

Village of Martin's Additions
7013 Brookville Road, Suite B, Chevy Chase, MD 20815
Council Meeting Minutes
March 19, 2020
VIA ZOOM CONFERENCE CALL

Council Members Present: Tiffany Cissna; Arthur Alexander; Katya Hill; Susan Fattig; Todd Mann; **Village Manager:** Niles Anderegg; **Building Administrator:** Doug Lohmeyer; **Village Attorney:** Ron Bolt; **Residents and other Attendees:** Marty Langelan (Chestnut Street); Keith Allen (Turner Lane); Ted Stoddard (Turner Lane); Jesse Tampio (Summit Avenue); Lori Mitchell (Cummings Lane).

* Times are approximate.

7:30PM Call to Order: Cissna
Explained that Niles Anderegg, the new Village Manager, would be moderating the call, and he went over the logistics.

7:31PM Welcome Niles Anderegg, new Village Manager: Cissna and Anderegg
After an extensive search that attracted approximately 20 strong applicants from near and far, and phone or in-person interviews for about half of those applicants, the Council hired Niles Anderegg to be the new Village Manager. Anderegg has years of relevant government and related association experience, most recently being the Deputy City Clerk in Rockville. He started on Monday and is quickly getting up to speed on Village business. Anderegg appreciated the welcome, is excited to be here, and thanked Julia Stogoski for her work keeping the trains running and helping to get him up to speed.

7:35PM Opportunity for Council to hear residents' comments: Cissna
Jeff Blander (Turner Lane) is organizing an unofficial resident-led effort to connect during these difficult times. If you'd like to join this effort, please reach out to Jeff directly via email at drjmblander@gmail.com or vmabuddycheck@gmail.com. Todd Mann (Raymond Street) supports the volunteer effort of neighbors caring for neighbors, but expressed concerns about whether the Village is most well-positioned and most appropriate to disseminate information. Katya Hill (Raymond Street) shared a history of and supports on-going, neighbor-to-neighbor support, and cautioning against increased exposure. Lauren Biel (Delfield Street) would like the Village to encourage residents to remember their neighbors and offer support for things like technology/connectivity support, since some residents may not be familiar or comfortable with technology being used. Tiffany Cissna (Bradley Lane) shared that the Village website will link to .gov resources, pointing residents to experts. Marty Langelan (Chestnut Street) advocated for care and kindness in the newsletter and thanked the Council for connecting with Shirazi about the ponding on the landlord's sidewalk, which is fixed. She also asked about office preparations for COVID-19. Cissna and Anderegg responded that the office is taking precautions as

recommended by experts and is prepared for remote work, if mandated, noting that the role of the Village Manager is an essential position, and on-site work is required.

8:00PM VMA Committee Updates: Committee Chairs or their representatives
Tree Supervisor: Paula Goldberg (Bradley Lane) submitted the following in writing. “Not much to report on VMA trees except that the Arbor Foundation has requested that Tree City applicants and recipients postpone Arbor Day events at this time due to evolving COVID-19 pandemic. They recommend scheduling the event later in the calendar year at this time.” Cissna noted the Village would comply.

Walkability Study Task Force: Arthur Alexander (Council liaison, Raymond Street) reported that they started but are on hold. Cissna suggested exploring continuing via technology.

Community Engagement Committee: Cissna reported they will be having their next meeting on the 25th at 7:30 pm, noting that the calendar on the Village website will have meeting agendas and call-in/log-in info to ensure accessibility to the public.

Election Committee: Several members of the Committee spoke (Marty Langelan, Chestnut Street; Jesse Tampio, Summit Avenue; Lori Mitchell, Cummings Lane; and Lauren Biel, Delfield). Langelan explained that the Committee is preparing for the upcoming election and has been working diligently to determine the best path forward, considering the COVID-19 pandemic. Given the situation, the Committee recommends the 2020 Council postpone the election and conduct it via electronic voting. Cissna and Anderegg gave an update on the accuracy and completeness of voter roll data currently in the office. Biel reiterated the committee recommendation to delay the election to June. She then reviewed a successful test of an electronic voting system that the Election Committee ran. She and other members of the Committee reiterated that there are questions that still need to be asked and answered about the technology and communication regarding this year’s process. Attorney Bolt provided counsel on the requirement for continued compliance with the Open Meetings Act and whether additional legislation would be required regarding updating procedures. Tampio reiterated that an early decision to postpone the election would help comply with such counsel and steps needed to communicate to the community. Langelan reminded the Council and staff to consult with the Committee regarding any edits/concerns with communications that are asked to be sent.

