

**Village of Martin's Additions
Council Meeting
7013 B Brookville Road, Chevy Chase, MD 20815
Minutes June 19, 2014**

Council Members Present: Arthur Alexander; Tiffany Cissna (present only for the Council meeting, not the variance hearing); Jon Fleming; Bill Lebovich; Josh Bowers.

Village Manager: Jean Sperling; **Village Attorney:** Ron Bolt.

Variance Applicants: Amy Saroff and Andrew Weiss **Residents in Attendance:** Ed Sears, Ted Stoddard, Keith Allen, Paula Goldberg, Frank Correl.

Variance Hearing: 3219 Thornapple Street

The variance request of Andrew E. Weis and Amy Saroff Weis was heard. Following the presentation of the evidence and the Council deliberations, a motion to approve the request was made by Councilmember Lebovich and seconded by Councilmember Bowers. All voted in favor. [Council member Cissna was not present]. A complete copy of the Variance application, and the Council's written decision, is available in the Village Office.

Attorney Bolt reminded the Weis' that the action is not final until the decision has been signed by the Council Chair, and a building permit cannot be obtained before then. A complete copy of the Variance application, and the Council's written decision, is available in the Village Office.

CALL TO ORDER: REGULAR MONTHLY MEETING: Alexander

Residents' Concerns and Contributions:

Keith Allen: 3404 Turner Lane- Expressed his opinion that the Council's plan to add Police patrols to the services planned in the FY 2015 budget is a terrific idea and he is in full support.

Interest expressed by residents about VMA acquiring open space: Councilmember Alexander reported that there has been interest expressed by several residents for the Village to consider creating park/open space through the acquisition of land that might be for sale. Alexander reported that he has found there are several sources of funding that the Village might be able to make use of for acquisition purposes, both at the State and County level. The State invites applications for municipalities to invest in parks, they support improvement expenses (\$10,000 – \$2,000,000), and Montgomery County has a program for acquisition; currently CCV and ToCC both have proposals in to the County.

The Council agreed that it would be wise to draft a policy regarding the purchase of property for public use in order to position itself favorably should such opportunities become available. Encourage people if they have extra space or extra lots to think of the Village. Bowers supported looking at properties before they might come on the market (if we know about it).

ELECTION COMMITTEE WRAP-UP AND RECOMMENDATION FOR 2015: Stoddard

Committee member Ted Stoddard restated the results of the election for those who may have missed the report: 174 ballots cast, Arthur Alexander and Tiffany Cissna were re-elected. The Committee offered a special thanks to Wayne Fowler without whom the Celebration on the Sidewalk and the election could not have been a success. The vote was so close between Ben Dunford and Tiffany Cissna (1 vote) that the question arose regarding the appropriate action to be taken in the case of a tie. The Charter specifies what needs to be done in such a case--there must be a re-election within two weeks.

The Oath of Office will be conducted on the 1st of July, everyone is welcome. There will be dessert and libations.

TREE COMMITTEE UPDATE: Alexander

The chair on the Chevy Chase Village tree committee, Sam Lawrence, came to talk to the VMA Tree Committee. He presented data on permits requested, approved, questioned, and adjudicated. Over a 2 to 3 yr period, hundreds of applications came in, almost all granted, 6 disputes, 2-3 trees saved. At the next meeting the VMA Tree Committee will host a member of the planning department for Montgomery County who does the calculations of tree canopy in the County. In reply to a question on progress that is being made in relation to the Committee's mission statement, Councilmember Alexander stated that they currently have anecdotal and impressionistic information on the Village tree canopy and they are looking for actual data. Overhead views of our community just give impressions of green coverage, which might be the result of a bush or tree. So far it has been discovered that the regulation of trees is a considerable administrative burden for the Town of Chevy Chase, and that the CC Village plan is also a significant work load, particularly the adjudication component. Looking toward the future the committee hopes to evaluate the impact of the County

building regulations (storm water management in particular) on the ability to plant trees. They hope to examine the impact of the County drywell rain requirements that 100% of rainwater is managed on the lot, and potentially meet with Roger Berliner to provide this evidence.

VILLAGE SERVICES PLANNING FOR FY 2015: Fleming

Design of Police Program and Hiring: Councilmember Fleming summarized the activity surrounding the planning for a Community Policing Team for Martin's Additions, noting the extensive research that has been done on the policing program. Fleming offered a motion to authorize the Village Manager to hire two certain officers for a maximum of 15 hours a week.

