

Village of Martin's Additions
7013 Brookville Road, Suite B, Chevy Chase, MD 20815
Minutes for Council Meeting on
November 17, 2016

Council Members Present: Richard Krajeck (Chair); Arthur Alexander; Tiffany Cissna; Susan Fattig; **Village Manager:** Matthew Trollinger; **Assistant Village Manager:** Beth Boa; **Attorney:** Ron Bolt; **Residents and other attendees:** Keith Allen (Turner Ln); Emily Boa (Kensington); Paula Goldberg (Bradley Ln); Lynn King (Thornapple St); Pat Pendergast (Thornapple St); Joe McCathran, CPA (LSWG).

7:30 PM Call to Order: Krajeck

7:30 PM Opportunity for Council to hear residents' comments: Krajeck

Lynn King (Thornapple St) expressed her opposition to the proposed sidewalk for Thornapple St. She does not believe that there is a reason for a sidewalk which would involve expense and would be a divisive issue in the Village. She also reported that the boundaries for the new middle school are being determined shortly.

Pat Pendergast (Thornapple St) is not in favor of adding a sidewalk to Thornapple St and would prefer Thornapple St be changed to one-way from Chestnut St to Summit Ave.

Keith Allen (Turner Ln) reported that the weather outlook is for a mild winter.

7:45PM Presentation of the Annual Audit of the Village for FY2016 by LSWG:
Introduced by Alexander

Councilmember Alexander introduced Joe McCathran (CPA) of LSWG who conducted the FY2016 audit of the Village. He reported that there were no disagreements or difficulties found. The Village is in a strong financial position and is very liquid. The Village's Wynne liability is for \$149,000 and he suggested a one-time payoff to avoid interest. The audit report is posted on the Village website.

Presentation of Audit Report Attached.

7:55 PM Appointment of Village Tree Supervisor: Krajeck

Motion by Councilmember Alexander to approve Paula Goldberg's appointment as Village Tree Supervisor; seconded by Councilmember Fattig. All in favor.

7:55 PM Action on Council Meeting Minutes of October 20, 2016: Krajeck

Motion by Councilmember Alexander to approve the draft minutes for the Council meeting held on October 20, 2016; seconded by Chairman Krajeck. All in favor.

The minutes as approved are attached.

7:55PM Public Hearing on Policy 9-16-01: Draft Policy for Inclusion in *Martin's Edition*: Krajeck

The Council held a public hearing on an amended version of Policy 9-16-01 which would change the publication policy of *Martin's Edition*. No public comments were offered. The Policy will go into effect December 6, 2016. The Policy will be posted on the website and published in December's *Martin's Edition*.

Motion by Councilmember Alexander to approve policy 9-16-01 as amended; seconded by Councilmember Fattig. All in favor.

Policy 9-16-01 attached.

8:00PM Rollingwood Sign Request: Alexander

The Council discussed Rollingwood neighborhood's request to post neighborhood signs in the Village. Matt Trollinger, Village Manager, will contact Rollingwood and advise them that the Council has concerns and Rollingwood should to check the legality of posting signs on existing posts and utility poles (including compliance with the Maryland Design Manual). Some Council members indicated that the signs should be posted within Rollingwood's boundaries and not in the Village.

Councilmember Alexander requested that Joe Cutro (Street Engineer)'s list of Village signs be resent to the Council.

8:10 PM Financial matters, including Treasurer's Report: Alexander

July 2016 through October 2016

Actual Pro-rated budget

Revenues	\$ 203,639	285,248
Expenses	170,087	223,851
Net Income	33,552	61,397

Reserve account (current assets less designated allocations): \$1,150,900

For the first third of the fiscal year, both revenues and expenses are running somewhat behind the pro-rated budgeted amounts. The first significant income receipt will be the Village's allotment from the state income tax, which arrives in late November. An

unbudgeted revenue came from Washington Gas, which provided \$72,900 in August for repaving the streets that the company dug up for new gas lines.

Over the past several years, the Village has allocated a large part of its reserves to capital improvement projects including \$500,000 for street repaving, \$250,000 for sidewalk repair, and \$150,000 to cover our liability under the Supreme Court's Wynne decision. The first of our expenditures, \$164,000, under the street and sidewalk category has now been paid as the Village begins the concrete work associated with curbs, gutters, and sidewalk repairs.

The reserve account (current assets minus funds set aside for designated capital expenditures) is roughly double the Village's budgeted annual expenditures, which provides a planned cushion against unexpected occurrences.

Motion by Councilmember Fattig to approve the Treasurer's Report; seconded by Councilmember Cissna. All in favor.

Treasurer's Report attached.

8:15 PM Manager's Report: Trollinger

Administrative Matters:

- Audit: Linton, Shafer, Warfield & Garret (LSWG) has completed the annual audit.
- Office Orientation: The Village Office received a redesign and furnishing update proposal in December 2015. The cost, including proposed construction costs of moving the door, would cost about \$64,000.
- Community Events:
 - o Halloween Party: The Village hosted its Halloween celebration on October 30, and it was a smashing success! Special thanks to Keith Allen, who assisted in planning and storage, as well as providing electricity and restroom facilities; Holly Worthington, who led the parade and assisted in crafts; and our Assistant Village Manager Beth Boa, who did most of the heavy lifting when it came to planning the party and booking the vendors.
 - o Holiday Fund: Office staff will be sending out a mailing (Nov. 28) via Spectrum printing and mailing to residents asking for donations by December 16 to give to our friends at Waste Management before the holidays.
- Website: Google Analytics reports that we had 2,291 page views from October 11 to November 10. It is up about 30% from the summer, but down about 40% from the highs around Village election season.
 - o The Village website was down for a few hours on Saturday Nov. 12. Village staff came into the office to sort out the problem, and were told by Calvert Design that we had unpaid invoices dating back to as far as 2013 & 2014. This was incredibly surprising because we receive an invoice every month that does not indicate an overdue balance. Most of the unpaid invoices did match up with our records after going back through old bills, but there were some discrepancies.

