

**Village of Martin's Additions
Council Meeting
7013 B Brookville Road,
Chevy Chase, MD 20815
Minutes July 16, 2015**

Council Members Present: Richard Krajeck, Arthur Alexander, Katya Hill, Bill Lebovich, Tiffany Cissna,

Attorney: Ron Bolt; **Manager:** Tori Hall

Residents: Steve Schmal, Steve Trowern, Cris & Jon Fleming, Anita Defanis, Ted Stoddard, Adam Metwalli, Lynn & Natalie Welle

7:30 PM WELCOME AND INTRODUCTIONS: Chairman Alexander

Alexander introduced the Police Officers

Police Officers Update

Mike Pratt – Incidents within VMA that have been reported to the Montgomery County Police Department: five thefts from cars in the last seven months; Anti-Semitic fliers; a sign stolen from a business on Brookville. A total of 281 calls made from Village.

He encouraged Village residents to report the thefts, either on-line or via non-emergency number since many of the Bethesda 2nd Districts patrolling resource decisions are made by using reported statistics. He works mostly overnight and can see the crime trends. The good news is that due to our contractual relationship with him, he can call on other additional officers to patrol VMA with him. Recommended all residents remember the 3 “L”s: locks, lights, and loud noises are the things that thieves hate.

Nick Picerno – Neighboring jurisdictions have much larger theft from auto reports (50 in three days from one). VMA is lowest of surrounding areas. The good news is that arrests have been made after residents phoned the police. Requested residents’ help in not leaving cars unlocked and with the keys in them overnight. Also noted a rising trend in stealing bikes – please lock them away.

Resident Question (Schmal, Summit Ave) Asked about new technology to get into cars. Officers do not believe that this is being used in VMA.

ELECTION OF OFFICERS:

Chairman

Arthur

Motion: Bill

2nd: Arthur

Vote:

Richard

Motion: Katya

2nd: Tiffany

Vote: 3-2

Vice Chairman

Arthur

Motion: Tiffany

2nd: Katya

Vote: All in favor

Secretary

Bill

Motion: Arthur

2nd: Tiffany

Vote: All in favor

Treasurer

Katya

Motion: Arthur

2nd: Tiffany

Vote: All in favor

RESIDENT COMMENTS

Natalie Welle - Oxford St. - I'll just congratulate the new members of the board

Krajeck - I'd like to thank Arthur for his work over the past couple of years, which has been not easy

ACTION ON MINUTES

June 18, 2015 (including executive sessions on 6/10/15 & 6/16/15)

Motion: Arthur

2nd: Tiffany

Vote: All in favor

VILLAGE BUSINESS:

1. Council role in hiring of Village employees

The question presented for discussion is who has the authority to hire Village Employees – the Council or the Village Manager?

Bolt – Council has the budget responsibility to decide on how the Village money is spent, they must set aside the expenditures but can decide to delegate filling the position to the Village Manager

Discussion ensued regarding the role the Council will play. Consensus reached to further discuss whether the code should be amended and explore whether a policy may clarify the matter.

2. External Compliance Review

Review of relevant State and County law and regulations as well as the VMA Charter, Code and Policies by 3rd party to make sure (1) they are consistent and (2) VMA is in compliance. Discussion on who would review and what the contract would look like. Consensus reached that RFP should be developed and sent out.

3. Separating the Elections and Ethics Committee into Two Committees

Explanation of history surrounding the creation of and the charges of the Election and Ethics Committee. Further discussion of separating the two committees so that they can focus on their specific responsibilities. Suggestion to eliminate the Ethics Committee

Resident comment (Trowern, Raymond St.): Clear mandate for ethics & elections committee. Last election was about conflicts of interest and transparency and it would be a bad idea to eliminate the Ethics Committee.

Discussion on Committee's role and the Village's State Ethics exemptions

Consensus reached to amend the Code to separate the Committee into two committees, with the Elections Committee falling back to the Charter and the Ethics Committee being described in the Code.

