

## **Council Meeting Agenda – August 17, 2023**

VIA ZOOM CONFERENCE CALL AND IN-PERSON

*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).*

- Call to Order: Chairperson
- Announcement of Officer Positions
- Opportunity for Council to Hear Residents' Comments:  
TBD
- Manager's Report: Silliman (Page 2)
- Building Administrator's Report: Lohmeyer (Page 4)
- Approve June Meeting Minutes: Chairperson (Page 7)
- Approve July 13 Meeting Minutes: Chairperson (Page 11)
- Approve July 31 Meeting Minutes: Chairperson (Page 12)
- Correction to the FY24 Tax Rate Resolution (Page 13)
- Treasurer's Report: Treasurer (Page 15)
  - FY23 Budget Amendment
- Discussion and vote on FY24 Committees and Task Forces (Page 16)

Join Zoom Meeting

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

Meeting ID: 883 3117 5094

Passcode: 525784 One tap mobile: (301) 715-8592

From: Michael Silliman, Village Manager  
To: Village Council  
Subject: Village Manager's Report  
Date: 8-17-23

Administration:

- E.T. was selected for the first Summer Movie night scheduled for Saturday, August 19. The next movie night will be Sunday, September 3<sup>rd</sup>.
- The Council issued a call for volunteers for the standing and ad hoc committees and the tree supervisor position. Thanks to everyone who has expressed interest in serving.
- We are working to post three requests for proposals (RFPS) for fall leaf vacuuming, snow plowing (to include sidewalk snow shoveling for those that need it), and free composting (for every household in the Village that wants it).
- FY23 books are now closed, which means we can start the audit.
- Charter Amendment No. 2023-1, introduced at the April Council meeting, will now come up for adoption at the September Council meeting.
- In the coming weeks, I will issue a call for anyone who would like support paying for a Chevy Chase at Home membership, as the Village Council budgeted to pay for up to 12 memberships this year.

Maintenance:

- 21 trees around the Village were inspected by our Village Arborist this month. One tree came down on Turner Lane in a recent storm; luckily, only minor damage was done.
- I am trying to schedule paving repairs to the driveway apron at 7223 Delfield St., to the curb at the entrance to the Brookville Market parking lot, and to the curb and unused driveway apron at 3521 Cummings. We will combine this work with the widening of the dead-end of Quincy Street to save money.

Special Projects:

- We have identified 21 private and 13 right of way tree locations for this year's fall Native Tree Planting Program.
- Widening Dead-End Quincy: A.B. Veirs and Sons, Inc. will schedule this work to start once the arborist receives permission from the state to remove one tree that is in the way.
- Brookville Rd. Sidewalk: The Traffic Group has provided the first of the edits requested by the State Highway Administration. Village Traffic Engineer, Joe Cutro, is conducting a traffic study at Brookville Road and Bradley Lane to justify a new proposed crosswalk across Brookville. It has been determined we will need to hire a civil engineering firm to conduct a site survey to address the remaining comments from the State Highway Administration, including grading, impact on adjacent properties, and resolutions to tight spots. We may have to send this portion of the project out to competitive bidding.
- Streetlights: Lighting Engineer, Scott Watson, and I conducted a lighting study in July. It was concluded that many of the dark spots reported were due to tree growth, but there are several old lights that need to be replaced and several locations we could consider

adding additional lights. One light that was broken has been reported to PEPCO for repair.

**Buildings:**

- We are expecting variance requests for proposed projects at 3409 Thornapple and 3412 Taylor.
- The Village Council has offered to pay for the sump pump connection to the County storm drain at 151 Quincy Street.
- 153 Quincy Street's new driveway apron has been installed.
- There is a stop work order in place for 3417 and 3419 Cummings, related to bio retention boxes. The Village is expecting revised plans, which the Council will review at a public meeting.
- I issued a stop work order for the front patio of 3419 Cummings, as the building lot coverage was determined to be over the allowable amount. The developer has submitted revised plans, which the Village is reviewing.

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

FROM: Doug Lohmeyer

DATE OF MEMO: August 15, 2023

SUBJECT: Building Administrator's Report

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**3506 Bradley La.**

The County has closed their permit and the Village was ready to close theirs. However, the contractor has recently added a parking space in the front yard, next to the driveway. The staff has requested a revised Site Plan and a non-vegetative analysis.

**3508 Bradley La.**

The property owner has submitted a building permit application to add a two story addition at the rear of the ex. house. The Village issued the permits on Nov. 25, 2022. Work has begun.

**3417 Cummings La.**

The owner submitted an application to demolish the existing house and to construct a new home on Nov. 22, 2022. The property is two lots, 6 and 7, recorded in 1919. The resident information meeting was held on Tuesday, Mar. 14<sup>th</sup>. The MCDPS issued their permits and the Village permit was issued on May 30, 2023. The two SWM planter boxes are an issue.

**3419 Cummings La.**

The owner submitted an application to demolish the existing house and to construct a new home on Nov. 22, 2022. The property is two lots, 6 and 7, recorded in 1919. The resident information meeting was held on Tuesday, Mar. 14<sup>th</sup>. The MCDPS issued their permits and the Village issued their permits on May 11, 2023. The SWM planter box is an issue. The plans have been revised to modify the front porch roof.

**203 Oxford St.**

The applicant has submitted an application to add a two story addition and a deck at the rear of the house. The Village issued the building permit on May 23, 2023. A residents information meeting was not required, since the proposed addition is under 500 S.F. The staff has requested a wall check survey.

### **151 Quincy St.**

The property owner submitted a building permit application to remove the ex. house and to construct a new house. The Village issued the permits on Nov. 23, 2022. The old house has been removed and the new house construction is underway.

### **162 Quincy St.**

The new homeowner is making interior improvements to the existing house and has said the existing house footprint will not increase. The homeowner has built a 10 inch high retaining wall along the front of the property on Quincy, next to the public sidewalk. A Village right of way license agreement has been prepared and is pending signatures.

### **3500 Raymond St.**

The property owner has applied for a Village permit to make several additions to the existing house. The Village issued their permits on Jan. 6, 2023. The work is ongoing. The Wall Check survey indicates the addition complies with the Village setbacks. The Village has requested a certified height survey of the new roof.

### **3504 Shepherd St.**

The homeowner plans to construct an addition at the rear of the ex. house. The Village issued their permits on Dec. 8, 2022. Work has begun.

### **3412 Taylor St.**

The homeowner has submitted plans to enclose and remove the existing below street garage and to remove and raise the driveway, so it will slope towards the street and away from the house. The staff met with the owners and their architect and discussed the proposed revisions and the process.

### **3502 Taylor St.**

The property owner submitted an application to construct a two story addition at the rear of the house and to make interior improvements. The Village permit was issued on May 24, 2023.

### **3508 Taylor St.**

The property owner began construction of an addition at the rear of the house without obtaining County or Village permits. A Village “Stop Work Order” has been issued and construction has stopped. The property owner has not applied for a permit from MCDPS or the Village.

**3409 Thornapple St.**

The property owner has applied for a permit to add a deck at the rear of the house. That permit has been issued. They also propose to add an additional parking place in the front yard. The staff has requested a non-vegetative analysis for the proposed parking space.