- Contacting the Office: The VMA Office is staffed from at least 9:00 am – 5:00 pm Monday through Friday, although someone is often in the office earlier than that. Outside of the regular office hours, the best way to get in contact with Village staff is via email at martinsadditions@gmail.com.
- Newsletter: continues to be published monthly online. The next edition should be going out next week. Staff has investigated other formats for an online newsletter. Most online templates would involve clicking links under the beginning of each article to read the entire article. This research is ongoing.
- Contracts:
 - o Survey crew: Staff recommends putting together an RFP for a new surveyor/GIS contract. Communication has been an ongoing issue with the current contractor, and they are not providing services at the rate that was agreed upon in the current contract. Additionally, other Villages/towns in the area have GIS systems with additionally capabilities and functionalities that ours does not currently offer. VMA owns the data for GIS systems, so we should be able to switch over to a new contractor if a different bidder was selected. The current contract was written up in 2007 and may not be applicably and technologically up-to-date. A new RFP will be developed for this service.
 - o Arborist: Village has an open RFP for the position until December 2.
 - o Website: Village has an open RFP for the website until December 2.
- New office copier will be delivered Tuesday, and Ricoh will administer training to office staff.
- Records Retention: Per the Records Retention Policy, staff has been creating an inventory of old building plans to send to MD state archives.

Safety and police:

- Village police are writing a newsletter article about preventing package theft for the holiday season.

Street Cleaning:

- Rolling Acres will be doing two street cleanings before winter hits. We should have one right after Thanksgiving and one in mid-December. Exact dates are TBD.

Utilities: WSSC

- Village staff is working with WSSC to receive reimbursement for road repairs. Village has received agreements from WSSC for \$190,000 for south end and north end repairs. Staff will ask Joe Cutro, Street Engineer, to review the agreements.
- 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, and Thornapple. About half of the work is scheduled to begin soon after the new year, while the rest will begin in late summer/early fall of 2017.
- WSSC's contractor is Phoenix Engineering. Staff sent over our template permit for them to do work, and am setting up a meeting with them shortly after Thanksgiving.

Streets Lighting:

- The part numbers will not be created until the new year. PEPCO engineers need the part numbers to create the design and to order the lights. PEPCO estimated that part

numbers would be created in late January, followed by a two week design period (inputting into GIS system), then creating the parts. PEPCO gave a rough estimate of installations beginning in April. Staff has been emailing and on the phone with PEPCO's supplier, Holophane, to see if we can expedite that process.

Streets & Sidewalks:

- Street Repaving: Concrete work has been completed on Bradley, Melville, Raymond (dead end), Cummings, and Shepherd. Thank you to residents for their help in adhering to posted 'No Parking' signs. AB Veirs will begin on Turner after the week of Thanksgiving.
- Actual street repaving will be done in the spring – this avoids us having to re-do (and re-pay for) the same work after WSSC tears up the streets (again). It also makes sense from a weather standpoint – falling leaves can impact the stability of asphalt, but more importantly asphalt plants close around Thanksgiving time through February.
- One exception to no paving is Quincy Street, where we repaired the failing Washington Gas trench, and milled the street to smooth out the driving surface for winter. Keep in mind, this is only a temporary solution. Once WSSC has finished up its sewer replacement work, we will go back and finish up the aforementioned streets – Thornapple, Quincy, and Chestnut. (Raymond work should be finished in time to begin repairs in the spring).
- In total, the project is estimated to cost slightly under \$800,000 which, after accounting for Washington Gas and WSSC reimbursements, should keep the project under the \$750,000 set aside in the budget.
- A number of residents have taken advantage of the opportunity to "piggy-back" off the Village's contract with A.B. Veirs and get an evaluation and estimate to redo driveways.
- North End Sidewalks: The Village's Building Administrator and Engineer, Doug Lohmeyer, took a look at the north end of Martin's Additions to assess the viability of adding sidewalks. Currently, none of the streets north of Taylor have sidewalks. What he determined was that adding a sidewalk to the east side of Delfield Street would have the least impact of any streets, and suggested that it might make sense as the first "phase" of sidewalk installation in the north end. Delfield actually has sidewalk on that side of the street about a third of the way up, and has the least amount of trees and other plantings and landscaping that would be impacted by new sidewalks. Joe Cutro, the Village's traffic engineer, also agreed with this sentiment, and felt that it would be a good "trial run" for sidewalk installation in the north end. Both Doug and Joe met with Mike Veirs of A.B. Veirs to go over one design plan and get an estimate. A.B. Veirs estimated that sidewalk installation on Delfield would cost roughly \$40,000. Parking is on both sides of Delfield so this needs to be considered. Matt Trollinger (Village Manager) will send a map of the sidewalk proposal to the Council. He will ask Joe Cutro (Street Engineer) to consider the feasibility of converting Thornapple Street to be one way.

Sanitation:

- Bulk Trash: Bulk trash pickup occurred on Saturday, November 12th, and A Wider Circle picked up on Friday, November 11th. Thank you to all the residents who called and emailed ahead of time about large items.

- The next bulk trash pickup will be January 14. A Wider Circle will pick up Friday, January 13.
 - o Please contact the Village Office if you have 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;
 - o 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.

Building Administration:

- Please see report from Doug Lohmeyer, attached.
- The state completed inlet repair on Brookville Road.

Building Administrator's Report Attached

8:50 PM Opportunity for Council to hear residents' comments: Krajeck

8:50 PM Adjournment: Krajeck

VILLAGE OF MARTIN'S ADDITIONS
Presentation of Audit Report
Fiscal Year Ended June 30, 2016

Joseph M. McCathran, CPA
Linton Shafer Warfield & Garrett, P.A.

