

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

**Agenda for
Council Meeting
June 20, 2019**

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: Krajeck
- 7:31 PM Opportunity for Council to hear residents' comments: Krajeck
- 7:45 PM Building Administrator's Report: Lohmeyer
- 7:55 PM Action on Annual Meeting Minutes of May 9: Krajeck
- 8:00 PM Hazard Mitigation Plan: Bolt
- 8:05 PM Call for Volunteers/Committee appointments: Krajeck
- 8:10PM Discussion on composting: Fattig
- 8:15PM Walkability Study: Hill
- 8:20 PM Financial Matters: Alexander
- 8:25 PM Manager's Report: Gaston
- 8:35 PM Opportunity for Council to hear residents' comments: Krajeck
- 8:45 PM Committees – Community Engagement Ethics, Election
- 8:50 PM Adjournment: Krajeck

** Please Note: Listed times are approximate.*

TO: The Council at the Village of Martin's Additions
FROM: Doug Lohmeyer
DATE OF MEMO: June 15, 2019
SUBJECT: Building Administrator's Report

3520 Bradley La.

The applicant has submitted a building permit to the County and the Village. The neighborhood information meeting has been held and the County and Village building permits have been issued. The applicant has indicated they will be applying for a variance for the handicapped ramp along the left side of the house, which would encroach into the minimum side yard setback.

7204 Chestnut St.

The applicant has submitted a building permit package to the County and the Village. The application is undergoing the initial Village review. The Village is waiting for more information from the applicant's engineer. The applicant has applied for a variance, which was held on Thursday, Dec. 20, 2018. A second variance hearing was held on Jan. 30, 2019. The applicant has re-submitted their plans to MCDPS, which incorporated the revision for the Village waiver. The Village issued the building permit on April 2nd. The staff has requested a "Wall Check" to insure the new additions do not encroach into the setbacks.

7210 Chestnut St.

The Village has received an application for a new house to be built on the vacant lot. The County issued their building permit on Oct. 1, 2018 and the Village issued their building permit on Oct. 11, 2018. Work begun at the site on Oct. 11th.

3421 Cummings La.

The applicant has submitted a building permit to the County and the Village. The variance hearing was held on Feb. 6, 2019. The applicant has re-submitted to the MCDPS. The County issued their building permit on April 2nd and the Village issued their building permit on April 8th. The staff has requested a "Wall check" and a "Height survey" from the applicant.

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. A Village building permit has been issued for the enclosing of the existing screened porch.

7213 Delfield St.

The property owners have submitted a permit to replace with ex. driveway. The existing concrete driveway apron will remain. The Village permit is being processed.

3508 Shepherd St.

The applicants have submitted a building permit package to the County and the Village. The neighborhood information meeting was held on Nov. 7th and the Village permit has been issued. The applicant is preparing the documents abandoning the existing shared driveway and creating an easement for the neighbor. The documents need to be reviewed by the Village attorney before they are recorded.

7209 Summit Ave.

The applicant has submitted a plan to add an addition at the rear of the ex. house. The County and Village permits have been issued. The work has been completed and the applicant's performance bond will be returned.

3412 Taylor St.

An application for a County and Village building permit has been submitted. A resident's information meeting was held on Tuesday, June 19th. A Village right of way permit will be required for this connect, since the proposed 6" pipe will pass through the Village right of way. The Village building permit has been issued. The house construction has begun. The applicant has submitted an application for a variance from the Village's maximum building height requirement. They propose to raise the elevation of the house because of a high ground water condition. The contractor is performing an adjacent building height survey in order to determine if the proposed roof height will be allowed by Code.

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 house construction is completed. However, several sections of ex. curb in front of the house have chips and cracks and I recommend they be replaced. MCDPS has release their building permit and the staff recommends releasing the Village's building permit.

I recommend the Village retain the performance bond until the MCDPS has released their sediment control permit, the old driveway apron has been removed, and the damaged sections of curb are replaced.

3407 Thornapple St.

The applicant has submitted a building permit application to the County and the Village. The neighborhood information meeting was held on Monday, Jan.14, 2019. The County issued the sediment control permit on Feb. 22nd and their building permit on April 9, 2019. The pre-construction meeting will be held at the site on May 30th. After the meeting, the Village building permit will be issued. Work has begun on the new house construction.

Miscellaneous Items

The staff is presently working with the following properties:

1. MSHA Brookville Rd. and Quincy intersection ponding rainwater.
2. Requesting the property owner to trim the vegetation that is blocking the "Stop" sign north of Bradley La. on Brookville Rd.