## **Council Meeting Minutes – June 15, 2023**

VIA ZOOM CONFERENCE CALL AND IN-PERSON

**Council Members Present:** Andrew Kauders; Susan Fattig; Arthur Alexander; Katie Howard; Jeff Blander

**Residents and other Attendees:** Village Manager: Michael Silliman; Building Administrator: Doug Lohmeyer; Village Attorney: Ron Bolt; Keith Allen (Turner Ln.); Nathaniel Edelstein (Quincy St.); Marty Langelan (Chestnut St.); Joel Kliksberg (Quincy St.); George McAleese (Melville Pl.); Lorie Mitchell (Cummings Ln.); Doug Grob (Cummings Ln.); Hiromi Maruyama (Cummings Ln.); Ben Dunford (Taylor Ln.); and Lynn Welle (Oxford St.).

### **7:30 PM Call to Order: Kauders**

Keith Allen reported that Father's Day and Juneteenth will have great weather. Keith mentioned the wildfires in Canada causing smoke.

### **Opportunity for Council to Hear Residents' Comments.**

Marty Langelan provided an update on the community listserv work and mentioned wanting the voter roll verification document to be published, ongoing parking enforcement needs, discussions of various building code edits, and expressed support for new taskforces.

Nathaniel Edelstein commented on the ongoing water concerns at 151 Quincy.

Doug Grob commented on the development that has started at 3419 Cummings Lane and raised the question as to whether the large structure planter box that is in the side yard is subject to building setbacks.

Hiromi Maruyama added that when the Village code does not address a specific issue, it should be at the Council's authority and responsibility to reasonably interpret.

Joel Kliksberg commented that each Council member should visit to see for themselves the development at 3419 Cummings. There are two items here to address, the current issue at hand and also the long-term resources the Council has to solve the larger problem.

### **8:01 PM Building Administrator's Report: Lohmeyer**

Doug Lohmeyer delivered his report. Further discussion was had in regard to 3419 Cummings and 151 Quincy. Andrew noted that the Council will go into closed session tonight to receive legal advice on both of these issues.

### **Discuss 153 Quincy new driveway proposal**

Village Manager Michael Silliman gave a brief background as to the various new driveway proposals that were submitted and not approved. Village Attorney Ron Bolt explained the options the property owners can take after a permit application is rejected: appeal the decision, apply for a variance, or submit another driveway apron design that conforms to Village requirements. The owner Joel Kliksberg gave the backstory of how this situation got to this point and provided two issues for the Council to address: 1) the driveway apron of 151 Quincy is on the property line and the Council should address this and 2) an appeal to interpret the code correctly that the 5-foot turning radius is a maximum, not a minimum requirement. Village Attorney Ron Bolt recommended processing an appeal and a variance request simultaneously.

### **Approve May Meeting Minutes: Kauders**

Arthur moved to approve the May meeting minutes. Jeff seconded. The minutes passed unanimously.

### **8:36 PM Committee Updates: Kauders Community Engagement**

Keith Allen provided an update on the Community Engagement Committee's planning for the July 4<sup>th</sup> event and the calendar for the rest of the year.

### **Ethics**

Lorie Mitchell provided the highlights for the Ethics Committee's annual report and thanked her fellow committee members. Lorie noted that the committee asked a number of questions of the Council that are still outstanding.

### **Election**

George McAleese provided an update about the last meeting of the Election Committee and thanked everyone for patience as they had some delays in getting the final election results out. George thanked the Village for such a good voter turnout, Michael for his support of the Committees work, and his fellow Committee members.

Andrew Kauders thanked all the committee volunteers and thanked the previous safety and walkability taskforces for all their work that resulted in a number of recommendations that are being implemented in the next year.

Jeff Blander thanked everyone as well and commented that the Council can address some issues going forward to strengthen processes and provide tactical and strategic solutions.



#### **8:49 PM Discussion of FY24 standing and ad hoc committees.**

Andrew Kauders mentioned the goal to stand up two new taskforces in the new fiscal year including a taskforce to create educational programming around the resolution condemning antisemitic acts and a taskforce looking into the water issues and the Village building code. The Council directed Village Manager Michael Silliman to start by creating the scope of work and general mission for these new taskforces. The Council will vote to create these new taskforces in July and then issue a call for volunteers.

#### **Treasurer's Report: Alexander**

Arthur provided his report. Arthur motioned to move \$8,000 from the snow removal line item to the events line item to make up for spending in that category. Jeff seconded. This passed unanimously.

#### **Manager's Report: Silliman**

Michael delivered his report.

#### **9: 35 PM Opportunity for Council to Hear Residents' Comments: TBD**

George McAleese commented in a personal capacity about his negative experience serving on the Election Committee the last three years, due to the conduct of certain residents.

Lynn Welle commented that he wasn't familiar with The Traffic Group and asked for clarity on the Village's relationship.

Ben Dunford commented that George McAleese has served this Village well despite being personally attacked.

Marty Langelan commented that she agrees about civility and said that questions to the Election Committee are not personal attacks but questions that need to be answered.

#### **Closed session.**

While in open session, Susan moved and Arthur seconded to enter closed session pursuant to the Open Meetings Act, General Provisions Article, Section 3-305(b)(7) to obtain legal advice from counsel regarding interpretation of the Village building code, water drainage concerns, and appeal and variance procedures, related to the projects at 3419 Cummings and 151 and

153 Quincy. This was unanimous. The Council received legal advice regarding these matters. No action was taken. The closed session adjourned at 10:50 pm.

**10:51 PM Adjournment: Kauders**

Arthur moved and Susan seconded. This was unanimous.

## **Council Meeting Minutes – July 13, 2023**

VIA ZOOM CONFERENCE CALL AND IN-PERSON

**Council Members Present:** Andrew Kauders; Susan Fattig; Arthur Alexander; Katie Howard; Jeff Blander

**Residents and other Attendees:** Village Manager: Michael Silliman; Building Administrator: Doug Lohmeyer; Village Attorney: Ron Bolt; Marty Langelan (Chestnut St.).

**7:30 PM Call to Order: Kauders**

**Closed session.**

While in open session, Susan moved and Arthur seconded to enter closed session pursuant to the Open Meetings Act, General Provisions Article, Section 3-305(b)(7) to obtain legal advice from counsel regarding interpretation of the Village building code. This was unanimous.

Arthur moved to direct Village Manager Michael Silliman to issue a stop work order at 3417 and 3419 Cummings Ln. related to construction of bio retention planter boxes that are in the additional side setbacks. Susan seconded. This was unanimous.

**8:37 PM Adjournment: Kauders**

Arthur moved and Katie seconded. This was unanimous.

## **Council Meeting Minutes – July 31, 2023**

VIA ZOOM CONFERENCE CALL AND IN-PERSON

**Council Members Present:** Andrew Kauders; Susan Fattig; Arthur Alexander; Katie Howard

**Other Attendees:** Village Manager: Michael Silliman; Village Attorney: Ron Bolt

**7:30 PM Call to Order: Kauders**

**Closed session.**

While in open session, Katie moved and Arthur seconded to enter closed session pursuant to the Open Meetings Act, General Provisions Article, Section 3-305(b)(7) to obtain legal advice from counsel regarding interpretation of the Village building code. This was unanimous.

No action was taken during the closed session.

**Adjournment: Kauders**

Arthur moved and Susan seconded. This was unanimous.