I. INDEPENDENT AUDITORS' REPORT: In front of financial statements

The report indicates that we have conducted our audit in accordance with generally accepted auditing standards, and we found that the financial statements present fairly, in all material respects, the financial position and results of operations for the years ended June 30, 2016 and 2015 in conformity with U.S. generally accepted accounting principles.

Basic Financial Statements - Include:

Management Discussion and Analysis - Prepared by the Village to summarize the year's results.
Exhibit A-1 & A-2 presented under full accrual, to include fixed assets and depreciation.

(Presentation similar to business reporting.)

Exhibit A-3 & A-4 - Modified accrual basis. Fixed assets and depreciation not included.

(Presentation using budget basis)

See reconciliations between the two methods on Exhibit A-3 and A-5.

Notes to financial statements - Provide additional explanatory information.

Exhibit B-1 - Detail of budgetary comparisons.

II. SEPARATE LETTER - Dated October 25 , 2016

Our responsibility under U.S. Generally Accepted Auditing Standards

Significant Accounting Policies - Note 1 to financial statements

Accounting estimate - Wynne liability to the State increased from \$129,140 in 2015 to \$149,988 in 2016. (Note 5)

Audit adjustments - No significant impact on revenue or expenditures.

Disagreements with management - none

Consultation with other independent accountants - none known

Difficulties encountered in performing the audit - none

III. COMPARISON OF BUDGET TO ACTUAL:

GENERAL FUND - Exhibit B-1	Final Budget	2016 Actual	Over (Under)
Revenues (25% over budget)	\$ 857,745	\$ 1,068,980	\$ 211,235
Expenditures (68% under budget)	1,984,315	644,741	(1,339,574)
Revenues Over (Under) Expenditures	\$ (1,126,570)	\$ 424,239	\$ 1,550,809

Expenditures under budget primarily attributable to street, sidewalk and street light repairs budgeted for \$1,250,000 not started in year 2016. Expended only \$3,816 for variance of \$1,246,184.

VILLAGE OF MARTIN'S ADDITIONS
Presentation of Audit Report
Fiscal Year Ended June 30, 2016

IV. SIGNIFICANT BUDGET VARIANCES:

(See Exhibit B-1)

Revenues:

	Budget	Actual	Over (Under) Budget
Income tax from State	\$ 600,000	\$ 819,105	\$ 219,105
All other accounts	257,745	249,875	(7,870)
Total Revenues	\$ 857,745	\$ 1,068,980	\$ 211,235

Expenditures:

General Government:

Financial administration	\$ 337,000	301,027	\$ (35,973)
All other accounts	86,795	77,390	(9,405)

Public Works

Snow removal	45,000	25,991	(19,009)
Street cleaning & maintenance	42,520	26,058	(16,462)
Sanitation and waste removal	100,000	97,553	(2,447)
Designated - streets and sidewalks	1,250,000	3,816	(1,246,184)
All other public works	60,000	58,052	(1,948)

Public Safety

	33,000	33,841	841
--	--------	--------	-----

Recreation

	30,000	21,013	(8,987)
--	--------	--------	---------

Total Expenditures

	\$ 1,984,315	\$ 644,741	\$(1,339,574)
--	---------------------	-------------------	----------------------

V. COMPARISON TO PRIOR YEAR:

Revenues (Budget Basis) - Exhibit A-5

	Year 2015	Year 2016	Increase (Decrease)
Property taxes	\$ 163,647	168,706	5,059
Income taxes	750,382	819,105	68,723
License and permits	26,298	15,591	(10,707)
State Highway Tax	19,478	22,375	2,897
All other accounts	39,293	43,203	3,910
Total Revenues - Governmental Funds (Up 7%)	\$ 999,098	\$ 1,068,980	69,882
Income tax refunds due to State - Wynne Case	(129,140)	(20,848)	108,292
Revenue - Exhibit A-2	\$ 869,958	\$ 1,048,132	\$ 178,174

The Wynne case was a U.S. Supreme Court ruling requiring Maryland local governments to refund income tax received in prior years. See financial statement Note 5 for detail.

Income tax revenues as percent of total revenue is 75% in 2015, and 77% in 2016. Increased in 2016 by \$257,019 due to State Audit and re-allocation of income tax to some local governments.

Otherwise income tax decreased \$188,296 (25%).

VILLAGE OF MARTIN'S ADDITIONS
Presentation of Audit Report
Fiscal Year Ended June 30, 2016

COMPARISON TO PRIOR YEAR

Expenditures - See Exhibit A-5

	Year 2015	Year 2016	Increase (Decrease)
General Government	\$ 344,875	\$ 378,417	\$ 33,542
Public Works	206,934	211,470	4,536
Public Safety	22,513	33,841	11,328
Parks and Recreation	16,335	21,013	4,678
Total Expenditures (9% increase)	<u>\$ 590,657</u>	<u>\$ 644,741</u>	<u>\$ 54,084</u>
Revenue Over Expenditures	<u>\$ 408,441</u>	<u>\$ 424,239</u>	<u>\$ 15,798</u>

Significant Changes in Expenses:

	2015	2016	Change
General - Administrative Salaries & fringe	\$ 135,106	\$ 116,987	\$ (18,119)
General - Building , permits & enforcement	38,732	60,295	21,563
General - legal	54,476	80,589	26,113
Public Safety	22,513	33,841	11,328
Public Works - Snow removal	32,227	25,991	(6,236)
Public Works - Waste & leaf collection	94,289	97,005	2,716
Recreation - community events	16,335	21,013	4,678
All other expenditures	196,979	209,020	12,041
Total Expenditures (9% increase)	<u>\$ 590,657</u>	<u>\$ 644,741</u>	<u>\$ 54,084</u>

Cash and investment balances

Total Expenditures (9% increase)	<u>\$ 2,470,604</u>	<u>\$ 2,895,093</u>	<u>\$ 424,489</u>
----------------------------------	---------------------	---------------------	-------------------

Summary:

Net position is approximately 4 times annual expenditures at June, 2016 and 2015.

