



VILLAGE OF MARTIN'S ADDITIONS

7013 Brookville Road (Second Floor, Suite B)

Chevy Chase, MD 20815-3263

Phone (301) 656-4112 Fax (301) 656-0030

www.martinsadditions.org

Agenda for Council Meeting Thursday, January 16, 2020, 7:30 PM

- 7:30 PM Call to Order: Cissna
- 7:31 PM Election of Village Council Officers
- 7:35 PM Opportunity for Council to hear residents' comments: Chair
- 7:45 PM VMA Committee Updates: Committee Chairs or their representatives
- 7:50 PM Appointment of Committee Members
- 7:55 PM Building Administrator's Report: Lohmeyer
- 8:00 PM Financial Matters: Alexander
- 8:05 PM Manager's Report: Gaston
- 8:15 PM Opportunity for Council to hear residents' comments: Chair
- 8:25 PM *The Council will entertain a motion in open session to enter into a closed session, in accordance with Section 3-305(b)(1) of the Open Meetings Act (Maryland Code, General Provisions Article), to discuss personnel matters that affect one or more specific individuals.*
- 9:00 PM Adjourn

*Please Note: Listed times are approximate.

TO: The Council at the Village of Martin's Additions
FROM: Doug Lohmeyer
DATE OF MEMO: January 16, 2020
SUBJECT: Building Administrator's Report

7204 Chestnut St.

The Village issued the building permit on April 3, 2019. The construction of the additions is ongoing. The staff has requested a certified "Wall Check" that indicate the setbacks for the additions at the front and right side of the house. A variance was previously granted for those additions.

The homeowner has also requested a right of way licenses agreement for the new white address post, which is being processed by the staff.

7210 Chestnut St.

The Village issued their building permit on Oct. 11, 2018. The applicant estimates the project will be completed in 2 to 3 months. The Village building permit has been extended. The applicant has poured the new driveway along the left side of the lot. The proposed driveway and other improvements cannot exceed the 30% non-vegetative cap in the front yard. The staff will monitor the progress.

3521 Cummings La.

The Village issued their building permit on April 8, 2019. The MCDPS closed their building permit in Dec. and the staff is in the process of closing out our building permit.

3508 Shepherd St.

The original building permit has been closed and the applicant's performance bond has been returned. The Village has issued a building permit to the new owner for the construction of an enclosed back porch and balcony at the right rear of the house. The new addition conforms to the Village Code setbacks and does not exceed the R-60 building coverage cap.

3412 Taylor St.

The Village building permit has been issued on Feb. 4, 2019. The house construction is ongoing. The applicant has raised the elevation of the house because of a high ground water condition. The height survey indicated the new roof peak is 6 inches higher than what the Village Code permits.

A “Stop Work Order” was issued in Nov. The home builder has decided to modify the roof to lower the peak, so it conforms to the Village Code. The modification has been reviewed by MCDPS. In Dec., the builder was notified that the “Stop Work Order” was still in effort and they were authorized to make the modification to only lower the roof peak. The modification has been completed and the builder has provided the staff with a certified height survey indicating the height of the roof peak, with the singles in-place, is 32.89 feet and the mean height is 25.59 feet. The Village Code maximum heights are 33 feet and 28 feet, respectively. The staff is removing the “Stop Work Order”.

3512 Taylor Street

The staff noticed that when the retaining wall was re-built, the contractor left a 2-inch-wide depressed area between the existing Village sidewalk and the base of the new wall, which may cause a pedestrian to trip and fall. The staff is attempting to contact the homeowner to correct the situation.

3407 Thornapple St.

The Village issued their building permit on May 30, 2019. Work has begun on the new house construction. The applicant has submitted a “Wall Check”, which indicated the new house is in conformance with the approved site plan and the Village Code.

