

1

Agenda for January 18, 2018

2

Minutes of the 11/16/17 Council Meeting

3

Building Administrator Report

4

Financial Reports

5

Small Cell FAQ

6

Charter Amendments

7

Manager Report

8

9

10

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

**Agenda for
Council Meeting
January 19, 2018**

The Village Council may entertain a motion during the open meeting to close a portion of the meeting, in accordance with Section 3-305(b) of the Open Meetings Act (Maryland Code, General Provisions Article)

- | | |
|---------|---|
| 7:30 PM | Call to Order: Cissna |
| 7:31 PM | Discussion on Mail Delivery Issues: Postmaster Aldana |
| 8:00 PM | Opportunity for Council to hear residents' comments: Cissna |
| 8:05 PM | Committee Updates |
| 8:10 PM | Action on Meeting Minutes of November 16, 2017: Cissna |
| 8:11 PM | Building Administrator's Report: Lohmeyer |
| 8:20 PM | Financial matters, including Treasurer's Report: Alexander |
| 8:25 PM | Update on Small Cell Tower Legislation: Bolt |
| 8:30 PM | Discussion on Charter Amendment Recommendations: Bolt |
| 8:45 PM | Manager's Report: Trollinger |
| 8:55 PM | Opportunity for Council to hear residents' comments: Cissna |
| 9:00 PM | Adjournment: Cissna |

Village of Martin's Additions
7013 Brookville Road, Suite B, Chevy Chase, MD 20815
Minutes for Council Meeting on
November 16, 2017

Council Members Present: Richard Krajeck; Tiffany Cissna; Arthur Alexander; Susan Fattig; Katya Hill **Village Manager:** Matthew Trollinger; **Attorney:** Ron Bolt; **Building Administrator:** Doug Lohmeyer; **Residents and other attendees:** Keith Allen (Turner Ln); Ted Stoddard (Turner Ln); Marty Langelan (Chestnut St); Marc Efron (Raymond St).

7:30 PM Call to Order: Krajeck

7:31 PM FY2017 Audit Report: Linton, Shafer, Warfield & Garrett

7:40 PM Opportunity for Council to hear residents' comments: Krajeck

Officer Nick Picerno reported that there were zero reported crimes in Martin's Additions and the surrounding area in the previous five weeks. Reported crimes were low in the summer of 2017 as well. Around the holidays package thefts typical see a spike. In the County there has been BB gun vandalism north on I-270.

Keith Allen (Turner Lane) reported that Thanksgiving will be nice, although perhaps a little chilly.

7:47 PM Ethics Committee Update: Efron

The Ethics Committee held three meetings in the past three months. They suggested two minor changes to the Conflict of Interest Questionnaire that is filled out by Village Council members and staff; they also reaffirmed that the form be filled out annually on or around the beginning of the Village's fiscal year, and be submitted to the Ethics Committee for keeping

The VMA Council approved the recommendations, including the nomination of Todd Mann as Chairman of the Ethics Committee. Motion by Council member Alexander to accept the report and approve recommendations. Seconded by Council member Fattig. All in favor.

7:58 PM Election Committee Report: Langelan

Committee Chair Marty Langelan reported that the Election Committee had, with the help of Village Attorney Ron Bolt produced recommended changes to the Charter

pertaining to timing of the election. The amendments will be introduced for discussion at the next Council meeting, but will not go into effect until after the next election.

8:05 PM Action on Council Meeting Minutes from October 19, 2017: Krajeck

Motion by Council member Fattig to approve the minutes; seconded by Council member Krajeck. All in favor.

8:08 PM Building Administrator's Report: Lohmeyer

6701 Brookville Rd.

The applicant has submitted a building permit application to add an addition at the rear of the existing house. The staff has completed a preliminary review of the application and is waiting for the MCDPS building permit approval.

7210 Chestnut St.

The Village has issued a demolition permit for the removal of the ex. house. The demolition has been completed. The applicant is working with the architect to finalize the architectural plans for the new house. Nothing has been submitted to MCDPS or the Village.

7219 Chestnut St.

The homeowner placed stones tiles over the top of the existing concrete lead sidewalk. A right of way license agreement was prepared for that portion of the sidewalk in the Village right of way. We are waiting for the homeowner to return the executed and notarized agreement, which will be recorded in the land records at Montgomery County.

3405 Cummings La.

The applicant has submitted for a building permit from MCDPS and the Village. The Village issued a building permit on 9/11/17 and construction has begun.

7210 Delfield St.

The homeowner has planted rose bushes and other plants, outside the new fence at the front of the property and within the Village right of way. A right of way license agreement was prepared for the plantings in the Village right of way. We are waiting for the homeowner to return the executed and notarized agreement, which will be recorded in the land records at Montgomery County.

6702 Melville St.

The Village has issued a building permit to enclose the breezeway between the existing house and garage. The exterior appears to be completed and no work has occurred recently. MCDPS has not finalized their building permit.

3404 Shepherd St.

An application has been submitted to add a second floor, a covered front porch, and a covered patio to the existing house. The application has been reviewed. The staff has issued a Village building permit and the work is proceeding. The applicant has submitted a certified height survey, which indicates the addition is in accordance with the Village Code.

7200 Summit Ave.

The construction of the new bay window has been completed and the Village will sign-off as soon as the County signs-off.

3510 Taylor Street

The staff has noticed that the existing brick retaining wall within the Village right of way is collapsing, is a safety hazard, and is in need of immediate repair. The staff is attempting to contact the homeowner. A right of way license will be required.

3512 Taylor Street

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

3405 Thornapple St.

The staff has meet with the owner's attorney and engineer regarding the siting of a new house on the lot. The owner's attorney feels the Village Code is in conflict with the County Code regarding building setbacks and that the County Code should be followed. The staff and Village attorney feel the Village Code is more restrictive, but not in conflict.

3407 Thornapple St.

The staff issued a building permit to relocate the existing house from the adjacent lot and add improvements to the old structure. The improvements include a new curb cut and driveway. The work has begun and the existing house has been moved to the adjacent lot. The applicant has poured a new driveway and apron and replaced a section of damaged curb. However, several sections of ex. curb have chips and cracks and I recommend they also be replaced.

MCDOT – North Delfield St.

The staff has contacted the MCDOT maintenance department about a repairing the existing storm drain inlet at the north end of North Delfield St. MCDOT is not sure who owns the damaged inlet and they are still investigating the situation.

MSHA – Brookville Road

MSHA maintenance staff is investigating the water ponding at the northeast corner of Brookville Rd. and Bradley La. MSHA was recently contacted and they are still looking into a solution for the ponding water. A recent conversation with the Assistant District Engineer at MSHA indicated the State is investigating a solution and will get back to the Village in early Nov.

AMT GIS Update

AMT last updated the Village GIS computer data in 2014. In the spring, a RFP was sent out. The Village has received three proposals and they are being reviewed by the staff.

8:20 PM

Financial matters including Treasurer's Report: Alexander

July 2017 through October 2017

	<u>Actual</u>	<u>Budgeted</u>
Revenues	\$ 128,427	127,154
Expenses (excluding capital projects)	149,586	227,084
Net Income (revenues minus expenses)	-21,159	-99,930
Capital expenditures	\$0	
Unspent capital improvements funds	\$584,795	

Reserve account (current assets less unspent designated allocations): \$1,867,824

Revenues have come in much as expected. The first major payment of our state income tax receipts will arrive at the end of November, at which time the full year's revenues will become clearer.

One new expenditure that is upcoming is the repair or replacement of all the Village's street signs, the first time that we address this issue in more than a decade.

Motion to approve by Council member Fattig to approve the financial report as presented, seconded by Council member Hill. All in favor.

8:25 PM Manager's Report: Trollinger

Village Manager Trollinger gave his report.

Administrative Matters:

- *Audit:* The Village completed its annual audit.
- *Notary Public:* Both the Village's Manager and Assistant Manager offer services as a notary public. Village residents are able to have documents notarized free of charge at the Village office during regular business hours.
- *Office Redesign and Orientation:* Staff has made an initial order for new chairs, which have already been ordered. Staff has received multiple bids from contractors regarding the electrical work, and renovation work. The office will have to get a permit from Montgomery County for the electrical work.
- *Halloween Party:* The Village held its annual Halloween celebration on Tuesday October 31st. Attendance was high, and costumes plentiful and excellent to look at! We welcome feedback as we evaluate our vendor(s) and whether or not holding the event on Halloween night is preferable.
- *Other Events:* The Village has begun to look into other potential events, including another wine event hosted by La Ferme, and an "Arbor Day" celebration, which is required for the Village to be designated a Tree City, USA.
- *Welcome Bags:* The office has received new canvas bags for new residents as part of a welcome package.

- *Website:*
 - The new website is complete, and should go live over the weekend!
- *Email:* Staff has begun to look into changing the Village email to match the website domain name (martinsadditions.org) – once the site has switched over the process will hopefully become clearer.
- *Mail Delivery:* Several residents, particularly on the north side of the Village, have had mail delivery issues for the last several months that ebb and flow. Village staff has been coordinating with Congressman Raskin's office to have a representative from the Postmaster General's office come to a Village Council meeting to address concerns.
- *Contacting the Office:* The VMA Office is staffed from 9:00 am – 5:00 pm Monday through Friday. Often, at least one staff member will be in the office beginning at 8:00 am as well. Outside of the regular office hours, the best way to get in contact with Village staff is via email at martinsadditions@gmail.com. Any changes to regular office hours will be communicated via email.
- *Newsletter:* continues to be published monthly online. The next edition should be going out in the next two weeks. Residents can request to be added to the email list by calling or emailing the Village office. If you wish to receive a hard copy, please contact the Village Office.
- *Trashcan on Thornapple:* The Village will be installing a trash can to be placed on Thornapple Street near the dog waste bag dispenser to cut down on litter in the area. The can may require concrete footers to keep it stable, but that should be installed in the next week. Waste Management will pick up from the trash can as part of its regular schedule.
- *Contracts:*
 - *GIS:* Village put out a Request for Proposals (RFP) to update and maintain the Geographic Information System (GIS), the Village's system to capture, store analyze and present spatial and geographical data. Bidders are currently working on updating their proposals based on a new scope of work.
 - *Leaf Vacuuming:* Martin's Additions has begun leaf vacuuming on a trial basis this fall. Lee's Trees will provide the service. The first service was on Wednesday October 18, and will continue every other Wednesday through November. In addition, leaf bags were delivered to residents this week. Waste Management will continue yard waste pickups every Monday.
 - *Waste Management:* The Village's trash and recycling contract with Waste Management will end in July 2018. Village staff will shortly begin drafting a new RFP.

