



VILLAGE OF MARTIN'S ADDITIONS

7013 Brookville Road (Second Floor, Suite B)

Chevy Chase, MD 20815-3263

Phone (301) 656-4112

www.martinsadditions.org

Agenda for Council Meeting Thursday, May 13, 2021, 7:30 PM

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

7:30 PM Call to Order: Fattig

7:31 PM Opportunity for Council to Hear Residents' Comments: Fattig

7:41 PM Committee Updates: Fattig

7:51 PM Building Administrator's Report: Lohmeyer ([Pages 3-5](#))

7:56 PM Approval of Minutes

8:00 PM Discussion and Next Steps on an Ordinance to Amend the Village Tree Ordinance ([Pages 6-14](#))

8:10 PM Discussion and Possible Adoption of Emergency Voting Counting Procedures for the 2021 Election ([Pages 15-17](#))

8:20 PM Discussion of Options for a New Village Listserv

8:30 PM Financial Matters, including Treasurer's Report and including a Public Hearing on and Possible Adoption of the Fiscal Year (FY) 2022 Budget Ordinance and Tax Rates Resolution: Alexander ([Pages 18-20](#))

8:40 PM Manager's Report: Anderegg ([Pages 21-22](#))

8:45 PM Opportunity for Council to Hear Residents' Comments: Fattig

8:50 PM Adjournment: Fattig

*Please note: Listed times are approximate.



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Virtual Meeting Information

Below is the information for those residents who wish to dial in remotely or video in to the Council meeting.

1. Dial-In Option

Call: 1 301 715 8592

When prompted, enter the Meeting ID: **879 6857 2594**# (you must enter the "#")

Passcode: **822190**

2. Web/Video Option:

- a. Go to the Zoom meeting

link: <https://us02web.zoom.us/j/87968572594?pwd=Y2FGMLJicURHUFRRNWpkNjcxWitkUT09>

- b. It will take you to Zoom to download, which is free. Then the meeting will launch. You can view the meeting or just listen in and talk when prompted.

Meeting ID: **879 6857 2594**

Passcode: **822190**

Topic: VMA Council Meeting

Time: May 13, 2021 07:30 PM Eastern Time

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

FROM: Doug Lohmeyer

DATE OF MEMO: May 13, 2021

SUBJECT: Building Administrator's Report

3506 Bradley Lane.

Demolition and building permit applications were submitted to the Village office. The staff has initially reviewed the information. Waiting for MCDPS approval. The resident's information meeting was held on Wed. June 17th. The County has not issued their building permit and the project is on hold.

6609 Brookville Rd.

The applicants have submitted an application to remove the existing porch and add an addition to the existing house. The County issued their building permit on Nov. 18th. The Village building permit was issued on Dec. 7th. Work has begun on the addition.

7200 Chestnut

The applicants applied for a Village building permit to construct an addition to the west side of the existing house. The County issued their building permit on Sept. 3rd. The Village building permit was issued on Oct. 9, 2020. The construction has begun.

7200 Delfield St.

The property owners have applied for a Village demolition and building permit for a new house. The County issued their building permit on Oct. 23rd. The Village issued the demo and dumpster permits on Dec. 14th and the building permit on Jan. 4, 2021. The old house has been removed and the new house is under construction.

7220 Delfield St.

The applicants have submitted an application to demolition the existing house and rebuild a new house. The plans have been revised and are waiting County approval. The Village information meeting was held on Dec. 14th. The County issued the building permit on April 20, 2021. The Village permits are pending.

120 Quincy

The homeowners have submitted concept plans for the Village's review. The plans propose to construct several additions to the existing house. They have not applied to MCDPS.

3515 Raymond St.

The applicant has submitted plans to remove the existing house and to construct a new house. MCDPS issued the building permit on Feb. 2nd and the Village issued their building permit on Feb. 9, 2021. The ex. house has been removed and the new house is under construction.

3514 Shepherd St.

The homeowner has submitted an application to remove the ex. deck at the rear of the house and to build a new, larger deck in its place. The Village has issued a permit, but the work has not begun.

3517 Shepherd St.

The applicant has submitted an application to add an addition to the right front side of the existing house. The County issued their building permit on Nov. 10th. The Village issued the building permit on Nov. 24. Work on the addition has begun.

7200 Summit Ave.

On April 28, 2020, the homeowners submitted a Variance Application for the front and rear setbacks in order to construct a new porch and bay window at the front of the existing house and an addition on the north (right) side of the house. The Variance was approved by the Council on July 16, 2020. The applicants have not submitted to MCDPS or the Village.

