

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 9:45 PM

9:45 PM Adjournment: Krajeck

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February 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); Lauren Biel (Delfield St); Frank Correl (Turner Ln); Nicole Donath (Delfield St); Paula Goldberg (Bradley Ln); Lynn King (Thornapple St); Marty Langelan (Chestnut St); Sean Lev (Delfield St); Sally Maran (Turner Ln); Pat Pendnergast (Thornapple St); Mark Schuman (Thornapple St); John Sharrow (Chestnut St); Larry Wasson (Delfield St); Marge Wasson (Delfield St); Lynn Welle (Oxford St) Natalie Strauss Welle (Oxford St).

7:30 PM Call to Order: Krajeck

7:30 PM Village Police Update: Krajeck

Mike Pratt, who serves as one of two Village police officers, reported on crime trends in the area. The Chevy Chase area recently has had a few residential robberies. Pratt advised residents to respond to people approaching their homes by acknowledging that they are home while not necessarily answering the door. This may prevent a break in. Pratt asked that residents please call the police non-emergency number to report suspicious people and activity. (301-279-8000).

Mike Pratt also reported that he monitors drivers on the streets that are running stop signs, particularly in the north end on Thornapple St. Larry Wasson (Delfield St) requested that he ticket all offenders rather than giving a warning. Mike Pratt noted that Chevy Chase is one of the safest communities in Maryland.

7:40 PM Opportunity for Council to hear residents' comments including north end sidewalks: Krajeck

Keith Allen (Turner Ln) reported that the temperatures for the rest of February into March will be 60-70F.

Chairman Krajeck invited residents to comment on proposed sidewalks in the north end of the Village. Residents noted that the priority is safety for pedestrians as cars speed on Thornapple and do not always stop at stop signs. Some residents advocated for sidewalks on Thornapple while others advocated for other methods to slow traffic such as speedbumps, make Thornapple one way, other traffic calming measures and having the Village police officers consistently issue tickets to speeders and cars that do not stop at

stop signs. Those that prefer sidewalks stated that would be the safest alternative for pedestrians and people pushing strollers and that the Village may have liability if someone is hurt walking. Those that do not agree with sidewalks reasons included that it would take up too much of the right-of-way, require residents to shovel snow off of the sidewalks, decrease parking, narrow the streets, wreck the character of the street, and cost too much.

Chairman Krajeck will discuss options with the traffic engineer Joe Cutro including speed bumps, other slowing mechanisms on Thornapple, sidewalks and making streets one way. He invited residents to attend the next Council meeting on March 16 for an update on the options.

8:25 PM Election Committee Update: Langelan

Marty Langelan (Chestnut St) updated the Council on the plan for the Council elections. Nominations will open March 12 with a community open house. Nominations are due by April 11. There will be a candidates' forum in late April or early May. Elections and the Celebration on the Sidewalk will be held Thursday May 11. The Election Committee will meet Monday, February 27 at 6:30PM in the Village office.

8:35 PM Action on Council Meeting Minutes of January 19, 2017: Krajeck

Motion by Councilmember Fattig to approve the draft minutes for the Council meeting held on January 19, 2017; seconded by Councilmember Alexander. All in favor.

The minutes as approved are attached.

8:35 PM Discussion/Possible Introduction of Ordinance 2-17-1 To Amend the Code of Ordinances to require a pre-permit 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 meeting 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. Ron Bolt will revise the draft and the Council will discuss, and possibly introduce it, at the next meeting.

9:02 PM Discussion of 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.

Motion by Councilmember Krajeck to introduce 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 Alexander. All in favor.

9:05 PM Financial matters, including Treasurer's Report: Alexander

July 2016 through January 2017

	Actual	Pro-rated budget
Revenues	633,036	499,683
Expenses (excluding capital projects)	316,482	392,131
Net Income	316,554	107,552

Capital Expenditures \$ 287,080

Designated Capital Funds \$1,400,000

Reserve account (current assets less designated allocations): \$ 1,474,368

Revenues are more than expected and spending is catching up with the budgeted amounts as the year progresses and projects occur as planned.