Montgomery County Master Plan Transit and Highways

- The Village Council sent a letter to the Montgomery County Planning Board in opposition to the reclassification of Brookville Road from "primary residential" to "minor arterial." County Planning Staff is meeting with the Board on December 14th to present their recommendations. Due to feedback, the reclassification of Brookville Road will not be a staff recommendation. Ultimately the Board will decide, however. They will have two closed working sessions in the two months

following the December meeting before a Public Hearing draft Master Plan is created, likely in early February. There will be a 30 day public comment period. Staff will continue to monitor the situation and report any changes, particularly as they have affect Brookville Road and the rest of Martin's Additions.

- The County also wants to incorporate Cummings Lane and Brookville as part of its biking Master Plan. The effect on those streets is likely to be minimal – both will remain shared roadways, and will not be widened nor have a bike lane added; but signs may go up to warn drivers of bicyclists.

Utilities: WSSC

- WSSC is returning to VMA! – next up is a series of sewer main replacement projects. The following VMA streets will be affected: Quincy, Raymond, Chestnut, Taylor, and Thornapple. The work has been pushed back – again! WSSC still has not selected a contractor, and in the most recent conversations with the project manager, he suggested that a contract should not be expected until December at the latest. Determining how soon after that work would begin is impossible to say, and is dependent on the contract.
 - The Village sent a permit to WSSC based on previous agreements between VMA and WSSC, as well as agreements between WSSC and neighboring municipalities. WSSC is not legally required to sign a permit, but met with Village staff to go over the conditions of the permit, which will be incorporated into a Memorandum of Understanding. Village staff will meet again with the contractor once they are selected to go over requirements and expectations.
 - WSSC will hold a public outreach meeting after they have selected a contractor to go over plans with the community. The Village staff will notify residents once a final date has been selected.

Trees

- The Village has removed trees that were sick, dying, or otherwise unwell after receiving approval from the State Arborist. Village staff, along with Paul Wolfe (Village Arborist) and Paula Goldberg (Village Tree Supervisor) have identified 10 spots for new plantings, and the species of trees to be planted there. Planting will begin in the next two to three weeks. A list of new plantings and locations has been proposed, , with plantings to begin shortly thereafter.
- The Village is continuing its Native Canopy Tree Planting Program this fall. Under this program, the Village of Martin's Additions plants native canopy trees on private property. For more information, please see the Village website, or contact the Village Office.

Streets Lighting:

- Street light installation have been completed. We are interested in hearing resident feedback on the new streetlights, so feel free to give the office a call or email to share your thoughts.

Streets & Sidewalks:

- The Village has completed its Village-wide sign inventory. The Village's traffic engineer, Joseph Cutro, estimates that the cost for sign replacement will be \$7,500 – 8,000. While this will keep us under budget, we may need to amend the Traffic Engineering budget item in the future in case there are any traffic studies or additional work that needs to be done.
- Roads will continue to be evaluated and potholes filled on an as-needed basis. If a resident has a concern about a pothole, please call the Village office.
- State Highway originally planned construction work to incorporate redesign plans for the Brookville/Taylor intersection this fall. Village staff has met with representatives with State Highway, along with staff from Section 3. However, the project has been delayed in order to incorporate into their plans a fix for ponding issues. Work is now scheduled for spring of 2018. The redesign will move the stop signs closer to each other, reduce the distance pedestrians will have to cross the street, and increase visibility in all directions.

Sanitation:

- The last bulk pickup occurred on November 11, in coordination with A Wider Circle. The next bulk pickup will be January 13. A Wider Circle will do their pickup on Friday, January 12.
 - Please contact the Village Office if you have any items for bulk pickup, particularly if they are unusually large-sized objects, or an unusually large amount of items for bulk pickup (see below). This allows us to contact Waste Management so they can send the appropriately-sized truck. Unusually large refers to items that are:
 - Over four feet in size;
 - Over 50 lbs;
 - More than six items. Also as a reminder, certain items cannot be picked up as part of Bulk Trash, including construction debris, tires, and refrigerators that have not been tagged.
 - Residents can also contact the Village Office if they wish to donate items to A Wider Circle. Please contact the office at least one week ahead of time to schedule the pickup from A Wider Circle.

Building Administration:

- Please see report from Doug Lohmeyer, attached.

8:35 PM Opportunity for Council to hear residents' comments: Krajeck

Ted Stoddard asked that the office make sure Lee's Trees Service does not blow leaves back onto the lawn when they do vacuuming.

8:40 PM Meeting adjourned: Krajeck

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

FROM: Doug Lohmeyer

DATE OF MEMO: Jan. 15, 2018

SUBJECT: Building Administrator's Report

6701 Brookville Rd.

The applicant has submitted a building permit application to add an addition at the rear of the existing house. The staff has completed a preliminary review of the application and is waiting for the MCDPS building permit approval.

7210 Chestnut St.

The Village has issued a demolition permit for the removal of the ex. house. The demolition has been completed. The applicant is working with the architect to finalize the architectural plans for the new house. Nothing has been submitted to MCDPS or the Village.

7219 Chestnut St.

The homeowner placed stones tiles over the top of the existing concrete lead sidewalk. A right of way license agreement was prepared for that portion of the sidewalk in the Village right of way. We are waiting for the homeowner to return the executed and notarized agreement, which will be recorded in the land records at Montgomery County.

3405 Cummings La.

The applicant has submitted for a building permit from MCDPS and the Village. The Village issued a building permit on 9/11/17 and construction is on-going.

7208 Delfield St.

A dumpster permit has been issued for interior kitchen improvements in the ex. house. A performance bond has been posted to cover any damage to the Village right of way. The applicant recently amended the MCDPS permit for additional interior improvements.

7210 Delfield St.

The homeowner has planted rose bushes and other plants, outside the new fence at the front of the property and within the Village right of way. A right of way license agreement was prepared for the plantings in the Village right of way. We are waiting for the homeowner to return the executed and notarized agreement, which will be recorded in the land records at Montgomery County.

6702 Melville St.

The Village has issued a building permit to enclose the breezeway between the existing house and garage. On Dec. 19th, MCDPS finalized their building permit, so the Village can release their permit and refund the performance bond.

3404 Shepherd St.

An application has been submitted to add a second floor, a covered front porch, and a covered patio to the existing house. The application has been reviewed. The staff has issued a Village building permit and the work is proceeding. The applicant has submitted a certified height survey, which indicates the addition is in accordance with the Village Code.

7200 Summit Ave.

The construction of the new bay window has been completed and the Village will sign-off as soon as the County signs-off. The County permit is still open.

3510 Taylor Street

The staff has noticed that the existing brick retaining wall within the Village right of way is collapsing, is a safety hazard, and is in need of immediate repair. The staff is attempting to contact the homeowner. A right of way license will be required.

3512 Taylor Street

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

3405 Thornapple St.

The staff issued a building permit to relocate the existing house from the adjacent lot and add improvements to the old structure. The improvements include a new curb cut and driveway. The work appears to be completed. The applicant has poured a new driveway and apron and replaced a section of damaged curb. However, several sections of ex. curb have chips and cracks and I recommend they also be replaced. MCDPS has release their permit and the staff recommends releasing the Village's building permit.

MCDPS will not release the sediment control permit until the applicant removes the excess dirt that was placed on the lot at 3407. The additional grading was not approved by MCDPS. I recommend the Village retain the performance bond until the grading has been completed, the MCDPS has released their sediment control permit, the old driveway apron has been removed, and the damaged section of curb are replaced.

3407 Thornapple St.

The staff has meet with the owner's attorney and engineer regarding the siting of a new house on the lot. The owner's attorney feels the Village Code is in conflict with the County Code regarding building setbacks and that the County Code should be followed. The staff and Village attorney feel the Village Code is more restrictive, but not in conflict. The applicant is re-working their plan and should soon re-submit it to the Village.

MCDOT – North Delfield St.

The staff has contacted the MCDOT maintenance department about a repairing the existing storm drain inlet at the north end of North Delfield St. MCDOT is not sure who owns the damaged inlet and they are still investigating the situation.

MSHA – Brookville Road

MSHA maintenance staff is investigating the water ponding at the northeast corner of Brookville Rd. and Bradley La. MSHA was recently contacted and they are still looking into a solution for the ponding water. MSHA has stated that sometime in Jan. 2018, they will make the adjustments to the curb, sidewalk ramp, and paving in order to improve the ponding situation. They will call as soon as the contract is awarded and a start date is set. The staff will contact the staff at MSHA for an update.

AMT GIS Update

AMT last updated the Village GIS computer data in 2014. In the spring, a RFP was sent out. The Village has received three proposals and they are being reviewed by the staff.

Should the Village of Martin's Additions Reduce the Property Tax Rate?
Arthur Alexander (Treasurer) January 18, 2018

Until fiscal year 2011, the Village's property tax rate was set at a very low rate. The intention was to have a tax on the books that could be increased in an emergency. Consequently, until about ten years ago, the property tax raised only 3% of the Village's total revenues. (See Table 1.)

With the onset of the great recession, revenues based on the Village's share of the state income tax plummeted by almost \$400,000, almost 60%. That revenue collapse required the emergency measures contemplated with our low, existing property tax rate. In 2011, property tax revenues jumped by more than \$100,000, rising to 24% of total revenues.

As the economy recovered in subsequent years, income tax revenues gradually climbed; by 2014, they approached the pre-recession level. In the past two years, they have been consistently and significantly above the old peak.