MONTGOMERY CONSULTING
MEMO

TO: James D. Gaston, III
Village Manager,
Village of Martin's Additions

FROM: Doug Lohmeyer
Building Administrator
Village of Martin's Additions

DATE OF MEMO: June 18, 2019

SUBJECT: 3412 Taylor St. – Building Status

The lot at 3412 Taylor is one of the lowest, if not the lowest lot in the Village of Martin's Additions. Water has been ponding on the lot for years.

On March 1, 2018, Matt Trollinger, former Village Manager and I met with Mark Hughes, the architect, regarding the proposed development of the vacant lot at 3412 Taylor St. At that meeting, we described the existing water surface condition at the lot. We suggested that prior to designing the house they take some soil borings to determine the existing ground water situation. We also explained the Village's maximum building height criteria and how to calculate the building height in the Village. Mr. Hughes said they may consider using the average height provision of the Village Code, since the proposed in ground garage will impact the roof height analysis.

The original plans submitted to the County and the Village for their building permits, indicated the maximum building height was just below the Village's maximum roof peak height of 33 feet and roof mean height of 28 feet.

During the excavation for the basement, ground water was observed. As a result of the water situation, the applicant's team decided to raise the basement elevation 12 inches. They were advised that if the design of the house remained the same, the roof may exceed the maximum 33 feet roof peak height. Their engineer did the height analysis and determine that the peak of the roof would be approximately 9 inches above the 33-foot maximum height. They were advised they needed to submit to the Village a variance of the roof height requirement for the Village of Martin's Additions Council's public hearing and decision.

On June 6, 2019, I met with Tom Bullis, with Park Bradley Homes, to discuss the roof height situation. We discussed the Village's requirements for the adjacent roof analysis, how to calculate the front elevation, and the need for a roof peak and mean analysis. Tom said he has conducted a preliminary analysis of the adjacent buildings and he thinks the adjacent roofs may give them the additional 9 inches. He stated they will hire a surveyor to provide the necessary measurement of the adjacent peak and mean roof heights.

At that meeting, as the contractor was forming the house footings, I advised Tom that if the adjacent building height analysis was not successful, they would have to apply for the Council variance. If they continued with the construction and if variance was not granted, they would have to revise the house to lower the roof. They were taking a risk by continuing. Tom said he understood, but if necessary, they could lower a ceiling height from the preferred 8-feet to 7-feet.

Last week the lower level concrete walls were poured and this morning they were still proceeding with construction of the house. Mr. John DiLoreta, the new project manager for Park Bradley, said they would begin setting the first-floor walls next week. He said Tom Bullis is no longer with the company and he would be their contact in the future.

Village of Martin's Additions
7013 Brookville Road, Suite B, Chevy Chase, MD 20815
Minutes for Annual Meeting on
May 9, 2019

Council Members Present: Richard Krajeck; Arthur Alexander; Susan Fattig; Katya Hill. **Council Members Absent:** Tiffany Cissna; **Village Manager:** Matthew Trollinger; **Assistant Village Manager:** Tina Lurie; **Residents and other attendees:** Keith Allen (Turner Ln); David Bjorklund (Turner Ln); Riley Markham (Turner Ln); Susan Kahn (Bradley Ln.); Peter Kahn (Bradley Ln); Anita DiFanis (Bradley Ln); Lynne Welle (Oxford St); Margery Thompson (Shepherd St); Gordon Thompson (Shepherd St); James Gaston (guest); Bernice Duval (Taylor St); Carol Crew (Taylor St); Nick Picerno (Montgomery County Police Department)

8:04PM Call to Order: Krajeck

Council member Krajeck announced that the meeting is being recorded. He states the first item of business is to approve the minutes from the April 18th Council meeting. Council member Fattig moves to approve the minutes, Council member Alexander seconds, and all are in favor.

8:05PM Council member Alexander gives the Treasurer's Report. He mentions property taxes may need to go up at some point. Council member Krajeck states the Village is financially healthy.

8:11PM Council member Hill gives the Safety Report. She states the break in at the Brookville Pharmacy was an isolated incident. She also talks about the intersection of Quincy and Oxford, and that a new stop sign was installed there.

8:15PM Council member Fattig discusses the Legislative and Administrative Report. She talks about 5G cell towers and regulation, variance hearings, composting and the search for a new Village Manager.

8:18PM Council member Krajeck thanks the election committee, the Community Engagement Committee, Manager Matt Trollinger, Assistant Manager Tina Lurie, Building Administrator Doug Lohmeyer and Municipal Operations Administrator Wayne C. Fowler for all their help over the past year.

