



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, November 18, 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: Kauders

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

7:41 PM Committee Updates: Kauders

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

8:01 PM Presentation by the Public Safety Task Force on their Report **(Pages 6-38)**

8:11 PM Presentation by The Election Committee of The 2022 Election Plan and Proposed Charter Amendments **(Pages 39-46)**

8:25 PM Discussion of The Results of the 2021 VMA Annual Survey **(Pages 47-51)**

8:35 PM Discussion of Proposed Committee Guidelines **(Pages 52-54)**

8:40 PM Financial Matters, including Treasurer's Report: Alexander **(Page 55)**

8:45 PM Manager's Report: Anderegg **(Pages 56-57)**

8:50 PM Opportunity for Council to Hear Residents' Comments: Kauders

9:00 PM Adjournment: Kauders

*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: **883 3117 5094#** (you must enter the "#")

Passcode: **525784**

2. Web/Video Option:

- a. Go to the Zoom meeting link:

<https://us02web.zoom.us/j/88331175094?pwd=OFNvZkFzbnA4coovdWI4KzA1Q2JjUT09>

- 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: **883 3117 5094**

Passcode: **232095**

Topic: VMA Council Meeting

Time: November 18, 2021, 07:30 PM Eastern Time

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

FROM: Doug Lohmeyer

DATE OF MEMO: November 15, 2021

SUBJECT: Building Administrator's Report

3506 Bradley Lane.

Demolition and building permit applications were submitted to the Village office. A new resident's information was held on Nov. 3rd. The plans are under review by the County and by the staff.

6701 Brookville Rd.

The homeowner has submitted a concept plan to construct a new driveway on Bradley La. and possibly remove the existing driveway on Brookville Rd. The staff has reviewed the concept.

7200 Chestnut St.

The applicant 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. 3, 2020. The Village building permit was issued on Oct. 9, 2020. The MCDPS closed their building permit on Oct. 7, 2021 and the staff is in the process of closing the Village's building permit.

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. 23, 2020. The Village issued the demo and dumpster permits on Dec. 14, 2020 and the building permit on Jan. 4, 2021. The MCDPS has closed their building permit on Nov. 2nd. The staff will schedule a final site visit in order to close the Village's building permit.

7220 Delfield St.

The applicants have submitted an application to remove the existing house and build a new house. The Village information meeting was held on Dec. 14th. The County issued the building permit on April 20, 2021. The Village demo and building permits were issued on May 17, 2021. The house has been removed. The new house construction is ongoing.

7221 Defield St.

The homeowner has submitted an application to remove a portion of the existing deck and build a new section of deck and steps. The staff is reviewing the application.

120 Quincy St.

The homeowner has submitted plans to the County and the Village for review. The application proposes to construct several additions at the side and rear of the existing house. The County and the staff are reviewing the plans.

159 Quincy St.

The homeowners submitted an application to build a new deck at the rear of the existing house. The Village building permit was issued. Work is on-going.

163 Quincy St.

The homeowner has submitted a plan to add a parking pad on the east side of the existing driveway. The Village has issued the permit.

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. 2, 2021 and the Village issued their building permit on Feb. 9, 2021. The ex. house has been removed and the new house is under construction. On July 13, 2021, the Council approved the variance to construct an office at the rear of the new house.

3521 Raymond St.

The homeowner has submitted a concept plan to remove a portion of the existing circular driveway, replace that portion of the driveway with grass and plants, and resurface a portion of the existing driveway. The Village has issued the permit and the work is underway.

7200 Summit Ave.

The homeowners submitted a Variance Application for additions to the existing house. The variance was approved by the Council on July 16, 2020. The applicants have not submitted to MCDPS or the Village. The Village variance has been extended for an additional 12 months.

3404 Turner St.

The applicants have submitted an application for a variance of the Village's minimum side yard setbacks, so they can add a second floor to the existing, non-conforming house. The staff is working on issuing the building permit.

3502 Turner St.

The homeowners are investigating the possibility of adding a new parking pad in front of their lot, since they do not have a driveway. A portion of the pad will be in the Village right of way.

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 State responded and said they will be looking into adding additional pedestrian walkway safety measures at Bradley and at Taylor. Section 5 has prepared a concept plan to build a new MSHA storm drain system along the west side of Brookville Rd. from Bradley La. to Shepherd St.

**VILLAGE OF MARTINS ADDITIONS
PUBLIC SAFETY TASK FORCE PRELIMINARY REPORT**

The Public Safety Task Force (“Task Force” or “TF”) offers this Preliminary Report regarding its completion of its first scope of work task, the development, implementation, analysis, and evaluation of a survey of Village resident safety and health concerns and interest in VMA engagement to address them. Based on this work, the TF has identified three concerns to be addressed by the VMA Council and one concern which the TF should study and submit its recommendations in a final report to the Council. The TF requests an extension of its authority in order to complete the proposed study and final report.

Recommendations:

1. Resident concerns which the Task Force recommends the VMA Council address or continue to address.
 - a. Walkability traffic safety.
 - i. The residents strongly support VMA Council implementation the 2020 Walkability Study recommendation, specifically walking safety generally, and snow and ice clearance in particular.
 - ii. The residents support elimination of visual and physical obstructions to driver and pedestrian safety.
 - iii. The residents somewhat support the VMA Council remediation of unsafe driving by cars, commuters, and delivery and construction trucks.
 - b. Crime.
 - i. The residents are strongly supportive of VMA collecting and sharing reports of local crime incidents with both local police and residents.
 - ii. The residents support VMA working with residents and local police on reported crime follow-up.
 - iii. The residents somewhat support VMA facilitating resident and police public discussions of best safety practices.
 - c. 5G. The Task Force data showed VMA respondents to be fairly evenly divided in their views regarding potential 5G structure obstruction of traffic and pedestrian visibility. The TF has been advised that the Council has engaged on this issue. For these two reasons application of our methodology did not support Task Force study. Application of our methodology showed that the resident responses to the survey questions exploring concern related to 5G impact on health showed insufficient concern to justify a recommendation of further study. The TF has been advised that VMA has engaged this concern. Of course, application of the TF methodology does not preclude the Council from continuing to pursue this issue.

- d. In implementing our recommended work, the Task Force recommends that the VMA Council enhance its efforts to apprise and engage the residents regarding its work in person and real time. While VMA is issuing written public communications, the resident survey responses and on-the-street comments suggest that additional personal outreach would enhance governance effectiveness.
- 2. Resident concerns which the Task Force intends to study and report to the Council with its recommendations.
 - a. The residents somewhat support VMA or a VMA community group engaging in support for residents “aging in place.” The TF is aware of the Chevy Chase at Home volunteer organization and intends to begin its study with a liaison to that organization to explore resident needs, remedies, resources, and supportive roles for volunteers and VMA.
 - b. The Task Force Survey “closed question” responses and “open question” (narrative) responses summaries are appended to this Preliminary Report as Attachments No. 1 and No. 2. The TF invites the Council to review this response data, engage in discussion, and decide whether it wishes to add additional areas of inquiry to the TF recommended study topic. However, given the work such study requires and the TF’s limited resources, we strongly request that the Council either limit its additions to one topic or expand our membership.

These Task Force recommendations are supported by the attached Power Point analysis prepared by Amanda Sahl, with the help of the rest of the TF. The TF process and analysis is explained in the following narrative.

Members, Contributors, and Community Support:

Mark Shaffer and Amanda Sahl serve as the Task Force Chair and Vice Chair. Mark’s primary tasks have been to keep this effort on track, draft communications, and represent the TF at Council meetings. Amanda has performed similar tasks but also identified the survey analytic methodology and performed the survey response analysis.

The Task Force Members also include Naomi Naierman, Lynn Welle, and Rachel Yavinsky. Naomi and Rachel were primarily responsible for preparing the survey with support from the other task force and community members and Niles Anderegg. Lynn Welle and Mark Shaffer engaged in pre-survey law enforcement concerns research. Rachel and Amanda engaged in pre-survey health concerns research supported by Council Member liaison Jeff Blander.

Council Member liaison Arthur Alexander along with Jeff Blander have provided guidance and counsel which helped us to define and improve our work and recommendations. They also have provided helpful editing support. Village Manager Niles Anderegg has provided substantial support and guidance necessary to deliver this preliminary report. He has advised us on proper

procedures and historical precedents. He converted our survey questions into a useful response collection and tabulation system. He took our request for supporting narrative responses, converted them into a useful information collection device, and then applied a methodology to summarize narrative responses enabling the Task Force to use them to assist its analysis and evaluation. Several VMA residents have provided research, resources, contacts, and contemporary subject matter information; survey methodology expertise; survey test responses and recommendations.

Task Force History:

In February of 2021, the VMA Council unanimously approved the creation of the Public Safety Task Force. The TF 's assignment was to (1) survey residents to identify their public health and safety concerns and priorities for VMA action; (2) study and analyze these concerns to explore community level remedial options; (3) identify costs and resources; and (4) submit a report with recommendations to the VMA community and Council for discussion and action. The TF prepared its survey based upon our own preliminary interviews with public safety and health professionals, community input at our public meeting, via email and on-the-street discussions. The TF identified four concern categories: "walkability and traffic safety," crime, infrastructure, and "health and climate."

Task Force Process:

The Task Force scope of work provides that it conduct a survey of resident safety and health concerns which they wish VMA to consider and address; determine the relative community interest for each question; advise the Council as to those that the TF believes appropriate for its further study; conduct the study; and make recommendations for VMA action. The survey results and our evaluation left some room for evaluation flexibility which is reflected in our recommendations.

Based upon community input, advisory discussions with law enforcement and health officials, and our own concerns, the Task Force survey viewed 4 areas of possible concern: walkability and traffic safety; crime and safety; infrastructure; and health and climate. To enhance the TF's ability to evaluate the resident's responses, the survey employed 32 questions to explore the four areas of concern. 155 residents completed and returned their survey responses. Based upon Amanda's professional experience, the TF determined to employ the Net Promoter Score (NPS) for survey evaluation. The NPS evaluation system weighs survey question positive, neutral, and negative responses and enables the evaluator to determine relative interest.

Public Meetings:

The Task Force has conducted two public meetings to secure community engagement and input. During the April 26, 2021 public meeting, we introduced ourselves; explained our scope of work focus and limitations; and sought community input by email. During the meeting, we received a number of resident proposed survey areas of concern and questions. After the

meeting, we received additional resident concern and question suggestions and supporting information.

