

## **Council Meeting Agenda – May 9, 2024**

VIA ZOOM CONFERENCE CALL AND IN-PERSON

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

- Call to Order: Alexander
- Weather Report: Keith Allen
- Opportunity for Council to Hear Residents' Comments: TBD
- Approve April 18 Council Meeting Minutes
- Public Hearing and Possible Adoption of Fiscal Year 2025 Budget Ordinance (No.: 2024-1) and Tax Rate Resolution (No.: 2024-2)
- Committee Reports
- Treasurer's Report: Blander
- Manager's Report: Silliman
- Opportunity for Council to Hear Residents' Comments: TBD
- Adjournment: Alexander

Join Zoom Meeting

<https://us02web.zoom.us/j/88331175094?pwd=OFNvZkFzbnA4coovdWI4KzA1Q2JjUTo9>

Meeting ID: 883 3117 5094

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

## **Council Meeting Minutes – April 18, 2024**

VIA ZOOM CONFERENCE CALL AND IN-PERSON

The audio recording for this meeting is available on the [Village website](#).

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

**Other Attendees Include:** Village Manager: Michael Silliman; and residents Marty Langelan, David Keating, Lynn Welle, and Keith Allen.

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

**7:30 PM Weather Report: Keith Allen**

Keith Allen said he expected cooler weather ahead.

**7:33 PM Opportunity for Council to Hear Residents' Comments:**

Marty Langelan asked about Brookville Market parking lot improvement ideas and about parking enforcement.

David Keating asked about LED streetlights.

**7:49 PM Approve March 21 Council Meeting Minutes**

Susan moved to approve the minutes. Andrew seconded. This was unanimous.

**7:50 PM Committee Reports**

Election Committee reported things are on track. The written report is in the meeting packet.

Community Engagement Committee reported planning for the Celebration on the Sidewalk on May 7<sup>th</sup> is going well. The Ice Cream truck is confirmed.

**7:59 PM Discussion and Possibly directing the staff to prepare a Council Resolution to clarify the policy and regulation creation process:**

Jeff Blander discussed putting a guide together to explain the process for creating legislation. Village Manager Michael Silliman recommended it might be helpful to have a procedure guideline as a Council Resolution.

**8:05 PM Discussion and planning the 40<sup>th</sup> anniversary of VMA incorporation.**

Arthur reported that Katie volunteered to lead the planning of an event next year celebrating our 40<sup>th</sup> anniversary.

**8:08 PM Discussion and planning a VMA hosted First Aid and CRP training.**

Hosting a CPR class in the Village office has come up. The Village Manager is looking into different firms that provide this on-site training, including the Red Cross and the Heart Saver Institute. Andrew suggested this could be an annual event. This would be a limited event and scheduling and sign-up process details are still being figured out.

**8:13 PM Treasurer's Report: Blander**

Jeff provided his report. A written report is provided in the meeting packet.

**8:20 PM Manager's Report: Silliman**

Michael provided his manager's report. The written report is available in the meeting packet.

**8:38 PM Opportunity for Council to Hear Residents' Comments:**

Marty Langelan asked that the introduced budget be posted and for overall more transparency. The Village Manager clarified that the budget is posted online, and the budget working session was public as are the introduction and adoption votes. The public hearing will be at the May 9<sup>th</sup> meeting. Marty also asked about making repairs to existing sidewalks and asked how residents can report issues with sidewalks.

Lynn Welle asked what size of a crack constitutes a tripping hazard and reported a tree root had raised a sidewalk section near his home.

**8:47 PM Adjournment**

Arthur moved and Susan seconded. Adjournment was unanimous.

## **Election Committee Report for the May 9, 2024, Council Meeting**

The VMA election process is running like clockwork this year. The Committee will provide a full summary report in June. This is a brief progress report as of May 9.

- **APRIL 25 ELECTION FORUM:** Successful. The residents submitted a wide range of questions to ask the candidates; the moderators did an outstanding job; and the Forum was fair and impartial. The recording has been posted on the Village website.
- **BALLOTS:** Successful. The contractor, Electec, mailed the ballot packets to the Village on schedule on Friday April 26, the day after the Forum. As noted last month, the Committee had reviewed and corrected the draft ballot packet. Per the Committee's instructions, Electec rotated the candidates' names on the ballots; provided the postage-paid return envelopes; put the postal tracking on the ballot return envelopes; sent the test mailing to the Committee members; mailed early ballots to the voters who had requested them; and has now sent the final ballots to the new voters the Committee confirmed on Election Day.
- **MAY 7 ELECTION DAY:** Successful. The Election Committee and the Community Engagement Committee worked together on the Election Day Celebration on the Sidewalk. The Village Manager did an excellent job on the logistics, and the event was well attended.

