

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

Council Members Present: Richard Krajeck (Chair); Arthur Alexander; Tiffany Cissna; Susan Fattig; Katya Hill; **Village Manager:** Matthew Trollinger; **Assistant Village Manager:** Beth Boa; **Attorney:** Ron Bolt; **Building Administrator:** Doug Lohmeyer; **Traffic Engineer:** Joe Cutro, PE; **Residents and other attendees:** Keith Allen (Turner Ln); Elissa Bean (Turner Ln); Lauren Biel (Delfield St); Frank Correl (Turner Ln); Anita Difanis (Bradley Ln); Katie Filipczyk Howard (Taylor St); Dennis King (Summit Ave); Marty Langelan (Chestnut St); George Legarreta (Thornapple St); John MacDonald (Summit Ave); Naomi Naierman (Quincy St); Pat Pendergast (Thornapple St); Ted Stoddard (Turner Ln).

8:20 PM Call to Order: Krajeck

8:20 PM Opportunity for Council to hear residents' comments: Krajeck

Keith Allen (Turner Ln) reported briefly on the rainy weather for the weekend. He indicated that a private security service may be an option for the Village for increased safety.

Dennis King (Summit Ave) discussed the issue of cars speeding on Summit Ave. He suggested a speed bump on Summit Ave between the two Thornapple Streets. He also mentioned the excessive rain running onto his property from his neighbor's property and asked if there is a county or Village ordinance as his neighbor has not addressed this issue. Attorney Bolt said it is a common law as it is a nuisance. Mr. King noted that the construction at 3407 Thornapple St is continuing past permitted hours. Chairman Krajeck advised the office to issue a stop work order if this continues. The Council will consider changing the permitted work hours. Mr. King asked about painting the curb yellow where parking is not allowed. Joe Cutro (Traffic Engineer) noted that this previously had resulted in disagreements about where the yellow paint would be applied. Councilmember Alexander suggested addressing this issue at a future meeting.

Frank Correl (Turner Ln) asked about the wine tasting event June 11. The Council noted that they deliberately chose an event for adults and that they want to try new things. Mr. Correl asked which residents have been banned or censored from the private google groups Village list serve. The Council noted several residents that have been banned or censored.

8:25PM Residential Drainage Pipe Outfalls into Right-of-Way: Lohmeyer/Bolt

A resident on Thornapple St (George Legarreta) (3401 Thornapple St) has applied for a permit to run water from his gutters to the street in the Right-of-Way. The water would run to a sewer ten feet away. The Council discussed and agreed to approve this particular permit and will revisit a general policy at the June 15, 2017 Council meeting.

Homeowner's Drainage Pipe Outfall Issues Memo attached.

9:02 PM Election Committee Update: Langelan

Marty Langelan (Chestnut St) updated the Council on the Council elections. In light of the anonymous nominations sent to the Election Committee, the Committee will suggest some administrative remedies to the Council regarding the future nominations process.

Election Committee Report attached.

9:07 PM Action on Council Meeting Minutes of March 16, 2017: Krajeck

Motion by Councilmember Alexander to approve the draft minutes for the Council meeting held on March 16, 2017; seconded by Councilmember Fattig. All in favor.

The minutes as approved are attached.

9:07 PM Pedestrian and Traffic Safety Options in the North End of the Village:
Cutro

Joe Cutro, PE (Traffic Engineering Consultant) discussed his report on the traffic counts on Thornapple and Taylor Streets. He noted that most traffic on Thornapple St heads eastbound. He noted that the 20mph speed limit on Thornapple is artificially low and that speed bumps on Thornapple would not be efficient as the speeds are not high enough. The Council asked Mr. Cutro to repeat the traffic study on Thornapple by placing the counter between Delfield and Summit Streets and to conduct a traffic study on Summit between the two Thornapple Streets and submit a report.

Thornapple and Taylor Street Summary and Analysis of Traffic Counts Report attached.

9:27 PM Public Hearing on Ordinance 2-17-1 To Amend the Code of
Ordinances to Require an Informational Meeting for Certain Construction
Projects: Bolt

Ron Bolt (Village Attorney) described Ordinance 2-17-1 which would require permit applicants to attend an informational meeting, to which Village residents would be invited, prior to being approved for a permit. The meeting would provide an informal forum to discuss resident concerns, in a non-binding manner. The meeting would be held after approval of the permit, but prior to construction, so that residents are not led to believe that the meeting serves as an opportunity to compel changes to construction plans. The Council agreed that a pre-construction meeting should be required for certain

projects after the permit approval to allow residents to learn about timelines, parking, traffic, and the point of contact for the project.

There were no public comments on the ordinance.

Motion by Councilmember Fattig to adopt an Ordinance to Amend the Code of Ordinances to Require an Informational Meeting for Certain Construction Projects (2-17-1); seconded by Councilmember Alexander. All in favor.

9:28PM Public Hearing on Tax Resolution and Budget Ordinance for FY2018:
Alexander

Councilmember Alexander noted that the tax rates will remain the same for FY2018. There were no public comments on the ordinance or resolution. There will also be an opportunity for public comment on the budget and tax rates at the May 11 Annual Meeting.

Notes on the Fiscal Year 2018 Budget for the Village of Martin's Additions Attached.

Proposed Fiscal Year 2018 Budget Attached.

An Ordinance (3-17-1) to Adopt a Budget for Fiscal Year July 1, 2017 to June 30, 2018 Attached.

A Resolution (3-17-2) to Approve Levying a Tax on Certain Real and Personal Property Under the Provisions of Section 6 203 of the Tax Property Article of the Annotated Code of Maryland, as Amended Attached.

9:32PM Financial matters including Treasurer's Report: Alexander

Councilmember Alexander proposed two budget amendments for FY17.

5222 Building Review and Permits: the Village has spent \$25,350.00 and the budget is \$20,000.

Proposed Amendment: raise to \$35,000

5813 Designated – Wynne Decision: the Village has budgeted \$190,000 and it is now estimated at \$196,703.

Proposed Amendment: Raise to \$200,000

Motion by Councilmember Alexander to increase the budget for Building Review and Permits to \$35,000 and the Designated – Wynne Decision to \$200,000 for FY17; seconded by Councilmember Hill. All in favor.

July 2016 through March 2017

	Actual	Pro-rated budget
Revenues	798,847	642,450
Expenses (excluding capital projects)	417,473	508,294
Net Income	381,374	134,156

Capital Expenditures \$ 287,080

Designated Capital Funds \$1,440,000

Reserve account (current assets less designated allocations): \$ 1,505,000

With three-quarters of the fiscal year on the books, revenues continue to run higher than first budgeted and expenses remain below estimates. Two items, however, will require Council attention. Building review and permitting was originally budgeted at \$20,000 for the entire year. However, numerous construction issues have kept our reviewer unexpectedly busy and expenditures are already more than \$25,000. In addition, we have heard from the state comptroller that our obligations under the Wynne decision continue to creep up; our reserve allocation of \$190,000 has now been overtaken by the latest estimate of \$196,703. Both of these items should be reflected in budget amendments.

The reserve account (current assets minus funds set aside for designated capital expenditures) is more than double the Village's budgeted annual expenditures, which provides a cushion against unexpected occurrences as well as a buffer for higher than expected capital improvement costs. With repaving in progress and new street light installation about to begin, our obligations for both major capital improvements will be known within a few months. At that time, we can proceed with greater assurance on possible future tax revisions.

Treasurer's Report attached.

