

**Village of Martin's Additions**  
**7013 Brookville Road, Suite B, Chevy Chase, MD 20815**  
**Minutes for Council Meeting on**  
**March 15, 2018**

**Council Members Present:** Richard Krajeck; Arthur Alexander; Susan Fattig; Katya Hill; Tiffany Cissna (arrived at 8:34 pm); **Village Manager:** Matthew Trollinger; **Assistant Village Manager:** Tina Lurie; **Attorney:** Ron Bolt; **Residents and other attendees:** Keith Allen (Turner Ln.); Ted Stoddard (Turner Ln.); Jean Sperling (Shepherd St.); Bill Catherwood (Shepherd St.); Lauren Biel (Delfield St.); Dennis King (Summit Ave.); Lynn Welle (Oxford St.); Janine & Louise Trudeau (Bradley Ln)

7:31 PM Call to Order: Krajeck

7:31 PM Opportunity for Resident Comments: Krajeck

Council Chair Krajeck called on Keith Allen (Turner Ln.) to give the weather forecast. Mr. Allen says we can expect some more snow flurries but spring is around the corner.

Lynn Welle (Oxford St.) stated that residents are not breaking down their cardboard boxes when they leave them out on Tuesdays for recycling day.

Lauren Biel (Delfield St.) asked for an update on the grade at 3407 Thornapple, which was displaced when the house was moved to 3405 Thornapple.

Dennis King (Summit Ave.) asked about the recycling and breaking down of boxes. He also inquired about speeding and no stopping on Thornapple on the east and west side of Summit Ave. Council Chair Krajeck requested that Village Manager Trollinger talk to the police and ask them to patrol the area more frequently.

Bill Catherwood (Shepherd St.) asked if the Village was planning traffic studies on Cummings Lane, to which the Council agreed. He also stated the agenda had an item regarding the public comments on the resolution, which was not in the body of one of the emails announcing the meeting.

7:47 PM Committee Updates

Lauren Biel (Delfield St.) spoke on behalf of the Election Committee, as the Committee Chair, Marty Langelan (Chestnut St.), was not able to attend the Council meeting. Ms. Biel said the committee has received one nomination from Arthur Alexander. She reiterated that the deadline for nominations is April 10 at 5pm. She discussed the conflict

of interest form, and she noted the Ethics Committee and the Election Committee are two separate committees.

Ms. Biel also gave a report on behalf of the Community Engagement Committee. She stated the wine tasting and cookie party at La Ferme worked out well, and that plans were underway for an Arbor Day celebration in April. The committee will be sending out a survey to get ideas from residents on what community events would draw the most interest.

7:56 PM Action on Minutes of the February 15 Council meeting. Council member Alexander moved to approve, Council member Fattig seconded, all in favor.

7:57 PM Opportunity for Comment on Resolution 2-18-1A on Election Rules

Village Attorney Bolt explained that the Resolution was adopted on an emergency basis at the February Council meeting in order for all election deadlines to be met. The emergency ordinance expires after 60 days, so the Council will have to re-adopt the same election rules and procedures at the April meeting, where there will be a public hearing on the Resolution for residents to comment. There will be two additions, based on previous public comments: the first was to require committee members to complete an oath of office. The second clarifies that election records be stored at the Village office and retained in accordance with its State-approved records retention policy.

7:59 PM Council member Alexander gave his report on financial matters:

**Village of Martin's Additions, Treasurer's Report  
Arthur Alexander, Treasurer, March 15, 2018**

In this report, I will discuss the budget for the upcoming fiscal Year 2019, beginning July 1, 2018. The major change is a proposed reduction in the Village's property tax rate from .0472 dollars per hundred dollars of assessed value to .005 dollars per hundred. To put the proposed reduction into perspective, until fiscal year 2011, the Village's property tax rate was set at the low rate of .008. The intention was to have a tax on the books that could be increased in an emergency. In the last recession, revenues from the Village's share of the state income tax plummeted 60%, which required raising the property tax. As the economy recovered, income tax revenues gradually climbed to pre-recession levels. In the past two years, they have been consistently and significantly above the old peak.

Considering the recovery of income tax revenues, we propose to reduce the Village portion of property taxes to a bit below pre-recession levels. Currently, the Village's portion is only 4% of a property-owner's total tax; the table below shows the various portions.

**Property taxes on property with assessed value of \$1,000,000**

Taxing authority	Tax rate (\$ per hundred)	Amount (\$)
State	0.112	1,120
County	1.1029	10,129

Village of Martin's Additions (current)	0.0472	472
Village of Martin's Additions (proposed)	0.005	50
Other		125

Budget changes of expenditures reflect mainly routine adjustments to ongoing processes. The single biggest increase is \$15,000 for a new contract to update the Geographic Information System (GIS), which had been in the budget but deferred for several years. That update is now on track. A complete inventory and evaluation of the Village's street signs revealed the necessity to repair or replace many of them at an estimated cost of \$10,000. We added leaf vacuuming to the autumn cleanup this year, which had the benefit of reducing the number of street cleanings. With the actual cost of the new service in hand, we are able to reduce the budgeted amount of leaf vacuuming by \$3,000 and street cleaning by \$5,000.