7203 Summit

The homeowners have submitted plans for re-build the existing detached garage at the rear of the existing house. The plans were approved by MCDPS on Jan. 19th and the Village issued the building permit on Feb. 9, 2021. Work has begun on the garage.

Miscellaneous Items

The staff is presently working with the following properties:

1. The MSHA has responded to the Village's letter regarding water ponding at the Village street intersections along Brookville Rd. The MSHA staff stated they are working with WSSC and MCDOT and will get back to us soon. The Village sent a letter to the State requesting an updated progress report on the outstanding pedestrian safety issues.

**The Village of Martin's Additions
(Urban Forest Ordinance)**

Ordinance No.: 2021-3-1
Introduced: March 18, 2021
Adopted:
Effective Date:

ORDINANCE TO ADOPT AN URBAN FOREST PROGRAM

WHEREAS, Maryland Code, Local Government Article, Section 5-202, as amended, grants to the legislative body of every incorporated municipality in Maryland general power to pass such ordinances not contrary to the Constitution of Maryland, or the public general law, as deemed 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, the Natural Resources Article, Title 5, Subtitle 4, Part IV of the Maryland Code authorizes a municipal corporation to implement a local urban and community forestry program within its jurisdiction;

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, trees are important natural resource and benefit the Village and its residents in many ways, including by filtering the air, capturing carbon dioxide, providing shade, buffering noise, harboring wildlife, controlling storm water runoff, and stabilizing soils, and the Village Council has determined that trees should be planted to help offset the impact of development activities; and

WHEREAS, after proper notice to the public, the Village Council introduced the following Ordinance in an open meeting conducted on the 18th day of March, 2021;

WHEREAS, after proper notice to the public, the Village Council considered this Ordinance in public session assembled on the ____ day of _____, 2021; and

WHEREAS, upon consideration of the testimony and evidence presented at the public hearing, the Village Council finds that the foregoing Ordinance would assure the good government of the municipality, protect and preserve the municipality's rights, property, and privileges, preserve peace and good order, secure persons and property from danger and destruction, and protect the health, comfort and convenience of the citizens of the Village of Martin's Additions, and is necessary for the preservation of the property, rights, and privileges of the Village and its residents.

NOW, THEREFORE, the Village Council does hereby adopt the following Ordinance.

BE IT ORDAINED AND ORDERED, this ____ day of _____, 2021, by the Village Council, acting under and by virtue of the authority given it by the Maryland Code and the Charter of the Village of Martin's Additions, that the Village Code is hereby amended as follows:

* * *

CHAPTER 6 REGISTRATIONS AND PERMITS

* * *

ARTICLE 3. VILLAGE BUILDING PERMITS

* * *

Section 6-303. Applications; Investigations and Inspection; Issuance

- (a) Any person planning to engage in an activity covered by this Article that requires a Montgomery County building permit shall apply for a Village building permit within three (3) days of applying for the County permit.
- (b) An application for a Village building permit shall be submitted in a form prescribed by the Council and shall be accompanied by (i) a copy of the Montgomery County building permit or application for a Montgomery County building permit for the activity, **(ii) a statement as to whether a Montgomery County sediment control permit is necessary for the project and, if so, whether the applicant intends to plant an Environmental Impact tree or pay the association fee according to Chapter 9 of this Code,** and (iii) such plats, plans, drawings, reports and the like as the Council or Code Enforcement Officer deems necessary to determine whether the proposed activity would be in derogation of the health, safety, comfort or welfare of the present or future inhabitants of the Village. For any construction that would be located within four (4) feet of a required setback, or within two (2) feet of a lot line, a site plan and boundary survey with a margin of error of +/- one-tenth (0.10) of a foot, or better, must be submitted depicting all existing and proposed buildings and their distances to the lot lines. The application shall be signed by all the owners of the property and, where related to the erection or construction of, or addition to a building, shall also state the intended use of such building or addition thereto. The applicant may be required to provide a copy of all covenants recorded with respect to the property. A permit for construction related to an accessory dwelling unit shall not be issued until the applicant has submitted a copy of the Montgomery County landlord license for the proposed accessory dwelling unit.

* * *

CHAPTER 9

URBAN FOREST; VILLAGE TREES

Section 9-101. Definitions

For purposes of this Chapter:

“Environmental Impact tree” mean a tree planted in accordance with the requirements of this Chapter, selected from a list of approved trees adopted by resolution of the Village Council, from time to time.

“Village tree” means any tree, the center of whose trunk at ground level is located on public right of way and which was planted by or with the permission of the Village or for which the Village has assumed care and treatment.