9:34PM Village Accounting Function: Trollinger

Village Manager Trollinger discussed options for the Village accounting function. He noted that he had discussed with the Accountant (Dan Baden) lowering his salary for FY18. Other options are to bring the accounting function in house or bid it out to find a new accountant. Trollinger will meet with the Village Manager of Section 3 to review how she uses Quickbooks in house. There could be an option for the Village to write checks in house and avoid late fees.

9:37 PM Building Administrator's Report: Lohmeyer

Building Administrator Lohmeyer gave his report. There is a possibility that 3407 Thornapple St will request a variance for the front setback. The height measurement for 3405 Thornapple St is acceptable.

Building Administrator's Report Attached

9:45 PM Manager's Report: Trollinger

Administrative Matters:

- Budget: Office Staff was involved in budget preparation for FY2018. See Treasurer's Report.
- Office Redesign and Orientation: The Village Office received a redesign proposal in December 2015. Staff met with the designers to go over the proposal, and try out some new office furniture.
- May Election: The Election Committee has held several meetings to begin planning for the annual Council Election and Celebration on the Sidewalk in May.
- Website: Google Analytics reports that we had 2,696 page views from March 15 to April 15, which is about average, but a slight uptick as we head into Village Council election season. Expect page views to jump up, possibly doubling, in the month leading up to the 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. 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 the 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). No meetings have occurred since joining.
- Contracts:
 - Website: The Village selected Revize Software Systems to redesign its website. Village held a kick-off meeting to begin developing the new website, and has received a preliminary design for the website's home page.
 - GIS: Village has drafted 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.
 - Leaf Vacuuming: The Village drafted an RFP to provide leaf vacuuming in Martin's Additions on a trial basis this fall. Leaf bags will 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.

While one alternative is to go out to bid on those services, the Village has begun looking at other alternatives, including bringing it in-house.

Street Cleaning:

- Rolling Acres did a street cleaning and gutter cleaning, and picked up salt bins throughout VMA.

Utilities: WSSC

- Village staff has worked out an agreement 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, Taylor, and Thornapple. The work has been pushed back and is expected to begin in the fall of 2017.
 - WSSC has sent over plans that they have categorized as "95%" complete. The Village is looking over the plans to make suggestions, and include permit conditions. They expect to have finalized plans and a contractor selected by mid May.
 - 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.

Street Lighting:

- The Village has signed a pricing agreement for the project with PEPCO, and should receive an invoice in the next week. PEPCO has placed the order with its manufacturer, Holophane. PEPCO estimates that production lead time could take up to 10-12 weeks, at which time they will begin installation, which is estimated to take two weeks. The Village needs to pay the invoice to begin the process. The Council suggested that the Village pay the invoice in installments.

Streets & Sidewalks:

- Street Repaving: Concrete work has been finished throughout VMA, with the exception of the streets that WSSC will be doing sewer work on – Thornapple, Chestnut, the Brookville side of Raymond, Quincy, and Oxford.
- Repaving began this week, and has also hit a couple of snags due to weather. Oxford, Bradley, and Cummings have all been milled, and trenches repaired. Oxford is the only street that has been completely repaved with new asphalt. Even with weather delays, we hope to finish by mid-May. Each street takes about one day to mill, and one more day to repave. During days in which milling and repaving is happening, streets are inaccessible and must be clear from 8:00 am to 6:00 pm due to the use of heavy equipment. Thank you to residents for their cooperation in adhering to no parking, and abiding by equipment storage.
- 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.

- North End Safety: Our Traffic Engineer, Joe Cutro, set up a traffic study (tracking the number and speed of cars) on Thornapple, and has put together a report. Possible remedies include speed bumps, rumble strips, making Thornapple one-way, and pedestrian walkways.

Sanitation:

- The next bulk pickup will be on May 13. A Wider Circle will do their pickup on Friday May 12.
 - 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.

9:55 PM Opportunity for Council to hear residents' comments: Krajeck

Dennis King (Summit Ave) asked when the Council or Village coordinates with a realtor or builder about new construction. Chairman Krajeck replied that it is typically only after the Village receives an application for a permit or a builder initiates a meeting or discussion to pose questions. Mr. King was interested in what was going to happen at 7317 Summit Ave as it was sold and the buyer has not recorded a deed.

10:03 PM Adjournment: Krajeck

MONTGOMERY CONSULTING
MEMO

TO: Matt Trollinger
FROM: Doug Lohmeyer
DATE OF MEMO: April 17, 2017
SUBJECT: Homeowner's Drainage Pipes Outfalls Issues

The following is a brief list of pros and cons for the situation where a homeowner desires to outfall either their downspouts, sump pump, or on-site drainage features at their front property line or at the Village curb. Typically, roof drainage and sump pump drainage occur during most storm events. The only difference may be that the roof downspout flows will occur almost immediately while the water from a sump pump may be delayed a few minutes.

AT THE HOMEOWNER'S FRONT PROPERTY LINE (VILLAGE R/W)

PROS

- The outfall construction is cheaper for the homeowner
- A Village permit and performance bond is not required
- A Village Right of Way License is not required
- The outfall does not typically conflict with existing utilities
- The outfall does not tunnel under or replace existing Village public sidewalk or curb

CONS

- The drainage will flow onto Village public sidewalk and may freeze in winter
- The Village may be liable if someone falls on the wet or the frozen Village public sidewalk
- Over time, water may seep under Village public sidewalk and damage the concrete

AT THE VILLAGE PUBLIC ROADWAY CURB

PROS

- The drainage pipe will be located under the Village public sidewalk and the water flow will by-pass the Village public sidewalk

CONS

- The improvement is more expensive for the homeowner
- A Village permit and performance bond will be required
- A Village Right of Way License will be required
- The Village public sidewalk will either be replaced or tunneled under
- A section of Village concrete curb will need to be cut and replaced
- The existing utilities may be impacted
- The drainage will flow into the Village gutter, which may freeze in winter

Election Committee Report VMA Council Meeting, April 20, 2017

Three candidates – Katya Hill, Katie Filipczyk Howard, and Richard Krajeck – are running for the two open Council seats. The Election Committee met on April 11 to prepare the official election packet, and it went to the printer on April 12, to be mailed on Monday April 17. The Candidates’ Community Forum was held at 7 p.m. on April 20, at the Village Office.

The polls will be open from 5 to 8 p.m. on Thursday, May 11, at the Village Celebration on the Sidewalk in front of the shops. The election table will be at the south end this year, near Turner Lane. The Committee is working with the VMA staff to coordinate all the logistics, and we thank Matt and Beth for their excellent assistance. There will be a fun art project, wine and beer, a new volunteer table, participation by some terrific local community groups – plus special deals at the shops – and free ice cream for all kids and voters.

All of the candidates have a copy of the VMA Election Rules and Procedures Policy, and have provided their signed conflict-of-interest statements. The candidates’ names will be listed in rotating order on the ballots, to prevent positional voting bias. The ballots will also include two lines for write-in candidates.

Naomi, Natalie, and Lauren will take the lead in staffing the polling table, then secure the ballots and count the votes. Steve and Marty will handle the absentee ballots again this year.

The deadline to request an absentee ballot is 3 p.m. on May 10. The application and instructions are in the official election packet that was mailed to all VMA households, and are also available in the Village Office. The Committee will assign random numbers for the absentee ballots again this year, to protect voting privacy and security.

The Committee will prepare a series of friendly public reminder notices to be posted on constant contact, as well as an article for the April VMA newsletter.

Nominations stunt

In a bizarre development, the Election Committee received seven anonymous envelopes in the mail, all with the same block printing on the front. Inside were typed lists, nominating a total of 41 people as candidates for the VMA Council. There was no signature from the unknown sender, and it looked like the names were drawn at random from the VMA directory, but the Election Committee dutifully contacted all 41 people. The startled “nominees” thanked the Committee for checking with them, said no, they did not wish to run for election, and said they had not given anyone permission to submit their names. No one on the list told us that he or she intended to be a candidate this year.

