

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

**Council Members Present:** Richard Krajeck; Tiffany Cissna; Arthur Alexander; Susan Fattig; **Village Manager:** Matthew Trollinger; **Attorney:** Ron Bolt; **Building Administrator:** Doug Lohmeyer; **Residents and other attendees:** Lauren Biel (Delfield St.); Keith Allen (Turner Ln); Sally Maran (Turner Ln); Jared Solomon (Rollingwood); Robert McGrory (Centreville).

7:35 PM Call to Order: Krajeck

7:35 PM Election of Officers

Council member Fattig nominated **Richard Krajeck to serve of Council Chair**. Seconded by Council member Alexander. All in favor. Council member Fattig nominated **Tiffany Cissna to serve as Vice Chair**. Seconded by Council member Krajeck. All in favor. Council member Alexander nominated **Susan Fattig to serve as Secretary**. Seconded by Council member Krajeck. All in favor. Council member Krajeck nominated **Arthur Alexander to serve as Treasurer**. Seconded by Council member Fattig. All in favor.

7:37 PM Opportunity for Council to hear residents' comments: Krajeck

Keith Allen (Turner Lane) reported that there may be severe thunderstorms, but there will be mild weather in late July. Hot weather should return in August. Mr. Allen also reported on two longtime Village residents passing away: Ben Filipczyk, who lived on Taylor Street for many years, and whose wife, Jill, served on the Council; and Rudy Winternitz, who owned the Brookville pharmacy in the 1980's. These residents will be greatly missed.

7:40 PM Community Engagement Committee Update: Biel

The Community Engagement Committee held its first meeting on Monday, July 17th. Eight people came to the meeting. Ideas gathered at previous events for community engagement were organized into "clusters," such as Street Captains, Communications, Events, and Kids' Engagement. Multiple residents expressed interest in getting involved in events, and Chris Schrader (Chestnut St.) volunteered to lead the kids' engagement.

Ms. Biel suggested that Shepherd Park could be utilized for future events, such as a movie night.

Additionally, an announcement went on the privately-run listserv to solicit volunteers for a "welcome committee," and a resident, Kristi Tampio has volunteered to put together a Facebook group for Village residents – an announcement for that was also put on the listserv.

Council member Alexander suggested that the Communications team look into opportunities to make the Village newsletter a more enjoyable read, and expressed interest in the use of social media as another platform for Village communications.

7:45 PM Action on Council Meeting Minutes from June 15, 2017: Krajeck

Motion by Councilmember Alexander to approve the draft minutes for the Annual Meeting held on June 15, 2017; seconded by Council member Krajeck. All in favor.

7:47 PM Public Hearing on Policy 4-10-1A: Sump-Pump and Roof Drain Discharges in the Public Rights-of-Way: Bolt

Ron Bolt (Village Attorney) described the policy, which amends the existing Village policy, which prohibits sump pump discharges into the street and Village rights-of-way, to include roof drains unless there is no other reasonable alternative. There were no public comments. Motion by Council member Alexander to adopt the policy. Seconded by Council member Fattig. All in favor.

7:50 PM Public Hearing on Ordinance 6-17-1 To Amend the Code of Ordinances to Delete the Requirement that a Building Permit Not Be Issued Until 7 Days After Issuance of County Permit; To add 6-Month Commencement and 12-Month Completion Deadlines for Construction, and Related Provisions; To Revise the Tree Supervisor's Duties to Conform to Current Practice; and To Add a Requirement for Annual Disclosure of Conflicts of Interest by Council Members and Employees: Bolt

Ron Bolt (Village Attorney) described Ordinance 6-17-1 which eliminates the 7-day wait requirement after the Village receives a County-approved permit, before the Village can issue its own permit. The Ordinance also requires all Council members to file an annual conflicts of interest form. Additionally, the Ordinance requires permitted work to begin within 6 months of issuance of the permit, and for work to be completed in 12 months; and Hearing on Resolution on Resolution 6-17-2, which requires an extension fee equal to 50 percent of the original building permit fee.

Council member Cissna raised concerns that eliminating certain language muddied the process for the Village Council to ask for a hearing on a building application because it eliminated the 7seven-day waiting process after receiving the County permit. Council member Cissna raised concerns that the amended wording could potentially open the door for a permit to be rescinded if an objection is raised. Discussion ensued about whether eliminating the 7-day waiting period affected the Council's ability to raise concerns about a permit after it has been issued.