Section 9-102. Purpose

- (a) The tree canopy is an attractive, distinctive feature of the Village. Trees are part of a larger ecosystem and assist in the control of air, noise, and visual pollution. They moderate the climate and help conserve energy. **They filter air, capture carbon dioxide, provide shade, buffer noise, harbor wildlife, control storm water runoff, and stabilize soils.** They **help mitigate the impacts of the development of land and** play an important part in controlling water run-off and thus in maintaining the health of Rock Creek, the Potomac River, and the Chesapeake Bay. In addition to improving the quality of residents’ lives, trees positively affect the property values of the entire community. It is therefore in the interest of the Village, its residents, and its property owners to protect, preserve, and enhance the tree canopy.
- (b) The provisions of this Chapter are declared necessary for promoting and enhancing the beauty of the Village; **mitigating the impacts of development of private land by requiring the planting of Environmental Impact trees;** protecting Village trees from damage or destruction; regulating the planting, maintenance, and (when necessary) removal of Village trees; guarding against and eliminating any dangerous conditions caused by trees; and preventing damage to any public sewer main, street, sidewalk, or other public or private property.

Section 9-103. Tree Supervisor and Tree Committee

- (a) The Village Council shall appoint as Tree Supervisor one of its members, the Village Manager or Assistant Manager, or a resident serving in a volunteer capacity. The Tree Supervisor shall serve until the end of the fiscal year in which he or she was appointed. In addition, the Village Council shall appoint a person from among those named immediately above to act temporarily in the absence or unavailability to the Tree Supervisor. The duties and responsibilities of the Tree Supervisor are, subject to the approval of the Village Council or its designee, to:
 - (1) direct, manage, supervise, and control the planting, maintenance, protection, and (when necessary) removal of Village trees.

- (2) obtain all necessary permits or authorizations from the Maryland Forest Service for the maintenance or removal of Village trees.
- (3) (Reserved).
- (4) inspect all Village Trees with a Licensed Tree Expert at least once a year to determine their health and needs.
- (5) order the treatment, pruning, or removal of any Village tree that is deemed to be injurious to sewers, gas or water lines, or other public utilities; is infected with disease or pests; interferes with the visibility of any traffic-control device or signal; interferes with the proper spread of light along the street from a public street light; or impedes pedestrian or vehicular traffic.
- (6) obtain an opinion from a second Licensed Tree Expert before removing a tree unless the tree meets the conditions noted in subsection (5) above or presents an immediate hazard to people or property. Any Licensed Tree Expert providing a second opinion shall not be hired to perform the removal.
- (7) consult with utility companies concerning scheduling of their pruning of Village trees.
- (8) implement any Village tree plan approved by the Village Council.
- (9) make recommendations from time to time to the Village Council regarding what species of trees should be included on the Village's list of approved Environmental Impact trees.**
- (10) monitor compliance with the provisions of this Chapter concerning the required planting of Environmental Impact trees.**

- (b) The Village Council may appoint a Tree Committee to advise the Council and the Tree Supervisor on matters pertaining to trees in the Village, to assist the Tree Supervisor with tree inspections, and to participate in consultations regarding Village trees.

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

Section 9-103.1 Requirement to Plant Environmental Impact Trees; Village Tree Planting Fund

- (a) **In connection with any development activity on private property in the Village for which a sediment control permit is required by the Montgomery County Code, as amended, the permittee or property owner must plant at least one (1) Environmental Impact tree on the property. The Environmental Impact tree must be at least two (2) inches in diameter at the**

time of installation. The Environmental Impact tree must be selected from the Village's list of approved Environmental Impact trees and be installed within six (6) months from the date of the commencement of the activity that requires the permit.

- (b) If the permittee or property owner concludes that a required Environmental Impact tree cannot be planted on the subject property because of a lack of sufficient open space or for any other reason, the permittee or property owner must pay a fee to the Village in the amount established by resolution of the Village Council, from time to time. The Village will use fees collected under this Section to implement this Chapter and to install Village trees.**

Section 9-104. Planting a Tree on Public Right of Way

- (a) Only the Village is authorized to plant trees on public right ways.
- (b) All new trees planted on public right of ways shall have a caliper of at least two (2) inches, shall have straight trunks, and shall be free of disease and pests.
- (c) Species, spacing, and exact location of trees planted on public right of ways shall be determined by the Tree Supervisor, taking into consideration any Village tree plan and the proximity of any sidewalks, streets, traffic-control devices, public utilities, and other pertinent factors. However, no tree shall be planted:
 - (1) within thirty (30) feet of a street intersection, measured from the corner of the intersection curb nearest to where the tree is to be planted.
 - (2) within twenty (20) feet of a fire hydrant.
 - (3) within six (6) feet of a driveway or light pole.

