process at the suggestion of the Ethics Committee because of familial ties to another national trash/recycling company.
  - *Village Signs:* The Village ordered and installed new signs at the intersections of Brookville/Quincy and Taylor/Quincy in May.

#### Utilities: WSSC

- WSSC is returning to VMA for a sewer main replacement project. The following streets will be affected: Quincy, Raymond, Chestnut, Taylor, and Thornapple. Work will begin on Raymond Street, potentially as early as the week of 6/18 in order to ensure that a developing sinkhole does not further deteriorate. After Raymond, WSSC will circle back to take care of Quincy, and will finish up the remaining streets. Village staff sent out a message detailing the work to all Village residents on June 6, and posted at the Brookville Market bulletin board as well.
  - Village staff coordinated with WSSC's arborist and Paul Wolfe of Integrated Plant Care to go over necessary tree work – it is not anticipated that any trees will have to be taken out.
  - Construction should begin next week.

#### Streets & Sidewalks:

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

Sanitation:

- The last bulk pickup occurred on May 12, in coordination with A Wider Circle. The next bulk pickup will be July 14. A Wider Circle will do their pickup on Friday, July 13.

Building Administration:

- Please see report from Doug Lohmeyer, attached.

9:35PM Opportunity for Council to hear residents' comments: Krajeck

Bernice Duval (Taylor St.) had a question regarding Doug Lohmeyer's report. She also asked about historical sewage issues on Taylor Street, and asked that staff be aware of them with any new construction on Taylor Street, particularly as it affects the now-empty lot at 3412 Taylor.

9:41PM Adjournment: Krajeck

Council member Krajeck motioned to adjourn. Council member Cissna seconded, all in favor.

DRAFT

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

FROM: Doug Lohmeyer

DATE OF MEMO: July 16, 2018

SUBJECT: Building Administrator's Report

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**7210 Chestnut St.**

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

**3405 Cummings La.**

The applicant has submitted for a building permit from MCDPS and the Village. The Village issued a building permit on 9/11/17 and construction is on-going. We will check to see if the project will be completed before the expiration date.

**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.

**116 Quincy St.**

The Villages has issued a building permit for the homeowner to add a covered deck to the left rear back of the ex. house. Work is under construction.

**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.

### **3409 Shepherd St.**

In addition to interior improvements, the homeowners are enclosing the deck at the right rear of the house.

### **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.

### **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 19<sup>th</sup>. The applicant expects to receive the County building permit in about two weeks. The County has already approved the applicant's sediment control plans and a permit to connect an on-site, private 6" storm drain pipe into the County storm drain inlet in Taylor St. 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.

MCDPS has completed their review and issued a building permit. The staff is completing the Village's final review.

### **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 placed some materials on-site and covered it with a tarp but has not begun the re-grading of the lot. I recommend the Village retain the performance bond until the grading has been completed, the MCDPS has released their sediment control permit, the old driveway apron has been removed, and the damaged section of curb are replaced.

### **3407 Thornapple St.**

The applicant's engineer says the owner is looking at different architectural options and plans.

### **Miscellaneous Items**

The staff is presently working with the following properties:

3520 Bradley La. – concept plan for an addition at the rear of the ex. house

6701 Brookville Rd.- concept plan for improvements to house and lot

3521 Cummings Lane - concept plan for improvements to house and lot

7209 Delfield St. - concept plan for improvements to house and lot

120 Quincy St. – water leaking from behind the curb

3504 Shepherd St. - concept plan for improvements to house and lot

3508 Shepherd St. – drainage issues

**Village of Martin's Additions  
Treasurer's Report  
June 2018**

	<u>Jun 18</u>	<u>Budget</u>	<u>Jul '17 - Jun 18</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
<b>Income</b>					
<b>4000 · Revenue</b>					
4010 · Permit Fees	1,750.00	1,674.00	9,716.43	20,000.00	20,000.00
4020 · Cable TV Franchise Fees	0.00	2,000.00	9,444.58	8,000.00	8,000.00
4040 · County Revenue Sharing	0.00		26,832.00	26,800.00	26,800.00
4050 · Highway Users Fees	1,062.46	3,450.00	20,941.07	23,000.00	23,000.00
4060 · Income Tax	118,629.58	88,240.00	811,748.49	700,000.00	700,000.00
4080 · Personal Property Tax	42.35	0.00	5,077.55	6,000.00	6,000.00
4090 · Real Property Tax	389.08	0.00	160,662.34	150,000.00	150,000.00
4095 · Utility Property Tax	0.00	0.00	15,841.84	12,300.00	12,300.00
4100 · Holiday Fund	0.00	0.00	8,359.34	8,000.00	8,000.00
4110 · Interest	14.23	435.00	23,649.88	5,000.00	5,000.00
<b>Total 4000 · Revenue</b>	<u>121,887.70</u>	<u>95,799.00</u>	<u>1,092,273.52</u>	<u>959,100.00</u>	<u>959,100.00</u>
<b>4200 · Prior Years Surplus</b>	<u>0.00</u>		<u>0.00</u>	<u>2,669,694.17</u>	<u>2,669,694.17</u>
<b>Total Income</b>	<u>121,887.70</u>	<u>95,799.00</u>	<u>1,092,273.52</u>	<u>3,628,794.17</u>	<u>3,628,794.17</u>
<b>Expense</b>					
<b>5000 · General Government</b>					
5010 · Office Expenses	974.15	1,250.00	14,906.52	15,000.00	15,000.00
5025 · Office Furniture & Equipment	7,044.06	0.00	26,997.56	25,000.00	25,000.00
5030 · Insurance	0.00	0.00	5,115.00	6,000.00	6,000.00
5040 · Printing & Mailing	0.00	424.00	2,007.30	5,000.00	5,000.00
5050 · Dues & Subscriptions/Conference	3,216.42	5,000.00	7,833.74	10,000.00	10,000.00
5055 · Storage Rental	296.00	288.00	3,315.20	3,500.00	3,500.00
5060 · Office Lease	4,381.34	2,899.00	30,791.90	32,000.00	32,000.00
5065 · Telephone	310.22	288.00	3,591.53	3,500.00	3,500.00
5080 · Holiday Fund	0.00	0.00	8,359.34	8,000.00	8,000.00
<b>Total 5000 · General Government</b>	<u>16,222.19</u>	<u>10,149.00</u>	<u>102,918.09</u>	<u>108,000.00</u>	<u>108,000.00</u>

**Village of Martin's Additions  
Treasurer's Report  
June 2018**

	<b>Jun 18</b>	<b>Budget</b>	<b>Jul '17 - Jun 18</b>	<b>YTD Budget</b>	<b>Annual Budget</b>
<b>5100 - Salaries &amp; Benefits</b>					
<b>5110 - Managerial &amp; Office Salaries</b>	10,048.46	11,000.00	114,708.54	132,000.00	132,000.00
<b>5120 - Payroll Taxes &amp; Benefits</b>	940.84	1,913.00	15,158.55	23,000.00	23,000.00
<b>Total 5100 - Salaries &amp; Benefits</b>	10,989.30	12,913.00	129,867.09	155,000.00	155,000.00
<b>5200 - Professional Fees</b>					
<b>5210 - Accounting &amp; Auditing</b>	2,700.00	3,000.00	38,400.00	42,000.00	42,000.00
<b>5220 - Building &amp; Permitting</b>					
<b>5222 - Building Review &amp; Permits</b>	0.00	3,337.00	21,950.00	40,000.00	40,000.00
<b>5224 - Enforcement &amp; Oversight</b>	7,000.00	837.00	24,957.50	10,000.00	10,000.00
<b>5226 - Municipal Operations</b>	1,925.00	837.00	8,495.00	10,000.00	10,000.00
<b>Total 5220 - Building &amp; Permitting</b>	8,925.00	5,011.00	55,402.50	60,000.00	60,000.00
<b>5230 - Legal</b>	6,184.55	3,337.00	38,015.05	40,000.00	40,000.00
<b>5240 - Police</b>	2,374.90	2,500.00	28,406.05	30,000.00	30,000.00
<b>5244 - Traffic Engineering</b>	1,600.00	837.00	6,070.00	10,000.00	10,000.00
<b>5246 - Records Retention &amp; Disposal</b>	0.00	750.00	0.00	1,500.00	1,500.00
<b>5247 - GIS Update</b>	0.00	2,000.00	0.00	20,000.00	20,000.00
<b>Total 5200 - Professional Fees</b>	21,784.45	17,435.00	166,293.60	203,500.00	203,500.00
<b>5300 - Streets</b>					
<b>5305 - Streets - General</b>					
<b>5310 - Street Lighting - PEPCO</b>	0.00	1,337.00	10,840.10	16,000.00	16,000.00
<b>5322 - Street Cleaning - Fall/Spring</b>	0.00	0.00	14,630.00	20,000.00	20,000.00
<b>5324 - Street Maintenance - Other</b>	0.00	1,250.00	14,298.72	15,000.00	15,000.00
<b>5326 - Leaf Vacuuming</b>	0.00		9,970.86	18,000.00	18,000.00
<b>Total 5305 - Streets - General</b>	0.00	2,587.00	49,739.68	69,000.00	69,000.00
<b>5349 - Snow Removal Services</b>					
<b>5350 - Snow Removal - Shovel Bvl. Rd.</b>	0.00	0.00	4,240.39	5,000.00	5,000.00
<b>5351 - Snow Removal - Plowing</b>	0.00	0.00	22,700.40	20,000.00	20,000.00
<b>Total 5349 - Snow Removal Services</b>	0.00	0.00	26,940.79	25,000.00	25,000.00
<b>Total 5300 - Streets</b>	0.00	2,587.00	76,680.47	94,000.00	94,000.00