The Council agreed to revisit the edits to section 6-303 of the Code at a future meeting, and reconsider how long the Council would like to wait upon receiving the County permit before issuing its own permit.

Lauren Biel (Delfield St.) suggested that the Council should make it clear in the Code rather than leave it nebulous, to protect against negligence from the County, which could theoretically be abused by future staff/Council.

Council member Cissna suggested that language be added to clarify that the Tree Supervisor's duties are subject to the approval of its Council *or its designee*.

Village Attorney Ron Bolt clarified that, according to the amendment to Village Code 6-303(c), if a permit is revoked due to inactivity, or work is not completed within the time allowed, the 50 percent permit extension fee would apply.

Motion by Council member Alexander to adopt Ordinance to Amend the Code of Ordinances (6-17-1), as amended; seconded by Councilmember Fattig. All in favor.

8:15 PM General discussion about whether the fee schedule is available online, and that it should be included on the application, as well. Motion by Council member Alexander to adopt Resolution 6-17-2. Seconded by Council member Fattig. All in favor.

8:20 PM Discussion of AirBnB Rentals and Montgomery County Planning Board Zoning Text Amendment No. 16-03: Fattig

Council member Fattig noted that area jurisdictions are sending comments to the County Council regarding its proposed AirBnB policy. The County is holding a public hearing on September 12. Council member Alexander noted the County has made \$350,000 in taxes from AirBnB rentals, which continues to go up. The Village does not receive money, unless the resident reported it as income. Village Attorney Ron Bolt explained that the Village has no land use authority, so the Village is subject to the County's rules. Options include asking County to provide an overlay zone for Martin's Additions.

Council member Krajeck explained that an AirBnB listing could make parking more difficult, particularly if it is advertised as having off-street parking. The County proposal requires listings to have one onsite parking space, per rental contract, or put in their listing that no parking is available.

The Town of Chevy Chase and Chevy Chase Village both are generally in favor of the proposal, with some suggested amendments. Somerset, Chevy Chase Section 3, and Section 5 generally oppose the legislation.

The Council will review the other jurisdictions' comments to the Planning Board and County Council before deciding whether to issue comments on the proposed legislation, on behalf of the Village.

8:30 PM Financial matters including Treasurer's Report: Alexander

July 2016 through June 2017

	<u>Actual</u>	<u>Budgeted</u>
Revenues	\$ 1,056,350	856,600
Expenses (excluding capital projects)	558,410	692,725
Net Income (revenues minus expenses)	497,940	163,875
Capital expenditures	\$865,205	
Designated funds less expenditures	\$584,795	

Reserve account (current assets less unspent designated allocations): \$1,890,248

As the fiscal year approaches its close on July 31, revenues in the current year are near the record amount received last year. The largest source of increase has been the Village's share of State income tax. However, these revenues are unpredictable because they can depend on the tax payments of a few individuals recording unusually high incomes. In fact, the most recent payment from this source suggests that next year's receipts will be somewhat below the unexpectedly large amounts we received this year.

The latest analysis from the state comptroller shows that the Village's obligations under the Wynne decision continue to creep up at a slow pace, measured in the few hundreds of dollars per quarter. As the fiscal years for which these obligations are calculated fade into the past, we can expect increasingly tiny increments. The sum now stands at \$196,949, for which we have set aside \$200,000.

The total value of the funds allocated for capital and other expenditures, including future Wynne decision costs, is \$1,450,000. During this past year, we drew on this account to pay for street paving and street lights. As shown above, the remaining balance of \$585,000 should cover further paving expenses plus other capital improvements.

The present size of unallocated reserves should allow a reduction in the Village's property tax rate next year, unless we are hit by major surprises.

8:34 PM Motion by Council member Fattig to amend the budget to account for final tally of expenses. The Community Events budget for FY17 was raised to \$20,000, and Traffic Engineering was raised to \$10,000. The money was moved from Tree Maintenance. Seconded by Council member Alexander. All in favor.

Treasurer's Report attached.

8:40 PM Building Administrator's Report: Lohmeyer

Building Administrator Lohmeyer gave his report.

