

**Village of Martin's Additions**  
7013 Brookville Road (Suite B, 2nd floor)  
Chevy Chase, MD 20815-3263

**Agenda for  
Council Meeting  
April 19, 2018**

*The Village Council may entertain a motion during the open meeting to close a portion of the meeting, in accordance with Section 3-305(b) of the Open Meetings Act (Maryland Code, General Provisions Article)*

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|---------|---|
| 7:30 PM | Call to Order: Krajeck  |
| 7:31 PM | Opportunity for Council to hear residents' comments: Krajeck  |
| 7:45 PM | Committee Updates   |
| 8:00 PM | Action on Meeting Minutes of March 15, 2018: Krajeck  |
| 8:05 PM | Building Administrator's Report: Lohmeyer   |
| 8:10 PM | Financial Matters, including Treasurer's Report, Public Hearing on Ordinance No. 3-18-1 (FY19 Budget), and Public Hearing on Resolution No. 3-18-2 (FY19 Tax Rates): Alexander <sup>1</sup> |
| 8:30 PM | Public Hearing and Action on Policy No. 2-18-1A (Election Rules and Procedures): Krajeck <sup>2</sup>   |
| 8:45 PM | Public Hearing and Action on Charter Amendments 2018-1 through 2018-7: Krajeck <sup>3</sup>   |
| 9:00 PM | Update on Small Cell Tower Legislation: Bolt  |
| 9:05 PM | Manager's Report: Trollinger  |
| 9:10 PM | Opportunity for Council to hear residents' comments: Krajeck  |
| 9:15 PM | Adjournment: Krajeck  |

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<sup>1</sup> The FY19 Budget and Tax Rates were introduced at the March 15 VMA Council Meeting. The Council will vote on their adoption at the May 10 Annual Meeting.

<sup>2</sup> The Election Rules and Procedures were introduced at the February 15 VMA Council Meeting.

<sup>3</sup> The proposed Charter Amendments were discussed at the January 18 VMA Council Meeting, and introduced at the February 15 Council Meeting.

**Village of Martin's Additions**  
**7013 Brookville Road, Suite B, Chevy Chase, MD 20815**  
**Minutes for Council Meeting on**  
**March 15, 2018**

**Council Members Present:** Richard Krajeck; Arthur Alexander; Susan Fattig; Katya Hill; Tiffany Cissna (arrived at 8:34 pm); **Village Manager:** Matthew Trollinger; **Assistant Village Manager:** Tina Lurie; **Attorney:** Ron Bolt; **Residents and other attendees:** Keith Allen (Turner Ln.); Ted Stoddard (Turner Ln.); Jean Sperling (Shepherd St.); Bill Catherwood (Shepherd St.); Lauren Biel (Delfield St.); Dennis King (Summit Ave.); Lynn Welle (Oxford St.); Janine & Louise Trudeau (Bradley Ln)

7:31 PM     Call to Order: Krajeck

7:31 PM     Opportunity for Resident Comments: Krajeck

Council Chair Krajeck called on Keith Allen (Turner Ln.) to give the weather forecast. Mr. Allen says we can expect some more snow flurries but spring is around the corner.

Lynn Welle (Oxford St.) stated that residents are not breaking down their cardboard boxes when they leave them out on Tuesdays for recycling day.

Lauren Biel (Delfield St.) asked for an update on the grade at 3407 Thornapple, which was displaced when the house was moved to 3405 Thornapple.

Dennis King (Summit Ave.) asked about the recycling and breaking down of boxes. He also inquired about speeding and no stopping on Thornapple on the east and west side of Summit Ave. Council Chair Krajeck requested that Village Manager Trollinger talk to the police and ask them to patrol the area more frequently.

Bill Catherwood (Shepherd St.) asked if the Village was planning traffic studies on Cummings Lane, to which the Council agreed. He also stated the agenda had an item regarding the public comments on the resolution, which was not in the body of one the emails announcing the meeting.

7:47 PM     Committee Updates

Lauren Biel (Delfield St.) spoke on behalf of the Election Committee, as the Committee Chair, Marty Langelan (Chestnut St.), was not able to attend the Council meeting. Ms. Biel said the committee has received one nomination from Arthur Alexander. She reiterated that the deadline for nominations is April 10 at 5pm. She discussed the conflict

of interest form, and she noted the Ethics Committee and the Election Committee are two separate committees.

Ms. Biel also gave a report on behalf of the Community Engagement Committee. She stated the wine tasting and cookie party at La Ferme worked out well, and that plans were underway for an Arbor Day celebration in April. The committee will be sending out a survey to get ideas from residents on what community events would draw the most interest.

7:56 PM Action on Minutes of the February 15 Council meeting. Council member Alexander moved to approve, Council member Fattig seconded, all in favor.

7:57 PM Opportunity for Comment on Resolution 2-18-1A on Election Rules

Village Attorney Bolt explained that the Resolution was adopted on an emergency basis at the February Council meeting in order for all election deadlines to be met. The emergency ordinance expires after 60 days, so the Council will have to re-adopt the same election rules and procedures at the April meeting, where there will be a public hearing on the Resolution for residents to comment. There will be two additions, based on previous public comments: the first was to require committee members to complete an oath of office. The second clarifies that election records be stored at the Village office and retained in accordance with its State-approved records retention policy.

7:59 PM Council member Alexander gave his report on financial matters:

**Village of Martin's Additions, Treasurer's Report  
Arthur Alexander, Treasurer, March 15, 2018**

In this report, I will discuss the budget for the upcoming fiscal Year 2019, beginning July 1, 2018. The major change is a proposed reduction in the Village's property tax rate from .0472 dollars per hundred dollars of assessed value to .005 dollars per hundred. To put the proposed reduction into perspective, until fiscal year 2011, the Village's property tax rate was set at the low rate of .008. The intention was to have a tax on the books that could be increased in an emergency. In the last recession, revenues from the Village's share of the state income tax plummeted 60%, which required raising the property tax. As the economy recovered, income tax revenues gradually climbed to pre-recession levels. In the past two years, they have been consistently and significantly above the old peak.

Considering the recovery of income tax revenues, we propose to reduce the Village portion of property taxes to a bit below pre-recession levels. Currently, the Village's portion is only 4% of a property-owner's total tax; the table below shows the various portions.

**Property taxes on property with assessed value of \$1,000,000**

Taxing authority	Tax rate (\$ per hundred)	Amount (\$)
State	0.112	1,120
County	1.1029	10,129

Village of Martin's Additions (current)	0.0472	472
Village of Martin's Additions (proposed)	0.005	50
Other		125

Budget changes of expenditures reflect mainly routine adjustments to ongoing processes. The single biggest increase is \$15,000 for a new contract to update the Geographic Information System (GIS), which had been in the budget but deferred for several years. That update is now on track. A complete inventory and evaluation of the Village's street signs revealed the necessity to repair or replace many of them at an estimated cost of \$10,000. We added leaf vacuuming to the autumn cleanup this year, which had the benefit of reducing the number of street cleanings. With the actual cost of the new service in hand, we are able to reduce the budgeted amount of leaf vacuuming by \$3,000 and street cleaning by \$5,000.

In recent fiscal years, we completed several major capital improvement programs paid out of designated funds set aside for such purposes. Completion of these projects is planned for whenever the utility companies finish their projects (this fiscal year or next). These projects will have almost depleted this capital improvement account. We therefore propose to move \$300,000 into the designated funds for possible repaving after utility work, storm cleanups, sidewalks, and other possible contingencies. The designated funds would be moved from the undesignated fund balance, which now amounts to \$2.3 million.

Council member Krajeck suggested moving \$500,000 into a designated fund rather than \$300,000. Council member Hill made a motion to move \$500,000 to Capital projects for FY19 and accept the Treasurer's Report. Council member Fattig seconded, and all are in favor.

8:00 PM Council member Krajeck moved to introduce Ordinance No. 3-18-1, an ordinance to adopt a budget for the fiscal year 2019, to be introduced. Council member Fattig seconded, and all are in favor. Council member Krajeck also moved to introduce Resolution No. 3-18-2, which sets the FY19 tax rates for the Village as follows: 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. Council member seconded. All in favor.

*(Please note: in the agenda and meeting packet, the draft Tax Rate Resolution listed a personal property tax rate of \$.0472 per one hundred dollars of assessable value – the current rate – in case the Council did not elect to lower the tax rate. However, the Council did lower the personal property tax rate to \$.0050 per one hundred dollars of assessable value).*

The Council also voted to amend the FY18 budget as follows:

Storage unit increased from \$3,500 to \$4,000 due to a rent increase; telephone increase from \$3,500 to \$4,000 because of a slight increase in rates; Police patrol increase from \$30,000 to \$31,000 due to an extra pay period in the fiscal year; Street maintenance was increased from \$15,000 to \$25,000 for street sign maintenance- to repair, clean and

replace signs; Tree Replacement was increased by \$6,000 due to a billing error from the Village's arborist. The funds were moved from Accounting and auditing, which was decreased by \$3,000; Street Cleaning, which was decreased by \$5,000; Leaf Vacuuming, which was decreased by \$3,000, and Building Review and permits, which was decreased by \$10,000; and street cleaning, decreased by \$5,000.

8:16 PM Council member Alexander moved to accept higher amounts which total \$18,000 and make appropriate adjustments in the budget. Council member Fattig seconded, and all approve.

8:19 PM Council member Krajeck said that he will send out an email with some possible dates for consideration on the variance hearing at 3407 Thornapple Street.

