

**Village of Martin's Additions**  
**7013 Brookville Road, Suite B, Chevy Chase, MD 20815**  
**Minutes for Council Meeting on**  
**January 16, 2020**

**Council Members Present:** Tiffany Cissna; Arthur Alexander; Katya Hill; Susan Fattig; Todd Mann

**Village Manager:** James D. Gaston III; **Assistant Village Manager:** Tina Lurie;

**Building Administrator:** Doug Lohmeyer; **Village Attorney:** Ron Bolt; **Residents and other attendees:** Keith Allen (Turner Ln); John Nunez (owner of 3521 Cummings Ln); Paula Goldberg (Bradley Ln); Marty Langelan (Chestnut St); Lynn Welle (Oxford St); Janine Trudeau (Bradley Ln); Jesse Tampio (Summit Ave); John Sharrow (Chestnut St)

7:31PM Call to Order: Cissna

7:32PM Opportunity for Council to hear residents' comments:

Marty Langelan (Chestnut St) asked about the status of work to address the rain water pooling in the area around the corner from the Village Office. Council member Cissna stated that the landlord has been contacted numerous times. Council member Alexander stated that it appeared to be draining properly when he checked it recently and that the area is on private property. Ms. Langelan requested the Council to direct the Village Manager to take specific actions to address the problem.

7:38 PM John Nunez (Cummings Ln) requested that the apron to the left side of his house either be removed at Village expense or that he be allowed to install a circular driveway on his property. The Village Council indicated the request would be reviewed and a response would be provided at a later date. Mr. Bolt suggested that Mr. Nunez could apply for a permit for abandonment of the apron at his cost, or reapply for a variance.

7:45 PM Lynn Welle (Oxford St) requested that landlord, Mr. Shirazi, be requested to fill potholes in the parking spaces adjacent to Village businesses along Taylor Street.

7:46 PM Council member Cissna welcomes Todd Mann (Raymond St) to the Council.

7:47 PM Marty Langelan (Chestnut St), Election Committee Chair, presented the Election Committee report. She welcomed Council member Mann and outlined the schedule for the May 7, 2020, election. Council member Cissna stated that the hearing on the regulation to change the mailing address for absentee ballot requests will be on the February agenda. She further confirmed that election-related events could be placed on the VMA website calendar with as much advance notice as possible.

7:54 PM Paula Goldberg (Bradley Ln), Tree Supervisor, reported that Tina Lurie recently completed an application for a Plant Trees Green Award. Council member Cissna said the Tree City USA signs have been placed at six locations on the eastern side of the Village.

7:55 PM Keith Allen (Turner Ln) reported that the Community Engagement Committee's recent meeting included a debrief of the Halloween event and a discussion of the search for an affordable venue for a winter adults-only event. Lynn Welle (Oxford St) has agreed to be a street captain for Brookville. Melville Place still needs a street captain. Elizabeth Boland will be the street captain for Turner. The CEC plans to provide suggested guidelines for block parties to facilitate those events. The next CEC meeting will be held in March.

7:58 PM Keith Allen (Turner Lane) presented the weather forecast. He stated that so far this been one of the warmest Januarys and one of the warmest winters on record, but predicted that colder weather will extend into February.

8:00 PM Council member Cissna announced the appointment of Walkability Study members: Larry Wasson (Delfield St); John Sharrow (Chestnut St); Lorie Mitchell (Cummings Ln); Katherine Hample (Cummings Ln); Peter Kahn (Bradley Ln). Council members Katya Hill and Arthur Alexander will serve as Council liaisons to the Walkability Study group. Chris Jakubiak will be the contract facilitator for the project. Mr. Bolt will provide legal advice as needed, and Joe Cutro will provide any necessary traffic and engineering assistance. Residents will be notified of open meetings to share information collected by the group.

8:01 PM Building Administrator's Report:

Mr. Lohmeyer reported on the ponding issues on Brookville at Cummings and Brookville at Quincy. Council member Cissna noted that a draft letter outlining VMA communications with Maryland State Highway officials concerning those issues as well as the Taylor intersection will be sent to MSHA as soon as it is approved by the Council. Mr. Lohmeyer noted that the storm drain on Bradley was quickly remedied by Montgomery County employees. Mr. Lohmeyer relayed contractor questions as to permissibility of "quiet work" (painting, window washing, and similar activities) before the Village's work hours begin. The Council will address the issue in the near future.

