

**Village of Martin's Additions**

7013 Brookville Road (Suite B, 2nd floor)

Chevy Chase, MD 20815-3263

**Agenda for**

**Council Meeting**

**September 21, 2017**

*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
- 7:35 PM Opportunity for Council to hear residents' comments: Krajeck
- 7:45 PM Community Engagement Committee Update: Bean
- 7:55 PM Action on Meeting Minutes of July 20, 2017 Annual Meeting: Krajeck
- 8:00 PM Building Administrator's Report: Lohmeyer
- 8:05 PM Discussion on Ordinance 6-303, which requires the Village to wait seven days after a County permit has been issued, before issuing a Village permit: Council Discussion
- 8:20 PM Annual Survey: Hill
- 8:35 PM Financial matters, including Treasurer's Report: Alexander
- 8:40 PM Manager's Report, including updates on streetlights, website, leaf vacuuming, RFPs and contracts: Trollinger
- 8:55 PM Opportunity for Council to hear residents' comments: Krajeck
- 9:00 PM Adjournment: Krajeck

*There will be a meeting at 7:00 PM for residents who may be interested in writing a letter to the Montgomery County Planning Board in opposition to the reclassification of Brookville Road.*

**Village of Martin's Additions**  
**7013 Brookville Road, Suite B, Chevy Chase, MD 20815**  
**Minutes for Council Meeting on**  
**July 20, 2017**

**Council Members Present:** Richard Krajeck; Tiffany Cissna; Arthur Alexander; Susan Fattig; **Village Manager:** Matthew Trollinger; **Attorney:** Ron Bolt; **Building Administrator:** Doug Lohmeyer; **Residents and other attendees:** Lauren Biel (Delfield St.); Keith Allen (Turner Ln); Sally Maran (Turner Ln); Jared Solomon (Rollingwood); Robert McGrory (Centreville).

7:35 PM Call to Order: Krajeck

7:35 PM Election of Officers

Council member Fattig nominated **Richard Krajeck to serve of Council Chair**. Seconded by Council member Alexander. All in favor. Council member Fattig nominated **Tiffany Cissna to serve as Vice Chair**. Seconded by Council member Krajeck. All in favor. Council member Alexander nominated **Susan Fattig to serve as Secretary**. Seconded by Council member Krajeck. All in favor. Council member Krajeck nominated **Arthur Alexander to serve as Treasurer**. Seconded by Council member Fattig. All in favor.

7:37 PM Opportunity for Council to hear residents' comments: Krajeck

Keith Allen (Turner Lane) reported that there may be severe thunderstorms, but there will be mild weather in late July. Hot weather should return in August. Mr. Allen also reported on two longtime Village residents passing away: Ben Filipczyk, who lived on Taylor Street for many years, and whose wife, Jill, served on the Council; and Rudy Winternitz, who owned the Brookville pharmacy in the 1980's. These residents will be greatly missed.

7:40 PM Community Engagement Committee Update: Biel

The Community Engagement Committee held its first meeting on Monday, July 17th. Eight people came to the meeting. Ideas gathered at previous events for community engagement were organized into "clusters," such as Street Captains, Communications, Events, and Kids' Engagement. Multiple residents expressed interest in getting involved in events, and Chris Schrader (Chestnut St.) volunteered to lead the kids' engagement.

Ms. Biel suggested that Shepherd Park could be utilized for future events, such as a movie night.

Additionally, an announcement went on the privately-run listserv to solicit volunteers for a "welcome committee," and a resident, Kristi Tampio has volunteered to put together a Facebook group for Village residents – an announcement for that was also put on the listserv.

Council member Alexander suggested that the Communications team look into opportunities to make the Village newsletter a more enjoyable read, and expressed interest in the use of social media as another platform for Village communications.

7:45 PM Action on Council Meeting Minutes from June 15, 2017: Krajeck

Motion by Councilmember Alexander to approve the draft minutes for the Annual Meeting held on June 15, 2017; seconded by Council member Krajeck. All in favor.

7:47 PM Public Hearing on Policy 4-10-1A: Sump-Pump and Roof Drain Discharges in the Public Rights-of-Way: Bolt

Ron Bolt (Village Attorney) described the policy, which amends the existing Village policy, which prohibits sump pump discharges into the street and Village rights-of-way, to include roof drains unless there is no other reasonable alternative. There were no public comments. Motion by Council member Alexander to adopt the policy. Seconded by Council member Fattig. All in favor.

7:50 PM Public Hearing on Ordinance 6-17-1 To Amend the Code of Ordinances to Delete the Requirement that a Building Permit Not Be Issued Until 7 Days After Issuance of County Permit; To add 6-Month Commencement and 12-Month Completion Deadlines for Construction, and Related Provisions; To Revise the Tree Supervisor's Duties to Conform to Current Practice; and To Add a Requirement for Annual Disclosure of Conflicts of Interest by Council Members and Employees: Bolt

Ron Bolt (Village Attorney) described Ordinance 6-17-1 which eliminates the 7-day wait requirement after the Village receives a County-approved permit, before the Village can issue its own permit. The Ordinance also requires all Council members to file an annual conflicts of interest form. Additionally, the Ordinance requires permitted work to begin within 6 months of issuance of the permit, and for work to be completed in 12 months; and Hearing on Resolution on Resolution 6-17-2, which requires an extension fee equal to 50 percent of the original building permit fee.

Council member Cissna raised concerns that eliminating certain language muddled the process for the Village Council to ask for a hearing on a building application because it eliminated the 7seven-day waiting process after receiving the County permit. Council member Cissna raised concerns that the amended wording could potentially open the door for a permit to be rescinded if an objection is raised. Discussion ensued about whether eliminating the 7-day waiting period affected the Council's ability to raise concerns about a permit after it has been issued.