Resolution No.: 2023-3  
Introduced: 3-16-23  
Adopted: 5-11-23  
Amended: 8-17-23  
Effective Date: July 1, 2023

## **THE VILLAGE OF MARTIN'S ADDITIONS**

**SUBJECT:** A RESOLUTION TO APPROVE LEVYING A TAX ON CERTAIN REAL AND PERSONAL PROPERTY UNDER THE PROVISIONS OF SECTION 6-203 OF THE TAX-PROPERTY ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AS AMENDED

WHEREAS, Section 6-203 of the Tax-Property Article, of the Annotated Code of Maryland (as amended), grants authority to municipal corporations to levy a tax on personal property, land, and improvements thereon, within the municipal corporation; and

WHEREAS, the Village of Martin's Additions is a municipal corporation within the meaning of Section 6-203 of the Tax-Property Article; and

WHEREAS, pursuant to Section 703 of the Village Charter, the Village Council has the authority to levy a tax on all real property in the Village at the rate determined in accordance with Section 703 of the Village Charter; and

WHEREAS, pursuant to Section 601 of the Village Charter, the Annual Meeting of the residents of Martin's Additions was held on the 18<sup>th</sup> day of May, 2023 after due notice and advertisement of the time and place of the meeting and said notice included the proposed budget for 2023-2024 and the proposed tax rates to be levied upon real and personal property; and

WHEREAS, after due deliberation and consideration of all information and testimony presented to the Village Council, the Village Council finds that the proposed tax rates on real and personal property will serve the best interests of the Village.

NOW, THEREFORE, be it:

**RESOLVED:** That the Village Council of the Village of Martin's Additions, pursuant to the authority granted by the Village Charter and Section 6-203 of the Tax-Property Article of the Annotated Code of Maryland, hereby levies a tax at the rate of two thousandths of a cent (\$0.002)\*\*\* per one hundred dollars of assessable value (fair market value) on real property subject to taxation by the Village; zero dollars and zero cents (\$0.00) per one hundred dollars of assessed value of assessable personal property subject to taxation by the Village; and one dollar and forty-five cents (\$1.45) per one hundred dollars of assessed value of assessable utility property subject to taxation by the Village; and be it further

RESOLVED: That the tax levied hereby be certified to the County Council for Montgomery County, Maryland, and that Montgomery County, Maryland be, and hereby is, authorized and directed to collect and pay over said tax to the Village of Martin's Additions; and be it further

RESOLVED: That the Director of Finance for Montgomery County, Maryland be advised of this resolution.

I, Susan Fattig, Secretary of the Village Council of the Village of Martin's Additions, hereby certify that the foregoing resolution was adopted by the Village Council at its meeting on 11<sup>th</sup> day of May, 2023.

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Susan Fattig, Secretary

\*\*\* A previous version of this resolution incorrectly stated the rate as \$0.02 for \$100 of assessed value on real property. The correct rate is \$0.002.

**Village of Martin's Additions  
Financial Report for August 2023  
Arthur Alexander, Chair, Treasurer (former)  
August 17, 2023**

	<u>Actual</u>	<u>Budgeted</u>
July 2022-June 2023		
Revenues (regular)	\$1,492,507	836,393
Expenses (excluding capital projects)	770,642	767,873
Net income (regular revenues minus current expenses)	721,865	68,520
Capital investment expenses	\$62,608	
Federal grant: American Rescue Plan	489,181	0
Investment reserves (less expenditures)	1,437,392	
Emergency reserves	1,000,000	
Current assets less reserves shown above:	\$ 3,015,667	

This report covers the fiscal year July 1, 2022 to June 30, 2023, for which we now have a full accounting. Expenditures were slightly greater than budgeted by \$2,800. Revenues received as the Village share of residents' state income tax was \$1.1 million, the largest ever. Income from all sources was almost double our projections.

Two categories spent more than budgeted, which must be covered by a budget resolution. An office rent increase that had not been paid for 11 months unexpectedly inflated the General Government line item; and bills arriving in June for future events pushed Community Events over the projected sum. We require increasing General Government by \$2,100 and Community Events by \$3,200, balanced by reducing the under-spending Streets category by \$5,300.

Since the Village shifted its election procedures to a mail-in process, election management is a new budget line item that doubled this past year. Information technology is another added item, costing \$20,000 last year and budgeted for \$15,00 this year. IT includes email, software, our public communications, plus a service that reviews our procedures, protects against cyber-security threats, and assists with system installations and updates. Ten years ago, the office used a laptop running consumer software.

The Village's tree program, which plants large trees on residents' properties, is budgeted at \$15,000 annually. Since its inception, one hundred trees will have been put in place, a forest contributing to the clean air, shade, wildlife, water retention, and multitude other benefits.

Two years ago, we transferred bookkeeping from a professional accountant to in-house operation by office staff. The view afforded by this shift identified several procedural problems; for example, our credit card statements and bill payments were sent by mail, which caused delays, threats of service cancellation, and late fees. The manager is now seeking solutions for these issues. Another minor change is that we are maintaining a larger checking account balance to reduce the chance of insufficient funds and subsequent fees, delays, and nuisance. These are just some of the examples of the thrills in the life of your Village treasurer.

## **Call for Volunteers: VMA Antisemitism Awareness and Education Task Force**

**Description:** On March 16<sup>th</sup> 2023 in open meeting the VMA council voted unanimously to sign onto a resolution prepared by the Town of Chevy Chase condemning antisemitic acts (Please see attached resolution).

Accordingly, the Village Council will appoint a minimum of three (3) resident-volunteers to a temporary 12-month Antisemitism Awareness and Education Task Force charged with implementing an awareness and education campaign in accordance with the resolution:

**Developing an “Antisemitism Awareness” Public Education Program: An Initiative of Montgomery County Municipalities’.**

### **Task Force Goals**

- Work with the VMA Council and designated liaisons to finalize a scope of work and calendar of recurring administrative meetings to support key objectives and deliverables.
- Outreach with other municipalities who have signed the resolution to identify information sources, guest speakers, coordinated schedule of hosted forums, and seek the advice of others, including officials and experts, with relevant knowledge.
- Conduct a community needs assessment consistent with Village practices, including surveying residents to assess the state of resident concern in VMA and awareness of specific antisemitism issues in Montgomery County and educational resources available.
- Host at least 1 event offering VMA community meeting space for experts and leaders to engage residents. The Taskforce working with our VMA village staff will publicize the event to VMA residents as well as residents from other municipalities.
- Report progress to the Council at its regularly scheduled monthly meetings.
- Submit a final written report, including any prioritized recommendations for recurring programs and educational resources, to the Council by no later than June 2024.

### **Meetings:**

- Meetings of the Task Force shall be conducted in compliance with the Maryland Open Meetings Act.
- With the assistance of the Village manager, public notice and an agenda shall be issued before the holding of a meeting. Minutes of the meeting shall be promptly prepared, as required by the Act.

### **Records:**

- Records of the Task Force shall be retained in accordance with the Maryland Public Information Act. Task Force members shall review the Village’s Document Retention Schedule and make certain records are retained in accordance therewith.

### **Budget:**

- The Task Force shall operate within a one-time allocation for catering a hosted event with VMA residents, invited municipalities, and identified expert thought leaders, which will be set by the Council and administered by the Village manager.