Miscellaneous Items

The staff is presently working with the following properties:

1. The MSHA staff is investigating the ponding water situation at the Brookville Rd. and Quincy.
2. The MSHA staff is reviewing the ponding situation at Brookville Rd. and Cummings La.
3. The staff has been in contact with three property owners regarding future improvements to existing house in the Village.
4. The staff is interviewing GIS/IT contractors to update and maintain the Village in-house GIS system.

Village of Martin's Additions
 Treasurer's Report
 December 2019

	Dec 19	Budget	Jul - Dec 19	YTD Budget	Annual Budget
Income					
4000 · Revenue					
4010 · Permit Fees	325.00	1,250.00	3,932.00	7,500.00	15,000.00
4020 · Cable TV Franchise Fees	0.00	0.00	3,040.97	2,000.00	8,000.00
4040 · County Revenue Sharing	0.00	0.00	0.00	26,800.00	26,800.00
4050 · Highway Users Fees	5,507.38	2,500.00	9,116.78	15,000.00	30,000.00
4060 · Income Tax	0.00	0.00	278,190.96	251,000.00	650,000.00
4080 · Personal Property Tax	1,165.50	100.00	1,482.80	305.00	4,500.00
4090 · Real Property Tax	304.65	200.00	10,022.00	9,195.00	15,000.00
4095 · Utility Property Tax	0.00	0.00	0.00	0.00	15,000.00
4100 · Holiday Fund	9,475.00	7,500.00	9,475.00	7,500.00	8,000.00
4110 · Interest	0.00	4,166.00	18,090.20	25,004.00	50,000.00
4136 · WSSC - Street Work	0.00	30,000.00	79,014.17	30,000.00	30,000.00
Total 4000 · Revenue	16,777.53	45,716.00	412,364.88	374,304.00	852,300.00
4200 · Prior Years Surplus	0.00	0.00	0.00	2,869,337.00	2,869,337.00
Total Income	16,777.53	45,716.00	412,364.88	3,243,641.00	3,721,637.00
Expense					
5000 · General Government					
5010 · Office Expenses	1,991.49	1,550.00	8,946.16	8,800.00	17,500.00
5025 · Office Furniture & Equipment	2,599.98	5,000.00	8,216.42	5,000.00	10,000.00
5030 · Insurance	524.00	0.00	6,434.00	8,000.00	8,000.00
5040 · Printing & Mailing	20.70	0.00	158.70	2,000.00	5,000.00
5050 · Dues & Subscriptions/Conference	138.50	0.00	5,608.04	5,100.00	10,000.00
5055 · Storage Rental	356.00	333.00	1,740.00	1,998.00	4,000.00
5060 · Office Lease	2,190.67	2,191.00	18,129.25	18,854.00	32,000.00
5065 · Telephone	244.43	333.00	1,321.27	1,998.00	4,000.00
5080 · Holiday Fund	8,602.50	7,500.00	9,066.04	7,500.00	8,000.00
Total 5000 · General Government	16,688.27	16,907.00	59,619.88	59,250.00	98,500.00