Cash and investments make up 94% of total assets in 2016 and 92% in 2015.

Wynne Income Tax Liability - based on tax returns filed for years 2009 to 2014:

Reduced Net Position in 2015 by \$129,140, but liability increased \$20,848 to \$149,988 in 2016 due to change in estimate. Repayable over 20 quarters beginning May of 2019.

Does not reduce Governmental Fund balance until withheld by State beginning May of 2019.

(Exhibits A4 & A5)

Village of Martin's Additions
7013 Brookville Road, Suite B, Chevy Chase, MD 20815
Minutes for Council Meeting on
October 20, 2016

Council Members Present: Richard Krajeck (Chair); Arthur Alexander; Tiffany Cissna (arrived 8:15 pm); Susan Fattig; Katya Hill; **Assistant Village Manager:** Beth Boa; **Attorney:** Ron Bolt; **Building Administrator:** Doug Lohmeyer; **Residents and other attendees:** Keith Allen (Turner Ln); Steve Schmal (Summit Ave.); Larry Wasson (Delfield St); and Marjorie Wasson (Delfield St).

7:30 PM Call to Order: Krajeck

Chairman Krajeck acknowledged Dan Gardner (Delfield St), Village Tree Supervisor. Dan is retiring as Tree Supervisor and in appreciation, the Village will plant a red bud tree in his honor.

7:30 PM Opportunity for Council to hear residents' comments: Krajeck

Keith Allen (Turner Ln) noted that the white oak at the end of Turner Ln has died; Paul Wolfe (arborist) will plant a new one.

7:35 PM Action on Council Meeting Minutes of September 15, 2016: Krajeck

Motion by Councilmember Alexander to approve the draft minutes for the Council meeting held on September 15, 2016; seconded by Councilmember Fattig. All in favor.

The minutes as approved are attached.

7:35 PM Update on Committee Appointments: Krajeck

A new volunteer for the Election Committee is Lauren Biel (Delfield St).

Motion by Councilmember Fattig to approve Lauren Biel's membership on the Election Committee; seconded by Councilmember Hill. All in favor.

7:35PM Arborist's Recommendations for Fall Tree Planting: Krajeck

The Council approved the list of trees for fall tree planting.

List of trees for fall tree planting attached.

8:02PM Policy 9-16-01: Draft Policy for Inclusion in *Martin's Edition*: Krajeck

The Council discussed Policy 9-16-01 which would change the publication policy of *Martin's Edition*. The Policy will be published in October's *Martin's Edition*.

Councilmember Fattig suggested that the draft be amended by rewording the restriction pertaining to resident submissions. Motion by Councilmember Fattig to introduce policy 9-16-01, as amended; seconded by Councilmember Hill. All in favor.

Draft Policy 9-16-01 attached.

7:40 PM Discussion and Possible Introduction of Ordinance 10-16-01: to amend the Code of Ordinances regarding the Established Building Line front setback; Setback for certain projections; Non-conforming buildings; Right-of-Way license agreements: Krajeck

First, the Council discussed changes to the Code regarding the Established Building Line front setback based on recommendations from Doug Lohmeyer, Building Administrator. One option would be to adopt Montgomery County code that only applies to new construction.

On a related, but separate matter, the Council discussed Village Code requirements for projections into the front setback such as front porches and how far they can project. Lohmeyer suggested the option of making the allowable porch depth a percentage (20%) of the setback because currently the Code eliminates the ability of older homes to build a porch due to the EBL and setback.

The Council agreed to table this discussion for now pending a further discussion on the front setback and whether the EBL should be amended.

ROW license agreements are required for any vegetation over 12 inches and any structure in the ROW, and intend to put residents on notice that such structures may need to be removed by the Village and would need to be replaced at the resident's cost. The Council discussed waiving right-of-way (ROW) license agreement requirements in instances that the cost and inconvenience of the license exceeds the benefit to the Village. This would affect sections 6-302 and 7-209 of the Code.

The Council discussed changes to sections 7-403 and 7-404 of the Code. The exemptions for rebuilding and altering non-conforming structures will be revised to apply the same stricter standard so that a building cannot be enlarged in any manner, including but not limited to enlargement of any three-dimensional boundary of the building that existed on June 16, 2009.

Motion by Councilmember Alexander to introduce Ordinance 10-16-01, as amended (to amend sections 6-302, 7-209, 7-403, 7-404); seconded by Councilmember Hill. All in favor.

Ordinance 10-16-01 (amending sections 6-302, 7-209, 7-403, 7-404) attached.

8:15 PM Annual Survey: Hill

Councilmember Hill presented the results of the 2016 annual survey of Village residents. It was posted for two weeks and closed October 3rd.

Councilmember Hill reported that this year we received 141 responses, which is a fairly significant increase from last year's 105 responses.

117 residents took the time write in text responses that provide great insight into what's most important to our residents. The Council really appreciates the time the residents took to submit their anonymous feedback. The most common feedback points were:

- Communications – residents would like to see more information from the Village office on what's happening in the community, issues under consideration by the Council, construction plans, community events and other information that could be of interest to the residents. There were also a number of resident comments requesting to bring back elements of the original format of the monthly newsletter. The Village office will make an effort to better meet the residents' needs by communicating about a wider range of subjects that affect the residents' day to day life and Village activity. This will also be reflected in the newsletter, which will be more enjoyable to read. We will develop a new format for the newsletter in the coming months.

- Utility work/street disrepair – completely understandably we received a lot of complaints on the state of our streets. The Village office is pushing hard to have the streets repaved as early as possible.

- Services – the overwhelming majority of residents do not want to see reductions to the services provided by the Village. Other feedback included:

- o There were several comments requesting eliminating police patrols and an equal amount of comments requesting increasing of patrols.