Section 9-105. Tree-Care Standards

Treatment of Village trees shall be performed according to standards approved by the Tree Supervisor, the Maryland Forest Service, and any other State or County entity having authority over such work.

Section 9-106. Protection of Village Trees

Without prior approval from the Tree Supervisor, it shall be municipal infraction to:

- (a) remove (or cause to be removed) any Village tree.
- (b) injure or prune (or cause to be injured or pruned) any Village tree.
- (c) attach any sign, advertisement, notice, wire, or other object to a Village tree.

Section 9-107. Pruning of Village Trees by Utility Companies

- (a) When a public utility company finds it necessary to prune Village trees, the utility company must obtain and fully comply with all required permits, including any

permit required by the Maryland Forest Service, pursuant to section 5-406 Natural Resources Article, Annotated Code of Maryland.

- (b) The utility company must give a least two (2) weeks' notice to the Village Manager of its intent to prune Village trees and include with its notice a copy of the State issued permit. Upon receipt of such notice, the Village Manager will notify the Tree Supervisor. In circumstances where compliance with the notice requirement is impossible or highly impractical, the utility company shall provide notices as far in advance as is reasonably possible and in any event shall inform the Village Manager before commencing work.

(Ord. No. 11-15-1, adopted 1/21/16, effective 2/10/16)

Section 9-108. Protection of Village Trees During Construction

- a) During the erection, alteration, or repair of any building or structure, guards, fences, or barriers shall be placed in such locations as are determined by the Tree Supervisor or Code Enforcement Officer to be necessary to prevent injury to Village trees. It shall be a violation to alter, damage, or remove such guards, fences, or barriers.
- b) It shall be a municipal infraction to remove, injure, or prune a Village tree in preparation for or during construction. The owner of the property under construction and the contractor performing the construction are jointly and severally liable for such actions.

(Ord. No. 11-15-1, adopted 1/21/16, effective 2/10/16)

Section 9-109 Protection of Village Tree Roots

All subsurface projects shall comply with the following requirements for the protection of the roots of Village trees and shall also comply with any requirements of the Maryland Forest Service, unless specific deviations are authorized by the Tree Supervisor, the Maryland Forest Service, or other entity with authority over such trees.

- (a) When persons, including any working under contract with the Village, encounter roots of a Village tree while conducting or engaging in a subsurface project, they shall modify the project to protect the tree's root system.
- (b) For trees less than 6 inches in diameter, as measured 4.5 feet above average ground level, all machine digging shall stop at the drip line of the tree. For trees 6 inches or more in diameter, as measured 4.5 feet above average ground level, all machine digging shall stop when roots over 1 inch in diameter are encountered. Roots over 1 inch in diameter may not be cut without the approval of the Tree Supervisor, the Maryland Forest Service, and any State, County, or other entity with authority over the tree.
- (c) It shall be a municipal infraction to damage or cut tree roots over 1 inch without permission of the Tree Supervisor, the Maryland Forest Service, or any State, County or other entity with authority over the tree.

Section 9-110. Maintenance of Trees on Private Property Near Public Right of Way

- (a) All trees and shrubs located on private property in the Village shall be maintained in a condition so as not to interfere with:
 - (1) the proper spread of light along a street from a streetlight;
 - (2) the visibility of any traffic-control sign, device, or signal; or
 - (3) the required clearance over public sidewalks (8 feet) or streets (12 feet).
- (b) All trees and shrubs located on private property in the Village shall be maintained in a condition so as not to constitute a hazard to persons or property on public right of way or to harbor pests or diseases that constitute a threat to other trees within the Village.
- (c) The owners of property on which is located any tree or shrub that has been determined by the Tree Supervisor to be not in compliance with the provisions of subsections (a) or (b) above shall be notified of that determination in writing by hand delivery or certified mail and shall treat, trim, or remove and destroy the tree or shrub or portion thereof with such period as the Tree Supervisor may specify. The time specified for compliance shall be at least thirty (30) days unless a shorter period is indicated in the judgment of the Tree Supervisor.
- (d) An owner may appeal any determination by the Tree Supervisor to the Village Council. The appeal shall be made in writing and delivered to the Village Manager within ten (10) days of receipt of the notice [described in (c) above] or within the time specified for compliance, whichever is shorter. The nature and grounds for the appeal shall be specified, and any materials or information relied upon in support of the appeal shall be submitted with the appeal.
- (e) The Village Council shall consider the appeal at a public meeting at which any interested party may appear and participate. Written notice of the meeting shall be delivered or sent by certified mail to any owner who appealed at least five (5) days before the meeting. The Council may affirm, withdraw, or modify the notice and shall advise the appellants in writing of its decisions. If the notice is upheld in whole or in part, the Council shall specify a date for compliance.
- (f) If the owner fails to comply with a notice from the Tree Supervisor within the time specified, the Village may perform any work directed in the notice and shall bill the reasonable costs thereof to said owner. The Village may recover any expenses related to the performance of such work from the owner through any means available under law, including, but not limited to, as a lien on the property tax bill.
- (g) If the condition poses a clear hazard to persons or property and therefore requires more immediate corrective action, the Council may shorten any of the periods specified above and provide notice as soon as is practical under the circumstances.
- (h) The owners of property on which is located any tree or shrub near a public right-of-way shall periodically inspect the health of such vegetation. In the event a tree or shrub, or branch thereof, shall fall into a public right-of-way, the Village shall remove the fallen vegetation that obstructs the right-of-way. The owner shall be