Electec provided the official drop-box on time; the Election Committee supervised the drop-box and securely delivered the sealed ballot envelopes to Electec the same evening. Per the Election Regulations, the Committee also added new voters up until 8 PM on May 7, and then certified the final 2024 voter roll.

There are 638 voters on the final list for this year. The voter-roll contractor, Julian Lamphear, will provide his final SOP report shortly.

- **VOTE-COUNTING:** The Committee has scheduled the vote-counting session with Electec to be held via Zoom, beginning at 7:30 PM on May 21. The Committee will post the notices.

We appreciate the Council's support for this year's election process, and the efficient VMA staff assistance. We will be glad to answer any questions you may have.

*Respectfully submitted by the 2024 Election Committee, for inclusion in the public packet for the May Council meeting and attachment to the May 9, 2024, Council meeting minutes posted on the VMA website.*

<b>Budget</b>	<b>FY24 Budget</b>	<b>FY25 Proposal</b>	<b>Change (\$)</b>	<b>Change (%)</b>	<b>% Total</b>	<b>ARPA-Funded</b>
<b>Revenues</b>						
4010 · Permit Fees	\$ 15,000	\$ 15,000	\$ -	0%	1.33%	
4020 · Cable TV Franchise Fees	\$ 11,000	\$ 11,000	\$ -	0%	0.97%	
4040 · County Revenue Sharing	\$ 50,393	\$ 50,393	\$ -	0%	4.45%	
4050 · Highway Users Fees	\$ 30,000	\$ 40,000	\$ 10,000.00	33%	3.54%	
4060 · Income Tax	\$ 750,000	\$ 750,000	\$ -	0%	66.29%	
4090 · Real Property Tax	\$ 6,000	\$ 40,000	\$ 34,000.00	567%	3.54%	
4095 · Utility Property Tax	\$ 15,000	\$ 15,000	\$ -	0%	1.33%	
4100 · Holiday Fund	\$ 9,000	\$ 10,000	\$ 1,000.00	11%	0.88%	
4110 · Interest	\$ 80,000	\$ 200,000	\$ 120,000.00	150%	17.68%	
<b>Total income:</b>	<b>\$ 966,393</b>	<b>\$ 1,131,393</b>	<b>\$ 165,000.00</b>	<b>17%</b>	<b>100.00%</b>	
<b>Expenditures</b>						
5010 · Office Expenses	\$ 15,000	\$ 15,000	\$ -	0%	1.58%	
#### - Community Engagement Items		\$ 3,000			0.32%	
5025 · Office Furniture & Equipment	\$ 2,000	\$ 2,000	\$ -	0%	0.21%	
5030 · Insurance	\$ 8,000	\$ 8,000	\$ -	0%	0.84%	***
5040 · Printing & Mailing	\$ 2,000	\$ 2,000	\$ -	0%	0.21%	
5050 · Dues & Subscriptions/Conference	\$ 10,000	\$ 10,000	\$ -	0%	1.05%	
5060 · Office Lease	\$ 32,000	\$ 32,000	\$ -	0%	3.37%	***
5065 · Telephone	\$ 3,500	\$ 4,500	\$ 1,000.00	29%	0.47%	***
5070 · IT	\$ 15,000	\$ 18,000	\$ 3,000.00	20%	1.90%	
5080 · Holiday Fund	\$ 9,000	\$ 10,000	\$ 1,000.00	11%	1.05%	
5110 · Managerial & Office Salaries	\$ 194,000	\$ 160,000	\$ (34,000.00)	-18%	16.85%	***
5120 · Payroll Taxes & Benefits	\$ 19,400	\$ 16,000	\$ (3,400)	-18%	1.69%	***
5130 · Police salaries	\$ 40,000	\$ 40,000	\$ -	0%	4.21%	***
5135 · Police Payroll taxes	\$ 4,000	\$ 4,000	\$ -	0%	0.42%	***
5210 · Accounting & Auditing	\$ 17,000	\$ 17,000	\$ -	0%	1.79%	
5220 · Building & Permitting	\$ 86,000	\$ 86,000	\$ -	0%	9.06%	***
5230 · Legal	\$ 55,000	\$ 55,000	\$ -	0%	5.79%	***
#### - Management Special Projects Consultant		\$ 50,000	\$ 50,000		5.27%	***
5244 · Traffic Engineering	\$ 5,000	\$ 5,000	\$ -	0%	0.53%	***
5247 · GIS Update	\$ 5,000	\$ 5,000	\$ -	0%	0.53%	***