8:20 PM Manager Trollinger gives his report. He discussed the new furniture for the office, the status of the resident directory, getting access to Montgomery County voter rolls for the upcoming VMA election, and contacting contractor CNA regarding the new GIS contract. Manager Trollinger is also working on a new waste/garbage contract and he is reaching out to seven companies for an invitation to bid. He also reported that the Village has signed a contract for new Martin's Additions signs and that traffic studies are underway. Full report below:

**Manager's Report  
March 15, 2018**

Administrative Matters:

- **Recycling Bins:** Residents who need to "upgrade" to a larger recycling bin should contact the Village office and we can order one for you. The recycling Toters come in 36 gallon and 48 gallon sizes.
- **Office Redesign and Orientation:** New furniture arrive and was installed on February 27. The Village will also be fixing up the walls by spackling holes and repainting, fixing the lights, and shampooing the carpet.
- **Archiving:** Staff has been boxing up materials to send to Maryland State Archives in accordance with the state-approved archival and document retention plan.
- **2018 Village Election:** The Election Committee had its most recent meeting on Monday March 12. Preparations for the election are beginning, and nominations opened on February 24.
- **Welcome Bags:** The office has received new canvas bags for new residents as part of a welcome package. Thank you to the "Street Captains," organized by the Community Engagement Committee, for volunteering and helping to welcome new residents on their streets. If any residents know of a new resident, please let the Village office know and we can arrange for them to get a welcome bag.
- **Village Directory:** Village staff has begun work on an updated 2018 Directory. We have entered the resident information and have reached out to houses for whom we do not have information. We will soon be sending drafts of each street out to be checked by residents before sending it off to the printer.
- **Bill-paying:** Staff is working with the accountant to integrate Bill.com starting in April.
- **Contracts:**
  - **GIS:** The Village has signed a contract with CNA Engineering, who is providing the information that is needed from AMT to update the system. We are scheduling for CNA to come into the office for a meeting to go over our current system and establish a new control network and additional survey control points (as necessary) throughout the Village.

- *Waste Management*: The Village's trash and recycling contract with Waste Management will end in July 2018. Village has drafted an Invitation to Bid and sent to six trash and recycling companies and have posted on the Village and MML websites.
- *Village Signs*: The Village has signed an agreement with Signs By Tomorrow after receiving multiple bids on the project. They are currently developing proofs to send out based on the current VMA logo.

#### Community Engagement

- **Montgomery County Council District 1 Candidate Forum**: The Village of Martin's Additions joined multiple municipalities in co-sponsoring a nonpartisan candidate forum for the Montgomery County Council District 1 seat on Wednesday, March 14<sup>th</sup> in the National 4-H Conference Center auditorium.

#### Utilities: WSSC

- WSSC is returning to VMA for a sewer main replacement project. The following streets will be affected: Quincy, Raymond, Chestnut, Taylor, and Thornapple. WSSC held an information meeting on January 31. Village staff attended the meeting, along with a few residents. Unfortunately, WSSC has *still* not selected a contractor, so specific start-time information was not available. They expect work to begin in the spring and for the project to last 100 days in its entirety.
  - The Village has begun drafting a letter that gives the timeline of the numerous delays and the road work that VMA has had to delay in turn.
- Other streets that may affect traffic for VMA residents: a section of Brookville Road, and Cummings Lane beyond the boundaries of the Village.

#### Streets & Sidewalks:

- The Village has completed its Village-wide sign inventory. The Village's traffic engineer, Joseph Cutro, estimates that the cost for sign replacement will be \$7,500 – 8,000.
  - Sign replacement will begin next week and wrap it up by the end of March.
  - The Village conducted a traffic study on Quincy Street on the week of February 26. A traffic study is currently being conducted on Shepherd Street. Once that is completed, we will do a traffic study on Thornapple Street.
- State Highway originally planned construction work to incorporate redesign plans for the Brookville/Taylor intersection in the fall. However, the project has been delayed and is now scheduled for spring of this year. The redesign will move the stop signs closer to each other, reduce the distance pedestrians will have to cross the street, and increase visibility in all directions.
- Spring street cleaning was conducted by Rolling Acres on Wednesday, March 14.

#### Sanitation:

- The last bulk pickup occurred on March 10, in coordination with A Wider Circle. The next bulk pickup will be July 14. A Wider Circle will do their pickup on Friday, July 13.
- The Village cleaned up large tree debris from the March 2 high wind event with a wood chipper, provided by Integrated Plant Care, on Monday March 12.

#### Building Administration:

##### **6701 Brookville Rd.**

The applicant has submitted a building permit application to add an addition at the rear of the existing house. The staff has completed a preliminary review of the application and is waiting for the Montgomery County Department of Permitting Services (MCDPS) building permit approval.

##### **7210 Chestnut St.**

The Village has issued a demolition permit for the removal of the ex. house. The demolition has been completed. The applicant is working with the architect to finalize the architectural plans for the new house. Nothing has been submitted to MCDPS or the Village.

**3405 Cummings Ln.**

The applicant has submitted for a building permit from MCDPS and the Village. The Village issued a building permit on 9/11/17 and construction is on-going.

**7208 Delfield St.**

A dumpster permit has been issued for interior kitchen improvements in the ex. house. A performance bond has been posted to cover any damage to the Village right of way. The applicant recently amended the MCDPS permit for additional interior improvements.

**3501 Shepherd St.**

The applicant has submitted a building permit application to make several improvements to the existing house. The County has issued their building permit and the Village is waiting for the applicant's architect to respond to several questions.

**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. A right of way license may be required by the homeowner for repairs.

**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. Staff will contact the homeowner to correct the situation.

**3405 Thornapple St.**

The staff issued a building permit to relocate the existing house from the adjacent lot and add improvements to the old structure. The improvements include a new curb cut and driveway. The work appears to be completed. The applicant has poured a new driveway and apron and replaced a section of damaged curb. However, several sections of ex. curb have chips and cracks and I recommend they also be replaced. MCDPS has release their permit and the staff recommends releasing the Village's building permit.

MCDPS will not release the sediment control permit until the applicant removes the excess dirt that was placed on the lot at 3407. The additional grading was not approved by MCDPS. I recommend the Village retain the performance bond until the grading has been completed, the MCDPS has released their sediment control permit, the old driveway apron has been removed, and the damaged section of curb are replaced.

**3407 Thornapple St.**

The staff has meet with the owner's attorney and engineer regarding the siting of a new house on the lot. The owner's attorney feels the Village Code is in conflict with the County Code regarding building setbacks and that the County Code should be followed. The staff and Village attorney feel the Village Code is more restrictive, but not in conflict. The applicant has submitted a waiver application and additional information. A waiver hearing will be scheduled.

**Montgomery County Department of Transportation (MCDOT) – North Delfield St.**

The staff has contacted the MCDOT maintenance department about a repairing the existing storm drain inlet at the north end of North Delfield St. MCDOT is not sure who owns the damaged inlet and they are still investigating the situation.

**Maryland State Highway Administration (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. MSHA has stated that sometime in Feb. 2018, they will make the adjustments to the curb, sidewalk ramp, and paving in order to improve the ponding situation. The staff at MSHA is meeting with the selected contractor this week and will advise the Village of the proposed start work date.

**8:30 PM      Opportunity for Resident Comments**

Jean Sperling (Shepherd St.) asked for clarification on the firm CNA and what that GIS system was for the office. Mr. Trollinger explained that CNA was the firm chosen to replace A. Morton Thomas for the Village's computer mapping program. The acronym GIS stands for Graphical Interface System. Ms. Sperling also asked about County revenue sharing and whether lowering the property tax in Martin's Additions would have any effect on those discussions. Council member Alexander explained that the Village has been engaged in such discussions with the other municipalities and the Maryland Municipal League, and that he did not anticipate the Village's decision to lower property tax to have an effect on them.

Dennis King (Summit Ave.) asked for clarification on the Waste Management contract, which will be ending in June. He stated that he is pleased with their service.

**8:37 PM      Council member Alexander motioned to adjourn. Council member Hill seconded and all are in favor. Meeting is adjourned.**

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

FROM: Doug Lohmeyer

DATE OF MEMO: April 17, 2018

SUBJECT: Building Administrator's Report

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**7210 Chestnut St.**

The Village has issued a demolition permit for the removal of the ex. house. The demolition has been completed. The applicant is working with the architect to finalize the architectural plans for the new house. Nothing has been submitted to Montgomery County Department of Permitting Services (MCDPS) or the Village.

**3405 Cummings La.**

The applicant has submitted for a building permit from MCDPS and the Village. The Village issued a building permit on 9/11/17 and construction is on-going.

**7208 Delfield St.**

A dumpster permit has been issued for interior kitchen improvements in the ex. house. A performance bond has been posted to cover any damage to the Village right of way. The applicant recently amended the MCDPS permit for additional interior improvements.

**3501 Shepherd St.**

The applicant has submitted a building permit application to make several improvements to the existing house. The County has issued their building permit and the Village is waiting for the applicant's architect to respond to several questions.

**3510 Taylor Street**

The homeowner is replacing the old falling wall along the Village sidewalk and within right of way. The work is almost complete. A right of way license is being processed.

**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 from the adjacent lot and add improvements to the old structure. The work appears to be completed. However, several sections of ex. curb have chips and cracks and I recommend they also be replaced. MCDPS has release their building permit and the staff recommends releasing the Village's building permit.

MCDPS will not release the sediment control permit until the applicant removes the excess dirt that was placed on the lot at 3407. The additional grading was not approved by MCDPS. The owner has placed some materials on-site and covered it with a tarp but has not begun the re-grading of the lot. I recommend the Village retain the performance bond until the grading has been completed, the MCDPS has released their sediment control permit, the old driveway apron has been removed, and the damaged section of curb are replaced.

### **3407 Thornapple St.**

The staff has meet with the owner's attorney and engineer regarding the siting of a new house on the lot. The owner's attorney feels the Village Code is in conflict with the County Code regarding building setbacks and that the County Code should be followed. A Village waiver hearing is scheduled for Wed. April 25, 2018 at 7:30.