Two bits of financial information arrived this month. Our January distribution from the state income tax was \$8,040, about normal for this time of year. Also, the state comptroller sent the latest estimate of our Wynne case liability. It is now \$182,000, an amount that creeps up as residents send in amended returns. We have reserved \$150,000 to cover this liability.

The current budget for the Village’s online presence is \$1,500. As of the end of December, we had already spent \$1,994. The Village Manager has contracted with a new company to host the site. Spending on this item is over-budget, mainly because of one-time investment expenses. I recommend a budget increase to \$7,000, which should cover all projected costs plus a small cushion in case of unforeseen events.

Additionally, Traffic Engineering expenses of \$5,400 are running above the annual budget of \$3,000 because of the Village-wide review of signage and road markings. We will have to approve an amended budget for this item when we have a better idea of the total costs for this project.

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.

Motion by Councilmember Alexander to amend reserves for the Wynne case liability to \$190,000; seconded by Councilmember Hill. All in favor.

Motion by Councilmember Alexander to amend the budget for the website to \$7000; seconded by Councilmember Fattig. All in favor.

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

Treasurer's Report attached.

9:12 PM Building Administrator's Report: Lohmeyer

Building Administrator Lohmeyer gave his report.

Building Administrator's Report Attached

9:15 PM Manager's Report: Trollinger

Administrative Matters:

- 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.
- Website: Google Analytics reports that we had 1,726 page views from January 13 to February 13, which is back up to pre-holiday levels. Interestingly, there was a large spike on Monday February 6, though it is unclear what exactly precipitated that.
- Records Retention: Staff is waiting for approval from MD State Archives for transfer of old building plans.
- 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.

- Contracts:
 - Arborist: The Village has finalized its contract with Integrated Plant Care to continue as its Arborist moving forward.
 - Website: The Village selected Revize Software Systems to redesign its website. Village staff is filling out a detailed questionnaire and setting up a kick-off meeting to begin the process. Staff will circulate options to Village residents for input.
 - GIS: Village is developing an RFP to update and maintain the Geographic Information System (GIS), the Village's system to capture, store analyze and present spatial and geographical data. A draft will be circulated within the next week.
 - Municipal Operations/Code Enforcement: The Village has finalized its contract with Blue Crab Contracting (Wayne C. Fowler) to continue in his role with the Village moving forward.

Street Treatment:

- Rolling Acres has been through to pre-treat the roads prior to snow and winter weather. They remain on standby in case we get any last remnants of winter.

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 will begin in late summer/early fall of 2017.
 - WSSC will hold a public outreach meeting sometime in March 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 this past week. Village staff coordinated communication between PEPCO's lead applications manager and Holophane's sales representative to continue pushing the project forward. PEPCO will be placing the finalized order by the end of February. Holophane estimates it will take about six weeks to fill the order.

Streets & Sidewalks:

- The Village has received some complaints about potholes, and has utilized cold-weather patch to alleviate some of the major areas of issue on Turner Lane until A.B. Veirs returns in the spring.
- Street Repaving: Concrete work has been completed on Bradley, Melville, Raymond (dead end), Cummings, Shepherd, Turner and Taylor. Thank you to residents for their help in adhering to posted 'No Parking' signs. Work has been on hold until springtime.
- 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, Chestnut.
- 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 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. Joe is in the midst of assessing the rest of the North End to develop a tentative layout and cost for additional sidewalks.

Sanitation:

- Waste Management has moved us over to a new Accounts Manager who has more experience with governmental bodies. Staff met briefly with Waste Management this week for an introduction to the new Accounts Manager. A post-able recycling reminders flyer is mailing this week to Village residents.
- The next bulk pickup will be on March 11, coordinating with A Wider Circle on Friday March 10.
 - 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.