- o Some residents wanted to add leaf vacuuming to the current service of leaf bag delivery, rather than replace one service with another as the survey suggested.

- o Residents are interested in reinstating snow shoveling for the elderly as a service. The Council will take into consideration these suggestions as we look at our budget for next year.

- Elections – there were many positive responses on the work performed by the Election Committee. A number of residents expressed concern with lack of competition for Council seats during the last election. If you are interested in running for one of the two Council seats up for re-election in May, please reach out to the Election Committee members.

The Council thanked residents that responded to this year's survey, whether electronically or in paper form. It is great resource to us as we deliberate on issues throughout the year.

2016 Annual Survey of Village Residents Results attached.

8:50 PM Sidewalks on the North End of the Village: Krajeck

AMT is putting together a proposal to survey the entire North End of the Village to look at the feasibility and a potential layout for sidewalk installation on Thornapple, Summit, Delfield, and Chestnut.

Joe Cutro (Engineer) has already taken a cursory look at Thornapple and would recommend that any sidewalks be installed on the south side of the street based on topography and utility conflicts (i.e. fire hydrants, PEPCO poles). He is also putting together an estimate on what it would cost to install sidewalks on the south side of Thornapple. In conversations with Joe, the Village could go one of a couple of ways on this potential project – install all in one fell swoop, or do it piecemeal, and prioritize streets one by one (probably in order: Thornapple; Summit; Chestnut; Delfield based on foot traffic and respective business of the roads). If we wanted, we could also have Joe look at Summit, Chestnut, and Delfield so we could get information and a rough estimate on those streets.

Both the information from Cutro and the proposal from AMT should tell us if the project is something we would want to go ahead with – we can then decide if we want to accept AMT's proposal, or if it is a project that would require its own RFP. Based on the fact that we already have a contract and relationship with a company capable of carrying out this project, are we justified in continuing with them? Or is the scope of the project so far removed from what we normally do with AMT that it warrants a new RFP, and to go through multiple proposals?

As a reminder, Thornapple is particularly tricky because it is split between VMA and Section 5. The Office asked the Section 5 Manager, Ashley Kavanaugh, if she had ever been approached by any residents or Councilmembers about the possibility of adding sidewalk. She said that such a discussion had never come up in her time at Section 5. (She did say that it would require the removal of several large trees, and that residents use the ROW for landscaping – which we already knew as a consideration).

If we were unable to get buy-in from Section 5, it would probably make sense to connect sidewalks on Thornapple to Chestnut, which could then tie in to Taylor Street. This path would make the most sense from a pedestrian perspective walking from the north end to the Brookville Market area. However, that would be very much informed by the survey performed by AMT, or whichever firm VMA decided to go with.

Councilmember Cissna reported that a resident suggested changing Thornapple Street to one-way from Chestnut to Summit rather than installing sidewalks. Sidewalks would cause disruption to the trees, yards, and utility poles.

The Council will have Joe Cutro advise about making some streets in the north end of the Village one way.

9:00 PM Financial matters, including Treasurer's Report: Alexander

July 2016 through September 2016

Actual Pro-rated budget

Revenues	\$133,496	214,150
Expenses	116,039	168,056
Net Income	17,457	46,094

Reserve account (current assets less designated allocations): \$1,612,351

For the first three months of the fiscal year, both revenues and expenses are running somewhat behind the pro-rated budgeted amounts. The first significant income receipt will be the Village's allotment from the state income tax, which arrives in late November. An unbudgeted revenue came from Washington Gas, which provided \$72,900 in August for repaving the streets that the company dug up for new gas lines.

Over the past several years, the Village has allocated a large part of its reserves to capital improvement projects including \$500,000 for street repaving and \$250,000 for sidewalk repair. We now have a contract for repaving and sidewalk repairs, the cost of which closely matches our allocated amounts.

The reserve account (current assets minus funds set aside for designated capital expenditures) is roughly double the Village's budgeted annual expenditures, which provides a planned cushion against unexpected occurrences.

Councilmember Alexander will contact Accountant Dan Baden to have him create a designated line item for the Wynne repayments.

Motion by Councilmember Alexander to approve the Treasurer's Report; seconded by Councilmember Fattig. All in favor.

Treasurer's Report attached.

9:00 PM Manager's Report: Boa

Administrative Matters:

- Audit: Village staff is working with the Village Accountant and Linton, Shafer, Warfield & Garret (LSWG) on putting together the necessary documents for the annual audit.
- Community Events:
 - o Halloween Party: The Village will be hosting a Halloween celebration on October 30 at the end of Turner Lane. We will have pizza, ice cream, a DJ playing music, crafts, and pumpkins for carving. Special thanks to Keith Allen, who is assisting in planning and storage, as well as providing electricity and restroom facilities. We are still looking for volunteers to help set up, assist with crafts, and clean up the day of the party.
- Website: Google Analytics reports that we had 2,281 page views from September 11 to October 11, which is up from the slower days of summer. It is far more

than the 989 in July/August, but down from the nearly 2,800 we had around the time of the annual Celebration on the Sidewalk/Election.

- Contacting the Office: The VMA Office is staffed from at least 9:00 am – 5:00 pm Monday through Friday, although someone is often in the office earlier than that. Outside of the regular office hours, the best way to get in contact with Village staff is via email at martinsadditions@gmail.com.
- Newsletter: continues to be published monthly online. The next edition should be going out next week.
- Office Cleaning: Staff has hired a new cleaning firm.
- Centennial Plaque: A centennial plaque will be placed by the centennial tree next week.
- Contracts:
 - o Municipal Code Enforcement: Consistent with our Charter and Policy, the Village put out a formal RFP for Municipal Code Enforcement work.
 - o Arborist: Village has also finalized a formal RFP for Village Arborist position. An RFP should be posted on the Village website and on the Maryland Municipal League's website tomorrow, Friday October 21st.
 - o Website: Village staff is putting together a formal RFP to host and potentially redo the Village's website. That should be finalized and posted on the Village's website and the Maryland Municipal League's website by the end of next week. The Village has already been contacted by two vendors with experience in municipal websites design that have expressed interest.