During the June 17, 2021, Village Counsel meeting, Mark Shaffer presented a summary of our survey work; community input; the planned survey structure, foci; and questions; Council and VMA support; and the plan to publish our survey data as part of our report. During our second public meeting on September 14, 2021, we presented our survey assessment and the discussed our survey evaluation and anticipated preliminary report recommendations with the participating VMA residents.

Task Force Analysis, Evaluation, and Recommendations:

Walkability and Traffic Safety. The primary resident concerns relate to Walkability, which we understand that the VMA Council is addressing. Because the Walkability Task Force has already studied this matter and made its recommendations to the Council, our TF members do not believe that its further study of these concerns is useful. However, we suggest that the resident survey response shows a level of concern which may suggest a lack of community familiarity with or confidence in the Council's work to implement Walkability. The TF recommends that the Council move to enact the Walkability Task Force recommendations and work to engage the community in its effort.

Law Enforcement Collaboration. The residents are somewhat concerned about VMA facilitating resident and police public discussions of best safety practices including, but not limited to exchanges of information about crime reporting and follow-up, and community and law enforcement conversations about best security practices. The TF recommends that the Council move to engage the community in active face to face law enforcement educational forms.

Aging in Place. The greatest concern for which Task Force study seems consistent with our charter is the identification of VMA and/or volunteer activities which would meet resident "aging in place" needs. The TF proposes to study this issue and report to the Council and community with its analysis of needs, resources, assets, and possible VMA and volunteer roles and implementation framework.

Mark Shaffer, Chair
Amanda Sahl, Vice Chair
Naomi Naierman
Lynn Welle
Rachel Yavinsky

Other Public Safety Comments and Concerns

This section contains the responses to the questions related to public safety, in particular police, traffic, and lighting. There were 38 responses to this question.

Responses
How can residents request that their house numbers be repainted on the curb. Our numbers are completely worn out and unreadable. This is a concern since MoCo Fire/EMS use these curb numbers to identify homes when responding to emergencies. It is my understanding that residents are not able to repaint these numbers on their own. If so, the village should conduct routine inspections (annually?) to ensure all numbers are visible and repaint those that are not.
We need sidewalks
VMA should NOT feel like a gated community nor with a police presence
I am extremely concerned with racial profiling in VMA and unintended consequences of an increased patrol presence serving to make some of our neighbors feel unwelcome/unsafe.
My husband and I are hearing impaired and concerned with safety because we walk the neighborhoods all the time even at night.
The speed, volume, and inattention to stop signs and speed limits of cut through traffic is my greatest safety and quality of life concern for VMA. We need to work to redirect and prohibit rush hour and large truck cut through traffic, increase speed cameras and police ticketing, add speed bumps, and vigorously oppose permanent closure of Beach Road.
Cars speed through Taylor street and consistently do not stop at the stop sign. Speed bumps would help solve this problem and keep the kids who live and walk on this street much safer.
The VMA contract police officers (Montgomery County Police Officers with many years of experience) have routinely provided the Village data that shows VMA to be a very safe community surrounded by other safe communities. The Village Council must continue to make resource allocation decisions based off such facts.
I have lived in VMA for over 30 years and have never been the victim of any crime against me, any member of my family or my property, other than someone leaving dog poop in front of my Biden sign this year and someone leaving a dead rat in my garbage can when I was chair of the Village Council. I think concern about crime here is overblown.

I am much more concerned with the public safety of cars rolling through stop signs as children walk along Thornapple and other streets that bewilderingly do not have sidewalks.
The survey questions feel very biased!
The village needs to rethink street lighting. Currently it is designed for cars (thus, illuminating streets) and not for pedestrians (lightning on sidewalks). Sidewalks are too dark and one need to use a flashlight to walk on them at night
Traffic! Speed bumps on Brookville- other State highways in the area have them- surely we can do that
I am concerned that there can be too many cooks in the kitchen. The Village should speak with the police with one voice, through the Village Manager and/or the Council. We do not need a private security force, which could lead to untrained officers and unregulated actions. We are a safe neighborhood. We should not overreact to an occasional property crime.
Just hire Keith Allen to monitor the neighborhood rather than pay these expensive cops. All they do is sit around and look for people running a stop sign rather than patrol the neighborhood
For item 6, you need to elaborate on residents privacy and anonymity concerns
Isn't the information sharing between neighborhood and police already done? I do know of hate-based harassment in our neighborhood that has been reported to the police and it would be good to have the neighborhood know about such reports.
I am concerned that a car was stolen from our street, but I would really not like to see an increased police presence or private security. That is just going to make the neighborhood more uncomfortable for people of color or people who don't look like they "belong here" because they aren't preppy and white. My mom was harassed by CCPD around the corner because she was driving a less fancy car, and I don't want to see that kind of thing here. We should put energy into supporting others instead.
I am not in favor of any private security services being hired for the Village, at least at this time. There is no need (that I can see) and it would, frankly, ramp up needless fear in the residents.
I think the brouhaha over "politically motivated vandalism" was way overblown. Truly.

<p>The Village Office used to share crime information from the police with residents on a regular basis and this has stopped for no reason. I believe many cars are being left unlocked by accident which makes VMA a soft target causing thieves to return. We need to disseminate more guidance to remind all.</p>
<p>The most pressing safety issue in the neighborhood is property crime. I would support steps that make us a less inviting target, but without changing the character of the neighborhood. There is a balance.</p>
<p>I would think if we're looking for agreeable ways to spend the enormous surplus, public safety would be on the shortlist. If the community is concerned hire a private force and see if the crime and anxiety recedes.</p>
<p>I don't want to live in a gated community or be paranoid about personal and property security. On the other hand, last year, at 7 pm in the summer, I caught a teenager looking for his "bike" in my backyard and I followed him to Brookville Road wherein he walked in the direction of the shopping center. I told him in frank terms that I didn't believe his story about losing his bike and to get out of Oxford Street. I believe we have some problem with teenagers who are on drugs in the community.</p>
<p>Seems like a pretty one-sided questionnaire here. Not very balanced.</p>
<p>I don't want to live in a "gated" community</p>
<p>Are we concerned about car break-ins or car tossing? Home invasions? If you leave your car unlocked, it's called "tossing" and it's not a break-in.</p>
<p>What do we hope increased policing or a private security force would accomplish? Have we considered building a wall instead?</p>
<p>Who defines what is "politically or ideologically motivated vandalism" and who decides if it's offensive? Are we going to poll VMA? Words matter.</p>
<p>Role of VMA should be to continue facilitating meetings bet. residents & police. VMA is one of the safest areas in MoCo; while measures such as locking car doors make a difference, added patrols (according to our contract policemen) don't. VMA staff should not be tasked with liaising with police to follow up on crimes--staff are already fully occupied. While hate/political crime in VMA would be troubling if true, it is State & County's role to follow up, not VMA's.</p>
<p>I was the victim of political vandalism during the prolonged election cycle and reported the incident to the listserve. At the time I received multiple messages urging me to bring the issue to the attention of the police and using the incident to invite increased policing in Martins's Additions. I am</p>

uncomfortable with increasing policing in our community for the following reasons: 1-the effectiveness is dubious, 2-creates an alienating climate for minority residents/visitors/workers, 3-cost.
VMA is a very safe community and I generally don't believe we should be spending additional funds on policing. Residents are already reminded to lock their cars, which I can't believe is necessary, but I don't feel I need the Village government advising adults over basic safety and security protocols.
If "small" cell towers are placed on VMA streets, their accompanying equipment and battery cabinets are huge and will block sightlines for pedestrians and drivers. We should preemptively amend our small cell ordinance to ensure such cabinets are undergrounded. If equipment cabinets emit any radio-frequency (RF) radiation, warning signs should be posted on cabinets in English & Spanish, & annual and spot emissions tests should be done with values available to the public, at expense of owner.
Speeding. Lack of stopping at stop signs, specifically Thornapple at Taylor and Taylor at Chestnut. Wrong way driving on Taylor and Summit.
Crime is very low in VMA but some amount is inevitable. The biggest crime is car-rummaging, but if doors are unlocked, then that is much less serious than a break-in to a locked car, which seems extremely rare. Residents get cranky about the repeated reminders, but there's little else to do but keep your cars locked at night and take out any valuables just to be safe. That said, I definitely support better lighting - there is an odd dark zone on Summit near Thornapple.
Traffic safety needs to be prioritized
Including a direct link to the Walkability report would have been nice. 11+12: Sidewalks clear from edge to edge, including vegetation up to seven feet above sidewalk.
Thank you for your efforts.
I and neighbors of other streets, know and can prove factually, the street lights are a giant leap backwards from the previous ones. They were the best we've ever had. Lighting is a priority. These must be replaced, whatever the cost. These are unacceptable. Q4: Again, cost should not be a factor in policing. We need greatly increased nighttime hours by County or State police, not private. (Private is much more likely to be problematic.) *Q6: "... residents others." My answers throughout this survey, are <u>not</u> contradictory: a) we don't need to HEAR about crimes; b) we DO need the council to do all possible to prevent crimes; c) notify us

of police suggestions for residents to prevent crimes. *What we don't need, is a lot of council infringing on our property or lives, to prove it is doing anything or needed in the Village.) We do need the council to do all possible to prevent crimes & notify us of police suggestions for residents to prevent crimes. What we don't need is a lot of council infringing on our property or lives, (to prove it is doing anything, or needed in the Village).

It was appalling that our village council did nothing to stop the bigoted right-wing vandalism last fall. Our immigrant and progressive neighbors were targeted repeatedly, for weeks. It was really ugly and threatening. The same morally bankrupt council members refused to display the anti-discrimination banner for VMA - and then tried to impose a new law prohibiting us from putting up Black Lives Matter yard signs. Shame on those unethical, immoral, irresponsible council members.

Other Walkability Comments and Concerns

This section includes responses related to walkability including the recent walkability report and other related concerns. There were 51 responses to this question.