**Storm Water and Groundwater Task Force Scope of Work**  
**Village of Martin's Additions**  
**July 23, 2023 (draft)**

**Preamble:**

The Village's Charter authorizes measures "necessary for the preservation of the property, rights and privileges of the municipality and its residents." Recently, Village of Martin's Addition's residents expressed alarm over various issues occurring in and around the Village. More specifically, the concerns included storm water that overwhelms the county's storm drains and overflows onto property and into residences; and groundwater that flows into basements and properties, threatens neighbors, and adds to the limited storm drain capacity. Among the possible reasons for the apparently increasingly frequent water problems are more intense rainstorms due to a warming climate and builders digging deeper foundations to enclose greater house volume under the constraints of the Village building code limits on height.

Accordingly, the Village Council will appoint a minimum of three resident-volunteers to a temporary six-month Water Task Force to assess storm water and groundwater issues in the Village. Upon completion of its work, the Task Force will make written recommendations to the Council and community that address identified needs and deficiencies.

**Mission:**

The Task Force will:

- A. Assess the state of water issues in the Village by gathering information from available data, Village residents (e.g., through comments or surveys), and review of the 2010 storm water committee report.
- B. Identify gaps in Village operations in the context of a small municipality within Montgomery County.
- C. Review Montgomery County policies and Village code of ordinances specific to construction, storm water management systems, and methods intended to manage stormwater runoff.
- D. Consider resident, Village, and County remedies as well as their benefits and costs.
- E. Propose actions to the Council to remedy deficiencies including possible amendments to the existing code of ordinances, noting the experiences of other jurisdictions and the preferences of Village residents. Among the remedies that might be proposed (but not to the exclusion of others) might be Village contributions to improving storm drains, building up curbs and driveway aprons to control water flows, prohibiting excavations below the water table, restricting impervious surface areas, or making greater use of trees, rain tanks, cisterns, swales, and other water-retention means.

**Operations:**

The Task Force will:

- A. Work with the Village manager and contractors to identify information sources and recommend procedures. The Task Force will also seek the advice of others, including Montgomery County officials and experts from Prince George's County (which has introduced groundwater controls on construction projects), and other technical experts with relevant knowledge.
- B. Review strategies and regulations implemented by neighboring jurisdictions, including the Town of Chevy Chase, Section 5 of the Village of Chevy Chase, Town of Somerset, and others.
- C. Conduct a community survey or otherwise gather information on local experience.
- D. Seek and analyze data on storm water and groundwater trends.
- E. Report progress to the Council at its regularly scheduled monthly meetings.
- F. Submit a final written report to the Council, including any prioritized recommendations, no later than one year after formation.
- G. Review the Village's "Guidelines for Village Committees."

**Meetings:**

Task Force meetings will observe the Maryland Open Meetings Act. The task force chair will issue a public notice and agenda before meetings with the assistance of the Village manager, and promptly prepare meeting minutes, as required by the Act. Once approved by a majority of the Task Force, the Village manager will publicly disseminate them.

As required by the Act, at least one member of the Task Force must complete the online training offered by the Open Meetings Compliance Board. The trainee will inform the Village manager once the training has been completed. All members are encouraged to complete the training. The training is available here: [https://www.igsr.umd.edu/VLC/OMA/class\\_oma\\_title.php](https://www.igsr.umd.edu/VLC/OMA/class_oma_title.php).

**Records:**

The Task Force will retain records in accordance with the Maryland Public Information Act and the Village's Document Retention Schedule.

**Budget:**

Requests for funds that may be required by the Task Force will be communicated to the Village manager and Council for review and approval.

# **REQUEST FOR PROPOSAL**

## **Food Waste Composting Services**

### **Village of Martin's Additions**

#### **INTRODUCTION**

The Village of Martin's Additions (VMA) hereby solicits proposals from individuals or firms with experience in providing food waste composting services. The successful bidder should be prepared to meet with the VMA Council and staff as needed. VMA expects that the successful bidder would begin immediately following the contract award.

#### **BACKGROUND**

The Village of Martin's Additions is a small municipality of approximately 89 acres and 325 homes in Montgomery County (see Appendix A).

Currently, the Village provides traditional household trash collection (twice per week on Mondays and Thursdays), yard waste collection (once per week on Mondays), recycling collection (once per week on Tuesdays), and bulk trash removal (every other month). 70 or so households currently compost with Compost Crew at their own cost.

However, the Village Council recently passed a fully subsidized composting program in the Village's FY24 budget for anyone that currently composts and for anyone else that would like to sign up. Original estimates are that around 100 Village households will take advantage of this service.

#### **SCOPE OF WORK**

VMA expects the Scope of Work for the successful bidder to include the following.

- **Residential Pickup:**
  - **Frequency:** Provide one (1) curbside residential food waste compost pick up weekly for approximately 100 interested homes in the Village on a schedule agreed to with the Village. Of note, the addresses of participants are located throughout the Village.
  - **Receptacles:** Provide participating residents with a program compliant bin and liner in which to place their materials for composting. Successful bidders will pick up and leave participants with a new liner and a clean bin each week in accordance with best practices for composting in an urban area.
- **Education and Training:** Educate the Village, regarding zero waste and/or the benefits of composting. Train property owners who enroll in the program about how to properly participate.
- **Leakage/Spillage:** Any leakage or spillage of materials that occurs during collection shall be immediately cleaned up or removed by the successful bidder at its sole expense, restoring the Village ROW to its original state.

- Products of Composting: Include an option for residents to receive compost produced from their food scraps for their private use on a routine schedule.

This will be a one-year contract with options to extend for up to two additional years.

### **SUBMITTAL REQUIREMENTS**

Proposals must include the following:

- A transmittal letter introducing you or your firm and general approach to this work.
- The qualifications of your company to perform the scope of work, including any equipment that would be used.
- The name(s) of the designated project manager(s).
- Cost information, including rates and any additional expenses for undertaking this work.
- Two (2) references with contact information.

The successful proposer will be required to execute affidavits of non-collusion, non-conviction, and non-suspension/disbarment (Md. Code, State Finance and Procurement Art. Sec. 16-311(a) and (b)) (Appendixes B and C), and a written contract in a form approved by the Village. The successful proposer must be qualified and registered to do business in Maryland (Md. Code, Corps. Art. Sec. 7-201).

The successful proposer must be an equal opportunity employer and all qualified applicants for employment with the proposer must receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

### **SUBMITTING PROPOSALS**

If you wish to provide a proposal, the required information should be submitted to:

Village of Martin's Additions  
Attn: Snow Plowing Services  
7013 Brookville Road (Suite B, 2nd floor)  
Chevy Chase, MD 20815-3263

Or

[Manager@martinsadditions.org](mailto:Manager@martinsadditions.org)

Proposals must be received no later than 5:00 pm on Monday, November 12, 2021. Proposals received after the deadline will not be considered. Proposals sent via mail should be submitted with one original and one copy. VMA reserves the right to reject any and all proposals in part or in full and to waive formalities as may best serve the interests of VMA.