Table 1: Village of Martin's Additions Revenues and Expenditures, FY 2007-17 (dollars)

Fiscal year	Income tax	Property tax	Other revenues	Total income	Total spending	% of total: income tax	% of total: property tax
2007	491,494	17,109	144,383	652,986	579,550	75	3
2008	449,475	19,866	140,711	610,052	575,275	74	3
2009	678,966	22,717	97,166	798,850	550,614	85	3
2010	293,972	24,779	77,047	395,797	625,223	74	6
2011	353,851	135,456	80,315	569,621	424,716	62	24
2012	516,346	135,505	69,593	721,444	454,478	72	19
2013	528,000	135,000	84,735	747,735	534,435	71	18
2014	629,374	144,971	105,694	880,039	521,971	72	16
2015	747,818	146,694	95,776	990,288	540,579	76	15
2016	818,013	147,830	94,795	1,060,638	532,142	77	14
2017	717,755	156,501	189,968	1,064,224	570,995	67	15

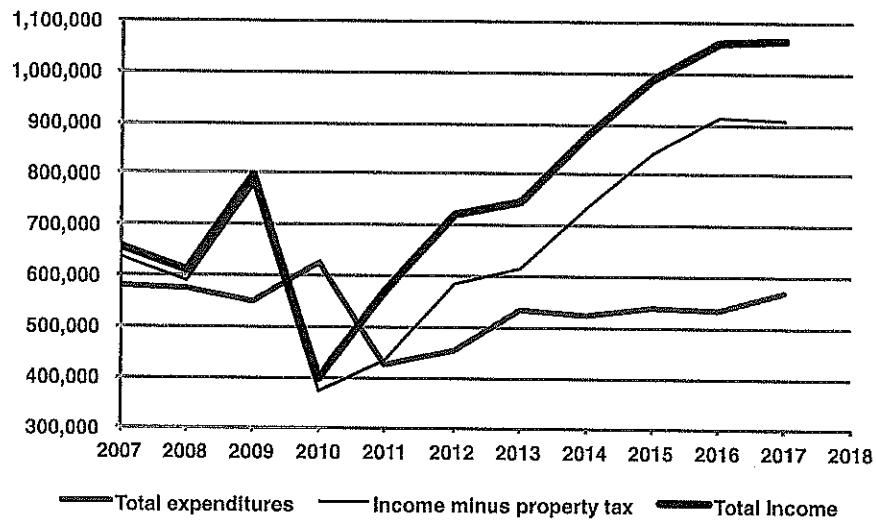
In the financial crisis year 2011, not only was the property tax increased, but also expenditures were cut by one-third. Close budget controls since then have kept total spending close to the ten-year ago levels. The combination of rising revenues and budget stringency has produced recent annual surpluses of around \$500,000. Those funds were added to the reserve account that serves as a buffer for unexpected fiscal occurrences as well as for large, infrequent capital expenditures. Last year, for example, we spent almost a million dollars on road repaving and the installation of new streetlights; that money came out of designated capital funds put aside from the surplus.

With the recovery of the Village's portion of the state income tax, it is time to revisit the current property tax rate, raised in an emergency a decade ago. Figure 1 shows the time trends of total revenues (thick blue line), revenues excluding the property tax (thin blue line), and total spending (red line). With the surprise collapse of income taxes in 2010, the Village incurred a deficit and had to withdraw funds from our reserves. Since then, we have had continuous surpluses. Indeed, for the past several years, the Village would have

run a surplus of more than \$300,000 annually even with no property tax at all. We would have been able to put money in the bank for the emergency rainy day as well as to buttress the capital spending account.

The above facts and trends suggest that we can now safely move back to the low property tax rates of ten years ago.

Figure 1: Village of Martin's Additions Revenues and Expenditures (dollars)



Village of Marion's Additions
Treasurer's Report
November 2017

	Nov 17	Budget	Jul - Nov 17	YTD Budget	Annual Budget
Income					
4000 · Revenue					
4010 · Permit Fees	2,225.00	1,666.00	4,052.00	8,330.00	20,000.00
4020 · Cable TV Franchise Fees	3,188.43	2,000.00	3,188.43	2,000.00	8,000.00
4040 · County Revenue Sharing	0.00	0.00	26,832.00	26,800.00	26,800.00
4050 · Highway Users Fees	0.00	800.00	17,043.00	16,700.00	23,000.00
4060 · Income Tax	374,793.10	330,000.00	376,397.11	332,200.00	700,000.00
4080 · Personal Property Tax	145.85	975.00	1,336.55	4,225.00	6,000.00
4090 · Real Property Tax	9,172.07	6,800.00	85,460.42	77,480.00	150,000.00
4095 · Utility Property Tax	0.00	0.00	0.00	0.00	12,300.00
4100 · Holiday Fund	0.00	0.00	0.00	0.00	8,000.00
4110 · Interest	1,938.00	415.00	7,388.81	2,075.00	5,000.00
Total 4000 · Revenue	391,462.45	342,656.00	521,698.32	469,810.00	959,100.00
4200 · Prior Years Surplus	0.00	0.00	0.00	2,669,694.17	2,669,694.17
Total Income	391,462.45	342,656.00	521,698.32	3,139,504.17	3,628,794.17
Expense					
5000 · General Government					
5010 · Office Expenses	888.53	1,250.00	4,567.35	6,250.00	15,000.00
5025 · Office Furniture & Equipment	0.00	0.00	0.00	0.00	25,000.00
5030 · Insurance	0.00	0.00	5,344.00	6,000.00	6,000.00
5040 · Printing & Mailing	12.18	416.00	12.18	2,080.00	5,000.00
5050 · Dues & Subscriptions/Conference	8.70	0.00	4,481.09	4,000.00	10,000.00
5055 · Storage Rental	296.00	292.00	1,243.20	1,460.00	3,500.00
5060 · Office Lease	2,790.67	2,191.00	15,880.44	15,955.00	32,000.00
5065 · Telephone	0.00	292.00	826.70	1,460.00	3,500.00
5080 · Holiday Fund	0.00	0.00	0.00	0.00	8,000.00
Total 5000 · General Government	3,996.08	4,441.00	32,354.96	37,205.00	108,000.00

**Village of Martin's Additions
Treasurer's Report
November 2017**

	<u>Nov 17</u>	<u>Budget</u>	<u>Jul - Nov 17</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
5100 - Salaries & Benefits					
5110 - Managerial & Office Salaries	8,565.55	11,000.00	42,601.10	55,000.00	132,000.00
5120 - Payroll Taxes & Benefits	1,156.00	1,917.00	5,788.18	9,585.00	23,000.00
Total 5100 - Salaries & Benefits	9,721.55	12,917.00	48,389.28	64,585.00	155,000.00
5200 - Professional Fees					
5210 - Accounting & Auditing	8,700.00	9,000.00	19,500.00	21,000.00	42,000.00
5220 - Building & Permitting					
5222 - Building Review & Permits	3,800.00	3,333.00	9,150.00	16,665.00	40,000.00
5224 - Enforcement & Oversight	0.00	833.00	0.00	4,165.00	10,000.00
5226 - Municipal Operations	0.00	833.00	0.00	4,165.00	10,000.00
Total 5220 - Building & Permitting	3,800.00	4,999.00	9,150.00	24,995.00	60,000.00
5230 - Legal	2,507.50	3,333.00	8,791.00	16,665.00	40,000.00
5240 - Police	2,368.30	2,500.00	11,788.33	12,500.00	30,000.00
5244 - Traffic Engineering	848.00	833.00	2,368.00	4,165.00	10,000.00
5246 - Records Retention & Disposal	0.00	0.00	0.00	0.00	1,500.00
5247 - GIS Update	0.00	2,000.00	0.00	6,000.00	20,000.00
Total 5200 - Professional Fees	18,223.80	22,665.00	51,597.33	85,325.00	203,500.00
5300 - Streets					
5305 - Streets - General					
5310 - Street Lighting - PEPCO	2,697.18	1,333.00	6,375.97	6,665.00	16,000.00
5322 - Street Cleaning - Fall/Spring	7,260.00	0.00	7,260.00	0.00	20,000.00
5324 - Street Maintenance - Other	0.00	1,250.00	9,497.00	6,250.00	15,000.00
5326 - Leaf Vacuuming	1,500.00	6,000.00	1,500.00	12,000.00	18,000.00
Total 5305 - Streets - General	11,457.18	8,583.00	24,632.97	24,915.00	69,000.00
5349 - Snow Removal Services					
5350 - Snow Removal - Shovel Bvl. Rd.	0.00	0.00	0.00	0.00	5,000.00
5351 - Snow Removal - Plowing	0.00	0.00	0.00	0.00	20,000.00
Total 5349 - Snow Removal Services	0.00	0.00	0.00	0.00	25,000.00
Total 5300 - Streets	11,457.18	8,583.00	24,632.97	24,915.00	94,000.00

Village of Marion's Additions
Treasurer's Report
November 2017

	Nov 17	Budget	Jul - Nov 17	YTD Budget	Annual Budget
5400 · Waste & Recycling					
5410 · Waste Collection & Recycling	14,260.88	7,083.00	42,202.83	35,415.00	85,000.00
5420 · Leaf Bags	14,025.00	0.00	14,025.00	15,000.00	15,000.00
5425 · Recycling Bins	0.00	83.00	0.00	415.00	1,000.00
Total 5400 · Waste & Recycling	28,285.88	7,166.00	56,227.83	50,830.00	101,000.00
5500 · Other					
5510 · Tree Maintenance	0.00	2,917.00	0.00	14,585.00	35,000.00
5515 · Tree Replacement	0.00	0.00	0.00	0.00	5,000.00
5518 · Right-of-Way Landscaping	78.99	750.00	1,318.99	3,250.00	8,000.00
5520 · Community Events	2,690.03	1,000.00	9,058.90	4,500.00	25,000.00
5530 · Website	0.00	416.00	459.60	2,080.00	5,000.00
Total 5500 · Other	2,769.02	5,083.00	10,837.49	24,415.00	78,000.00
5600 · Initiatives					
5630 · Tree Planting Initiatives Prog.	0.00	166.00	0.00	830.00	2,000.00
Total 5600 · Initiatives	0.00	166.00	0.00	830.00	2,000.00
5800 · Designated Funds					
5810 · Designated - Street	0.00	0.00	0.00	0.00	500,000.00
5811 · Designated Street Lighting	0.00		0.00		500,000.00
5812 · Designated - Sidewalk	0.00		0.00		500,000.00
Total 5800 · Designated Funds	0.00	0.00	0.00	0.00	1,500,000.00
5900 · Undesignated Fund Balance	0.00	0.00	0.00	1,387,294.17	1,387,294.17
Total Expense	74,453.51	61,021.00	224,039.86	1,675,399.17	3,628,794.17
Net Income	317,008.94	281,635.00	297,658.46	1,464,105.00	0.00