Safety and police:

- Remember to have a safe Halloween. Halloween is an exciting time, especially for young people. Police have offered a few tips to keep the holiday as safe as possible:
 - o Trick-or-Treating – Do so in your neighborhood and in areas that are familiar. Adults are encouraged to be present during trick-or-treating, to stay close and to watch their kids as they approach unfamiliar houses. Instruct children not to eat any candy until returning at the end of the night, and not to enter strangers' houses.
 - o Costumes – Wear reflective clothing and carry a flashlight in order to be seen by motorists. In the same vein, drivers operating vehicles should be wary of children. Wear costumes that allow for visibility so kids can clearly see around them.
 - o Candy – Accept only wrapped candy unless it's coming from a family member or a well-known neighbor. Adults, make sure to examine the candy collected beforehand.
 - o Families – Homeowners, be sure the outside of your property is well-lit, and all outside lights are turned on and any animals are secured.
 - o Transportation – If you are operating a car or another vehicle on Halloween night, be wary of kids going door to door. Be sure to enter and exit driveways carefully. As the night progresses and it gets darker, drivers should pay special attention to kids dressed in dark clothing.
- All of these tips will be published in the newsletter.

Utilities: WSSC

- Village staff is working with WSSC to receive reimbursement for road repairs.

- 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, and Thornapple. About half of the work is scheduled to begin soon after the new year, while the rest will begin in late summer/early fall of 2017.

Streets Lighting:

- The Village has received the photometric data to send to PEPCO to begin installation of the seven new poles, and replace existing streetlights throughout VMA. The Village is going ahead with the custom-made 55-watt LED lights that were hung on Bradley Lane. These lights have the appropriate color and temperature, and were voted on by residents as one of two acceptable options. PEPCO is ordering the lights, and their computers show a lead time of about six weeks to fill the order, though I have been in touch with Holophane to try and see if we can expedite that process. Installations should begin shortly thereafter. (PEPCO said that cold weather doesn't matter, but rain and snow and staff availability during holiday season can affect installation time).

Streets & Sidewalks:

- Street Repaving: Village staff sent out an email to residents outlining where we are in the street repaving process. After an RFP was issued, the Village selected A.B. Veirs as its contractor. Village staff has gone through the Village with A.B. Veirs, and identified concrete that needs to be fixed or replaced throughout Martin's Additions (residents may have noticed orange dots on the sidewalks, curbs and gutters – those denote spots that are to be replaced or repaired). Work is scheduled to begin shortly after Halloween. Actual street repaving will be done in the spring – this avoids us having to redo (and re-pay for) the same work after WSSC tears up the streets (again). It also makes sense from a weather standpoint – falling leaves can impact the stability of asphalt, but more importantly asphalt plants close around Thanksgiving time until through February.
- One exception to no paving is Quincy Street, where we will repair the failing Washington Gas trench, and pave over and smooth out the road this fall. Quincy is in dire need of some work, and for safety reasons we cannot allow it to go ignored for another year while WSSC tears it up again. Keep in mind, this is only a temporary solution. Once WSSC has finished up its sewer replacement work, we will go back and finish up the aforementioned streets – Thornapple, Quincy, Chestnut. (Raymond work should be finished in time to begin repairs in the spring).
- In total, the project is estimated to cost slightly under \$800,000 which, after accounting for Washington Gas and WSSC reimbursements, should keep the project under the \$750,000 set aside in the budget.
- A number of residents have taken advantage of the opportunity to "piggy-back" off the Village's contract with A.B. Veirs and get an evaluation and estimate to redo driveways.

Sanitation:

- Bulk Trash: The next bulk trash pickup will be on Saturday, November 12th. A Wider Circle will pick up on Friday, November 11th.
 - o Please contact the Village Office if you have 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.
- Leaf Bags: Leaf bags were delivered by Laniado's. If any residents need extras, they can contact the Village Office.

9:05 PM Building Administrator's Report: Lohmeyer

Doug Lohmeyer, Village Building Administrator, gave his report.

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.

3414 Cummings Lane

The construction of the detached garage, pool, pool decking, and driveway is on-going. The Village recently extended the building permit.

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.

3505 Raymond Street

Work is continuing on the original house improvements and a new building permit has been issued for the front porch addition, the new deck above the old garage, and the relocation of two A/C compressors at the rear of the house.

3507 Raymond St.

The homeowner has submitted plans and a building permit application to the Village to make interior improvements and to add a deck to the rear of the house. The Village has issued a building permit. The work is ongoing.

3512 Taylor Street

The staff noticed that the existing retaining wall along the front property line was being totally removed and re-built. The Village no longer issues permits for retaining walls. A right of way license agreement was prepared for the wall in the Village right of way. The agreement has been recorded in the land records at Montgomery County.

MSHA – Brookville Road

When the WSSC contractor was flushing the fire hydrant on the east side of Brookville Road, the staff noticed that the existing MSHA storm drain inlet, just north of Shepherd St. was missing a grate and a large hole was located adjacent to the sidewalk and bike lane. The MSHA maintenance crew has rebuilt the inlet, but the opening, where the water enters the inlet, is restricted. I contacted MSHA and they agreed the opening is too small. They are scheduled to enlarge the opening.

When we walked the Village in order to access the condition of the sidewalks, we notice water was ponding onto the handicapped ramp at the northeast corner at Brookville Rd. and Bradley La. We contacted MSHA and asked them to correct that situation. Waiting to hear their decision.

AMT GIS Update

AMT last updated the Village GIS computer data in 2014. We are presently compiling the information for a new update. The update will include the new front yard construction projects since 2014, the WSSC water main replacement project from 2012 and 2016, the recent WGL improvements, and any changes to trees within the Village right of way. We have submitted some of this information to AMT and the rest should follow in the near future.

