

Council Meeting Agenda – April 18, 2024

VIA ZOOM CONFERENCE CALL AND IN-PERSON

The Council may entertain a motion in open session to enter into a closed session, in accordance with Section 3-305(b) of the Open Meetings Act (Maryland Code, General Provisions Article).

- Call to Order: Alexander
- Weather Report: Keith Allen
- Opportunity for Council to Hear Residents' Comments: TBD
- Approve March 21 Council Meeting Minutes (Page 2)
- Committee Reports (Page 4)
- Discussion and possibly directing the staff to prepare a Council Resolution to clarify the policy and regulation creation process.
- Discussion and planning the 40th anniversary of VMA incorporation.
- Discussion and planning a VMA hosted First Aid and CPR training.
- Treasurer's Report: Blander (Page 5)
- Manager's Report: Silliman (Page 8)
- Opportunity for Council to Hear Residents' Comments: TBD
- Adjournment: Alexander

Join Zoom Meeting

<https://us02web.zoom.us/j/88331175094?pwd=OFNvZkFzbnA4coovdWI4KzA1Q2JjUTo9>

Meeting ID: 883 3117 5094

Passcode: 525784 One tap mobile: (301) 715-8592

Council Meeting Minutes – March 21, 2024

VIA ZOOM CONFERENCE CALL AND IN-PERSON

The audio recording for this meeting is available on the [Village website](#).

Council Members Present: Andrew Kauders; Jeff Blander; Susan Fattig; Arthur Alexander; Katie Howard

Other Attendees Include: Village Manager: Michael Silliman; Village Attorney: Ron Bolt; and residents Marty Langelan, Steve Howard, John Sharrow, David Saulter, Lynn Welle, and Keith Allen.

7:30 PM Call to Order: Alexander

7:30 PM Weather Report: Keith Allen

Keith Allen reported very nice weather, but wind and rain are coming. Above average temperatures and rain fall.

7:33 PM Opportunity for Council to Hear Residents' Comments:

Marty Langelan asked if there will be a Spring street cleaning this year. The Village Manager reported that he is asking the Council for approval of this tonight.

Jeff Blander asked for some time on the Council meeting agenda in the April meeting to discuss the ordinance introduction process.

Approve February 15 Council Meeting Minutes

Susan moved to approve the minutes. Andrew seconded. This was unanimous.

7:34 PM Committee Reports

Community Engagement Committee reported positive feedback from the Community Brunch. They are looking ahead to the Celebration on the Sidewalk on May 7th.

Election Committee reported the filing deadline for candidates is this weekend. The information packets will be ready for printing and mailing next week. Meanwhile the committee is finalizing the voter roll with the help of a contactor. The written report is in the meeting packet.

7:54 PM Discussion and Possible Introduction of Fiscal Year (FY) 2025 Budget Ordinance and Tax Rates Resolution

Jeff Blander presented the budget proposal.

Arthur moved to introduce budget ordinance number 2024-1. Andrew seconded. This was introduced unanimously.

Arthur moved to introduce tax rate resolution number 2024-2. Katie seconded. This was introduced numerously.

8:32 PM Treasurer's Report: Blander

Jeff provided his report. A written report is provided in the meeting packet.

8:34 Manager's Report: Silliman

Michael provided his manager's report. The written report is available in the meeting packet.

Opportunity for Council to Hear Residents' Comments:

Katie Howard asked if anyone knows what the Maryland Parks and Planning Department is doing at the Chevy Chase Local Park. Are they making improvements?

Andrew Kauders thanked Michael for saving money for the Village.

Lynn Welle complained about repeated parking violations and asked residents to remind their landscape companies and contractors to obey the posted parking rules. Also, please do not block the sidewalk.

Marty Langelan thanked the Council for the composting program. She also liked the idea of hiring an engineer to provide recommendations on making the Brookville Market parking lot exit safer. Marty asked for a public comment board on the website in addition to a new mass emailing system. Marty also asked for an additional \$3,000 for the annual elections budget. Marty asked if there would be a public forum for the budget. The budget public hearing will be held at the May 9th Council meeting.

9:00 PM Chevy Chase Fire Board Appointment

Arthur moved and Susan seconded to appoint Drew Makar to the Chevy Chase fire board. This was unanimous.

9:01 PM Adjournment

Arthur moved and Susan seconded. Adjournment was unanimous.