The nominees called it an obnoxious hoax, and said it was offensive for the perpetrator to use their names without their knowledge or consent. Some called it “creepy” and “malicious.” While the Committee certainly encourages residents to run for office, we hope that anyone wishing to nominate a neighbor will sign his or her name next time – and show VMA residents the courtesy of obtaining their consent before nominating them in the future.

A hoax like this puts an excessive operational burden on a small volunteer committee and interferes with the electoral process. The intent may have been simply to harass the group, to throw a wrench in the gears – which is damaging to VMA, since it makes volunteers get fed up and quit. The hoax provided an unexpected opportunity for the Committee to get in touch with 41 of our neighbors (who could not have been nicer), but it did impose an inordinate task on the village Election Committee, interfering with the performance of our duties. Interference with election officials is a violation of Maryland law.*

The stunt could also have derailed the VMA election. As you know, mass-nomination scams are used in two specific political schemes: (1) If the village were to put all 41 names on the ballot, on election day the votes may be scattered among so many candidates that a covert write-in candidate could win with just a handful of votes. (2) The nominator may include one actual candidate on the list, along with 40 sham nominees. If VMA were to toss out the entire list as a prank, without checking, the perpetrator could then seek to invalidate the election. In this case, the Election Committee did check with every nominee.

Whatever the intent, this was a serious and deliberate attempt to cause harm to Martin's Additions.

Respectfully submitted by:

Marty Langelan (chair)
2017 VMA Election Committee

* §16–205. Maryland Code of Law

- (a) (1) A person may not interfere with an election official in the performance of the official duties of the election official.

(2) A person may not interfere with an individual lawfully present at a polling place or at the canvass of votes.
- (b) A person who violates this section is guilty of a misdemeanor and is subject to a fine of not less than \$50 nor more than \$1,000 or imprisonment for not less than 3 months nor more than 1 year or both.

From the General Assembly of Maryland web site:
http://mgaleg.maryland.gov/2017RS/Statute_Web/gel/gel.pdf

Village of Martin's Additions
7013 Brookville Road, Suite B, Chevy Chase, MD 20815
Minutes for Council Meeting on
March 16, 2017

Council Members Present: Richard Krajeck (Chair); Arthur Alexander; Tiffany Cissna; Susan Fattig; Katya Hill; **Village Manager:** Matthew Trollinger; **Assistant Village Manager:** Beth Boa; **Attorney:** Ron Bolt; **Building Administrator:** Doug Lohmeyer; **Residents and other attendees:** Keith Allen (Turner Ln); Elissa Bean (Turner Ln); Frank Correl (Turner Ln); Marty Langelan (Chestnut St); Sally Maran (Turner Ln); Halie Soifer (Turner Ln).

7:30 PM Call to Order: Krajeck

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

Keith Allen (Turner Ln) reported that this winter was the second warmest in history for the DC area. He predicts a cool spring and will give a summer weather outlook in April.

Marty Langelan (Chestnut St) recommended that the new Village website include a chat room for residents. Richard Krajeck (Council Chair) is opposed to it as there is already an unofficial google group in the Village.

7:34 PM Election Committee Update: Langelan

Marty Langelan (Chestnut St) updated the Council on the Council elections. The nomination notice was mailed to residents. The open house invitation was hand delivered by volunteers. Based on input from Ron Bolt (Attorney) there are no changes to election procedures for the Council election.

There were about 60 attendees at the open house March 12 at the Biel's residence. Attendees had some ideas for new opportunities and events in the Village. Marty asked how a new committee can be formed. Richard Krajeck (Council Chair) said that a proposal for a committee can be presented to the Council. The Council appoints members and one Councilmember needs to serve on the Committee.

Marty reported that there were two candidates nominated for the Council election: Richard Krajeck and Katya Hill.

The Candidates Forum is not yet scheduled. Ideas for formats and location were discussed. The Election Committee will report to the Council on the date and time.

7:42 PM Action on Council Meeting Minutes of February 16, 2017: Krajeck

Motion by Councilmember Fattig to approve the draft minutes for the Council meeting held on February 16, 2017; seconded by Councilmember Alexander. All in favor.

The minutes as approved are attached.

7:45 PM Community Event in June: Krajeck

Chairman Krajeck discussed the idea of hosting a Village wine tasting at La Ferme restaurant June 11 in the late afternoon.

7:46 PM Discussion/Possible Introduction of an Ordinance to Amend the Code of Ordinances to Require a Consultation Meeting for Certain Construction Projects.: Bolt

Ron Bolt (Village Attorney) described Ordinance 2-17-1 which would require permit applicants to attend a meeting, to which Village residents would be invited, prior to being approved for a permit. The meeting would provide an informal forum to discuss resident concerns, in a non-binding manner. Councilmember Cissna proposed that the title of the ordinance be changed to “informational” meeting since it would not be an opportunity to suggest changes to the project. The meeting would be held after approval of the permit, but prior to construction, so that residents are not led to believe that the meeting serves as an opportunity to compel changes to construction plans. The Council agreed that a pre-construction meeting should be required for certain projects after the permit approval to allow residents to learn about timelines, parking, traffic, and the point of contact for the project.

Frank Correl (Turner Ln) asked whether there would still be neighbor notifications for projects and meetings. Councilmember Alexander stated that the Council is putting the requirement into the Code of Ordinances.

Ron Bolt (Attorney) will add the definition of “floor” to Section 7-101. A public hearing on the ordinance will be held at the Council meeting on April 20, 2017.

Motion by Councilmember Alexander to introduce an Ordinance to Amend the Code of Ordinances to Require a Consultation Meeting for Certain Construction Projects (2-17-1); seconded by Councilmember Fattig. All in favor.

7:55 PM Public Hearing on Ordinance 1-17-1 To Amend the Code of Ordinances to Further Regulate the Construction of Curb Cuts, Driveways, and Aprons in the Public Right-of-Way.: Bolt

Attorney Bolt described the Village’s responsibility for maintaining driveway aprons in the right-of-way, according to current practice. Currently, the Village will not maintain aprons that have been upgraded by owners or are non-standard. Ordinance 1-17-1 would codify the existing practice. As a result of discussions at the January meeting, the

Ordinance was revised to provide that betterments, or non-standard materials, could be abandoned by residents who want the Village to standardize their apron and maintain it going forward. Such would be done in accordance with the Village's repair schedule, at such time as replacement is required. Per published County design standards, which are applied in the Village, the apron includes all that portion of the driveway that is within the public right-of-way.

Marty Langelan (Chestnut St) asked that the Village replace the aprons with permeable pavers. Attorney Bolt said that the Village would use poured concrete. Permeable pavement can be put in at a resident's expense.

Councilmember Cissna noted that the length of the right-of-way in the Village varies so that some driveways include three feet and some 15 feet.

Motion by Councilmember Alexander to adopt Ordinance 1-17-1 To Amend the Code of Ordinances to Further Regulate the Construction of Curb Cuts, Driveways, and Aprons in the Public Right-of-Way; seconded by Councilmember Fattig. All in favor.

8:05PM Introduction of Fiscal Year 2018 Budget and tax rates: Alexander

The Council discussed the constant yield tax rate for real property. Council member Alexander proposed that the constant yield tax rate suggests that the Village should raise the real property tax rate from \$0.0472 to \$0.0478 per \$100 of assessable value to keep revenue the same. This would amount to a six dollar increase for a \$1,000,000 property. The Council was not in favor of raising rates. Council member Cissna made a motion to lower the real property tax rate to half its current rate (from \$0.0472 to \$0.0236 per \$100 of assessable value), but there was concern about lowering tax rates before the capital improvement projects were complete. The Council decided to maintain the real property tax rate at \$0.0472 per \$100 of assessable value.