8:20PM Manager Trollinger gives a report on behalf of Council member Cissna, who was not able to attend the annual meeting. He discussed contracts, the competitive bidding process and RFP's and specifically mentioned Waste Management for garbage and recycling, Rolling Acres for leaf vacuuming and snow cleanup, and Greensweep LLC for landscaping. Manager Trollinger mentioned the Butterfly Garden at Cummings Lane and Brookville Road is already noticeably better. Manager Trollinger also reported that we're in the process of awarding a contract for a Walkability Study, as we want to find ways to make the Village safer and more walkable.

8:25PM Council member Alexander states that Council member Cissna has been instrumental in regularizing our contracts and RFP process. All contracts are bid through Maryland's E bidding procurement service known as the Maryland Marketplace.

8:27PM Council member Krajeck says the Village Charter requires we pass the budget by May 15, and asks if there are any questions on the budget. There are no questions, and Council member Krajeck asks for a motion to adopt the FY 2020 budget, Ordinance 3-19-1, which runs from July 1, 2019 - June 30, 2020. Council member Alexander motions to adopt the FY 2020 budget, Council member Hill seconds, all in favor.

Council member Krajeck asks for a motion on Resolution 3-19-2, to approve levying a tax on personal and real property. Council member Fattig motions to approve, Council member Alexander seconds, all in favor.

Discussion of Fiscal Year 2020 Budget for the Village of Martin's Additions
Arthur Alexander, Treasurer
March 21, 2019

Fiscal year 2020 for the Village of Martin's Additions begins July 1, 2019. The Village charter requires that a budget be approved by May 15 authorizing Village expenditures over the following year. At this Council meeting and over the period until May 15, we offer residents an opportunity to review the budget, discuss changes, and generate an informed response.

Revenues: The Village share of residents' state income taxes is the largest source of Village revenues. In the current year's budget (FY2019), it amounts to 84% of total revenues, up from 74% the previous year. The reason for the jump is that we reduced the Village portion of the property tax paid by residents; whereas property taxes had generated 15% in FY 2018, it dropped to 2% in the current year. Income tax receipts, therefore, are key to our finances. Income tax receipts appear to follow the state of the overall economy, particularly the stock market. This source of income peaked in FY2018 at \$812,000. Based on current flows from the state, we project \$700,000 for this year. We have planned for \$650,000 for the coming year, an amount based on conservative forecasting. Interest on the Village's reserve funds, deposited in accounts guaranteed by the Federal government, have risen substantially, in line with general interest rate increases. For next year, we expect interest to more than double to \$50,000. Altogether, we expect total revenues to be within a few percent of this year's amount.

Expenditures: Several items will be substantially below this year's levels for a variety of reasons. For example, for many years we had planned to renew the office furniture and fittings. Over the last two years, new chairs, tables, desks, and cabinets were purchased, thereby reducing next year's needs. Another example is the geographic information system that was thoroughly updated in the current year; the \$30,000 budgeted for that purpose can now be reduced to \$10,000. The installation of new LED street lights that operate with a fraction of the energy of our old mixed technology equipment will reduce the electricity bill by an estimated \$11,000, an 11-year payback period on the capital investment. Street repaving should reduce maintenance for several years, another example of where capital expenditures can lower current spending. Total planned expenditures are within 1% of this fiscal year's budgeted amount; expected income exceeds planned spending by \$19,000.

Reserves: Our prudent, conservative approach to budgeting coincided with recommendations from our auditors that we formally set aside reserves to cover ordinary expenses in case of an unplanned loss of revenues such as we experienced during the last recession. Consequently, we have introduced a "rainy day" fund of \$1,000,000, equal to 120% of planned annual spending (not including capital expenditures). In addition, we have set aside reserves amounting to \$1,500,000 to cover the capital costs of future street paving, sidewalks and other walkability projects, and other future capital needs.