Responses
We should have more frequent updates on the Village's plan to <u>implement recommendations from the recent study.</u> What are the plans for traffic calming measures on Cummings, painting new sidewalks, etc. I also remain perplexed at why there is not a 4-way stop at Bradley Ln and Brookville. This intersection gets WAY more traffic than any number of signed intersections along Brookville.
Shepherd park is an embarrassment. We need to invest to make it nicer.
I'd like the entire street of Quincy to be one way parking. I love at the end of the block where two-way parking is allowed and it's dangerous and tight. I'd like the street to be one way parking.
Removing snow from sidewalks is a good thing. But this obligation should not be imposed on seniors or people with weak health or single parents. The VMA should step in in such cases and pay for this service to be rendered by a company.
Traffic safety and walkability issues have not been adequately addressed in the Village. In political circles, "studying" an issue and writing reports is

the best way to slow walk an issue that political leadership doesn't have the guts to handle. It's only a matter of time before a speeding vehicle will hit a child. We have enough studies. We don't need more studies to know that we need speed humps NOW. We want to know the steps necessary for Thornapple St to become one way and for sidewalks.
We are in favor of reminding neighbors there are NOT designated parking spots!!!!!!
Missing here is the discussion about improving the infrastructure that improves walkability. VMA set aside the better part of a year to formulate a plan and \$500K to carry it out and it's been more than 6 months since that plan was approved / finalized. When are the improvements going to begin?
Regarding question 16, VMA needs to work with the State of Maryland to install signage with painted pedestrian crosswalk markings on the corner of Thornapple and Brookville Rd. This proven safety action overcomes the hazardous BLINDSPOT created by the significant sloped Brookville Rd (north bound).
I would like to have sidewalks on the North side of the village.
VMA efforts should focus on improving walkability _within_ the Village only. I am opposed to any efforts to purchase land to create cut-throughs.
Just no more street signs please!
VMA needs to strongly petition the state highway department to install cross walks and stop signs at Quincy, Bradley, Cummins etc.to curtail speeding on Brookville, similar to what CC Village did between Western and Primrose. Autos are able to speed unabated from Primrose to Raymond and again to Taylor. It is very difficult for pedestrians to safely cross Brookville. MVA also needs to petition the state highway department to rebuild the sidewalk from Quincy to Taylor; it is too narrow and too low
Why on earth haven't sidewalks been installed along Thornapple? Other streets too, but this street in particular. Literally DOZENS of children live on or within a few houses of Thornapple. They are forced to ride bikes, scooter, and walk in the busy, busy street with cars! Don't we care about these children? What on earth is the holdup?
The Village needs to work with surrounding municipalities and the county to ensure that there is always a sidewalk. We are surrounded by neighborhoods that don't have sidewalks, putting us in danger every time we leave on foot the Village boundaries.

Also, sidewalks are too narrow. For example, children can't safely scoot or bike on Brookville Rd.
I think we should start ticketing people parking at the end of Turner to access Shepard Park. It clearly says no parking and if i come down the street with a trailer, it's so challenging to make that turn, to the point i almost have to jack-knife my trailer
I am in favor of installing sidewalks throughout the village. It would greatly improve walking safety.
One of the biggest challenges to the streets seems to be the high number of residents that park on the street instead of in driveways. Less street parking would considerable improve things.
What can be done to add speedbumps to some streets? There's at least one on Bradley Blvd between Brookville and Conn. and it REALLY makes everyone go slower. This is a serious safety concern. I've seen cars go so fast on streets with little visibility or room to get out of the way, either for people or cars. Can think of multiple examples. Can we please address this before something horrible happens to someone.
Thornapple as a cut-through with speeding is the only danger I regularly see.
If there is a way to improve traffic safety without excessive ticketing of residents for things like rolling stops late at night
I believe that parking violations AND overgrowth of people's shrubs near intersections are more of a safety issue actually than unsafe driving. These are also very much within VMA's jurisdiction to deal with. It's hard to imagine where in the world our tax dollars are going if not to basic maintenance and enforcement of basic parking.
We ought to provide sidewalk cleaning to anyone disabled or over 70
The idea to add more speed bumps may assist as well.
I do not think the village has any walkability issues except for Brookville. There is a lot of traffic there and little buffer. Otherwise, I walk the streets a lot and have found no problems.
Don't understand what #15 is asking? Where would sidewalks go? How would that help with access to Shep Park?
This is our 5th year in VMA, and I'll have to say the walkability study exercise has become a laughing stock without much if any actions. Again, if we're sitting on a tremendous surplus of \$, either give it back to the residents who paid into it, or spend it on making our VMA safer and more enjoyable. The only two areas I can think of why the VMA structure

exists is around road safety and maybe the public areas such as parks. Please, please, please TAKE ACTION or disband the council!
We need two side walks on Brookville Road with wooden barriers near the curbs such as in Chevy Chase Village. We also need speed bumps on Brookville Road with more stop signs. In addition, there should be official school stops where youngsters can be picked up and be dropped off on the way to and from school. Stops should have glass kiosks for inclement weather and cross stripes. Even older residents do not enjoy walking to the shopping center because careless or drunk drivers could hurt people.
Again -- these questions are meaningless without context. We all support safety but by doing what and at what cost?
Stop sign running in neighborhoods is out of control
Pedestrian safety in VMA is a two-way street. As a cyclist and pedestrian, I believe that visibility of the rider/walker is also critical to safety. Too many ignore crosswalks and step out into traffic, wear dark clothing, lack safety vests, lighting or reflective gear to help drivers as well as others see them. The all-black yoga pants and stroller crowd kills me. It's incumbent upon all residents to take ownership of their own safety and not just rely on speed bumps and God's grace. Own it.
The Walkability Task Force recommendations address the above concerns and should be fully implemented.
Sidewalk repairs are dearly needed along Brookville Road and other VMA streets. It seemed that several areas were marked for repair months ago but never addressed, and now those cracks and bumps are a serious hazard especially for kids biking.
Vehicles park where they shouldn't because there isn't enough street parking. I would like our neighbors to be more neighborly by parking in their own driveways rather than the street.
Many sidewalks get flooded during and after rain, forcing pedestrians to walk in the street - both sides of Taylor is an example (members of the walkability study group and a representative from the Council should take a walk around the Village after a storm to check this.) Parking for users of the park is often illegal - even the coaches will park in the Turner Lane turn-around, right under the No Parking signs. Young users of the basket ball court often fill the turn-around.
Some Walkability Task Force's recommendations are being done now; others will be done after appropriate research and consultation. I believe walkability/safety is the only public safety issue squarely in VMA's

<p>purview; it is being addressed and a continuation of Walkability would be productive. Re clearing streets of snow/ice and sidewalks of brush etc., these are residents' duties; survey is unclear if proposing to shift duty to VMA. Fund for elderly/disabled for snow on sidewalks mt be option</p>
<p>Why are these issues being re-examined by the safety committee? The walkability committee has already conducted an excellent and thorough examination of these issues and shared their recommendations. We should implement their recommendations rather than duplicate the work in the new safety committee.</p>
<p>I found the walkability committee seemed to ignore the overwhelming statements of community support for more sidewalks. More sidewalks are both important for safety, as well as a great way to calm traffic.</p> <p>When it comes to parking, I believe the root of the problem is residents parking too many vehicles on public streets. In an area where most homes have driveways and/or garages people instead park on the street, making it difficult for visitors and contractors to park. Parking permits would fix</p>
<p>Please add speed bumps and curb extensions to reduce cut-through traffic as suggested in the Walkability report</p>
<p>The corner of Brookville Rd. and Bradley Lane needs stop signs and crosswalks to enhance safety for pedestrians, drivers and bikers. Brookville Rd. needs sidewalks on both sides between Bradley and Quincy. Residents need a cut through from Taylor to Turner, and Quincy to Bradley, and most importantly Raymond to the street going to park--for all, to avoid having to walk on Brookville for kids. Pls. purchase right of way from Raymond homeowner(s) to ensure cut through remains if property is sold.</p>
<p>We need MORE SIDEWALKS, and the only reason some residents are against it is because they don't want to lose land and plantings they view as their property. With no designated right of way, it feels like trespassing for pedestrians. Years ago many residents along Brookville fought to prevent the construction/extension of sidewalks because they had already put fences, plantings, etc. Thankfully they lost that battle and now there is a sidewalk all the way to Western.</p>
<p>It would be nice if there were steps between the field level and the playground level in Shepherd Park to make it easier and safer to get between them.</p>

Traffic speed is by far the biggest concern, given the lack of sidewalks and no sign of them soon. I fully support moving forward with the report's proposals for traffic calming. The speed bumps on Summit do not work - cars with good suspension zoom over them at 30+mph. Those signs that report actual MPH would be great too. VMA could also work with the county to reduce cut-throughs - e.g. the left-turn signal at Conn for E-W Hwy westbound is awful and incentivizes taking Brookville.
Intersections are unsafe to cross especially near Brookville Market
I'm concerned with Chevy Chase circle- we need traffic lights desperately to improve driving and walking safety
I think the current sidewalks should be repaired before anything else is done.
A speed bump is needed on Thornapple St and Chestnut St. too many vehicles DO NOT STOP or even slow down at the intersections. There are signs posted to SLOW DOWN but to no avail.
Do not understand #s 14 and 15 what would that involve?
Do not build out curbs to slow down traffic. It ruins the look of the neighborhood and does not work. Speed bumps are what other nearby neighborhoods use. Nothing more. Built-out curbs reduce property values by eliminating the village lane look of our streets.
Again, my responses are NOT contradictory! Q9: Everyone wants safe driving and walking, but I fear this is an excuse to put in speed bumps e.g. on Thornapple Street: there is a stop sign at Delfield & Chestnut; there isn't enough <u>space</u> to speed! And I'd like to see what the actual speeds are! Have you tested??? Q10: We have ruined, and had to spend a great deal, to replace tires popped by driving over curbs, which is required because of parked cars blocking our driveway! Further, if you go and LOOK (a fact), <u>MANY</u> of the nearby streets <u>just</u> on the other side of Brookville, have painted curbs yellow, <u>behind driveways only</u> , and not just at corners. (I <u>think</u> it may be Section 3, and/or others). Q11: Again, <u>safety</u> is the concern, not cost: Elderly & disabled residents <u>need</u> their walks and steps shoveled!! Q13 & Q14: I fear these are excuses to make driving more arduous, by putting in bicycle/walking areas only, thus further restricting residents, AND making <u>unwanted</u> sidewalks! Q15: VMA butt out of Shepherd Park (AKA "Cummings Field"). Sidewalks "outside of VMA" could become sidewalks inside of VMA, where MANY, especially older houses & yards are SMALL already!