Motion by Councilmember Hill to introduce Resolution 3-17-2 A Resolution to Approve Levying a Tax on Certain Real and Personal Property Under the Provisions of Section 6 203 of the Tax Property Article of the Annotated Code of Maryland, as Amended and Ordinance 3-17-1 An Ordinance to Adopt a Budget for Fiscal Year July 1, 2017- June 30, 2018; seconded by Councilmember Alexander. Four in favor; One not in favor (Councilmember Cissna).

There will opportunities for public comment on the budget and tax rates at the April 20 and May 11 meetings.

Notes on the Fiscal Year 2018 Budget for the Village of Martin's Additions Attached.

Proposed Fiscal Year 2018 Budget Attached.

An Ordinance (3-17-1) to Adopt a Budget for Fiscal Year July 1, 2017 to June 30, 2018 Attached.

A Resolution (3-17-2) to Approve Levying a Tax on Certain Real and Personal Property Under the Provisions of Section 6 203 of the Tax Property Article of the Annotated Code of Maryland, as Amended Attached.

8:05PM Financial matters, including Fiscal Year 2017 budget amendments, and Treasurer's Report: Alexander

July 2016 through February 2017

	Actual	Pro-rated budget
Revenues	792,716	642,450
Expenses (excluding capital projects)	361,540	508,294
Net Income	431,176	134,156

Capital Expenditures \$ 287,080

Designated Capital Funds \$1,400,000

Reserve account (current assets less designated allocations): \$ 1,552,350

Revenues are \$150,000 more than expected for this time of year because of several reasons. The Village's share of residents' state income tax is greater than originally budgeted because incomes are higher; this is good news for both residents and the Village's finances. Additionally, we received \$73,000 from Washington Gas as compensation for their installation work that damaged our streets. We have been notified that funds will also be coming from WSSC for similar repairs, but the money has not yet arrived. Property tax receipts appear to be high, but that represents a timing issue; we received the entire year's revenues by the 8th month of the fiscal year.

Expenses are considerably below budgeted amounts almost across the board. Last month we noted a few accounts, traffic engineering and the website, that are running high, but almost all other categories are below planned amounts. One reason is good management. Another, is that we have been lucky in such areas as snow removal. The net result is that we should be adding to our reserve account at the end of the year.

The reserve account (current assets minus funds set aside for designated capital expenditures) is more than double the Village's budgeted annual expenditures, which provides a cushion against unexpected occurrences as well as a buffer for higher than expected capital improvement costs. At the moment, we do not foresee such complications, but the future, as always, remains unknown.

Treasurer's Report attached.

8:35 PM Building Administrator's Report: Lohmeyer

Building Administrator Lohmeyer gave his report. A permit has been approved for 3404 Shepherd Street. A height check is needed at the project at 3405 Thornapple Street. The builder has not been willing to do this so Village Manager Trollinger will send a memo to the builder requesting that this be done.

Building Administrator's Report Attached

8:42 PM Manager's Report: Trollinger

Administrative Matters:

- Budget: Office Staff was involved in budget preparation for FY2018. See Treasurer's Report.
- Office Orientation: The Village Office received a redesign proposal in December 2015. Staff will be meeting with the designers to go over the proposal, and to discuss concerns, and options moving forward.
- May Election: The Election Committee has held several meetings to begin planning for the annual Council Election and Celebration on the Sidewalk May 11, including an Open House event at the Biel residence on March 12. Thank you to Lauren and Matt Biel for hosting.
- Website: Google Analytics reports that we had 2,365 page views from February 14 to March 14, which is about average. Expect page views to jump up, possibly doubling, in the next two months leading up to the 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.
- Mail Delivery Issues: The office has received a number of complaints related to mail delivery issues in Martin's Additions. We have been in touch with the branch manager at USPS to try and address the concerns, and more recently have been in contact with Senator Van Hollen's office, as well as Representative Raskin. Village staff is creating an email account to solicit complaints and issues that can be aggregated and sent to the prospective offices, and will draft a formal letter asking that the issues be addressed.
- Newsletter: continues to be published monthly online. The next edition should be going out by the end of March. Residents can sign up to receive the newsletter on the Village website. If you wish to receive a hard copy, please contact the Village Office.
- Contracts:
 - Website: The Village selected Revize Software Systems to redesign its website. Village staff has completed a detailed questionnaire and is scheduling a kick-off meeting to begin developing the new website. Thank you to all the feedback received from residents who looked at and shared their thoughts on the sample websites provided.

- GIS: Village has developed a draft RFP to update and maintain the Geographic Information System (GIS), the Village's system to capture, store analyze and present spatial and geographical data.
- Leaf Vacuuming: The Village will put together a Request for Proposals to provide leaf vacuuming in Martin's Additions this fall.

Snow Plowing:

- Rolling Acres plowed the roads and treated with salt for the March 13/14 snowfall, and treated the roads again on the morning of March 15 to ensure the streets did not freeze over.

Utilities: WSSC

- Village staff has worked out an agreement 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, Taylor, and Thornapple. The work has been pushed back and is expected to begin in fall of 2017.
 - WSSC has sent over plans that they have categorized as "95%" complete. The Village is looking over the plans to make suggestions, and include permit conditions. They expect to have finalized plans and a contractor selected by the end of April.
 - 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:

- Stock numbers were approved at PEPCO, and they began install designs last month. Designs have been completed. PEPCO was supposed to place the finalized order by the end of February, but are still awaiting approval by higher-ups, apparently triggered because it is a high-cost project. Village staff has worked with PEPCO's distributor, Holophane, to try and get the process to continue to move forward. Holophane estimates it will take about six weeks to fill the order, meaning that if the order were placed today, we could expect installation to begin at the beginning of May (about two weeks later than PEPCO's initial projection). The Council discussed next steps to speed up the time of installation. Village Manager Trollinger will reach out to the Community Relations Manager at PEPCO as well as the Montgomery County Council.

Streets & Sidewalks:

- Street Repaving: Concrete work was supposed to begin this week, but was pushed back due to inclement weather. The crew will begin with saw-cutting on the dead end of Delfield, and will replace curb & gutter and driveway aprons on Summit, Delfield. No Parking signs will be put up in the areas affected, and email updates sent to residents to give at least one day's notice.
- Originally the plan was to begin repaving after this concrete work was finished, and to hold off on concrete work and repaving on the streets that WSSC will be doing

sewer work on – Thornapple, Chestnut, the Brookville side of Raymond, Quincy, and Oxford. However, it may be worth looking into the possibility of taking care of those streets as well because of the unpredictability of trying to ascertain exactly when WSSC will begin their work. Instead, an option would be to finish the roadwork before WSSC begins, and simply require WSSC to return to the same quality after they have come through. Village Manager Trollinger will ask Joe Cutro, Traffic Engineer, to advise on options for paving these areas.

- 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.
- North End Safety: Our Traffic Engineer, Joe Cutro, is renting equipment to do a traffic study (tracking the number and speed of cars) on Thornapple, and will put together a report of recommendations. Possible remedies include speed bumps, rumble strips, making Thornapple one-way, and pedestrian walkways (including sidewalks). The Council requested that Joe Cutro provide a written report for the April 20 Council meeting.

Sanitation:

- Bulk pickup occurred on March 11, in coordination with A Wider Circle on Friday March 10.
- The next bulk pickup will be on May 13. A Wider Circle will do their pickup on Friday, May 12.
 - 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.