Village of Minn's Additions Treasurer's Report December 2017

	Dec 17	Budget	Jul - Dec 17	YTD Budget	Annual Budget
Income					
4000 · Revenue					
4010 · Permit Fees	100.00	1,666.00	4,152.00	9,996.00	20,000.00
4020 · Cable TV Franchise Fees	0.00	0.00	3,188.43	2,000.00	8,000.00
4040 · County Revenue Sharing	0.00	0.00	26,832.00	26,800.00	26,800.00
4050 · Highway Users Fees	1,023.12	1,020.00	18,066.12	17,720.00	23,000.00
4060 · Income Tax	0.00	0.00	376,397.11	332,200.00	700,000.00
4080 · Personal Property Tax	3,450.95	270.00	4,787.50	4,495.00	6,000.00
4090 · Real Property Tax	4,905.08	3,000.00	90,365.50	80,480.00	150,000.00
4095 · Utility Property Tax	0.00	0.00	0.00	0.00	12,300.00
4100 · Holiday Fund	7,983.14	7,500.00	7,983.14	7,500.00	8,000.00
4110 · Interest	1,906.04	415.00	9,294.85	2,490.00	5,000.00
Total 4000 · Revenue	19,368.33	13,871.00	541,066.65	483,681.00	959,100.00
4200 · Prior Years Surplus	0.00	0.00	0.00	2,669,694.17	2,669,694.17
Total Income	19,368.33	13,871.00	541,066.65	3,153,375.17	3,628,794.17
Expense					
5000 · General Government					
5010 · Office Expenses	1,803.12	1,250.00	6,370.47	7,500.00	15,000.00
5025 · Office Furniture & Equipment	0.00	12,500.00	0.00	12,500.00	25,000.00
5030 · Insurance	0.00	0.00	5,344.00	6,000.00	6,000.00
5040 · Printing & Mailing	49.98	416.00	62.16	2,496.00	5,000.00
5050 · Dues & Subscriptions/Conference	0.00	0.00	4,481.09	4,000.00	10,000.00
5055 · Storage Rental	296.00	292.00	1,539.20	1,752.00	3,500.00
5060 · Office Lease	1,590.67	2,191.00	17,471.11	18,146.00	32,000.00
5065 · Telephone	301.79	292.00	1,128.49	1,752.00	3,500.00
5080 · Holiday Fund	7,983.14	7,500.00	7,983.14	7,500.00	8,000.00
Total 5000 · General Government	12,024.70	24,441.00	44,379.66	61,646.00	108,000.00

**Village of Martin's Additions
Treasurer's Report
December 2017**

	<u>Dec 17</u>	<u>Budget</u>	<u>Jul - Dec 17</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
5100 · Salaries & Benefits					
5110 · Managerial & Office Salaries	8,834.35	11,000.00	51,435.45	66,000.00	132,000.00
5120 · Payroll Taxes & Benefits	786.75	1,917.00	6,574.93	11,502.00	23,000.00
Total 5100 · Salaries & Benefits	9,621.10	12,917.00	58,010.38	77,502.00	155,000.00
5200 · Professional Fees					
5210 · Accounting & Auditing	2,700.00	3,000.00	22,200.00	24,000.00	42,000.00
5220 · Building & Permitting					
5222 · Building Review & Permits	2,400.00	3,333.00	11,550.00	19,998.00	40,000.00
5224 · Enforcement & Oversight	2,747.50	833.00	2,747.50	4,998.00	10,000.00
5226 · Municipal Operations	2,415.00	833.00	2,415.00	4,998.00	10,000.00
Total 5220 · Building & Permitting	7,562.50	4,999.00	16,712.50	29,994.00	60,000.00
5230 · Legal	4,012.00	3,333.00	12,803.00	19,998.00	40,000.00
5240 · Police	2,368.30	2,500.00	14,156.63	15,000.00	30,000.00
5244 · Traffic Engineering	0.00	833.00	2,368.00	4,998.00	10,000.00
5246 · Records Retention & Disposal	0.00	750.00	0.00	750.00	1,500.00
5247 · GIS Update	0.00	2,000.00	0.00	8,000.00	20,000.00
Total 5200 · Professional Fees	16,642.80	17,415.00	68,240.13	102,740.00	203,500.00
5300 · Streets					
5305 · Streets - General					
5310 · Street Lighting - PEPCO	0.00	1,333.00	6,375.97	7,998.00	16,000.00
5322 · Street Cleaning - Fall/Spring	0.00	10,000.00	7,260.00	10,000.00	20,000.00
5324 · Street Maintenance - Other	613.80	1,250.00	10,110.80	7,500.00	15,000.00
5326 · Leaf Vacuuming	2,250.00	6,000.00	3,750.00	18,000.00	18,000.00
Total 5305 · Streets - General	2,863.80	18,583.00	27,496.77	43,498.00	69,000.00
5349 · Snow Removal Services					
5350 · Snow Removal - Shovel Bvl. Rd.	0.00	0.00	0.00	0.00	5,000.00
5351 · Snow Removal - Plowing	700.00	0.00	700.00	0.00	20,000.00
Total 5349 · Snow Removal Services	700.00	0.00	700.00	0.00	25,000.00
Total 5300 · Streets	3,563.80	18,583.00	28,196.77	43,498.00	94,000.00

Village of Manin's Additions Treasurer's Report December 2017

	Dec 17	Budget	Jul - Dec 17	YTD Budget	Annual Budget
5400 • Waste & Recycling					
5410 • Waste Collection & Recycling	7,176.24	7,083.00	49,379.07	42,498.00	85,000.00
5420 • Leaf Bags	0.00	0.00	14,025.00	15,000.00	15,000.00
5425 • Recycling Bins	69.99	83.00	69.99	498.00	1,000.00
Total 5400 • Waste & Recycling	7,246.23	7,166.00	63,474.06	57,996.00	101,000.00
5500 • Other					
5510 • Tree Maintenance	6,344.00	2,917.00	6,344.00	17,502.00	35,000.00
5515 • Tree Replacement	0.00	0.00	0.00	0.00	5,000.00
5518 • Right-of-Way Landscaping	530.00	1,200.00	1,848.99	4,450.00	8,000.00
5520 • Community Events	90.80	0.00	9,149.70	4,500.00	25,000.00
5530 • Website	114.90	416.00	574.50	2,496.00	5,000.00
Total 5500 • Other	7,079.70	4,533.00	17,917.19	28,948.00	78,000.00
5600 • Initiatives					
5630 • Tree Planting Initiatives Prog.	0.00	166.00	0.00	996.00	2,000.00
Total 5600 • Initiatives	0.00	166.00	0.00	996.00	2,000.00
5800 • Designated Funds					
5810 • Designated - Street	0.00	0.00	0.00	0.00	500,000.00
5811 • Designated Street Lighting	0.00		0.00		500,000.00
5812 • Designated - Sidewalk	0.00		0.00		500,000.00
Total 5800 • Designated Funds	0.00	0.00	0.00	0.00	1,500,000.00
5900 • Undesignated Fund Balance	0.00	0.00	0.00	1,387,294.17	1,387,294.17
Total Expense	56,178.33	85,221.00	280,218.19	1,760,620.17	3,628,794.17
Net Income	-36,810.00	-71,350.00	260,848.46	1,392,755.00	0.00



Small Antenna, "Small Cell," Microtower, & Zoning Frequently Asked Questions October 20, 2017

Q: Why is the County trying to amend the Zoning Code?

A: Because wireless technology is evolving, Montgomery County has recently received an unprecedented number of applications to deploy small cell antennas in residential neighborhoods as well as commercial areas around the County. Federal law is clear that Montgomery County cannot pass zoning laws that would have the effect of prohibiting service throughout the County. Therefore, the proposed ZTA is intended to allow providers to provide service while protecting the character of both our residential neighborhoods and commercial areas by regulating how and where these antennas can be placed, and how they should be screened or camouflaged.

Currently, the County reviews and charges for each of these antennas separately and the Federal Communications Commission is considering preempting our local zoning authority because it sees this requirements as potentially having the effect of prohibiting service. Already, 13 states have passed legislation to preempt local zoning authority over small antennas.

Q: Why can't we just say no to more antennas in neighborhoods?

A: As noted above, under federal law, the County may not prohibit the provision of telecommunications service. More antennas installed closer to the ground is one means to provide service, and there are other ways to get broadband service, such as FIOS or Comcast with a wifi router. But County cannot prohibit one means because there is another.

Q: What about the health hazards of antennas? Why should antennas be allowed to be placed close to homes if we are uncertain about the health of effects of have them near people?

A: The Federal Communications Commission (FCC) sets limits for RF (radio frequency) emissions and the County reviews every antenna application to enforce the federal RF limits. The RF exposure from standing 9 feet from a 20-foot pole with 3 antennas is similar to the RF exposure for a person holding a cell phone.

It is also important to note that under federal law, local and state governments are prohibited from zoning on the basis of RF emissions.

Q: Why are there so many applications to install a lot of antennas in some areas and no antennas planned for similar nearby neighborhoods?

A: The providers are proposing antennas in areas where demand is high and where they are projected to require more capacity in the near future. Nearby areas will also be proposed for new antennas as the providers build out the system based on demand and capacity needs.

Q: Why can't antennas be placed in open or commercial areas, away from neighborhoods?