### **Maryland State Highway Administration – Brookville Road & Bradley La.**

The MSHA contractor has completed their improvements to the intersection. On Monday, April 16<sup>th</sup> after a heavy rain, water was not ponding onto the Village sidewalk. We will continue to monitor the situation.

### **Oxford Street Storm Drain Repairs**

On Friday, April 13<sup>th</sup>, the crew from Montgomery County Department of Transportation reset the two concrete inlet tops at the corner of Oxford St. and Quincy.

**Village of Martin's Additions  
Financial Report for March 2018  
Arthur Alexander, Treasurer  
April 19, 2018**

July 2017 through March 2018

	<u>Actual</u>	<u>Budgeted</u>
Revenues	\$ 799,781	716,469
Expenses (excluding capital projects)	493,861	563,339
Net Income (revenues minus expenses)	305,920	153,130
Capital expenditures	\$0	
Allocated capital improvements funds	\$1,500,000	

Reserve account (current assets less designated allocations): \$1,282,931

Revenues are running higher than expected. State income tax receipts could be more than \$100,000 greater than originally budgeted if the current pattern continues. Meanwhile, expenditures are about \$70,000 (10%) less than planned.

At the last council meeting, we replenished the capital fund to make sure that we had enough money set aside for the remaining street repaving and other contingencies.

**Village of Martin's Additions  
FY2019 Budget  
Draft #1**

	<b>FY17 Actual</b>	<b>FY18 Actual Thru Jan 18</b>	<b>YTD Budget</b>	<b>FY 18 Annual Budget</b>	<b>Proposed FY19 Budget</b>
<b>Income</b>					
4000 - Revenue					
4010 - Permit Fees	10,722.00	4,552.00	11,662.00	12,000.00	15,000.00
4020 - Cable TV Franchise Fees	11,480.00	3,188.43	2,000.00	8,000.00	8,000.00
4040 - County Revenue Sharing	26,907.00	26,832.00	26,800.00	26,800.00	26,800.00
4050 - Highway Users Fees	21,872.00	18,066.12	17,720.00	23,000.00	23,000.00
4060 - Income Tax	717,755.00	380,795.17	340,200.00	700,000.00	700,000.00
4080 - Personal Property Tax	5,190.00	4,866.90	5,520.00	6,000.00	6,000.00
4090 - Real Property Tax	155,671.00	152,398.90	138,980.00	150,000.00	15,000.00
4095 - Utility Property Tax	14,537.00	918.72	0.00	15,000.00	15,000.00
4100 - Holiday Fund	9,780.00	8,359.34	8,000.00	8,000.00	8,000.00
4110 - Interest	15,666.00	11,753.56	2,905.00	20,000.00	20,000.00
4135 - Other Revenue	907.00				
4136 - WSSC - Street Work					100.00
4140- Washington Gas - Street Work	72,898.00				
Total 4000 - Revenue	1,063,385.00	611,731.14	553,787.00	968,800.00	836,900.00
4200 - Prior Years Surplus	2,837,685.00	0.00	2,669,694.17	2,464,871.00	2,690,671.00
Total Income	3,901,070.00	611,731.14	3,223,481.17	3,433,671.00	3,527,571.00
<b>Expense</b>					
5000 - General Government					
5010 - Office Expenses	15,774.00	7,433.35	8,750.00	15,000.00	15,000.00
5025 - Office Furniture & Equipment	11,177.00	9,976.75	12,500.00	25,000.00	25,000.00
5030 - Insurance	5,616.00	5,344.00	6,000.00	6,000.00	6,000.00
5040 - Printing & Mailing	4,628.00	560.35	2,912.00	5,000.00	5,000.00
5050 - Dues & Subscriptions/Conference	3,883.00	4,481.09	4,000.00	10,000.00	10,000.00
5055 - Storage Rental	3,123.00	1,835.20	2,044.00	4,000.00	4,000.00
5060 - Office Lease	29,139.00	21,852.45	20,337.00	32,000.00	32,000.00
5065 - Telephone	3,251.00	2,041.03	2,044.00	4,000.00	4,000.00
5080 - Holiday Fund	9,776.00	8,359.34	8,000.00	8,000.00	8,000.00
Total 5000 - General Government	86,367.00	61,883.56	66,587.00	109,000.00	109,000.00

**Village of Martin's Additions  
FY2019 Budget  
Draft #1**

	<b>FY17 Actual</b>	<b>FY18 Actual Thru Jan 18</b>	<b>YTD Budget</b>	<b>FY 18 Annual Budget</b>	<b>Proposed FY19 Budget</b>
<b>5100 - Salaries &amp; Benefits</b>					
5110 - Managerial & Office Salaries	103,585.00	60,781.61	77,000.00	132,000.00	132,000.00
5120 - Payroll Taxes & Benefits	15,893.00	8,292.13	13,419.00	23,000.00	23,000.00
<b>Total 5100 - Salaries &amp; Benefits</b>	<b>119,478.00</b>	<b>69,073.74</b>	<b>90,419.00</b>	<b>155,000.00</b>	<b>155,000.00</b>
<b>5200 - Professional Fees</b>					
5210 - Accounting & Auditing	41,800.00	24,900.00	27,000.00	39,000.00	39,000.00
5220 - Building & Permitting					
5222 - Building Review & Permits	36,000.00	13,100.00	23,331.00	30,000.00	30,000.00
5224 - Enforcement & Oversight	10,943.00	2,747.50	5,831.00	16,000.00	12,000.00
5226 - Municipal Operations	7,958.00	2,415.00	5,831.00	12,500.00	12,000.00
<b>Total 5220 - Building &amp; Permitting</b>	<b>54,901.00</b>	<b>18,262.50</b>	<b>34,993.00</b>	<b>58,500.00</b>	<b>54,000.00</b>
5230 - Legal	40,713.00	18,998.00	23,331.00	40,000.00	40,000.00
5240 - Police	30,789.00	16,531.53	17,500.00	31,000.00	31,000.00
5242 - Lighting Consultant	2,464.00				
5244 - Traffic Engineering	9,487.00	2,368.00	5,831.00	10,000.00	10,000.00
5246 - Records Retention & Disposal	0.00	0.00	750.00	1,500.00	1,500.00
5247 - GIS Update	0.00	0.00	10,000.00	30,000.00	5,000.00
<b>Total 5200 - Professional Fees</b>	<b>180,154.00</b>	<b>81,060.03</b>	<b>119,405.00</b>	<b>210,000.00</b>	<b>180,500.00</b>
<b>5300 - Streets</b>					
5305 - Streets - General					
5310 - Street Lighting - PEPCO	14,802.00	7,956.18	9,331.00	16,000.00	16,000.00
5322 - Street Cleaning - Fall/Spring	16,159.00	7,260.00	10,000.00	15,000.00	15,000.00
5324 - Street Maintenance - Other	804.00	10,110.80	8,750.00	25,000.00	15,000.00
5326 - Leaf Vacuuming	0.00	8,250.00	18,000.00	12,000.00	15,000.00
<b>Total 5305 - Streets - General</b>	<b>31,765.00</b>	<b>33,576.98</b>	<b>46,081.00</b>	<b>68,000.00</b>	<b>61,000.00</b>
5349 - Snow Removal Services					
5350 - Snow Removal - Shovel Bvl. Rd.	1,250.00	0.00	2,500.00	1,000.00	5,000.00
5351 - Snow Removal - Plowing	9,551.00	6,725.00	10,000.00	12,000.00	20,000.00
<b>Total 5349 - Snow Removal Services</b>	<b>10,801.00</b>	<b>6,725.00</b>	<b>12,500.00</b>	<b>13,000.00</b>	<b>25,000.00</b>
<b>Total 5300 - Streets</b>	<b>42,566.00</b>	<b>40,301.98</b>	<b>58,581.00</b>	<b>81,000.00</b>	<b>86,000.00</b>

**Village of Martin's Additions  
FY2019 Budget  
Draft #1**

	<b>FY17 Actual</b>	<b>FY18 Actual Thru Jan 18</b>	<b>YTD Budget</b>	<b>FY 18 Annual Budget</b>	<b>Proposed FY19 Budget</b>
<b>5400 - Waste &amp; Recycling</b>					
5410 - Waste Collection & Recycling	83,609.00	56,429.51	49,581.00	85,000.00	85,000.00
5420 - Leaf Bags	13,955.00	14,025.00	15,000.00	15,000.00	15,000.00
5425 - Recycling Bins	103.00	94.17	581.00	1,000.00	1,000.00
<b>Total 5400 - Waste &amp; Recycling</b>	<b>97,667.00</b>	<b>70,548.68</b>	<b>65,162.00</b>	<b>101,000.00</b>	<b>101,000.00</b>
<b>5500 - Other</b>					
5510 - Tree Maintenance	5,693.00	17,557.00	20,419.00	35,000.00	35,000.00
5515 - Tree Replacement	4,377.00	10,722.00	5,000.00	12,000.00	6,000.00
5518 - Right-of-Way Landscaping	6,885.00	3,018.99	5,450.00	8,000.00	8,000.00
5520 - Community Events	20,447.00	9,149.70	4,500.00	25,000.00	30,000.00
5530 - Website	6,875.00	689.40	2,912.00	5,000.00	5,000.00
<b>Total 5500 - Other</b>	<b>44,277.00</b>	<b>41,137.09</b>	<b>38,281.00</b>	<b>85,000.00</b>	<b>84,000.00</b>
<b>5600 - Initiatives</b>					
5630 - Tree Planting Initiatives Prog.	483.00	0.00	1,162.00	2,000.00	2,000.00
<b>Total 5600 - Initiatives</b>	<b>483.00</b>	<b>0.00</b>	<b>1,162.00</b>	<b>2,000.00</b>	<b>2,000.00</b>
<b>5800 - Designated Funds</b>					
5810 - Designated - Street and Sidewalks	738,699.00	0.00	0.00	0.00	500,000.00
5811 - Designated Street Lighting	126,508.00	0.00	0.00	0.00	0.00
5812 - Designated - Capital Projects	0.00	0.00	0.00	0.00	500,000.00
<b>Total 5800 - Designated Funds</b>	<b>865,207.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,000,000.00</b>
<b>5900 - Undesignated Fund Balance</b>	<b>2,464,871.00</b>	<b>0.00</b>	<b>1,387,294.17</b>	<b>2,690,671.00</b>	<b>1,810,071.00</b>
<b>Total Expense</b>	<b>3,901,070.00</b>	<b>364,005.08</b>	<b>1,826,891.17</b>	<b>3,433,671.00</b>	<b>3,527,571.00</b>
<b>Net Income</b>	<b>0.00</b>	<b>247,726.06</b>	<b>1,396,590.00</b>	<b>0.00</b>	<b>0.00</b>