The Council agreed to revisit the edits to section 6-303 of the Code at a future meeting, and reconsider how long the Council would like to wait upon receiving the County permit before issuing its own permit.

Lauren Biel (Delfield St.) suggested that the Council should make it clear in the Code rather than leave it nebulous, to protect against negligence from the County, which could theoretically be abused by future staff/Council.

Council member Cissna suggested that language be added to clarify that the Tree Supervisor's duties are subject to the approval of its Council *or its designee*.

Village Attorney Ron Bolt clarified that, according to the amendment to Village Code 6-303(c), if a permit is revoked due to inactivity, or work is not completed within the time allowed, the 50 percent permit extension fee would apply.

Motion by Council member Alexander to adopt Ordinance to Amend the Code of Ordinances (6-17-1), as amended; seconded by Councilmember Fattig. All in favor.

8:15 PM General discussion about whether the fee schedule is available online, and that it should be included on the application, as well. Motion by Council member Alexander to adopt Resolution 6-17-2. Seconded by Council member Fattig. All in favor.

8:20 PM Discussion of AirBnB Rentals and Montgomery County Planning Board Zoning Text Amendment No. 16-03: Fattig

Council member Fattig noted that area jurisdictions are sending comments to the County Council regarding its proposed AirBnB policy. The County is holding a public hearing on September 12. Council member Alexander noted the County has made \$350,000 in taxes from AirBnB rentals, which continues to go up. The Village does not receive money, unless the resident reported it as income. Village Attorney Ron Bolt explained that the Village has no land use authority, so the Village is subject to the County's rules. Options include asking County to provide an overlay zone for Martin's Additions.

Council member Krajeck explained that an AirBnB listing could make parking more difficult, particularly if it is advertised as having off-street parking. The County proposal requires listings to have one onsite parking space, per rental contract, or put in their listing that no parking is available.

The Town of Chevy Chase and Chevy Chase Village both are generally in favor of the proposal, with some suggested amendments. Somerset, Chevy Chase Section 3, and Section 5 generally oppose the legislation.

The Council will review the other jurisdictions' comments to the Planning Board and County Council before deciding whether to issue comments on the proposed legislation, on behalf of the Village.

8:30 PM Financial matters including Treasurer's Report: Alexander

July 2016 through June 2017

	<u>Actual</u>	<u>Budgeted</u>
Revenues	\$ 1,056,350	856,600
Expenses (excluding capital projects)	558,410	692,725
Net Income (revenues minus expenses)	497,940	163,875
Capital expenditures	\$865,205	
Designated funds less expenditures	\$584,795	

Reserve account (current assets less unspent designated allocations): \$1,890,248

As the fiscal year approaches its close on July 31, revenues in the current year are near the record amount received last year. The largest source of increase has been the Village's share of State income tax. However, these revenues are unpredictable because they can depend on the tax payments of a few individuals recording unusually high incomes. In fact, the most recent payment from this source suggests that next year's receipts will be somewhat below the unexpectedly large amounts we received this year.

The latest analysis from the state comptroller shows that the Village's obligations under the Wynne decision continue to creep up at a slow pace, measured in the few hundreds of dollars per quarter. As the fiscal years for which these obligations are calculated fade into the past, we can expect increasingly tiny increments. The sum now stands at \$196,949, for which we have set aside \$200,000.

The total value of the funds allocated for capital and other expenditures, including future Wynne decision costs, is \$1,450,000. During this past year, we drew on this account to pay for street paving and street lights. As shown above, the remaining balance of \$585,000 should cover further paving expenses plus other capital improvements.

The present size of unallocated reserves should allow a reduction in the Village's property tax rate next year, unless we are hit by major surprises.

8:34 PM Motion by Council member Fattig to amend the budget to account for final tally of expenses. The Community Events budget for FY17 was raised to \$20,000, and Traffic Engineering was raised to \$10,000. The money was moved from Tree Maintenance. Seconded by Council member Alexander. All in favor.

Treasurer's Report attached.

8:40 PM Building Administrator's Report: Lohmeyer

Building Administrator Lohmeyer gave his report.

Building Administrator's Report Attached

8:45 PM      Manager's Report: Trollinger

Village Manager Trollinger gave his report

Administrative Matters:

- *Office Personnel:* The Village's Assistant Manager, Beth Boa, tendered her resignation, serving her last day at the July 2nd Independence Day celebration. Thank you to Beth for her two years of dedicated service and hard work for the Village of Martin's Additions. Beth was a great resource and always a friendly face in the community. We wish her the best of luck in her future endeavors. The Village has advertised the open position and begun the interview process.
- *Notary Public:* The Village's Manager, Matthew Trollinger, was recently sworn in as a notary public. Village residents will be able to have documents notarized free of charge at the Village office starting next week when supplies (journal and stamp) have arrived.
- *Office Redesign and Orientation:* Staff has made an initial order for new chairs, which is expected to arrive next week
- *Community Engagement Committee:* Staff sat in on the Community Engagement Committee's initial meeting, which is looking to develop ways to increase camaraderie and engagement in the community, including planning additional Village-wide events, establishing block captains, and coming up with ways to engage children, including volunteer opportunities.
- *Independence Day Celebration on July 2:* The Village hosted an Independence Day celebration on Sunday July 2nd at Shepherd Park at the end of Turner Lane. The Village rented three rides – a water slide, spinning "Turbo Tubs" ride, and inflatable obstacle course – from Mid Atlantic Adventures; offered pizza and ice cream; and hired a balloon artist and face painter. The event culminated in a "parade" down Turner Lane, where residents and their children showed off their bikes' and wagons' decorations. Huge thanks to Keith Allen, who volunteered to help out with the event, including obtaining permits from Montgomery County, providing water for the slide, and generally overseeing much of the event and its planning.
- *Website:*
  - Google Analytics reports that page views are down roughly 20% on the Village website over the past month, likely the result of summer and people heading out of town.
  - Village Staff has approved initial designs for the new website. Revize Software Solutions is currently migrating pages over to their server. The process should take about two weeks, after which Revize will hold a training for Village staff before going live.
- *Contacting the Office:* The VMA Office is staffed from 9:00 am – 5:00 pm Monday through Friday. Outside of the regular office hours, the best way to get in contact with Village staff is via email at [martinsadditions@gmail.com](mailto:martinsadditions@gmail.com). Over the

summer (and in general), during vacation time, the Village Office will send out emails notifying residents of any changes in hours or availability, and will post signs on the office doors.