A: 5G technology and spectrum requires antennas to be closer to devices. A small cell antenna on a 20-foot tall pole serves a radius of about 750 feet.

Q: How can the County encourage use of larger structures, away from neighborhoods?

A: The County is encouraging the use of structures outside of neighborhoods. The draft changes to the zoning code would allow carriers to install antennas on lower height buildings, such as bank buildings, and in retail areas. Antennas installed on buildings can be larger than those installed on poles. The goal is to provide alternative locations to place antennas.

Q: What size antenna and equipment cabinets would be permitted?

A: If an existing streetlight, utility pole or parking lot light pole is being used, the antenna is limited to 6 cu feet and a maximum length of 4 feet, and the equipment is limited to 12 cu feet. The equipment must also be in the base of the pole or on the ground.

Q: Can equipment be required to be placed underground?

A: The equipment requires electrical power and generates heat. It must be cooled and large air vents at ground level would be needed. To avoid potential hazards from snow piling up and melting into the equipment vaults, the County is not requiring equipment to be undergrounded.

Q: Can antennas be placed in attics?

A: The zoning code prohibits placing these antennas on detached house and duplexes, and the draft amendment would also prohibit placement on townhouses.

Q: What is the difference between "limited use" and "conditional use"?

A: A "limited use" meets specific conditions or requirements that would make it a compatible use in that zone. If that use meets those conditions it is deemed to conform to community use – thus, no zoning hearing is required. A "conditional use" is not assumed to be automatically compatible in the zone and therefore requires discretionary review to determine if the use is permissible. A conditional use requires approval from a hearing examiner in the Office of Zoning and Administrative Hearings. A public hearing is scheduled, notice is provided to surrounding properties, and the hearing examiner either approves or denies the application.

Q: Why is the 300 foot setback in residential areas being removed?

A: In response to community input, this draft amendment has been revised. The 300 foot setback will remain, but an exception will be created to allow towers 35 feet or shorter to meet a one-foot-for-one-foot set back. The purpose is to avoid a conflict with the federal requirement not to prohibit the provision of service.

Some providers may seek to add antennas to streetlights in residential areas where the utilities are buried. They need the permission of the streetlight owner. If permission cannot be obtained, the provider may have no option to collocate or replace an existing pole, and would need to seek approval for a conditional use to install a new streetlight that can hold an antenna. A public hearing would be scheduled by the Office of Zoning and Administrative Hearings, and a hearing examiner would take testimony, review the size and placement, and determine whether to allow the installation. However, a new streetlight would almost never meet the 300 foot set back, and to avoid the risk of prohibiting service, the hearing examiner could allow the new streetlight with antennas, if it is less than 35 feet tall, and is set back from dwellings, a distance of at least one foot for every foot of height.

Q: Who pays the cost of installing antenna and for the power they use?

A: The companies deploying antennas will pay the costs of installation, for the power they use, to be responsible for removing graffiti, repairing damage, and removing an antenna if it is no longer in use.

Charter Amendment Res. No.:
Introduced: January 18, 2017
Adopted:
Effective Date:

VILLAGE COUNCIL OF THE VILLAGE OF MARTIN'S ADDITIONS

A RESOLUTION TO AMEND SECTION 101 OF THE CHARTER OF THE VILLAGE OF MARTIN'S ADDITIONS

This Resolution of the Council of the Village of Martin's Additions (the "Council") is adopted pursuant to the Constitution of Maryland, Article XI-E, the Maryland Code, Local Government Article, Section 4-301, *et seq.*, and the Charter of the Village of Martin's Additions (the "Charter"), to amend Section 101 of the Charter to delete the reference to the abolition of the special taxing district, as such reference is no longer necessary.

Section 1. BE IT RESOLVED BY THE VILLAGE COUNCIL, that said Section of the Charter be amended to read as follows:

Section 101.

The residents of Martin's Additions to the Village of Chevy Chase, Montgomery County, Maryland, hereby legally establish and adopt this Charter for the purpose of establishing a municipal corporation by the name of The Village of Martin's Additions (hereinafter Martin's Additions or Village) with all the privileges of a body corporate, by that name to sue and be sued, to plead and be impleaded in any court, to have and use a common seal and to have perpetual succession, unless the Charter and the corporate existence are legally abrogated. [Upon ratification of the Charter and the setting of a date for incorporation by the Montgomery County Council, the residents shall seek to introduce legislation before the State legislature providing for the simultaneous abolition of the Martin's Additions special taxing district.]

NOTE: Underlining indicates language added to the Charter
[**Boldface Brackets**] denote language deleted from the Charter

Section 2. AND BE IT FURTHER RESOLVED, that the date of the adoption of this Resolution is _____ and that the amendment to the Village Charter hereby proposed by this enactment shall be and become effective on _____ (fifty (50) days from adoption), unless a proper petition for a referendum hereon shall be filed as permitted by law on or before _____ (forty (40) days from adoption).

Section 3. AND BE IT FURTHER RESOLVED, that a complete and exact copy of this Resolution shall be posted at the Village Office, 7013-B Brookville Road, Chevy Chase, Maryland 20815, Chevy Chase, MD 20815 for at least forty (40) days following adoption and a fair summary of this Resolution shall be published in a newspaper of general circulation in the Village not less than four (4) times, at weekly intervals, within a period of at least forty (40) days starting immediately after the date of adoption.

Section 4. AND BE IT FURTHER RESOLVED, that as soon as the amendment hereby enacted shall become effective, either as herein provided or following a referendum, the Chair shall send, by certified mail, return receipt requested, bearing a postmark from the United States Postal Service, to the Department of Legislative Services, the following information concerning the amendment: (i) the complete text of the amendment as hereby enacted; (ii) the date of the referendum election, if any, held with respect thereto; (iii) the number of votes cast for and against the question concerning the amendment, whether by the Village Council or in a referendum; and (iv) the effective date of the amendment.

Section 5. AND BE IT FURTHER RESOLVED, that the said Chair be and is hereby specifically instructed to carry out the provisions of Sections 3 and 4. As evidence of compliance herewith, the said Chair shall cause to be placed in the Village files the following information concerning the amendment: (i) appropriate certificates of publication of the newspaper in which a fair summary of this Resolution shall have been published; and (ii) the return receipts of the mailing referred to in Section 4, and shall further complete and execute the Certificate of Effect attached hereto.

Richard Krajeck, Chair

Arthur Alexander

Tiffany Cissna

Katya Hill

Susan Fattig

ATTEST:

Matt Trollinger, Village Manager

Charter Amendment Res. No.:
Introduced: January 18, 2017
Adopted:
Effective Date:

VILLAGE COUNCIL OF THE VILLAGE OF MARTIN'S ADDITIONS

A RESOLUTION TO AMEND SECTION 301 OF THE CHARTER OF THE VILLAGE OF MARTIN'S ADDITIONS

This Resolution of the Council of the Village of Martin's Additions (the "Council") is adopted pursuant to the Constitution of Maryland, Article XI-E, the Maryland Code, Local Government Article, Section 4-301, *et seq.*, and the Charter of the Village of Martin's Additions (the "Charter"), to amend Section 301 of the Charter to clarify that the definition of resident for purposes of voting eligibility includes students temporarily away at college.

Section 1. BE IT RESOLVED BY THE VILLAGE COUNCIL, that said Section of the Charter be amended to read as follows:

Section 301.

For the purposes of these Articles, the following terms are defined as set out below:

"Council" is the Village Council of Martin's Additions, the governing body herein created.

"County" is Montgomery County, Maryland.

"County Council" is the County Council of Montgomery County, Maryland, or any succeeding governing body for Montgomery County.

"The Village of Martin's Additions" is the Corporate body herein created.

"Property" refers to real property.

"Qualified Voter" is any person who owns property or any resident of Martin's Additions who is eighteen (18) years of age or over.

"Resident" is a person who presently [lives] is domiciled in Martin's Additions and has been [done] so for the previous six (6) months, and considers Martin's Additions to be the person's domicile and voting residence, including but not limited to students temporarily away at college or university.

"State" is the State of Maryland.

"Written Notice" includes notice by publication in a newspaper or newsletter generally distributed throughout Martin's Additions.

NOTE: Underlining indicates language added to the Charter
[Boldface Brackets] denote language deleted from the Charter

Section 2. AND BE IT FURTHER RESOLVED, that the date of the adoption of this Resolution is _____ and that the amendment to the Village Charter hereby proposed by this enactment shall be and become effective on _____ (fifty (50) days from adoption), unless a proper petition for a referendum hereon shall be filed as permitted by law on or before _____ (forty (40) days from adoption).

Section 3. AND BE IT FURTHER RESOLVED, that a complete and exact copy of this Resolution shall be posted at the Village Office, 7013-B Brookville Road, Chevy Chase, Maryland 20815, for at least forty (40) days following adoption and a fair summary of this Resolution shall be published in a newspaper of general circulation in the Village not less than four (4) times, at weekly intervals, within a period of at least forty (40) days starting immediately after the date of adoption.

Section 4. AND BE IT FURTHER RESOLVED, that as soon as the amendment hereby enacted shall become effective, either as herein provided or following a referendum, the Chair shall send, by certified mail, return receipt requested, bearing a postmark from the United States Postal Service, to the Department of Legislative Services, the following information concerning the amendment: (i) the complete text of the amendment as hereby enacted; (ii) the date of the referendum election, if any, held with respect thereto; (iii) the number of votes cast for and against the question concerning the amendment, whether by the Village Council or in a referendum; and (iv) the effective date of the amendment.

Section 5. AND BE IT FURTHER RESOLVED, that the said Chair be and is hereby specifically instructed to carry out the provisions of Sections 3 and 4. As evidence of compliance herewith, the said Chair shall cause to be placed in the Village files the following information concerning the amendment: (i) appropriate certificates of publication of the newspaper in which a fair summary of this Resolution shall have been published; and (ii) the return receipts of the mailing referred to in Section 4, and shall further complete and execute the Certificate of Effect attached hereto.