	<u>FY 18 actual</u>	<u>FY19 budget</u>	<u>FY20 budget</u>	<u>FY20 – FY19</u>
Revenues				
4010 · Permit Fees	9,716	15,000	15,000	0
4020 · Cable TV Franchise Fees	9,445	8,000	8,000	0
4040 · County Revenue Sharing	26,832	26,800	26,800	0
4050 · Highway Users Fees	20,941	23,000	30,000	7,000
4060 · Income Tax	811,748	700,000	650,000	-50,000
4080 · Personal Property Tax	5,078	6,000	4,500	-1,500
4090 · Real Property Tax	160,662	15,000	15,000	0
4095 · Utility Property Tax	15,842	15,000	15,000	0
4100 · Holiday Fund	8,359	8,000	8,000	0
4110 · Interest	23,650	20,000	50,000	30,000
4136 · WSSC - Street Work		100	30,000	29,900
Total Revenue	1,092,274	836,900	852,300	15,400
Expenditures				
5010 · Office Expenses	14,907	15,000	17,500	2,500
5025 · Office Furniture & Equipment	26,998	25,000	10,000	-15,000
5030 · Insurance	5,115	6,500	8,000	1,500
5040 · Printing & Mailing	2,007	5,000	5,000	0
5050 · Dues & Subscriptions/Conference	7,834	10,000	10,000	0
5055 · Storage Rental	3,315	4,000	4,000	0
5060 · Office Lease	30,792	32,000	32,000	0
5065 · Telephone	3,592	4,000	4,000	0
5080 · Holiday Fund	8,359	8,000	8,000	0
5100 · Salaries & Benefits	129,867	155,000	160,000	5,000
5210 · Accounting & Auditing	38,400	39,000	39,000	0
5220 · Building & Permitting	55,403	76,000	81,000	5,000
5230 · Legal	38,015	40,000	40,000	0
5240 · Police	28,406	37,000	50,000	13,000
5244 · Traffic Engineering	6,070	10,000	10,000	0
5246 · Records Retention & Disposal	0	1,500	1,500	0
5247 · GIS Update	0	30,000	10,000	-20,000
5310 · Street Lighting - PEPCO	10,840	16,000	5,000	-11,000
5322 · Street Cleaning - Fall/Spring	14,630	15,000	15,000	0
5324 · Street Maintenance - Other	14,299	15,000	7,500	-7,500
5326 · Leaf Vacuuming	9,971	15,000	20,000	5,000
5349 · Snow Removal Services	26,941	25,000	30,000	5,000
5400 · Waste & Recycling				0
5410 · Waste Collection & Recycling	85,538	153,600	153,600	0
5420 · Leaf Bags	14,025	15,000	15,000	0
5425 · Recycling Bins	504	1,000	1,000	0
5510 · Tree Maintenance	24,082	35,000	30,000	-5,000
5515 · Tree Replacement	10,722	6,000	15,000	9,000
5518 · Right-of-Way Landscaping	4,623	8,000	10,000	2,000
5520 · Community Events	15,097	30,000	35,000	5,000
5530 · Website	5,499	5,000	4,250	-750
5630 · Tree Planting Initiatives		2,000	2,000	0
Total current expenses	635,850	839,600	833,350	-6,250
Revenues – current expenses	456,423	-2,700	18,950	21,650
Designated Reserves				
5805 · Walkability			500,000	
5810 · Streets	500,000	500,000	500,000	
5814 · Other Capital Projects	500,000	500,000	500,000	
5820 · Recommended Reserves			1,000,000	

Ordinance No.: 3-19-1
Introduced: March 21, 2019
Adopted: May 9, 2019
Effective Date: July 1, 2019

THE VILLAGE OF MARTIN'S ADDITIONS

SUBJECT: AN ORDINANCE TO ADOPT A BUDGET FOR FISCAL YEAR
JULY 1, 2019 TO JUNE 30, 2020.

WHEREAS, Local Government Article, Section 5-202 of the Maryland Code grants to the legislative body of every incorporated municipality in Maryland, including the Village of Martin's Additions, general power to pass such ordinances not contrary to the Constitution of Maryland, or public general law, as they may deem necessary in order to assure the good government of the municipality, to protect and preserve the municipality's rights, property, and privileges, to preserve peace and good order, to secure persons and property from danger and destruction, and to protect the health, comfort and convenience of the citizens of the municipality;

WHEREAS, Maryland Code, Local Government Article, Section 5-205, as amended, authorizes the legislative body of each municipal corporation in the State of Maryland to spend money for any public purpose and to affect the safety, health, and general welfare of the municipality and its occupants;

WHEREAS, Section 501 of the Charter of the Village of Martin's Additions authorizes the Village Council to pass such ordinances as it may deem necessary for the preservation of the property, rights, and privileges of the Village and its residents;

WHEREAS, the Village Council introduced the following Ordinance in public session assembled on the 21st day of March, 2019;

WHEREAS, the Village Council, after proper notice to the public, considered the following Ordinance at a public hearing held on the day of May, 2019;

WHEREAS, prior to adopting this Ordinance, the Village Council held a public meeting on May, 2019 to adopt tax rates for the forthcoming fiscal year and, by the attached Resolution, adopted the tax rates for the forthcoming fiscal year; and

WHEREAS, the Village Council finds that the foregoing Ordinance would assure the good government of the municipality, protect and preserve the municipality's rights, property, and privileges, preserve peace and good order, secure persons and property from danger and destruction, and protect the health, comfort and convenience of the citizens of the Village of Martin's Additions, and is necessary for the preservation of the property, rights, and privileges of the Village and its residents.