8:50PM Council Chair Cissna read the Emergency Resolution No. 2020-3-1 (see addendum). Arthur Alexander moved to introduce the resolution; Susan Fattig seconded; all voted in favor.

8:55PM Building Administrator’s Report: Lohmeyer
Lohmeyer presented his report (see addendum). Highlights: 3506 Bradley Lane will be a teardown and new construction. County approval pending and complies with the Village Code. 7204 Chestnut ROW agreement has been submitted, but the stop-work order is still in effect because the wall check showed that the building is not in compliance with the variance granted. 7200 Delfield will be another teardown and new construction. He is working with the builder on ensuring their plans comply. Letter to State Highway Administration has not been responded to, and the GIS contractor expects to provide electronic updates by the end of the month, which is on schedule.

9:00PM Financial Matters, including Introduction of the Fiscal Year (FY) 2021 Budget Ordinance and Tax Rates Resolution: Alexander
Treasurer Alexander gave an overview of the Fiscal Year (FY) 2021 Budget (see addendum) and Tax Resolution. He explained that the Village's primary source of revenue (i.e., State income taxes) follows the stock market. Implications for the Village is that toward the end of the next FY, we will see a decline in revenues. However, the Village already has an auditor-recommended reserve totaling approximately 150 percent of our annual budget for such instances, and we do not need to raise VMA taxes at this time. Regarding the FY 2020 budget, we are operating within budget and expect to have a small surplus at the end of the year. FY 2021 Budget Ordinance (No. 2020-3-2). Susan Fattig moved to introduce the resolution; Todd Mann seconded; all voted in favor. FY 2021 Tax Rate Resolution which would keep the rate the same (No. 2020-3-3). Susan Fattig moved to introduce the resolution; Todd Mann seconded; all voted in favor.

9:10PM Office Report: Council Members and Anderegg
Anderegg: General update on day 4, reviewing and familiarizing, and working with Julia on election matters. Mann: Cyber Security Posture Review RFP received more than 20 responses. Interviews were conducted, and the Council made a selection. The Council instructed Anderegg and Bolt to draw up a contract. Fattig: We have received final approval from the State Archivist to send several boxes to permanent archives. We still need to work on rolled building plans.

9:15PM Discussion of possible Environmental Committee: Fattig
Fattig expressed her interest in establishing a committee, noting residents have appreciated the composting program but tabled her proposal, given the current health crisis.

9:15PM Opportunity for Council to hear residents' comments: Cissna
Langelan (Chestnut Street) appreciated the work on the cybersecurity RFP and the budget. She also asked about the election procedure. Allen (Turner Lane): Gave a brief weather report, noting it is the earliest spring on record.

9:20PM The Council voted to enter into closed session in accordance with Section 3-305(b)(7) of the Open Meetings Act (Maryland Code, General Provisions Article) to seek legal counsel regarding a building code enforcement issue and on the use of emergency ordinances in response to COVID-19. Arthur Alexander made the motion; Susan Fattig seconded; all voted in favor. Present were all Council members, Mr. Anderegg, Mr. Lohmeyer, and Mr. Bolt. The Council obtained legal advice on a building code enforcement matter and the use of emergency ordinances. The Council directed Mr. Anderegg to address the building code enforcement issue. The meeting adjourned at 10:05PM.



VILLAGE OF MARTIN'S ADDITIONS

7013 Brookville Road (Second Floor, Suite B)
Chevy Chase, MD 20815-3263
Phone (301) 656-4112 Fax (301) 656-0030
www.martinsadditions.org

Agenda for Council Meeting Thursday, March 19, 2020, 7:30 PM

The Council may entertain a motion in open session to enter into a closed session, in accordance with Section 3-305(b) of the Open Meetings Act (Maryland Code, General Provisions Article).

