



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, June 18, 2020, 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: Cissna
- 7:31 PM Opportunity for Council to hear residents' comments: Cissna
- 7:41 PM Presentation of Cybersecurity Posture Assessment: Wildcard Corp.
- 7:51 PM Committee Update(s): Committee Chairpersons or their representatives
- 8:01 PM Building Administrator's Report: Lohmeyer
- 8:11 PM Financial Matters, including FY 2020 Budget Amendments and Treasurer's Report
- 8:21 PM Manager's Report: Anderegg
- 8:25 PM Opportunity for Council to hear residents' comments: Cissna
- 8:31 PM Adjournment: Cissna

*Please Note: Listed times are approximate.



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Virtual Meeting Information

Below is the information for those residents who would prefer 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: 833 3955 8520 (you must enter the "#")

Password: 704439

2. Web/Video Option:

- a. Go to the Zoom meeting link: <https://us02web.zoom.us/j/83339558520>
- 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: 833 3955 8520

Password: 704439

Topic: VMA Council Meeting

Time: June 18, 2020, 07:30 PM Eastern Time (US and Canada)

Risk Assessment Summary

Wildcard Corp. has been tasked to conduct a Risk Assessment for the purpose of identifying risks to the Village of Martin's Additions. The Risk Assessment Report assesses the use of resources and controls to eliminate and/or manage vulnerabilities that are exploitable by threats internal and external to the Village of Martin's Additions. The scope of the Risk assessment was limited to the security controls applicable to the Village of Martin's Additions environment.

The methodology used to conduct the Risk assessment is qualitative and based on the National Institute of Standards and Technology (NIST) Special publication risk management guide. The Risk assessment included a vulnerability assessment that identified vulnerabilities that could potentially lead to the theft of credentials and administrative level access to the Village of Martin's Additions processes and technical security controls.

The Wildcard Risk Assessment approach foundation is based on NIST Risk Management Guide and fine tuned by our specialized experience evaluating the security controls of multiple government customers at the federal, state, and local levels. The assessment evaluates the security controls and processes and determines if the safeguards are appropriate and effective. This permits Village of Martin's Additions (VMA) to make knowledge-based decisions to prioritize vulnerabilities to remediate.

Wildcard found 10 high risk areas that are associated with the following domains:

- Governance
- Email
- Awareness Training
- Password Policy
- Continuity Planning
- Incident Response
- Audit and Monitoring
- Common Vulnerabilities
- Systems Communications
- Excessive Permissions

Wildcard conducted a risk assessment over the defined domain areas and determined that your overall risk rating is: **Critical**

Wildcard assigns a risk rating of critical when we have identified scenarios that could lead to significant loss of access to systems/data. Relative to similar environments that we have examined, the VMA security posture is comparable.

Wildcard has briefed the Village on our findings and are currently in the process of remediating the findings. Prioritizing the critical findings will have a significant impact on improving VMA's resilience against attackers. Wildcard is available for further assistance on any steps for remediation in addition to the assessment.

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

3506 Bradley Lane.

Demolition and building permit applications were submitted to the Village office. The staff has initially reviewed the information. Waiting for MCDPS approval. The resident's information meeting was held on Wed. June 17th.

3525 Bradley Lane

A Village building permit has been issued for a new deck at the left rear of the existing house. The work is proceeding.

7204 Chestnut St.

The Village issued the building permit on April 3, 2019. The construction of the additions is ongoing. A variance was previously granted for those additions. The applicants have requested a Village Building Permit extension, which extends the permit until July 4, 2020.

The Council approved the additional side yard variance on May 18th and the "Stop Work Order" has been removed. Work is proceeding on the rear addition construction.

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 County has closed their building permit but the sediment control permit is still open. Once they close that permit, we will do a final inspection and if everything is acceptable, the Village Building Permit can be closed.

7200 Delfield St.

The property owners (a partnership) has applied for a Village demolition and building permit for a new house. The MCDPS is reviewing their application. The Village staff has completed the initial review of the application and submitted their comments of the applicant. A resident information meeting has not been scheduled.

163 Quincy St.

The homeowner is proposing to add additional parking along the side of the existing driveway. The parking area will be different material than the driveway and the preliminary non-vegetative analysis indicates the non-vegetative area will not exceed 30% of the front yard. They have not filed for a Village permit.

3515 Raymond St.

The applicant has submitted plans to remove the existing house and to construct a new house. The County is reviewing their plans. The Village staff has been in contact with the applicant and the architect with Village comments.

7200 Summit Ave.

On April 28, 2020, the homeowners submitted a Variance Application for the front and rear setbacks in order to construct a new porch and bay window at the front of the existing house and an addition on the north (right) side of the house. The staff has reviewed the application and submitted comments to the owner and the architect. The applicant has revised the original variance application. The Variance hearing has not been scheduled.

3412 Taylor St.

The Village original building permit was 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.

