

**Village of Martin's Additions  
Council Meeting  
7013 B Brookville Road, Chevy Chase, MD 20815  
Minutes of Meeting  
February 17, 2011**

**COUNCIL MEMBERS AND VILLAGE REPRESENTATIVES PRESENT:** Council Members Present: Richard Krajeck, Arthur Alexander, Jill Filipczyk, Mike Zielinski. Village Manager: Jean Sperling. Attorney: Ron Bolt. Absent: Councilmember Mueller; Building Administrator Beal

**RESIDENTS PRESENT:** Steve Schmal, Keith Allen, Bill Catherwood, Beth Catherwood, , Ted Stoddard, Deb Schmal, Hanne and Frank Correl, Lynn Welle; Stephanie Brown (CCHS), Bridget Hartman (CCHS).

**7:30 PM CALL TO ORDER: Richard Krajeck**

**Presentation by Chevy Chase Historical Society**

Bridget Hartman, the new president of the Chevy Chase Historical Society introduced the new Executive Director of the Society, Stephanie Brown. Ms. Hartman reminded the Council of the presentation they made and the taping of interviews at last year's Incorporation Celebration and the VMA's Celebration on the sidewalk. She asked that the Historical Society be invited to community events held in Martin's Additions—they'd like to welcome more members and expose the community to the wonderful information available through the society on the history of Chevy Chase area. On May 1<sup>st</sup> CCHS will be sponsoring an event titled "Celebrating Chevy Chase" at the Lawton Center in the Town of Chevy Chase and hopes residents will volunteer to assist with the program.

The Historical Society recently received a grant from Arts and Humanities Council that they have used to build an online data base which they would like to expand to include more municipality-specific information in the collection. They also want to add to their Oral Histories Collection. They asked the Council to urge residents to contact the Society if they have historical materials they would like to donate and if there are persons whom they feel would be good candidates for the Oral History project.

**Presentation by the Elections Committee: Frank Correl**

Mr. Correl confirmed to the Council that the Community Forum is scheduled for Saturday, March 12<sup>th</sup> from 10:30 until noon. The topic of the conversations will be building community spirit in Martin's Additions and what makes the Village tick. Publicity plans have not been completed but they are considering offering a door prize.

**Residents' Comments and Contributions**

**Lynn Welle (Quincy Street):** Mr. Welle asked if the installations of the sump pump connections that will be made on Quincy Street are on public or private property. They will be on public property. He also inquired whether anyone was holding up the projects. Manager Sperling replied that the only thing holding up progress was the winter weather.

**Building Administrator's Report: Sperling (in the absence of Beal)**

**Construction Project Status Report:**

**New /Pending:**

- Shepherd Street, 3421 (Browder) : Rear addition.
- Thornapple Street, 3401 (Legarreta): remodeling, rear addition.
- Bradley, 3503 Tear Down (no info from builder available-miss information from County).

**Ongoing:**

- Cummings Lane, 3505 (McManus) Dumpster for driveway rebuild.
- Chestnut Street, 7216. This all new construction is awaiting County Permit. Construction permit fee has not been paid to Martin's Additions.

- Delfield Street 7315. (Kirsch). Work is progressing on this major addition and interior renovations. Including close supervision and inspection to assure compliance.
- Other projects receiving continuing supervision in the Village are:  
-3502 Cummings Lane (Patterson)-7215 Delfield Street (Bhargava)-112 Quincy Street. (Consolvo)  
-3508 Taylor Street (Nucci)-7404 Summit Ave. (Brotman)-3517 Turner Lane (Acharya)
- Awaiting confirmation of construction completion and request for bond return.  
-7300 Summit Ave. (Lazare)
- Clearance given and Bond return requested  
3517 Turner, Acharya

**Other projects supported by Mid-Atlantic: (See Project Status Report book)**

- WSSC construction and rebuild of Sanitary Sewer on Delfield and Thornapple; Raymond Street; WSSC water main leaks.
- Snow Storm Damage: Photo documentation: caution tape; emergency clearance; Removal of cable wires from street.
- Water line break on Quincy Street; Bradley Lane.
- Connection of storm water system on Quincy-on hold due to weather condition in January.