*The Village of Martin's Additions is a municipality of approximately 325 houses in the Chevy Chase area of Maryland's Montgomery County. A five-person elected Council governs the Village and it hires a Village Manager to which it delegates duties consistent with the Village Charter and ordinances.*

## Appendix A

### The Village of Martin's Additions

#### B

Bradley Lane (3408-3525)

#### C

Chestnut Street (7200-7223)

Cummings Lane (3405-3521)

#### D

Delfield Street (7200-7320)

#### M

Melville Place (6700-6709)

#### O

Oxford Street (202-209)

#### Q

Quincy Street (101-163)

#### R

Raymond Street (3406-3529)

#### S

Shepherd Street (3404-3519)

Summit Avenue (7200-7405)

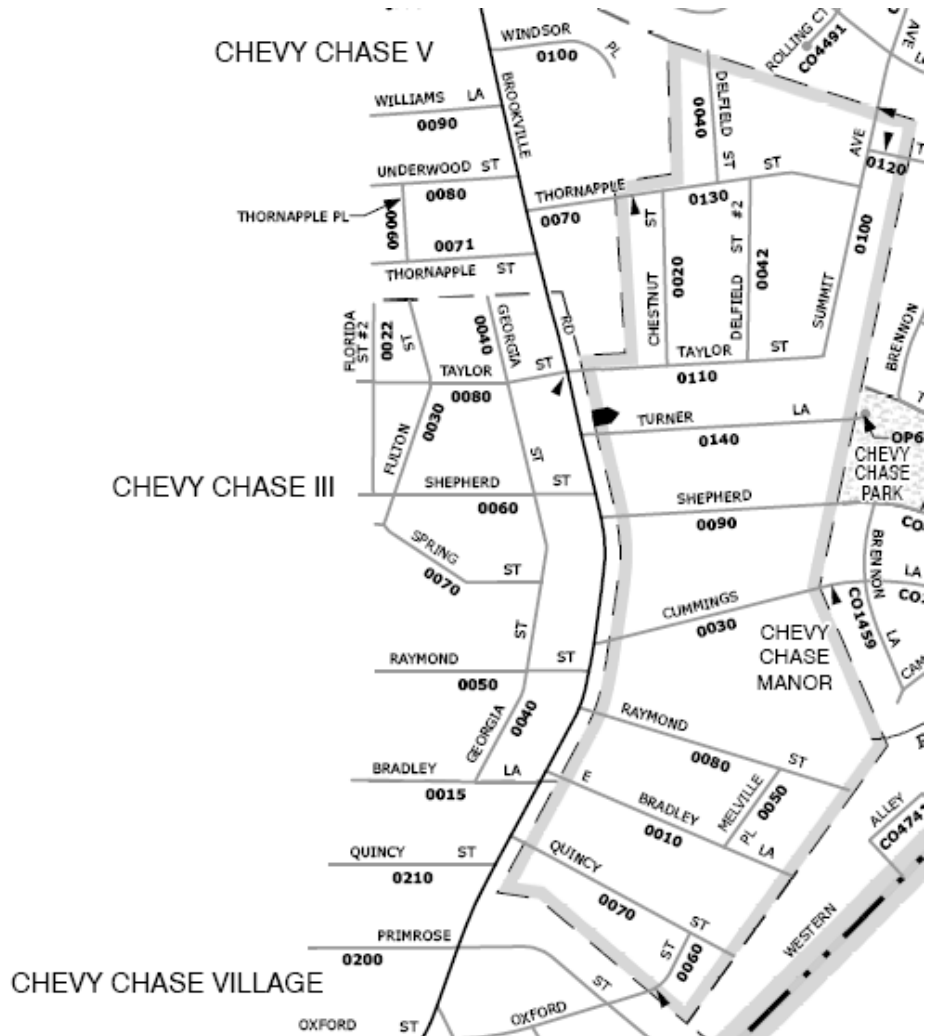
#### T

Taylor Street (3404-3518)

Thornapple Street

(3219-3503)

Turner Lane (3402-3519)



## Appendix B

### Non-Collusion Affidavit

I hereby affirm that:

I am the \_\_\_\_\_ (title) and duly authorized representative of the firm of \_\_\_\_\_ (name of Corporation) whose address is \_\_\_\_\_ and that I possess the legal authority to make this affidavit on behalf of myself and the firm for which I am acting. I further affirm:

1. I am fully informed respecting the preparation and contents of the attached bid or and all of the pertinent circumstances respecting such bid:

2. Such bid is genuine and is not a collusive or sham bid:

3. Neither the said bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interests, including this affidavit, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other bidder, firm or person to submit a collusive or sham bid in connection with the Contract for which the attached bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner directly or indirectly, sought by agreement or collusion or communication or conference with any other bidder, firm or person to fix the price or prices in the attached bid or of any other bidder, or to fix any overhead, profit or cost element of the bid price or the bid price of any other bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Village of Martin's Additions or any person interested in the proposed Contract; and

4. The price or prices quoted in the attached bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affidavit.

I do solemnly declare and affirm under the penalties of perjury that the contents of this affidavit are true and correct.

Name of Firm: \_\_\_\_\_

Signature and Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix C

### Affidavit of Non-Conviction

I hereby affirm that:

I am the \_\_\_\_\_ (title) and duly authorized representative of \_\_\_\_\_ name of business entity) whose address is \_\_\_\_\_ and that I possess the legal authority to make this affidavit on behalf of myself and the firm for which I am acting. I further affirm:

1. Except as described in paragraph 2 below, neither I nor the above business entity, nor to the best of my knowledge, any of its controlling stockholders, officers, directors, or partners, performing contracts with any public body (the State or any unit thereof, or any local governmental entity in the State, including any bi-county or multi-county entity) has:

A. been convicted under the laws of the State of Maryland, any other state, or the United States of any of the following: (1) bribery, attempted bribery, or conspiracy to bribe; (2) a criminal offense incident to obtaining, attempting to obtain, or performing a public or private contract; (3) fraud, embezzlement, theft, forgery, falsification or destruction of records, or receiving stolen property; (4) a criminal violation of an anti-trust statute; (5) a violation of the Racketeer Influenced and Corrupt Organization Act, or the Mail Fraud Act, for acts in connection with the submission of bids or proposals for a public or private contract; (6) a violation of State Finance and Procurement Article of the Annotated Code of Maryland; or (7) conspiracy to commit any of the foregoing;

B. pled *nolo contendere* to, or received probation before verdict for, a charge of any offense set forth in subsection A of this paragraph;

C. been found civilly liable under an anti-trust statute of the State of Maryland, another state or the United States for acts or omissions in connection with the submission of bids or proposals for a public or private contract; or

D. during the course of an official investigation or other proceeding, admitted, in writing or under oath, an act or omission that would constitute grounds for conviction or liability under any law or statute described in subsection A or C of this paragraph;

2. State “none” or, as appropriate, list on a separate sheet any conviction, plea or admission described in paragraph 2 above, with the date, court, official or administrative body, the individuals involved and their position with the firm, and the sentence or disposition, if any. \_\_\_\_\_

3. I further affirm that neither I nor the above business entity shall knowingly enter into such a contract with the Village of Martin’s Additions under which a person or business debarred or suspended from contracting with a public body under Title 16 of the State Finance and Procurement Article of the Annotated Code of Maryland, will provide, directly or indirectly,



supplies, services, architectural services, construction related services, leases of real property or construction.

