

Village of Martin's Additions
7013 Brookville Road, Suite B, Chevy Chase, MD 20815
Minutes for Council Meeting on
November 16, 2017

Council Members Present: Richard Krajeck; Tiffany Cissna; Arthur Alexander; Susan Fattig; Katya Hill **Village Manager:** Matthew Trollinger; **Attorney:** Ron Bolt; **Building Administrator:** Doug Lohmeyer; **Residents and other attendees:** Keith Allen (Turner Ln); Ted Stoddard (Turner Ln); Marty Langelan (Chestnut St); Marc Efron (Raymond St).

7:30 PM Call to Order: Krajeck

7:31 PM FY2017 Audit Report: Linton, Shafer, Warfield & Garrett

7:40 PM Opportunity for Council to hear residents' comments: Krajeck

Officer Nick Picerno reported that there were zero reported crimes in Martin's Additions and the surrounding area in the previous five weeks. Reported crimes were low in the summer of 2017 as well. Around the holidays package thefts typical see a spike. In the County there has been BB gun vandalism north on I-270.

Keith Allen (Turner Lane) reported that Thanksgiving will be nice, although perhaps a little chilly.

7:47 PM Ethics Committee Update: Efron

The Ethics Committee held three meetings in the past three months. They suggested two minor changes to the Conflict of Interest Questionnaire that is filled out by Village Council members and staff; they also reaffirmed that the form be filled out annually on or around the beginning of the Village's fiscal year, and be submitted to the Ethics Committee for keeping

The VMA Council approved the recommendations, including the nomination of Todd Mann as Chairman of the Ethics Committee. Motion by Council member Alexander to accept the report and approve recommendations. Seconded by Council member Fattig. All in favor.

7:58 PM Election Committee Report: Langelan

Committee Chair Marty Langelan reported that the Election Committee had, with the help of Village Attorney Ron Bolt produced recommended changes to the Charter

pertaining to timing of the election. The amendments will be introduced for discussion at the next Council meeting, but will not go into effect until after the next election.

8:05 PM Action on Council Meeting Minutes from October 19, 2017: Krajeck

Motion by Council member Fattig to approve the minutes; seconded by Council member Krajeck. All in favor.

8:08 PM Building Administrator's Report: Lohmeyer

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 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.

7219 Chestnut St.

The homeowner placed stones tiles over the top of the existing concrete lead sidewalk. A right of way license agreement was prepared for that portion of the sidewalk in the Village right of way. We are waiting for the homeowner to return the executed and notarized agreement, which will be recorded in the land records at Montgomery County.

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 has begun.

7210 Delfield St.

The homeowner has planted rose bushes and other plants, outside the new fence at the front of the property and within the Village right of way. A right of way license agreement was prepared for the plantings in the Village right of way. We are waiting for the homeowner to return the executed and notarized agreement, which will be recorded in the land records at Montgomery County.

6702 Melville St.

The Village has issued a building permit to enclose the breezeway between the existing house and garage. The exterior appears to be completed and no work has occurred recently. MCDPS has not finalized their building permit.

3404 Shepherd St.

An application has been submitted to add a second floor, a covered front porch, and a covered patio to the existing house. The application has been reviewed. The staff has issued a Village building permit and the work is proceeding. The applicant has submitted a certified height survey, which indicates the addition is in accordance with the Village Code.

7200 Summit Ave.

The construction of the new bay window has been completed and the Village will sign-off as soon as the County signs-off.

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. The staff is attempting to contact the homeowner. A right of way license will be required.

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 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.

3407 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 has begun and the existing house has been moved to the adjacent lot. 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.

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.

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. A recent conversation with the Assistant District Engineer at MSHA indicated the State is investigating a solution and will get back to the Village in early Nov.

AMT GIS Update

AMT last updated the Village GIS computer data in 2014. In the spring, a RFP was sent out. The Village has received three proposals and they are being reviewed by the staff.