Richard Krajeck, Chair

Arthur Alexander

Tiffany Cissna

Katya Hill

Susan Fattig

ATTEST:

Matt Trollinger, Village Manager

Charter Amendment Res. No.:
Introduced: January 18, 2017
Adopted:
Effective Date:

VILLAGE COUNCIL OF THE VILLAGE OF MARTIN'S ADDITIONS

A RESOLUTION TO AMEND SECTION 405 OF THE CHARTER OF THE VILLAGE OF MARTIN'S ADDITIONS

This Resolution of the Council of the Village of Martin's Additions (the "Council") is adopted pursuant to the Constitution of Maryland, Article XI-E, the Maryland Code, Local Government Article, Section 4-301, *et seq.*, and the Charter of the Village of Martin's Additions (the "Charter"), to amend Section 405 of the Charter to raise the spending amount that a quorum of Council members must approve, from \$1,000 to \$5,000.

Section 1. BE IT RESOLVED BY THE VILLAGE COUNCIL, that said Section of the Charter be amended to read as follows:

Section 405. Quorum.

Three (3) members of the Council shall constitute a quorum for the transaction of business. All actions involving passage of ordinances or regulations under Sections 501 and 502, the election of officers, the certifying of tax rates, or the authorization of expenditures of funds in excess of [one] five (5) thousand dollars, except for the payment of current bills, shall require the affirmative vote of at least three members of the Council.

NOTE: Underlining indicates language added to the Charter
[Boldface Brackets] denote language deleted from the Charter

Section 2. AND BE IT FURTHER RESOLVED, that the date of the adoption of this Resolution is _____ and that the amendment to the Village Charter hereby proposed by this enactment shall be and become effective on _____ (fifty (50) days from adoption), unless a proper petition for a referendum hereon shall be filed as permitted by law on or before _____ (forty (40) days from adoption).

Section 3. AND BE IT FURTHER RESOLVED, that a complete and exact copy of this Resolution shall be posted at the Village Office, 7013-B Brookville Road, Chevy Chase, Maryland 20815, for at least forty (40) days following adoption and a fair summary of this Resolution shall be published in a newspaper of general circulation in

the Village not less than four (4) times, at weekly intervals, within a period of at least forty (40) days starting immediately after the date of adoption.

Section 4. AND BE IT FURTHER RESOLVED, that as soon as the amendment hereby enacted shall become effective, either as herein provided or following a referendum, the Chair shall send, by certified mail, return receipt requested, bearing a postmark from the United States Postal Service, to the Department of Legislative Services, the following information concerning the amendment: (i) the complete text of the amendment as hereby enacted; (ii) the date of the referendum election, if any, held with respect thereto; (iii) the number of votes cast for and against the question concerning the amendment, whether by the Village Council or in a referendum; and (iv) the effective date of the amendment.

Section 5. AND BE IT FURTHER RESOLVED, that the said Chair be and is hereby specifically instructed to carry out the provisions of Sections 3 and 4. As evidence of compliance herewith, the said Chair shall cause to be placed in the Village files the following information concerning the amendment: (i) appropriate certificates of publication of the newspaper in which a fair summary of this Resolution shall have been published; and (ii) the return receipts of the mailing referred to in Section 4, and shall further complete and execute the Certificate of Effect attached hereto.

Richard Krajeck, Chair

Arthur Alexander

Tiffany Cissna

Katya Hill

Susan Fattig

ATTEST:

Matt Trollinger, Village Manager

Charter Amendment Res. No.:
Introduced: January 18, 2017
Adopted:
Effective Date:

VILLAGE COUNCIL OF THE VILLAGE OF MARTIN'S ADDITIONS

A RESOLUTION TO AMEND SECTION 406 OF THE CHARTER OF THE VILLAGE OF MARTIN'S ADDITIONS

This Resolution of the Council of the Village of Martin's Additions (the "Council") is adopted pursuant to the Constitution of Maryland, Article XI-E, the Maryland Code, Local Government Article, Section 4-301, *et seq.*, and the Charter of the Village of Martin's Additions (the "Charter"), to amend Section 406 of the Charter to delete the superseded reference to the bylaws and to provide that meetings may be closed according to the Open Meetings Act.

Section 1. BE IT RESOLVED BY THE VILLAGE COUNCIL, that said Section of the Charter be amended to read as follows:

Section 406. Meetings.

The Council shall meet monthly [on a date and at a time set out in the bylaws] and at other times as may be determined to be necessary by either the Chairman (during his or her absence or incapacitation the Vice-Chairman) or three (3) members of the Council. Meetings of the Council shall be open to the public which shall have a reasonable opportunity to be heard. The Council may cancel or reschedule meetings. Nothing in this Section shall be construed to prevent the Council from holding [executive] closed sessions as provided for [in Article 76A of the Annotated Code of Maryland] by the Open Meetings Act, as amended. No tax rate, ordinance, rule or regulation shall be finally adopted at executive sessions.

NOTE: Underlining indicates language added to the Charter
[**Boldface Brackets**] denote language deleted from the Charter

Section 2. AND BE IT FURTHER RESOLVED, that the date of the adoption of this Resolution is _____ and that the amendment to the Village Charter hereby proposed by this enactment shall be and become effective on _____ (fifty (50) days from adoption), unless a proper petition for a referendum hereon shall be filed as permitted by law on or before _____ (forty (40) days from adoption).

Section 3. AND BE IT FURTHER RESOLVED, that a complete and exact copy of this Resolution shall be posted at the Village Office, 7013-B Brookville Road, Chevy

Chase, Maryland 20815, for at least forty (40) days following adoption and a fair summary of this Resolution shall be published in a newspaper of general circulation in the Village not less than four (4) times, at weekly intervals, within a period of at least forty (40) days starting immediately after the date of adoption.

Section 4. AND BE IT FURTHER RESOLVED, that as soon as the amendment hereby enacted shall become effective, either as herein provided or following a referendum, the Chair shall send, by certified mail, return receipt requested, bearing a postmark from the United States Postal Service, to the Department of Legislative Services, the following information concerning the amendment: (i) the complete text of the amendment as hereby enacted; (ii) the date of the referendum election, if any, held with respect thereto; (iii) the number of votes cast for and against the question concerning the amendment, whether by the Village Council or in a referendum; and (iv) the effective date of the amendment.

Section 5. AND BE IT FURTHER RESOLVED, that the said Chair be and is hereby specifically instructed to carry out the provisions of Sections 3 and 4. As evidence of compliance herewith, the said Chair shall cause to be placed in the Village files the following information concerning the amendment: (i) appropriate certificates of publication of the newspaper in which a fair summary of this Resolution shall have been published; and (ii) the return receipts of the mailing referred to in Section 4, and shall further complete and execute the Certificate of Effect attached hereto.

Richard Krajeck, Chair

Arthur Alexander

Tiffany Cissna

Katya Hill

Susan Fattig

ATTEST:

Matt Trollinger, Village Manager

Charter Amendment Res. No.:
Introduced: January 18, 2017
Adopted:
Effective Date:

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

**A RESOLUTION TO AMEND SECTION 602 OF THE CHARTER
OF THE VILLAGE OF MARTIN'S ADDITIONS**

This Resolution of the Council of the Village of Martin's Additions (the "Council") is adopted pursuant to the Constitution of Maryland, Article XI-E, the Maryland Code, Local Government Article, Section 4-301, *et seq.*, and the Charter of the Village of Martin's Additions (the "Charter"), to amend Section 602 of the Charter to delete the requirement that the Elections Committee operate pursuant to the Village bylaws, because the Village currently does not operate pursuant to bylaws and has not done so since the Village was a special taxing district. This Resolution would further delete the requirement that nominations be submitted at least 30 days before an election, and allow instead nominations to be submitted according to election rules and procedures adopted from time to time. This Resolution would prohibit anonymous nominations. The Resolution would provide that nominations be submitted to the Election Committee instead of the Council, and would allow candidates statements to be submitted instead of resumes.

Section 1. BE IT RESOLVED BY THE VILLAGE COUNCIL, that said Section of the Charter be amended to read as follows:

Section 602. Elections.

The election of Council members, which shall be by secret ballot, shall take place between March 1 and May 15 each year. Except for the transition election provided for in Section 409, Council members shall be elected to terms of two (2) years.

All elections shall be managed by an Election Committee. The Committee shall consist of a minimum of three (3) people appointed by the Council from qualified voter volunteers openly and fairly solicited. The Council shall appoint the Committee upon taking office. The Committee shall serve through the succeeding election of Council members. The Committee shall operate according to rules and procedures adopted by the Council [and set out in the Village by-laws]. Exceptions to these provisions may be made for the transition election as provided for in Section 409.

(a) Not less than sixty (60) days prior to the election, the Election Committee shall request that written nominations be submitted to the [Council] Election

Committee. Any individuals who qualify under Section 402 may declare their candidacy or be nominated by another qualified voter according to the election rules and procedures. Anonymous nominations shall not be accepted. Nominations and related candidate submissions must be received in writing [at least thirty (30) days prior to the election] by the deadlines set forth in the election rules and procedures.

(b) At least two (2) weeks prior to the election, the Election Committee shall give written notice of the nominations together with [resumes of the nominees] candidate statements and designate the date of the election, the polling place and time.

(c) Each qualified voter may cast a ballot on the day and at the time designated. Qualified voters unable to vote in person may vote by absentee ballot. The Council shall determine the rules for absentee voting based upon the recommendation of the Election Committee.

(d) 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 election. The Council may choose to hold the runoff election by mail ballot.

(e) Those persons elected to new Councils shall take office on July 1 following the election. The term of former Councils shall expire simultaneously with the taking of office by the new Council member(s).

(f) The Council is authorized to pass other regulations governing elections deemed necessary and consistent with this Section.

NOTE: Underlining indicates language added to the Charter
[**Boldface Brackets**] denote language deleted from the Charter

Section 2. AND BE IT FURTHER RESOLVED, that the date of the adoption of this Resolution is _____ and that the amendment to the Village Charter hereby proposed by this enactment shall be and become effective on _____ (fifty (50) days from adoption), unless a proper petition for a referendum hereon shall be filed as permitted by law on or before _____ (forty (40) days from adoption).