- *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.
- *Montgomery Municipal Cable*: The Village Council has appointed its Village Manager as its representative to the Montgomery Municipal Cable Board, a nonprofit organization based out of Kensington that facilitates communication between municipal governments and the public by operating a television channel on behalf of municipal governments in Montgomery County (TV Channel 16). Residents should contact the Village Office if they are interested in volunteering or want to get involved with programming.
- *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. Responses were due in July 15. The Village received three responses, in addition to the standing offer from the Village's current administrator, A. Morton Thomas. Staff is currently reviewing proposals.
  - *Leaf Vacuuming*: The Village has put out an RFP to provide leaf vacuuming in Martin's Additions on a trial basis this fall. Responses were due by the end of June, however the Village only received one response. The Village is now reaching out individually to contractors who provide the service in neighboring municipalities. (Even though the Village will provide vacuuming this fall, leaf bags will still also be distributed).
  - *Accountant*: While the Village's accountant/bookkeeper has agreed to slightly reduce his monthly fee, Village staff still has some concerns about the cost. The Village is considering developing an RFP for accounting services.

#### 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 and is expected to begin in the fall of 2017.
  - 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 will hold a public outreach meeting once they have selected a contractor to go over plans with the community once they have selected a contractor. The Village staff will notify residents once a final date has been selected.

### Streets Lighting:

- The Village has met with PEPCO to review tree-trimming that will be necessary for new light installation. PEPCO plans to begin trimming in the next week. In the meantime, starting next week PEPCO will put together its team to do the final installations, which should take two to three weeks. They anticipate a start date for installations to be in approximately one month.

### Streets & Sidewalks:

- *Stop Bars and Street Markings:* The Village had its stop bars and street markings put down on the last week of June.
- The Village patched up some potholes on Thornapple Street, and will continue to look for opportunities to patch holes on the streets that have not yet been repaved.
- The Village is planning a Village-wide sign inventory over the month of August, and will be replacing faded signs, and evaluating if there are spots where signs need to be added or removed.

### Sanitation:

- Waste Management has changed its routes, which is resulting in VMA recycling pickups happening later in the day. Staff is trying to get an estimate from Waste Management on when exactly residents can expect pickup to begin. The routes are going quicker over the past two weeks, however, as Waste Management has switched to a two man crew.
- Bulk pickup occurred on July 8, in coordination with A Wider Circle. The next bulk pickup will be September 9. A Wider Circle will do their pickup on Friday September 8.
  - 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 at least one week ahead of time to schedule the pickup from A Wider Circle.

### Building Administration:

- Please see report from Doug Lohmeyer, attached.

8:53 PM      The Council entered into a closed session to discuss personnel matters.

9:00 PM      Meeting adjourned: Krajeck

DRAFT

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

FROM: Doug Lohmeyer

DATE OF MEMO: Sept. 18, 2017

SUBJECT: Building Administrator's Report

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**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 MCDOT had previously issued a demo permit and the applicant had applied for a demo permit from the Village. They then decided to put the project on hold. The MCDOT demo permit will expire soon. The owners will be renewing the MCDOT demo permit and posting the bond for the Village demo permit this fall. The staff requested the owners to keep the property neat, free of debris, and the grass cut, until the demo begins. The homeowners are planning to remove the ex. house in Nov.

**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 begin.

**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 work is ongoing and appears to be near completion.

### **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 building permit for a bay window has been issued and the construction is ongoing.

### **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.

### **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.

### **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.

completion deadlines for construction, and related provisions; and for revision of the Tree Supervisor's duties, to conform to current practice;

WHEREAS, the Village Council asked the Village Ethics Committee to make a recommendation concerning disclosure of conflicts of interest;

WHEREAS, the Village Ethics Committee has found that the conflicts of interest disclosure, required by the Village Charter Section 903, should be provided by Council members and employees on an annual basis, instead of on a one-time basis as currently required by the Charter;

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

NOW, THEREFORE, the Village Council does hereby adopt the following Ordinance.

BE IT ORDAINED AND ORDERED, this 16<sup>th</sup> day of June, 2016, by the Village Council, acting under and by virtue of the authority given it by the Maryland Code and the Charter of the Village of Martin's Additions, that the Village Code is hereby amended as follows:

**Section 6-303.            Applications; Investigations and Inspection; Issuance**

\*            \*            \*

- (g) If the Code Enforcement Officer determines that the requirements of this Article have been satisfied, the officer shall issue the permit. However, ~~no permit shall be issued until at least seven (7) days after the Village's receipt of the Montgomery County building permit, and~~ no permit shall be issued by the Code Enforcement Officer if two (2) members of the Village Council advise, ~~within the seven day period,~~ that the application should be considered by the Council. If the Code Enforcement Officer determines that the requirements of this Article have not been satisfied, the application shall be denied.