**Continued Examination of Construction Data: Sperling**

As directed by the Council, Beal, Sperling and Fowler continued to review several projects in the Village—one that has been completed (7316 Delfield) one under way (7315 Delfield) and one proposed (7401 Thornapple) to determine if there is a way to determine building fees that more accurately reflects the disruption and required supervision on the part of the Village for the project.

**Initial new considerations include:** (1) Expand categories of demolition based on square footage, and better define “demolition” to include interior space, (2) consider including new finished space in the fee that is calculated based on changes within an area rather than by item, and (3) level a per sq. ft. charge rather than a fee based on a category.

In the examples that were examined the difference between fees collected and fees recalculated were as follows.

Project 1: Fee collected \$500; Fee calculated on demo, new space and renovated space: \$3,900;

Project 2: Fee to be collected \$ 250; Fee calculated on demo, new space and renovated space: \$1,900.

Project 3: Fee collected \$500; Fee calculated on demo, new space and renovated space: \$2,980;

Based on an evaluation of the amount of work related to each of these projects, it was felt that the revised fee would better cover the cost of project supervision. Sperling suggested, at the direction of Beal, that a work session be set up for the Council to discuss the data and proposals in greater length in March or April.

**Discussion:** The Council responded positively to the information that was presented, particularly the concept of setting the fee to the square footage involved in the construction and asked Sperling to set up a work session where the details could be examined more closely by the Council.

**ACTION ON MINUTES OF JANUARY 20, 2010 MEETING.** Minutes had been approved by email but a formal motion to approve them for the record was made by Councilmember Filipczyk; 2<sup>nd</sup> Alexander; Vote: All in favor.

**FINANCIAL MATTERS: Treasurer Alexander  
Treasurer’s Report for the Month of January**

July 2010-January 2011

	<u>Actual</u>	<u>Budgeted</u>
Revenues	\$305,012	353,777
Expenses	221,736	277,135
Net Income	83,276	76,643
Reserve account:	\$1,018,578	

As of the end of January, the first seven months of the fiscal year, the Village is close to its budget projections. Expenses are running well below budget projections.

For the seven month period, revenues are somewhat below the pro-rated annual total. However, tax revenues are unevenly distributed and their amounts vary significantly from month to month; according to state officials, the scheduled February income tax receipts will put us well ahead of budget projections. Expenditures are running below budget by about 20%, or \$55,000. Lower office expenses and roadwork are among the sources of much of the savings; additionally, we have deliberately restrained capital improvements and major maintenance until later in the year when we can assess the final budget situation more accurately. The reserve account is roughly 155% of the average annual expenditures over the past three years, giving us a cushion against unexpected occurrences.

### **Action on Financial Reports**

**Motion to approve all reports was made by Councilmember Zielinski; 2<sup>nd</sup> Filipczyk; Vote: All in favor**

### **DISCUSSION OF BUDGET DEVELOPMENT SCHEDULE: Sperling**

Manager Sperling highlighted the deadlines, in reverse chronological order, for budget development as follows:

#### ***Final Budget Approval and Adoption: Annual Meeting May 12, 2011***

Budget must be adopted by simple resolution, at Annual Meeting in **early May**, each year. Completion of this task include having set and adopted the tax rate for local personal and real property taxes and having dealt with the constant yield tax rate prior to adoption.

***Preliminary Budget Presentation:*** Introduced at **April** meeting (**April 21, 2011**) with Candidates' Forum. Proposed Tax Rate has been determined and introduced. Make sure any timing requirements have been met.

***Preliminary Budget Development:*** **March Meeting (March 17, 2011)**. Have draft budget ready for presentation with explanations for both revenues estimates and expenditure plans.

***Budget Development Initiation:*** **February Meeting (February 17, 2011)**: Call for Council Member initiation of project ideas, schedule Village walk through to identify potential projects and Village needs.

***Revenue Budget Development:*** Revenue estimates have to be gathered—Income Tax revenues from the state, county agreement on the revenue sharing proposal for the year, estimates of Highway User revenues from the state (usually come in January), estimates of tax rate yields for local property taxes and past yields from Personal Property Tax. The Constant Yield Tax Rate Notice will come from the State. Tax Rate Change Opportunities will include: Personal and Real Property Tax and permit fees.