Overweight Construction trucks using VMA streets as cut through for projects towards Rollingwood etc instead of using Western Avenue.
We have traffic speeding and blowing right through the stop signs. We need rubber speed humps, rumble strips, and those new kinds of stop signs and crosswalks that light up when traffic approaches. We don't need the dangerous and ridiculously expensive street bump-outs described in the walkability study. Our streets are already too narrow for emergency vehicles now.
There should be access to Shepherd Park from Summit/Taylor St, for people on the north side of the village.

Other Infrastructure Comments and Concerns

Responses to these questions were related to infrastructure, particularly Washington Gas and WSSC infrastructure found in the Village. There were 24 responses to this question.

Responses
Should I be concerned? Where is this coming from? I heard unsubstantiated comments during the candidate forum, but if the Village is including these items on a survey they should provide background and comment on the seriousness of our utilities.
These items above should already be on scheduled inspections in which VMA has access to reports
Has the task force reviewed the latest info on utility infrastructure in the Village? VMA should not take on additional duties but rather residents should hold utilities accountable on a case by case basis and VMA engage only for systemic issues.
I strongly agree that I want all these systems working well. I put "neutral" rather than "strongly agree" because I have no immediate concerns about these systems.
We have seen various outages recently...
These are all matters under the purview of the state and county: let them deal with those issues.
I highly recommend placing underground power/other utility cables. The visual pollution from utility cables is too high.
Bury the wires! We are like a 3rd world country with all the overhead wires/ unsightly and unsafe!

<p>Just fyi, folks can request a non-wireless-meter from Pepco. You can request a completely analog meter, as well. This can facilitate both safety and security.</p> <p>5G issues extr. concerning--should be highest priority. Huge lobby dn care abt safety.</p>
I think the new street lighting is too bright and causes light pollution.
I am unable to answer the above questions because I am uninformed about the subjects.
I have no reason to believe these important things have been neglected except the assertions of one of the candidates for council. If they have been neglected, then of course I am concerned.
Some power lines are loose and therefore hang low around the neighborhood. There is also a power line on the corner of Summit and Thornapple that is tilting significantly - looks like it needs to be fixed.
Again, with a huge surplus why not just put the utilities underground. The power company pays for it and we as rate payers pay them/us back! If there's concern with the nat gas lines/connections have supplier replace them!
I am still waiting for the maintenance people to push into the public grass stripe in front of my home on 207 Oxford Street, my storm gutter which is a danger to people who park because they can get their tires ripped. I am waiting over 6 months.
VMA doesn't regulate utilities
We have had several instances of brown water in our pipes. (We have a relatively new home, so it is very unlikely that this is due to rusting pipes.) We are very interested in ensuring that the water remains clean.
I heard about a gas supply line rupture and issues with residents being notified in a timely way. It always seems like a good idea to check infrastructure (gas lines, hydrants) and test emergency communications to ensure residents hear right away.
As residents we do not know about fire hydrant inspections, condition of gas lines, and <u>conditions of electric lines and poles!</u> *** In Friendship Heights, specifically North Park Avenue, etc, electric lines were buried 30 or so years ago, and it is <u>NOT</u> a "tree city USA," where limbs and trees fall, make sparks and fires, <u>injuring</u> residents and worse, and <u>causing</u> electric power to go out, in <u>rain</u> , <u>snow</u> , and <u>wind</u> . Friendship Heights thought the cost was not important, compared to the safety of residents, and <u>cost and irritation</u> of electric outages; and without the use of expensive, dangerous, LOUD generators.

I am not as well informed in this area but we need to be updating utility lines to increase safety and reduce power losses while maintaining tree cover
Don't understand #18
AS residents, we do not know about fire hydrant inspections, condition of gas lines, & conditions of electric lines & poles! In Friendship Heights, specifically North Park Avenue, etc., electric lines were buried 30 or so years ago, & it is NOT a "t
Water runoff.. being factored into new construction, hard surfaces and load to streets and adjacent properties.
Developers have ruptured the main gas lines on my street twice, putting us all at risk. They've also spilled toxic sludge on our street, created ongoing storm water problems, and endangered us with air and water pollution. Fine the developers!

Other Health-related Comments and Concerns

The responses relate to issues such as the pandemic and other health related concerns. There were 45 responses.

Responses
I am concerned by extensive lawn pesticides use -- which Montgomery County largely has banned. I also am concerned that companies like Mosquito Joe pose more of a health risk than they solve.
Gas powered leaf blowers create so much noise pollution that they add to overall stress. It is a health issue.
We need to stop telling the residents what they should and shouldn't be doing regarding covid. It should be no one's business if someone chooses to not get vaccinated.
The county operates health and parks departments that we pay for. This village, with one and one-half employees, cannot take on these enormous areas of concern.
We should be a responsible community on public health matters, but need not duplicate lead the public health role of other levels of government
It is not the VMA's place or business to allocate for any personal medical choices that residents may choose to partake in. Vaccine, masks etc is the sole choice of that individual citizen, if they choose not to participate,

that is their individual right. Do everyone a favor and stay out of our personal medical decisions. My body, My choice.
VMA does not have the authority or capacity to take on public health in the medical sense. PLEASE STOP SPENDING VILLAGE RESOURCES (e.g., task force time, staff time, consultant time, attorney time) ON THIS!!!! We have federal, State, and county resources to rely on and have for years, including during the pandemic. VMA should continue to be focused on service delivery to residents. If residents want to share information on such matters, they are free to do so. There is nothing stopping them!
SHEPHERD STREET IS MISSPELLED BELOW
This is asking too much of VMA. As if Montgomery County doesn't provide sufficient covid resources? Do people honestly think that there is a necessary role for VMA to play? VMA should focus on the basics of safety in its own community (INSTALL SIDEWALKS!) rather than trying to justify a role for a small community government to combat a global pandemic, which the state and county are competently doing.
Please keep VMA out of health issues. We all have doctors!
What does the Village do regarding mosquito/tick fumigation in Shepherd Park? Is the park treated? If so, what type of product is used and what is the frequency of fumigation?
We need better community connectivity- eg happy hours, free ice cream for kids (ice cream truck would not cost much to rent for an hour or two) - pickle ball/ corhole/ more fun group activities
I am concerned that the Village will interfere with the work of County and State agencies and officials. I do not believe the Village is equipped to become involved in public health issues beyond serving as a conduit from knowledgeable sources.
There is nothing to be concerned about with 5G in VMA, and in fact it will only greatly improve mobile service for all residents. Having studied the issue and based on industry expertise (and not casual observers of inaccurate media reports), there are no health or safety consequences with 5G service. It is not the role of VMA to restrict or prevent this critical infrastructure that would drastically improve our standard of living. Anyone who argues otherwise doesn't understand 5G technology.
Most of the questions in this section are out of jurisdiction for VMA. The village does not and should not get involved in health issues that are in the states or federal purview.

The question on civility is particularly confusing because it is not even in the scope of work for this task force.

My suggestion is that more time is spent doing homework on what the task force has within it's purview and what it does not.

I think the zoom meetings are actually great and should continue. Far more residents have access to what is going on. The in-person meetings were extremely difficult to attend, esp. for people with children. There is also more accountability for Council Members with the zoom meetings--an adjustment too far perhaps for some folks whose styles and ethics were already autocratic and bullying. Perhaps additional in-person gatherings can happen at some point, with a focus on community-building.

We live in one of the most-resourced communities for public health, no need to be redundant.

I do not know enough about 5G to answer the above questions (and I'm not sure anyone else does either). Similarly, recommendations on how to prepare for future pandemics, etc. I believe is the province of our local and state health authorities, not the residents of VMA. Ditto re promoting the benefits of the vaccine and Covid safety precautions.

I am trying to have civil thoughts as to why i am responding to this ill conceived survey paid for by my tax dollars.

We should fit health related initiatives to the actual community in which we live. I bet 90%+ VMA residents are vaccinated. Don't waste resources educating VMA about covid vaccines. They already know! Focus on issues that matter to this specific population. Not to populations in general.

VMA could have taken a more active role in instructing residents to respect others during stay at home. Some residents did not social distance or wear masks and some had large gatherings that spilled into the streets. I even took photos of this. I also requested this from the village office but never saw anything personalized for the village. Also the Village could have informed residents of nearby clinics. Many of us spent weeks to months trying to find available vaccines.

Cell towers are not a health concern, and I support having them so we can finally get a cell signal in the village. But we do need to very much mind aesthetic concerns. I would rather have no cell signal than a tower in my yard.

As for COVID, we need to put that subject to bed and move on.
Continued intertwining of 5G and purported health risks is a concern to me, as statements relating to those health risks should need to be able to provide evidence-supported foundations for the allegations, rather than unfounded allegations that do not add value to public discourse or the underlying questions relating to the rollout of 5G.
What the heck is this? I didn't move to the VMA to be provided community health/well being lessons. Please either give back the surplus or spend it on the hard infrastructure within the community. We need LESS of the VMA council in our lives rather than more. If residents want/need these services the federal and state govts provide plenty of support for people to plug into.
With Ordinance ZTA 19-07, you can "Radiate In Peace" in the Village of Martins Additions. The Ordinance takes no account of residents with valid disabilities under the Americans with Disability Act. I have 2 disabilities and the attitude of the Montgomery County Council is tough luck. The Ordinance can provide for exclusions; nothing in the law prevents exclusions under the American with Disability Act's "reasonable accommodation clause." My views are well known.
I am totally supportive of these activities being conducted by "community groups" but not by the VMA itself. The VMA manager and staff should be focused on work that cannot be done by individuals or groups.
Don't want mission creep in health and health crisis issues - these are well handled by county and state
Health-related decisions should be left to the experts and not/not elected or part-time municipal leaders. If I want to take a CPR or first aid class, I'll call the local YMCA or Red Cross.
I don't want to hear any more about the crazy 5G health concerns. 5G does not use ionizing radiation.
While these are worthwhile topics, they should not be officially sanctioned by Village govt. Community groups (such as ChevyChase at Home) can & do take on these issues in other towns. Decline in civility may be due to pandemic, Zoom culture, etc but will likely subside once life returns to normal and meetings are in the Village office.
The state and county are doing an excellent job of dealing with these issues and I'm not sure Martin's Additions needs to do more.
Civility in communication is NOT A SAFETY ISSUE