5310 · Street Lighting - PEPCO	\$	4,000	\$	4,000	\$	-	0%	0.42%	
5322 · Street Cleaning	\$	25,000	\$	35,000	\$	10,000	40%	3.69%	***
5324 · Street Maintenance - Other	\$	10,000	\$	10,000	\$	-	0%	1.05%	***
5351 · Snow Removal - Plowing	\$	30,000	\$	30,000	\$	-	0%	3.16%	***
5352 · Sidewalk Snow Shoveling	\$	15,000	\$	15,000	\$	-	0%	1.58%	***
5410 · Waste Collection & Recycling	\$	146,000	\$	146,000	\$	-	0%	15.38%	***
5411 - Composting	\$	22,800	\$	22,800	\$	-	0%	2.40%	***
5420 · Leaf Bags	\$	15,000	\$	3,000	\$	(12,000)	-80%	0.32%	
5425 · Recycling Bins	\$	1,000	\$	1,000	\$	-	0%	0.11%	
5510 · Tree Maintenance	\$	30,000	\$	30,000	\$	-	0%	3.16%	***
5516 · Tree Planting Initiatives Prog.	\$	15,000	\$	25,000	\$	10,000	67%	2.63%	***
5518 · Right-of-Way Landscaping	\$	10,000	\$	10,000	\$	-	0%	1.05%	***
5521 - Community Events (Elections)	\$	10,000	\$	10,000	\$	-	0%	1.05%	
5520 - Community Events (Other)	\$	48,500	\$	55,000	\$	6,500	13%	5.79%	
5522 - Aging in Place	\$	6,000	\$	10,000	\$	4,000	67%	1.05%	***
<b>Total Current Expenses</b>	<b>\$</b>	<b>910,200</b>	<b>\$</b>	<b>949,300</b>	<b>\$</b>	<b>39,100</b>	<b>4%</b>	<b>100.00%</b>	
<b>Net (revenues – current expenses)</b>	<b>\$</b>	<b>56,193</b>	<b>\$</b>	<b>182,093</b>	<b>\$</b>	<b>125,900</b>	<b>224%</b>		
<b>Designated Reserves</b>									
5805 · Designated - Walkability	\$	500,000	\$	500,000	\$	-	0%		***
5810 · Designated - Street	\$	500,000	\$	500,000	\$	-	0%		***
5814 · Designated - Capital Projects	\$	500,000	\$	500,000	\$	-	0%		***
5820 · Designated - Audit Rec. Reserve	\$	1,000,000	\$	1,000,000	\$	-	0%		
<b>Total Reserves</b>	<b>\$</b>	<b>2,500,000</b>	<b>\$</b>	<b>2,500,000</b>	<b>\$</b>	<b>-</b>	<b>0%</b>		

\*\*\* This line item may be funded with ARPA funds

Ordinance No.: 2024-1  
Introduced: 3-21-2024  
Adopted:  
Effective Date: July 1, 2024

## THE VILLAGE OF MARTIN'S ADDITIONS

**SUBJECT:** AN ORDINANCE TO ADOPT A BUDGET FOR FISCAL YEAR  
JULY 1, 2024 TO JUNE 30, 2025.

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 21<sup>st</sup> day of March, 2024;

WHEREAS, the Village Council, after proper notice to the public, considered the following Ordinance at a public hearing held on the 9th day of May, 2024;

WHEREAS, prior to adopting this Ordinance, the Village Council held a public meeting on the 9th day of May, 2024 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 9th day of May, 2024, 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, 2024.

ATTEST:

THE VILLAGE OF MARTIN'S ADDITIONS

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Susan Fattig, Secretary

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Arthur Alexander, Chair



Resolution No.: 2024-2  
Introduced: 3-21-24  
Adopted:  
Effective Date: July 1, 2024

**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 9th day of May, 2024 after due notice and advertisement of the time and place of the meeting and said notice included the proposed budget for 2024-2025 and the proposed tax rates to be levied upon real and personal property; and

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

NOW, THEREFORE, be it:

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

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

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

I, Susan Fattig, Secretary of the Village Council of the Village of Martin's Additions, hereby certify that the foregoing resolution was adopted by the Village Council at its meeting on the 9th day of May, 2024.