***Expenditure Budget Development:*** This effort would begin in February and be solidified by the March meeting. Expenditure estimates have to be calculated for ongoing programs and new initiatives. Revised estimates must be developed for current budget so that budget amendments can be proposed. What will it cost to keep services at their current levels, contractual Increases, and New Program Initiatives will have to be built into the budget.

### **DISCUSSION OF STORM WATER REPORT:**

Councilmember Alexander initiated the discussion remarking that a point made in an email by Councilman Mueller raised a good point about whether the Village should take an active role at this point with regard to storm water issues. Krajeck suggested that the Council consider doing something ahead of the problem, that some review should be done in cases where additional impervious surface is being added to a property—a tennis court for example. Alexander suggested that the Council consider a path that was advisory without compunction rather than passing ordinances that have the force of law. Attorney Bolt suggested that the Council could consider it an administrative matter and monitor it that way. Another way to look at the matter is to address water run off from an absorption capacity—rather than look at adverse consequences on adjacent

properties - the Village could just require that all water be kept on the property. Bolt commented that while Section 3 and Section 5 have a requirement that new construction shall not adversely affect neighboring properties, it has to be quantifiable—we need to look at plans and say what the impact is—an engineering assessment should be required. The issue of timing also arises-how long after construction does the impact have to be monitored? Sperling suggested that the Council bring in a water engineering expert to discuss this matter, perhaps at the next meeting. The Council agreed to contact two experts in the field, Jeff Robertson and Bill Bissell, to arrange a meeting for further discussion.

### **MANAGER'S REPORT: Jean Sperling**

#### ***Street and/or Utility Services:***

**Water leaks:** WSSC confirmed a leak at *Bradley* and *Brookville* which will be repaired in March in anticipation of repaving of Brookville Road. Additional leak on *Summit Ave.* has a repair ticket on it according to WSSC.

#### **Sanitary Sewer Repairs:**

*Delfield Street* appears to be close to completion. We will need to follow up to get replacement money for the trees that were removed. *Raymond Street* is making progress but additional work remains. They have come across a number of complications with sanitary sewer manholes on private property. *Thornapple Street* is scheduled for pipe bursting (sanitary sewer work) later this spring

**PEPCO outages** in the last storm included dead end of Bradley and dead end Delfield whose outages lasted for about 3 ½ days-largely because of trees down. The north end was without power for about 26 hours after the January storm. They experienced another very brief outage—about 20 minutes on Feb 3<sup>rd</sup>. The most recent high wind storms did not result in a power outage in the north end. The Village received only one request for a PEPCO monitor to be placed on a home on Shepherd Street

#### ***Maintenance and Services***

**Tree Report:** PEPCO completed the work of removing the trees from the Power lines we had reported to them—nine trees in all. Integrated Plant Care (Paul Wolfe) is completing the stump grinding for these trees as well as other trees that had come down in prior storms. Two trees butts await removal. It is important to remember that the Village has to clean up after PEPCO. PEPCO was also called in on an emergency basis to trim a tree off the line and they were here within 12 hours.

**Storm Damage/Tree Report:** Village trees took a tremendous hit in the last storm. Clean up was done on an emergency basis to assist in opening the roads (Delfield and Bradley as well as other areas where limbs partially blocked the streets, sidewalks and driveways) and then followed up with more precise clean up. Paul Wolfe is now attacking the more than 30 trees that were damaged and will be bringing in a chipper truck to assist with debris removal on private property. Paul also collected left over Christmas trees when he chipped the brush from the Village trees. The Village tree care costs are likely to significantly exceed budgeted amounts

**Snow removal** services have been good as evidenced by no complaints. Sperling rode with the plow in the last storm. Unfortunately it was clear that very few people made an attempt to park off the street.

#### ***Administrative Work/ Broader Issues***

LGIT to review of the Village's insurance and prepare a recommendation. This request is bring made in anticipation of lower rates.

The copier contract expires soon. We are working on lower cost options for the copier.

The office has initiated the Project Status book-Wayne reviews Village activities once a week in order to create a record for Council review and action follow-up. Upcoming meetings include:

March 12<sup>th</sup>, Community Forum Meeting 10:30 AM in VMA Office

March 12<sup>th</sup>, CC Lake Planning Commission Presentation between 11 AM and 4 PM

**9:00 PM      Adjournment**