\*            \*            \*

(Ord. No. 5-13-1, adopted 9/19/13, effective 10/10/13; Ord. No. 11-15-1, adopted 1/21/16, effective 2/10/16; Ord. No. 10-16-1, adopted 12/15/16, effective 1/4/17; Ord. No. 1-17-1, effective 4/5/17)

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**Section 4-201.            Duty to Disclose; Solicitation Prohibited; Ex-Parte Communications**

- (d) Dumpsters and portable storage units.
- (1) No person shall place or maintain any portable storage unit or dumpster on public property or in the public right-of-way, provided, however, a portable storage unit may be placed on an unimproved portion of the public right-of-way upon the issuance of a permit by the Code Enforcement Officer upon such terms or restrictions as the Code Enforcement Officer deems necessary to protect the public health, safety or welfare, including, but not limited to, a limit on the number of consecutive days a portable storage unit may be placed or maintained in the public right-of-way.
  - (2) No person shall place or maintain a dumpster or portable storage unit on private property within the Village without obtaining a permit from the Code Enforcement Officer. The Code Enforcement Officer may condition such permit upon such terms or restrictions as the Code Enforcement Officer deems necessary to protect the public health, safety or welfare, including, but not limited to, a limit on the number of consecutive days a dumpster or portable storage may be placed or maintained on private property.
  - (3) No person shall place or maintain a dumpster on private property within the Village for which a permit is required by this Article unless such person has deposited with the Council a deposit for repairs in the form of a bond, letter of credit or other security in such amount and/or form as the Council deems necessary or appropriate to insure the restoration or repair of any damage to the Village rights-of-way, sidewalks, curbs, or roadways and that the placement and use of the dumpster will be in accordance with the terms of the permit issued in connection therewith. The deposit may be applied to repair or correct any damage or injury to public property, including treatment or replacement of Village trees and plantings, as the Village Council in its discretion shall determine. Upon removal of the dumpster or portable storage unit for which the permit was issued, the balance of the deposit, less any amounts retained by the Village pursuant to this subsection, shall be returned to the person who made the deposit.

(Ord. No. 5-13-1, adopted 9/19/13, effective 10/10/13; Ord. No. 11-15-1, adopted 1/21/16, effective 2/10/16; Ord. No. 10-16-1, adopted 12/15/16, effective 1/4/17; Ord. No. 1-17-1, effective 4/5/17)

**Section 6-303. Applications; Investigations and Inspection; Issuance**

- (a) Any person planning to engage in an activity covered by this Article that requires a Montgomery County building permit shall apply for a Village building permit within three (3) days of applying for the County permit.
- (b) An application for a Village building permit shall be submitted in a form prescribed by the Council and shall be accompanied by (i) a copy of the Montgomery County building permit or application for a Montgomery County building permit for the activity and (ii) such plats, plans, drawings, reports and the like as the Council or Code Enforcement Officer deems necessary to determine whether the proposed activity would be in derogation of the health, safety, comfort or welfare of the present or future inhabitants of the Village. For any construction that would be located within four (4) feet of a required

- setback, or within two (2) feet of a lot line, a site plan and boundary survey with a margin of error of +/- one-tenth (0.10) of a foot, or better, must be submitted depicting all existing and proposed buildings and their distances to the lot lines. The application shall be signed by all the owners of the property and, where related to the erection or construction of, or addition to a building, shall also state the intended use of such building or addition thereto. The applicant may be required to provide a copy of all covenants recorded with respect to the property.
- (c) Written notification of any application for a building permit will promptly be delivered by the Village to all properties in the Village that border or directly face the property with respect to which the permit is sought. The notice shall include, at a minimum, a description of the proposed activity; the identity, address and phone number of the Code Enforcement Officer; and a statement that the full application is available for review through the Code Enforcement Officer. All applications for building permits and decisions thereon by the Code Enforcement Officer and the Council shall be published in the next edition of the Village's newsletter, except that application received and decisions made less than five (5) days prior to issuance may be published in the following issue. Decisions by the Council on applications for permits shall be communicated to the applicant in writing.
  - (d) Applications for building permits shall be referred to the Code Enforcement Officer for review and such investigation as the Officer or the Council deems necessary. Any objections to issuance of the permit shall promptly be communicated to all members of the Council.
  - (e) If at any time between the application for a Village building permit and the issuance of the Montgomery County building permit, the proposed activity differs from that described in the original Village application either because of the initiative of the County or the applicant, an amended building permit application shall be filed and the applicant shall provide the Village with plans describing the changes within three (3) days of filing with Montgomery County and the residents of all Village properties that border or directly face the property for which the permit is sought will be notified and provided with plans describing the significant changes.
  - (f) An applicant for a Village building permit shall provide the Village with a copy of the Montgomery County building permit within three (3) days of its issuance by the County. If the proposed activity described in the issued Montgomery County building permit differs from that described in the original (or subsequent resubmission, if any) application for the Village building permit, an amended building permit application shall be filed and the residents of all Village properties that border or directly face the property with respect to which the permit is sought will be notified. A building permit issued by Montgomery County shall be prima facie proof of compliance with applicable County and State law.
  - (g) If the Code Enforcement Officer determines that the requirements of this Article have been satisfied, the officer shall issue the permit. However, no permit shall be issued until at least seven (7) days after the Village's receipt of the Montgomery County building permit, and no permit shall be issued by the Code Enforcement Officer if two members of the Village Council advise, within the seven-day period, that the application should be considered by the Council. If the Code Enforcement Officer determines that the requirements of this Article have not been satisfied, the application shall be denied.