I acknowledge that this affidavit is given pursuant to Maryland Code, Finance and Procurement Article, Section 16-311. I acknowledge that, if the representations set forth in this affidavit are not true and correct, the Village of Martin's Additions may terminate any contract awarded and take any other appropriate actions. I further acknowledge that I am executing this affidavit in compliance with Section 16-309 of the State Finance and Procurement Article which ordains that any person convicted of bribery (upon acts committed after July 1, 1977) in furtherance of obtaining a contract from the State or any subdivision of the State of Maryland shall be disqualified from entering into a contract with the Village of Martin's Additions.

I do solemnly declare and affirm under the penalties of perjury that the contents of this affidavit are true and correct.

Name of Business Entity: \_\_\_\_\_

Signature and Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

## **REQUEST FOR PROPOSAL**

### **Leaf Vacuuming Services**

### **Village of Martin's Additions**

#### **INTRODUCTION**

The Village of Martin's Additions (VMA) hereby solicits proposals from individuals or firms with experience in providing leaf vacuuming services. The successful bidder should be prepared to meet with the VMA Council and staff as needed. VMA expects that the successful bidder would begin immediately following the contract award.

#### **BACKGROUND**

The VMA is a small municipality of approximately 89 acres and roads, many quite narrow, totaling approximately 2.5 miles. The streets within the Village are depicted on Appendix A.

#### **SCOPE OF WORK**

The successful bidder would be engaged to provide leaf vacuuming services in the public right-of-way (ROW) and/or streets of VMA for the autumn of 2023. Additional years may be added at the discretion of the Village.

This will be a one-year contract with options to extend for up to two additional years covering the 2023, 2024, and 2025 autumns.

#### **SUBMITTAL REQUIREMENTS**

Proposals must include the following:

- A transmittal letter introducing you or your firm and general approach to this work.
- The qualifications of your company to perform the scope of work, including any equipment that would be used.
- The name(s) of the designated project manager(s).
- Cost information, including rates and any additional expenses for undertaking this work.
- Two (2) references with contact information.

The successful proposer will be required to execute affidavits of non-collusion, non-conviction, and non-suspension/disbarment (Md. Code, State Finance and Procurement Art. Sec. 16-311(a) and (b)) (Appendixes B and C), and a written contract in a form approved by the Village, a copy of which is attached. The successful proposer must be qualified and registered to do business in Maryland (Md. Code, Corps. Art. Sec. 7-201).

This contract may be funded with Federal grant funds. Accordingly, the Additional Terms-Federal Grant Funds addendum shall apply, a copy of which is attached.

The successful proposer must be an equal opportunity employer and all qualified applicants for employment with the proposer must receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

### **SUBMITTING PROPOSALS**

If you wish to provide a proposal, the required information should be submitted to:

Village of Martin's Additions  
Attn: Snow Plowing Services  
7013 Brookville Road (Suite B, 2nd floor)  
Chevy Chase, MD 20815-3263

Or

[Manager@martinsadditions.org](mailto:Manager@martinsadditions.org)

Proposals must be received no later than 5:00 pm on Monday, November 12, 2021. Proposals received after the deadline will not be considered. Proposals sent via mail should be submitted with one original and one copy. VMA reserves the right to reject any and all proposals in part or in full and to waive formalities as may best serve the interests of VMA.

*The Village of Martin's Additions is a municipality of approximately 325 houses in the Chevy Chase area of Maryland's Montgomery County. A five-person elected Council governs the Village and it hires a Village Manager to which it delegates duties consistent with the Village Charter and ordinances.*

## Appendix A

### The Village of Martin's Additions

#### B

Bradley Lane (3408-3525)

#### C

Chestnut Street (7200-7223)

Cummings Lane (3405-3521)

#### D

Delfield Street (7200-7320)

#### M

Melville Place (6700-6709)

#### O

Oxford Street (202-209)

#### Q

Quincy Street (101-163)

#### R

Raymond Street (3406-3529)

#### S

Shepherd Street (3404-3519)

Summit Avenue (7200-7405)

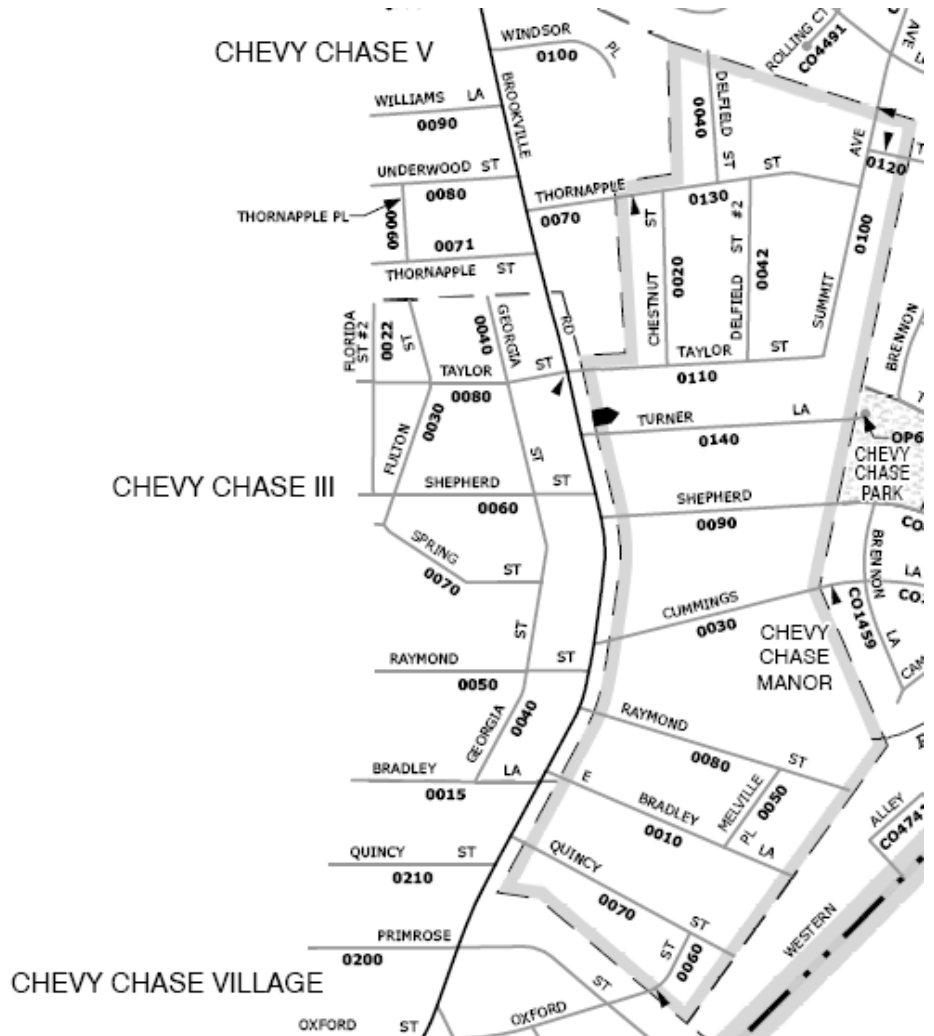
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Taylor Street (3404-3518)

Thornapple Street

(3219-3503)

Turner Lane (3402-3519)



## Appendix B

### Non-Collusion Affidavit

I hereby affirm that:

I am the \_\_\_\_\_ (title) and duly authorized representative of the firm of \_\_\_\_\_ (name of Corporation) whose address is \_\_\_\_\_ and that I possess the legal authority to make this affidavit on behalf of myself and the firm for which I am acting. I further affirm:

1. I am fully informed respecting the preparation and contents of the attached bid or and all of the pertinent circumstances respecting such bid:

2. Such bid is genuine and is not a collusive or sham bid:

3. Neither the said bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interests, including this affidavit, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other bidder, firm or person to submit a collusive or sham bid in connection with the Contract for which the attached bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner directly or indirectly, sought by agreement or collusion or communication or conference with any other bidder, firm or person to fix the price or prices in the attached bid or of any other bidder, or to fix any overhead, profit or cost element of the bid price or the bid price of any other bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Village of Martin's Additions or any person interested in the proposed Contract; and

4. The price or prices quoted in the attached bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affidavit.

I do solemnly declare and affirm under the penalties of perjury that the contents of this affidavit are true and correct.