9:25 PM Opportunity for Council to hear residents' comments: Krajeck

Sally Maran (Turner Ln) asked the Council when they will decide about fixing her driveway apron. Chairman Krajeck will respond to her.

Elissa Bean (Turner Ln) asked if the Council was considering leaf vacuuming in the fall. The Council responded that the Village will try both leaf vacuuming and leaf bags in the fall of 2017.

9:30 PM Adjournment: Krajeck

Ordinance No.: 2-17-1
Introduced: March 16, 2017
Adopted:
Effective Date:

THE VILLAGE OF MARTIN'S ADDITIONS

SUBJECT: AN ORDINANCE TO AMEND THE CODE OF ORDINANCES TO REQUIRE AN INFORMATIONAL MEETING FOR CERTAIN CONSTRUCTION PROJECTS.

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 5-211 authorizes the legislative body of each municipal corporation in the State of Maryland to make reasonable regulations concerning buildings to be erected within the limits of the municipality, including a building code and the requirement for building permits;

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 at a public meeting held on March 16, 2017;

WHEREAS, after proper notice to the public, the Village Council considered the following Ordinance in public session assembled on the ___ day of _____, 2017;

WHEREAS, the Council has considered whether the past practice of conducting non-binding consultation meetings, prior to the commencement of construction projects, should be reinstated and codified to provide a venue for residents to become informed about certain construction projects;

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 following Ordinance.

BE IT ORDAINED AND ORDERED, this ___ day of _____, 2017, by the Village Council, acting under and by virtue of the authority given it by the Maryland Code and the Charter of the Village of Martin’s Additions, that the Village Code is hereby amended as follows:

* * *

Section 6-101. Definitions

For the purposes of this Chapter, the following words and phrases shall have the following meanings:

* * *

(k) “Fences” means man-made structures which are designed primarily to partially or wholly enclose a lot or a portion thereof.

(l) “Floor area” means the sum of all interior horizontal areas of the several stories of a building, whether or not a floor has actually been laid, with structural headroom or clear ceiling height of at least six (6) feet.

(m) “Group home” means a child care residence, group residence for developmentally disabled persons, a group residential facility, a tourist home, boarding house or any structure housing three or more unrelated persons or offering guest rooms for hire, but does not include a single family residence that is rented, or offered for rent, by the owner thereof to persons constituting a single family.

* * *

(Ord. No. 5-13-1, adopted 9/9/13, effective 10/10/13; Ord. No. 11-15-1, adopted 1/21/16, effective 2/10/16; Ord. No. 4-16-1, effective 7/6/16; Ord. No. 1-17-1, effective 4/5/17).

* * *

Section 6-302. Permits Required.

* * *

(e) Consultation Meeting.

(1) Prior to the commencement of a construction project meeting the criteria below, and as a condition of the building permit, the Code Enforcement Officer shall hold an informational meeting with the applicant. The informational meeting shall be open to the public and be conducted for the purposes of exchanging information, receiving feedback, and informing Village residents about construction schedules, parking, traffic, and the like. Such informational meeting shall be required for the following projects:

- (i) A new building having more than five hundred (500) square feet of floor area;
- (ii) One (1) or more addition(s) or alteration(s) to a building that individually or cumulatively, within a period of two (2) years, increase the floor area of an existing building by more than five hundred (500) square feet; or
- (iii) The demolition of more than fifty (50) percent of the exterior walls of a main building (measured in linear feet and including only that area which is entirely above grade).

(2) At least seven (7) days before the informational meeting, the applicant shall erect a sign, to be furnished by the Village, on the subject property within ten (10) feet of the boundary line of each public road abutting the property, facing in such manner as may most readily be seen by the public. The bottom of the sign shall be not less than two and one-half (2½) feet from the ground. The sign shall specify any and all content that the Village may require. The Village Manager shall provide written notice of such meeting to the owners of adjoining and confronting properties. Failure to provide such signage or written notice shall not invalidate any permit which may be issued by the Village with respect to the subject property.