Put a call to the Village Residents who would be interested in serving on the committees.

4. Survey

Council Member Hill drafted a resident survey and introduced the topic. Discussion on survey edits, distribution, what Village services are we interested in getting information on, future surveys, issues on anonymity, collecting emails addresses for each home. Consensus reached collect more information on online survey tools and to have a work session on survey soon.

FINANCIAL REPORT

July 2014-June 2015

	Actual	Original Budget	Amended Budget
Revenues	\$990,288	839,700	948,883
Expenses	540,579	685,500	727,520
Net Income	449,709	154,200	221,363
Allocated reserves: \$1,000,000			

Reserve account (current assets less designated allocations): \$1,470,000

As we approach the end of the fiscal year, revenues are larger than where we thought we would be a few months ago and considerably greater than originally anticipated last year when compiling our annual budget. The main difference is the Village share of state income taxes, which is approximately 25 percent more than we conservatively planned to receive.

Expenses remain below budgeted amounts in almost every category. However, we did amend the budget for legal fees, insurance (for our new police patrols), and snow removal. There are still outstanding bills to be paid for the past fiscal year, so the final total for expenses are sure to rise, but is unlikely to go above \$600,000. The reserve account (current assets minus funds set aside for designated capital expenditures) provides a planned cushion against unexpected occurrences.

Budget Amendment introduced to add category to budget for Village Code Enforcement to better reflect the various types of work being done.

Amend budget to add new line item (5226) and move money from 5224 into 5226 without changing the overall budget total

Motion: Arthur

2nd: Richard

Vote: All in favor

TREE COMMITTEE

Final report submitted by the Tree Committee was discussed. Consensus is to have a work session to discuss report and recommendations with Tree Committee and general public.

CENTENNIAL CELEBRATION

Establish Centennial celebration committee to help plan.

Put on survey

MANAGER'S REPORT

1. Building Administrator

Two applicants, Manager has interviewed both of them and called all the references. She recommends Doug Lohmeyer.

Move to authorize Village Manager to negotiate & sign contract with Doug Lohmeyer

Motion: Arthur

2nd: Richard

Vote: All in favor

2. Legal Contract

Ron Bolt is creating his own firm effective August 1, 2015 and has updated his contract. Hourly rate is less than under previous contract.

Move to approve new legal contract

Motion: Bill

2nd: Arthur

Vote: All in favor

3. Staffing Office

Tori is out of the office for three weeks and Devon Gallagher will work in the office during those three weeks. Council approved, Tori will contact her.

4. Record Retention Policy

Draft policy is in the works and will be approved in the near future.

5. Website

Glitches are being worked out for the short-term. Long-term will be a large project for staff and residents. Google Analytics is available; Tori will follow up on getting Council access.

6. Village Code and Policies

Need to be updated on the website. Ron Bolt has hard copies and we are working to make them available in the Village Office.

7. Street Maintenance

There are a few sidewalk and pothole issues that need to be addressed. Need to figure out when to call contractor out. Discussion about what has been done historically. Is it a dollar amount that would drive such decisions or is it the number of things on the list that need to be repaired?

8. Street Lights

Five outages reported to Pepco via website

9. Waste Management

Confusion when it comes to separating the garbage from recyclables. Waste Management will not mix waste streams, so residents need to be clear on what is waste and what is recyclable. Garbage should be out by 7am to ensure that it is picked up.

10. Trees

Routine watering and pruning in June & July.

11. WSSC

Brown water reported, hydrants opened by WSSC to drain lines

Shared driveway on Chestnut Street replaced

Resident Comments.

Steve Trowern, Raymond St:

Thanks to new manager and council for great work.

Steve Schmal, Summit Ave:

Thinks proposal for Village subsidizes for new trees on personal property is great
Street lighting project needs to move ahead

Survey – Council needs to think about people that do not have computers/email. Survey will need to be publicized, potentially door-to-door

Arthur

Things have gone smoothly during this time of transition in the Village Office due to hard work on the part of several folks, including Tiffany.