In recent fiscal years, we completed several major capital improvement programs paid out of designated funds set aside for such purposes. Completion of these projects is planned for whenever the utility companies finish their projects (this fiscal year or next). These projects will have almost depleted this capital improvement account. We therefore propose to move \$300,000 into the designated funds for possible repaving after utility work, storm cleanups, sidewalks, and other possible contingencies. The designated funds would be moved from the undesignated fund balance, which now amounts to \$2.3 million.

Council member Krajeck suggested moving \$500,000 into a designated fund rather than \$300,000. Council member Hill made a motion to move \$500,000 to Capital projects for FY19 and accept the Treasurer's Report. Council member Fattig seconded, and all are in favor.

8:00 PM Council member Krajeck moved to introduce Ordinance No. 3-18-1, an ordinance to adopt a budget for the fiscal year 2019, to be introduced. Council member Fattig seconded, and all are in favor. Council member Krajeck also moved to introduce Resolution No. 3-18-2, which sets the FY19 tax rates for the Village as follows: four and seventy-two hundredths of a cent (\$.0472) per One Hundred Dollars of assessable value (fair market value) on real property subject to taxation by the Village; fifty cents (\$.50) per One Hundred Dollars of assessed value of assessable personal property subject to taxation by the Village; and one dollar and forty-five cents (\$1.45) per One Hundred Dollars of assessed value of assessable utility property. Council member seconded. All in favor.

*(Please note: in the agenda and meeting packet, the draft Tax Rate Resolution listed a personal property tax rate of \$.0472 per one hundred dollars of assessable value – the current rate – in case the Council did not elect to lower the tax rate. However, the Council did lower the personal property tax rate to \$.0050 per one hundred dollars of assessable value).*

The Council also voted to amend the FY18 budget as follows:

Storage unit increased from \$3,500 to \$4,000 due to a rent increase; telephone increase from \$3,500 to \$4,000 because of a slight increase in rates; Police patrol increase from \$30,000 to \$31,000 due to an extra pay period in the fiscal year; Street maintenance was increased from \$15,000 to \$25,000 for street sign maintenance- to repair, clean and

replace signs; Tree Replacement was increased by \$6,000 due to a billing error from the Village's arborist. The funds were moved from Accounting and auditing, which was decreased by \$3,000; Street Cleaning, which was decreased by \$5,000; Leaf Vacuuming, which was decreased by \$3,000, and Building Review and permits, which was decreased by \$10,000; and street cleaning, decreased by \$5,000.

8:16 PM Council member Alexander moved to accept higher amounts which total \$18,000 and make appropriate adjustments in the budget. Council member Fattig seconded, and all approve.

8:19 PM Council member Krajeck said that he will send out an email with some possible dates for consideration on the variance hearing at 3407 Thornapple Street.

8:20 PM Manager Trollinger gives his report. He discussed the new furniture for the office, the status of the resident directory, getting access to Montgomery County voter rolls for the upcoming VMA election, and contacting contractor CNA regarding the new GIS contract. Manager Trollinger is also working on a new waste/garbage contract and he is reaching out to seven companies for an invitation to bid. He also reported that the Village has signed a contract for new Martin's Additions signs and that traffic studies are underway. Full report below:

**Manager's Report  
March 15, 2018**

Administrative Matters:

- **Recycling Bins:** Residents who need to "upgrade" to a larger recycling bin should contact the Village office and we can order one for you. The recycling Toters come in 36 gallon and 48 gallon sizes.
- **Office Redesign and Orientation:** New furniture arrive and was installed on February 27. The Village will also be fixing up the walls by spackling holes and repainting, fixing the lights, and shampooing the carpet.
- **Archiving:** Staff has been boxing up materials to send to Maryland State Archives in accordance with the state-approved archival and document retention plan.
- **2018 Village Election:** The Election Committee had its most recent meeting on Monday March 12. Preparations for the election are beginning, and nominations opened on February 24.
- **Welcome Bags:** The office has received new canvas bags for new residents as part of a welcome package. Thank you to the "Street Captains," organized by the Community Engagement Committee, for volunteering and helping to welcome new residents on their streets. If any residents know of a new resident, please let the Village office know and we can arrange for them to get a welcome bag.
- **Village Directory:** Village staff has begun work on an updated 2018 Directory. We have entered the resident information and have reached out to houses for whom we do not have information. We will soon be sending drafts of each street out to be checked by residents before sending it off to the printer.
- **Bill-paying:** Staff is working with the accountant to integrate Bill.com starting in April.
- **Contracts:**
  - **GIS:** The Village has signed a contract with CNA Engineering, who is providing the information that is needed from AMT to update the system. We are scheduling for CNA to come into the office for a meeting to go over our current system and establish a new control network and additional survey control points (as necessary) throughout the Village.