(Ord. No. 5-13-1, adopted 9/19/13, effective 10/10/13; Ord. No. 11-15-1, adopted 1/21/16, effective 2/10/16; Ord. No. 10-16-1, adopted 12/15/16, effective 1/4/17)

* * *

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 Charter of the Village of the Village of Martin’s Additions, that:

(1) 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

(2) This Ordinance shall take effect on the ___ day of _____, 2017.

ATTEST:

THE VILLAGE OF MARTIN’S ADDITIONS

Susan Fattig, Secretary

Richard Krajeck, Chair
Village Council

Underline indicates new material
indicates material deleted
* * * indicates material unchanged

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

THE VILLAGE OF MARTIN'S ADDITIONS

SUBJECT: AN ORDINANCE TO AMEND THE CODE OF ORDINANCES TO FURTHER REGULATE THE CONSTRUCTION OF CURB CUTS, DRIVEWAYS, AND APRONS IN THE PUBLIC RIGHT-OF-WAY.

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 5-211 authorizes the legislative body of each municipal corporation in the State of Maryland to make reasonable regulations concerning buildings to be erected within the limits of the municipality, including a building code and the requirement for building permits;

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 at a public meeting held on February 16, 2017;

WHEREAS, the Council has considered the construction, alteration, and replacement of curb cuts, driveways, and driveway aprons in the public right-of-way and finds that the Code of Ordinances should be amended to further regulate the same;

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 following Ordinance.

BE IT ORDAINED AND ORDERED, this ___ day of _____, 2017, by the Village Council, acting under and by virtue of the authority given it by the Maryland Code and the Charter of the Village of Martin's Additions, that the Village Code is hereby amended as follows:

* * *

Section 6-101. Definitions

For the purposes of this Chapter, the following words and phrases shall have the following meanings:

* * *

- (g) "Council" means the Village Council of the Village of Martin's Additions.
- (h) "Curb cut" means a break in the continuity of the curb in a public right-of-way for allowance of vehicular access to an adjoining parcel, or where there is no curb, the intersection of the driveway and edge of the improved roadway.
- (hi) "Dumpster" means a large container, including, but not limited to, a detached wheeled trailer, designed or used to store rubbish, construction and/or demolition debris, or other material to be discarded.

* * *

(Ord. No. 5-13-1, adopted 9/9/13, effective 10/10/13; Ord. No. 11-15-1, adopted 1/21/16, effective 2/10/16; Ord. No. 4-16-1, effective 7/6/16).

* * *

Section 6-302. Permits Required.

* * *

(b) Improvements.

Prior to the issuance of a building permit pursuant to the provisions of this Chapter, no person shall:

- 1) Add to, erect, install, replace, alter, construct, re-construct, repair or improve any building;
- 2) Add to, install, replace, alter, construct, re-construct, repair or improve any non-vegetative surface in a front yard;
- 3) Place any heavy equipment upon or move any heavy equipment over an improved street surface, curb, or sidewalk; ~~or~~
- 3)4) Add to, install, replace, alter, construct, re-construct, repair or improve any curb cut, driveway, or driveway apron; or
- 4)5) Commence any activity involving reconstruction, repair, or excavation of any street, curb, or sidewalk, or installation of any structure thereon, or temporarily close or block any street or sidewalk within the Village.

No building permit for construction of a private structure within the public right-of-way shall be issued until the owner of the abutting property has executed a revocable license to use the right-of-way in a form approved by the Village. The Code Enforcement Officer may waive the requirement for a license for the alteration or replacement of stairs, guardrails, and walkways, if, in the discretion of the Code Enforcement Officer, the cost and inconvenience of the license exceeds the benefit to the Village.

(c) Repairs.