<p>Some of these health items duplicate the work of MoCo County officials and other community stakeholders. VMA should not get into the business of re-posting information already available.</p> <p>#23 is CRITICAL. We need better oversight of the Listserve communications since this seems the primary venue for resident conflicts. BCC community listserve is a great model.</p> <p>#29: I am not concerned about mosquitos and ticks. I am VERY CONCERNED about pesticide/mosquito spraying by my neighbors.</p>
<p>I do not believe 5G poses a health threat and do not object to towers placed in the public right of way. 5G will benefit the community.</p>
<p>VMA should work to reduce the recent increase in disinformation within the community , particularly on the list serv and during resident comment periods at VMA meetings. For example, recent resident comments and lawn signs warning of the negative health effects of 5G have been debunked by reputable media such as the NYTs and the Atlantic, and moreover, identified as Russian disinformation.</p>
<p>Even if Council meetings go back to being conducted in-person, I would appreciate an option to continue also joining virtually. I have young children at home, and it can be a challenge to secure child care so that I can attend in-person meetings. I would imagine that a virtual option is also helpful for elderly residents with mobility issues. Thus, continuing to provide a virtual option makes the meetings more accessible to more people. Thanks for your consideration of this request.</p>
<p>A combo of in-person & Zoom meetings seems viable too. Re: emergencies: VMA could do more to ensure older residents are communicated with for emergencies & in general. I'd recommend asking residents why 3 ballots lacked info. Re: conflict resolution--VMA Council could recommend process for staff, Councilmembers & residents, as a confidential process, not for public. Re: ZTA 19-07, I'm concerned about VMA ceding residents' Public Rights-of-Way rights to private companies & @ health & aesthetics.</p>
<p>We might approve of 5G equipment in Martin's Additions if we knew more about it.</p>
<p>Health activities are good if done by private "community groups" but not the VMA. Many people propose these ideas but want someone else to do them. Aging in place sounds good in theory but further restricts already tight housing availability, so VMA shouldn't take an official position on it. I would not want VMA to take positions on public health issues that differ from federal and state guidance, e.g. I have yet to see</p>

credible evidence of harm from 5G towers. On COVID, follow the science.
in person meetings should also be able to be attended virtually.
Q22 & Q23: <u>You</u> fix safety. Civility, courteous & esthetic obstructions, are a) not your job (especially “civility” and “courtesy” and b) safety is paramount over aesthetics. Q26: Butt out! This, too, is NOT your function. Leave our privacy, property and health, to us! Q29: And rats, which come out of the ground when a new home is built, and raccoons which wreak havoc 😞! Q30, Q31, Q32: Give us sources, butt out of relaxing requirements! This is not your function. THE COUNCIL NEEDS TO CALM DOWN, and not try to prove its merit, by “DOING things!! MUST see “street” page.
21+22: The name of the specific legislation and a link to it would have been nice.
due to multiple construction sites, rodents are running rampant with no control efforts by builders!!
Health officials could also conduct zoom meetings/ seminars.Also, printed materials for reference.
Don't let the telecoms put their 5G tower radiation and ugly equipment boxes in VMA, only 30 feet from our houses! VMA should join the Takoma Park lawsuit to stop the county council from allowing the 5G invasion. The VMA council was useless last year on the 5G threat and other infrastructure problems. They wouldn't even do anything when we asked for simple pragmatic action on the COVID problems in Shepherd Park. The only people who were rude and "uncivil" were the VMA council members.

Additional Comments

Below are additional comments shared with the Village Office that did not fall under any of the other categories; there are two responses to this section.

Responses
I would like to add feedback I neglected to include on the survey I filled out:

In my opinion, the three most powerful things our neighborhood could do to create a healthier and safer environment are:

- Order less home delivery (This is the source of much of the traffic and fast driving. My car has been hit three times by delivery vehicles of various categories.)
- Use less plastic (Negative for our health and the environment and also costly as the recycling is not really “green”)
- Ask any landscapers we employ to rake not leaf-blow (This is the source of excessive noise and use of fossil fuels.)

Most of the items listed in the survey were redundant to other County services. The above are neighborhood behavior changes that would have an impact.

The one thing the council does NOT do, that would make us all safer, providing us with more money to spend on safety concerns, is to DO WHAT SECTION (5, I think) does, that is to RETURN at least ½ of the enormous surplus! They do it, so it CANNOT be illegal! Their residents receive checks in the HUNDREDS of dollars!! (And if you are unaware, ASK their manager!!)

VMA Health & Safety Task Force

Survey results and next steps

Agenda

Recap the charter of the Public Safety Task Force

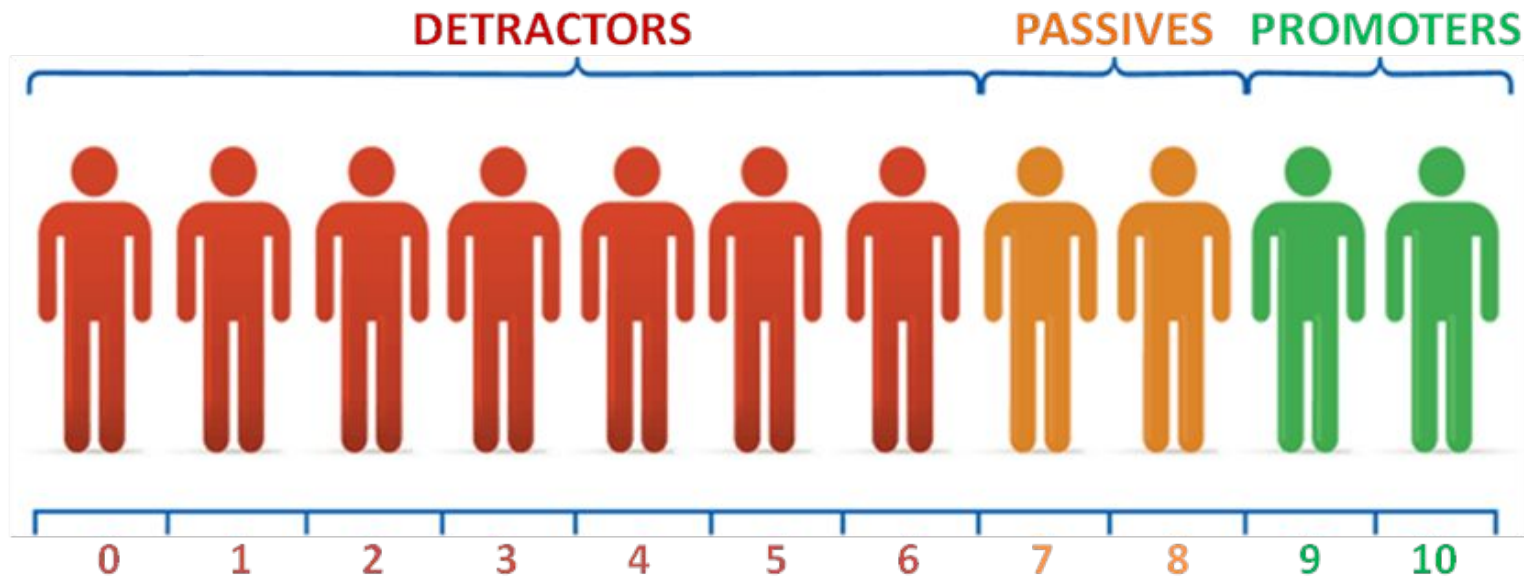
Review & discuss methodology

Review top issues and comments

Wrap up & next steps

Goal of survey

Identify 3+ top health and safety issues to investigate further
(with ultimate goal of proposing solutions and/or topics for the
VMA Council to address)



NPS

32



% of Promoters
(9s and 10s)



% of Detractors
(0s through 6s)

Borrowing from consumer product: NPS

Net Promoter Score looks at how likely a consumer would be to promote a product. It's calculated as the “promoters” minus the “dissenters”.

So if you surveyed 100 people and 75 like your product, but 25 dislike it, your NPS would be 50. Anything positive is considered “good”, but higher values are better.

This method helps spotlight opinions that people strongly agree with, while giving a voice to dissenters.

Top Issues

NPS	Topic	Question
78	Walkability	13. I am in favor of VMA improving walking safety.
78	Crime	6. I am in favor of VMA collecting and sharing reports of local crime incidents with local police departments and residents.
76	Walkability	11. I am in favor of VMA acting to ensure that sidewalks and public walking areas are cleared of snow and ice .
74	Walkability	12. I am in favor of VMA acting to ensure that sidewalks and public walking areas are cleared of physical and visual obstructions such as from trees, bushes, and roots.
72	Crime	7. I am in favor of VMA working with residents and police to follow up on crimes .
66	Crime	8. I am in favor of VMA facilitating meetings between residents and police to discuss safety best practices.
66	Walkability	9. I am concerned about all manner of unsafe driving by cars, commuters, and delivery and construction trucks on VMA residential streets, for example, speeding, running stop signs or through crosswalks.
63	Other	33. I am in favor of VMA conducting in-person Council and community meetings , taking appropriate health precautions, when deemed safe by responsible governmental health authorities.
55	Other	27. I am in favor of VMA or community groups supporting aging in place .

Other Notable Items

- Not high on priority list, but community would not mind action taken
 - 32% neutral, NPS 53. 14. I am in favor of VMA improving **biking** safety.
- Issues community does not want to see action on (NPS <10)
 - NPS -5: 5. I am concerned about politically or ideologically motivated **vandalism** in VMA.
 - NPS -5: 21. I am concerned about the proposed legislation authorizing of towers to mount **5G** electronic equipment as a health issue.
 - NPS 2: 19. I am in favor of VMA facilitating community and family preparations for future emerging **infectious disease** events.
 - NPS 3: 26. I am in favor of VMA or community groups identifying access to reputable providers supporting community **mental health and conflict resolution**.
 - NPS 6: 20. I am concerned about cell tower erection and **5G** electronic equipment installation on Brookville Road and residential streets in VMA.
 - NPS 7: 2. I am concerned about the adequacy of VMA street **lighting**.

Other notable findings from comments?

