



## VILLAGE OF MARTIN'S ADDITIONS

7013 Brookville Road (Second Floor, Suite B)

Chevy Chase, MD 20815-3263

Phone (301) 656-4112

[www.martinsadditions.org](http://www.martinsadditions.org)

### **Agenda for Council Meeting Thursday, Jan. 20, 2022, 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 Building Administrator's Report: Lohmeyer **(Pages 3-4)**

7:36 PM Opportunity for Council to Hear Residents' Comments: Kauders

7:46 PM Committee Updates: Kauders

7:51 PM Discussion of the Redesign of the Village Newsletter: Howard

7:56 PM Update on Committee Guidelines **(Page 5-8)**

8:06 PM Financial Matters, including Treasurer's Report: Alexander **(Page 9)**

8:11 PM Manager's Report: Anderegg **(Page 10)**

8:16 PM Opportunity for Council to Hear Residents' Comments: Kauders

8:26 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: **Jan. 20, 2022, 7:30 PM**

TO: The Council at the Village of Martin's Additions  
FROM: Doug Lohmeyer  
DATE OF MEMO: January 17, 2022  
SUBJECT: Building Administrator's Report

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**3506 Bradley Lane.**

Demolition and building permit applications were submitted to the Village office. A new resident's information was held on Nov. 3<sup>rd</sup>. The Village issued the building permit on Dec. 9, 2021. The demolition of the existing house has not begun.

**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. The new residents have moved in. The house appears to be complete, but the contractor still needs to install the new driveway. Once that is installed, the Village can close its 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. 14<sup>th</sup>. 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.

**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. MCDPS issued their building permit on Jan. 5, 2022. The Village permits will be issued soon.

**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.

### **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. The homeowner has not applied for a MCDPS permit.

### **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 Village Council approved the variance on Sept. 23, 2021. The MCDPS issued their building permit on April 17, 2021. The Village has issued 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.

### **3507 Turner St.**

The homeowner submitted a concept plan to construct an addition at the right rear of the existing house. The Village reviewed the concept plans and sent comments to the homeowner.

### **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 Martin's Additions  
Guidelines for Village Committees  
(Draft 01/06/2022)**

**Introduction**

The Village of Martin's Additions, a municipality in the state of Maryland, encourages service to our community and participation in its activities. Maryland's municipalities have the authority to establish advisory boards, commissions, and committees. For example, in Martin's Additions, Council-appointed committees of residents manage elections, oversee ethics requirements, and advise the Village Council on issues requested by Council resolution. They provide recommendations, generate new ideas, conduct research, and analyze procedures and operations that underlie good governance. The Village relies on the contributions of several types of committees.<sup>1</sup>

*Mandated committees:* The Village Charter and Code of Ordinances establish certain committees to oversee elections and ethics, as well as the position of tree supervisor who helps implement the Village's tree policies.<sup>2</sup>

*Standing committees:* The Village Council establishes standing committees by Council resolution or other means to serve continuing functions with specific missions specified by the Council; one example is the Community Engagement Committee, which plans and executes various social activities.

*Ad-hoc committees:* The Council may also establish temporary advisory committees dedicated to a limited objective for a specified duration. The Council defines the committee's scope of work and time limit. Past ad-hoc committees have advised on the Village building code, storm water management, trees, walkability, and safety.

**General Guidelines**

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

**Mission statement or charter:** The Council provides committees a mission statement at the time it creates them. Some are enshrined in the Village Charter and Code, while the Council creates the others, usually by resolution. The mission statement describes the reasons for setting up the committee; lists specific questions and issues to be considered; describes the committee's goals and responsibilities, lists specific questions and issues to be considered; specifies the time expected for the committee's work; and may include suggested tasks and operational procedures such as regularly scheduled meetings, reports to the Council to review the committee's work, and submission of a written report to the Council.

**Orientation, training:** As required by Maryland's Open Meetings Act, at least one member of each Committee must complete the online training offered by the Open Meetings Compliance Board and inform the Village Manager that the training has been completed. However, since all committee members are charged with following the law, the Village Council strongly encourages all members to complete the training, available at: [https://www.igsr.umd.edu/VLC/OMA/class\\_oma\\_title.php](https://www.igsr.umd.edu/VLC/OMA/class_oma_title.php).

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<sup>1</sup> Some groups in the past have been designated as "Task Forces," a term that has no special meaning. In this document, all groups are called "committees."