Notwithstanding paragraph (b) above, no building permit shall be required in the case of ordinary repairs or maintenance, as defined in Section 6-101, and no building permit shall be required for any of the above described activities occurring entirely within the interior of a building. Emergency re-construction, repair or excavation may be undertaken without first securing a building permit, except that such permit shall be applied for as soon as possible after the need for such activities becomes known.

* * *

(Ord. No. 5-13-1, adopted 9/19/13, effective 10/10/13; Ord. No. 11-15-1, adopted 1/21/16, effective 2/10/16; Ord. No. 10-16-1, adopted 12/15/16, effective 1/4/17)

* * *

Section 7-402. Construction Standards and Requirements

* * *

(i) **Curb Cuts.** There shall be no more than one curb cut on any lot, the width of which shall be no greater than twenty (20) feet, inclusive of the turning radii, provided however, that two (2) curb cuts shall be permitted on lots requiring vehicular access to Brookville Road to allow the construction of a circular driveway, the width of which shall be no greater than fourteen (14) feet at the curved portions of the driveway.

(j) **Driveways and driveway aprons.**

(1) Width. No driveway on private property or within the public right-of-way shall exceed ten (10) feet in width in front of the front building line. Driveway width includes the width of any adjoining or adjacent surface comprised of the same material as the driveway. Notwithstanding the foregoing, a driveway that is wider than ten (10) feet as of June 16, 2009 may be replaced or repaired provided that such replacement or repair shall not increase the width of the driveway.

(2) Permit considerations. Except as may be determined by the Code Enforcement Officer, the construction of a curb cut, driveway, or driveway apron shall comply with published Montgomery County design standards. In addition, the Code Enforcement Officer shall grant a permit to construct or expand a curb cut, driveway, or driveway apron only if the proposed construction would not interfere with the public health, safety, or welfare, as may be determined by the Code Enforcement Officer. In determining whether the construction would interfere with the public health, safety, or welfare, the Code Enforcement Officer may consider the following:

- (i) Location of trees, hedges, berms, and shrubbery or other plant growth;
- (ii) Location of fences, walls, or other structures;
- (iii) Location of public utilities;
- (iv) Location of public and private improvements in the public right-of-way;
- (v) Possible obstruction of pedestrian and/or motorist visibility; and
- (vi) Other factors as may be determined by the Code Enforcement Officer to be necessary to protect the public health, safety, or welfare.

(3) Initial construction. The applicant shall be responsible for all costs associated with initial construction and/or expansion of a curb cut, driveway, and/or driveway apron.

(4) Maintenance. The Village shall maintain and repair lawfully-constructed curb cuts, driveways, driveway aprons, and public sidewalks within a public right-of-way as necessary to address wear and tear from ordinary use, unless such maintenance or repair is necessitated by the actions of the property owner or the property owner's tenants, guests, or invitees. The use of a driveway or driveway apron by trucks or construction equipment shall not be considered ordinary use. Notwithstanding the foregoing, the Village shall not be obligated to maintain and repair any such curb cuts, driveways, or driveway aprons that include betterments, or alternative materials, installed by property owners. Such betterments, or alternative materials, shall not be installed by property owners without the permission of the Village, according to the provisions of Section 7-209. If, however, an owner wants to abandon a betterment, or alternative materials, and have the construction revert to standard construction, the Village may replace the portion of the driveway or driveway apron within the public right-of-way, in a manner consistent with Village standards, at such time as replacement is required, as determined by the by the Code Enforcement Officer.

(5) Removal. In the event a curb cut, driveway, or driveway apron within a public right-of-way is removed, the property owner previously served by the curb cut, driveway, or driveway apron shall restore the public right-of-way by installing a curb, sidewalk, grass or other ground cover and plantings consistent with the adjacent area as determined by the Code Enforcement Officer.