- Walkability
 - 5 mentioned traffic as a major concern, and one comment was against traffic calming
 - Brookville and Shepherd Park called out as needing attention (14)
- Crime
 - 12 of 38 comments were against increasing police presence
- Health
 - 18 of 28 comments were against Village involvement in public health efforts
 - Comments on 5G were split pro (6) and con (5)

Planned Next steps

Present walkability concerns to the Council

Focus our action on “Aging in Place”

NPS	Topic	Question
78	Walkability	13. I am in favor of VMA improving walking safety.
76	Walkability	11. I am in favor of VMA acting to ensure that sidewalks and public walking areas are cleared of snow and ice.
74	Walkability	12. I am in favor of VMA acting to ensure that sidewalks and public walking areas are cleared of physical and visual obstructions such as from trees, bushes, and roots.
66	Walkability	9. I am concerned about all manner of unsafe driving by cars, commuters, and delivery and construction trucks on VMA residential streets, for example, speeding, running stop signs or through crosswalks.
55	Other	27. I am in favor of VMA or community groups supporting aging in place.

Proposal

Pick top 3-4 using NPS, then

- Review topics with high neutrals to see if comments indicate a lack of clarity or need for more information before deciding whether to include
- Review comments generally and call out trends that might suggest removing a top issue or adding one
- Allow Task Force members to suggest discussion on the final set, recommending adding/removing based on other factors

Draft 11/13/21
2022 Ordinance:
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 roll, accepts nominations of candidates for the Village Council, and oversees the annual election.

Village Council Election Process

The election of Village 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. The number of seats open on the Council alternates between two and three seats every other year; vacancies are filled per 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 and a Conflicts of Interest form, as provided by the Village. 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 voter¹ may run for office.
2. All nominated candidates shall submit (a) a statement of interest and qualifications, and (b) a conflict of interest disclosure statement, in a form provided by the Village. The Election Committee may specify standard formatting for the candidate statements and any standard questions to which all candidates are requested to respond.
3. The Committee must receive all nominations and required candidate submissions in writing at least forty-five (45) 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. The Committee may establish a format, date and time for a public forum for residents to hear from the candidates. The forum shall be moderated by the Committee at its sole discretion.
5. Pursuant to Charter Section 602(b), no later than four (4) weeks prior to the election, the Committee shall publish the written statements of the candidates for office, the official election notice and forum notice, and general voting instructions.
6. Pursuant to the Charter and these rules and procedures, each qualified voter may cast a mail-in ballot provided by the Committee, subject to the schedule publicly

¹ Pursuant to the Village 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."

announced by the Committee.

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 ballot counting. In this election, runoffs shall be held by mail.

9. Each candidate may designate one person as an official observer to be present when the ballots are being counted.

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 and need not be U.S. citizens. The Committee will utilize the most recent electronically available Village resident contact information to verify voters’ names and addresses. New voters may request to be added to the voter roll up to seven days before Election Day. To be eligible to receive a mail ballot, new voters should be prepared to show a driver’s license, a utility bill, or other documentation acceptable to the Committee in its sole discretion, showing the voter’s Martin’s Additions address.

Plan for the 2022 VMA Election

VMA’s 2022 election will be held entirely by mail. There will be no in-person voting. Voters will mail their completed ballots back to the election service provider in the postage-paid envelopes issued by the provider. On Election Day, May 13, the Committee will also provide an opportunity for voters to drop off their completed ballot envelopes in a ballot lockbox, to be sent to the election service provider for counting.

Traditional absentee ballots will not be necessary, because every person on VMA’s voting roll will automatically receive a ballot by mail.

If a voter is planning not to be at his or her VMA address during the voting process, he/she may elect to receive a ballot by mail at a different location by so informing the Committee at least seven days prior to Election Day. No one may vote two ballots at two different addresses. If a voter has lost or damaged his or her ballot or ballot return envelope, he/she may contact the Committee by May 13 to request a replacement ballot. On receipt of such a request, the Committee will instruct the service provider to void the previous ballot sent to that voter and mail the replacement ballot. All completed ballot envelopes must be received by the service provider by 5:00 p.m. on May 26, 2022.

Nominations

The Committee will issue a call for candidates on **February 18, 2022**, opening the nomination period. Any qualified voter may run for office. Residents may nominate themselves or be nominated by another qualified voter, in writing. Nominations may be made only by qualified voters; anonymous nominations are not permitted. Voters who nominate themselves must submit a signed statement from themselves to the Election Committee stating that they wish to run for office. Voters who nominate someone other than themselves must submit a signed statement to the Committee nominating that person, and must include an email or signed written statement from the proposed candidate expressing his or her consent to be nominated. The nominations period will close on **March 18, 2022, at 6:00 pm**, by which time the nominations must have been submitted.

To be placed on the official ballot, all candidates must submit by email to the Election Committee (a) a Candidate Statement, including their qualifications as well as any other information they deem relevant, and (b) their signed and completed Conflicts of Interest Disclosure form, by **6:00 p.m. on March 25, 2022**.

Candidate Announcements and Candidate Forum

The Committee will promptly notify the Village of the candidates for office and publish the election information and candidate statements by email, by posting on the Village's website, and in the mailed election packet. The information will also be included in the Village's Friday wrap-up emails and newsletter, and will be available for review in the Village Office throughout the election period.

The Committee will host a Candidate Forum to be conducted by Zoom or other electronic means on a date in late April agreed upon by the Committee and candidates, to allow residents to hear from candidates and ask questions. The Committee shall provide a mechanism for residents to offer questions anonymously. The Committee shall moderate the forum in its sole discretion. Residents are encouraged to send their questions for the candidates to the Committee by any reasonable means the resident finds convenient.

Election Procedures

Pursuant to the Charter and these rules and procedures, each qualified voter may cast a ballot, according to the following vote-by-mail procedures.

a. The Committee shall develop the roll of voters with the assistance of Village staff, showing the name and address of each qualified voter. The Committee shall verify the election roll, and the Chair of the Election Committee shall certify the election roll by signing it before forwarding the voter roll to the election service provider on or about **April 15, 2022**.

b. The election service provider will mail via first class post (a) a ballot, (b) voting instructions prepared by the committee in consultation with the election service provider, and (c) a postage-paid return ballot envelope to each voter listed on the voter roll at their address of record, no later than **April 20, 2022**.

c. Ballot envelopes will bear on their exterior a service-provider-issued control number and an affidavit in accordance with Maryland law requiring the voter to attest to the voter's identity and eligibility. The affidavit is to be filled out and signed by the voter.

The Committee will provide voters with a reasonable opportunity to cure any errors they may have made with the affidavit form. All ballot envelopes (included cured ballots and replacement ballots) must be received by the election service provider no later than **5:00 p.m. on May 23, 2022**. Ballots received after that time shall be rejected and not included in the ballot counting. Ballots must be returned in the service-provider-issued return envelope.

d. For voters' convenience, the Election Committee will also provide a secure lockbox to collect ballot envelopes on the evening of **Election Day, May 13, 2022**. Voters may deposit their sealed ballot envelopes containing a voted ballot and bearing a completed affidavit in the Election Committee ballot lockbox between the hours of **5:00 p.m. and 8 p.m. on May 13**. Promptly after 8:00 p.m., the Election Committee shall open the lockbox, set aside any nonconforming ballot envelopes for review (e.g., envelopes that are not sealed or that do not bear a control number provided by the election service provider), and then send the conforming ballot envelopes to the service provider by special courier. The election service provider shall hold all ballots received until the date for ballot counting, **May 26, 2022**.

e. Ballots must arrive at the offices of the election service provider no later than **6:00 p.m. on May 23, 2022**. Beginning shortly after 6:00 p.m., the election service provider shall examine the ballot envelopes without opening them, and identify those envelopes that are not in conformity with the envelope requirements — in particular, envelopes that are not sealed, that do not bear a valid control number, or that do not have a properly completed and signed affidavit, or otherwise do not conform to the Committee's requirements. The provider shall then display each such non-conforming envelope to the committee members, and the committee will then decide whether each such envelope has the potential to be "cured" of its deficiency by contacting the voter identified the control number. The control numbers on those envelopes deemed by the committee to be potentially curable will be transmitted to the Committee, and the Committee will attempt to verify the authenticity of those voted ballots no later than **5:00 p.m. on May 26**.

e. The service provider shall count the votes on the ballots on the evening of **May 26** and ensure that the Election Committee and candidate observers can clearly observe the counting process. The Committee shall observe (in person or via electronic means) the tallying process and adjudicate any remaining nonconforming ballots at that time. Candidates or their designated representative(s) — only one per candidate — may observe the tallying, review, and adjudication process. Candidates or their observers may object if either ballots or votes are, in their view, inappropriately rejected or accepted. The candidate or observer must identify the challenged ballot at the time of vote counting and may submit their objection in detail within 48 hours after the vote counting session.

f. At the vote counting session, the service provider shall tally all votes cast, including the write-in votes. The service provider shall deliver a complete, certified Official Count of Ballot Report to the Election Committee by email within 24 hours. The Committee shall review the Report, address any remaining ballot or vote issues, and certify the election by Committee vote. The Committee shall announce the election results as soon as practicable. The Committee anticipates this would be shortly after Memorial Day.

g. The election service provider shall return all ballots, ballot return envelopes, and other election materials to the Village Office by mail or courier, for preservation according to the Village's state-approved Document Retention policy.

h. 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 ballot counting on May 26. The Committee shall conduct any runoff election by mail-in ballot.

Records

All election records, including nominations, candidate statements, ballots, envelopes, and all materials pertaining to voter rolls and the voting process, shall be securely stored at the Village Office, in accordance with the Village's Document Retention Schedule.

Electioneering

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 may be placed 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.

e. On Election Day, the Election Committee shall set and enforce a reasonable "No Electioneering Zone" around the place where voters may place their ballots in the Election Committee drop-box and where voters may request replacement ballots, of no greater than a 100-foot radius. Sound amplification systems such as bullhorns will not be permitted.

November 18, 2022

Village of Martin's Additions
Election Committee

Proposed Amendments to the VMA Charter

The Election Committee proposes the following amendments to the VMA Charter.

1. Section 602(a) of the VMA Charter states: "Not less than sixty (60) days prior to the election, the Election Committee shall request that nominations be submitted to the Election Committee according to the election rules and procedures."