responsible for removing that portion of the tree or shrub, or branches thereof, which fall onto the owner's private property. The Village and the owner may reach an agreement as to the cost-sharing for the removal. If no agreement is reached, the Village shall remove only that portion of the vegetation that has fallen into the right-of-way.

(Ord. No. 2019-09-2, adopted 11/21/19, effective 12/11/19)

Section 9-111. Entry on Private Property to Treat Village Trees

With prior notice to a private property owner, the Tree Supervisor and any agent or contractor of the Village may enter upon such private property when necessary for the purpose of inspecting or treating Village trees or monitoring compliance with a requirement to plant an Environmental Impact tree. However, any private property disturbed for such purposes the purpose of inspecting or treating Village trees shall be returned by the Village as nearly as possible to its original condition, and any expenses incurred shall be borne by the Village.

Section 9-112. Interference with Tree Supervisor

No person shall prevent, delay, interfere with, or otherwise obstruct the Tree Supervisor or any agent or contractor of the Village while engaged in planting, treating, caring for, or removing any tree as authorized in the Chapter. Any person violating this Section shall be guilty of a municipal infraction and shall be subject to penalties.

Section 9-113. Enforcement

- (a) It shall be a violation of this Chapter to:
 - 1) fail to comply with a notice from the Tree Supervisor.
 - 2) interfere with the Tree Supervisor or any agent or contractor of the Village in the performance of their duties and responsibilities under this Chapter.
 - 3) fail to plant a Environmental Impact tree or pay the associated fee within six (6) months of the date of commencement of the activity that requires a Montgomery County sediment control permit.
 - 4) fail to comply with any other provision of this Chapter.
- (b) A violation of this Chapter shall constitute a municipal infraction for which a citation may be issued and a fine imposed.

* * *

SECTION 2. AND BE IT FURTHER ORDAINED AND ORDERED, by the Council of the Village of Martin's Additions, acting under and by virtue of the aforementioned authority, that:

- (1) If any part or provision of this ordinance is declared by a court of competent jurisdiction to be invalid, the part or provision held to be invalid shall not affect the validity of the ordinance as a whole or any remaining part thereof; and

(2) This Ordinance shall take effect on the _____ day of _____, 2021 (at least 20 days after adoption).

ATTEST:

THE VILLAGE OF MARTIN'S ADDITIONS

Katya Hill, Secretary

Susan Fattig, Chair
Village Council

Underline indicates new material

~~Strikethrough~~ indicates material deleted

* * * indicates material unchanged

**Village of Martin's Additions
Election Committee
Election 2021 Vote Counting Procedures
voted unanimously out of Committee 4/29/2021**

6:00 PM **The Village of Martin's Additions Election Committee (Committee) shall convene on May 20, 2021 via Zoom for vote counting and election certification, supported by ELECTEC, the Village's vendor.** Attendees will include: the Committee; the Village Manager; ELECTEC, Inc (ELECTEC or the Village's vendor); and one named observer for each candidate. Only the named observers may raise an objection and only to: (1) the acceptance of a ballot from a voter who has submitted more than one ballot (2) a Committee decision to not accept a ballot return envelope; and/or (3) a Committee adjudication concerning a ballot rejected by the tallying computer. Objections must be raised immediately. The Village attorney will be available for any required consultation via phone.