* * *

(Ord. No. 4-09-2, adopted 5/27/09, effective 6/16/09; Ord. No. 4-10-1, adopted 6/17/10, effective 7/8/10; Ord. No. 11-15-1, adopted 1/21/16, effective 2/10/16)

* * *

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 Charter of the Village of the Village of Martin's Additions, that:

(1) 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

(2) This Ordinance shall take effect on the ____ day of _____, 2017.

ATTEST:

THE VILLAGE OF MARTIN'S ADDITIONS

Susan Fattig, Secretary

Richard Krajeck, Chair
Village Council

Underline indicates new material
~~Strikethrough~~ indicates material deleted
* * * indicates material unchanged

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							
	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
February 2017**

	Feb 17	Budget	Jul '16 - Feb 17	YTD Budget	Annual Budget
Income					
4000 · Revenue					
4010 · Permit Fees	650.00	1,666.00	5,493.00	13,328.00	20,000.00
4020 · Cable TV Franchise Fees	741.78		2,799.74	4,000.00	8,000.00
4040 · County Revenue Sharing			26,907.00	26,800.00	26,800.00
4050 · Highway Users Fees	916.07	1,000.00	18,540.41	20,000.00	23,000.00
4060 · Income Tax	135,782.23	110,000.00	478,255.30	370,000.00	600,000.00
4080 · Personal Property Tax	-79.35	100.00	5,021.64	5,900.00	6,000.00
4090 · Real Property Tax	5,881.56	4,300.00	151,359.37	147,250.00	150,000.00
4095 · Utility Property Tax	14,537.27		14,537.27	1,000.00	12,300.00
4100 · Holiday Fund			9,780.00	6,500.00	6,500.00
4110 · Interest	1,249.90	500.00	7,123.76	1,541.00	4,000.00
4140 · Washington Gas - Street Work			72,898.20		
Total 4000 · Revenue	159,679.46	117,566.00	792,715.69	596,319.00	856,600.00
4200 · Prior Years Surplus	0.00		0.00	2,562,376.00	2,562,376.00
Total Income	159,679.46	117,566.00	792,715.69	3,158,695.00	3,418,976.00
Expense					
5000 · General Government					
5010 · Office Expenses	2,492.25	1,500.00	9,026.82	12,000.00	18,000.00
5025 · Office Furniture & Equipment		6,000.00	0.00	12,000.00	12,000.00
5030 · Insurance			5,616.00	5,000.00	5,000.00
5040 · Printing & Mailing	1,104.43		1,747.55	2,500.00	5,000.00
5050 · Dues & Subscriptions/Conference			3,807.54	5,120.00	10,000.00
5055 · Storage Rental	257.00	268.00	1,799.00	2,144.00	3,200.00
5060 · Office Lease	2,190.67	2,191.00	21,522.55	21,236.00	30,000.00
5065 · Telephone		250.00	1,909.17	2,000.00	3,000.00
5080 · Holiday Fund	259.00		9,775.50	6,500.00	6,500.00
Total 5000 · General Government	6,303.35	10,209.00	55,204.13	68,500.00	92,700.00