Ordinance No.: 3-18-1  
Introduced: March 15, 2018  
Adopted:  
Effective Date: July 1, 2018

## **THE VILLAGE OF MARTIN'S ADDITIONS**

**SUBJECT:** AN ORDINANCE TO ADOPT A BUDGET FOR FISCAL YEAR  
JULY 1, 2018 TO JUNE 30, 2019.

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 15<sup>th</sup> day of March, 2018;

WHEREAS, the Village Council, after proper notice to the public, considered the following Ordinance at a public hearing held on the 10th day of May, 2018;

WHEREAS, prior to adopting this Ordinance, the Village Council held a public meeting on May 10, 2018 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 10th day of May, 2018, 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 1st day of July, 2018.

ATTEST:

THE VILLAGE OF MARTIN'S ADDITIONS

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Susan Fattig, Secretary

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Richard Krajeck, Chair  
Village Council

Resolution No.: 3-18-2  
Introduced: March 15, 2018  
Adopted:  
Effective Date: July 1, 2018

**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 10, 2018 after due notice and advertisement of the time and place of the meeting and said notice included the proposed budget for 2018-2019 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 five thousandths of a cent (\$.0050) 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 10, 2018.

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Susan Fattig, Secretary



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

## **Policy No. 2-16-2A**

### **Election Rules and Procedures**

The Village of Martin's Additions is governed by a municipal Charter that provides for a five-member elected Council to appoint an Election Committee (Committee) that operates according to rules and procedures adopted by the Council, pursuant to Section 602 of the Village Charter. The Committee maintains the voter rolls, accepts and makes nominations of candidates for the Village Council, and oversees the annual election.

#### **Village Council Election Process**

The Election of Council members takes place on a date determined from year to year in accordance with Section 602 of the Charter. Council members are elected to terms of two years. In general, the number of seats open on the Council alternates between two and three seats every other year unless there is a vacancy as provided for in Section 408 of the Charter. All elections are managed by the Committee. The Committee consists of a minimum of three, but preferably no fewer than five, qualified voter volunteers appointed by the Council. The Council may appoint additional qualified voters as short-term, assistant Election Committee members as needed. [Committee members shall complete an Oath, on a form provided by the Village Council.](#) Each year the details of the election cycle for that year are published in the Village newsletter. The following rules and procedures apply:

1. No later than seventy-five (75) days prior to the election, the Committee will open the nominations period and request that declarations of candidacy and nominations of candidates be submitted in writing to the Committee. Any qualified voter may run for office. Residents may nominate themselves or be nominated by another qualified voter. Nominations may be made only by verified qualified voters; anonymous nominations are not permitted. Residents who nominate someone other than themselves must include an email or signed written statement from the proposed candidate expressing his/her consent to be nominated.
2. All nominated candidates shall submit (a) a statement of interest and qualifications, and (b) a conflicts of interest disclosure statement, in a form provided by the Ethics Committee. The Election Committee may specify any standard questions to which all candidates are requested to respond.

3. Nominations and required candidate submissions must be received in writing at least thirty (30) days prior to the election, in order for the candidate to be placed on the official ballot. No nominations or candidate submissions will be accepted by the Committee if received later than the deadline specified here.
4. Pursuant to Charter Section 602(b), no later than two (2) weeks prior to the election, the Committee shall give public notice of the candidates for office and provide, or provide access to, the written statements of interest and qualifications and shall designate the date of the election, the polling place, and time.
5. The Committee may establish a format, date and time for a public forum for residents to hear from candidates. The forum shall be moderated by the Committee at its sole discretion.
6. Pursuant to the Charter and these rules and procedures, each qualified voter may cast a ballot on the day and at the time designated or may vote by absentee ballot. The rules for voting absentee are set forth under "Absentee Voting" below.
7. Blank lines will be placed on the ballot for the purpose of adding write-in candidates at the time of the election. A successful write-in candidate shall be required to submit a conflicts of interest disclosure statement no later than seven (7) business days following the election.
8. In the event that two or more candidates receive the same number of votes where only one can be elected, there shall be a runoff election within two weeks of the original election. The Council may choose to instruct the Election Committee to hold the runoff election by mail ballot.
9. Each candidate may designate one person as an official observer to be present when the ballots are being counted, although such observer may not participate in or otherwise disrupt the counting of the ballots.

### **Who Can Vote?**

Pursuant to the Charter, a qualified voter is “any person who owns property or any resident of Martin’s Additions who is eighteen years of age or over.” In the case of students, such as college or boarding school students, a student who resides elsewhere during the school year but who maintains a permanent address in Martin’s Additions, is deemed a resident and entitled to vote in the Village Council election. Voters in Martin’s Additions need not be registered to vote in Montgomery County or in the State of Maryland. The Committee will utilize the most recent electronically available Village qualified voter contact information to verify residents’ names and addresses. Any voter not listed in the data should be prepared to show a driver’s license, a utility bill or other documentation acceptable to the Committee in its sole discretion showing his/her Martin’s Additions address when he/she comes to the polls. Questions

regarding eligibility to vote at the polls or otherwise should be directed to the Chair of the Committee, who will refer the matter to the Committee for determination.

### **Voting Locations**

Voting will be conducted from 5:00-8:00 PM on Election Day in front of the Village Office at 7013B Brookville Road, if weather permits. If the weather is inclement, voting will take place in the Village Office with appropriate accommodations to be made by the Committee for accessibility concerns. All qualified voters are encouraged to vote by casting their ballots in the polling area. Write-in candidates are permitted. All voting is by secret ballot and election procedures are designed to ensure that voters have the opportunity to cast ballots in privacy. A street festival, "Celebration on the Sidewalk," traditionally takes place during the voting.

### **Absentee Voting**

Residents may apply for an absentee ballot. To ensure privacy, absentee ballots will be assigned randomized control numbers and will not reflect any voter information on the ballot. Control numbers will be maintained by the Committee and will be utilized by the Committee for purposes of authenticating absentee ballots received. Absentee ballots may be requested from the Committee using any of the following methods:

(1) by coming to the Village Office (7013 Brookville Road, Suite B) in person to complete an absentee ballot application provided by the Committee, or

(2) by sending a request via

(a) email to [VMAelections@gmail.com](mailto:VMAelections@gmail.com) or

(b) mail to the Committee's P.O. Box.

Such correspondence will be considered to be a ballot application and must contain the qualified voter's full name and permanent address in Martin's Additions together with a stated preference for receiving the absentee ballot by mail or e-mail. If no such preference is stated, the request will be deemed to have specified a delivery preference of mail through the United States postal service. Following verification that the requester is a qualified voter by the Committee, an absentee ballot and instructions will be mailed or emailed, as specified, to the requesting voter.

Absentee ballots may be requested on an individual or household basis by the qualified voter or a member of his or her household; provided, that if the absentee ballot request states e-mail as a delivery preference, each voter for whom an absentee ballot is requested must have a separate individual e-mail address for receipt of such absentee ballot, and such e-mail address must be provided with the request for each such qualified voter. The Committee will not accept absentee ballot requests from any person or by any method except as described in this Absentee Ballots section.

Absentee ballots can be requested starting 21 days prior to election day.

Absentee ballots must be received by the Committee by election day by one of the methods below. The Committee takes no responsibility for late ballots. Requests for absentee ballots should be made sufficiently in advance of the election to allow time for delivery. Delivery times cannot be guaranteed. Completed absentee ballots must be returned to the Committee according to the following procedures:

- (1) by mailing via the United States postal service the completed ballot to the Committee post office box as indicated on the absentee ballot instructions, to be received by 3 p.m. on election day.
- (2) by personally dropping the absentee ballot in the slot in the locked ballot box in the VMA office no later than 3:00 p.m. on the day of the election. The ballot must contain the assigned control number on the outer envelope to be considered eligible. Security of the locked ballot box will be maintained by the Committee and only designated members of the Committee, who do not have access to the control numbers, will have access to the contents of the ballot box. Residents should not ask Village staff to handle completed ballots at any time.
- (3) by submitting the ballot in person at the polling place on Election Day during regular voting hours following verification by the Committee of the resident's identity and the ballot's control number.

## Records

All election records, including nominations, absentee ballot requests, and ballots, shall be maintained at the Village Office, in accordance with the Village's State-approved Document Retention Schedule. Ballots shall be securely stored until such time as they may be destroyed in accordance with the Document Retention Schedule.