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Susan Fattig, Secretary

From: Michael Silliman, Village Manager  
To: Village Council  
Subject: Village Manager's Report  
Date: 5-9-24

**Administration:**

- The American Rescue Plan Act (ARPA) funding report was completed before the deadline of April 30<sup>th</sup>.
- We will do a current fiscal year budget adjustment at the June 20 Council Meeting.
- We will schedule a CPR and First Aid class to be held in the Village Office. We will have limited spots available and still need to select a date.
- I will prepare an annual report to close out FY24 by the end of June. I am asking all the Committee chairs to provide a one-page report about all that they accomplished this year.
- A volunteer appreciation event will be held on June 22<sup>nd</sup> for all committee and task force members and street captains who served the Village in FY24.

**Maintenance:**

- Rolling Acres completed the single, Spring street cleaning as planned.
- We have had a few right-of-way tree issues, including a large limb falling on Bradley Lane. Arborist, Ed Mulheron, was quick to respond. We receive a lot of complaints about trees leaning on wires. PEPCO clears the power lines of tree branches every few years, so the Village does not do the same.

**Project Updates:**

- I have asked Traffic Engineer, Joe Cutro, to draft recommendations on how to make the entrance and exit to the Brookville Market parking lot safer. Note that we cannot restrict access to a private parking lot, but we can take some measures to ensure safer entry and exit.
- The Brookville sidewalk design process is moving forward. Arthur, Doug, and I have met with residents of all six properties we think may be impacted. All seem agreeable to the design solutions we proposed. I am hiring another surveyor to review these six properties so that the engineer can finalize the plans. I will also reach out to the other ten properties along this stretch of sidewalk to address any concerns they might have.
- We will be updating the Village Resident Directory this fall.

**Buildings:**

- I have attached the Building Administrator, Doug Lohmeyer's monthly report.
- A variance has been granted to 3518 Shepherd Street. Permits for the addition will be issued as soon as we complete the last few administrative steps.
- We are still expecting a construction project at 204 Oxford.

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

FROM: Doug Lohmeyer

DATE OF MEMO: May 8, 2024

SUBJECT: Building Administrator's Report

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**6701 Brookville Rd.**

The property owner submitted an application to construct a circular driveway with a second driveway apron on Brookville Rd. The staff has reviewed the plan. The applicant needs to obtain a MSHA driveway access permit before the VMA will issue the driveway permit.

**3415 Cummings La.**

A plan to remove the existing house and to construct a new house has been submitted to the Village for review. The MCPDS issued their building permit on Mar. 14, 2024. The resident's information meeting was held on April 4, 2024. The Village permits were issued on April 9, 2024. The pre-construction meeting took place on Monday, April 15<sup>th</sup>. The old house has been removed and work is progressing.

**3417 Cummings La.**

The owner submitted an application to demolish the existing house and to construct a new home on Nov. 22, 2022. The property is two lots, 6 and 7, recorded in 1919. The resident information meeting was held on Tuesday, Mar. 14, 2023. The MCDPS issued their permit and the Village permit was issued on May 30, 2023. The work on ongoing.

**3419 Cummings La.**

The owner submitted an application to demolish the existing house and to construct a new home on Nov. 22, 2022. The property is two lots, 6 and 7, recorded in 191.9. The resident information meeting was held on Tuesday, Mar. 14, 2023. The Village issued their permits on May 11, 2023. The work is ongoing.

**204 Oxford St.**

The new property owner submitted a concept plan for the VMA staff to review. They plan on removing the existing house and constructing a new home. The staff reviewed the plans and sent the initial review comments to the applicant.

### **3518 Shepherd St.**

A plan to add a 2 story addition on the southern end of the existing house and for improvements to the existing house has been submitted to the Village. The EBL analysis indicated that a variance is required to construct the addition. The Council approved the variance on May 2<sup>nd</sup>.

### **3412 Taylor St.**

The replacement driveway has been completed. The MCDPS closed their building permit on May 5<sup>th</sup>. The Village is closing their building permit.

### **3511 Turner St.**

An application has been submitted to enlarge the existing deck at the rear of the house. The MCDPS issued their building permit on Jan. 30<sup>th</sup>. The Village issued the building permit on Feb. 15, 2024. The MCDPS closed their building permit on May 2<sup>nd</sup>. The Village is working to close their building permit.