9:05 PM Opportunity for Council to hear residents' comments: Krajeck

Marty Langelan (Chestnut St) noted that Thornapple Street is a real hazard for pedestrians.

Frank Correl (Turner Ln) stressed that safety is the priority on Thornapple Street, not beauty or inconvenience. He asked about the status of the trees that fell in the storm on Turner Lane. Village Manager Trollinger reported that those trees will be removed and new trees planted in the right of way.

9:10 PM Council member Hill made a motion to enter closed session pursuant to Maryland Code, General Provisions Article, Section 3-305(b)(1) to discuss

the performance evaluation, compensation, and other personnel matters, concerning a specific employee over whom it has jurisdiction; seconded by Councilmember Fattig. All in favor. Present were Village Attorney Ron Bolt. The Council discussed the performance evaluation of the Village Manager. The Council unanimously agreed to offer to extend the term of his employment and to provide a raise. Closed session adjourned at...PM

9:45 PM? Adjournment: Krajeck

April 17, 2017

TO: Matt Trollinger, Manager, Village of Martinø Additions

FROM: Joseph Cutro, P.E., Traffic Engineering Consultant

SUBJECT: Thornapple Street and Taylor Street ø
Summary and Analysis of Traffic Counts

Per your request, I have completed collection and analysis of traffic volume and speed data on the two subject residential streets. Traffic was surveyed over a period just short of one full week, from 3:00 PM Wednesday, March 29, to 12:00 noon the following Wednesday, April 4. At a selected location on each street, a portable roadside traffic recorder automatically collected information about the passage, direction, speed, and classification (by number of axles) of individual vehicles. At the completion of the survey period, the collected data were downloaded to a computer and then broken down in various ways using MetroCountø *Traffic Executive* software.

Thornapple Street

The recorder was placed approximately 200 feet west of Chestnut Street, about 50 feet inside the Martinø Additions municipal limit and 300 feet east of Brookville Road. Average Daily Weekday Traffic (ADWT) can be stated at 700 vehicles per day, slightly less than comparable VMA east-west through streets like Shepherd Street and Cummings Lane. Available historical data suggests that Thornapple Street volume has declined somewhat from an ADWT of 750 in 2007. The new survey also shows that Saturday and Sunday volumes are slightly lower than the ADWT, at 640 and 590 vehicles per day respectively.

The weekday traffic peak hour on Thornapple Street is 6 to 7 PM, with a volume of about 67 during that hour. This figure is about 10% of the ADWT ø very typical for a residential street. The morning peak, occurring from 8 to 9 AM, is much less pronounced with a volume of only 48 vehicles during that hour. This unusually flat peak ø less than 7% of ADWT - can be explained by the streetø extreme eastbound directionality of traffic flow (as discussed below). Motorists leaving the neighborhood (generally westbound) in the morning tend to do so via parallel Taylor Street, where they can more easily and safely access Brookville Road than from Thornapple Street. On weekends, peak hours on Thornapple tend to fall in the middle of the day as is typical of residential streets. The highest hourly weekend volume recorded in this survey was 62 vehicles, occurring on Sunday between 2 and 3 PM.

Directional flow on Thornapple Street heavily favors eastbound traffic at all hours of the day, both weekdays and weekends. On a daily basis, the proportion of eastbound to total traffic exceeds 75%. This extreme directionality is explained by the presence of parallel Taylor Street, a designated one-way street, as the preferred path of westbound traffic movement.

The table below summarizes vehicle speed characteristics found on Thornapple Street over the survey period. The speed measures noted are the 50th percentile, or *median* speed—the middle value of the collected sample. It is close to, but not the same as the *average* (or mean) speed. A more important indicator for traffic engineers and enforcement officers is the 85th percentile speed. This is the speed exceeded by 15 percent of the vehicle sample, and is considered to be the best single-number representation of the prevailing speed of traffic. Ideally, speed limits are set at the 5 mph increment below the computed 85th percentile speed. The table also includes a 95th percentile speed and a maximum recorded speed to help define the extreme upper range of the speed distribution, along with a comparison of the vehicle sample with the existing speed limit (20 mph).

THORNAPPLE STREET TRAFFIC SPEED SUMMARY

	50 th %-ile (mph)	85 th %-ile (mph)	95 th %-ile (mph)	Max observed	% exceeding speed limit (20 mph)
Total	21.7	25.7	28.2	39.4	66%
Eastbound	22.1	25.9			
Westbound	20.4	25.1			

While the highest prevailing speeds tend to occur between 7 and 10 AM daily (rushing to work?), there appear to be no truly unusual hourly variations in the speed data. As might be expected, a few spikes and troughs were seen in the overnight hours, as much the product of tiny hourly sample volumes as they are of occasional late-night speeding incidents.

The classification data showed very few vehicles having more than 2 axles. For both directions of travel on Thornapple Street, vehicle or vehicle combinations of 3 axles or more constituted less than 1% of the traffic volume over the full survey period.

Taylor Street

The Taylor Street recorder was placed west of Chestnut Street (but east of the shopping center entrance). This location was intended to fall on a common cordon line with the Thornapple recorder location, a matter of good practice for traffic planning purposes.

Any discussion of traffic flow on Taylor Street must consider that, east of the shopping center entrance, the street is posted as one-way directed westbound. On the basis of the survey, Average Daily Weekday Traffic (ADWT) is estimated at 450 vehicles per day. Weekend volumes are somewhat lower, with about 360 vehicles per day on both Saturday and Sunday. There appears to be no available historical traffic data for comparison purposes.

As might have been surmised from the discussion about peak hour flow on Thornapple Street, the daily peak hour on Taylor Street occurs in the morning, 8 to 9 AM, and it is quite pronounced. The hourly volume of 59 represents over 13 percent of the daily total, whereas 10 percent is the typical daily peak hour factor for residential streets. The evening peak hour is much more blunted at only 32 vehicles, representing just 7% of ADWT, and tends to float over a 3-hour window from 3 to 6 PM throughout the week. As on Thornapple Street, weekend peak flows tend to fall during midday hours.

Of course, almost all traffic on this segment of Taylor flows westbound, but it should be useful to know how well the current one-way restriction is being complied with. The recorder detected an average of 6 vehicles per day travelling in the wrong direction, both on weekdays and weekends.

Looking at Thornapple and Taylor traffic volumes *together*, one can see that the combined directional flows are well balanced overall. Total westbound ADWT is 600 vehicles per day across the cordon line. Total eastbound volume is slightly less, at 530 vehicles per day. Westbound traffic represents 53% of the total crossing the cordon line.

While speed data for Taylor Street was recorded, it has little value given the recorder's location within 50 feet of the STOP sign at the crosswalk/shopping center entrance. Given the tight STOP sign spacing (the other is at Chestnut Street) and the few available utility poles/signposts to which the recorder could be secured, there was simply no good location at which to sample speeds on this block. For the record, however, the computed median speed for Taylor Street traffic at the recorder location was 13.2 mph, and the 85th percentile speed was 16.1 mph.

Notes on the Fiscal Year 2018 Budget for the Village of Martin's Additions
Arthur Alexander, Treasurer
March 16, 2017

Fiscal year 2018 for the Village of Martin's Additions begins July 1, 2017. The Village charter requires that a budget be approved by May 15, which authorizes Village expenditures over the following year. At this Council meeting and over the period until May 15, as required by the Charter, we want to give residents an opportunity to review the budget, discuss changes from last year, and generate response. The Council will vote on the budget and tax rates at the May 11, 2017 Annual Meeting.