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## **Electioneering**

1. Candidates' election materials:
  - (a) Residents may distribute candidates' information to Village residents, provided that such distribution complies with applicable laws, including Sections 7-208 and 9-106 of the Village Code and the United States postal service regulations (for example, no unstamped non-postal material in residents' mailboxes).
  - (b) All candidates' brochures and election materials must prominently state that they have been paid for by (or on behalf of) the candidates.
  - (c) Use of the Village logo and/or letterhead on election campaign materials is

prohibited. Candidates' materials may not imply, suggest, or give the impression of any official endorsement by the Village of Martin's Additions.

(d) Candidates' campaigns may give residents token gifts that display candidate information, provided that such gifts do not exceed \$1 in fair market value.

2. Yard signs: Residents may display candidates' yard signs, provided that the size, location, construction, and duration of such signs comply with the County's sign ordinance (Article 59-F of the Montgomery County Code).
3. On Election Day, the Election Committee shall set and enforce a reasonable "No Electioneering Zone" around the polling place (ballot table) of no greater than a 100-foot radius. Sound amplification systems such as bullhorns will not be permitted.

**Policy Number:** ~~2-16-2~~ (2-16-2A)

**Action/Adoption:** ~~February 15, 2018~~ (April 19, 2018)

**Effective Date:** ~~February 15, 2018~~ (May 9, 2018)

Charter Amendment Res. No.: 2018-1  
Introduced: February 15, 2018  
Adopted: April 19, 2018  
Effective Date: June 8, 2018

## **VILLAGE COUNCIL OF THE VILLAGE OF MARTIN'S ADDITIONS**

### **A RESOLUTION TO AMEND SECTION 301 OF THE CHARTER OF THE VILLAGE OF MARTIN'S ADDITIONS**

This Resolution of the Council of the Village of Martin's Additions (the "Council") is adopted pursuant to the Constitution of Maryland, Article XI-E, the Maryland Code, Local Government Article, Section 4-301, *et seq.*, and the Charter of the Village of Martin's Additions (the "Charter"), to amend Section 301 of the Charter to amend the definition of resident for purposes of voting eligibility, to delete the requirements that a voter presently live in the Village and have done so for the previous six months.

Section 1. BE IT RESOLVED BY THE VILLAGE COUNCIL, that said Section of the Charter be amended to read as follows:

#### **Section 301.**

For the purposes of these Articles, the following terms are defined as set out below:

"Council" is the Village Council of Martin's Additions, the governing body herein created.

"County" is Montgomery County, Maryland.

"County Council" is the County Council of Montgomery County, Maryland, or any succeeding governing body for Montgomery County.

"The Village of Martin's Additions" is the Corporate body herein created.

"Property" refers to real property.

"Qualified Voter" is any person who owns property or any resident of Martin's Additions who is eighteen (18) years of age or over.

"Resident" is a person who [presently lives] resides in Martin's Additions [and has done so for the previous six (6) months].

"State" is the State of Maryland.

"Written Notice" includes notice by publication in a newspaper or newsletter generally distributed throughout Martin's Additions.

NOTE: Underlining indicates language added to the Charter  
**[Boldface Brackets]** denote language deleted from the Charter

Section 2. AND BE IT FURTHER RESOLVED, that the date of the adoption of this Resolution is April 19, 2018 and that the amendment to the Village Charter hereby proposed by this enactment shall be and become effective on June 8, 2018 (fifty (50) days from adoption), unless a proper petition for a referendum hereon shall be filed as permitted by law on or before May 29, 2018 (forty (40) days from adoption).

Section 3. AND BE IT FURTHER RESOLVED, that a complete and exact copy of this Resolution shall be posted at the Village Office, 7013-B Brookville Road, Chevy Chase, Maryland 20815, for at least forty (40) days following adoption and a fair summary of this Resolution shall be published in a newspaper of general circulation in the Village not less than four (4) times, at weekly intervals, within a period of at least forty (40) days starting immediately after the date of adoption.

Section 4. AND BE IT FURTHER RESOLVED, that as soon as the amendment hereby enacted shall become effective, either as herein provided or following a referendum, the Chair shall send, by certified mail, return receipt requested, bearing a postmark from the United States Postal Service, to the Department of Legislative Services, the following information concerning the amendment: (i) the complete text of the amendment as hereby enacted; (ii) the date of the referendum election, if any, held with respect thereto; (iii) the number of votes cast for and against the question concerning the amendment, whether by the Village Council or in a referendum; and (iv) the effective date of the amendment.

Section 5. AND BE IT FURTHER RESOLVED, that the said Chair be and is hereby specifically instructed to carry out the provisions of Sections 3 and 4. As evidence of compliance herewith, the said Chair shall cause to be placed in the Village files the following information concerning the amendment: (i) appropriate certificates of publication of the newspaper in which a fair summary of this Resolution shall have been published; and (ii) the return receipts of the mailing referred to in Section 4, and shall further complete and execute the Certificate of Effect attached hereto.

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Richard Krajeck, Chair

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Arthur Alexander

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Tiffany Cissna

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Katya Hill

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Susan Fattig

ATTEST:

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Matt Trollinger, Village Manager

Charter Amendment Res. No.: 2018-2  
Introduced: February 15, 2018  
Adopted: April 19, 2018  
Effective Date: June 8, 2018

## **VILLAGE COUNCIL OF THE VILLAGE OF MARTIN'S ADDITIONS**

### **A RESOLUTION TO AMEND SECTION 405 OF THE CHARTER OF THE VILLAGE OF MARTIN'S ADDITIONS**

This Resolution of the Council of the Village of Martin's Additions (the "Council") is adopted pursuant to the Constitution of Maryland, Article XI-E, the Maryland Code, Local Government Article, Section 4-301, *et seq.*, and the Charter of the Village of Martin's Additions (the "Charter"), to amend Section 405 of the Charter to raise the spending amount that a quorum of Council members must approve, from \$1,000 to \$10,000, or such other amount as may be established by ordinance.

Section 1. BE IT RESOLVED BY THE VILLAGE COUNCIL, that said Section of the Charter be amended to read as follows:

#### **Section 405. Quorum.**

Three (3) members of the Council shall constitute a quorum for the transaction of business. All actions involving passage of ordinances or regulations under Sections 501 and 502, the election of officers, the certifying of tax rates, or the authorization of expenditures of funds in excess of [one] ten thousand dollars (\$10,000) or such greater amount as may be established by the Council by ordinance, except for the payment of current bills, shall require the affirmative vote of at least three (3) members of the Council.

NOTE: Underlining indicates language added to the Charter  
**[Boldface Brackets]** denote language deleted from the Charter

Section 2. AND BE IT FURTHER RESOLVED, that the date of the adoption of this Resolution is April 19, 2018 and that the amendment to the Village Charter hereby proposed by this enactment shall be and become effective on June 8, 2018 (fifty (50) days from adoption), unless a proper petition for a referendum hereon shall be filed as permitted by law on or before May 29, 2018 (forty (40) days from adoption).

Section 3. AND BE IT FURTHER RESOLVED, that a complete and exact copy of this Resolution shall be posted at the Village Office, 7013-B Brookville Road, Chevy Chase, Maryland 20815, for at least forty (40) days following adoption and a fair summary of this Resolution shall be published in a newspaper of general circulation in

the Village not less than four (4) times, at weekly intervals, within a period of at least forty (40) days starting immediately after the date of adoption.

Section 4. AND BE IT FURTHER RESOLVED, that as soon as the amendment hereby enacted shall become effective, either as herein provided or following a referendum, the Chair shall send, by certified mail, return receipt requested, bearing a postmark from the United States Postal Service, to the Department of Legislative Services, the following information concerning the amendment: (i) the complete text of the amendment as hereby enacted; (ii) the date of the referendum election, if any, held with respect thereto; (iii) the number of votes cast for and against the question concerning the amendment, whether by the Village Council or in a referendum; and (iv) the effective date of the amendment.

Section 5. AND BE IT FURTHER RESOLVED, that the said Chair be and is hereby specifically instructed to carry out the provisions of Sections 3 and 4. As evidence of compliance herewith, the said Chair shall cause to be placed in the Village files the following information concerning the amendment: (i) appropriate certificates of publication of the newspaper in which a fair summary of this Resolution shall have been published; and (ii) the return receipts of the mailing referred to in Section 4, and shall further complete and execute the Certificate of Effect attached hereto.

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Richard Krajeck, Chair

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Arthur Alexander

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Tiffany Cissna

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Katya Hill

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Susan Fattig

ATTEST:

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Matt Trollinger, Village Manager

Charter Amendment Res. No.: 2018-3  
Introduced: February 15, 2018  
Adopted: April 19, 2018  
Effective Date: June 8, 2018

## **VILLAGE COUNCIL OF THE VILLAGE OF MARTIN'S ADDITIONS**

### **A RESOLUTION TO AMEND SECTION 406 OF THE CHARTER OF THE VILLAGE OF MARTIN'S ADDITIONS**

This Resolution of the Council of the Village of Martin's Additions (the "Council") is adopted pursuant to the Constitution of Maryland, Article XI-E, the Maryland Code, Local Government Article, Section 4-301, *et seq.*, and the Charter of the Village of Martin's Additions (the "Charter"), to amend Section 406 of the Charter to delete the superseded reference to the bylaws and to provide that meetings may be closed according to the Open Meetings Act.

Section 1. BE IT RESOLVED BY THE VILLAGE COUNCIL, that said Section of the Charter be amended to read as follows:

#### **Section 406. Meetings.**

The Council shall meet monthly [on a date and at a time set out in the bylaws] and at other times as may be determined to be necessary by either the Chairman (during his or her absence or incapacitation the Vice-Chairman) or three (3) members of the Council. Meetings of the Council shall be open to the public which shall have a reasonable opportunity to be heard. The Council may cancel or reschedule meetings. Nothing in this Section shall be construed to prevent the Council from holding [executive] closed sessions as provided for [in Article 76A of the Annotated Code of Maryland] by the Open Meetings Act, as amended. No tax rate, ordinance, rule or regulation shall be finally adopted at executive sessions.