Recently, residents have been questioning the location of their property lines. We are also compiling a folder of individual lot surveys, which may help clarify where the individual property lines are located. AMT provided a street right of way survey in 2007.

We have asked AMT to review the individual property line surveys and compare that information to the survey they provided in 2007.

9:10 PM Opportunity for Council to hear residents' comments: Krajeck

Steve Schmal (Summit Ave) appreciated the information recently sent from the office on repaving and urged the Village to go forward on updating streetlights. He suggested that the Village enlist "block captains" for each street to help with communication from the Council and office. He asked for an update on the status of the redesign of the Brookville Rd/Taylor St intersection.

9:15 PM Closed Session: Krajeck

At 9:15 pm, Susan Fattig made a motion to enter closed session pursuant to the Open Meetings Act, General Provisions Article, Section 3-305(b)(1) to discuss the appointment of a specific appointee over whom the Village Council has jurisdiction. Arthur Alexander seconded the motion and it passed unanimously. Present were Beth Boa, Assistant Village Manager; Ron Bolt, Village Attorney; and Doug Lohmeyer, Building Administrator. The Council discussed the performance of the specific appointee, and unanimously agreed to have the Village Manager speak with the appointee about the Council's findings and to offer terms for continued service. The meeting was adjourned at 9:57 pm.

9:57 PM Adjournment: Krajeck



Village of Martin's Additions
7013 B Brookville Road
Chevy Chase, MD 20815
301-656-4112 (Phone)
301-656-0030 (Fax)

Policy No. 09-16-01

Policy for Contents of *Martin's Edition*

The Village of Martin's Additions (Village) Council desires to be transparent in its publishing policy for *Martin's Edition*, the Village's monthly newsletter.

The Village newsletter is generally reserved for official Village business. However, non-Village business may be included in *Martin's Edition*, provided that the information

- (1) is submitted by a current Martin's Additions resident;
- (2) pertains to a not-for-profit organization or community event (e.g., a block party);
- (3) is received in its entirety by the Village staff in electronic format by the 15th of the month it is to be printed; and
- (4) is limited to written text and cannot exceed 100 words.

Policy Number: 09-16-01
Action/Adoption: 11/17/16
Effective Date: 12/6/2016

**Village of Martin's Additions
Treasurer's Report
October 2016**

	Oct 16	Budget	Jul - Oct 16	YTD Budget	Annual Budget
Income					
4000 - Revenue					
4010 - Permit Fees	325.00	1,666.00	2,663.00	6,664.00	20,000.00
4020 - Cable TV Franchise Fees			0.00	2,000.00	8,000.00
4040 - County Revenue Sharing			26,907.00	26,800.00	26,800.00
4050 - Highway Users Fees		16,000.00	15,931.82	16,000.00	23,000.00
4060 - Income Tax	2,175.94	5,000.00	2,175.94	5,000.00	600,000.00
4080 - Personal Property Tax	41.75		3,026.10		6,000.00
4090 - Real Property Tax	66,797.48	61,000.00	76,911.15	73,100.00	150,000.00
4095 - Utility Property Tax			0.00		12,300.00
4100 - Holiday Fund			0.00		6,500.00
4110 - Interest	803.20	155.00	3,125.91	417.00	4,000.00
4140 - Washington Gas - Street Work			72,898.20		
Total 4000 - Revenue	70,143.37	83,821.00	203,639.12	129,981.00	856,600.00
4200 - Prior Years Surplus	0.00		0.00	2,562,376.00	2,562,376.00
Total Income	70,143.37	83,821.00	203,639.12	2,692,357.00	3,418,976.00
Expense					
5000 - General Government					
5010 - Office Expenses	872.89	1,500.00	3,366.24	6,000.00	18,000.00
5025 - Office Furniture & Equipment		6,000.00		6,000.00	12,000.00
5030 - Insurance			5,124.00	4,830.00	5,000.00
5040 - Printing & Mailing			0.00	1,250.00	5,000.00
5050 - Dues & Subscriptions/Conference		1,500.00	3,807.54	5,000.00	10,000.00
5055 - Storage Rental	257.00	268.00	771.00	1,072.00	3,200.00
5060 - Office Lease	2,190.67	2,191.00	12,759.87	12,472.00	30,000.00
5065 - Telephone	548.49	250.00	1,086.32	1,000.00	3,000.00
5080 - Holiday Fund					6,500.00
Total 5000 - General Government	3,869.05	11,709.00	26,914.97	37,624.00	92,700.00