6:01 PM **Confirm how will be operating, generally following past practice and legal counsel**

6:02 PM **Process (in this order) and all on with ELECTEC actions through Step 7 on camera**

1. ELECTEC will already have inventoried on the final voter roll all ballot return envelopes received, counted them, and sorted them into conforming or non-conforming (e.g., no signed affidavit, a canceled control number or swapped envelopes) stacks. ELECTEC will inform the Committee of the total number of ballot return envelopes received and how many are in each stack. ELECTEC will maintain a written record of these numbers. The Committee will begin recording the data as well.
2. ELECTEC will present the Committee stack of ballot return envelopes preliminarily deemed valid pursuant to the Council-adopted plan, verifying things like each voter has voted only once, all envelopes were signed, and had valid, matching control numbers. If an observer wishes to make a challenge based on the belief that a voter may have voted more than once, the observer must immediately notify the Committee Chair and provide the basis for this concern. The Committee will then review the challenge and make a determination based on the totality of the circumstances. If/after the resolution of any challenge to conforming ballot return envelope acceptance, the Committee will then vote on whether to accept the remaining ELECTEC-sorted conforming ballot return envelopes. ELECTEC will maintain a written record of the outcomes, including if there were challenges and what the outcome of each challenge was. The Committee will do so as well.
3. ELECTEC will then present to the Committee the non-conforming ballot return envelopes, one at a time, and state the reason why the ballot was deemed preliminarily non-conforming. The Committee will evaluate and determine on a case-by-case basis whether to accept or reject any non-conforming ballot return envelopes, making the determination based on the totality of the circumstances. If an observer wishes to make a challenge, the observer must immediately notify the Committee Chair and state the basis for the challenge. The Committee will then review the challenge and make a determination on the challenge. It is anticipated

that any and all challenges will be resolved by the Committee during the initial ballot return envelope validation process. If, however, a challenge cannot be resolved to the satisfaction of the Committee during the initial process, consistent with the Council-adopted plan, the ballot shall not be counted provisionally and shall be set aside by ELECTEC until such time as the Committee is able to perform a further review. ELECTEC and the Village Manager will provide viewing access to the qualified voter roll deemed final as of 11:59 PM on May 6, 2021 as needed for the Committee to complete its work. ELECTEC will maintain a written record of the number of rejected ballot return envelopes and the reason(s). ELECTEC will also maintain a written record of any challenges and their outcomes. The Committee will maintain a record of such information as well.

4. ELECTEC will then open all the ballot return envelopes deemed valid and securely sequester them for return to the Village, so that they may be retained in accordance with the Village's State-approved record retention policy.
5. ELECTEC will then open the secret ballot envelopes and electronically count the votes on the valid ballots, generating a report of the electronic vote count, but it will **not** provide the totals to the Committee at this time.
6. ELECTEC will then provide the Committee with any non-conforming ballots found during the electronic count (e.g., those with stray marks, those rejected by the tallying computer because of over votes, etc.), and the Committee will evaluate and determine whether to accept or reject those ballot(s) and their vote(s) on a case-by-case basis based on the totality of the circumstances. If an observer wishes to make a challenge, the observer must immediately notify the Committee Chair and provide the reason(s) why the ballot should or should not be accepted. The Committee will then review the challenge and make a final determination based on the totality of the circumstances. ELECTEC will maintain a written record of the number of additional accepted and rejected ballot(s) and vote(s) as well as any objections and their outcomes. The Committee will record such information as well.
7. After all the non-conforming, including write-in ballots requiring hand counting, are totaled and recorded by both ELECTEC and the Committee, the public session will end.
8. ELECTEC will then spend such time as may be needed to perform an internal review, verify the results, and email the final vote totals to the Village (manager@martinsadditions.org and VMAElections@martinsadditions.org), using ELECTEC's electronic count, plus any Committee-accepted non-conforming ballots and write-ins accepted during Step 6.
9. Upon receipt of this written notification of ELECTEC's totals, the Committee will check its totals against ELECTEC's, confirming all data and reason(s).
10. If all the data and outcomes are confirmed as being consistent with the Committee's record, the Committee will complete its election report (example appended) and move on to Step 11. If not, the Committee will reach out to ELECTEC to resolve any discrepancies before completing its report and moving to Step 11.
11. The Committee will then officially certify the election results by recorded vote of all members.
12. Lastly, the Committee will notify the Village of the results by emailing all qualified voters at one time. Those who receive the monthly newsletter, *Martin's Edition*, via mail will receive a copy via email shortly thereafter.