**Village of Martin's Additions
Treasurer's Report
December 2019**

	<u>Dec 19</u>	<u>Budget</u>	<u>Jul - Dec 19</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
5100 · Salaries & Benefits					
5110 · Managerial & Office Salaries	15,810.76	11,250.00	69,595.59	67,500.00	135,000.00
5120 · Payroll Taxes & Benefits	1,256.61	2,083.00	4,935.43	12,498.00	25,000.00
Total 5100 · Salaries & Benefits	<u>17,067.37</u>	<u>13,333.00</u>	<u>74,531.02</u>	<u>79,998.00</u>	<u>160,000.00</u>
5200 · Professional Fees					
5210 · Accounting & Auditing	2,700.00	2,700.00	22,400.00	22,800.00	39,000.00
5220 · Building & Permitting					
5222 · Building Review & Permits	5,600.00	3,750.00	28,950.00	22,500.00	45,000.00
5224 · Enforcement & Oversight	0.00	1,500.00	6,160.00	9,000.00	18,000.00
5226 · Municipal Operations	0.00	1,500.00	4,830.00	9,000.00	18,000.00
Total 5220 · Building & Permitting	<u>5,600.00</u>	<u>6,750.00</u>	<u>39,940.00</u>	<u>40,500.00</u>	<u>81,000.00</u>
5230 · Legal	8,522.80	3,333.00	35,313.00	19,998.00	40,000.00
5240 · Police	2,583.60	4,166.00	18,093.00	24,996.00	50,000.00
5244 · Traffic Engineering	0.00	833.00	3,032.00	4,998.00	10,000.00
5246 · Records Retention & Disposal	0.00	1,500.00	0.00	1,500.00	1,500.00
5247 · GIS Update	0.00	1,000.00	800.00	10,000.00	10,000.00
Total 5200 · Professional Fees	<u>19,406.40</u>	<u>20,282.00</u>	<u>119,578.00</u>	<u>124,792.00</u>	<u>231,500.00</u>
5300 · Streets					
5305 · Streets - General					
5310 · Street Lighting - PEPCO	0.00	416.00	768.52	2,496.00	5,000.00
5322 · Street Cleaning - Fall/Spring	0.00	0.00	0.00	7,500.00	15,000.00
5324 · Street Maintenance - Other	0.00	625.00	2,006.38	3,750.00	7,500.00
5326 · Leaf Vacuuming	10,010.00	10,500.00	27,087.50	12,000.00	20,000.00
Total 5305 · Streets - General	<u>10,010.00</u>	<u>11,541.00</u>	<u>29,862.40</u>	<u>25,746.00</u>	<u>47,500.00</u>
5349 · Snow Removal Services					
5350 · Snow Removal - Shovel Bvl. Rd.	0.00	1,000.00	0.00	1,000.00	5,000.00
5351 · Snow Removal - Plowing	700.00	0.00	700.00	0.00	25,000.00
Total 5349 · Snow Removal Services	<u>700.00</u>	<u>1,000.00</u>	<u>700.00</u>	<u>1,000.00</u>	<u>30,000.00</u>
Total 5300 · Streets	<u>10,710.00</u>	<u>12,541.00</u>	<u>30,562.40</u>	<u>26,746.00</u>	<u>77,500.00</u>

Village of Martin's Additions
 Treasurer's Report
 December 2019

	Dec 19	Budget	Jul - Dec 19	YTD Budget	Annual Budget
5400 · Waste & Recycling					
5410 · Waste Collection & Recycling	10,402.55	12,800.00	72,967.65	76,800.00	153,600.00
5420 · Leaf Bags	0.00	0.00	0.00	15,000.00	15,000.00
5425 · Recycling Bins	0.00	0.00	327.05	500.00	1,000.00
Total 5400 · Waste & Recycling	10,402.55	12,800.00	73,294.70	92,300.00	169,600.00
5500 · Other					
5510 · Tree Maintenance	7,873.00	2,500.00	16,247.00	15,000.00	30,000.00
5515 · Tree Replacement	160.00	0.00	160.00	0.00	15,000.00
5518 · Right-of-Way Landscaping	586.00	0.00	4,566.00	5,000.00	10,000.00
5520 · Community Events	1,143.26	0.00	6,555.25	4,800.00	35,000.00
5530 · Website	0.00	0.00	0.00	0.00	4,250.00
Total 5500 · Other	9,762.26	2,500.00	27,528.25	24,800.00	94,250.00
5600 · Initiatives					
5630 · Tree Planting Initiatives Prog.	0.00	500.00	0.00	1,000.00	2,000.00
Total 5600 · Initiatives	0.00	500.00	0.00	1,000.00	2,000.00
5800 · Designated Funds					
5805 · Designated - Walkability	0.00	0.00	0.00	500,000.00	500,000.00
5810 · Designated - Street	0.00	0.00	0.00	500,000.00	500,000.00
5814 · Designated - Capital Projects	0.00	0.00	0.00	500,000.00	500,000.00
5820 · Designated - Audit Rec. Reserve	0.00	0.00	0.00	1,000,000.00	1,000,000.00
Total 5800 · Designated Funds	0.00	0.00	0.00	2,500,000.00	2,500,000.00
5900 · Undesignated Fund Balance					
	0.00	0.00	0.00	388,287.00	388,287.00
Total Expense	84,016.85	78,863.00	385,114.25	3,297,173.00	3,721,637.00
Net Income	-67,239.32	-33,147.00	27,250.63	-53,532.00	0.00

