



VILLAGE OF MARTIN'S ADDITIONS

7013 Brookville Road (Second Floor, Suite B)

Chevy Chase, MD 20815-3263

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Agenda for Council Meeting Thursday, Dec 16, 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 Building Administrator's Report: Lohmeyer **(Pages 3-5)**

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

7:46 PM Committee Updates: Kauders

7:51 PM Presentation by the Villager's Auditor on the FY21 Audit **(For the full audit, click here)**

8:06 PM Discussion and Possible Introduction of 2022 Election Plan and Discussion of Proposed Charter Amendments **(Pages 6-10)**

8:31 PM Public Hearing and Possible Adoption of a Traffic Order to Install a Temporary Speed Bump on Thornapple Street. **(See Manager's Report)**

8:41 PM Discussion of The Results of the 2021 VMA Annual Survey: Howard and Blander **(Pages 11-15)**

8:51 PM Update on Committee Guidelines **(Pages 16-19)**

8:56 PM Financial Matters, including Treasurer's Report: Alexander **(Page-20)**

9:01 PM Manager's Report: Anderegg **(Page 21-22)**

9:06 PM Opportunity for Council to Hear Residents' Comments: Kauders

9:16 PM Adjournment: Kauders

*Please note: Listed times are approximate.

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=OFNvZkFzbnA4coovdWI4KzA1Q2JjUTo9>

- 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: December 16, 2021, 07:30 PM Eastern Time

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

FROM: Doug Lohmeyer

DATE OF MEMO: December 13, 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 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.

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 building permit on Jan. 4, 2021. The MCDPS closed their building permit on Nov. 2nd. The Village has closed the 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.

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 staff has reviewed the plans and we are waiting for the County to issue their permits.

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. The new parking pad appears to be complete and the Village has closed 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. The County closed their building permit on Dec. 9th and the staff is scheduling a final site visit.

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 closed the permit.

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 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 Election Rules and Procedures

Draft
December 16, 2022

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 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 sixty (60) 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 sent after 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 two (2) 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.

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."

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 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 the evening of Election Day, and a mail-in ballot will be forwarded to them by the election service provider. 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 10, 2022, the Committee will also provide an opportunity for voters to drop off their completed ballot envelopes in a ballot lockbox, to be forwarded 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 as soon as possible, but at least seven days prior to Election Day, May 10, 2022. 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 no later than Election Day, May 10, 2022, to request a replacement ballot. On receipt of a request for a replacement ballot, the Committee will instruct the election 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 23, 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 the proposed candidate must submit a written statement or email expressing his or her consent to be nominated. The nominations period will close on **March 18, 2022, at 6:00 pm**, by which time nominations must have been received by the Committee; however, a thirty-minute grace period will be allowed for email nominations to arrive at the Committee's email address.

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. The Election Committee will specify the form of both documents when the nominations period opens. Both documents must be received by the Election Committee no later than **6:00 p.m. on March 25, 2022**; again, however, a thirty-minute grace period will be allowed for email submissions to arrive at the Committee's email address.

Candidate Announcements and Candidate Forum

The Committee will promptly notify the Village of the candidates for office after all nominations, conflict of interest forms, and candidate statements have been submitted. Conflict of interest forms will be examined for completeness before announcing the candidates, and candidates will be provided a one day period after nominations have closed to correct any incompleteness. We will publish the election information and candidate statements by email, by posting on the Village's website, and in the mailed election packet, as well as by mail delivery to every registered voter. 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 qualified voters to offer questions anonymously. The Committee shall moderate the forum in its sole discretion. Qualified voters are encouraged to send their questions for the candidates to the Committee by any reasonable means the voter 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 5, 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, to be sent no later than **April 11, 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. After ballots have been received by the election service provider, the Committee will provide voters with a reasonable opportunity to cure any errors that may have made with the affidavit form. All ballot envelopes, including replacement ballots, must be received by the election service provider no later than **6:00 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 dropbox to collect ballot envelopes on the evening of **Election Day, May 10, 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 10**. The dropbox will be available at a table in front of the Village office, and staffed by members of the Election Committee. 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 — for example, envelopes that are not sealed, that do not bear a valid control number, 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 designated representatives 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. Objections will be considered and resolved in the sole discretion of the election committee.

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 27. 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.

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 12/14/21)**

Introduction

The Village of Martin's Additions, a municipality in the state of Maryland, encourages resident participation in the governance of our community. 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, review ethics issues, and advise the Village Council. 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.

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.¹

Standing committees: The Village Council establishes standing committees by council resolution or other action 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. It states the reasons for setting up the committee and lists specific questions and issues to be considered. The mission statement explains the reasons for establishing the committee, describes the committee's goals and responsibilities, lists specific questions and issues to be considered, and specifies the time expected for the committee's work. 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 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.

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.

Meetings: 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. Meetings must be conducted in compliance with the Maryland Open Meetings Act and within the scope of 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.