**Village of Martin's Additions  
Treasurer's Report  
June 2018**

	<u>Jun 18</u>	<u>Budget</u>	<u>Jul '17 - Jun 18</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
<b>5400 - Waste &amp; Recycling</b>					
<b>5410 - Waste Collection &amp; Recycling</b>	428.99	7,087.00	85,538.24	85,000.00	85,000.00
<b>5420 - Leaf Bags</b>	0.00		14,025.00	15,000.00	15,000.00
<b>5425 - Recycling Bins</b>	0.00	87.00	504.01	1,000.00	1,000.00
<b>Total 5400 - Waste &amp; Recycling</b>	<u>428.99</u>	<u>7,174.00</u>	<u>100,067.25</u>	<u>101,000.00</u>	<u>101,000.00</u>
<b>5500 - Other</b>					
<b>5510 - Tree Maintenance</b>	6,570.00	2,913.00	24,082.40	35,000.00	35,000.00
<b>5515 - Tree Replacement</b>	0.00	0.00	10,722.00	5,000.00	5,000.00
<b>5518 - Right-of-Way Landscaping</b>	870.00	0.00	4,622.99	8,000.00	8,000.00
<b>5520 - Community Events</b>	801.63	1,000.00	15,097.11	25,000.00	25,000.00
<b>5530 - Website</b>	0.00	424.00	5,499.40	5,000.00	5,000.00
<b>Total 5500 - Other</b>	<u>8,241.63</u>	<u>4,337.00</u>	<u>60,023.90</u>	<u>78,000.00</u>	<u>78,000.00</u>
<b>5600 - Initiatives</b>					
<b>5630 - Tree Planting Initiatives Prog.</b>	0.00	174.00	0.00	2,000.00	2,000.00
<b>Total 5600 - Initiatives</b>	<u>0.00</u>	<u>174.00</u>	<u>0.00</u>	<u>2,000.00</u>	<u>2,000.00</u>
<b>5800 - Designated Funds</b>					
<b>5810 - Designated - Street</b>	0.00	0.00	0.00	500,000.00	500,000.00
<b>5811 - Designated Street Lighting</b>	0.00	0.00	0.00	500,000.00	500,000.00
<b>5812 - Designated - Sidewalk</b>	0.00	0.00	0.00	500,000.00	500,000.00
<b>Total 5800 - Designated Funds</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,500,000.00</u>	<u>1,500,000.00</u>
<b>5900 - Undesignated Fund Balance</b>	0.00		0.00	1,387,294.17	1,387,294.17
<b>Total Expense</b>	<u>57,666.56</u>	<u>54,769.00</u>	<u>635,850.40</u>	<u>3,628,794.17</u>	<u>3,628,794.17</u>
<b>Net Income</b>	<u><u>64,221.14</u></u>	<u><u>41,030.00</u></u>	<u><u>456,423.12</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>



**Village of Martin's Additions  
Financial Report for May 2018  
Arthur Alexander, Treasurer  
July 19, 2018**

July 2017 through June 2018

	Actual	Budgeted
Revenues	\$ 1,092,274	959,100
Expenses (excluding capital projects)	635,850	741,500
Net Income (revenues minus expenses)	456,424	217,600
Capital expenditures	\$0	
Allocated capital improvements funds	\$1,500,000	

Reserve account (current assets less designated allocations): \$1,455,238

June marks the end of the Village's fiscal year. While not all accounts have been settled, the figures are close to their final sums. Revenues came in more than \$100,000 higher than budgeted at the beginning of the planning process last year, while aggregate spending was \$100,000 less.

However, across the 35 different accounts under which expenditures are listed, a few came in above what had been formally approved in the original budget passed by the Council or in subsequent amendments. The Village Ordinances require: "No expenditure may be made unless funds therefore have been properly appropriated." Consequently, any budget category that is likely to be higher than planned, must be addressed and approved formally by the council; if not approved, the funds cannot be spent legally. The Council customarily reviews these accounts when the information becomes available at the first meeting of the new fiscal year. Several items will be considered.