Name of Firm: \_\_\_\_\_

Signature and Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix C

### Affidavit of Non-Conviction

I hereby affirm that:

I am the \_\_\_\_\_(title) and duly authorized representative of \_\_\_\_\_name of business entity) whose address is \_\_\_\_\_and that I possess the legal authority to make this affidavit on behalf of myself and the firm for which I am acting. I further affirm:

1. Except as described in paragraph 2 below, neither I nor the above business entity, nor to the best of my knowledge, any of its controlling stockholders, officers, directors, or partners, performing contracts with any public body (the State or any unit thereof, or any local governmental entity in the State, including any bi-county or multi-county entity) has:

A. been convicted under the laws of the State of Maryland, any other state, or the United States of any of the following: (1) bribery, attempted bribery, or conspiracy to bribe; (2) a criminal offense incident to obtaining, attempting to obtain, or performing a public or private contract; (3) fraud, embezzlement, theft, forgery, falsification or destruction of records, or receiving stolen property; (4) a criminal violation of an anti-trust statute; (5) a violation of the Racketeer Influenced and Corrupt Organization Act, or the Mail Fraud Act, for acts in connection with the submission of bids or proposals for a public or private contract; (6) a violation of State Finance and Procurement Article of the Annotated Code of Maryland; or (7) conspiracy to commit any of the foregoing;

B. pled *nolo contendere* to, or received probation before verdict for, a charge of any offense set forth in subsection A of this paragraph;

C. been found civilly liable under an anti-trust statute of the State of Maryland, another state or the United States for acts or omissions in connection with the submission of bids or proposals for a public or private contract; or

D. during the course of an official investigation or other proceeding, admitted, in writing or under oath, an act or omission that would constitute grounds for conviction or liability under any law or statute described in subsection A or C of this paragraph;

2. State “none” or, as appropriate, list on a separate sheet any conviction, plea or admission described in paragraph 2 above, with the date, court, official or administrative body, the individuals involved and their position with the firm, and the sentence or disposition, if any. \_\_\_\_\_

3. I further affirm that neither I nor the above business entity shall knowingly enter into such a contract with the Village of Martin’s Additions under which a person or business debarred or suspended from contracting with a public body under Title 16 of the State Finance and Procurement Article of the Annotated Code of Maryland, will provide, directly or indirectly,

supplies, services, architectural services, construction related services, leases of real property or construction.

I acknowledge that this affidavit is given pursuant to Maryland Code, Finance and Procurement Article, Section 16-311. I acknowledge that, if the representations set forth in this affidavit are not true and correct, the Village of Martin's Additions may terminate any contract awarded and take any other appropriate actions. I further acknowledge that I am executing this affidavit in compliance with Section 16-309 of the State Finance and Procurement Article which ordains that any person convicted of bribery (upon acts committed after July 1, 1977) in furtherance of obtaining a contract from the State or any subdivision of the State of Maryland shall be disqualified from entering into a contract with the Village of Martin's Additions.

I do solemnly declare and affirm under the penalties of perjury that the contents of this affidavit are true and correct.

Name of Business Entity: \_\_\_\_\_

Signature and Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

# **REQUEST FOR PROPOSAL**

## **Snow Plowing Services**

### **Village of Martin's Additions**

#### **INTRODUCTION**

The Village of Martin's Additions (VMA) hereby solicits proposals from individuals or firms with experience in providing snow plowing services. The successful bidder should be prepared to meet with the VMA Council and staff as needed. VMA expects that the successful bidder will begin immediately following the contract award.

#### **BACKGROUND**

The VMA is a small municipality of approximately 89 acres and roads, many quite narrow, totaling approximately 2.5 miles. The streets within the Village are depicted on Appendix A.

#### **SCOPE OF WORK**

The successful bidder would be engaged on an as-needed basis for all snow plowing services on the streets of VMA. Proposals should include:

- 1) Street snow plowing and removal.
- 2) The sidewalk snow shoveling for a list of up to 25 households that need that additional service.
- 3) Providing sand bins for areas that often have icing issues including the delivery of these bins at the beginning of winter and the removal at the end of winter.
- 4) For heavy snowfalls, include snow clearing around fire hydrants in the Village.
- 5) Prior to deployment, the contractor must coordinate with the Village Manager and confirm that snow removal services are needed.

This will be a one-year contract with options to extend for up to two additional years, covering the 2023, 2024, and 2025 winters.

#### **SUBMITTAL REQUIREMENTS**

Proposals must include the following:

- A transmittal letter introducing you or your firm and general approach to this work.
- The qualifications of your company to perform the scope of work, including any equipment that would be used.
- The name(s) of the designated project manager(s).
- Cost information, including rates and any additional expenses for undertaking this work.
- Two (2) references with contact information.

The successful proposer will be required to execute affidavits of non-collusion, non-conviction, and non-suspension/disbarment (Md. Code, State Finance and Procurement Art. Sec. 16-311(a) and (b)) (Appendixes B and C), and a written contract in a form approved by



the Village. The successful proposer must be qualified and registered to do business in Maryland (Md. Code, Corps. Art. Sec. 7-201).

The successful proposer must be an equal opportunity employer and all qualified applicants for employment with the proposer must receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

### **SUBMITTING PROPOSALS**

If you wish to provide a proposal, the required information should be submitted to:

Village of Martin's Additions  
Attn: Snow Plowing Services  
7013 Brookville Road (Suite B, 2nd floor)  
Chevy Chase, MD 20815-3263

Or

[Manager@martinsadditions.org](mailto:Manager@martinsadditions.org)

Proposals must be received no later than **5:00 pm on Friday, September 30, 2023**. Proposals received after the deadline will not be considered. Proposals sent via mail should be submitted with one original and one copy. VMA reserves the right to reject any and all proposals in part or in full and to waive formalities as may best serve the interests of VMA.