Section 3. AND BE IT FURTHER RESOLVED, that a complete and exact copy of this Resolution shall be posted at the Village Office, 7013-B Brookville Road, Chevy Chase, Maryland 20815, for at least forty (40) days following adoption and a fair summary of this Resolution shall be published in a newspaper of general circulation in the Village not less than four (4) times, at weekly intervals, within a period of at least forty (40) days starting immediately after the date of adoption.

Section 4. AND BE IT FURTHER RESOLVED, that as soon as the amendment hereby enacted shall become effective, either as herein provided or following a referendum, the Chair shall send, by certified mail, return receipt requested, bearing a postmark from the United States Postal Service, to the Department of Legislative Services, the following information concerning the amendment: (i) the complete text of the amendment as hereby enacted; (ii) the date of the referendum election, if any, held with respect thereto; (iii) the number of votes cast for and against the question concerning the amendment, whether by the Village Council or in a referendum; and (iv) the effective date of the amendment.

Section 5. AND BE IT FURTHER RESOLVED, that the said Chair be and is hereby specifically instructed to carry out the provisions of Sections 3 and 4. As evidence of compliance herewith, the said Chair shall cause to be placed in the Village files the following information concerning the amendment: (i) appropriate certificates of publication of the newspaper in which a fair summary of this Resolution shall have been published; and (ii) the return receipts of the mailing referred to in Section 4, and shall further complete and execute the Certificate of Effect attached hereto.

Richard Krajeck, Chair

Arthur Alexander

Tiffany Cissna

Katya Hill

Susan Fattig

ATTEST:

Matt Trollinger, Village Manager

Charter Amendment Res. No.:
Introduced: January 18, 2017
Adopted:
Effective Date:

VILLAGE COUNCIL OF THE VILLAGE OF MARTIN'S ADDITIONS

A RESOLUTION TO AMEND SECTION 701 OF THE CHARTER OF THE VILLAGE OF MARTIN'S ADDITIONS

This Resolution of the Council of the Village of Martin's Additions (the "Council") is adopted pursuant to the Constitution of Maryland, Article XI-E, the Maryland Code, Local Government Article, Section 4-301, *et seq.*, and the Charter of the Village of Martin's Additions (the "Charter"), to amend Section 701 of the Charter to delete the prohibition against Council members contracting with the Village, as conflicts of interest are addressed by the Code, and to add a requirement that checks and other forms of payment be approved by the Treasurer and at least one other Council member.

Section 1. BE IT RESOLVED BY THE VILLAGE COUNCIL, that said Section of the Charter be amended to read as follows:

Section 701. Contractual Authority and Check Signing.

(a) The Council shall not contract for material or work, other than personal or professional service contracts, in a sum exceeding \$10,000 without having first invited competitive bids for the same, after which the Council may purchase the material, contract for the work, employ labor and demand appropriate bonding or act otherwise as it deems best and consistent with this Charter. [No Council member shall sell supplies of any kind to Martin's Additions or contract in any manner with the Council.] Bidding may be dispensed with only when the Council in a public meeting determines that it is impractical to obtain competition by advertising and sealed bids because of the prior lack of response to advertisement; or, when only one person or firm provides the services or supplies, emergency maintenance or repairs to sewer or water lines or streets, or when the exact nature of the maintenance, repair, or alteration is not known and cannot reasonably be determined.

(b) All checks, or other written methods of payment, shall be signed by the Treasurer and countersigned by one other Council member.

NOTE: Underlining indicates language added to the Charter
[**Boldface Brackets**] denote language deleted from the Charter

Section 2. AND BE IT FURTHER RESOLVED, that the date of the adoption of this Resolution is _____ and that the amendment to the Village Charter hereby proposed by this enactment shall be and become effective on _____ (fifty (50) days from adoption), unless a proper petition for a referendum hereon shall be filed as permitted by law on or before _____ (forty (40) days from adoption).

Section 3. AND BE IT FURTHER RESOLVED, that a complete and exact copy of this Resolution shall be posted at the Village Office, 7013-B Brookville Road, Chevy Chase, Maryland 20815, for at least forty (40) days following adoption and a fair summary of this Resolution shall be published in a newspaper of general circulation in the Village not less than four (4) times, at weekly intervals, within a period of at least forty (40) days starting immediately after the date of adoption.

Section 4. AND BE IT FURTHER RESOLVED, that as soon as the amendment hereby enacted shall become effective, either as herein provided or following a referendum, the Chair shall send, by certified mail, return receipt requested, bearing a postmark from the United States Postal Service, to the Department of Legislative Services, the following information concerning the amendment: (i) the complete text of the amendment as hereby enacted; (ii) the date of the referendum election, if any, held with respect thereto; (iii) the number of votes cast for and against the question concerning the amendment, whether by the Village Council or in a referendum; and (iv) the effective date of the amendment.

Section 5. AND BE IT FURTHER RESOLVED, that the said Chair be and is hereby specifically instructed to carry out the provisions of Sections 3 and 4. As evidence of compliance herewith, the said Chair shall cause to be placed in the Village files the following information concerning the amendment: (i) appropriate certificates of publication of the newspaper in which a fair summary of this Resolution shall have been published; and (ii) the return receipts of the mailing referred to in Section 4, and shall further complete and execute the Certificate of Effect attached hereto.

Richard Krajeck, Chair

Arthur Alexander

Tiffany Cissna

Katya Hill

Susan Fattig

ATTEST:

Matt Trollinger, Village Manager

Charter Amendment Res. No.:
Introduced: January 18, 2017
Adopted:
Effective Date:

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

**A RESOLUTION TO AMEND SECTION 902 OF THE CHARTER
OF THE VILLAGE OF MARTIN'S ADDITIONS**

This Resolution of the Council of the Village of Martin's Additions (the "Council") is adopted pursuant to the Constitution of Maryland, Article XI-E, the Maryland Code, Local Government Article, Section 4-301, *et seq.*, and the Charter of the Village of Martin's Additions (the "Charter"), to amend Section 902 of the Charter to require the Village Manager and all Council members to be bonded.

Section 1. BE IT RESOLVED BY THE VILLAGE COUNCIL, that said Section of the Charter be amended to read as follows:

Section 902. Surety Bonds.

[The Chairman, Treasurer] All Council members and the Village Manager, and other officers or employees designated by the Council, shall give bond in the amount and to the surety designated by the Council. However, the premiums on the bonds shall be paid by the [Council] Village.

NOTE: Underlining indicates language added to the Charter
[**Boldface Brackets**] denote language deleted from the Charter

Section 2. AND BE IT FURTHER RESOLVED, that the date of the adoption of this Resolution is _____ and that the amendment to the Village Charter hereby proposed by this enactment shall be and become effective on _____ (fifty (50) days from adoption), unless a proper petition for a referendum hereon shall be filed as permitted by law on or before _____ (forty (40) days from adoption).

Section 3. AND BE IT FURTHER RESOLVED, that a complete and exact copy of this Resolution shall be posted at the Village Office, 7013-B Brookville Road, Chevy Chase, Maryland 20815, for at least forty (40) days following adoption and a fair summary of this Resolution shall be published in a newspaper of general circulation in the Village not less than four (4) times, at weekly intervals, within a period of at least forty (40) days starting immediately after the date of adoption.

Section 4. AND BE IT FURTHER RESOLVED, that as soon as the amendment hereby enacted shall become effective, either as herein provided or following a referendum, the Chair shall send, by certified mail, return receipt requested, bearing a

postmark from the United States Postal Service, to the Department of Legislative Services, the following information concerning the amendment: (i) the complete text of the amendment as hereby enacted; (ii) the date of the referendum election, if any, held with respect thereto; (iii) the number of votes cast for and against the question concerning the amendment, whether by the Village Council or in a referendum; and (iv) the effective date of the amendment.

Section 5. AND BE IT FURTHER RESOLVED, that the said Chair be and is hereby specifically instructed to carry out the provisions of Sections 3 and 4. As evidence of compliance herewith, the said Chair shall cause to be placed in the Village files the following information concerning the amendment: (i) appropriate certificates of publication of the newspaper in which a fair summary of this Resolution shall have been published; and (ii) the return receipts of the mailing referred to in Section 4, and shall further complete and execute the Certificate of Effect attached hereto.

Richard Krajeck, Chair

Arthur Alexander

Tiffany Cissna

Katya Hill

Susan Fattig

ATTEST:

Matt Trollinger, Village Manager

Charter Amendment Res. No.:
Introduced: January 18, 2017
Adopted:
Effective Date:

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

**A RESOLUTION TO AMEND SECTION 903 OF THE CHARTER
OF THE VILLAGE OF MARTIN'S ADDITIONS**

This Resolution of the Council of the Village of Martin's Additions (the "Council") is adopted pursuant to the Constitution of Maryland, Article XI-E, the Maryland Code, Local Government Article, Section 4-301, *et seq.*, and the Charter of the Village of Martin's Additions (the "Charter"), to amend Section 903 of the Charter to delete the superseded reference to the bylaws and clarify what disclosures are required as a condition of seeking employment or elected office.

Section 1. BE IT RESOLVED BY THE VILLAGE COUNCIL, that said Section of the Charter be amended to read as follows:

Section 903. Disclosure.

Any person seeking elected office in or employment by Martin's Addition shall [make disclosures as set out in the bylaws] submit a conflicts of interest disclosure in a form recommended by the Ethics Committee and approved by the Council.

NOTE: Underlining indicates language added to the Charter
[Boldface Brackets] denote language deleted from the Charter

Section 2. AND BE IT FURTHER RESOLVED, that the date of the adoption of this Resolution is _____ and that the amendment to the Village Charter hereby proposed by this enactment shall be and become effective on _____ (fifty (50) days from adoption), unless a proper petition for a referendum hereon shall be filed as permitted by law on or before _____ (forty (40) days from adoption).

Section 3. AND BE IT FURTHER RESOLVED, that a complete and exact copy of this Resolution shall be posted at the Village Office, 7013-B Brookville Road, Chevy Chase, Maryland 20815, for at least forty (40) days following adoption and a fair summary of this Resolution shall be published in a newspaper of general circulation in the Village not less than four (4) times, at weekly intervals, within a period of at least forty (40) days starting immediately after the date of adoption.