NOW, THEREFORE, the Village Council does hereby adopt the foregoing Ordinance.

BE IT ORDAINED AND ORDERED, this_ day of May, 2019, by the Village Council, acting under and by virtue of the authority given it by the Maryland Code and the Village Charter, that the attached Budget be and is hereby adopted.

AND BE IT FURTHER ORDAINED AND ORDERED, by the Village Council, acting under and by virtue of the authority granted to it by the Maryland Code, and the Village Charter, that:

- (1) Pursuant Maryland Code, Local Government Article, Section 5-205(b)(4), the Village Council may spend money for a purpose different from the purpose for which the money was appropriated or spend money not appropriated in the attached Budget if approved by a two-thirds vote of the Village Council;
- (2) If any part or provision of this Ordinance is declared by a court of competent jurisdiction to be invalid, the part or provision held to be invalid shall not affect the validity of the Ordinance as a whole or any remaining part thereof; and
- (3) This Ordinance shall take effect on the 1st day of July, 2019.

ATTEST:

THE VILLAGE OF MARTIN'S ADDITIONS

Susan Fattig, Secretary

Richard Krajeck, Chair
Village Council

Resolution No.: 3-19-2
Introduced: March 21, 2019
Adopted:
Effective Date: July 1, 2019

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 May_, 2019 after due notice and advertisement of the time and place of the meeting and said notice included the proposed budget for 2019-2020 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 five thousandths of a cent (\$.005) per One Hundred Dollars of assessable value (fair market value) on real property subject to taxation by the Village; fifty cents (\$.50) 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 May, 2019.

Susan Fattig, Secretary

8:31PM Montgomery County Police Department officer Nick Picerno reminds the community to look their car doors. That's the best way to prevent people from getting inside. He also mentioned the armed robbery at the Pharmacy and said that was a significant event.

8:38PM Opportunity for resident comments:
Lynn Welle (Oxford St) requests a no parking spot at Oxford near Quincy, at the stop sign. Council member Krajeck suggests he discuss this with the office staff, and if needed, staff can make a recommendation to the Council. Mr. Welle also says the area by the corner of Quincy and Brookville, near the Welcome to VMA sign, needs sprucing up. Mr. Welle then states when the walkability study is done, it should be mentioned that sidewalks are for walking only. Lastly, Mr. Welle mentions the Waste Management contract, and states that when people put their trash to the curb, it doesn't look good.

8:52PM Council member Krajeck thanks Manager Trollinger for all his hard work managing the Village and for doing a great job.

8:53PM Peter Kahn (Bradley Ln) asks about the dog park on Brookville Road. Council member Krajeck says that years ago, VMA residents donated money to the Village of Chevy Chase with the intent of saving the park. Residents have written letters to the Village of Chevy Chase, asking them to reconsider their possible decision to only allow their own residents to use the park.

8:56PM Margorie Thompson (Shepherd St) talks about the renovation of the house at 3508 Shepherd St. relating to an easement of a shared driveway.

8:58PM Council member Hill motions to adjourn, Council member Fattig seconds, all in favor. The meeting is adjourned.

Resolution No. 6-19-1
Adopted: June 20, 2019
Effective: June 20, 2019

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

**SUBJECT: RESOLUTION TO ADOPT MONTGOMERY COUNTY
HAZARD MITIGATION PLAN 2018**

WHEREAS, the Village of Martin's Additions recognizes the threat that natural hazards pose to people and property; and

WHEREAS, undertaking hazard mitigation actions before disasters occur will reduce the potential for harm to people and property and save taxpayer dollars; and

WHEREAS, under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. § 5121, et seq., and the implementing regulations thereto, local governments are required to develop a hazard mitigation plan as a condition for receiving disaster mitigation grant funding; and

WHEREAS, by Resolution 19-70, adopted April 8, 2019, the Montgomery County Council adopted the Montgomery County Hazard Mitigation Plan 2018 (the "Plan"); and

WHEREAS, the Montgomery County Office of Emergency Management and Homeland Security requests that municipalities adopt the Plan in order to have a uniform approach to hazard events; and

WHEREAS, the Village Council finds that adopting the Montgomery County Hazard Mitigation Plan 2018 would assist in assuring the good government of the Village; protect and preserve the Village's rights, property and privileges; and protect the general welfare of the Village.