*The Village of Martin's Additions is a municipality of approximately 325 houses in the Chevy Chase area of Maryland's Montgomery County. A five-person elected Council governs the Village and it hires a Village Manager to which it delegates duties consistent with the Village Charter and ordinances.*

## Appendix A

### The Village of Martin's Additions

#### B

Bradley Lane (3408-3525)

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#### D

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#### S

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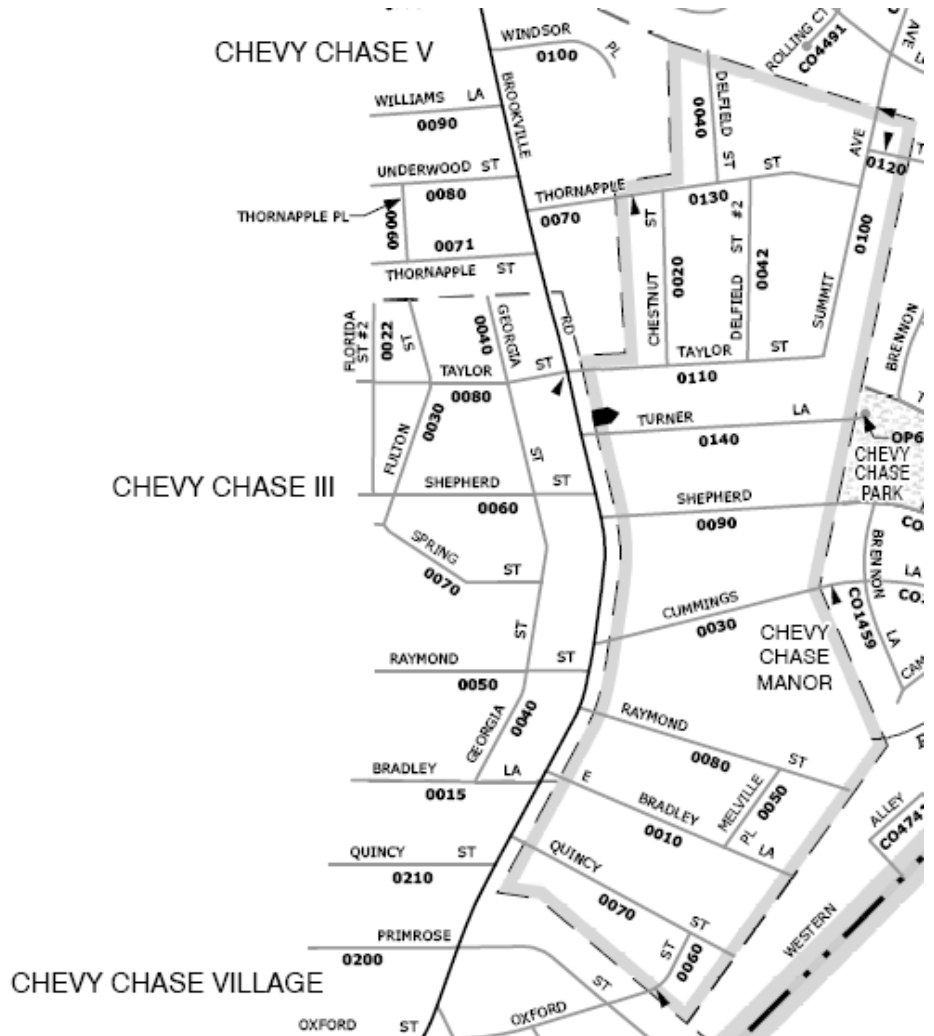
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Taylor Street (3404-3518)

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## Appendix B

### Non-Collusion Affidavit

I hereby affirm that:

I am the \_\_\_\_\_ (title) and duly authorized representative of the firm of \_\_\_\_\_ (name of Corporation) whose address is \_\_\_\_\_ and that I possess the legal authority to make this affidavit on behalf of myself and the firm for which I am acting. I further affirm:

1. I am fully informed respecting the preparation and contents of the attached bid or and all of the pertinent circumstances respecting such bid:

2. Such bid is genuine and is not a collusive or sham bid:

3. Neither the said bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interests, including this affidavit, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other bidder, firm or person to submit a collusive or sham bid in connection with the Contract for which the attached bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner directly or indirectly, sought by agreement or collusion or communication or conference with any other bidder, firm or person to fix the price or prices in the attached bid or of any other bidder, or to fix any overhead, profit or cost element of the bid price or the bid price of any other bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Village of Martin's Additions or any person interested in the proposed Contract; and

4. The price or prices quoted in the attached bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affidavit.

I do solemnly declare and affirm under the penalties of perjury that the contents of this affidavit are true and correct.

Name of Firm: \_\_\_\_\_

Signature and Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix C

### Affidavit of Non-Conviction

I hereby affirm that:

I am the \_\_\_\_\_ (title) and duly authorized representative of \_\_\_\_\_ name of business entity) whose address is \_\_\_\_\_ and that I possess the legal authority to make this affidavit on behalf of myself and the firm for which I am acting. I further affirm:

1. Except as described in paragraph 2 below, neither I nor the above business entity, nor to the best of my knowledge, any of its controlling stockholders, officers, directors, or partners, performing contracts with any public body (the State or any unit thereof, or any local governmental entity in the State, including any bi-county or multi-county entity) has:

A. been convicted under the laws of the State of Maryland, any other state, or the United States of any of the following: (1) bribery, attempted bribery, or conspiracy to bribe; (2) a criminal offense incident to obtaining, attempting to obtain, or performing a public or private contract; (3) fraud, embezzlement, theft, forgery, falsification or destruction of records, or receiving stolen property; (4) a criminal violation of an anti-trust statute; (5) a violation of the Racketeer Influenced and Corrupt Organization Act, or the Mail Fraud Act, for acts in connection with the submission of bids or proposals for a public or private contract; (6) a violation of State Finance and Procurement Article of the Annotated Code of Maryland; or (7) conspiracy to commit any of the foregoing;

B. pled *nolo contendere* to, or received probation before verdict for, a charge of any offense set forth in subsection A of this paragraph;

C. been found civilly liable under an anti-trust statute of the State of Maryland, another state or the United States for acts or omissions in connection with the submission of bids or proposals for a public or private contract; or

D. during the course of an official investigation or other proceeding, admitted, in writing or under oath, an act or omission that would constitute grounds for conviction or liability under any law or statute described in subsection A or C of this paragraph;

2. State "none" or, as appropriate, list on a separate sheet any conviction, plea or admission described in paragraph 2 above, with the date, court, official or administrative body, the individuals involved and their position with the firm, and the sentence or disposition, if any. \_\_\_\_\_

3. I further affirm that neither I nor the above business entity shall knowingly enter into such a contract with the Village of Martin's Additions under which a person or business debarred or suspended from contracting with a public body under Title 16 of the State Finance and Procurement Article of the Annotated Code of Maryland, will provide, directly or indirectly,

supplies, services, architectural services, construction related services, leases of real property or construction.

I acknowledge that this affidavit is given pursuant to Maryland Code, Finance and Procurement Article, Section 16-311. I acknowledge that, if the representations set forth in this affidavit are not true and correct, the Village of Martin's Additions may terminate any contract awarded and take any other appropriate actions. I further acknowledge that I am executing this affidavit in compliance with Section 16-309 of the State Finance and Procurement Article which ordains that any person convicted of bribery (upon acts committed after July 1, 1977) in furtherance of obtaining a contract from the State or any subdivision of the State of Maryland shall be disqualified from entering into a contract with the Village of Martin's Additions.

I do solemnly declare and affirm under the penalties of perjury that the contents of this affidavit are true and correct.

Name of Business Entity: \_\_\_\_\_

Signature and Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_