Election Committee Report for the April 18, 2024, Council Meeting

The VMA election process is on track. The Committee continues to provide the election documents, notices, updates, and newsletter articles, and is coordinating the process with the Village Manager.

- **CANDIDATES:** The filing date was March 23. The Committee reviewed the candidates' filing materials, voted to place all three names on the ballot, issued the public announcement on Monday March 25, and produced the VMA Election Information Packet on March 27. The VMA staff posted the Info Packet on the website, did the printing, and mailed it to the VMA households on time.
- **VOTER ROLL:** The voter-roll contractor, Julian Lamphear, completed the verification process to update the list of qualified voters. The process was thorough and systematic. The Committee voted to (a) approve the list of qualified voters, including the new voters the contractor confirmed, and (b) remove from the active list of qualified VMA voters the people who had died, moved away, or were now voting in other jurisdictions. As of April 7, there were 634 qualified VMA voters. The Committee approved the list of qualified voters and sent the 2024 voter roll to Electec, the mail-vote contractor, on schedule.

Note: This is the first year that VMA is operating under the new Charter definition of "qualified voters" that the Council adopted. Under the new definition, property ownership no longer confers voting eligibility; we can no longer just automatically send ballots to absentee owners. The Committee provided the required written notices about voting this year, to implement the Charter change. Per the new definition, we kept absentee owners on the qualified voter list if VMA is their primary residence and sole residence for U.S. voting purposes.

- **BALLOTS:** The Committee reviewed the draft ballot materials from Electec, made the corrections, and approved the revised ballot packet for Electec to mail to the voters. Per the regulations, VMA instructed Electec to (a) rotate the candidates' names on the ballot to prevent positional voting bias, (b) provide postage-paid return envelopes, (c) put the postal tracking on the ballot return envelopes, using the letter-track system that the Council approved last month, and (d) send a test mailing to the Committee members. The ballot mailing to the Village is scheduled for Friday April 26, the day after the Forum. Four voters requested early ballots, and VMA instructed Electec to send them early ballots.
- **FORUM:** The Election Forum will be held by Zoom at 7:30 pm on Thursday evening April 25. All three candidates have confirmed that they will be available. The Committee will post additional public notices before the Forum, and the Village Manager has confirmed that the Forum will be recorded and posted on the VMA website.
- **ELECTION DAY:** The Election Committee chair attended the Community Engagement Committee meeting to discuss the plans for the Celebration on the Sidewalk on Election Day, Tuesday May 7. The Village Manager will follow up on the May 7 logistics with both Committees.

Electec has confirmed that they will provide a secure drop-box for the completed ballot envelopes on May 7. The Election Committee will supervise the drop-box at the election table, and we plan to deliver the sealed envelopes to Electec the same evening.

We appreciate the Council's support for the election process, and the efficient VMA staff support. We will be glad to answer any questions you may have.

Respectfully submitted by the 2024 Election Committee, for inclusion in the public packet for the April Council meeting and attachment to the April 18, 2024, Council meeting minutes posted on the VMA website.

**Village of Martins Additions
Financial Report for March 2024
Jeffrey Blander Treasurer
Thursday April 18th, 2024**

	March 2024 (Actual)	March 2024 (Budgeted)	Under/Over Budget	YTD (Actual)	YTD (Budgeted)	Under/Over Budget	Annual
Total Income	\$257,325.51	\$80,533.00	\$176,792.51	\$1,278,929.29	\$724,800.00	\$554,129.29	\$966,400.00
Total Expenses	\$61,901.08	\$75,433.00	\$13,531.92	\$697,572.36	\$678,900.00	\$18,672.36	\$905,200.00
Net Income	\$195,424.43	\$5,100.00	\$190,324.43	\$581,356.93	\$45,900.00	\$535,456.93	\$61,200.00

Assumptions:

- Income includes revenue from permit fees, country revenue sharing, income tax, property tax, and interest.
- Expenses include those from general government (printing, insurance, office lease, telephones, etc.), salaries and benefits, professional fees (accounting, legal, permitting, etc.), streets (lighting and maintenance), waste and recycling, other (tree maintenance, community events, etc.)

Total current assets	\$5,700,254.71
Investment reserves (Walkability, streets, other)	\$1,500,000.00
Emergency reserves	\$1,000,000.00
 Current assets less reserves shown above	 \$3,200,254.71

Of note, VMA year-to-date (YTD) budgeted versus actual total income (\$724,800.00 versus \$1,278,929.29) is \$554,129.29 greater than expected. This is primarily due to \$466,820.10 in ARPA funds and interest (\$206,025.43).