NOW, THEREFORE, BE IT RESOLVED this 20th day of June, 2019, by the Council of the Village of Chevy Chase View that:

1. The Village of Martin's Additions hereby adopts the Montgomery County Hazard Mitigation Plan 2018, as adopted by the Montgomery County Council, by Resolution 19-70; and
2. This resolution is effective as of June 20, 2019.

I, Susan Fattig, Secretary of the Village Council, hereby certify that the foregoing Resolution was adopted by the Council at its open meeting on June 20, 2019.

Susan Fattig, Secretary

**Village of Martin's Additions
Financial Report for March 2018
Arthur Alexander, Treasurer
June 20, 2019**

July 2018 through May 2019

	<u>Actual</u>	<u>Budgeted</u>
Revenues	\$ 778,451	760,965
Expenses (excluding capital projects)	652,722	769,162
Net Income (revenues minus expenses)	125,729	-8,197
 Capital investment expenses	 \$ 263,129	
Investment reserves (less expenditures)	1,687,971	
Emergency reserves	1,000,000	
 Current assets less designated reserves	 \$ 122,674	

Total revenues and expenditures have been running close to budgeted amounts. At the January 2019 Council meeting, the Council increased the capital reserve account by \$750,000 for future improvements, including likely enhancements to the Village's walkability. In addition, we introduced an emergency fund of \$1,000,000 to cover unplanned loss of revenues such as we experienced during the last recession. Paving expenditures have now been largely completed except for possible unplanned, minor repairs.

Revenues are running slightly above estimates; the Village's share of the state income tax, the single largest source of revenue, is approximately \$100,000 more than originally contemplated. However, should there be an economic decline, income taxes will be hit hard.

**Village of Martin's Additions
Treasurer's Report
May 2019**

	<u>May 19</u>	<u>Budget</u>	<u>Jul '18 - May 19</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Income					
4000 - Revenue					
4005 - Business License	625.10		625.10		15,000.00
4010 - Permit Fees	9,757.50	1,250.00	28,166.64	13,750.00	8,000.00
4020 - Cable TV Franchise Fees	3,101.44	0.00	9,383.44	6,000.00	26,800.00
4040 - County Revenue Sharing	0.00		26,832.00	26,800.00	23,000.00
4050 - Highway Users Fees	0.00	1,920.00	21,874.78	21,120.00	700,000.00
4060 - Income Tax	149,412.75	150,000.00	596,018.55	631,000.00	6,000.00
4080 - Personal Property Tax	0.00	0.00	4,708.45	5,860.00	15,000.00
4090 - Real Property Tax	29.92	0.00	17,760.23	15,000.00	15,000.00
4095 - Utility Property Tax	0.00	0.00	16,863.94	15,000.00	8,000.00
4100 - Holiday Fund	0.00	0.00	8,888.58	8,000.00	20,000.00
4110 - Interest	5,181.65	1,665.00	47,329.67	18,335.00	100.00
4136 - WSSC - Street Work	0.00		0.00	100.00	836,900.00
Total 4000 - Revenue	168,108.36	154,835.00	778,451.38	760,965.00	2,690,671.00
4200 - Prior Years Surplus	0.00		0.00	2,690,671.00	3,527,571.00
Total Income	168,108.36	154,835.00	778,451.38	3,451,636.00	
Expense					
5000 - General Government					
5010 - Office Expenses	1,682.71	1,250.00	14,197.71	13,750.00	15,000.00
5025 - Office Furniture & Equipment	0.00	2,100.00	10,198.60	23,100.00	6,500.00
5030 - Insurance	-256.00		6,271.00	6,500.00	5,000.00
5040 - Printing & Mailing	1,404.69	425.00	4,270.72	4,675.00	10,000.00
5050 - Dues & Subscriptions/Conference	755.00	500.00	5,832.95	5,000.00	4,000.00
5055 - Storage Rental	316.00	333.00	3,160.00	3,663.00	32,000.00
5060 - Office Lease	0.00	2,667.00	25,025.56	29,337.00	4,000.00
5065 - Telephone	0.00	333.00	3,099.41	3,663.00	8,000.00
5080 - Holiday Fund	0.00	0.00	8,888.58	8,000.00	109,500.00
Total 5000 - General Government	3,902.40	7,608.00	80,944.53	97,688.00	