Councilmember Alexander asked for confirmation that the FY 2015 budget was sufficient to accomplish the hiring that is planned. Sperling confirmed that it is. Discussion followed concerning the salary amount, compared to prior Village programs. Councilmember Cissna asked to clarify the motion. Discussion followed concerning whether the hiring should be done by the Council or the Village Manager under the Village's form of government. Attorney Bolt explained that Section 802 of the Village Charter provides that the Council may employ those whom it deems necessary to execute Village operations. Thus, the Council needs to make a motion to authorize the creation of the positions, but that the interviewing and selection of the individuals to fill those positions could be left to the Village Manager, if the Council wishes. The Council agreed to change the wording of the motion to "two officers" rather than "these two specific officers" The motion was amended to authorize the Village Manager to hire two officers, to be selected by the Manager, for a maximum of 15 hours a week.

Motion to hire two officers for the VMA Community Policing Team: Councilmember Fleming.

Motion 2nd: Councilmember Lebovich

Yea Vote: Alexander, Lebovich, Bowers, Fleming.

Abstain: Cissna.

INFRASTRUCTURE PROJECTS UPDATES

Street Repairs: Streets are currently being evaluated for a mill and full width overlay; we will have information from Joe Cutro our traffic engineer and from Dan Shaw from Chamberlain.

Street Light Program Update: LED lights (38 watt Holophane) that closely mimic the induction lighting that the Village Council has liked in the past are now available. Two fixtures, one with a shield, one without can be made available for installation in VMA. Our Engineer Scott Watson would like to have both of them installed close to the induction light in Section 3 for ease of comparison. PEPCO will do the installation.

A MOTION TO PROCEED WITH THE PURCHASE OF THE LIGHTS AND ANY ENGINEERING COSTS SO THEY CAN BE MOUNTED IN VMA: Councilmember Fleming; 2nd Councilmember Lebovich; Vote: All in favor.

BUILDING AND MOS REPORT: June 19, 2014

New Permit Requests/Information requests/Acknowledgement

- **3529 Raymond St-** Fence; decorative wall; extensive landscaping underway. May involve ROW. County Permit received awaiting plans.
- **7315 Delfield:** Sports court construction inquiry.
- **3507 Raymond** Rear addition. Originally denied. Plans revised.
- **3501 Shepherd Street.** All interior work.
- **7200 Chestnut Street.** Tear Down. Plans received, Major issues.
- **7218 Chestnut Street.** Tear Down. Plans received.
- **3513 Raymond Street.** Tear Down. Plans and application received

Permitting Process Underway:

- **3511 Raymond Street-**Renovations. Clearance by Beal; Clearance for County Issued. Huber-Hauf.

- **3219 Thornapple Street-**Addition/porch. Variance hearing this evening.

Permits Ready/ Issued:

- **3506 Bradley Lane-**County and Village permit issued for fence
- **3414 Thornapple St** – Permits issued for driveway apron and pad. Work to begin shortly

Construction/Demo Underway:

- **7203 Summit Ave** –VMA Permit and County Issued.
- **3411 Thornapple St** –Rear addition.
- **3404 Thornapple Street-** Front Porch, front yard landscaping. County Permit received & VMA Permit Issued
- **3413 Bradley Ln** – Excavation for interior work/rear deck well.
- **3509 Shepherd St** –Rear addition continues.
- **3515 Shepherd St** - Exterior alterations continue.

- **7210 Delfield St** – Tear Down.
- **3511 Turner Ln** – Tear Down.
- **3510 Bradley Ln** – Tear Down.
- **3514 Bradley**- Tear Down. Pre-con meeting completed. Demolition underway.
- **7309 Delfield**- Tear Down. Pre-Con meeting completed. Demolition permit Issued; Demo underway

On Hold:

- **3414 Cummings Ln** - Driveway and 4-car garage, accessory building; Initial plans received and reviewed by Beal. Awaiting further information from builder. Formal application not yet received.

Completed:

- **3504 Bradley Ln** – Front Porch/steps construction Completed
- **3410 Cummings Ln** – Pool construction. Cleared by County & VMA

- **3514 Turner Ln** – Fence. ROW License needed.
- **3518 Bradley Ln** – Completed or Near Completion.

Other Municipal Support: General Management:

• *General building support:* Ongoing supervision and progress reporting of construction projects. Records of compliance with VMA requirements (tree protection). • Monitoring of MC DPS Reports.

• *Routine Support:* Checking on parking restrictions and violations; additional parking sign management (tree removal). Move in / out parking control.

• Storage unit/equipment management • Monthly nighttime check and reporting to PEPCO of street light outages. • Monitoring street conditions and patches. Post storm street condition update. Monitor Utility work. Record properties on market. Report service problems.