- 7:30 PM Call to Order: Cissna
- 7:31 PM Introduce Niles Anderegg, new Village Manager: Cissna
- 7:33 PM Opportunity for Council to hear residents' comments: Cissna
- 7:41 PM VMA Committee Updates: Committee Chairs or their representatives
- 7:50 PM Building Administrator's Report: Lohmeyer
- 7:55 PM Financial Matters, including Introduction of the Fiscal Year (FY) 2021 Budget Ordinance and Tax Rates Resolution¹: Alexander
- 8:05 PM Office Report: Council Members
- 8:10 PM Discussion of possible Environmental Committee: Fattig
- 8:15 PM Opportunity for Council to hear residents' comments: Cissna
- 8:25 PM Adjourn

*Please Note: Listed times are approximate.

Virtual Meeting Information

Below is the information for those residents who would prefer to remotely dial in or video in to the Council meeting.

¹ A public hearing on the FY 2021 Budget Ordinance and Tax Rates Resolution will be held in advance of the Council's votes at the May 7, 2020 Annual Meeting. Residents can submit questions or comments to the Village Council in advance or at the May meeting.



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1. Dial In Option

Call: 1 646 876 9923

When prompted, enter the Meeting ID: 863 838 638# (you must enter the "#")

2. Web/Video Option:

- a. Go to the Zoom meeting link: <https://zoom.us/j/863838638>
- b. It will take you to Zoom to download, which is free. Then the meeting will launch. You can view the meeting or just listen in and talk when prompted.

Meeting ID: 863 838 638

Topic: March 19 Village Council Meeting

Time: March 19, 2020 07:30 PM Eastern Time (US and Canada)



VILLAGE OF MARTIN'S ADDITIONS

COUNCIL MEETING APPENDIX

March 19, 2020

Materials included in this appendix were either included in the Council monthly meeting packet distributed before the meeting or submitted to the Council as part of the meeting. All materials appear as submitted.

TO: The Council at the Village of Martin's Additions
FROM: Doug Lohmeyer
DATE OF MEMO: March 19, 2020
SUBJECT: Building Administrator's Report

3506 Bradley Lane.

A demolition and building permit application was submitted to the Village office. The staff is reviewing the information. Waiting for MCDPS approval.

7204 Chestnut St.

The Village issued the building permit on April 3, 2019. The construction of the additions is ongoing. The staff has requested a certified "Wall Check" that indicate the setbacks for the additions at the front and right side of the house. A variance was previously granted for those additions. The Village building permit will expire on April 3, 2020.

The homeowner has also requested a right of way licenses agreement for the new white address post, which is waiting the homeowner's signature.

A "Stop Work Order" was issued on Monday, March 9th. The Wall Check survey indicates the new addition at the rear encroaches into the "additional side yard setback" by approximately 4-inches. The staff has conveyed that information to the applicant. The applicant has been advised to submit a solution to the Village. The right of way agreement was also part of the order.

7210 Chestnut St.

The Village issued their building permit on Oct. 11, 2018. The applicant estimates the project will be completed in 2 to 3 months. The Village building permit has been extended. The applicant has poured the new driveway along the left side of the lot. The proposed driveway and other improvements cannot exceed the 30% non-vegetative cap in the front yard. The staff will monitor the progress.

3521 Cummings La.

The property owner is looking into the possibility of removing the apron close to Brookville Rd. and installing another fence in the Village right of way.

3508 Shepherd St.

The Village has issued a building permit to the new owner for the construction of an enclosed back porch and balcony at the right rear of the house. The new addition conforms to the Village Code setbacks and does not exceed the R-60 building coverage cap. The staff is closing that permit and refunding the performance bond.

3412 Taylor St.

The Village original building permit was issued on Feb. 4, 2019. The house construction is ongoing. The applicant has raised the elevation of the house because of a high ground water condition. The height survey indicated the new roof peak is 6 inches higher than what the Village Code permits.

The Village Building Permit has been extended.

3407 Thornapple St.

The Village issued their building permit on May 30, 2019. Work has begun on the new house construction. The applicant has submitted a "Wall Check", which indicated the new house is in conformance with the approved site plan and the Village Code.

The applicant has been advised that their building permit will expire in May.

Miscellaneous Items

The staff is presently working with the following properties:

1. The MSHA staff is investigating the ponding water situation at the Brookville Rd. and Quincy.
2. The MSHA staff is reviewing the ponding situation at Brookville Rd. and Cummings La.
3. The staff has been in contact with three property owners regarding future improvements to existing house in the Village.