- (h) Whenever two members of the Village Council have advised that an application for a building permit should be considered by the Council, within twenty (20) days after receipt of the application, or receipt of any additional information requested from the applicant, whichever is later, the Code Enforcement Officer shall recommend to the Council whether or not the permit should be granted. The Council shall make a decision to grant or deny the permit at its first regularly scheduled meeting occurring more than ten (10) days after receipt of the recommendation and at least five (5) days after public notice (i.e., publication in the newsletter or special mailing) of the application and the intent of the Council to consider it at the meeting.
- (i) For purposes of this section, the term “differs significantly” refers to material increases in the height, width, footprint, and/or changes in the facade of the property for which the permit is sought.
- (j) The Village shall have the right to on-premises inspection of construction to ensure compliance with the Village Code, the application and plans submitted, and/or the Village permit issued, at such times during the course of the project as the Code Enforcement Officer or his or her designee deems necessary. The Code Enforcement Officer may perform a final inspection at the completion of the project to determine whether the activity conforms to the Village Code, the application and plans submitted, and/or the Village permit issued; whether any damage has been caused to the public right-of-way, public improvements, or Village trees; and whether the bond, letter of credit, or other security may be released. To facilitate the final inspection, the applicant may be required to produce a wall check survey or such other documents or information that the Code Enforcement Officer deems necessary.

(Ord. No. 11-15-1, adopted 1/21/16, effective 2/10/16; Ord. No. 4-16-1, effective 7/6/16).

**Section 6-304.           Deposit for Repairs**

- (a) No person shall commence any activity for which a deposit for repairs is required as a permit condition pursuant to Section 6-306(b) unless such person has deposited with the Village a completion bond, letter of credit or other security. The bond, letter of credit or other security shall be in such amount and/or form as the Village deems necessary or appropriate, and subject to such terms and conditions as may be established from time to time by the Village Manager and/or the Code Enforcement Officer.
- (b) Notwithstanding subsection (a) above, any emergency reconstruction, repair or excavation of any street or sidewalk may commence without the deposit of such bond, letter of credit or other security, provided that such security is deposited as soon as possible after the commencement of the activity or notice of the need for such activity.
- (c) The deposit and any interest thereon may be applied to repair or correct any damage or injury to public property, including treatment or replacement of Village trees and plantings, as the Village in its discretion shall determine.
- (d) Upon completion of all of the activity for which the permit was issued, including but not limited to construction or installation of buildings, driveways, driveway aprons, and non-vegetative surfaces in a front yard, and associated excavation, grading, and landscaping, and the final inspection by the Code Enforcement Officer, the bond, letter of credit or



## Constant Contact Survey Results

**Survey Name:** Village of Martins Additions Annual Survey 2016

**Response Status:** Partial & Completed

**Filter:** None

9/5/2017 10:55 AM EDT

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### TextBlock:

The Village Council is seeking resident input on Village services and operations. We plan to use the resident feedback to inform decision-making and priority setting. The survey should take less than 10 minutes to complete. So, please participate! Please submit the survey only once for each household. The survey will be open for 2 weeks from September 19th, 2016 to October 3rd, 2016. Survey results will be shared in the October Council meeting and newsletter.

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### Overall, how satisfied are you with the Village operations?

Answer	0%	100%	Number of Response(s)	Response Ratio
Extremely satisfied			58	33.1 %
Somewhat satisfied			62	35.4 %
Neither satisfied nor dissatisfied			22	12.5 %
Somewhat dissatisfied			10	5.7 %
Extremely dissatisfied			4	2.2 %
No Response(s)			19	10.8 %
<b>Totals</b>			<b>175</b>	<b>100%</b>

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If you selected somewhat dissatisfied or extremely dissatisfied in question 1, please describe your experience.

24 Response(s)

If you have contacted the Village office within the last year, how quickly did the Village office staff respond to your request?

Answer	0%	100%	Number of Response(s)	Response Ratio
Within the same day			63	36.0 %
Within 3 business days			35	20.0 %
Within one week			7	4.0 %
Never received a response			5	2.8 %
N/A			41	23.4 %
No Response(s)			24	13.7 %
<b>Totals</b>			<b>175</b>	<b>100%</b>

If you have contacted anyone on the Village Council within the last year, how quickly did the Council Member(s) respond to your request?

Answer	0%	100%	Number of Response(s)	Response Ratio
Within the same day			28	16.0 %
Within 3 business days			18	10.2 %
Within one week			7	4.0 %
Never received a response			5	2.8 %
N/A			93	53.1 %
No Response(s)			24	13.7 %
<b>Totals</b>			<b>175</b>	<b>100%</b>

Most of the Village budget is spent on providing our residents with services. Services listed below are an expansion of standard County services. Which services would you like the Village to continue to provide? Rank in order of importance to your family (1 being the most important and 5 being the least important). If you would like the Village to continue providing these services at their current levels, type "No Change" in the comment box.

1 = 5

Answer	1	2	3	4	5	Number of Response(s)	Ranking Score*
Trash pick up twice per week from side or backyard (as opposed to once per week at the curb)						114	1.6
Bulk trash pickup every other month						114	3.4
Yard waste pick up once per week						114	3.1
Police patrols (our current contract is with 2 Montgomery County police officers for combined 10 hours per week)						114	2.7
Village sponsored community events (Halloween parade, etc.)						114	4.2

\*The Ranking Score is the weighted average calculated by dividing the sum of all weighted rankings by the number of total responses.

Please indicate any additional services, if any, you are interested in receiving from the Village.

Answer	0%	100%	Number of Response(s)	Response Ratio
Snow shoveling of sidewalks for elderly and disabled			65	45.4 %
Additional police patrols (expansion of current service)			61	42.6 %
I do not wish to add any services the Village currently provides			40	27.9 %
Other			15	10.4 %
<b>Totals</b>			<b>143</b>	<b>100%</b>

Please indicate any reductions to services you are interested in pursuing in order to decrease the Village budget.

Answer	0%	100%	Number of Response(s)	Response Ratio
Reduce trash pick up to once per week			17	12.3 %
Move trash pick up to the curb from the side/back of the house			19	13.7 %
Eliminate additional police patrols			7	5.0 %
I do not wish to reduce any services the Village currently provides			101	73.1 %
Other			9	6.5 %
<b>Totals</b>			<b>138</b>	<b>100%</b>

I believe the enforcement of the building codes has been fair and effective.