The Village Building Permit has been extended. The MCDPS building permit and sediment control permit has been finalized. The Village is waiting for a couple of minor repairs to the Village right of way, before the Village close their permit. The contractor has been notified of these needed repairs.

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.

On May 29th, the building permit was extended and work is proceeding.

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. They plan on making improvements to the intersections at Bradley, Quincy, and Cummings this summer.
2. The staff has spoken to several homeowners about proposed improvements to their property.

**Village of Martin's Additions
Financial Report for May 2020
Arthur Alexander, Treasurer
June 18, 2020**

	<u>Actual</u>	<u>Budgeted</u>
Revenues	\$ 832,576	734,334
Expenses (excluding capital projects)	692,108	760,838
Net Income (revenues minus expenses)	140,468	-26,504
Capital investment expenses	\$ 0	
Investment reserves (less expenditures)	1,500,000	
Emergency reserves	1,000,000	

Current assets less designated reserves: \$526,695

Several fiscal year-end amendments are needed to bring the budgeted spending into alignment with Council-approved changes. We conducted one-time audits of our financial and IT security practices, which should result in lower on-going expenditures in the future. The Village election was held this year by mail, which entailed contracting for unbudgeted services; at the same time, the sidewalk festival was not held, resulting in reduced spending for Community Events. In addition, we are re-formatting several accounts to reflect changed practices; for example, street cleaning, which had been a separate activity, is now combined with leaf vacuuming. Because of such planned and unplanned activities, the Council must amend the budget to account for these developing events. The sum of the increases and decreases is a net reduction in total spending over the fiscal year compared to the original budget.

Proposed budget amendments:

	FY20 Budget	Revised FY20 budget	Change
Increases:			
5070 · IT	20,000	30,000	10,000
5205 · Cyber security	5,000	6,300	1,300
5222 · Building Review & Permits	50,000	70,000	20,000
5230 · Legal	65,000	77,000	12,000
5326 · Leaf Vacuuming	20,000	30,000	10,000
5410 · Waste Collection & Recycling	130,000	140,000	10,000
5420 · Leaf Bags	15,000	16,000	1,000
5510 · Tree Maintenance	22,000	30,000	8,000
5520 · Community Events (Election)	0	5,000	5,000
Total increases			77,300
Decreases:			
5040 · Printing & Mailing	5,000	3,000	-2,000
5050 · Dues & Subscriptions/Conference	10000	6000	-4,000
5110 · Managerial & Office Salaries	135,000	117,000	-18,000
5120 · Payroll Taxes & Benefits	25,000	15,000	-10,000
5224 · Enforcement & Oversight	18,000	15000	-3,000
5226 · Municipal Operations	18,000	15000	-3,000
5322 · Street Cleaning - Fall/Spring	15,000	0	-15,000
5351 · Snow Removal - Plowing	10,000	2,000	-8,000
5515 · Tree Replacement	10000	5000	-5,000
5518 · Right-of-Way Landscaping	23000	20000	-3,000
5520 · Community Events (other events)	20,000	13,000	-7,000
5630 · Tree Planting Initiative	2000	0	-2,000
Total decreases			-80,000

From: Niles Anderegg, Village Manager
To: Village Council
Subject: Village Office Update
Date: 6/16/2020

The Village Office has been engaged in several activities relating to Village committees, including supporting the historic first vote-by-mail election for the Village of Martin's Additions. The Village Office has also been working with the Community Engagement Committee to look at ways to make a potential Labor Day event successful this fall. The Office supported the Walkability Task Force by getting the Walkability Survey up and running. If you have not already filled out the survey, please do by June 30th.

The Village Office also facilitated, along with Section 3 and Section 5, a shredding event this past weekend where the three villages' residents combined to shred about 2 tons of paper.

The Village Office is also working on improving Village paperwork and records retention. This includes writing SOPs and updating Village forms. In addition, the Office is working on improving our financial position, which includes signing a new agreement with utility distributor Public Power to receive our electricity. This new agreement will provide significant savings on our already low electric bill.

Village Directory

The Village Office is completing its work on updating the Village Directory for 2020. In July, a survey will be sent to residents asking them whether they want their email address listed in the Directory. The office anticipates sending out the new Directory by the end of July.

Cybersecurity

The Village's cybersecurity consultants, Wildcard Corp, will present an overview of their findings at the Village Council meeting. In the meantime, the Office has been engaged in upgrading the Village's cybersecurity posture based on the recommendations of Wildcard.

GIS Update

Wallace Montgomery, the Village's GIS contractor, is finishing up requests for changes to the GIS data. Staff should have another version of the data to review very soon as we try to finalize this project.

Management Assistant Search

The Management Assistant job announcement has been posted on several websites, including the Maryland Municipal League website, indeed.com, and joinhandshake.com, along with the Village website. So far, the responses have been quite good. We have seven applicants over the first five days of the job being posted.