There are several larger capital projects in-progress and additional budget categories being paid for with ARPA funds. A detailed summary of spending to date is as follows:

Account	Dec 23YTD	Jan-2024	Feb-2024	Mar-2024	Total
5110 (M&O)	\$ 67,729.94	\$ 19,232.96	\$ 12,485.25	\$ 13,038.38	\$ 112,486.53
5322 (Street Cleaning)	\$ 25,422.00	\$ 6,555.00	-	-	\$ 31,977.00
5410 (Waste Collection)	\$ 73,412.73	\$ 12,112.47	\$ 12,112.47	\$ 12,112.47	\$ 109,750.14
5805 (Walkability)	\$ 8,500.00	\$ 3,005.00	-	\$ 483.20	\$ 11,988.20
5810 (Street Improvement)	\$ 25,250.00	-	-	-	\$ 25,250.00
5814 (Other Capital Projects)	\$ 17,344.00	-	-	-	\$ 17,344.00
Total	\$ 217,658.67	\$ 40,905.43	\$ 24,597.72	\$ 25,634.05	\$ 308,795.87

Near-term follow-up activities

- *It will be critical that VMA plans for and outlays any remaining ARPA funds by Dec. of 2024.*
- Adopt the introduced FY2025 budget at the May 2024 Council Meeting.

Village of Martin's Additions.	
Balance Sheet	
As of March 31, 2024	
	Total
ASSETS	
Current Assets	
Bank Accounts	
1000 United Bank	0.00
1001 Suntrust Bank	128,666.13
1005 Congressional Bank	257,384.26
1020 MLGIP	5,180,254.67
1021 MLGIP - Infrastructure	118,432.96
Total 1020 MLGIP	\$ 5,298,687.63
1072 Bill.com Money Out Clearing	13,649.69
Total Bank Accounts	\$ 5,698,387.71
Accounts Receivable	
1100 Accounts Receivable	0.00
Total Accounts Receivable	\$ 0.00
Other Current Assets	
1010 Petty Cash	100.00
1120 Security Deposit - Office	1,767.00
1130 Taxes Receivable	0.00
1140 Accrued Interest Income	0.00
Total Other Current Assets	\$ 1,867.00
Total Current Assets	\$ 5,700,254.71
Fixed Assets	
1205 Other Assets	2,450.00
1210 Office Equipment	24,944.00
1215 Leasehold Improvements	1,381.00
1220 Capital Fund Infrastructure	1,191,352.15
Total Fixed Assets	\$ 1,220,127.15
Other Assets	
1110 Accounts Receivable Accrual	0.00
1150 Prepaid Expenses	0.00
1160 Real Property Tax Receivable	0.00
1170 Personal Property Tax Receivable	0.00
Total Other Assets	\$ 0.00
TOTAL ASSETS	\$ 6,920,381.86

LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	31,797.96
2030 Accrued Vacation	0.00
Total Accounts Payable	\$ 31,797.96
Credit Cards	
Master Card 3331 - 1	192.00
Master Card 3570 - 1	291.13
Master Card 5567 - 1	-362.08
Master Card 5568 - 1	2,414.85
Total Credit Cards	\$ 2,535.90
Other Current Liabilities	
2010 Accounts Payable - Accrual	-58.00
2020 Accrued Salaries Payable	0.00
2200 Refundable Deposits	21,230.00
2300 Deferred Property Taxes	0.00
2400 Deferred Revenue	0.00
2401 Deferred Revenue - ARPA	652,432.92
Total Other Current Liabilities	\$ 673,604.92
Total Current Liabilities	\$ 707,938.78
Total Liabilities	\$ 707,938.78
Equity	
3000 Fund Balance	429,466.74
3010 Fund Balance - Infrastructure	600,000.00
3100 Investments in GFA	1,220,127.15
3900 Retained Earnings	3,381,492.26
Net Income	581,356.93
Total Equity	\$ 6,212,443.08
TOTAL LIABILITIES AND EQUITY	\$ 6,920,381.86

Monday, Apr 15, 2024 11:21:33 AM GMT-7 - Accrual Basis

From: Michael Silliman, Village Manager
To: Village Council
Subject: Village Manager's Report
Date: 4-18-24