**Village of Martin's Additions
Treasurer's Report
May 2019**

	<u>May 19</u>	<u>Budget</u>	<u>Jul '18 - May 19</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
5100 - Salaries & Benefits					
5110 - Managerial & Office Salaries	10,747.70	11,000.00	116,275.53	121,000.00	132,000.00
5120 - Payroll Taxes & Benefits	1,496.00	1,916.00	16,359.71	21,076.00	23,000.00
Total 5100 - Salaries & Benefits	12,243.70	12,916.00	132,635.24	142,076.00	155,000.00
5200 - Professional Fees					
5210 - Accounting & Auditing	0.00	2,700.00	33,000.00	36,300.00	39,000.00
5220 - Building & Permitting					
5222 - Building Review & Permits	3,850.00	2,500.00	38,250.00	37,500.00	40,000.00
5224 - Enforcement & Oversight	1,015.00	1,000.00	11,585.00	17,000.00	18,000.00
5226 - Municipal Operations	1,155.00	1,000.00	8,785.00	17,000.00	18,000.00
Total 5220 - Building & Permitting	6,020.00	4,500.00	58,620.00	71,500.00	76,000.00
5230 - Legal	0.00	3,333.00	27,749.25	36,663.00	40,000.00
5240 - Police	2,590.80	3,583.00	34,866.04	33,413.00	37,000.00
5244 - Traffic Engineering	2,442.00	833.00	5,768.00	9,163.00	10,000.00
5246 - Records Retention & Disposal	0.00	300.00	0.00	1,500.00	1,500.00
5247 - GIS Update	0.00	416.00	14,872.75	29,576.00	30,000.00
Total 5200 - Professional Fees	11,052.80	15,665.00	174,876.04	218,115.00	233,500.00
5300 - Streets					
5305 - Streets - General					
5310 - Street Lighting - PEPCO	188.04	1,333.00	1,459.83	14,663.00	16,000.00
5322 - Street Cleaning - Fall/Spring	0.00	0.00	2,640.00	15,000.00	15,000.00
5324 - Street Maintenance - Other	0.00	1,250.00	9,867.68	13,750.00	15,000.00
5326 - Leaf Vacuuming	0.00	0.00	19,155.49	15,000.00	15,000.00
Total 5305 - Streets - General	188.04	2,583.00	33,123.00	58,413.00	61,000.00
5349 - Snow Removal Services					
5350 - Snow Removal - Shovel Bvl. Rd.	-1,251.00	0.00	1,636.50	5,000.00	5,000.00
5351 - Snow Removal - Plowing	-3,125.00	0.00	26,825.65	20,000.00	20,000.00
Total 5349 - Snow Removal Services	-4,376.00	0.00	28,462.15	25,000.00	25,000.00
Total 5300 - Streets	-4,187.96	2,583.00	61,585.15	83,413.00	86,000.00

**Village of Martin's Additions
Treasurer's Report
May 2019**

	<u>May 19</u>	<u>Budget</u>	<u>Jul '18 - May 19</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
5400 · Waste & Recycling					
5410 · Waste Collection & Recycling	10,921.75	12,800.00	126,037.78	140,800.00	153,600.00
5420 · Leaf Bags	0.00		9,990.00	15,000.00	15,000.00
5425 · Recycling Bins	0.00	50.00	560.77	950.00	1,000.00
Total 5400 · Waste & Recycling	10,921.75	12,850.00	136,588.55	156,750.00	169,600.00
5500 · Other					
5510 · Tree Maintenance	0.00	3,000.00	17,172.00	33,000.00	35,000.00
5515 · Tree Replacement	0.00	0.00	11,501.00	6,000.00	6,000.00
5518 · Right-of-Way Landscaping	586.00	0.00	3,823.00	6,000.00	8,000.00
5520 · Community Events	3,550.58	0.00	28,974.72	20,000.00	30,000.00
5530 · Website	0.00	420.00	5,122.00	4,620.00	5,000.00
Total 5500 · Other	4,136.58	3,420.00	66,592.72	69,620.00	84,000.00
5600 · Initiatives					
5630 · Tree Planting Initiatives Prog.	0.00	0.00	-500.00	1,500.00	2,000.00
Total 5600 · Initiatives	0.00	0.00	-500.00	1,500.00	2,000.00
5800 · Designated Funds					
5810 · Designated - Street	216,516.49		263,129.27	500,000.00	500,000.00
5814 · Designated - Capital Projects	0.00		0.00	500,000.00	500,000.00
Total 5800 · Designated Funds	216,516.49		263,129.27	1,000,000.00	1,000,000.00
5900 · Undesignated Fund Balance	0.00		0.00	1,687,971.00	1,687,971.00
Total Expense	254,585.76	55,042.00	915,851.50	3,457,133.00	3,527,571.00
Net Income	-86,477.40	99,793.00	-137,400.12	-5,497.00	0.00