**Village of Martin's Additions
Treasurer's Report
October 2016**

	<u>Oct 16</u>	<u>Budget</u>	<u>Jul - Oct 16</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
5100 - Salaries & Benefits					
5110 - Managerial & Office Salaries	8,894.62	11,000.00	31,565.40	44,000.00	132,000.00
5120 - Payroll Taxes & Benefits	734.28	1,916.00	3,514.29	7,664.00	23,000.00
Total 5100 - Salaries & Benefits	<u>9,628.90</u>	<u>12,916.00</u>	<u>35,079.69</u>	<u>51,664.00</u>	<u>155,000.00</u>
5200 - Professional Fees					
5210 - Accounting & Auditing	3,000.00	3,000.00	12,000.00	12,000.00	42,000.00
5220 - Building & Permitting					
5222 - Building Review & Permits	4,750.00	1,667.00	11,350.00	6,668.00	20,000.00
5224 - Enforcement & Oversight		1,000.00		4,000.00	12,000.00
5226 - Municipal Operations		1,500.00		6,000.00	18,000.00
Total 5220 - Building & Permitting	<u>4,750.00</u>	<u>4,167.00</u>	<u>11,350.00</u>	<u>16,668.00</u>	<u>50,000.00</u>
5230 - Legal	4,987.50	4,166.00	11,920.00	16,664.00	50,000.00
5240 - Police	2,368.30	2,500.00	9,872.91	10,000.00	30,000.00
5242 - Lighting Consultant				1,250.00	5,000.00
5244 - Traffic Engineering	1,156.00		1,523.00		3,000.00
Total 5200 - Professional Fees	<u>16,261.80</u>	<u>13,833.00</u>	<u>46,665.91</u>	<u>56,582.00</u>	<u>180,000.00</u>
5300 - Streets					
5305 - Streets - General					
5310 - Street Lighting - PEPCO	1,160.94	1,350.00	3,357.62	5,350.00	16,000.00
5322 - Street Cleaning - Fall/Spring		7,000.00		7,000.00	28,000.00
5324 - Street Maintenance - Other	242.50	1,250.00	242.50	5,000.00	15,000.00
Total 5305 - Streets - General	<u>1,403.44</u>	<u>9,600.00</u>	<u>3,600.12</u>	<u>17,350.00</u>	<u>59,000.00</u>
5349 - Snow Removal Services					
5350 - Snow Removal - Shovel Bvl. Rd.	0.00		0.00		5,000.00
5351 - Snow Removal - Plowing	0.00		0.00		20,000.00
Total 5349 - Snow Removal Services	<u>0.00</u>	<u></u>	<u>0.00</u>	<u></u>	<u>25,000.00</u>
Total 5300 - Streets	<u>1,403.44</u>	<u>9,600.00</u>	<u>3,600.12</u>	<u>17,350.00</u>	<u>84,000.00</u>

**Village of Martin's Additions
Treasurer's Report
October 2016**

	<u>Oct 16</u>	<u>Budget</u>	<u>Jul - Oct 16</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
5400 - Waste & Recycling					
5410 - Waste Collection & Recycling	6,922.76	7,100.00	34,613.80	28,200.00	85,000.00
5420 - Leaf Bags	13,955.00		13,955.00		14,025.00
5425 - Recycling Bins	-5.89		13.57		1,000.00
Total 5400 - Waste & Recycling	<u>20,871.87</u>	<u>7,100.00</u>	<u>48,582.37</u>	<u>28,200.00</u>	<u>100,025.00</u>
5500 - Other					
5510 - Tree Maintenance	385.00		870.00	8,000.00	35,000.00
5515 - Tree Replacement					4,000.00
5518 - Right-of-Way Landscaping	984.00	500.00	2,101.86	2,000.00	6,000.00
5520 - Community Events	529.39		4,025.10		10,000.00
5530 - Website	114.90	115.00	615.54	460.00	1,500.00
Total 5500 - Other	<u>2,013.29</u>	<u>615.00</u>	<u>7,612.50</u>	<u>10,460.00</u>	<u>56,500.00</u>
5600 - Initiatives					
5620 - Street Light Study	0.00		1,631.85		
5630 - Tree Planting Initiatives Prog.			0.00		4,000.00
Total 5600 - Initiatives	<u>0.00</u>		<u>1,631.85</u>		<u>4,000.00</u>
5800 - Designated Funds					
5810 - Designated - Street	163,538.98		163,538.98	500,000.00	500,000.00
5811 - Designated Street Lighting	0.00		0.00	500,000.00	500,000.00
5812 - Designated - Sidewalk	0.00		0.00	250,000.00	250,000.00
5813 - Designated - Wynne Decision	0.00		0.00	150,000.00	150,000.00
Total 5800 - Designated Funds	<u>163,538.98</u>		<u>163,538.98</u>	<u>1,400,000.00</u>	<u>1,400,000.00</u>
5900 - Undesignated Fund Balance	<u>0.00</u>		<u>0.00</u>	<u>1,346,751.00</u>	<u>1,346,751.00</u>
Total Expense	<u>217,587.33</u>	<u>55,773.00</u>	<u>333,626.39</u>	<u>2,948,631.00</u>	<u>3,418,976.00</u>
Net Income	<u><u>-147,443.96</u></u>	<u><u>28,048.00</u></u>	<u><u>-129,987.27</u></u>	<u><u>-256,274.00</u></u>	<u><u>0.00</u></u>

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

FROM: Doug Lohmeyer

DATE OF MEMO: Nov. 17, 2016

SUBJECT: Building Administrator's Report

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.

3414 Cummings Lane

The construction of the detached garage, pool, pool decking, and driveway is on-going. The Village recently extended the building permit.

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.

3505 Raymond Street

Work is continuing on the original house improvements and a new building permit has been issued for the front porch addition, the new deck above the old garage, and the relocation of two A/C compressors at the rear of the house.

3507 Raymond St.

The homeowner has submitted plans and a building permit application to the Village to make interior improvements and to add a deck to the rear of the house. The Village has issued a building permit. The work 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 the existing retaining wall along the front property line was being totally removed and re-built. The Village no longer issues permits for retaining walls. A right of way license agreement was prepared for the wall in the Village right of way. The executed and notarized agreement was recorded in the land records at Montgomery County.

The staff also noticed that when the retaining wall was re-built, the contractor left a 2 to 3 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.

MSHA – Brookville Road

MSHA maintenance crews have been repairing the inlet in Brookville Rd., just north of Shepherd St. Repairs should be completed this week. They also are investigating the water ponding at the northeast corner of Brookville Rd. and Bradley La.

AMT GIS Update

AMT last updated the Village GIS computer data in 2014. We are presently compiling the information for a new update. The update will include the new front yard construction projects since 2014, the WSSC water main replacement project from 2012 and 2016, the recent WGL improvements, and any changes to trees within the Village right of way. We have submitted some of this information to AMT and the rest should follow in the near future.

Recently, residents have been questioning the location of their property lines. We are also compiling a folder of individual lot surveys, which may help clarify where the individual property lines are located. AMT provided a street right of way survey in 2007.

We have asked AMT to review the individual property line surveys and compare that information to the survey they provided in 2007.