Ordinance No.: 2020-3-2
Introduced: March 19, 2020
Adopted:
Effective Date: July 1, 2020

THE VILLAGE OF MARTIN'S ADDITIONS

SUBJECT: AN ORDINANCE TO ADOPT A BUDGET FOR FISCAL YEAR
JULY 1, 2020 TO JUNE 30, 2021.

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 19th day of March, 2020;

WHEREAS, the Village Council, after proper notice to the public, considered the following Ordinance at a public hearing held on the 7th day of May, 2020;

WHEREAS, prior to adopting this Ordinance, the Village Council held a public meeting on the 7th day of May, 2020 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 7th day of May, 2020, 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, 2020.

ATTEST:

THE VILLAGE OF MARTIN'S ADDITIONS

Katya Hill, Secretary

Tiffany Cisna, Chair
Village Council

Discussion of Fiscal Year 2021 Budget for the Village of Martin's Additions
Arthur Alexander, Treasurer
March 19, 2020

Fiscal year (FY) 2021 for the Village of Martin's Additions begins July 1, 2020. The Village charter requires that a budget be approved by May 15 authorizing Village expenditures over the following year. At this Council meeting and through May 7 when the final budget will be adopted, we offer residents an opportunity to review the proposals, discuss changes, and generate an informed response.

Revenues: The Village share of residents' state income taxes is the largest source of Village revenues, 80% of total projected revenues. This source of income peaked in FY2018 at \$812,000. Based on recent payments from the state, we have conservatively projected \$650,000 for the coming year.

The Village's income tax receipts follow the overall economy, particularly the stock market. Analysis of the past 14 years data suggests that Village revenues lag the stock market by about 12 months. If the current market decline continues, we can expect our income also to drop. Should that occur, we have in place a reserve account designed to cover more than a year's expenditures. Therefore, even a collapse of income tax revenues could be managed at current spending levels. Over the longer run, we would have to consider selectively cutting expenditures and raising the Village property tax, now the lowest in the state at .005 per hundred dollars of assessed value (\$50 on a house assessed at \$1 million). For FY2021, Village property tax rates will remain unchanged.

Expenditures: Several items in the FY 2021 budget will be substantially below FY 2020 levels. For example, we are currently undertaking several one-time projects to solidify our operations. The information system comprising computers, software, and online accounts has been cleaned up and updated. We are currently conducting reviews of our financial procedures. A project to review the Village's cyber security is about to get under way. Just because we are small does not mean that we are immune to cyber attack. Several municipalities in Maryland and around the country have been corrupted or held up by ransom-ware attacks; we want to make sure that our procedures minimize those risks. These one-time projects should be completed in the current fiscal year.

Expected income exceeds planned spending by \$64,600 for FY 2021.

Reserves: As noted above, our auditors recommended 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 approximately 120% of planned annual spending (not including capital expenditures). In addition, we have set aside reserves amounting to \$1,500,000 to cover the potential capital costs of future street paving, improvements to enhance residents' pedestrian experience, and other future capital needs.