Example of Committee Report of Election Results

Dear Qualified Voters,

The Election Committee is pleased to announce the results of the 2021 Village of Martin's Additions Council election. Of the 6XX qualified voters on the Village of Martin's Additions qualified voter roll as of May 6, 2021 at 11:59 PM who were all mailed ballots, XXX ballot return envelopes were returned by the May 20, 2021 at 5:00 PM deadline and deemed valid by the Committee, representing a X percent qualified voter participation rate in this year's election. Each ballot could cast up to 2 votes, and a total of XXX votes were received.

Candidate Totals	
Name	Votes

Write-In Totals	
Name	Votes

We appreciate all the candidates' interest in being elected to serve at this time on our municipal government's 5-member Council. Congratulations to [winner] and [winner]! Their terms will begin on July 1, 2021 in accordance with the Charter.

We also thank Niles Anderegg, our Village Manager, for the staff's support of this year's election, including communications dissemination and contract management.

Respectfully Submitted,
2021 Village of Martin's Additions Election Committee
Tiffany Cissna, George McAleese, and Anna Meenan
VMAElections@martinsadditions.org

Village of Martin's Additions
Financial Report for April 2021
Arthur Alexander, Treasurer
May 13, 2021

The Village charter requires that an annual meeting of residents be held each year before May 15 that includes “a proposed budget for the following year, and notice of any proposed change in the tax rate.” The budget for Fiscal year 2022 beginning July 1 was introduced at the March meeting and will be adopted today; the property tax rates remain unchanged. The proposed budget (below) is similar to the current year’s, with only minor adjustments. However, since residents have suggested several additions or reductions from the proposed budget, I want to consider the broader circumstances of the Village’s budget situation.

To set the stage, the Village of Martin’s Additions is among the richest municipalities in the nation, with an average household income of \$385,000; in this area, only Chevy Chase Village, the Town of Chevy Chase, and Somerset are somewhat more affluent. One implication is that the Village’s 17% share of the state income tax paid by residents (three-quarters of total revenues) is both high and variable, fluctuating with financial markets and the fate of a few individual taxpayers who account for significant portions of the tax base.

These fluctuations hit home a decade ago when revenues collapsed in the wake of the great financial recession. Since then, the Village’s budgetary stance has been frugal, paring services and keeping a sharp eye on costs. However, in recent years, revenues have crept back to and beyond previous levels and the Village has run a surplus, accumulating sufficient funds to finance future capital investments (roads, sidewalks, lights) and to put aside an emergency fund for a possible future revenue decline.

In light of this evolving situation, residents have suggested such service improvements as Village-wide compost collection, increased police patrols, sidewalk snow shoveling, more frequent recycling collection, and more parties. At the same time, other residents have requested rebates of excess funds to residents.

The proposed budget maintains the frugal stance; nevertheless, we will be seeking residents’ views for changes. In the annual survey, please take a moment to consider service improvements, additions, or deletions. And at future town hall meetings, we look forward to your thoughtful views on our budgetary policy and specific program ideas. We can make considered changes to the budget throughout the year and in future plans.

April 2021

	<u>Actual</u>	<u>Budgeted</u>
Revenues	\$ 573,780	683,467
Expenses (excluding capital projects)	618,081	636,335
Net Income (revenues minus expenses)	-44,300	47,132
Capital investment expenses	\$ 43,830	
Investment reserves (less expenditures)	1,456,170	
Emergency reserves	1,000,000	

Current assets less designated reserves: \$ 606,556

During April 2021, we transferred \$55,000, as planned, from the Village's savings account in the Maryland Local Government Investment Pool (MLGIP) to the checking account to cover projected expenses. We expect to transfer the same amount in May 2021.