The Committee proposes to change the requirement of at least 60 days between the opening of the period for nominations and the election, making the required interval be at least 75 days instead.

The election rules have long mandated that there be at least 45 days between the election and the date that nominations are actually submitted by candidates, and that time period has worked well in practice, allowing sufficient time for campaigning and the forum and thus providing important information to voters. However, with 45 days between the closing of nominations and the election, the current Charter language allowing only 60 days between the opening of nominations and the election implies that possible candidates have only 15 days, about two weeks, to make the decision to run and prepare their candidate statements and conflict of interest forms and send them to the Committee. This narrow time limit unnecessarily reduces the number of qualified voters able to complete their papers and thus reduces the number who are able to run for a seat on the Council. We believe the Village will benefit from providing candidates more time to decide to run and to prepare their papers, permitting a wider selection of candidates to voters. There is no need for such a tight time requirement, and allowing it to remain in the Charter may result in future election committees imposing unnecessarily tight time requirements on candidates.

For that reason, we propose that Section 602(a) be amended to read: "Not less than seventy-five (75) days prior to the election. . . ."

2. Section 602(b) of the VMA Charter states: "At least two (2) weeks prior to the election, the Election Committee shall give notice of the nominations together with related candidate statements and designate the voting method, conduct, or system of the election and any associated date(s) and time(s)."

The Committee proposes to change the requirement of two weeks between the announcement of candidates and the election, making the required interval be at least four weeks instead.

The narrow time interval between the announcement of who the candidates are and what their statements have to say about their reasons for running for office, [and Election Day], is entirely unnecessary, and needlessly limits the information that voters have between knowing who the candidates are and who the voter will choose to vote for. For example, the candidate forum that VMA has traditionally held would be seriously undermined if some future election

committee decided to impose such a short interval — voters who had only just learned who was running for office (and why they were running) would immediately have to prepare questions for the candidates, having had little time to develop their understanding of the proposals the candidates were making. And then once the forum was finished, voters would have little time to think through the candidates' answers before voting. Furthermore, with mail voting, the two-week interval poses significant risks to the election itself; waiting until two weeks before the election would disenfranchise many voters, who due to postal delays might not receive their ballots in time to mail them back.

In order to prevent such damaging and unnecessary compression of time for the campaign, we believe that Section 602(b) should be amended to read: "At least four (4) weeks prior to the election, the Election Committee shall give notice of the nominations"

3. Section 602(d) of the Charter reads: "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 Committee proposes to change the terms of this Section to read: "In the event that two (2) 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 public announcement of the results of the original election."

In mail-in elections, such as the one held last year and proposed for this year, there must be sufficient time allowed for mailed ballot envelopes to reach the party responsible for counting the ballots. Election Day is a day on which voting occurs and ballots are mailed, and the results of the mail-in election cannot be known until all ballots have arrived and been counted. Last year one week was allowed between Election Day and ballot counting, and that caused considerable concern among candidates that ballots might not arrive in time to be counted. This year, we have extended the allowed travel time for envelopes to two weeks. Thus, if the results of the election are not known until two weeks after the original election and a tie vote occurs, it would be impossible to hold the run-off election within the time period allowed under the current Section 602(d). For that reason, we propose to count the two weeks for the run-off campaign beginning the day that votes for the original election are counted, rather than cast.

4. Section 602(g) of the Charter reads: "Notwithstanding anything to the contrary contained in this Charter, if a state of emergency has been declared by the Governor of Maryland, within the corporate limits of Martin's Additions, the Council shall be authorized to pass an ordinance . . . canceling an uncontested election"

The Committee proposes to remove the words "canceling an uncontested election" from Section 602(g).

While we recognize that an emergency may make an election temporarily difficult, we note that 602(g) also allows the Council to change the election date, presumably to a time when the emergency no longer constrains the election. So the question is, should the Council cancel an election when it could instead simply be postponed as needed? We believe it is never desirable to cancel an election. First, even though the election may at the moment of the emergency be uncontested, it may very well not be uncontested at the point when the emergency has passed. Second, though there may be no formally announced candidates, that does not necessarily mean that the election is uncontested, since write-in candidacies have long been an integral part of VMA elections, and there is no way for the Council to know that a write-in candidacy may emerge despite the emergency (indeed, perhaps because of the emergency).

Third, canceling the election unfairly advantages incumbents, who thanks to the emergency will have suddenly been granted an additional two years in office without having to face the voters — something [*generally*] not in the best interests of the voters. Fourth, cancelling elections undermines the civic culture of the Village, in which a routine of regular elections promotes interest and awareness among residents of the issues facing the Village. We believe there is no reason to cancel elections because of an emergency, though they may be postponed; and doing so is harmful both to residents and to the character of the Village itself.

5. Section 602(f) states in full: “The Council is authorized to pass other regulations governing elections deemed necessary and consistent with this Section.”

The Committee proposes to add to this section a requirement that the Council be required to consult with the Election Committee before enacting regulations or otherwise modifying the Charter or any ordinance in a manner that affects Village elections. We propose the following: “Prior to the enactment of any provision governing elections, the Council shall consult with the Election Committee concerning the policy and proposed terms of the provision.”

We suggest three reasons for this proposal. First, the Committee is by the nature of its assignment required to work within the existing state, county, and local legal framework governing Village elections, and thus is likely to have insights or experience that may inform and improve the Council’s proposal. Second, since members of the Council had to run for office in the past and may have to run for office again if they want to remain on the Council, it is possible that a future Council might wish to enact regulations that unfairly advantage incumbents and disadvantage challengers. Consulting the Committee may serve as a useful brake on such impulses. Third, seemingly minor statutory changes can have unintended consequences. As a general matter of good administrative practice and to maintain public confidence, it seems desirable for local governments to confer with the community election officials before enacting any changes that may affect citizens’ voting rights or voting access.

Constant Contact Survey Results

Campaign Name	Annual Survey 2021
Survey Submits	124
Export Date	15/11/2021 14:00:22

1. Overall, how satisfied are you with the Village operations?

Answer Choice	Response Count	Response Percentage
Extremely satisfied	55	44%
Somewhat satisfied	50	40%
Neither satisfied nor dissatisfied	11	8%
Somewhat dissatisfied	5	4%
Extremely dissatisfied	2	1%
Total Responses	123	

2. If you would like to share your experience with the Village, please describe below.

Total Responses	32
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3. If you have contacted the Village Office within the past six months, how quickly did the Village Office staff respond to your request?

Answer Choice	Response Count	Response Percentage
Within the same day	48	40%
Within 3 business days	26	22%
Within one week	3	2%
Never received a response	2	1%
N/A	39	33%
Total Responses	118	

4. If you have contacted anyone on the Village Council within the past six months, how quickly did the Council member(s) respond to your request?

Answer Choice	Response Count	Response Percentage
Within the same day	17	13%
Within 3 business days	12	9%
Within one week	3	2%
Never received a response	4	3%
N/A	86	70%
Total Responses	122	

5. Council and committee meetings have been held remotely since the start of the pandemic in March 2020. If you have remotely attended one or more Council meetings via Zoom, did you find the meetings effective?

Answer Choice	Response Count	Response Percentage
Yes	57	72%
No	22	27%
Total Responses	79	

Comment

Total Responses	37
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6. Most of the Village budget is spent on providing services to residents. These services, such as bi-weekly trash collection from the side yard, police patrols, and Village-sponsored events, often exceed whatâ€™s provided by the County. Please indicate any changes in services you would like the Village Council to consider, keeping in mind any additional expenses the Village might incur.

Total Responses	85
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7. In particular, the composting program is a service that is facilitated by the Village, but the Village does not pay for it. Should this service be made available to all households at Village expense (approximately \$16 per household per month)?

Answer Choice	Response Count	Response Percentage
Yes	55	47%
No	62	52%
Total Responses	117	

8. The Village staff sends regular communications to residents about upcoming events, issues under consideration by the Council, and messages from local police. If you would like to receive additional information from the Village Office, please list it here.

Total Responses	35
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9. How informative do you find the current forms of Village communication, i.e, Martinâ€™s Edition monthly newsletter, Weekly Wrap-up and email alerts?

Answer Choice	Response Count	Response Percentage
Extremely Informative	24	19%
Informative	91	73%
Not Informative	5	4%
Extremely Not Informative	2	1%
N/A	1	0%
Total Responses	123	

10. Do you find the current Village website to be user-friendly?

Answer Choice	Response Count	Response Percentage
Yes	91	88%
No	12	11%
Total Responses	103	

Comment

Total Responses	20
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11. Do you believe the 2021 Village election was conducted in a fair and open manner? If you have any recommendations or comments, enter them in the comment box.

Answer Choice	Response Count	Response Percentage
Yes	101	90%
No	11	9%
Total Responses	112	

Comment

Total Responses	29
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12. Did you get the information you needed to make an informed decision in the 2021 Village election?

Answer Choice	Response Count	Response Percentage
Yes	104	90%
No	11	9%
Total Responses	115	

Comment

Total Responses 20

13. The 2021 Village election was conducted entirely by mail. Was the process of voting by mail easy in the 2021 election?

Answer Choice	Response Count	Response Percentage
Yes	108	92%
No	9	7%
Total Responses	117	

Comment

Total Responses 18

14. In which Village events have you participated in the past year? If you attended more than one event, please list the events in the comments below.

Answer Choice	Response Count	Response Percentage
Monthly Council Meeting	33	23%
Candidate Forum (April 2021)	28	20%
Shred Event (June 2021)	25	17%
Independence Day (July 2021)	14	10%
Movie Night (September 2021)	14	10%
I have not participated in any Village events	29	20%
Other, please comment below	0	0%
Total Responses	143	

Comment

Total Responses 45

15. Please list other events, if any, that you would like the Village to organize or host. ☐

Total Responses 32

16. In general, community engagement is a priority for Village operations and the Council. Please share ideas on how the Village can strengthen community engagement.

Total Responses 37

17. Do you have anything else you would like to share with the Village Council? For example, you could provide suggestions on what you would like to see more or less of in how we operate.