**Village of Martin's Additions
Financial Report for December 2019
Arthur Alexander, Treasurer
January 16, 2020**

December 2019

	<u>Actual</u>	<u>Budgeted</u>
Revenues	\$ 412,365	374,304
Expenses (excluding capital projects)	385,114	408,886
Net Income (revenues minus expenses)	27,251	-34,582
Capital investment expenses	\$ 0	
Investment reserves (less expenditures)	1,500,000	
Emergency reserves	1,000,000	
Current assets less designated reserves	\$ 395,796	

At the half-way point of the fiscal year, most budget items, revenues as well as expenses, are running about in line with projections. Because of the lumpiness of some activities, (snow-plowing, for example), some budget items will be higher or lower than planned in the kind of pro-rated method that we use.

However, a few categories require attention. Legal fees are \$15,000 above the amount projected for this time of year because of unforeseen events. Computer system upgrades costing approximately \$8,000 were not originally considered in the budget development last year. In fact, we do not even have a computer system category in the budget system; these had simply been placed under "Office Furniture and Equipment." Times are catching up with us. Also, leaf vacuuming turned out to be more expensive than originally contemplated; the amount spent so far this year, \$27,000, is above the total planned for the entire year. Budget amendments will be required for these items.

I propose that budget amendments be made at the next Council meeting in February after a comprehensive assessment of current and future requirements.



Thursday, January 16, 2020
Manager's Report
Submitted by James D. Gaston, III

ADMINISTRATION

Request For Proposal's (RFP's)

VMA Community Garden

VMA Community Garden bid tabulation sheet has been submitted to the VMA Council for review

VMA GIS

All GIS interviews have ended & a GIS Bid Tabulation sheet is being created for Council to review

VMA Financial Processes and Procedures Review / Internal Control Audit

RFP has been posted on EMMA, and the VMA & MML websites & the deadline is January 27, 2020, at 5 PM

VMA Cyber Security

A draft RFP has been forwarded to VMA Legal for review

VMA Crossing Guards

A draft RFP has been forwarded to VMA Legal for review

VMA Archiving

AVM, Tina Lurie, under the direction of the Maryland Archives Office has completed the VMA archiving project that began on March 3, 2017. There are two components:

1. VMA has 12 boxes that will be forwarded to the Maryland Archives Office for permanent storage. The Council will soon receive a list of the inventoried items, to decide if any of these records need to be scanned. After the Maryland Archives Office approves the paperwork, they will provide the pick-up schedule along with the pick-up fee and the annual storage fee for these 12 boxes.
2. VMA has eight (8) boxes that are to be destroyed. Tina will prepare a Certificate of Disposal with the date of destruction.

There are currently ten boxes in the VMA external storage unit that are not scheduled to be forwarded to the Maryland Archives Office or to be destroyed. These boxes will be evaluated in August each year as part of the annual VMA Archiving Program.

VMA Traffic Control

Yellow Fire Hydrants

- 21 Yellow Fire Hydrants signs have been removed
- The two (2) yellow signs at the Bradley Lane and Raymond Street dead-ends will remain for safety reasons
- Traffic Engineer Joe Cutro is investigating 7304 Summit parking issue
- The rebar has been removed from both sewers at the Dead-End of Bradley Lane

Tree City USA Signs

- Tree City USA would not approve the green VMA version of the Tree City USA signs for the two (2) main entrances
- Five (5) Tree City USA signs have been installed in various other entrances in VMA