Account number	Account	Amount (\$)
5065	Telephone	100
4100	Holiday Fund	359
5530	Website	500
5410	Waste Collection & Recycling	1,000
5025	Office Furniture & Equipment	2,000
5351	Snow Removal	3,000
5224	Enforcement & Oversight	6,000
5226	Municipal Operations	6,000
5515	Tree Replacement	6,000

Funds can be transferred from the following accounts that are in surplus.

5247	GIS Update	20,000
5510	Tree Maintenance	10,918

## Manager's Report July 19, 2018

### Administrative Matters:

- **Office Redesign and Orientation:** Work and installations have been completed, and the carpet cleaned. New computers are being set up and all data backed up.
- **Audit:** The Village has retained LSWG for its annual audit.
- **Accounting:** The Village has begun looking into taking additional accounting processes in the office.
- **Records Archival:** An initial pickup was completed, and additional files are to be sent to Maryland State Archives, in accordance with the Village's records retention policy. Village staff will be going over old building permits and other related materials in an effort to hopefully clear out additional space in the office.
- **Welcome Bags:** The Village continues to provide welcome bags for new residents with the help of Community Engagement "Street Captains." Thank you to all who continue to help out, and please let the office know if someone moves in so we can welcome them and get their contact information.
- **Community Events**
  - **Independence Day:** The Village held its "4th of July" celebration from 2:00 – 5:00 pm on Sunday July 1. Big thank yous are due to Keith Allen, who graciously helped with getting permission from Park & Planning, in addition to set-up, take-down, and provided electricity and extra water for both rides and attendees the day of the event; Riley Markham and David Bjorklun for lending their hands to set-up, take-down, and clean-up; Kristi Tampio, who helped pick out rides and vendors, event layout, and spearheaded the volunteer effort; and the rest of the Community Engagement Committee for their enthusiasm and support in this event and all the others. Additional thanks to the Village's Assistant Manager, Tina Lurie, who was the Village's point-of-contact for the event and put in an extra day's work on a hot Sunday afternoon. Multiple residents have reported it being the best 4th of July event they can remember, and it could not be done without a community-wide effort.
  - **Movie in the Park:** Preliminary arrangements are being made for a "Movie in the Park" night, presented by the Village of Martin's Additions, with help from the Community Engagement Committee (special shout-out to Barbara Sacks-Singer of Thornapple Street). The movie has not been selected yet, but the tentative dates we are considering are Saturday September 1 or Sunday September 2. More details will be coming in the weeks and months ahead.
- **Village Directory:** The 2018 Village Directory has been completed and sent to houses. This year's addition is pink! The Village has begun working with Revize (the Village's website host) to put a digital directory on the Village's websites. Residents will be required to log in to view the directory to maintain privacy.
- **Contracts:**
  - **GIS:** GIS has been moved over to the new computers. Once our current Esri contract runs out at the end of the month, we will move over to the online software, housed by CNA. The Village maintains its rights to the proprietary information.

### Utilities: WSSC

- WSSC has returned to VMA for a sewer main replacement project. The following streets will be affected: Quincy, Raymond, Chestnut, Taylor, and Thornapple. Work is ongoing on Raymond Street, and the sewer main replacement should be completed by the end of next week. A manhole has also been replaced, and after the main is replaced, WSSC will begin work on individual connections to houses, which will take another two to three weeks. After Raymond, WSSC will circle back to take care of Quincy, and will finish up the remaining streets.

### Streets & Sidewalks:

- Staff and Council member Tiffany Cissna met with State Highway officials at the MML conference to see if they could help expedite the Brookville/Taylor intersection redesign project. State Highway recently followed up to say that they were initially working to make these improvements via the traditional design/bid/build process, but in order to advance the location as quickly as possible we have decided to work with an on call contractor via an area-wide contract. They are working on the appropriate documentation and expect to have this project to begin construction by this fall.
- Village staff has sent over the traffic studies on Thornapple to Chevy Chase Section 5. Section 5 staff has reviewed, but has not heard complaints from residents about excessive speeding. Section 5 staff and Council would potentially be interested in a discussion about installing sidewalks on Thornapple to help with pedestrian safety.

### Sanitation:

- The last bulk pickup occurred on July 14, in coordination with A Wider Circle. The next bulk pickup will be September 8. A Wider Circle will do their pickup on Friday, September 7.

### Building Administration:

- Please see report from Doug Lohmeyer, attached.