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

	Feb 17	Budget	Jul '16 - Feb 17	YTD Budget	Annual Budget
5100 - Salaries & Benefits					
5110 - Managerial & Office Salaries	8,011.74	11,000.00	63,979.50	88,000.00	132,000.00
5120 - Payroll Taxes & Benefits	1,090.92	1,916.00	7,938.43	15,336.00	23,000.00
Total 5100 - Salaries & Benefits	9,102.66	12,916.00	71,917.93	103,336.00	155,000.00
5200 - Professional Fees					
5210 - Accounting & Auditing	3,000.00	3,000.00	29,800.00	30,000.00	42,000.00
5220 - Building & Permitting					
5222 - Building Review & Permits	3,350.00	1,667.00	22,050.00	13,332.00	20,000.00
5224 - Enforcement & Oversight	1,435.00	1,000.00	5,570.00	8,000.00	12,000.00
5226 - Municipal Operations	665.00	1,500.00	4,562.50	12,000.00	18,000.00
Total 5220 - Building & Permitting	5,450.00	4,167.00	32,182.50	33,332.00	50,000.00
5230 - Legal	4,041.50	4,166.00	23,071.00	33,336.00	50,000.00
5240 - Police	2,078.05	2,500.00	19,062.46	20,000.00	30,000.00
5242 - Lighting Consultant			2,464.35	2,500.00	5,000.00
5244 - Traffic Engineering		750.00	5,395.00	1,500.00	3,000.00
Total 5200 - Professional Fees	14,569.55	14,583.00	111,975.31	120,668.00	180,000.00
5300 - Streets					
5305 - Streets - General					
5310 - Street Lighting - PEPCO	1,400.72	1,300.00	8,718.03	10,600.00	16,000.00
5322 - Street Cleaning - Fall/Spring			10,054.47	14,000.00	28,000.00
5324 - Street Maintenance - Other	561.99	1,250.00	804.49	10,000.00	15,000.00
Total 5305 - Streets - General	1,962.71	2,550.00	19,576.99	34,600.00	59,000.00
5349 - Snow Removal Services					
5350 - Snow Removal - Shovel Bvl. Rd.		2,000.00	0.00	5,000.00	5,000.00
5351 - Snow Removal - Plowing	1,556.80	8,000.00	3,656.80	20,000.00	20,000.00
Total 5349 - Snow Removal Services	1,556.80	10,000.00	3,656.80	25,000.00	25,000.00
Total 5300 - Streets	3,519.51	12,550.00	23,233.79	59,600.00	84,000.00

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

	<u>Feb 17</u>	<u>Budget</u>	<u>Jul '16 - Feb 17</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
5400 · Waste & Recycling					
5410 · Waste Collection & Recycling	7,000.76	7,100.00	62,460.84	56,600.00	85,000.00
5420 · Leaf Bags			13,955.00	14,025.00	14,025.00
5425 · Recycling Bins	14.28		27.85	500.00	1,000.00
Total 5400 · Waste & Recycling	<u>7,015.04</u>	<u>7,100.00</u>	<u>76,443.69</u>	<u>71,125.00</u>	<u>100,025.00</u>
5500 · Other					
5510 · Tree Maintenance			1,730.00	23,000.00	35,000.00
5515 · Tree Replacement			3,866.67	4,000.00	4,000.00
5518 · Right-of-Way Landscaping		500.00	5,133.24	4,000.00	6,000.00
5520 · Community Events		4,000.00	5,021.10	6,000.00	10,000.00
5530 · Website	4,535.90	115.00	6,530.24	6,470.00	7,000.00
Total 5500 · Other	<u>4,535.90</u>	<u>4,615.00</u>	<u>22,281.25</u>	<u>43,470.00</u>	<u>62,000.00</u>
5600 · Initiatives					
5630 · Tree Planting Initiatives Prog.			483.33	4,000.00	4,000.00
Total 5600 · Initiatives	<u>0.00</u>		<u>483.33</u>	<u>4,000.00</u>	<u>4,000.00</u>
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			<u>287,080.40</u>	<u>1,440,000.00</u>	<u>1,440,000.00</u>
5900 · Undesignated Fund Balance			0.00	1,301,251.00	1,301,251.00
Total Expense	<u>45,046.01</u>	<u>61,973.00</u>	<u>648,619.83</u>	<u>3,211,950.00</u>	<u>3,418,976.00</u>
Net Income	<u>114,633.45</u>	<u>55,593.00</u>	<u>144,095.86</u>	<u>-53,255.00</u>	<u>0.00</u>

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

FROM: Doug Lohmeyer

DATE OF MEMO: March 16, 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.

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.

Since the applicant's site plan indicates a building height which is near the maximum allowed by the Village Code, it is recommended that the applicant provide a building height verification survey. The staff is not able to estimate the height.

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.