

**Village of Martin's Additions
Council Meeting
7013 B Brookville Road, Chevy Chase, MD 20815
Minutes Meeting Notes
October 15, 2009**

COUNCIL MEMBERS AND VILLAGE REPRESENTATIVES PRESENT: Council Members: Noell Sottile, Richard Krajeck, Larry Wasson, Mike Zielinski, Chris Mueller. **Village Manager:** Jean Sperling; **Attorney:** Ron Bolt; **Building Administrator:** Alan Beal.

Residents: Keith Allen (Turner Lane), Bill Catherwood (Shepherd Street)

Call to Order: 7:30

Police Report: Sgt. Dasilva of the Chevy Chase Village Police reported that there were no criminal incidents in Martin's Additions. The main area of concern in the entire area is the thefts from automobiles; in the Town of Chevy Chase for example, thefts from autos are up 50%.

Action on Minutes

An amendment was made to the section of the minutes related to the Treasurer's Report to clarify the definition of cash on hand. With the removal of the first sentence, approval of the minutes was made as follows:

Motion to approve: Councilmember Zielinski; **2nd:** Noell Sottile; **Vote:** 4-0 (Mueller absent).

Residents Comment and Contributions

There were no resident comments.

Financial Report for the Month of September: Prepared by Councilmember Mueller

This report covers the period September, 2009. Expenses for September totaled approximately \$37,272.

Revenues of \$4,874 for the same period met seasonal expectations. Unique expenses worth noting: \$4,796 - Street Light Study.

The Council agreed to remove the first sentence from the report for clarification purposes.

Motion to approve as changed: Chairman Krajeck; **2nd:** Noell Sottile; **Vote:** All in favor.

MANAGER'S REPORT: The following tasks were completed during the September- October period

- ***Street and Road Improvements:***

Replacement of the curb and gutter in the Turner Lane cul-de-sac. Thermoplastic stop bars and center lines pending, weather-delayed.

Storm Drain at end of Delfield Street-county looked at it and found it is a privately owned.

Sanitary sewer repairs 3419-3407 Raymond Street; 7209-7223 Delfield coming.

Speed bumps on Summit and Cummings to be painted next week.

Utility pole removal complete.

- ***Safety Improvements/Issues***

Street Light Tour taken on 10/1.

Rat problems being reported. Working with the County department of health to assist residents.

WSSC fire-hydrant Turner Lane replacement completed. Road repair still needed.

Dumpster issue Taylor and Chestnut Street.

3 dead trees removed from Brookville Road at VMA request by State.

Cummings and Brookville corner sight

Clearance still underway.

- ***Service Delivery/ Changes/Improvements***

Change in recycling schedule.

New recycling bins-issue is size.

Street Cleaning scheduled this coming week-1st of season.

- ***Administrative Issues***

VMA has been nominated for an award from the American Planning Association at the initiation of Jakubiak & Assoc.

Debt Policy filed with the state.

Flood Insurance update filed.

Montgomery County Permitting Clearance Process is now in place, requiring notice of clearance from us on every project.

- ***Tree Report***

Tree pruning list prepared by Dan Gardner shared with Paul Wolfe.

Fall planting plan being developed.

- ***Up and Coming Work/Project awaiting completion***

Directory-change in recycling pick up can now be noted.

Still need to develop **variance application**

Repainting of crosswalks/ stop bars /center lines maybe delayed until spring.

Taylor Street sidewalk RFP—to be delayed because of construction at 3508.

Halloween Parade and Party October 25 from 1-3. Hope everyone will be there.

UPCOMING WSSC PROJECT: Major Sewer Repairs –WSSC-spring 2010

Sanitary Sewer replacement work at 3413-3407 Raymond Street (100 ft) and 7212 Delfield Street to Thornapple (420 ft) are planned for completion by WSSC in 2010. These pipes have been identified through Closed Circuit Television (CCTV) as having structural defects and/or high inflow/infiltration (surface water/groundwater leaking into the sewer). They are required to be replaced by the Consent Decree signed by WSSC and the US Environmental Protection Agency. Martin's Additions needs to issue them permission for the work.

Project Highlights include: (1) The replacement of 100 feet of sewer main in the street plus 3 house laterals on *Raymond Street*. This will take approximately 5 work days,. (2) The replacement of about 420 feet of sewer main on *Delfield Street* in the street plus 11 laterals. This will take approximately 20 work days. Final paving will be done some time after the sewer work and can be done in one day.

Residents will be notified by door hangers of the planned work. While the mains are being replaced the water will be shut off to each home. At the end of the work day the sewer will be temporarily reconnected and the water turned back on. As the sewer work progresses up the street, those homes abutting the replaced pipe will not need to have their water turned off. The Council directed the manager to issue the permit but to instruct WSSC to take particular care with the infrastructure of the town.

CHANGES TO PERMIT RESTRICTIONS AND CONDITIONS

Dumpsters:

A recent incident with a dumpster in the street and difficulty it presented to an emergency response by a hook and ladder truck provoked a recommendation by the Manager for the Council to consider prohibiting dumpsters to be placed in the street. The manager recommended that if there is not sufficient space on the lot or in the driveway of the construction site that a truck with wheels with operator on premise be required at all times while work is being performed and removed after hours if no operator is on site.

The Council directed the attorney and the manager to move forward with the preparation of an ordinance describing these conditions.

Tree Protection

The Manager expressed a concern regarding current tree protection guidelines currently used for street trees during construction and suggested that the Village develop stronger measures. The Village Code states that this can be done at the direction of the Tree Supervisor. The Manager will work with Dan Gardner and our tree expert, Paul Wolfe, to develop new standards.