Minutes: The committee should promptly prepare minutes of the meeting, as required by the Act. Minutes should be brief and reflect decisions and recommendations of the committee. Once approved by a majority of the committee, the meeting minutes are given to the Village Manager for posting on the Village website as well as any other distribution. Committee members should review the Village's Document Retention Schedule to ensure that records are retained following the requirements.

Public involvement: The notice of a meeting must indicate that everyone is welcome; the agenda 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.

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 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). From time to time, the Council may appoint a Council member as a voting member except where prohibited by the Village charter or code. 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 as needed, acts as support staff, 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 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 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. Everyone is encouraged to apply for committee membership, their application

implying agreement to engage actively in the work of the committees, attend scheduled committee meetings, and comply with all applicable laws.

Appointments: The Village Council openly solicits volunteers for its committees in an “annual call.” The Council then 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. 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 (July 31) in which they are appointed. Committee appointments are at the discretion of the Council; the Council reserves the right to remove, by majority vote, any appointed resident-volunteer committee member. Such action may be taken in open or closed session following Maryland law. Members may also resign from a committee at any time, informing the committee chair and Council chair who notifies the rest of the Council and the Village manager.

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 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. In compliance with the Village Code, members will execute their duties with strict impartiality.

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. The secretary may be a rotating position with members alternating in the job of taking minutes.

Committee chairs typically set the agenda of meetings 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 the minutes of the meeting are prepared and timely posted, and that the necessary committee reports are prepared and presented to the Council. Members are charged with conducting meetings following the open meetings requirements.

Email/File Management: All committees must comply with 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 official 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 regarding 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 November 2021
Arthur Alexander, Treasurer
December 16, 2021

	<u>Actual</u>	<u>Budgeted</u>
July 2021-November 2021		
Revenues (regular)	595,361	330,542
Expenses (excluding capital projects)	263,582	311,497
Net Income (regular revenues minus expenses)	331,779	19,045
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: \$ 1,558,302

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

The Village's 17% share of residents' state income tax is our single largest source of revenues. The November payment is the largest monthly amount that we receive over the course of the year; it includes late payments from the previous year and regular quarterly receipts from the current year. This year's November receipt was \$523,299, one of the largest ever. The state comptroller's analysts attribute the higher-than-expected revenues across the state to late filers (typically higher income individuals) recognizing capital gains. The remainder of the year should revert back to normal levels.

From: Niles Anderegg, Village Manager
To: Village Council
Subject: Village Office Update
Date: 12/14/2021

Overview

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

Holiday Fund

The Village Office would like to thank those residents who contributed to the holiday fund. Our Waste Management crew appreciates the generosity of Village residents.

Walkability Improvements

As directed at the previous Council meeting, the Village Office investigated the options for a temporary speed bump to be placed on Thornapple Street. The cost of a 19 3/4 in. wide and 14 ft deep temporary speed designed to reduce traffic to between 10 and 20 mph would be \$3800. The recommended location would be near the Village line on Thornapple Street. In addition the Village received one bid to its RFP for traffic calming design and implementation. This bid is from the Traffic Group along with A. B. Veirs. I recommend that the council accept this bid.

American Rescue Plan Funds

To address the drainage issues on Brookville Road, the Building Administrator and I met with Jason Azar, the engineer hired by Section 3 to evaluate drainage on Brookville Road. Since the state has also requested an evaluation of Taylor Street as part of this project, staff recommends that the Village request a formal proposal from engineer Jason Azar to evaluate drainage on Taylor Street. Mr. Azar estimated that the cost of this evaluation would be between \$5,000-\$6,000. This project is an eligible use under the American Rescue plan funds.

Also 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 fulfilling this function ourselves and in conjunction with the other municipalities.

Request for Proposals

The Village Office issued an RFP for leaf vacuuming, street cleaning and snow plowing services for the Village. The Office received two bids for this RFP. Following a complete review of the bids for this RFP, staff recommends going with our current vendor, Rolling Acres, to continue their service for both snow plow and street cleaning/leaf vacuuming services. This recommendation is based on their performance with the Village in previous

years and the lower cost of their bid versus the other one we received. Please note that this current bid is based on using gas powered leaf blowers, the current practice in the Village.

The Village Office also received two bids for our street repair and maintenance RFP. Staff recommends that the Village accept the bid from A.B Viers based on their track record with the Village and the lower cost of their bid compared to the other bid we received.

WSSC Work on Brookville Rd

Along with the Section 3 manager and attorney, I attended a meeting with WSSC regarding a project to replace the water main on Brookville Road. WSSC tentatively scheduled this work to begin March 2022. This work will include not only tearing up Brookville Road but also potentially tearing up Village sidewalks to connect to the service lines at residents homes. Staff recommends that the Village enter into negotiations with WSSC regarding having our contractor replace the sidewalk to ensure that it is up to the Village's standards and having WSSC reimburse the Village for the work performed as a consequence of their project.