VMA Leaf Bags

The VMA 2019 Leaf Bag Program invoice has been paid with included discounts



Thursday, January 16, 2020
Manager's Report
Submitted by James D. Gaston, III

VMA Composting Program

VMA hosted a Composting Info session with Compost Crew on Wednesday, January 8, 2020,

- 20+ VMA residents were in attendance

Compost Crew will begin Compost pick-ups on Wednesday, January 22, 2020

- VMA has 50 residents that have officially registered with Compost Crew
 - 53 residents indicated an interest in the VMA Compost Program

VMA Village Office

The VMA office will be closed on Monday, January 20, 2020, for Rev. Dr. Martin Luther King, Jr. Federal Holiday

Street Lamps/Dark Spots

VMA & partner *PEPCO* is in the process of securing new Street Lamps

- Each new street lamp is \$2,800; The installation is \$800 for a total of \$3,600 each
 - Due to the limited surplus of street lamps, this process could take 4-6 months.
- Locations for new Street Lamps
 - 7210 Chestnut Street & two (2) on Thornapple have the old-style street lamps
 - A new street lamp will be installed between 3401 & 3403 Thornapple

Utilities

WSSC	Nothing to report
Washington Gas	Nothing to report
PEPCO	Nothing to report

Building Administration

Please see the attached report from Doug Lohmeyer

Can the title of the Doug Lohmeyer, VMA Building Administrator be changed to the name of VMA Village Engineer?

Municipal Operations

Please see the attached report from Wayne C. Fowler

Please see the attached Building Permit Log

Meetings Attended

The annual meeting of MML for Municipal Parks and Recreation Department Meeting in Annapolis MD, on January 10, 2020

Chevy Chase Elementary School to speak about the Maryland Mayor's Association's 4th Grade Essay Contest

- *"If I Were Mayor, I Would"*

TO: The Council at the Village of Martin's Additions
FROM: Wayne C. Fowler, Blue Crab Contracting, LLC
DATE OF MEMO: January 16, 2020
SUBJECT: Municipal Operations Report

7204 Chestnut Street

Waiting on Wall Check and ROW Agreement.

7210 Chestnut Street

Site graded. Landscaping in progress.

3508 Shepherd Street

Interior renovations continue. Dumpster returned to site.

3508 Shepherd Street

Rear deck in progress

3412 Taylor Street

Height adjustments completed. Structure follows VMA Code. Stop Work Order removed.

3407 Thornapple Street

Work resumed

Priority/Major Projects

- ❖ Meet with JG3 to review GIS RFP's
- ❖ Four (4) Meetings with GIS bidders

Routine Projects

- ❖ Document and alert VMA Office of Right of Way violations that require VMA Office
 - Building Construction
 - Tree violations
 - Parking violations
 - Tree/Arborist violations
- ❖ Maintain and update VMA Building Permit log
- ❖ Maintain and update VMA Double/Telephone Pole & Wire pole log
 - A list of telecom cable and wire to be reported to MC311 for removal
 - 7315 Delfield St
- ❖ Maintain and update VMA Utility Street and Sidewalk repairs
 - None currently
- ❖ Maintain and post VMA No Parking Signs
 - Moving in and out, Large equipment, Tree work, etc.
 - at 3408 & 3409 Bradley Ln
 - at 3409 Thornapple St
 - at 7313 Delfield St
- ❖ Maintain VMA Houses for sale log
 - One (1) house currently for sale
- ❖ Transporting to and from VMA external storage as requested and needed. I.e.
 - Equipment, supplies, building plans, files, archive boxes, etc.
- ❖ Dogi Pot Dispensers refilled on weekly basis in
 - 3500 block of Thornapple St and
 - on Taylor St at Market parking lot entrance.
- ❖ Identify missing and damaged signage in ROW and submit list to Office.
- ❖ Put out Office recycling for regular weekly pick up.
- ❖ Maintain and submit monthly Municipal Operations Report.
- ❖ Maintain and update VMA External storage inventory spreadsheet