8:20 PM Financial matters including Treasurer's Report: Alexander

July 2017 through October 2017

	<u>Actual</u>	<u>Budgeted</u>
Revenues	\$ 128,427	127,154
Expenses (excluding capital projects)	149,586	227,084
Net Income (revenues minus expenses)	-21,159	-99,930
Capital expenditures	\$0	
Unspent capital improvements funds	\$584,795	

Reserve account (current assets less unspent designated allocations): \$1,867,824

Revenues have come in much as expected. The first major payment of our state income tax receipts will arrive at the end of November, at which time the full year's revenues will become clearer.

One new expenditure that is upcoming is the repair or replacement of all the Village's street signs, the first time that we address this issue in more than a decade.

Motion to approve by Council member Fattig to approve the financial report as presented, seconded by Council member Hill. All in favor.

8:25 PM Manager's Report: Trollinger

Village Manager Trollinger gave his report.

Administrative Matters:

- *Audit:* The Village completed its annual audit.
- *Notary Public:* Both the Village's Manager and Assistant Manager offer services as a notary public. Village residents are able to have documents notarized free of charge at the Village office during regular business hours.
- *Office Redesign and Orientation:* Staff has made an initial order for new chairs, which have already been ordered. Staff has received multiple bids from contractors regarding the electrical work, and renovation work. The office will have to get a permit from Montgomery County for the electrical work.
- *Halloween Party:* The Village held its annual Halloween celebration on Tuesday October 31st. Attendance was high, and costumes plentiful and excellent to look at! We welcome feedback as we evaluate our vendor(s) and whether or not holding the event on Halloween night is preferable.
- *Other Events:* The Village has begun to look into other potential events, including another wine event hosted by La Ferme, and an "Arbor Day" celebration, which is required for the Village to be designated a Tree City, USA.
- *Welcome Bags:* The office has received new canvas bags for new residents as part of a welcome package.

- *Website:*
 - The new website is complete, and should go live over the weekend!
- *Email:* Staff has begun to look into changing the Village email to match the website domain name (martinsadditions.org) – once the site has switched over the process will hopefully become clearer.
- *Mail Delivery:* Several residents, particularly on the north side of the Village, have had mail delivery issues for the last several months that ebb and flow. Village staff has been coordinating with Congressman Raskin's office to have a representative from the Postmaster General's office come to a Village Council meeting to address concerns.
- *Contacting the Office:* The VMA Office is staffed from 9:00 am – 5:00 pm Monday through Friday. Often, at least one staff member will be in the office beginning at 8:00 am as well. Outside of the regular office hours, the best way to get in contact with Village staff is via email at martinsadditions@gmail.com. Any changes to regular office hours will be communicated via email.
- *Newsletter:* continues to be published monthly online. The next edition should be going out in the next two weeks. Residents can request to be added to the email list by calling or emailing the Village office. If you wish to receive a hard copy, please contact the Village Office.
- *Trashcan on Thornapple:* The Village will be installing a trash can to be placed on Thornapple Street near the dog waste bag dispenser to cut down on litter in the area. The can may require concrete footers to keep it stable, but that should be installed in the next week. Waste Management will pick up from the trash can as part of its regular schedule.
- *Contracts:*
 - *GIS:* Village put out a Request for Proposals (RFP) to update and maintain the Geographic Information System (GIS), the Village's system to capture, store analyze and present spatial and geographical data. Bidders are currently working on updating their proposals based on a new scope of work.
 - *Leaf Vacuuming:* Martin's Additions has begun leaf vacuuming on a trial basis this fall. Lee's Trees will provide the service. The first service was on Wednesday October 18, and will continue every other Wednesday through November. In addition, leaf bags were delivered to residents this week. Waste Management will continue yard waste pickups every Monday.
 - *Waste Management:* The Village's trash and recycling contract with Waste Management will end in July 2018. Village staff will shortly begin drafting a new RFP.