Section 4. AND BE IT FURTHER RESOLVED, that as soon as the amendment hereby enacted shall become effective, either as herein provided or following a

referendum, the Chair shall send, by certified mail, return receipt requested, bearing a postmark from the United States Postal Service, to the Department of Legislative Services, the following information concerning the amendment: (i) the complete text of the amendment as hereby enacted; (ii) the date of the referendum election, if any, held with respect thereto; (iii) the number of votes cast for and against the question concerning the amendment, whether by the Village Council or in a referendum; and (iv) the effective date of the amendment.

Section 5. AND BE IT FURTHER RESOLVED, that the said Chair be and is hereby specifically instructed to carry out the provisions of Sections 3 and 4. As evidence of compliance herewith, the said Chair shall cause to be placed in the Village files the following information concerning the amendment: (i) appropriate certificates of publication of the newspaper in which a fair summary of this Resolution shall have been published; and (ii) the return receipts of the mailing referred to in Section 4, and shall further complete and execute the Certificate of Effect attached hereto.

Richard Krajeck, Chair

Arthur Alexander

Tiffany Cissna

Katya Hill

Susan Fattig

ATTEST:

Matt Trollinger, Village Manager

Charter Amendment Res. No.:
Introduced: January 18, 2017
Adopted:
Effective Date:

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

**A RESOLUTION TO AMEND SECTION 906 OF THE CHARTER
OF THE VILLAGE OF MARTIN'S ADDITIONS**

This Resolution of the Council of the Village of Martin's Additions (the "Council") is adopted pursuant to the Constitution of Maryland, Article XI-E, the Maryland Code, Local Government Article, Section 4-301, *et seq.*, and the Charter of the Village of Martin's Additions (the "Charter"), to amend Section 906 of the Charter to delete the superseded reference to the Maryland Code.

Section 1. BE IT RESOLVED BY THE VILLAGE COUNCIL, that said Section of the Charter be amended to read as follows:

Section 906. Amendment.

This Charter may be amended from time to time in the manner provided for [in Article 23A of the Annotated Code of] by Maryland law.

NOTE: Underlining indicates language added to the Charter
[**Boldface Brackets**] denote language deleted from the Charter

Section 2. AND BE IT FURTHER RESOLVED, that the date of the adoption of this Resolution is _____ and that the amendment to the Village Charter hereby proposed by this enactment shall be and become effective on _____ (fifty (50) days from adoption), unless a proper petition for a referendum hereon shall be filed as permitted by law on or before _____ (forty (40) days from adoption).

Section 3. AND BE IT FURTHER RESOLVED, that a complete and exact copy of this Resolution shall be posted at the Village Office, 7013-B Brookville Road, Chevy Chase, Maryland 20815, for at least forty (40) days following adoption and a fair summary of this Resolution shall be published in a newspaper of general circulation in the Village not less than four (4) times, at weekly intervals, within a period of at least forty (40) days starting immediately after the date of adoption.

Section 4. AND BE IT FURTHER RESOLVED, that as soon as the amendment hereby enacted shall become effective, either as herein provided or following a referendum, the Chair shall send, by certified mail, return receipt requested, bearing a postmark from the United States Postal Service, to the Department of Legislative Services, the following information concerning the amendment: (i) the complete text of

the amendment as hereby enacted; (ii) the date of the referendum election, if any, held with respect thereto; (iii) the number of votes cast for and against the question concerning the amendment, whether by the Village Council or in a referendum; and (iv) the effective date of the amendment.

Section 5. AND BE IT FURTHER RESOLVED, that the said Chair be and is hereby specifically instructed to carry out the provisions of Sections 3 and 4. As evidence of compliance herewith, the said Chair shall cause to be placed in the Village files the following information concerning the amendment: (i) appropriate certificates of publication of the newspaper in which a fair summary of this Resolution shall have been published; and (ii) the return receipts of the mailing referred to in Section 4, and shall further complete and execute the Certificate of Effect attached hereto.

Richard Krajeck, Chair

Arthur Alexander

Tiffany Cissna

Katya Hill

Susan Fattig

ATTEST:

Matt Trollinger, Village Manager

Manager's Report
January 18, 2017

Administrative Matters:

- **Holiday Fund:** The Village has collected all holiday fund checks from Village residents and distributed to the Waste Management drivers. In total, Village residents generously gave nearly \$10,000 to the five Waste Management workers who dutifully collect trash, recycling, yard waste, and bulk pickups in VMA. They expressed their thanks to the residents, and were very grateful.
- **Office Redesign and Orientation:** Staff made the initial order for new chairs a few months ago. Earlier this week staff placed the second and final order for office furniture, and is still working out details with a contractor on fixing lights and repainting the office. Due to budget restraints, the staff has elected not to re-orient the office at this time.
- **Village Wine-Tasting Event:** The Village is planning a second adult Wine Tasting event at La Ferme. We are currently holding February 11th as the date.
- **Other Events:** The Village has begun to look into an "Arbor Day" celebration, which is required for the Village to be designated a Tree City, USA. In addition, we anticipate a back-to-school "Movie in the Park" night in late August or early September. This will give the Village at least five events evenly spaced out throughout the year.
- **Welcome Bags:** The office has received new canvas bags for new residents as part of a welcome package. Thank you to the "Street Captains," organized by the Community Engagement Committee, for volunteering and helping to welcome new residents on their streets.
- **Village Directory:** Village staff has begun work on an updated 2018 Directory. We have created a Village Contact Information form, and are asking that all residents fill out (even if information is unchanged). The form is available on the Village website, and periodic reminder emails will be sent out. Street Captains are also passing out hard copies to residents on each street in VMA.
- **Bill-paying:** The staff has been looking into Bills.com as a way to streamline bill-paying. The recommendation came from the Village Accountant, Dan Baden. Village staff has inquired about the service with the Town of Chevy Chase, which also uses Bills.com, and recommends it highly.
- **Website:** The new website is now live. Because so much information was transferred over, if there are any pages or information that is out-of-date, please let the office know so we can fix that ASAP.
- **Email:** Staff has changed the Village emails to match the website domain name (martinsadditions.org).
- **Mail Delivery:** Several residents have had mail delivery issues for the last several months. Village staff connected residents directly to the Postmaster's office and Jamie Raskin's office, and arranged for the Postmaster and Christa Burton, an aide to Congressman Raskin, to attend the January Village Council meeting to address concerns. *Newsletter:* continues to be published monthly online. The next edition should be going out in the next two weeks. Residents can request to be added to the email list by calling or emailing the Village office. If you wish to receive a hard copy, please contact the Village Office.
- **Trashcan on Thornapple:** The Village has installed a new trash can on Thornapple Street near the dog waste bag dispensers. In the cold weather, there have been concerns about dogs being let out unaccompanied and without leashes, and of dog waste not being cleaned up. Whether you have a dog of your own, or if you have someone watching your pets, please make sure that they are cleaned up after and leashed - not only as a courtesy to neighbors, but also because it is the law in Montgomery County. These laws are covered under the Montgomery County Code, and can be found.
- **Contracts:**
 - *GIS:* Village put out a Request for Proposals (RFP) to update and maintain the Geographic Information System (GIS), the Village's system to capture, store analyze and present spatial and geographical data. Bidders have sent updated proposals, and the Village hopes to select a contractor by the end of the month.

- *Waste Management*: The Village's trash and recycling contract with Waste Management will end in July 2018. Village staff will shortly begin drafting a new RFP.
- *Village Signs*: The Village has received multiple bids for Village signs at the entrances to the Village along Brookville Road. Bids range from \$1,500 to over \$5,000, and a variety of materials, from a printed "flat" look, to plywood, to longer-lasting high-density urethane.

Montgomery County Master Plan Transit and Highways

- The Village Council sent a letter to the Montgomery County Planning Board in opposition to the reclassification of Brookville Road from "primary residential" to "minor arterial." County Planning Staff met with the Board on December 14th. Due to feedback, the reclassification of Brookville Road was removed as a recommendation, and is no longer included in the plan.
- The County also wants to incorporate Cummings Lane and Brookville as part of its biking Master Plan. The effect on those streets is likely to be minimal – both will remain shared roadways, and will not be widened nor have a bike lane added; but signs may go up to warn drivers of bicyclists.

Utilities: WSSC

- WSSC is returning to VMA for a sewer main replacement project. The following streets will be affected: Quincy, Raymond, Chestnut, Taylor, and Thornapple. WSSC will be holding an information meeting on Wed., January 31 from 7:00 – 8:30 p.m. in the All-Purpose Room of Chevy Chase Elementary School (4015 Rosemary Street). Village staff will be in attendance, and all residents are also invited to attend.

Streets & Sidewalks:

- The Village has completed its Village-wide sign inventory. The Village's traffic engineer, Joseph Cutro, estimates that the cost for sign replacement will be \$7,500 – 8,000. While this will keep us under budget, we may need to amend the Traffic Engineering budget item in the future in case there are any traffic studies or additional work that needs to be done.
 - The cold weather has prevented us from putting in any signs, but we expect to complete by the end of March.
 - Residents on Quincy Street have inquired about a possible traffic study on the street to measure traffic numbers and get a sense of cut-through traffic, and whether a speed bump might help deter it. The Village does not have recent traffic information for that street.
- Roads will continue to be evaluated and potholes filled on an as-needed basis. If a resident has a concern about a pothole, please call the Village office.
- State Highway originally planned construction work to incorporate redesign plans for the Brookville/Taylor intersection this fall. Village staff has met with representatives with State Highway, along with staff from Section 3. However, the project has been delayed in order to incorporate into their plans a fix for ponding issues. Work is now scheduled for spring of 2018. The redesign will move the stop signs closer to each other, reduce the distance pedestrians will have to cross the street, and increase visibility in all directions.

Sanitation:

- The last bulk pickup occurred on January 13, in coordination with A Wider Circle. The next bulk pickup will be March 10. A Wider Circle will do their pickup on Friday, March 9.

Building Administration:

- Please see report from Doug Lohmeyer, attached.