Revenues: The current fiscal year saw an unexpected increase of our revenues from the Village share of residents' state income taxes. We had originally planned for \$600,000; the actual amount will be closer to \$820,000. Discussions with state officials indicate that part of this jump was idiosyncratic, but that much of it represents the state's and Village's improved economic situation. Consequently, we have planned on an increase to \$700,000, an amount based on prudent optimism. Since this source represents 70% of our total income, it places our fiscal situation on solid ground.

The next largest source, at about 17%, is the property tax. Every year, the state calculates a so-called constant-yield tax rate based on property value forecasts. This rate maintains total revenues at the same amount from year to year but, given the various assumptions, the actual rate would rise a small amount. The Council recommends maintaining the current rate, which should keep the Village portion of your property tax at close to last year's level. Residents may recall that the property tax rate was raised in calendar year 2010 to make up for the shortfall arising from the great recession. We plan to hold the rate at this higher level until we complete our two main capital projects of road repaving and new streetlights. At that time, perhaps next year, we could contemplate lowering the rates to the former low level.

In the current year budget (FY2017), we did not include compensation from utility companies to repair the Village streets that were torn up to install new water, sewer, and gas lines. The reimbursement process requires that projects be completed in order to assess damages and repairs. With the completion of several projects, we received \$288,000 from these sources and are likely to collect additional payments next year; however, since the timing and amounts are unpredictable, they are not included in the forecasts.

Excluding such payments from utility companies, we are projecting FY2018 income to be roughly 10% less than actually received in the current year, for a total of \$959,000.

Expenditures: We project several items to incur greater outlays compared to the current period.

- As part of our review of sidewalks in the northern part of the Village, analysis of traffic and roads will require greater use of our traffic engineer.
- For many years, we have included plans to renew the furnishings of the Village office, but have made few acquisitions. Last year, we purchased a new table to seat the Council during meetings. We are now planning to purchase desks, chairs, and other office equipment to replace items that are falling apart.
- Preconstruction meetings between residents and builders will be required under a new ordinance. These will necessitate the attendance of our building review contractor, entailing greater budgetary outlays.
- The Village's Internet site management has been transferred to a new company, which requires additional investment and maintenance costs. Much of the added expense will occur in the current fiscal year, but some will continue into the future.
- In the coming year, we will add autumn curbside leaf vacuuming to the regular bagged pickups to test the concept and evaluate the costs.
- The large capital project of street renewal is in process; however, continuing work by utilities replacing the underlying infrastructure is proceeding as well, making completion of the street work unpredictable.
- Streetlight replacement will begin in the spring. Funds reserved for this project should cover the bulk of the costs, although it may be necessary to draw from our unallocated reserves.
- Operating expenditures will rise 10% to \$741,500, allowing some \$200,000 to be added to the reserve accounts for future capital spending or other contingencies.

Overall, the Village's finances are in good order with unallocated reserves equaling 150% of annual spending to cover emergencies.

**VMA Draft
PROPOSED
FY 2018 BUDGET**

			FY2016 Actual	FY2017 Actual to 1/31/2017	FY2017 Annual Budget	FY2017 Proposed Adjusted Budget as of 3/2/17	FY2018 Proposed Budget	Difference 2018/2017
Income								
4000 - Revenue								
	4010 - Permit Fees		7,525.00	5,103.00	20,000.00	20,000.00	20,000.00	0.00
	4020 - Cable TV Franchise Fees		8,066.48	2,057.96	8,000.00	8,000.00	8,000.00	0.00
	4040 - County Revenue Sharing		26,832.00	26,907.00	26,800.00	26,800.00	26,800.00	0.00
	4050 - Highway Users Fees		22,375.25	17,624.34	23,000.00	23,000.00	23,000.00	0.00
	4060 - Income Tax		819,105.43	342,473.07	600,000.00	820,000.00	700,000.00	100,000.00
	4070 - Code Infractions		798.52					0.00
	4080 - Personal Property Tax		3,529.57	5,100.99	6,000.00	6,000.00	6,000.00	0.00
	4090 - Real Property Tax		151,356.79	145,477.81	150,000.00	150,000.00	150,000.00	0.00
	4095 - Utility Property Tax		13,819.23	0.00	12,300.00	12,300.00	12,300.00	0.00
	4100 - Holiday Fund		8,345.00	9,520.00	6,500.00	6,500.00	8,000.00	1,500.00
	4110 - Interest		7,226.56	5,873.86	4,000.00	4,000.00	5,000.00	1,000.00
	4140 - Washington Gas - Street Work			72,898.20	0.00	72,898.20		0.00
	WSSC - Street Work					215,000.00		
	4135 - Other Revenue			0.00	0.00		0.00	0.00
	Total 4000 - Revenue		1,068,979.83	633,036.23	856,600.00	1,364,498.20	959,100.00	102,500.00
	4200 - Prior Years Surplus			0.00	2,562,376.00	2,837,685.00	3,511,458.20	949,082.20
	Total Income		1,068,979.83	633,036.23	3,418,976.00	4,202,183.20	4,470,558.20	1,051,582.20
Expense								
5000 - General Government								
	5010 - Office Expenses		15,877.31	6,523.58	18,000.00	15,000.00	15,000.00	(3,000.00)
	5025 - Office Furniture & Equipment		2,476.93	0.00	12,000.00	12,000.00	25,000.00	13,000.00
	5030 - Insurance		4,688.00	5,616.00	5,000.00	6,000.00	6,000.00	1,000.00
	5040 - Printing & Mailing		3,764.87	643.12	5,000.00	5,000.00	5,000.00	0.00
	5050 - Dues & Subscriptions/Conference		6,740.56	3,807.54	10,000.00	10,000.00	10,000.00	0.00
	5055 - Storage Rental		2,643.20	1,542.00	3,200.00	3,200.00	3,500.00	300.00
	5060 - Office Lease		28,560.66	19,331.88	30,000.00	32,000.00	32,000.00	2,000.00
	5065 - Telephone		3,295.59	1,909.17	3,000.00	3,500.00	3,500.00	500.00
	5080 - Holiday Fund		8,345.00	9,516.50	6,500.00	6,500.00	8,000.00	1,500.00
	Total 5000 - General Government		76,392.12	48,889.79	92,700.00	93,200.00	108,000.00	15,300.00
	5100 - Salaries & Benefits							
	5110 - Managerial & Office Salaries		105,864.57	55,967.76	132,000.00	132,000.00	132,000.00	0.00
	5120 - Payroll Taxes & Benefits		11,121.98	6,847.51	23,000.00	23,000.00	23,000.00	0.00
	Total 5100 - Salaries & Benefits		116,986.55	62,815.27	155,000.00	155,000.00	155,000.00	0.00
	5200 - Professional Fees							
	5210 - Accounting & Auditing		34,599.92	26,800.00	42,000.00	42,000.00	42,000.00	0.00
	5220 - Building & Permitting							
	5222 - Building Review & Permits		41,875.00	18,700.00	20,000.00	40,000.00	40,000.00	20,000.00
	5224 - Enforcement & Oversight		18,420.00	4,135.00	12,000.00	10,000.00	10,000.00	(2,000.00)
	5220 - Building & Permitting - Other							0.00
	5226 - Municipal Operations		8,750.00	3,897.50	18,000.00	10,000.00	10,000.00	(8,000.00)
	Total 5220 - Building & Permitting		69,045.00	26,732.50	50,000.00	60,000.00	60,000.00	10,000.00
	5230 - Legal		80,589.43	19,029.50	50,000.00	40,000.00	40,000.00	(10,000.00)
	5240 - Police		31,071.66	16,984.41	30,000.00	30,000.00	30,000.00	0.00
	5242 - Lighting Consultant		3,527.50	0.00	5,000.00	3,000.00	0.00	(5,000.00)
	5244 - Traffic Engineering		2,769.00	5,395.00	3,000.00	10,000.00	10,000.00	7,000.00
	5246 - Records Retention & Disposal		0.00	0.00	0.00	1,500.00	1,500.00	1,500.00
	GIS Update						20,000.00	
	Total 5200 - Professional Fees		221,602.51	94,941.41	180,000.00	185,000.00	203,500.00	23,500.00
	5300 - Streets							
	5305 - Streets - General							0.00
	5310 - Street Lighting - PEPCO		14,512.55	7,317.31	16,000.00	16,000.00	16,000.00	0.00
	5322 - Street Cleaning - Fall/Spring		22,264.47	10,054.47	28,000.00	20,000.00	20,000.00	(8,000.00)
	5324 - Street Maintenance - Other		3,793.50	242.50	15,000.00	15,000.00	15,000.00	0.00
	Leaf Vacuuming						18,000.00	
	Total 5305 - Streets - General		40,570.52	17,614.28	59,000.00	51,000.00	69,000.00	10,000.00
	5349 - Snow Removal Services							
	5350 - Snow ShovelBkv. Road		3,455.00	0.00	5,000.00	5,000.00	5,000.00	0.00
	5351 - Snow Removal - Plowing		22,536.05	2,100.00	20,000.00	20,000.00	20,000.00	0.00