NOTE: Underlining indicates language added to the Charter  
[**Boldface Brackets**] denote language deleted from the Charter

Section 2. AND BE IT FURTHER RESOLVED, that the date of the adoption of this Resolution is April 19, 2018 and that the amendment to the Village Charter hereby proposed by this enactment shall be and become effective on June 8, 2018 (fifty (50) days from adoption), unless a proper petition for a referendum hereon shall be filed as permitted by law on or before May 29, 2018 (forty (40) days from adoption).

Section 3. AND BE IT FURTHER RESOLVED, that a complete and exact copy of this Resolution shall be posted at the Village Office, 7013-B Brookville Road, Chevy

Chase, Maryland 20815, for at least forty (40) days following adoption and a fair summary of this Resolution shall be published in a newspaper of general circulation in the Village not less than four (4) times, at weekly intervals, within a period of at least forty (40) days starting immediately after the date of adoption.

Section 4. AND BE IT FURTHER RESOLVED, that as soon as the amendment hereby enacted shall become effective, either as herein provided or following a referendum, the Chair shall send, by certified mail, return receipt requested, bearing a postmark from the United States Postal Service, to the Department of Legislative Services, the following information concerning the amendment: (i) the complete text of the amendment as hereby enacted; (ii) the date of the referendum election, if any, held with respect thereto; (iii) the number of votes cast for and against the question concerning the amendment, whether by the Village Council or in a referendum; and (iv) the effective date of the amendment.

Section 5. AND BE IT FURTHER RESOLVED, that the said Chair be and is hereby specifically instructed to carry out the provisions of Sections 3 and 4. As evidence of compliance herewith, the said Chair shall cause to be placed in the Village files the following information concerning the amendment: (i) appropriate certificates of publication of the newspaper in which a fair summary of this Resolution shall have been published; and (ii) the return receipts of the mailing referred to in Section 4, and shall further complete and execute the Certificate of Effect attached hereto.

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Richard Krajeck, Chair

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Arthur Alexander

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Tiffany Cissna

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Katya Hill

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Susan Fattig

ATTEST:

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Matt Trollinger, Village Manager

Charter Amendment Res. No.: 2018-4

Introduced: February 15, 2018

Adopted: April 19, 2018

Effective Date: June 8, 2018

**VILLAGE COUNCIL OF  
THE VILLAGE OF MARTIN'S ADDITIONS**

**A RESOLUTION TO AMEND SECTION 602 OF THE CHARTER  
OF THE VILLAGE OF MARTIN'S ADDITIONS**

This Resolution of the Council of the Village of Martin's Additions (the "Council") is adopted pursuant to the Constitution of Maryland, Article XI-E, the Maryland Code, Local Government Article, Section 4-301, *et seq.*, and the Charter of the Village of Martin's Additions (the "Charter"), to amend Section 602 of the Charter to delete the requirement that the Elections Committee operate pursuant to the Village bylaws, because the Village currently does not operate pursuant to bylaws and has not done so since the Village was a special taxing district. This Resolution would further delete the requirement that nominations be submitted at least 30 days before an election, and allow instead nominations to be submitted according to election rules and procedures adopted from time to time. The Resolution would provide that nominations be submitted to the Election Committee instead of the Council, and would allow candidates statements to be submitted instead of resumes.

Section 1. BE IT RESOLVED BY THE VILLAGE COUNCIL, that said Section of the Charter be amended to read as follows:

**Section 602. Elections.**

The election of Council members, which shall be by secret ballot, shall take place between March 1 and May 15 each year. Except for the transition election provided for in Section 409, Council members shall be elected to terms of two (2) years.

All elections shall be managed by an Election Committee. The Committee shall consist of a minimum of three (3) people appointed by the Council from qualified voter volunteers openly and fairly solicited. The Council shall appoint the Committee upon taking office. The Committee shall serve through the succeeding election of Council members. The Committee shall operate according to rules and procedures adopted by the Council [and set out in the Village by-laws]. Exceptions to these provisions may be made for the transition election as provided for in Section 409.

(a) Not less than sixty (60) days prior to the election, the Election Committee shall request that written nominations be submitted to the [Council] Election Committee. Any individuals who qualify under Section 402 may declare their

candidacy or be nominated by another qualified voter according to the election rules and procedures. Nominations and related candidate submissions must be received in writing [at least thirty (30) days prior to the election] by the deadlines set forth in the election rules and procedures.

(b) At least two (2) weeks prior to the election, the Election Committee shall give written notice of the nominations together with [resumes of the nominees] related candidate submissions and designate the date of the election, the polling place and time.

(c) Each qualified voter may cast a ballot on the day and at the time designated. Qualified voters unable to vote in person may vote by absentee ballot. The Council shall determine the rules for absentee voting based upon the recommendation of the Election Committee.

(d) In the event that two (2) or more candidates receive the same number of votes where only one can be elected, there shall be a runoff election within two (2) weeks of the original election. The Council may choose to hold the runoff election by mail ballot.

(e) Those persons elected to new Councils shall take office on July 1 following the election. The term of former Councils shall expire simultaneously with the taking of office by the new Council member(s).

(f) The Council is authorized to pass other regulations governing elections deemed necessary and consistent with this Section.

NOTE: Underlining indicates language added to the Charter  
**[Boldface Brackets]** denote language deleted from the Charter

Section 2. AND BE IT FURTHER RESOLVED, that the date of the adoption of this Resolution is April 19, 2018 and that the amendment to the Village Charter hereby proposed by this enactment shall be and become effective on June 8, 2018 (fifty (50) days from adoption), unless a proper petition for a referendum hereon shall be filed as permitted by law on or before May 29, 2018 (forty (40) days from adoption).

Section 3. AND BE IT FURTHER RESOLVED, that a complete and exact copy of this Resolution shall be posted at the Village Office, 7013-B Brookville Road, Chevy Chase, Maryland 20815, for at least forty (40) days following adoption and a fair summary of this Resolution shall be published in a newspaper of general circulation in the Village not less than four (4) times, at weekly intervals, within a period of at least forty (40) days starting immediately after the date of adoption.

Section 4. AND BE IT FURTHER RESOLVED, that as soon as the amendment hereby enacted shall become effective, either as herein provided or following a

referendum, the Chair shall send, by certified mail, return receipt requested, bearing a postmark from the United States Postal Service, to the Department of Legislative Services, the following information concerning the amendment: (i) the complete text of the amendment as hereby enacted; (ii) the date of the referendum election, if any, held with respect thereto; (iii) the number of votes cast for and against the question concerning the amendment, whether by the Village Council or in a referendum; and (iv) the effective date of the amendment.

Section 5. AND BE IT FURTHER RESOLVED, that the said Chair be and is hereby specifically instructed to carry out the provisions of Sections 3 and 4. As evidence of compliance herewith, the said Chair shall cause to be placed in the Village files the following information concerning the amendment: (i) appropriate certificates of publication of the newspaper in which a fair summary of this Resolution shall have been published; and (ii) the return receipts of the mailing referred to in Section 4, and shall further complete and execute the Certificate of Effect attached hereto.

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Richard Krajeck, Chair

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Arthur Alexander

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Tiffany Cissna

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Katya Hill

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Susan Fattig

ATTEST:

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Matt Trollinger, Village Manager

Charter Amendment Res. No.: 2018-5

Introduced: February 15, 2018

Adopted: April 19, 2018

Effective Date: June 8, 2018

**VILLAGE COUNCIL OF  
THE VILLAGE OF MARTIN'S ADDITIONS**

**A RESOLUTION TO AMEND SECTION 902 OF THE CHARTER  
OF THE VILLAGE OF MARTIN'S ADDITIONS**

This Resolution of the Council of the Village of Martin's Additions (the "Council") is adopted pursuant to the Constitution of Maryland, Article XI-E, the Maryland Code, Local Government Article, Section 4-301, *et seq.*, and the Charter of the Village of Martin's Additions (the "Charter"), to amend Section 902 of the Charter to require the Village Manager and all Council members to be bonded.

Section 1. BE IT RESOLVED BY THE VILLAGE COUNCIL, that said Section of the Charter be amended to read as follows:

**Section 902. Surety Bonds.**

[The Chairman, Treasurer] All Council members and the Village Manager, and other officers or employees designated by the Council, shall give bond in the amount and to the surety designated by the Council. However, the premiums on the bonds shall be paid by the [Council] Village.

NOTE: Underlining indicates language added to the Charter

**[Boldface Brackets]** denote language deleted from the Charter

Section 2. AND BE IT FURTHER RESOLVED, that the date of the adoption of this Resolution is April 19, 2018 and that the amendment to the Village Charter hereby proposed by this enactment shall be and become effective on June 8, 2018 (fifty (50) days from adoption), unless a proper petition for a referendum hereon shall be filed as permitted by law on or before May 29, 2018 (forty (40) days from adoption).

Section 3. AND BE IT FURTHER RESOLVED, that a complete and exact copy of this Resolution shall be posted at the Village Office, 7013-B Brookville Road, Chevy Chase, Maryland 20815, for at least forty (40) days following adoption and a fair summary of this Resolution shall be published in a newspaper of general circulation in the Village not less than four (4) times, at weekly intervals, within a period of at least forty (40) days starting immediately after the date of adoption.

Section 4. AND BE IT FURTHER RESOLVED, that as soon as the amendment hereby enacted shall become effective, either as herein provided or following a referendum, the Chair shall send, by certified mail, return receipt requested, bearing a

postmark from the United States Postal Service, to the Department of Legislative Services, the following information concerning the amendment: (i) the complete text of the amendment as hereby enacted; (ii) the date of the referendum election, if any, held with respect thereto; (iii) the number of votes cast for and against the question concerning the amendment, whether by the Village Council or in a referendum; and (iv) the effective date of the amendment.