Answer	0%	100%	Number of Response(s)	Response Ratio
Strongly agree			15	8.5 %
Agree			31	17.7 %
Neither agree nor disagree			75	42.8 %
Disagree			17	9.7 %
Strongly disagree			4	2.2 %
No Response(s)			33	18.8 %
<b>Totals</b>			<b>175</b>	<b>100%</b>

If you selected disagree or strongly disagree in question 8, please describe your experience.

30 Response(s)

What is the most effective method of communicating information to you? Please select all that apply.

Answer	0%	100%	Number of Response(s)	Response Ratio
Email communications (for example, using Constant Contact, our current email service)			125	85.6 %
Village website			20	13.6 %
Village newsletter delivered to your home by US Mail			40	27.3 %
Village newsletter delivered to you by email			46	31.5 %
<b>Totals</b>			<b>146</b>	<b>100%</b>

What kind of information would you like to receive from the Village Office?

Answer	0%	100%	Number of Response(s)	Response Ratio
Notice of upcoming events			109	77.8 %
Notice of issues under consideration by the Council			117	83.5 %
Other			26	18.5 %
<b>Totals</b>			<b>140</b>	<b>100%</b>

Do you support replacing the lawn and leaf bag delivery with leaf vacuuming from the curb during the fall? The leaves would be vacuumed from the Right of Way and not the street itself. Weekly yard waste would not be affected by this change, however, residents would need to purchase their own leaf bags. The cost to VMA would be similar to the cost of leaf bag delivery.

Answer	0%	100%	Number of Response(s)	Response Ratio
Yes			51	29.1 %
No			89	50.8 %
No Response(s)			35	20.0 %
<b>Totals</b>			<b>175</b>	<b>100%</b>

Do you believe the 2016 election was conducted in a fair and open manner? If you have any recommendations or comments, enter them in the comment box.

Answer	0%	100%	Number of Response(s)	Response Ratio
Yes			108	61.7 %
No			12	6.8 %
No Response(s)			55	31.4 %
<b>Totals</b>			<b>175</b>	<b>100%</b>

Would you like to volunteer your time and expertise to the Village of Martin's Additions on a short-term or long-term basis? If so, please contact the Council directly at VMACouncil@googlegroups.com.

25 Response(s)

Do you have anything else you would like to share with the Village Council? For example, you could provide suggestions on what you would like to see more or less of in how we operate.

40 Response(s)

\*Please select your street below.

Answer	0%	100%	Number of Response(s)	Response Ratio
Bradley Ln			18	10.2 %
Brookville Rd			10	5.7 %
Chestnut St			8	4.5 %
Cummings Ln			8	4.5 %
Delfield St			10	5.7 %
Melville Pl			2	1.1 %
Oxford St			3	1.7 %
Quincy St			12	6.8 %
Raymond St			19	10.8 %
Shepherd St			12	6.8 %
Summit Ave			11	6.2 %
Taylor St			8	4.5 %
Turner Ln			14	8.0 %
Thornapple St			6	3.4 %
No Response(s)			34	19.4 %
<b>Totals</b>			<b>175</b>	<b>100%</b>

**Village of Martin's Additions  
Financial Report for August 2017  
Arthur Alexander, Treasurer  
Sept. 21, 2017**

July 2017 through August 2017

	<u>Actual</u>	<u>Budgeted</u>
Revenues	\$ 35,989	159,850
Expenses (excluding capital projects)	78,669	123,583
Net Income (revenues minus expenses)	-42,680	36,267
Capital expenditures	\$0	
Funds set aside for capital improvements	\$584,795	

Reserve account (current assets less unspent designated allocations): \$1,846,610

As is usual in the first two months of the fiscal year, only a small portion of the Village's income has been received. We do not expect the first major transfer of our portion of the state income tax until the end of November. At that time, we will have a better understanding of this fiscal year's income as well as estimates of road and sidewalk repair costs. With these estimates in hand, we should be able to consider a reduction in the Village's property tax rate, unless we are hit by major surprises.

**Village of Martin's Additions  
Treasurer's Report  
August 2017**

	<u>Aug 17</u>	<u>Budget</u>	<u>Jul - Aug 17</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
<b>Income</b>					
<b>4000 · Revenue</b>					
4010 · Permit Fees	777.00	1,666.00	1,827.00	3,332.00	20,000.00
4020 · Cable TV Franchise Fees	0.00	0.00	0.00	0.00	8,000.00
4040 · County Revenue Sharing	26,832.00	26,800.00	26,832.00	26,800.00	26,800.00
4050 · Highway Users Fees	0.00	0.00	0.00	0.00	23,000.00
4060 · Income Tax	0.00	0.00	0.00	0.00	700,000.00
4080 · Personal Property Tax	1.40	0.00	1.40	0.00	6,000.00
4090 · Real Property Tax	5,531.12	3,900.00	5,531.12	4,730.00	150,000.00
4095 · Utility Property Tax	0.00	0.00	0.00	0.00	12,300.00
4100 · Holiday Fund	0.00	0.00	0.00	0.00	8,000.00
4110 · Interest	1,797.03	415.00	1,797.03	830.00	5,000.00
<b>Total 4000 · Revenue</b>	<u>34,938.55</u>	<u>32,781.00</u>	<u>35,988.55</u>	<u>35,692.00</u>	<u>959,100.00</u>
<b>4200 · Prior Years Surplus</b>	<u>0.00</u>	<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>34,938.55</u>	<u>32,781.00</u>	<u>35,988.55</u>	<u>2,705,386.17</u>	<u>3,628,794.17</u>
<b>Expense</b>					
<b>5000 · General Government</b>					
5010 · Office Expenses	1,266.29	1,250.00	1,613.26	2,500.00	15,000.00
5025 · Office Furniture & Equipment	0.00	0.00	0.00	0.00	25,000.00
5030 · Insurance	1,698.00	1,000.00	5,344.00	6,000.00	6,000.00
5040 · Printing & Mailing	0.00	416.00	0.00	832.00	5,000.00
5050 · Dues & Subscriptions/Conference	0.00	0.00	3,837.39	3,000.00	10,000.00
5055 · Storage Rental	296.00	292.00	296.00	584.00	3,500.00
5060 · Office Lease	2,190.67	7,191.00	4,381.34	9,382.00	32,000.00
5065 · Telephone	275.28	292.00	275.28	584.00	3,500.00
5080 · Holiday Fund	0.00	0.00	0.00	0.00	8,000.00
<b>Total 5000 · General Government</b>	<u>5,726.24</u>	<u>10,441.00</u>	<u>15,747.27</u>	<u>22,882.00</u>	<u>108,000.00</u>