- *Waste Management*: The Village's trash and recycling contract with Waste Management will end in July 2018. Village has drafted an Invitation to Bid and sent to six trash and recycling companies and have posted on the Village and MML websites.
- *Village Signs*: The Village has signed an agreement with Signs By Tomorrow after receiving multiple bids on the project. They are currently developing proofs to send out based on the current VMA logo.

Community Engagement

- **Montgomery County Council District 1 Candidate Forum**: The Village of Martin's Additions joined multiple municipalities in co-sponsoring a nonpartisan candidate forum for the Montgomery County Council District 1 seat on Wednesday, March 14<sup>th</sup> in the National 4-H Conference Center auditorium.

Utilities: WSSC

- WSSC is returning to VMA for a sewer main replacement project. The following streets will be affected: Quincy, Raymond, Chestnut, Taylor, and Thornapple. WSSC held an information meeting on January 31. Village staff attended the meeting, along with a few residents. Unfortunately, WSSC has *still* not selected a contractor, so specific start-time information was not available. They expect work to begin in the spring and for the project to last 100 days in its entirety.
  - The Village has begun drafting a letter that gives the timeline of the numerous delays and the road work that VMA has had to delay in turn.
- Other streets that may affect traffic for VMA residents: a section of Brookville Road, and Cummings Lane beyond the boundaries of the Village.

Streets & Sidewalks:

- The Village has completed its Village-wide sign inventory. The Village's traffic engineer, Joseph Cutro, estimates that the cost for sign replacement will be \$7,500 – 8,000.
  - Sign replacement will begin next week and wrap it up by the end of March.
  - The Village conducted a traffic study on Quincy Street on the week of February 26. A traffic study is currently being conducted on Shepherd Street. Once that is completed, we will do a traffic study on Thornapple Street.
- 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.
- Spring street cleaning was conducted by Rolling Acres on Wednesday, March 14.

Sanitation:

- The last bulk pickup occurred on March 10, 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.
- The Village cleaned up large tree debris from the March 2 high wind event with a wood chipper, provided by Integrated Plant Care, on Monday March 12.

Building Administration:

**6701 Brookville Rd.**

The applicant has submitted a building permit application to add an addition at the rear of the existing house. The staff has completed a preliminary review of the application and is waiting for the Montgomery County Department of Permitting Services (MCDPS) building permit approval.

**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 Ln.**

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

**7208 Delfield St.**

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

**3501 Shepherd St.**

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

**3510 Taylor Street**

The staff has noticed that the existing brick retaining wall within the Village right of way is collapsing, is a safety hazard, and is in need of immediate repair. A right of way license may be required by the homeowner for repairs.

**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. Staff will contact the homeowner to correct the situation.

**3405 Thornapple St.**

The staff issued a building permit to relocate the existing house from the adjacent lot and add improvements to the old structure. The improvements include a new curb cut and driveway. The work appears to be completed. The applicant has poured a new driveway and apron and replaced a section of damaged curb. However, several sections of ex. curb have chips and cracks and I recommend they also be replaced. MCDPS has release their 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. I recommend the Village retain the performance bond until the grading has been completed, the MCDPS has released their sediment control permit, the old driveway apron has been removed, and the damaged section of curb are replaced.

**3407 Thornapple St.**

The staff has meet with the owner's attorney and engineer regarding the siting of a new house on the lot. The owner's attorney feels the Village Code is in conflict with the County Code regarding building setbacks and that the County Code should be followed. The staff and Village attorney feel the Village Code is more restrictive, but not in conflict. The applicant has submitted a waiver application and additional information. A waiver hearing will be scheduled.

**Montgomery County Department of Transportation (MCDOT) – North Delfield St.**

The staff has contacted the MCDOT maintenance department about a repairing the existing storm drain inlet at the north end of North Delfield St. MCDOT is not sure who owns the damaged inlet and they are still investigating the situation.

**Maryland State Highway Administration (MSHA) – Brookville Road**

MSHA maintenance staff is investigating the water ponding at the northeast corner of Brookville Rd. and Bradley La. MSHA was recently contacted and they are still looking into a solution for the ponding water. MSHA has stated that sometime in Feb. 2018, they will make the adjustments to the curb, sidewalk ramp, and paving in order to improve the ponding situation. The staff at MSHA is meeting with the selected contractor this week and will advise the Village of the proposed start work date.

**8:30 PM Opportunity for Resident Comments**

Jean Sperling (Shepherd St.) asked for clarification on the firm CNA and what that GIS system was for the office. Mr. Trollinger explained that CNA was the firm chosen to replace A. Morton Thomas for the Village's computer mapping program. The acronym GIS stands for Graphical Interface System. Ms. Sperling also asked about County revenue sharing and whether lowering the property tax in Martin's Additions would have any effect on those discussions. Council member Alexander explained that the Village has been engaged in such discussions with the other municipalities and the Maryland Municipal League, and that he did not anticipate the Village's decision to lower property tax to have an effect on them.

Dennis King (Summit Ave.) asked for clarification on the Waste Management contract, which will be ending in June. He stated that he is pleased with their service.

**8:37 PM** Council member Alexander motioned to adjourn. Council member Hill seconded and all are in favor. Meeting is adjourned.