FINANCIAL MATTERS: FLEMING July 2013- May 14, 2014

	<u>Current</u>	<u>Act.Cumulative</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Revenues	125,705.82	81,350.14	689,588	740,600
Expenses	30,370.18	422,002.05	1,573,923	1,573,923
Prior Surplus	0	0	1,573,923	1,573,923
Total	95,335.64	264,012		
Designated Funds:				
Street Sidewalk Replacement			400,000	400,000
Street Lighting Replacement			500,000	500,000
Undesignated Balance			778,023	778,023
Total:	95,335.64	264,012.45	2,259,821	2,314,523

The bottom line is our expenses for the year to date are \$422,002 and our actual revenues are \$781,350. The Village will face considerable expense when it comes time to repave our streets, repair curbs and sidewalks, and replace street lights. The Village's undesignated balance is \$778,023 plus \$264,012 for a total of \$1,042,035. We are on course to run another surplus, although we still need invoices from several people--fiscal year not over yet. Income tax revenues were higher than expected this fiscal year.

ACTION ON FINANCIAL REPORT: Motion to Approve: Lebovich; 2nd Fleming; Vote: All in favor.

END OF THE YEAR BUDGET AMENDMENTS JUNE 2014

<u>Category</u>	<u>Sample Content</u>	<u>Current level</u>	<u>Budget Amount</u>	<u>Proposed Change</u>
Office Expenses	Copier, etc.	\$15,052.59	\$15,000	+\$ 2,000
Office Equipment	Computer software Installations	\$3,960.63	\$3,000	+\$ 2,000
Lighting	Consulting	\$5,451	\$5,000	+\$ 1,000
Street Cleaning	Street Cleaning	\$8,925	\$12,000	+\$1,000
Snow Shoveling	Snow Shoveling	\$345	\$10,000	(\$ 9,000) Re-direction
Snow Plowing	Snow Plowing	\$19,410	\$15,000	+ \$ 6,000
	Salt mix (unpaid)			
ROW Maintenance	Grass Cutting, etc.	\$3,456.68	\$3,000	+\$ 1,000

MOTION TO APPROVE BUDGET AMENDMENT: Fleming; 2nd: Lebovich; Vote: All in favor.

ACTION ON MINUTES of Annual Meeting, May 15, 2013

Motion to Approve: Alexander; 2nd:Lebovich; Vote: All in favor.

JUNE MANAGER'S REPORT: Sperling

Sanitation Service: All in order. Holiday service clarified and reflected in Directory.

Street Cleaning: Spring street cleaning just completed. Streets were a mess, largely because of the asphalt and sand from the winter. Storm drains cleaned out.

Utility Services:

WSSC-WATER: No progress on the project-start date for Pinehurst Circle waterline.

Washington Gas: Quincy and Oxford gas line replacements are complete.

Pepeco: No outages; removal of broken branches on Taylor completed; Have requested opinion and service for trees at 105 Quincy.

Trees:

Stumps recently ground; Tree at 105 Quincy Street needs pruning by PEPCO. Removal considered. Tree removed on Shepherd Street - likely damaged by truck.

Road repairs/ traffic issues: Potholes identified and filled (Chamberlain).

Street light update:

PEPCO is on the verge of approving the lantern that Scott Watson has asked for - 38W 3000K LED Teardrop in RAL 6009. Trying to determine if it will take the short skirt for glare control.

Scott wants to assess the glare by measuring it in person.

Community Events and Wellbeing:

- No July 4th Event. Weak reply and low volunteer offers. We should consider setting

up a permanent social committee. Think about "Welcome New Neighbors" event.

- Shred It Event June 21
- Agreement reached with A Wider Circle to pick up re-usable furniture just prior to the next heavy trash (July 11/12)

Administrative Matters

- *Directory* printed and released.
- June/July Newsletter Published
- Assisted with setup of Meet & Greet in CCVillage
- *Building issues* have been many this month- Two pre-cons
- *Website Update:* Met with Brain Raines and got the website design back on track. Update (first iteration) expected to be completed this week. Council will be asked to offer ideas.
- *Office computers* all updated and reconfigured. New programs installed as needed.
- *Survey Update:* New Arc-GIS has been purchased and installed. Meeting scheduled for next week to meet with AMT and install data; begin training.
- To be done: Toters; State Highway Meeting re: Taylor and Brookville;
- Insurance renewal process started.
- A lot of move in and out.
- Old Computer cleared and donated to Boy Scout and Resident Crahan

RESIDENTS' CLOSING REMARKS

- Keith Allen, Turner Lane – Supports the employment of the two police officers.
- Frank Correl, Turner Lane – Is there an MML meeting and is anyone going? Just ended, Attorney Bolt attended. Lighting meeting and police meeting, both exceedingly well done. Glad we're taking this initiative. Thinks Turner Lane lighting should be "at the top of the list."

9:20 PM ADJOURNMENT