Ordinance No.: 3-17-1
Introduced: March 16, 2017
Adopted:
Effective Date:

THE VILLAGE OF MARTIN'S ADDITIONS

SUBJECT: AN ORDINANCE TO ADOPT A BUDGET FOR FISCAL YEAR
JULY 1, 2017 TO JUNE 30, 2018.

WHEREAS, Local Government Article, Section 5-202 of the Maryland Code grants to the legislative body of every incorporated municipality in Maryland, including the Village of Martin's Additions, general power to pass such ordinances not contrary to the Constitution of Maryland, or public general law, as they may deem necessary in order to assure the good government of the municipality, to protect and preserve the municipality's rights, property, and privileges, to preserve peace and good order, to secure persons and property from danger and destruction, and to protect the health, comfort and convenience of the citizens of the municipality;

WHEREAS, Maryland Code, Local Government Article, Section 5-205, as amended, authorizes the legislative body of each municipal corporation in the State of Maryland to spend money for any public purpose and to affect the safety, health, and general welfare of the municipality and its occupants;

WHEREAS, Section 501 of the Charter of the Village of Martin's Additions authorizes the Village Council to pass such ordinances as it may deem necessary for the preservation of the property, rights, and privileges of the Village and its residents;

WHEREAS, the Village Council introduced the following Ordinance in public session assembled on the 16th day of March, 2017;

WHEREAS, the Village Council, after proper notice to the public, considered the following Ordinance at a public hearing held on the 11th day of May, 2017;

WHEREAS, prior to adopting this Ordinance, the Village Council held a public meeting on May 11, 2017 to adopt tax rates for the forthcoming fiscal year and, by the attached Resolution, adopted the tax rates for the forthcoming fiscal year; and

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 foregoing Ordinance.

BE IT ORDAINED AND ORDERED, this 11th day of May, 2017, by the Village Council, acting under and by virtue of the authority given it by the Maryland Code and the Village Charter, that the attached Budget be and is hereby adopted.

AND BE IT FURTHER ORDAINED AND ORDERED, by the Village Council, acting under and by virtue of the authority granted to it by the Maryland Code, and the Village Charter, that:

- (1) Pursuant Maryland Code, Local Government Article, Section 5-205(b)(4), the Village Council may spend money for a purpose different from the purpose for which the money was appropriated or spend money not appropriated in the attached Budget if approved by a two-thirds vote of the Village Council;
- (2) If any part or provision of this Ordinance is declared by a court of competent jurisdiction to be invalid, the part or provision held to be invalid shall not affect the validity of the Ordinance as a whole or any remaining part thereof; and
- (3) This Ordinance shall take effect on the ____ day of July, 2017.

ATTEST:

THE VILLAGE OF MARTIN'S ADDITIONS

Susan Fattig, Secretary

Richard Krajeck, Chair
Village Council

Resolution No.: 3-17-2
Introduced: March 16, 2017
Adopted:
Effective Date:

THE VILLAGE OF MARTIN'S ADDITIONS

SUBJECT: A RESOLUTION TO APPROVE LEVYING A TAX ON CERTAIN REAL AND PERSONAL PROPERTY UNDER THE PROVISIONS OF SECTION 6-203 OF THE TAX-PROPERTY ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AS AMENDED

WHEREAS, Section 6-203 of the Tax-Property Article, of the Annotated Code of Maryland (as amended), grants authority to municipal corporations to levy a tax on personal property, land, and improvements thereon, within the municipal corporation; and

WHEREAS, the Village of Martin's Additions is a municipal corporation within the meaning of Section 6-203 of the Tax-Property Article; and

WHEREAS, pursuant to Section 703 of the Village Charter, the Village Council has the authority to levy a tax on all real property in the Village at the rate determined in accordance with Section 703 of the Village Charter; and

WHEREAS, pursuant to Section 601 of the Village Charter, the Annual Meeting of the residents of Martin's Additions was held on May 11, 2017 after due notice and advertisement of the time and place of the meeting and said notice included the proposed budget for 2017-2018 and the proposed tax rates to be levied upon real and personal property; and

WHEREAS, after due deliberation and consideration of all information and testimony presented to the Village Council, the Village Council finds that the proposed tax rates on real and personal property will serve the best interests of the Village.

NOW, THEREFORE, be it:

RESOLVED: That the Village Council of the Village of Martin's Additions, pursuant to the authority granted by the Village Charter and Section 6-203 of the Tax-Property Article of the Annotated Code of Maryland, hereby levies a tax at the rate of four and seventy-two hundredths of a cent (\$.0472) per One Hundred Dollars of assessable value (fair market value) on real property subject to taxation by the Village; fifty cents (\$.50) per One Hundred Dollars of assessed value of assessable personal property subject to taxation by the Village; and one dollar and forty-five cents (\$1.45) per One Hundred Dollars of assessed value of assessable utility property subject to taxation by the Village; and be it further

RESOLVED: That the tax levied hereby be certified to the County Council for

Montgomery County, Maryland, and that Montgomery County, Maryland be, and hereby is, authorized and directed to collect and pay over said tax to the Village of Martin's Additions; and be it further

RESOLVED: That the Director of Finance for Montgomery County, Maryland be advised of this resolution.

I, Susan Fattig, Secretary of the Village Council of the Village of Martin's Additions, hereby certify that the foregoing resolution was adopted by the Village Council at its meeting on May 11, 2017.