Total Responses 42

18. Please select your street below.

Answer Choice	Response Count	Response Percentage
Bradley Ln	13	10%
Brookville Rd	3	2%
Chestnut St	10	8%
Cummings Ln	9	7%
Delfield St	3	2%
Melville Pl	5	4%
Oxford St	3	2%
Quincy St	12	9%
Raymond St	21	16%
Shepherd St	11	8%
Summit Ave	10	8%
Taylor St	3	2%
Thornapple St	6	4%
Turner Ln	15	12%
Total Responses	124	

Village of Martin's Additions Guidelines for Village Committees (Draft 11/14/21)

Introduction

The Village of Martin's Additions is committed to residents' participation in the governance of our community. Maryland's municipalities have the authority to establish advisory boards, commissions, and committees. Committees of residents manage elections, review ethics issues, and serve as advisors to the Village Council. They provide a critical interface between residents and the Council by generating ideas, research, and analysis of the policy initiatives that underlie good governance. The Village relies on the contributions of several types of committees.

Mandated Committees: The Village Charter and Code of Ordinances establish committees to oversee elections, ethics, and the position of tree supervisor who helps implement the Village's tree policies.¹

Standing committees: These are established by council resolution or other action to serve continuing functions; one example is the Community Engagement Committee, which plans and executes various social activities.

Single Purpose Committees: Advisory committees, established by resolution or other action, are dedicated to a limited objective and are of specified duration. The Council defines the committee's work; past committees have advised on building codes, storm water management, trees, walkability, and safety.

General Guidelines

To strengthen the role of Village committees, ensure transparency, and promote the employment of sound practices, the Council has adopted these guidelines.

Mission Statement or Charter: The Council provides committees other than mandated ones with a Mission Statement or Charter at the time it creates the committee. It states the reasons for setting up the committee and lists specific questions and issues to be considered. The Mission Statement or Charter defines the committee's goals, responsibilities, and legal obligations. Additionally, it may include suggested tasks and operational procedures such as: regularly scheduled meetings; regular meetings with the Council to review the committee's work; and submission of a written report to the Council.

Orientation, training: As required by the Open Meetings Act, at least one member of the Committee must complete the online training offered by the Open Meetings Compliance Board who then informs the Village Manager once the training has been completed. All members are encouraged to complete the training, available at: https://www.igsr.umd.edu/VLC/OMA/class_oma_title.php.

Meetings: Committee meetings typically take place in the Village office, but other convenient places may be chosen so long as they are accessible to residents; in addition, meetings may be conducted remotely if the open meetings requirements are observed. Meetings must be conducted in compliance with the Maryland Open Meetings Act. With the assistance of the Village Manager, public notice and an agenda are issued prior to the holding of a meeting that is subject to the Act. Minutes of the meeting should be

¹ The Village Charter, Section 602, mandates an Election Committee; the Charter also refers to an Ethics Committee, but without further detail. The Code of Ordinances Article 1, Section 2 specifies the structure of both the election and ethics committees as well as provide for future authorization of "other committees to assist the Council in carrying out its responsibilities." Chapter 9-103 mandates a Tree Supervisor.

promptly prepared, as required by the Act. Once approved by the committee, the meeting minutes are given to the Village Manager. Committee members should review the Village's Document Retention Schedule to assure that records are retained in accordance with the requirements.

Involvement of residents: The notice of a meeting must indicate that all residents are welcome and should include a time for hearing resident comments; committees may conduct work sessions at which public attendance is allowed but public comment is not allowed. Committees should make a special effort to invite residents whose properties or immediate neighborhoods might be disproportionately affected by proposals before the committees.

Email policy for mandated committees: All mandated committees have a Village-issued email account; committee members have direct access to the password and account through the end of their term. If a member of the committee resigns, the password is changed immediately, and the new password shared with the remaining members and new members upon appointment. All committee members are authorized to send emails from the account for official committee functions. The account should be checked for new emails daily; new emails should be sent to all committee members as soon as practical by whomever sees it. Should any member receive an email on official committee business at a personal account, the email must be sent to the official account for a response. All official communications to the VMA community should be signed by the full committee.

Council liaison: The Village Council will appoint one of its members as a liaison to each committee. The liaison ordinarily attends all meetings but is not a voting member and should act primarily as an observer. However, from time to time, the Council may appoint a liaison as a voting member except where prohibited by the Village charter or code. The purpose of the liaison is to facilitate communication between the committee and the Council. Any Council member may attend, and indeed is encouraged to attend, any committee meeting in an unofficial capacity.

Village Manager: Committee meetings are coordinated through the Village Manager who notifies residents of the meetings, assigns staff to attend the meetings, act as support staff, and maintains the public record of meetings, including posting the minutes.

Staff, budget, legal advice: The Village Council provides an annual budget for routine committee operations. Any minor additional expenditures must be approved by the Village Manager, while any significant additional expenditures must be approved by the Council. If committees wish legal advice, the request must go through the Manager, and if substantial time is involved, the Council must approve the request. Any requests for staff assistance must be directed through the Manager.

Committee Members Guidelines

Individuals serving on Village committees provide an invaluable service to our community. Subject to the requirements of the charter and code, the Council may specify the number of members, terms of office, and criteria for membership. Committee membership is open to all Village residents who are qualified to vote in village elections and who are not currently serving on the Village Council. Everyone is encouraged to apply for committee membership, their application implying agreement to engage in the work of the committees and to attend scheduled committee meetings. The Village Council appoints all members subject to keeping committees to a reasonable size and ensuring that Village-wide views, expertise, and a diversity of experiences are represented. Residents interested in joining an ongoing committee during the year may be allowed to do so upon application to and appointment by the Council. Applications should include a statement about why the applicant would like to serve on that body and any special expertise that may be valuable to the committee's work. Committee members normally serve

through the end of the Village fiscal year (July 31) in which they are appointed unless the Council explicitly ends their membership earlier.

Committee members will take the prescribed oath of office following their appointment and prior to taking part in committee meetings.

Members will follow the relevant laws of the nation, state, county, and the Village of Martin's Additions in the performance of their public duties including applicable laws on conflicts of interest, financial disclosures, open meetings, and official Village regulations, policies, and procedures.

Members will execute their duties with strict impartiality.

Members will prepare for meetings and commit to regular attendance.

A majority of the members of the committee constitutes a quorum for the transaction of business. A majority vote of those present at any meeting, but not less than the number necessary for a quorum, is sufficient for any official action taken by the committee.

Committees typically appoint their own officers at their first meeting; officers include a chair, a vice-chair who presides in the absence of the chair, and secretary who is responsible for minutes. From time to time when allowed by the charter and code, the Council may appoint either a Council member or another resident as chair. The secretary may be a rotating position with members alternating in the job of taking minutes.

Minutes should be brief and reflect decisions and recommendations of the committee.

Committee chairs set the agenda of meetings. They are responsible for assuring that each meeting is properly noticed, that residents are welcomed to attend and have an opportunity to speak, that the minutes of the meeting are prepared and posted, and that the necessary committee reports are prepared and presented to the Council.

Committee chairs will conduct all committee meetings following the open meetings requirements.

Members may resign from a committee at any time, informing the committee chair who notifies the Council and Village manager.

When representing the Village at outside public forums or with elected officials, committee members should not present themselves as spokespersons for the Village unless specifically directed to do so by the Council.

Members will work for the common good of the residents and community and not for any private or personal interest and will strive to ensure fair and equal treatment to all persons, claims, and transactions coming before the committee.

The Village Council may deviate from or alter these guidelines, as the Village Council determines appropriate based on the circumstances.

**Village of Martin's Additions
Financial Report for October 2021
Arthur Alexander, Treasurer
November 18, 2021**

	<u>Actual</u>	<u>Budgeted</u>
August 2021-october 2021		
Revenues (regular)	68,172	261,789
Revenues (Federal grant American Rescue Plan)	489,181	0
Expenses (excluding capital projects)	214,433	246,706
Net Income (regular revenues minus expenses)	-146,261	15,083
Capital investment expenses	\$ 0	
Investment reserves (less expenditures)	1,500,000	
Emergency reserves	1,000,000	

Current assets less designated reserves: \$ 1,065,666

In October 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 expenses. In September, the planned and actual withdrawal was \$55,000.

There is the usual mix this month among budget items that are running somewhat above planned amounts and those under-running the budget. Across the board, spending is under projections. The Village office has issued requests for proposals for several street improvement contracts; when these are accepted and implemented, the capital budget reserve will be appropriately drawn down.

The end of November will see our first large receipt of funds from the Village share of the state income tax, the largest single source of revenues; we will then have a better view of the entire year's financial situation.

From: Niles Anderegg, Village Manager
To: Village Council
Subject: Village Office Update
Date: 11/16/2021

Overview

The Village Office has been working on various internal improvement projects and in accommodating new staff at the Village's accounting firm. In addition to the activities listed below, the Office also attended meetings of and provided support to the Election, Ethics, and Community Engagement committees.

Leaf Vacuuming

Next week, the third round of leaf vacuuming and street cleaning will occur on Monday, Tuesday, and Wednesday. Next week, also, I will follow up with the contractor to plan when the final round of street cleaning will be, either in two or three weeks, depending on the current leaf volume and the state of Village streets.

Tree Planting

The Village office is currently coordinating with the Village Arborist and the Tree Supervisor to plant trees in both the right of way and for the tree planting program.

Walkability Improvements

Following up on the discussion at last month's meeting, the Village issued two RFPs for Street Repair and Maintenance and a new RFP for the Design and Implementation of Walkability Improvements. The Street Repair and Maintenance RFP closes on Friday, November 19. The Village Office has already received one bid and anticipates receiving one to two additional bids. For the Design and Implementation RFP for the traffic calming measures, the closing date is currently December 3, 2021. In addition to the RFP work, the Village Office has discussed with our Traffic Engineer and police officers as well as other municipalities best practices for implementing new traffic-calming measures and the procurement of new signs and other technology, such as speed indicator signs.

Annual Audit

The Village Office Submitted the Annual Audit to the state of Maryland before the October 31st deadline, and our auditor will give a presentation to the Council at the December Council meeting.

American Rescue Plan Funds

The Village Office and the Building Administrator will meet with the engineer working on the drainage project on Brookville Road in the next week to plan out the next steps in evaluating Taylor Street.

Request for Proposals

The Village Office also issued an RFP for leaf vacuuming, street cleaning and snow plowing services for the Village. The Office received two bids for this RFP and is currently reviewing them and will make a recommendation to the Council shortly.