**Village of Martin's Additions  
Treasurer's Report  
August 2017**

	<b>Aug 17</b>	<b>Budget</b>	<b>Jul - Aug 17</b>	<b>YTD Budget</b>	<b>Annual Budget</b>
<b>5100 - Salaries &amp; Benefits</b>					
<b>5110 - Managerial &amp; Office Salaries</b>	13,107.44	11,000.00	16,098.02	22,000.00	132,000.00
<b>5120 - Payroll Taxes &amp; Benefits</b>	1,958.60	1,917.00	2,242.84	3,834.00	23,000.00
<b>Total 5100 - Salaries &amp; Benefits</b>	15,066.04	12,917.00	18,340.86	25,834.00	155,000.00
<b>5200 - Professional Fees</b>					
<b>5210 - Accounting &amp; Auditing</b>	2,700.00	3,000.00	5,400.00	6,000.00	42,000.00
<b>5220 - Building &amp; Permitting</b>					
<b>5222 - Building Review &amp; Permits</b>	1,350.00	3,333.00	1,350.00	6,666.00	40,000.00
<b>5224 - Enforcement &amp; Oversight</b>	0.00	833.00	0.00	1,666.00	10,000.00
<b>5226 - Municipal Operations</b>	0.00	833.00	0.00	1,666.00	10,000.00
<b>Total 5220 - Building &amp; Permitting</b>	1,350.00	4,999.00	1,350.00	9,998.00	60,000.00
<b>5230 - Legal</b>	2,419.00	3,333.00	2,419.00	6,666.00	40,000.00
<b>5240 - Police</b>	4,683.43	2,500.00	4,683.43	5,000.00	30,000.00
<b>5244 - Traffic Engineering</b>	304.00	833.00	304.00	1,666.00	10,000.00
<b>5246 - Records Retention &amp; Disposal</b>	0.00	0.00	0.00	0.00	1,500.00
<b>5247 - GIS Update</b>	0.00	0.00	0.00	0.00	20,000.00
<b>Total 5200 - Professional Fees</b>	11,456.43	14,665.00	14,156.43	29,330.00	203,500.00
<b>5300 - Streets</b>					
<b>5305 - Streets - General</b>					
<b>5310 - Street Lighting - PEPCO</b>	1,173.73	1,333.00	1,173.73	2,666.00	16,000.00
<b>5322 - Street Cleaning - Fall/Spring</b>	0.00	0.00	0.00	0.00	20,000.00
<b>5324 - Street Maintenance - Other</b>	0.00	1,250.00	2,633.00	2,500.00	15,000.00
<b>5326 - Leaf Vacuuming</b>	0.00	0.00	0.00	0.00	18,000.00
<b>Total 5305 - Streets - General</b>	1,173.73	2,583.00	3,806.73	5,166.00	69,000.00
<b>5349 - Snow Removal Services</b>					
<b>5350 - Snow Removal - Shovel Bvl. Rd.</b>	0.00	0.00	0.00	0.00	5,000.00
<b>5351 - Snow Removal - Plowing</b>	0.00	0.00	0.00	0.00	20,000.00
<b>Total 5349 - Snow Removal Services</b>	0.00	0.00	0.00	0.00	25,000.00
<b>Total 5300 - Streets</b>	1,173.73	2,583.00	3,806.73	5,166.00	94,000.00

**Village of Martin's Additions  
Treasurer's Report  
August 2017**

	<u>Aug 17</u>	<u>Budget</u>	<u>Jul - Aug 17</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
<b>5400 - Waste &amp; Recycling</b>					
<b>5410 - Waste Collection &amp; Recycling</b>	14,096.43	7,083.00	21,019.19	14,166.00	85,000.00
<b>5420 - Leaf Bags</b>	0.00	0.00	0.00	0.00	15,000.00
<b>5425 - Recycling Bins</b>	0.00	83.00	0.00	166.00	1,000.00
<b>Total 5400 - Waste &amp; Recycling</b>	<u>14,096.43</u>	<u>7,166.00</u>	<u>21,019.19</u>	<u>14,332.00</u>	<u>101,000.00</u>
<b>5500 - Other</b>					
<b>5510 - Tree Maintenance</b>	0.00	2,917.00	0.00	5,834.00	35,000.00
<b>5515 - Tree Replacement</b>	0.00		0.00		5,000.00
<b>5518 - Right-of-Way Landscaping</b>	790.00	750.00	790.00	750.00	8,000.00
<b>5520 - Community Events</b>	450.00	0.00	4,578.27	0.00	25,000.00
<b>5530 - Website</b>	114.90	416.00	229.80	832.00	5,000.00
<b>Total 5500 - Other</b>	<u>1,354.90</u>	<u>4,083.00</u>	<u>5,598.07</u>	<u>7,416.00</u>	<u>78,000.00</u>
<b>5600 - Initiatives</b>					
<b>5630 - Tree Planting Initiatives Prog.</b>	0.00	166.00	0.00	332.00	2,000.00
<b>Total 5600 - Initiatives</b>	<u>0.00</u>	<u>166.00</u>	<u>0.00</u>	<u>332.00</u>	<u>2,000.00</u>
<b>5800 - Designated Funds</b>					
<b>5810 - Designated - Street</b>	0.00	0.00	0.00	0.00	500,000.00
<b>5811 - Designated Street Lighting</b>	0.00		0.00		500,000.00
<b>5812 - Designated - Sidewalk</b>	0.00		0.00		500,000.00
<b>Total 5800 - Designated Funds</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,500,000.00</u>
<b>5900 - Undesignated Fund Balance</b>	0.00	0.00	0.00	1,387,294.17	1,387,294.17
<b>Total Expense</b>	<u>48,873.77</u>	<u>52,021.00</u>	<u>78,668.55</u>	<u>1,492,586.17</u>	<u>3,628,794.17</u>
<b>Net Income</b>	<u><b>-13,935.22</b></u>	<u><b>-19,240.00</b></u>	<u><b>-42,680.00</b></u>	<u><b>1,212,800.00</b></u>	<u><b>0.00</b></u>