<sup>2</sup> 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 provides for the authorization of "other committees to assist the Council in carrying out its responsibilities." Chapter 9-103 mandates a Tree Supervisor.

**Meetings:** A majority of committee members 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 require majority affirmation of meeting minutes and reports sent to the Village Council in the name of the Committee; minority reports may also be submitted. Meetings must be conducted in compliance with the Maryland Open Meetings Act and not stray from the committee's mission. Committee meetings typically take place in the Village office, but other convenient places may be chosen so long as they are accessible to the public; in addition, meetings may be conducted remotely if the open meetings requirements are observed. Public notice and an agenda must be issued prior to the holding of a meeting that is subject to the Act.

Under the Open Meetings Act, meetings are either open or closed.

*Open:* meeting to engage in a function covered by the Act, e.g., legislative (policy making), quasi-legislative (contracting and budgeting), or advisory (forming a recommendation to provide to the Council). Open meetings are the typical ones that committees engage in.

*Closed:* meeting to discuss something confidential, according to the fifteen exceptions included in the Act (e.g., hearing legal advice or to consider an ethics complaint).

**Minutes:** Committees should promptly prepare minutes of their meetings, as required by the Open Meetings Act. Minutes should be brief and reflect decisions and recommendations of the committee. Once approved by a committee majority, the meeting minutes are given to the Village manager for posting on the Village website as well as any other distribution.

**Public involvement:** If a meeting is open (the usual type), the notice of a meeting must indicate that everyone is welcome; the agenda should include a time for hearing resident comments. At times, it may be necessary to impose time limits on comments or to request that they be limited to the current agenda item. Rarely, committees may meet in closed sessions that are not open to the public.

**Email policy:** All committees must comply with the Maryland Public Information Act, which states that emails are part of the official record. Mandated committees have a Village-issued email account. Other committees must ensure compliance by coordinating with the Manager.

**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. The Council liaison may also organize the first meeting of a new committee to initiate routine operations. The primary purpose of the liaison is to facilitate communication between the committee and the Council. However, the liaison is also responsible for ensuring that the committee complies with its responsibilities (e.g., staying within scope, producing agendas, and publishing minutes). Any Council member may attend, and indeed is encouraged to attend, any committee meeting as would any other resident.

**Village manager:** Committee meetings are coordinated through the Village manager, who notifies residents of the meetings, acts as support or assigns staff as appropriate, maintains the public record of meetings (including posting the minutes), facilitates contract support, and updates the Village website with Committee information. Of note, the manager is not responsible for taking notes, drafting minutes, or acting in the stead of the committee, Council, or Council liaison.

**Staff, budget, legal advice:** The Village Council provides an annual budget for routine committee operations. Any minor additional expenditures must be within that budget and 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; substantial staff needs must be requested through the Council. Committee members should review the Village's Document Retention Schedule to ensure that records are retained following the requirements.

### **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 specifies the number of members, terms of office, and criteria for membership. All Village residents who are qualified to vote in village elections are encouraged to apply for committee membership, their application implying agreement to engage actively in the work of the committees, attend scheduled committee meetings, and follow all applicable laws.

**Appointments:** The Village Council openly solicits volunteers for its committees in an “annual call” near the end of the fiscal year in late June. Soon after taking office, the new Council appoints all members in closed session as is typical for personnel decisions. Members should schedule their first meeting soon after their appointment to establish plans and procedures for the coming year. The appointment process considers various factors: keeping committees to a reasonable size; ensuring that Village-wide views are represented; and including relevant expertise and a diversity of experiences. Residents interested in joining an ongoing committee during the year may be allowed to do so upon application to and appointment by the Council. Subject to the needs of the Village, the Council may request that applicants include a brief 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 in which they are appointed. Members may resign from a committee at any time, informing the committee chair and Council. Committee appointments and removals are at the discretion of the Council.

**Swearing in and training:** Following their appointment and prior to taking part in committee business, committee members will take the prescribed oath of office and complete the Village's conflict of interest form. Committee members will also be trained in and must follow all relevant laws 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. In compliance with the oath of office and the Village Code, members must execute their duties with strict impartiality.<sup>3</sup>

**Operations:** 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.<sup>4</sup> The secretary may be a rotating position with members alternating in the job of taking minutes.