Susan Fattig, Secretary

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

	<u>Mar 17</u>	<u>Budget</u>	<u>Jul '16 - Mar 17</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Income					
4000 · Revenue					
4010 · Permit Fees	3,498.00	1,666.00	8,991.00	14,994.00	20,000.00
4020 · Cable TV Franchise Fees		2,000.00	2,799.74	6,000.00	8,000.00
4040 · County Revenue Sharing			26,907.00	26,800.00	26,800.00
4050 · Highway Users Fees		1,000.00	18,540.41	21,000.00	23,000.00
4060 · Income Tax	0.84	50,000.00	478,256.14	420,000.00	600,000.00
4080 · Personal Property Tax	176.75		5,198.39	5,900.00	6,000.00
4090 · Real Property Tax	1,275.17	800.00	152,634.54	148,050.00	150,000.00
4095 · Utility Property Tax			14,537.27	1,000.00	12,300.00
4100 · Holiday Fund			9,780.00	6,500.00	6,500.00
4110 · Interest	1,180.21	600.00	8,303.97	2,141.00	4,000.00
4140 · Washington Gas - Street Work	0.00		72,898.20		
Total 4000 · Revenue	<u>6,130.97</u>	<u>56,066.00</u>	<u>798,846.66</u>	<u>652,385.00</u>	<u>856,600.00</u>
4200 · Prior Years Surplus	0.00		0.00	2,562,376.00	2,562,376.00
Total Income	<u>6,130.97</u>	<u>56,066.00</u>	<u>798,846.66</u>	<u>3,214,761.00</u>	<u>3,418,976.00</u>
Expense					
5000 · General Government					
5010 · Office Expenses	1,328.68	1,500.00	10,355.50	13,500.00	18,000.00
5025 · Office Furniture & Equipment			0.00	12,000.00	12,000.00
5030 · Insurance			5,616.00	5,000.00	5,000.00
5040 · Printing & Mailing	662.89	600.00	2,410.44	3,100.00	5,000.00
5050 · Dues & Subscriptions/Conference			3,807.54	5,120.00	10,000.00
5055 · Storage Rental	257.00	268.00	2,056.00	2,412.00	3,200.00
5060 · Office Lease	2,223.71	2,191.00	23,746.26	23,427.00	30,000.00
5065 · Telephone	540.01	250.00	2,449.18	2,250.00	3,000.00
5080 · Holiday Fund			9,775.50	6,500.00	6,500.00
Total 5000 · General Government	<u>5,012.29</u>	<u>4,809.00</u>	<u>60,216.42</u>	<u>73,309.00</u>	<u>92,700.00</u>

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

	Mar 17	Budget	Jul '16 - Mar 17	YTD Budget	Annual Budget
5100 - Salaries & Benefits					
5110 - Managerial & Office Salaries	13,527.70	11,000.00	77,507.20	99,000.00	132,000.00
5120 - Payroll Taxes & Benefits	1,760.72	1,916.00	9,699.15	17,252.00	23,000.00
Total 5100 - Salaries & Benefits	15,288.42	12,916.00	87,206.35	116,252.00	155,000.00
5200 - Professional Fees					
5210 - Accounting & Auditing	3,000.00	3,000.00	32,800.00	33,000.00	42,000.00
5220 - Building & Permitting					
5222 - Building Review & Permits	3,300.00	1,667.00	25,350.00	14,999.00	20,000.00
5224 - Enforcement & Oversight	910.00	1,000.00	6,480.00	9,000.00	12,000.00
5226 - Municipal Operations	770.00	1,500.00	5,332.50	13,500.00	18,000.00
Total 5220 - Building & Permitting	4,980.00	4,167.00	37,162.50	37,499.00	50,000.00
5230 - Legal	3,835.00	4,166.00	26,906.00	37,502.00	50,000.00
5240 - Police	2,374.90	2,500.00	21,437.36	22,500.00	30,000.00
5242 - Lighting Consultant		1,250.00	2,464.35	3,750.00	5,000.00
5244 - Traffic Engineering	416.00		5,811.00	1,500.00	3,000.00
Total 5200 - Professional Fees	14,605.90	15,083.00	126,581.21	135,751.00	180,000.00
5300 - Streets					
5305 - Streets - General					
5310 - Street Lighting - PEPCO	1,281.44	1,400.00	9,999.47	12,000.00	16,000.00
5322 - Street Cleaning - Fall/Spring		7,000.00	10,054.47	21,000.00	28,000.00
5324 - Street Maintenance - Other		1,250.00	804.49	11,250.00	15,000.00
Total 5305 - Streets - General	1,281.44	9,650.00	20,858.43	44,250.00	59,000.00
5349 - Snow Removal Services					
5350 - Snow Removal - Shovel Bvl. Rd.	1,250.00		1,250.00	5,000.00	5,000.00
5351 - Snow Removal - Plowing	4,537.50		8,194.30	20,000.00	20,000.00
Total 5349 - Snow Removal Services	5,787.50		9,444.30	25,000.00	25,000.00
Total 5300 - Streets	7,068.94	9,650.00	30,302.73	69,250.00	84,000.00

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

	Mar 17	Budget	Jul '16 - Mar 17	YTD Budget	Annual Budget
5400 · Waste & Recycling					
5410 · Waste Collection & Recycling	7,223.30	7,100.00	69,684.14	63,700.00	85,000.00
5420 · Leaf Bags			13,955.00	14,025.00	14,025.00
5425 · Recycling Bins	49.07		76.92	500.00	1,000.00
Total 5400 · Waste & Recycling	7,272.37	7,100.00	83,716.06	78,225.00	100,025.00
5500 · Other					
5510 · Tree Maintenance	3,528.30	6,000.00	5,258.30	29,000.00	35,000.00
5515 · Tree Replacement			3,866.67	4,000.00	4,000.00
5518 · Right-of-Way Landscaping	1,204.00	500.00	6,337.24	4,500.00	6,000.00
5520 · Community Events	1,838.45		6,859.55	6,000.00	10,000.00
5530 · Website	114.90	115.00	6,645.14	6,585.00	7,000.00
Total 5500 · Other	6,685.65	6,615.00	28,966.90	50,085.00	62,000.00
5600 · Initiatives					
5630 · Tree Planting Initiatives Prog.			483.33	4,000.00	4,000.00
Total 5600 · Initiatives	0.00		483.33	4,000.00	4,000.00
5800 · Designated Funds					
5810 · Designated - Street			287,080.40	500,000.00	500,000.00
5811 · Designated Street Lighting			0.00	500,000.00	500,000.00
5812 · Designated - Sidewalk			0.00	250,000.00	250,000.00
5813 · Designated - Wynne Decision			0.00	190,000.00	190,000.00
Total 5800 · Designated Funds			287,080.40	1,440,000.00	1,440,000.00
5900 · Undesignated Fund Balance			0.00	1,301,251.00	1,301,251.00
Total Expense	55,933.57	56,173.00	704,553.40	3,268,123.00	3,418,976.00
Net Income	-49,802.60	-107.00	94,293.26	-53,362.00	0.00

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

FROM: Doug Lohmeyer

DATE OF MEMO: April 20, 2017

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 Village has closed the applicant's building permit. However, five sections of recently poured concrete sidewalk, within the Village right of way, are spalling (showing stones at the surface). The applicant has stated that this spring, his contractor will be replacing the existing driveway and they will replace the spalling sections of sidewalk at that time. I recommend holding the \$2500 performance bond until the Village sidewalk is acceptable. Earlier this month the staff met with the contractor and a driveway apron permit was recently issued.

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.

If the new slate sidewalk, within the Village right of way, is not an issue, the \$2500 performance bond should be returned.

6702 Melville St.

The Village has issued a building permit to enclose the breezeway between the existing house and garage. The work has begun.

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.

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 is waiting for the MCDPS approval and the Village permit fee to be delivered to the Village office.

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.

3405 Thornapple St.

The staff issued a building permit to relocate the existing house to 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.

3407 Thornapple St.

The property owner's engineer has contacted the staff regarding building a new house on this lot. There is an issue of building setbacks, including the estimated EBL front setback. Nothing has been formally submitted to the Village or the County.

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.

Raymond St – Storm Drain

The staff has contacted MCDOT to register a service request for the damaged storm drain inlet on the southern side of the dead end on Raymond Street.

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. 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. The GIS update is on hold. Staff is preparing a RFP for the GIS system.