## **Manager's Report September 21, 2017**

### Administrative Matters:

- *Audit:* The Village is working with its Accountant and Linton, Shafer, Warfield & Garret as part of its annual audit.
- *Office Personnel:* The Village hired Tina Lurie as its Assistant Manager in August.
- *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 ordered. Meetings with electricians and handymen are ongoing to re-orient the office to have designated office and meeting spaces.
- *Halloween Party:* Staff has been working with the Community Engagement Committee to begin preparations for the Village's annual Halloween event. This year the event will be on Halloween night (Tuesday, October 31). Tentative plans are for pizza and beverages, music, pumpkin decorations, and a parade on Turner Lane to kick off trick-or-treating festivities. While the event is catered towards children and families, all Village residents are invited!
- *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 to be designated a Tree City, USA.
- *Website:*
  - Google Analytics reports that page views are down roughly 20% on the Village website over the past month, likely the result of summer and people heading out of town.
  - Village Staff has approved the redesign of the website and will undergo training early next week, after which point the website will be updated one last time before going live! Residents can look at the preliminary design by going to .
- *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](mailto: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.
- *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. The Village has set up meetings with two finalists for the service next week.
  - *Leaf Vacuuming:* The Village has put out an RFP to provide leaf vacuuming in Martin's Additions on a trial basis this fall, and has selected Lee's Trees to provide the service. Starting the week of October 16, every other Wednesday Lee's Trees will send a crew with the vacuum truck to pick up leaves that residents can rake to the curb edge. Service will continue through October and November, and will be revisited at that time to see if it needs to be continued into December. Lee's Trees currently provides the service to our neighbors in Section 5, and come highly recommended. The Village will continue to provide leaf bags to residents who would like them, and Waste Management will continue yard waste pickups every Monday. Deliveries will occur the first week of October. (If you do not want any leaf bags this year, please let the Village Office know as soon as possible.).

- *Waste Management:* The Village's contract with Waste Management expires in June 2018. The Village will begin work on drafting an RFP for waste and recycling pickup services.

#### Montgomery County Master Plan Transit and Highways

- As part of Montgomery County's Master Plan, the County has identified Brookville Road for potential reclassification from "Primary Residential" to "Minor Arterial." This reclassification is based on traffic data collected over the past couple of years, which suggests that over 50% of traffic on Brookville Road is through-traffic. However, the Village will oppose this reclassification due to a number of unique factors on Brookville Road, including safety of the many pedestrians – particularly children and elderly residents; the historic houses in the area; the small (and at times non-existent) right-of-way; the large number of driveways that connect to the street; the current restriction on trucks over a certain size; and the overall negative reaction to the plan. The Village will ask that the Planning Board look for ways to relieve through-traffic on Brookville rather than incorporate it as part of its larger traffic plan.
  - Even if the street were to be reclassified, truck restrictions would not be impacted; and bus routes are not directly linked. While a higher portion of arterial roads have bus routes than primary arterial, bus routes can and do exist on primary residential streets. In any case, the Village would have the opportunity to comment on future bus route proposals.
- 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 bikers.

#### 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's legal team is still reviewing several months later.
  - WSSC will hold a public outreach meeting once they have selected a contractor to go over plans with the community once they have selected a contractor. The Village staff will notify residents once a final date has been selected.

#### Trees

- The Village's Tree Supervisor is going over our preliminary list of trees that need to be taken down or replaced. After approval, the Village will have the State Arborist give us the okay, and we will begin scheduling removals.
- 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:

- Pepco has also hit delays – in their case Mother Nature was the culprit. Pepco crews are still down in Florida and the Gulf to help with cleanup from the hurricanes, which put on halt all new jobs. Crews are returning beginning next week, at which time we will have a better idea of the timeline on when it can *finally* begin.

### Streets & Sidewalks:

- The Village is nearly finished with a Village-wide sign inventory. Once that is completed and submitted by our traffic engineer, we will begin replacing faded signs, and evaluating if there are spots where signs need to be added or removed.

### Sanitation:

- A few residents have suggested the Village add a trash can on Thornapple Street.
- Waste Management has changed its routes, which is resulting in VMA recycling pickups happening later in the day. Staff is trying to get an estimate from Waste Management on when exactly residents can expect pickup to begin. The routes are going quicker, however, as Waste Management has switched to a two man crew.
- Bulk pickup occurred on September 9, in coordination with A Wider Circle. The next bulk pickup will be November 11. A Wider Circle will do their pickup on Friday, November 10.
  - 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 at least one week ahead of time to schedule the pickup from A Wider Circle.

### Building Administration:

- Please see report from Doug Lohmeyer, attached.