Building Administrator's Report Attached

8:45 PM      Manager's Report: Trollinger

Village Manager Trollinger gave his report

Administrative Matters:

- *Office Personnel:* The Village's Assistant Manager, Beth Boa, tendered her resignation, serving her last day at the July 2nd Independence Day celebration. Thank you to Beth for her two years of dedicated service and hard work for the Village of Martin's Additions. Beth was a great resource and always a friendly face in the community. We wish her the best of luck in her future endeavors. The Village has advertised the open position and begun the interview process.
- *Notary Public:* The Village's Manager, Matthew Trollinger, was recently sworn in as a notary public. Village residents will be able to have documents notarized free of charge at the Village office starting next week when supplies (journal and stamp) have arrived.
- *Office Redesign and Orientation:* Staff has made an initial order for new chairs, which is expected to arrive next week
- *Community Engagement Committee:* Staff sat in on the Community Engagement Committee's initial meeting, which is looking to develop ways to increase camaraderie and engagement in the community, including planning additional Village-wide events, establishing block captains, and coming up with ways to engage children, including volunteer opportunities.
- *Independence Day Celebration on July 2:* The Village hosted an Independence Day celebration on Sunday July 2nd at Shepherd Park at the end of Turner Lane. The Village rented three rides – a water slide, spinning "Turbo Tubs" ride, and inflatable obstacle course – from Mid Atlantic Adventures; offered pizza and ice cream; and hired a balloon artist and face painter. The event culminated in a "parade" down Turner Lane, where residents and their children showed off their bikes' and wagons' decorations. Huge thanks to Keith Allen, who volunteered to help out with the event, including obtaining permits from Montgomery County, providing water for the slide, and generally overseeing much of the event and its planning.
- *Website:*
  - Google Analytics reports that page views are down roughly 20% on the Village website over the past month, likely the result of summer and people heading out of town.
  - Village Staff has approved initial designs for the new website. Revize Software Solutions is currently migrating pages over to their server. The process should take about two weeks, after which Revize will hold a training for Village staff before going live.
- *Contacting the Office:* The VMA Office is staffed from 9:00 am – 5:00 pm Monday through Friday. Outside of the regular office hours, the best way to get in contact with Village staff is via email at [martinsadditions@gmail.com](mailto:martinsadditions@gmail.com). Over the

summer (and in general), during vacation time, the Village Office will send out emails notifying residents of any changes in hours or availability, and will post signs on the office doors.

- *Newsletter*: continues to be published monthly online. The next edition should be going out in the next two weeks. 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 its 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). Residents should contact the Village Office if they are interested in volunteering or want to get involved with programming.
- *Contracts*:
  - *GIS*: Village put out 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. Responses were due in July 15. The Village received three responses, in addition to the standing offer from the Village's current administrator, A. Morton Thomas. Staff is currently reviewing proposals.
  - *Leaf Vacuuming*: The Village has put out an RFP to provide leaf vacuuming in Martin's Additions on a trial basis this fall. Responses were due by the end of June, however the Village only received one response. The Village is now reaching out individually to contractors who provide the service in neighboring municipalities. (Even though the Village will provide vacuuming this fall, leaf bags will still 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. The Village is considering developing an RFP for accounting services.

#### Utilities: WSSC

- 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.
  - The Village sent a permit to WSSC based on previous agreements between VMA and WSSC, as well as agreements between WSSC and neighboring municipalities.
  - 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:

- The Village has met with PEPCO to review tree-trimming that will be necessary for new light installation. PEPCO plans to begin trimming in the next week. In the meantime, starting next week PEPCO will put together its team to do the final installations, which should take two to three weeks. They anticipate a start date for installations to be in approximately one month.

### Streets & Sidewalks:

- *Stop Bars and Street Markings:* The Village had its stop bars and street markings put down on the last week of June.
- The Village patched up some potholes on Thornapple Street, and will continue to look for opportunities to patch holes on the streets that have not yet been repaved.
- The Village is planning a Village-wide sign inventory over the month of August, and will be replacing faded signs, and evaluating if there are spots where signs need to be added or removed.

### Sanitation:

- Waste Management has changed its routes, which is resulting in VMA recycling pickups happening later in the day. Staff is trying to get an estimate from Waste Management on when exactly residents can expect pickup to begin. The routes are going quicker over the past two weeks, however, as Waste Management has switched to a two man crew.
- Bulk pickup occurred on July 8, in coordination with A Wider Circle. The next bulk pickup will be September 9. A Wider Circle will do their pickup on Friday September 8.
  - 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.
  - Residents can also contact the Village Office if they wish to donate items to A Wider Circle. Please contact at least one week ahead of time to schedule the pickup from A Wider Circle.

### Building Administration:

- Please see report from Doug Lohmeyer, attached.

8:53 PM      The Council entered into a closed session to discuss personnel matters.

9:00 PM      Meeting adjourned: Krajeck

DRAFT