	FY2020 (amended)	FY2021 (proposed)	Change
Revenues			
4010 · Permit Fees	15,000	12,000	-3,000
4020 · Cable TV Franchise Fees	8,000	12,500	4,500
4040 · County Revenue Sharing	26,800	26,800	0
4050 · Highway Users Fees	30,000	30,000	0
4060 · Income Tax	650,000	650,000	0
4080 · Personal Property Tax	4,500	4,500	0
4090 · Real Property Tax	15,000	15,000	0
4095 · Utility Property Tax	15,000	15,000	0
4100 · Holiday Fund	8,000	9,000	1,000
4110 · Interest	50,000	40,000	-10,000
4136 · WSSC - Street Work	79,014	0	-79,014
Total Revenue	901,314	814,800	-86,514
Expenditures			
5010 · Office Expenses	17,500	12,000	-5,500
50xx · Financial processes audit	6,000	0	-6,000
50yy · Cyber-security audit	8,000	0	-8,000
5025 · Office Furniture & Equipment	2,000	2,000	0
5030 · Insurance	8,000	8,000	0
5040 · Printing & Mailing	5,000	5,000	0
5050 · Dues & Subscriptions/Conference	10,000	10,000	0
5055 · Storage Rental	4,000	4,500	500
5060 · Office Lease	32,000	32,000	0
5065 · Telephone	4,000	3,000	-1,000
5070 · IT	20,000	7,500	-12,500
5080 · Holiday Fund	8,000	9,000	1,000
5110 · Managerial & Office Salaries	135,000	111,200	-23,800
5120 · Payroll Taxes & Benefits	25,000	16,000	-9,000
5210 · Accounting & Auditing	39,000	44,000	5,000
5222 · Building Review & Permits	50,000	45,000	-5,000
5224 · Enforcement & Oversight	18,000	18,000	0
5226 · Municipal Operations	18,000	18,000	0
5230 · Legal	65,000	40,000	-25,000
5240 · Police	40,000	45,000	5,000
5244 · Traffic Engineering	7,000	7,000	0
5246 · Records Retention & Disposal	1,500	1,500	0
5247 · GIS Update	13,000	10,000	-3,000
5310 · Street Lighting - PEPCO	3,000	3,000	0
5322 · Street Cleaning - Fall/Spring	15,000	35,000	20,000
5324 · Street Maintenance - Other	7,500	7,500	0
5326 · Leaf Vacuuming	20,000	0	-20,000
5349 · Snow Removal Services	20,000	30,000	10,000
5410 · Waste Collection & Recycling	130,000	130,000	0
5420 · Leaf Bags	15,000	16,000	1,000
5425 · Recycling Bins	1,000	1,000	0
5510 · Tree Maintenance & Replacement	32,000	32,000	0
5630 · Tree Planting Initiatives	2,000	2,000	0
5518 · Right-of-Way Landscaping	23,000	10,000	-13,000
5520 · Community Events	35,000	35,000	0
5530 · Website	4,250	0	-4,250
Total current expenses	843,750	750,200	-93,550
Net (revenues – current expenses)	57,564	64,600	7,036
Designated Reserves			
5805 · Walkability	500,000	500,000	0
5810 · Streets	500,000	500,000	0
5814 · Other Capital Projects	500,000	500,000	0
5820 · Auditor Recommended Reserve	1,000,000	1,000,000	0
Total Reserves	2,500,000	2,500,000	0

Resolution No.: 2020-3-1
Introduced: March 19, 2020
Adopted:
Effective Date: July 1, 2020

THE VILLAGE OF MARTIN'S ADDITIONS

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

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

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

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

WHEREAS, pursuant to Section 601 of the Village Charter, the Annual Meeting of the residents of Martin's Additions was held on the 7th day of May, 2020 after due notice and advertisement of the time and place of the meeting and said notice included the proposed budget for 2020-2021 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, Katya Hill, 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 7th day of May, 2020.

Katya Hill, Secretary

ELECTION COMMITTEE REPORT: VMA Council Meeting March 19, 2020

The Election Committee extends a warm welcome to Niles, our new village manager, and our thanks to both Niles and Julia for their assistance with the VMA election cycle this year.

In response to the dangerous, rapidly developing situation with the coronavirus, the Election Committee met on Wednesday night March 18. We took the following actions:

- 1. We are canceling voting in person at the polling table this year as a matter of public health and safety.** We understand that the Council is likewise canceling the Election Day village “Celebration on the Sidewalk.”
- 2. We are researching the remote-voting options – online and by mail. We recommend that the Council authorize the Election Committee to conduct the 2020 VMA election by means of online/ electronic voting if possible.** The Committee is providing a detailed discussion and presentation on electronic voting at this Council meeting.
- 3. We will move the election date back one week, from May 7 to May 14, as permitted by the VMA Charter. The Election Committee also strongly recommends that the Council further postpone the 2020 election to June.** The Council may need to obtain authorization from the County and/or State Board of Elections to supersede the VMA Charter and schedule a June election to protect public health this year.

The coronavirus is causing a great deal of disruption in work and family life, and only one candidate has filed so far. We encourage VMA residents to step forward and become candidates. Please call or email the Election Committee at 301-654-0176 or VMAelections@gmail.com. It’s easy to put your name on the ballot.