Section 5. AND BE IT FURTHER RESOLVED, that the said Chair be and is hereby specifically instructed to carry out the provisions of Sections 3 and 4. As evidence of compliance herewith, the said Chair shall cause to be placed in the Village files the following information concerning the amendment: (i) appropriate certificates of publication of the newspaper in which a fair summary of this Resolution shall have been published; and (ii) the return receipts of the mailing referred to in Section 4, and shall further complete and execute the Certificate of Effect attached hereto.

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Richard Krajeck, Chair

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Arthur Alexander

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Tiffany Cissna

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Katya Hill

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Susan Fattig

ATTEST:

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Matt Trollinger, Village Manager

Charter Amendment Res. No.: 2018-6  
Introduced: February 15, 2018  
Adopted: April 19, 2018  
Effective Date: June 8, 2018

**VILLAGE COUNCIL OF  
THE VILLAGE OF MARTIN'S ADDITIONS**

**A RESOLUTION TO AMEND SECTION 903 OF THE CHARTER  
OF THE VILLAGE OF MARTIN'S ADDITIONS**

This Resolution of the Council of the Village of Martin's Additions (the "Council") is adopted pursuant to the Constitution of Maryland, Article XI-E, the Maryland Code, Local Government Article, Section 4-301, *et seq.*, and the Charter of the Village of Martin's Additions (the "Charter"), to amend Section 903 of the Charter to delete the superseded reference to the bylaws and clarify what disclosures are required as a condition of seeking employment or elected office.

Section 1. BE IT RESOLVED BY THE VILLAGE COUNCIL, that said Section of the Charter be amended to read as follows:

**Section 903. Disclosure.**

Any person seeking elected office in or employment by Martin's Addition shall [make disclosures as set out in the bylaws] submit a conflicts of interest disclosure in a form recommended by the Ethics Committee and approved by the Council.

NOTE: Underlining indicates language added to the Charter  
**[Boldface Brackets]** denote language deleted from the Charter

Section 2. AND BE IT FURTHER RESOLVED, that the date of the adoption of this Resolution is April 19, 2018 and that the amendment to the Village Charter hereby proposed by this enactment shall be and become effective on June 8, 2018 (fifty (50) days from adoption), unless a proper petition for a referendum hereon shall be filed as permitted by law on or before May 29, 2018 (forty (40) days from adoption).

Section 3. AND BE IT FURTHER RESOLVED, that a complete and exact copy of this Resolution shall be posted at the Village Office, 7013-B Brookville Road, Chevy Chase, Maryland 20815, for at least forty (40) days following adoption and a fair summary of this Resolution shall be published in a newspaper of general circulation in the Village not less than four (4) times, at weekly intervals, within a period of at least forty (40) days starting immediately after the date of adoption.

Section 4. AND BE IT FURTHER RESOLVED, that as soon as the amendment hereby enacted shall become effective, either as herein provided or following a

referendum, the Chair shall send, by certified mail, return receipt requested, bearing a postmark from the United States Postal Service, to the Department of Legislative Services, the following information concerning the amendment: (i) the complete text of the amendment as hereby enacted; (ii) the date of the referendum election, if any, held with respect thereto; (iii) the number of votes cast for and against the question concerning the amendment, whether by the Village Council or in a referendum; and (iv) the effective date of the amendment.

Section 5. AND BE IT FURTHER RESOLVED, that the said Chair be and is hereby specifically instructed to carry out the provisions of Sections 3 and 4. As evidence of compliance herewith, the said Chair shall cause to be placed in the Village files the following information concerning the amendment: (i) appropriate certificates of publication of the newspaper in which a fair summary of this Resolution shall have been published; and (ii) the return receipts of the mailing referred to in Section 4, and shall further complete and execute the Certificate of Effect attached hereto.

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Richard Krajeck, Chair

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Arthur Alexander

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Tiffany Cissna

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Katya Hill

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Susan Fattig

ATTEST:

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Matt Trollinger, Village Manager

Charter Amendment Res. No.: 2018-7  
Introduced: February 15, 2018  
Adopted: April 19, 2018  
Effective Date: June 8, 2018

**VILLAGE COUNCIL OF  
THE VILLAGE OF MARTIN'S ADDITIONS**

**A RESOLUTION TO AMEND SECTION 906 OF THE CHARTER  
OF THE VILLAGE OF MARTIN'S ADDITIONS**

This Resolution of the Council of the Village of Martin's Additions (the "Council") is adopted pursuant to the Constitution of Maryland, Article XI-E, the Maryland Code, Local Government Article, Section 4-301, *et seq.*, and the Charter of the Village of Martin's Additions (the "Charter"), to amend Section 906 of the Charter to delete the superseded reference to the Maryland Code.

Section 1. BE IT RESOLVED BY THE VILLAGE COUNCIL, that said Section of the Charter be amended to read as follows:

**Section 906. Amendment.**

This Charter may be amended from time to time in the manner provided for [in Article 23A of the Annotated Code of] by Maryland law.

NOTE: Underlining indicates language added to the Charter  
**[Boldface Brackets]** denote language deleted from the Charter

Section 2. AND BE IT FURTHER RESOLVED, that the date of the adoption of this Resolution is April 19, 2018 and that the amendment to the Village Charter hereby proposed by this enactment shall be and become effective on June 8, 2018 (fifty (50) days from adoption), unless a proper petition for a referendum hereon shall be filed as permitted by law on or before May 29, 2018 (forty (40) days from adoption).

Section 3. AND BE IT FURTHER RESOLVED, that a complete and exact copy of this Resolution shall be posted at the Village Office, 7013-B Brookville Road, Chevy Chase, Maryland 20815, for at least forty (40) days following adoption and a fair summary of this Resolution shall be published in a newspaper of general circulation in the Village not less than four (4) times, at weekly intervals, within a period of at least forty (40) days starting immediately after the date of adoption.

Section 4. AND BE IT FURTHER RESOLVED, that as soon as the amendment hereby enacted shall become effective, either as herein provided or following a referendum, the Chair shall send, by certified mail, return receipt requested, bearing a postmark from the United States Postal Service, to the Department of Legislative Services, the following information concerning the amendment: (i) the complete text of

the amendment as hereby enacted; (ii) the date of the referendum election, if any, held with respect thereto; (iii) the number of votes cast for and against the question concerning the amendment, whether by the Village Council or in a referendum; and (iv) the effective date of the amendment.

Section 5. AND BE IT FURTHER RESOLVED, that the said Chair be and is hereby specifically instructed to carry out the provisions of Sections 3 and 4. As evidence of compliance herewith, the said Chair shall cause to be placed in the Village files the following information concerning the amendment: (i) appropriate certificates of publication of the newspaper in which a fair summary of this Resolution shall have been published; and (ii) the return receipts of the mailing referred to in Section 4, and shall further complete and execute the Certificate of Effect attached hereto.

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Richard Krajeck, Chair

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Arthur Alexander

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Tiffany Cissna

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Katya Hill

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Susan Fattig

ATTEST:

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Matt Trollinger, Village Manager

## Manager's Report April 19, 2018

### Administrative Matters:

- **Recycling Bins:** Residents who need to "upgrade" to a larger recycling bin should contact the Village office and we can order one for you. The recycling Toters come in 36 gallon and 48 gallon sizes.
- **Office Redesign and Orientation:** New furniture arrived and was installed on February 27. The Village will also be fixing up the walls by spackling holes and repainting, fixing the lights, and shampooing the carpet. We are scheduling to have the work done after the election, when there is a longer break in between meetings so the walls can properly dry.
- **Archiving:** Staff has been boxing up materials to send to Maryland State Archives in accordance with the state-approved archival and document retention plan.
- **2018 Village Election:** The Election Committee had its most recent meeting on Tuesday April 17. Nominations have closed, and staff has delivered the election and annual meeting materials to Spectrum Printing for delivery to residents by April 20th. Materials must be delivered by April 25 in accordance with the VMA Charter.
- **Additional Community Events**
  - **Arbor Day:** The Village is hosting an Arbor Day celebration on Sunday, April 29th. Next week the Village will be planting a small redbud tree in the "butterfly garden." We have also ordered a plaque in honor of the Village's longtime volunteer Tree Supervisor, Dan Gardner. On the 29th there will be a small reception at Shepherd Park with refreshments.
  - **Independence Day:** The Village has begun preliminary plans for its 4th of July celebration. We have reached out to vendors for food, rides, and walk-around entertainment. We have tentatively scheduled the event for Sunday July 1.
- **Plant Award:** The Village was awarded the highest level of the State of Maryland's Plant Award in recognition of our tree canopy and care for green space.
- **Welcome Bags:** The office has received new canvas bags for new residents as part of a welcome package. Thank you to the "Street Captains," organized by the Community Engagement Committee, for volunteering and helping to welcome new residents on their streets. If any residents know of a new resident, please let the Village office know and we can arrange for them to get a welcome bag.
- **Village Directory:** Village staff continues to work on the updated 2018 Directory. We recently sent out a mailing to over 85 houses that we haven't received information on yet. We have entered the resident information from those who have submitted forms. We have cross-referenced the list with voter rolls to ensure up-to-date voter rolls for Martin's Additions. We will next send an electronic draft of the directory to residents so they can proof their information and to make any adjustments. After that, we will send the information to the printer. We expect to have directories mailed by the end of May.
- **Bill-paying:** Staff will begin integrating Bill.com into its bill-paying system starting in May, and will be running QuickBooks concurrently with the accountant in-office.
- **Centennial Plaque:** The Village has received a temporary replacement plaque for the Centennial tree in Shepherd Park, and has ordered a permanent plaque. The Village has installed a temporary plaque while we wait for delivery of the permanent replacement.
- **Contracts:**
  - **GIS:** Staff will be meeting with CNA next week to go over any additional system requirements that may be needed, and to plan out the first steps to update the Village's GIS database.
  - **Waste Management:** The Village's trash and recycling contract with Waste Management will end in July 2018. Village has drafted an Invitation to Bid that was sent to five trash and recycling companies and have posted the RFP on the Village and MML websites. Assistant Manager Tina Lurie has taken over responsibility for the contract at the request of the Ethics Committee, as Village Manager Trollinger's father works for a waste and recycling company.