Manager's Report
Submitted by James D. Gaston, III
Council Meeting Date
June 20, 2019

Administrative Matters:

- My start date was Monday, June 10, 2019
- Submitted an application for a Maryland Notary Commission per Atty. Bolt
- Attended the Council Meetings for the following Chevy Chase locations
 1. Village of Friendship Heights..... Monday, June 10, 2019
 2. Town of Chevy Chase..... Wednesday, June 12, 2019
 3. Section 3 of the Village of Chevy Chase..... Wednesday, June 12, 2019
 4. Village of North Chevy Chase..... Tuesday, June 18, 2019
 5. Chevy Chase View..... Wednesday, June 19, 2019
- Took a tour of the Village with VMA staff:
 - Wayne C. Fowler, Municipal Operations
 - Doug Lohmeyer, Building Operations
- Installed a new lock on the exterior door for the Village Suite
- Drafted a letter for Mike Shirazi, VMA Landlord, detailing the problems with the exterior lock issue & front door tile issued
 - Mike Shirazi has stated the tile will be fixed by his repair crew very soon
- 2019 May Election: Thank you to the Election Committee for its planning and execution of the Election and Celebration on the Sidewalk. Thank you as well to the other volunteers, who helped with setting up, taking down, and managing the volunteer booths.

Community Events:

- **Independence Day Celebration**
 - Village will be hosting an Independence Day celebration on Sunday, June 30, 2019, at Chevy Chase Park (Shepherd Park) at the end of Turner Lane There will multiple rides that should appeal to children of all ages, as well as a hot dog truck, shaved ice, face painter and balloons
- **Movie Night 2019**
 - The Community Engagement Committee wants to host the 2nd Annual Movie Night on Labor Day weekend. The date would be Sunday, September 1, 2019
 - A suggestion has been made to invite neighboring communities to help defray the costs and invoke comradery with area residents. VMA Residents would bring their own chairs/blanket/picnic blanket. VMA/CEC would provide the drinks and popcorn.

Legislative Issues:

- The Council for the Village of North Chevy Chase (VNCC) is inquiring about a joint meeting of the County Council members to inquire about/advocate for an additional public hearing for ZTA 19-01, recognizing that the last public hearing was early in the process before amendments to the legislation had been made and the broader public was aware of the issues. The VNCC would it be beneficial to send a combined message from all of the affected towns and villages in the Chevy Chase area.
 - *ZTA 19-01 would remove the requirement for conditional use approval for all accessory apartments; revise the limited use provisions for attached and detached accessory apartments; and, generally, amend the provisions for accessory apartments by deleting many of the current restrictions on having an accessory apartment.*



Manager's Report
Submitted by James D. Gaston, III
Council Meeting Date
June 20, 2019

Contractors and Contracts:

- I am currently reviewing all VMA contracts, professional service agreements and staff employment agreements to make sure they are up to date and meeting the needs addressed by the Council.
 - Montgomery Consulting, Doug Lohmeyer, contract ended on July 21, 2018. He has been operating on a verbal agreement. Please advise. My suggestion is for a memo or document from Ron Bolt extending the contract for another year until July 21, 2020. This option will cover VMA for the next year until the Council makes a decision regarding an RFP for Montgomery Consulting, Doug Lohmeyer type of professional services.
- GIS: Needs to be reloaded on the third computer, which is used by contractors. A meeting is being scheduled for the upload.
- Walkability Study: The Village has agreed to hire Chris Jakubiak to conduct a walkability assessment of the Village and any accompanying recommendations. An update on steps will be provided at the next July 18, 2019 Council Meeting.

Utilities:

- **WSSC**
 - WSSC has finished sewer repairs throughout Martin's Additions and beyond into Chevy Chase.
- **Washington Gas**
 - Washington Gas completed the repairs on Taylor Street

Sidewalks and Streets

- A.B. Veirs and Sons, Paving, needs to complete the work on the of the sidewalk and streets contract. This is a treatment to solidify and preserve the concrete to assists with its longevity

Village Operations

- Please see the attached report from Doug Lohmeyer, Building Administrator
- Please see the attached report from Wayne C. Fowler, Municipal Operations