Committee chairs typically set meeting agendas with the input of their committee members. They are responsible for assuring that each meeting is properly noticed; that the public is welcomed to attend and have an opportunity to speak; that meeting minutes are prepared, approved by a majority of members, and posted; and that committee reports and recommendations are written, reviewed, approved by a committee majority, and presented to the Council. All official Village action will be made solely by the Village Council.

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<sup>3</sup> The oath of service and conflict-of-interest questionnaire can be found on the Village website: [https://www.martinsadditions.org/No.%202019-10-2%20\(oath%20and%20conflicts\).pdf](https://www.martinsadditions.org/No.%202019-10-2%20(oath%20and%20conflicts).pdf)

<sup>4</sup> For example, the Council selected a sitting member to chair the Storm Water Task Force and Tree Committee.

**Email, file management:** All committees must follow the Maryland Public Information Act (PIA). Accordingly, the following have been adopted to facilitate compliance.

**Password access:** For those committees assigned an email account, all committee members shall have direct access to the password and account, including any electronic committee files, through the end of their term. If a member resigns, the password is changed immediately, and the new password shared with the remaining members and new members upon appointment. The Village manager also generally has all the passwords as the Village's designated public information custodian. However, the manager will only access any committee account to comply with requests made under the PIA, also notifying the committee and Council liaison.

**Logistics:** 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 them first. Should any member receive an email on committee business at a personal account, the email must be sent to the official account for a response.

Emails from the committee are signed by the full committee, sent from the official account, and distributed to all committee members. Only the official (not personal) email account is the committee contact in official communications. The official email account is copied on all communications on official business between committee members and between the committee and others (e.g., staff and Council) to facilitate compliance with the PIA and provide records for future committees.

**Other:** To conduct the most efficient and effective meetings, appointees will prepare in advance for meetings, commit to regular attendance, and participate in the production of any required work. When standing for 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 December 2021  
Arthur Alexander, Treasurer  
January 20, 2022**

	<u>Actual</u>	<u>Budgeted</u>
July 2021-December 2021		
Revenues (regular)	605,427	208,777
Expenses (excluding capital projects)	346,766	378,297
Net Income (regular revenues minus expenses)	258,661	-169,520
Capital investment expenses	\$ 0	
Federal grant: American Rescue Plan	489,181	0
Investment reserves (less expenditures)	1,500,000	
Emergency reserves	1,000,000	

Current assets less designated reserves: \$ 1,539,678

In December 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. We plan to transfer the same amount in January 2022.

December marks the end of the first half of the Village's fiscal year. Revenues are running considerably higher than anticipated when the budget was compiled almost a year ago as returns from the state income tax are at historically high levels. At the same time, expenses are roughly in line with expectations. There are sufficient financial reserves to cover approximately two years of expenditures in the event of a collapse of our usual revenues.

From: Niles Anderegg, Village Manager  
To: Village Council  
Subject: Village Office Update  
Date: 1/19/2022

### **Overview**

The Village Office provided support to the Election, Ethics, and Community Engagement committees as well as the Public Safety Task Force.

### **Walkability Improvements**

The Village Office met with our new contractor, the Traffic Group, to go over initial preparations for the implementation of traffic calming measures in the Village. The Traffic Group will begin their initial review of the Village next week and offer suggested improvements as well as scenarios for the Village including costs.

### **American Rescue Plan Funds**

Jason Azar, the engineer hired by Section 3 to evaluate drainage on Brookville Road, will evaluate Taylor Street as part of the Brookville Road project. This work will qualify as an eligible use under the American Rescue Plan criteria.

I continue to have conversations with other managers regarding a shared position to manage the reporting of the funds. I've also had conversations with our accounting firm about possibly handling this function ourselves, possibly in conjunction with the other municipalities. I will be meeting with my fellow managers next week to discuss the latest iteration of this proposal.

### **Snow Removal**

The Village's snowplow contractor, Rolling Acres, has been in the Village several times this month due to the recent snowstorms. They've been working to clear our streets and allow traffic to flow as freely as possible. Several residents have asked about the possibility of removing snow from sidewalks. In conversation with our contractor as well as other municipalities and through a review of historical trends, I anticipate that the cost of shoveling all of the Village's sidewalks would be about double what we currently budget for snow removal. Please note that the Village does currently shovel the sidewalks on Brookville Road due to the lack of separation between the sidewalk and the road there.