- *Village Signs:* The Village received multiple proofs for new Village signs, and after Council deliberation the Village has made a selection. Signs By Tomorrow estimates that the signs will be delivered on May 8, with installation shortly thereafter. The proof of the new signs is posted on the Village website.

#### Utilities: WSSC

- WSSC is returning to VMA for a sewer main replacement project. The following streets will be affected: Quincy, Raymond, Chestnut, Taylor, and Thornapple. WSSC held an information meeting on January 31. Village staff attended the meeting, along with a few residents. Unfortunately, WSSC has *still* not selected a contractor, so specific start-time information was not available. They expect work to begin in the spring and for the project to last 100 days in its entirety.
  - At the request of the Village, WSSC is actively looking into whether they can add our portion of the work onto an already active contract.
  - The Village has drafted a letter that gives the timeline of the numerous delays and the road work that VMA has had to delay in turn. We plan to send this letter to WSSC's Board of Directors, as well as the Village's representatives in Annapolis.
- Other streets that may affect traffic for VMA residents: a section of Brookville Road, and Cummings Lane beyond the boundaries of the Village.

#### Streets & Sidewalks:

- The Village's Traffic Engineer, Joseph Cutro, estimates that the cost for sign replacement will be \$7,500 – 8,000 throughout Martin's Additions. A preliminary sign inventory has been completed. Mr. Cutro is currently out of town, but upon his return the Village will schedule the replacement of signs.
  - The Village conducted a traffic study on Quincy Street and on Shepherd Street. We have also scheduled traffic studies for Cummings Lane and Thornapple Street.
  - Mr. Cutro, with the help of the Village's Building Administrator and Engineer, Doug Lohmeyer, has also developed a design plan to fix larger vehicles from hopping over the curb at the Quincy/Oxford intersection. The Village has requested a quote from A.B. Veirs for the project.
- State Highway originally planned construction work to incorporate redesign plans for the Brookville/Taylor intersection in the fall. However, the project has been delayed and is now scheduled for spring of this year. The redesign will move the stop signs closer to each other, reduce the distance pedestrians will have to cross the street, and increase visibility in all directions. Because of the delays, the Village and Section 3 are working to meet with the State Highway's new District Engineer to help move the project along.
- State Highway performed work at the Bradley/Brookville intersection to fix ponding issues. While the work was welcome, the Village (along with Section 3 and Chevy Chase Village) was not informed of the work ahead of time. Village staff has been in communication with the project manager to assure that the Village is notified of any future work ahead of time with exact dates. The project manager indicated the State Highway wants to bring all intersections on Brookville Road into ADA compliance, and that long-term they would like to repair and replace the sidewalk along Brookville Road. No definitive plans have been made.

#### Sanitation:

- The next bulk pickup will be May 12, in coordination with A Wider Circle.

#### Building Administration:

- Please see report from Doug Lohmeyer, attached.

March 30, 2018

TO: Matt Trollinger, Manager, Village of Martin's Additions

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

SUBJECT: Quincy Street, Shepherd Street:  
Summary and Analysis of Traffic Counts

Per your request, I've completed collection and analysis of traffic volume and speed data on the two subject residential streets. For each street/location, traffic data was collected automatically with a MetroCount portable roadside traffic recorder. Information collected included the time of passage, direction, speed, and classification (by number of axles) of individual vehicles. At the completion of the survey period at each location, the collected information was downloaded to a computer and then analyzed in various ways using MetroCount's *Traffic Executive* software.

### Quincy Street

Quincy Street traffic was surveyed over a 2 1/2 day period beginning 12 noon on Tuesday, February 27. The originally intended three-day survey had to be cut short due to a major windstorm that altered traffic patterns during the morning of Friday, March 2. The remaining weekday survey time, however, was long enough (2 days/48 hours is regarded as the practical minimum) for the data to be statistically valid.

The recorder was placed at 112 Quincy Street, approximately 350 feet east of Brookville Road. Average Daily Weekday Traffic (ADWT) can be stated at 200 vehicles per day, considerably less than comparable VMA east-west through streets like Shepherd Street and Cummings Lane. Available historical data suggests that Quincy Street volume may have declined somewhat over the years, with an ADWT of 260 recorded in 2007.

The weekday traffic peak hour on Quincy Street is 5 to 6 PM, with a volume of about 25 vehicles during that hour. This figure is about 12% of the ADWT or at the high end of "average" for a residential street. The morning peak, occurring from 8 to 9 AM, is less pronounced, with a volume of 20 vehicles during that hour.

Directional flow on Quincy Street is split evenly over the course of the full weekday. The 5-6 PM peak hour appears to display an eastbound bias, although this is somewhat uncertain due to a localized traffic disruption of some kind that resulted in a westbound split of over 90% on the evening of February 27.

The table on the following page summarizes vehicle speed characteristics found on Quincy Street over the survey period. The speed measures noted are the 50<sup>th</sup> percentile, or *median* speed—the middle value of the collected sample. It is close to, but not the same as the average (or mean) speed. A more important indicator for traffic engineers

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and law enforcement officers is the 85<sup>th</sup> percentile speed. This is the speed exceeded by 15 percent of the vehicle sample, and is considered to be the best single-number representation of the prevailing speed of traffic. Ideally, speed limits are set at the 5 mph increment below the computed 85<sup>th</sup> percentile speed. The table also includes a 95<sup>th</sup> percentile speed and a maximum recorded speed to help define the extreme upper range of the speed distribution, along with a comparison of the vehicle sample with the existing speed limit (20 mph).

#### QUINCY STREET TRAFFIC SPEED SUMMARY

	50 <sup>th</sup> %-ile (mph)	85 <sup>th</sup> %-ile (mph)	95 <sup>th</sup> %-ile (mph)	Max observed	% exceeding speed limit (20 mph)
Total	16.6	22.8	26.6	33.7	28%
Eastbound	17.6	24.3			
Westbound	15.5	21.0			

The highest prevailing speeds were found to occur during the mid-day period (9 AM to 3 PM), although there appear to be no truly unusual hourly variations in the speed data. The somewhat higher eastbound speeds are consistent with a 5% eastward downgrade on this part of Quincy Street.

The classification data showed that buses/schoolbuses and larger trucks made up about 3.5% of all Quincy Street traffic, or about 7 such vehicles per day. Vehicle or vehicle combinations of 3 axles or more constituted less than 1% of the traffic volume over the full survey period.

#### Shepherd Street

Shepherd Street traffic was surveyed for a three-day period beginning 12 noon on Tuesday, March 13, and ending 12 noon Friday, March 16 of this year. The recorder was placed adjacent to 3501 Shepherd Street, approximately 500 feet east of Brookville Road. This location, almost exactly midway between two speed humps, was selected to minimize the influence of the humps on traffic speeds to the extent possible.

Average Daily Weekday Traffic (ADWT) can be stated at 720 vehicles per day. The last previous traffic survey for Shepherd Street, performed in 2011, showed an ADWT of 750 vehicles per day, although the difference is probably not statistically significant. Even with a possible slight decline in volume, Shepherd Street remains the Village's second-highest volume street behind only Cummings Lane.

As was seen in 2011, the evening peak hour on Shepherd Street tends to drift over a 3 hour window (4-7 PM) throughout the week. Volume in that hour is typically about 65 vehicles. The morning peak occurs in the 7 to 8 AM hour. The collected data appears to show this hour as the daily peak as well, but an enormous (and not presently explicable) spike in westbound traffic on the morning of March 14 should call such a conclusion into question. Without that one suspect hour, morning peak hour volume appears to be about 60 vehicles. As in 2011, the typical weekday's highest traffic volumes on Shepherd Street are seen during the (varying) evening peak hour.

Again disregarding the traffic surge seen on March 14, there appears to be a slight (52%) bias in favor of westbound traffic flow over the course of a typical weekday. Just as was seen in 2011, the morning peak hour shows a clear westbound directionality, while the evening peak hour shows equal flows in both directions.

The table below summarizes vehicle speed characteristics found on Quincy Street over the survey period.

#### SHEPHERD STREET TRAFFIC SPEED SUMMARY

	50 <sup>th</sup> %-ile (mph)	85 <sup>th</sup> %-ile (mph)	95 <sup>th</sup> %-ile (mph)	Max observed	% exceeding speed limit (20 mph)
Total	20.9	24.8	27.3	37.3	59%
Eastbound	21.1	24.9			
Westbound	20.7	24.7			

All traffic speed indicators listed above are numerically greater than those posted for the 2011 survey. This does **not** mean, however, that traffic speeds are increasing on Shepherd Street. This year's counts were collected at a location midway speed humps, as far as possible from their influence (although there remains significant influence at this distance, approximately 180 feet from humps in either direction). The 2011 data was collected at two locations on Shepherd Street, both much closer to the speed humps, and therefore much more affected by their proximity.

The somewhat higher eastbound speeds seen on Shepherd Street are consistent with a 7% eastward downgrade at the recorder location

The classification data shows that buses/schoolbuses and larger trucks make up slightly over 2% all Shepherd Street traffic, or about 16 such vehicles per day.