- 4. We will also reschedule the “Meet the Candidates” Community Forum** and conduct it safely, with residents and candidates participating by conference call and an audio/video link. We’ll post community announcements about the new date, time, and how to participate.
- 5. Community information:** We will post regular updates about the VMA election on Constant Contact, and publish the information in the VMA newsletter as this public-health emergency evolves. We will send a packet with all the official election information to every VMA household several weeks before the election, online or by print delivery.

The Election Committee will be conducting extensive group email discussions to research and develop an electronic voting system for VMA, if it is possible to do so. Because those discussions would involve only the technical administrative mechanics, not policy issues, we believe that it is permissible to hold such Committee working discussions by email under the Open Meetings Act. We would appreciate confirmation of that from the village attorney.

A procedural reminder: VMA Council members and staff may not alter or delete the content of public information from the Election Committee without the permission of the Committee. Interfering with public communications from the Election Committee is unlawful interference in the management of the election process, prohibited by the VMA Charter. Providing community information is one of the Election Committee's official duties, and interfering with election officials in the performance of their official duties is prohibited by Maryland election law.

An administrative note: The Election Committee is updating the election information on the VMA website. That is a work in progress. We appreciate the assistance of the VMA staff to help us get that done.

A request for neighborhood assistance: The VMA staff is working to update the VMA directory and the official voter roll. If you have new neighbors who moved here in the past 2-3 years, please call or email your neighbors and ask them to call the village office asap (301-656-4112) to make sure they're listed on the voter roll. Thank you for your help!

Respectfully submitted by the 2020 VMA Election Committee.

Resolution No.: 2020-3-1
Introduced: March 19, 2020
Adopted: March 19, 2020
Effective Date: March 19, 2020

THE VILLAGE OF MARTIN'S ADDITIONS

**SUBJECT: A RESOLUTION TO TEMPORARILY AMEND THE
ELECTION RULES AND PROCEDURES.**

WHEREAS, Maryland Code, Local Government Article, Section 5-202, as amended, 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; and

WHEREAS, Section 2-101 of the Code of Ordinances of the Village of Martin's Additions establishes a Village Election Committee to manage all Village elections; and

WHEREAS, pursuant to the Village Charter, Section 602, the Election Committee shall operate according to rules and procedures adopted by the Council; and

WHEREAS, on March 5, 2020, in an effort to control and prevent the spread of COVID-19, a state of emergency and catastrophic health emergency was proclaimed by the Governor within the entire State of Maryland, pursuant to Maryland Code, Public Safety Article, Title 14, and the Maryland Constitution; and

WHEREAS, on March 17, 2020, the Governor declared that the state of emergency continues and ordered that the Primary Election of April 28, 2020 be postponed to June 2, 2020, and that the State Board of Elections prepare a Comprehensive Plan for the conduct of the Primary Election, to implement measures to reasonably assure, among other things, that the public health, welfare, and safety not be endangered by the election, and that the security and integrity of the election be maintained in the casting of ballots; and

WHEREAS, the Village Council finds that the temporary amendment of the Village election rules and procedures to allow for online or electronic voting, would help control and prevent the spread of COVID-19; assure the good government of the Village; protect and preserve the Village'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; and

WHEREAS, this Resolution was considered in open session on March 19, 2020.

NOW, THEREFORE, BE IT:

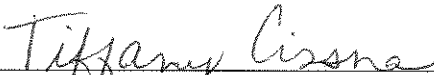
RESOLVED that the Election Rules and Procedures be and are hereby temporarily amended by the Village Council to allow for the 2020 election to be conducted online or by electronic means, using such election service provider as the Elections Committee shall deem appropriate and provided the integrity of the election is maintained in the casting of ballots, and it is further,

RESOLVED, that this Resolution shall be effective immediately upon adoption and shall be filed by the Village Manager and kept available for public inspection; and

RESOLVED, that written notice of the adoption of the foregoing Resolution shall be provided to Village residents in accordance with Section 502(d) of the Village Charter, and it is further,

RESOLVED, that the foregoing Resolution shall be permanently filed by the Secretary and kept available for public inspection, and it is further,

RESOLVED, that this Resolution shall expire at the end of 60 days from its effective date, per Village Charter Section 502(a).



Tiffany Cissna, Chair
Village Council

I, the undersigned Secretary of the Village Council, hereby certify that the foregoing Resolution was adopted by the Council at its meeting on March 19, 2020.



Katya Hill, Secretary