Recycling Update

Recycling news about single stream recycling has been very well received. The Manager recommends that the Village provide bigger totes. The challenge will be the size and quantity of the order, storage arrangements and delivery. Councilmember Wasson suggested that a flyer be developed that can be put on a refrigerator or bulletin board for the convenience of the residents.

BUILDING ADMINISTRATOR'S REPORT

Permits Requested/ Issued:

Deck 3414 Bradley-Shaw
Addition 7316 Delfield-Groeschel
Rear Porch 7320 Delfield-Hanlon
No further word on 7404 Summit (Brotman)- it is on the County's desk

7400 Summit: Lazare (Whittington)
3506 Taylor: Nucci
3513 Bradley –MacCartee
3515 Bradley-Garage; also, fence permit soon
160 Quincy- Godding
3418 Turner-Zielinski

HOME BUSINESS REGISTRATION

Steve Schmal did not have a report for the Council yet. Ron Bolt provided some documentation for Steve to use in his review.

STORM WATER MANAGEMENT

The following action statement was read into the record:

The process on building new houses on existing lots or building additions to existing houses generally reflects an intensification of development. From the perspective of storm water management, this often translates into increases in impervious surfaces area, removal of trees and vegetation, injury to or loss of trees on adjacent properties, loss of open and permeable space, and changes to grades or slopes. Each factor can alter the flow of storm water from a residential lot and each can increase the quantity of storm water flow into streets and adjoining properties.

The community's ability to handle storm water flows cannot be increased without public costs in new and expanded infrastructure. The management of storm water is constrained by the Village's historic drainage patterns, infrastructure capacities, and patterns of streets and lots.

The Charge of the Task Force is to:

- 1) evaluate options that may be available to the Village to address storm water issues associated with new construction and other lot improvements, and to minimize any resulting water runoff that is likely to adversely affect any adjacent private or public property;
- 2) Evaluate the sustainability of the Village's current storm water management system, storm water drains, to handle current and increased flows.

The Task Force should transmit its evaluations to the Village Council, along with any recommendations of steps the Village could take to address particular issues.

Chairman Krajeck indicated that the Council will need to recruit members for this task force.

STAFF RESOURCES

Manager Sperling requested that the Council consider hiring additional staff to support the many tasks required by the Village Office. She explained how the public space the Village now maintains as well as many new reporting requirements and service needs have expanded the job exponentially. She prepared a job description for an assistant in the Village office, which was presented. She stated that she envisioned 20 hours a week part time employee at this point.

In the discussion that followed, Councilmember Sottile noted that the position was not budgeted this year and expressed her concern about whether the funds were available to support it. Chairman Krajeck examined the budget amounts and expressed a concern that projected revenues for this year might not be sufficient to cover a new employee. Councilmember Mueller raised the question of how much of a priority it is for the Village to have the staff we need. He suggested that tasks would either have to be taken away or additional help hired. If the budget is an issue he felt that the Council should not single out just the personnel budget.

After further discussion the Council agreed that allowing flexibility in the hours available for an assistant would be a priority. It would allow the Manager to use the assistant's time as needed.

Councilmember Mueller made a **motion** that the Manager be authorized to hire part time help, starting at 60 hours every 4 weeks, and to negotiate the best hourly pay rate, to be approved by the Council. **2nd:**

Councilmember Sottile; **Vote:** All in favor.

STREET LIGHT REPORT and WORK SESSION SCHEDULING

Chairman Krajeck presented and summarized the study of the Village of Martin's Additions' street lights recently conducted by Scott Watson, a lighting engineer with *The Lighting Practice* in Philadelphia. Mr. Watson has extensive local experience having worked with the local municipalities of Friendship Heights, Chevy Chase View, Section 3 and Garrett Park, to name just a few. This is the Council's first step in the process of considering improvements to our street lighting. An evening walk through part of VMA and a field trip to Section 3, Garrett Park and Chevy Chase View was conducted to gather information about what other municipalities have done with their street lighting.

A work session with Mr. Watson was scheduled for Tuesday October 20, 2009.

ROW MAINTENANCE ORDINANCE 10-09-1

At the September 2009 Council meeting the Council directed attorney Bolt to prepare an ordinance related to the maintenance of the public rights-of way adjoining private property. The primary purpose of this ordinance is to clarify the relationship and be specific about the authority of the Village to clear the public space when necessary and to provide fines in cases of violations. During the discussion that followed Councilmember Zielinski suggested that the subject name be changed slightly to “standard” rather than “regulation” and that Section 6-302 of the Village Code be referenced directly in the ordinance.

A motion to approve the introduction of Ordinance 10-09-1, as amended, was made by Council member Zielinski; **2nd**: Councilmember Sottile; **Vote**: Four in favor (Krajeck, Mueller, Zielinski, and Sottile) one opposed (Wasson).

Council member Mueller asked Councilmember Wasson why he voted no, especially since he did not voice any objection to the ordinance during the discussion period. Mr. Wasson commented that he felt the ordinance was making an industry out of government. Mr. Mueller said he would have liked the benefit of Mr. Wasson’s thoughts at the time of the discussion so his concerns could have been discussed before the vote.

STATE ENERGY GRANT MONEY

Manager Sperling informed the Council that Martin’s Additions had been notified that \$5,000 of Federal monies is available for our use under a Maryland State Energy Grant. All municipalities in the State have been given an allocation for their potential use. She will investigate the details.

ADJOURNMENT 10:00 PM.

Motion by Zielinski, 2nd Sottile, All in Favor.