Proposed Fiscal Year 2022 Budget, Village of Martin's Additions

	FY2021 (amended)	FY2022 (proposed)	Change
Revenues			
4010 · Permit Fees	12,000	12,000	0
4020 · Cable TV Franchise Fees	12,500	11,000	-1,500
4040 · County Revenue Sharing	26,800	26,800	0
4050 · Highway Users Fees	30,000	30,000	0
4060 · Income Tax	650,000	650,000	0
4080 · Personal Property Tax	4,500	4,500	0
4090 · Real Property Tax	15,000	15,000	0
4095 · Utility Property Tax	15,000	15,000	0
4100 · Holiday Fund	9,000	9,000	0
4110 · Interest	40,000	20,000	-20,000
Total Revenue	814,800	793,300	-21,500
Expenditures			
5010 · Office Expenses	12,000	12,000	0
5025 · Office Furniture & Equipment	2,000	2,000	0
5030 · Insurance	8,000	8,000	0
5040 · Printing & Mailing	5,000	4,500	-500
5050 · Dues & Subscriptions/Conference	10,000	10,000	0
5055 · Storage Rental	4,500	4,500	0
5060 · Office Lease	32,000	32,000	0
5065 · Telephone	3,000	3,000	0
5071 · Website	0	2,050	2,050
5070 · IT - Other	16,000	16,000	0
5080 · Holiday Fund	9,000	9,000	0
5110 · Managerial & Office Salaries	111,200	115,000	3,800
5120 · Payroll Taxes & Benefits	16,000	16,500	500
5130 · Police salaries	41,802	41,802	0
5135 · Police Payroll taxes	3,198	3,262	64
5206 · Audit - Financial Process	0	5,680	5,680
5210 · Accounting & Auditing	17,000	17,000	0
5222 · Building Review & Permits	50,000	50,000	0
5224 · Enforcement & Oversight	18,000	18,000	0
5226 · Municipal Operations	18,000	18,000	0
5230 · Legal	55,000	55,000	0
5244 · Traffic Engineering	7,000	10,000	3,000
5247 · GIS Update	10,000	5,000	-5,000
5310 · Street Lighting - PEPCO	3,000	4,800	1,800
5322 · Street Cleaning - Fall/Spring	35,000	35,000	0
5324 · Street Maintenance - Other	7,500	7,500	0
5351 · Snow Removal - Plowing	30,000	30,000	0
5410 · Waste Collection & Recycling	130,000	130,000	0
5420 · Leaf Bags	8,000	8,000	0
5425 · Recycling Bins	1,000	1,000	0
5510 · Tree Maintenance	30,000	30,000	0
5516 · Tree Planting Initiatives Prog.	7,000	7,000	0
5518 · Right-of-Way Landscaping	18,247	10,000	-8,247
5521 · Community Events (Elections)	0	5,000	5,000
5520 · Community Events - Other	35,000	30,000	-5,000
Total current expenses	753,447	756,594	3,147
Net (revenues – current expenses)	61,353	36,706	
Designated Reserves			
5805 · Walkability	500,000	500,000	0
5810 · Streets	500,000	500,000	0
5814 · Other Capital Projects	500,000	500,000	0
5820 · Auditor Recommended Reserve	1,000,000	1,000,000	0
Total Reserves	2,500,000	2,500,000	0

From: Niles Anderegg, Village Manager
To: Village Council
Subject: Village Office Update
Date: 5/11/2020

Overview

The Village Office has been conducting reviews of internal operating procedures and preparing a calendar for 2021 important dates and deadlines. In addition, the Village Office has provided logistical support to Village committees and task forces such as the Public Safety Task Force and the Election Committee. The Office is working with Section 3 and Section 5 to set a date for the sheading event, but it is tentatively scheduled for the second or third Saturday of June.

2021 Election

The Village Office has been in constant communication with the election vendor to ensure residents receive their ballots in a timely fashion and that they are being returned to the vendor. Mail processing of returns usually takes about 2 to 3 business days. Due to questions from residents and candidates about the voter roll, the Office conducted a review of the voter roll, comparing entries to County records to verify the accuracy of the information. During this review, some out-of-date data was identified in the Village's Constant Contact database. One of the high priorities post-election will be reviewing and updating the Constant Contact data to ensure the highest possible accuracy.

Walkability Report Update

The Office, along with the Village contractors, Joe Cutro and Doug Lohmeyer, have been reviewing the Walkability Report and will provide some next steps to the Council at the May Council meeting. In addition, the draft Street Maintenance RFP looks at potentially using that process to get cost estimates on some of the improvements to the Village.

American Rescue Plan Funds

The Village will receive funds from the American Rescue plan as a non-entitlement city in the state of Maryland. These funds will come via the State of Maryland, not from the Treasury Department directly. The Village Office has submitted the necessary paperwork with both the Treasury Department and State Finance Department through the Maryland Municipal League to receive these funds. The exact amount of funds the Village will receive is still to be determined. A preliminary figure of \$829,947 over 2 years was provided, but this has not been confirmed, and we expect more guidance from the Treasury Department on this in the coming days.

RFPs

The Village of Martin's Additions has issued an invitation to bid on the waste recycling contract for the Village. Potential bidders have until May 21 to provide a response to the invitation to bid. We anticipate conducting interviews with potential bidders shortly after the closing date to ensure that we have a contract in place by the end of the current contract, which ends on June 30. The Village is also looking at the street maintenance RFP to ensure that it includes the necessary information for any potential walkability improvements.