Administration:

- ARPA first reporting deadline is April 30th. I believe I have everything I need to complete this report next week.
- Tomorrow, I will be meeting with the Maryland Municipal League's President, Mayor John Carroll, Town of Galena, MD. VMA Council Vice Chair, Katie Howard, will join me.
- Reminder that the May Council meeting has been moved to May 9th to adopt the FY25 budget in the first half of May.
- The Arbor Day walk on April 4th was a success with a small group joining me for a discussion about how to care for our new trees. We discussed both the need to better supervise the annual tree planting to ensure the sub-contractor is following best practices and creating a 'how to care for your young tree guide' for residents.
- To reduce Village legal costs, I have asked Village Attorney, Ron Bolt, to only attend Village Council meetings if his advice is needed on specific agenda items.

Maintenance:

- Rolling Acres will return to conduct a single, spring street cleaning on May 7th.
- A question has arisen about whether we need trash collection two days per week. Factors to consider are we now have fully subsidized food waste composting and the environmental impact of one additional trash collection. Other possible amendments to this service include curbside pick-up instead of side and backyard collection.

Project Updates:

- The Brookville sidewalk design process is moving forward. We have reached out to six property owners who will be impacted along Brookville Road. We will secure easements from those property owners and then seek approval from the State Highway Administration. If easements are not possible, we can apply for a waiver at those locations.
- We will be updating the Village Resident Directory this fall.

Buildings:

- I have attached Building Administrator, Doug Lohmeyer's monthly report.
- Permits were issued to 3415 Cummings Lane. A pre-construction meeting was held with the builders, County sediment control, and the Village. Private trees were discussed at length.
- A variance application has been submitted for 3518 Shepherd Street. The proposed addition is in line with the current house and meets the setback requirements, but is 10.3 feet beyond the established building line along Brookville Rd. A variance hearing has been scheduled for May 2nd.
- We are still expecting a construction project at 204 Oxford.

TO: The Council at the Village of Martin's Additions
FROM: Doug Lohmeyer
DATE OF MEMO: April 13, 2024
SUBJECT: Building Administrator's Report

6701 Brookville Rd.

The property owner submitted an application to construct a circular driveway with a second driveway apron on Brookville Rd. The staff has reviewed the plan. The applicant needs to obtain a MSHA driveway access permit before the VMA will issue the driveway permit.

3415 Cummings La.

A plan to remove the existing house and to construct a new house has been submitted to the Village for review. The MCPDS issued their building permit on Mar. 14, 2024. The resident's information meeting was held on April 4, 2024. The Village permits were issued on April 9, 2024. The pre-construction meeting took place on Monday, April 15th.

3417 Cummings La.

The owner submitted an application to demolish the existing house and to construct a new home on Nov. 22, 2022. The property is two lots, 6 and 7, recorded in 1919. The resident information meeting was held on Tuesday, Mar. 14, 2023. The MCDPS issued their permit and the Village permit was issued on May 30, 2023. The work is ongoing.

3419 Cummings La.

The owner submitted an application to demolish the existing house and to construct a new home on Nov. 22, 2022. The property is two lots, 6 and 7, recorded in 191.9. The resident information meeting was held on Tuesday, Mar. 14, 2023. The Village issued their permits on May 11, 2023. The work is ongoing.

204 Oxford St.

The new property owner submitted a concept plan for the VMA staff to review. They plan on removing the existing house and constructing a new home. The staff reviewed the plans and sent the initial review comments to the applicant.

3518 Shepherd St.

A plan to add a 2 story addition on the southern end of the existing house and for improvements to the existing house has been submitted to the Village. The EBL analysis indicated that a variance is required to construct the addition. A variance hearing will be held on May 2nd.

3412 Taylor St.

The homeowner has submitted plans to enclose and remove the existing below street garage and to remove and raise the driveway, so it will slope towards the street and away from the house. The staff met with the owners and their architect and discussed the proposed revisions and the process. They have applied for a Village variance and a building permit. The Council approved the variance on Dec. 12, 2023. The Village permit was issued on Dec. 18, 2023. Work began at the end of Feb.

3511 Turner St.

An application has been submitted to enlarge the existing deck at the rear of the house. The MCDPS issued their building permit on Jan. 30th. The Village issued the building permit on Feb. 15, 2024. The construction is underway.