Montgomery County Master Plan Transit and Highways

- The Village Council sent a letter to the Montgomery County Planning Board in opposition to the reclassification of Brookville Road from "primary residential" to "minor arterial." County Planning Staff is meeting with the Board on December 14th to present their recommendations. Due to feedback, the reclassification of Brookville Road will not be a staff recommendation. Ultimately the Board will decide, however. They will have two closed working sessions in the two months

following the December meeting before a Public Hearing draft Master Plan is created, likely in early February. There will be a 30 day public comment period. Staff will continue to monitor the situation and report any changes, particularly as they have affect Brookville Road and the rest of Martin's Additions.

- The County also wants to incorporate Cummings Lane and Brookville as part of its biking Master Plan. The effect on those streets is likely to be minimal – both will remain shared roadways, and will not be widened nor have a bike lane added; but signs may go up to warn drivers of bicyclists.

Utilities: WSSC

- WSSC is returning to VMA! – next up is a series of sewer main replacement projects. The following VMA streets will be affected: Quincy, Raymond, Chestnut, Taylor, and Thornapple. The work has been pushed back – again! WSSC still has not selected a contractor, and in the most recent conversations with the project manager, he suggested that a contract should not be expected until December at the latest. Determining how soon after that work would begin is impossible to say, and is dependent on the contract.
 - The Village sent a permit to WSSC based on previous agreements between VMA and WSSC, as well as agreements between WSSC and neighboring municipalities. WSSC is not legally required to sign a permit, but met with Village staff to go over the conditions of the permit, which will be incorporated into a Memorandum of Understanding. Village staff will meet again with the contractor once they are selected to go over requirements and expectations.
 - WSSC will hold a public outreach meeting after they have selected a contractor to go over plans with the community. The Village staff will notify residents once a final date has been selected.

Trees

- The Village has removed trees that were sick, dying, or otherwise unwell after receiving approval from the State Arborist. Village staff, along with Paul Wolfe (Village Arborist) and Paula Goldberg (Village Tree Supervisor) have identified 10 spots for new plantings, and the species of trees to be planted there. Planting will begin in the next two to three weeks. A list of new plantings and locations has been proposed, , with plantings to begin shortly thereafter.
- The Village is continuing its Native Canopy Tree Planting Program this fall. Under this program, the Village of Martin's Additions plants native canopy trees on private property. For more information, please see the Village website, or contact the Village Office.

Streets Lighting:

- Street light installation have been completed. We are interested in hearing resident feedback on the new streetlights, so feel free to give the office a call or email to share your thoughts.

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. While this will keep us under budget, we may need to amend the Traffic Engineering budget item in the future in case there are any traffic studies or additional work that needs to be done.
- Roads will continue to be evaluated and potholes filled on an as-needed basis. If a resident has a concern about a pothole, please call the Village office.
- State Highway originally planned construction work to incorporate redesign plans for the Brookville/Taylor intersection this fall. Village staff has met with representatives with State Highway, along with staff from Section 3. However, the project has been delayed in order to incorporate into their plans a fix for ponding issues. Work is now scheduled for spring of 2018. 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.

Sanitation:

- The last bulk pickup occurred on November 11, in coordination with A Wider Circle. The next bulk pickup will be January 13. A Wider Circle will do their pickup on Friday, January 12.
 - Please contact the Village Office if you have any items for bulk pickup, particularly if they are unusually large-sized objects, or an unusually large amount of items for bulk pickup (see below). This allows us to contact Waste Management so they can send the appropriately-sized truck. Unusually large refers to items that are:
 - Over four feet in size;
 - Over 50 lbs;
 - More than six items. Also as a reminder, certain items cannot be picked up as part of Bulk Trash, including construction debris, tires, and refrigerators that have not been tagged.
 - Residents can also contact the Village Office if they wish to donate items to A Wider Circle. Please contact the office at least one week ahead of time to schedule the pickup from A Wider Circle.

Building Administration:

- Please see report from Doug Lohmeyer, attached.

8:35 PM Opportunity for Council to hear residents' comments: Krajeck

Ted Stoddard asked that the office make sure Lee's Trees Service does not blow leaves back onto the lawn when they do vacuuming.

8:40 PM Meeting adjourned: Krajeck