8:05 PM Financial Matters:

Council member Alexander reported that two items have exceeded budgeted amounts this fiscal year: legal support for matters including Code and regulatory changes as well as other matters; and computer systems/IT support, an item which has previously been included in the Office Furniture and Equipment line item, but truly merits its own. A budget review work session will be held next week, and comprehensive budget adjustments will be made at next month's meeting. At that time, any overages will be addressed pursuant to our Code and a revised budget will be reviewed. Council member Hill asked for an explanation of apparent overages in the leaf vacuuming item. Village Manager Gaston explained that leaf vacuuming and street cleaning are provided simultaneously under the current contract (in previous years they had been separate) and that the current expenditure is under budget for the combined street cleaning and leaf vacuuming.

8:10 PM Manager's Report:

Manager Gaston gave his report. Upon assent of the Council, Council member Cissna recommended that Attorney Bolt prepare a contract with GreenSweep for the Community Garden and Raymond deadend. Council member Cissna stated that Mr. Bolt has identified

several concerns with the crossing guard draft request for proposals so it will require further review. The archiving project is complete. Fifty residents have signed up to date for the Compost Crew service, and any additional residents who are interested in signing up may do so through the VMA website.

8:17 PM Opportunity for resident comments:

Lynn Welle (Oxford St) asked about the agenda item for election of officers. Council member Cissna stated that the Council will delay the election until Council member Mann is acclimated. Mr. Welle noted that the leaf vacuuming process this year resulted in less thorough collection of leaves on individual properties and in manholes.

8:20 PM Paula Goldberg (Bradley Ln) reported a positive experience with Compost Crew. She asked if a new barrier for the storm drain on Bradley Ln should be installed, since the old rebar had recently been removed by the County. Mr. Lohmeyer explained that the County representatives who visited the site state this was the standard size/application for such drains. He also stated he is unfamiliar with any barrier that would not unduly impede the flow of rain water.

8:26 PM John Sharrow (Chestnut St) asked about placement of a fence to match his neighbor's fence. Mr. Lohmeyer advised that VMA does not regulate fences, but he will need to comply with County regulations.

8:28 PM Council member Alexander moved to adjourn regular session and move into a closed section, per the Open Meetings Act, Sec. 3-305(b)(1), to discuss a personnel matter involving specific employee(s), and Sec. Citation 3-305(b)(7), to get legal advice regarding the personnel matter and the title for the Building Administrator. Council member Fattig seconded the motion, and all voted in favor. Regular session is adjourned. Present for the session were all Council members, and Mr. Bolt. The Council discussed the personnel matter and received legal advice on the matter. Legal advice was also provided on the Building Administrator's title. No action was taken.



## VILLAGE OF MARTIN'S ADDITIONS

### COUNCIL MEETING APPENDIX

**January 16, 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.



## 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](http://www.martinsadditions.org)

### Agenda for Council Meeting Thursday, January 16, 2020, 7:30 PM

- 7:30 PM Call to Order: Cissna
- 7:31 PM Election of Village Council Officers
- 7:35 PM Opportunity for Council to hear residents' comments: Chair
- 7:45 PM VMA Committee Updates: Committee Chairs or their representatives
- 7:50 PM Appointment of Committee Members
- 7:55 PM Building Administrator's Report: Lohmeyer
- 8:00 PM Financial Matters: Alexander
- 8:05 PM Manager's Report: Gaston
- 8:15 PM Opportunity for Council to hear residents' comments: Chair
- 8:25 PM *The Council will entertain a motion in open session to enter into a closed session, in accordance with Section 3-305(b)(1) of the Open Meetings Act (Maryland Code, General Provisions Article), to discuss personnel matters that affect one or more specific individuals.*
- 9:00 PM Adjourn

\*Please Note: Listed times are approximate.

To: Village of Martins Addition's Village Council (VMA)

From: Bethesda Chevy Chase Builder, John B. Nunez Managing Partner

Subject: Proposed Apron Removal and Curb Construction in front of 3521 Cummings Lane

Date: January 15, 2020

As most of you are aware there exists a small depth concrete apron on the left side of the property. We were originally instructed, when applying for the permit to renovate 3521 Cummings Lane, to leave the apron in place as it belongs to the VMA.

We are now being told that if we want to remove the apron it is acceptable to do so. We feel this is something the VMA should pay for. We are willing to do the work but are requesting the VMA fund the project.

We think we have renovated/constructed a beautiful home which brings great beauty to and definitely helps increase the value of homes in the neighborhood. Especially compared to what was existing at 3521 Cummings Lane. The apron has been a sore spot with prospective buyers and we wish to make the area look more normal by its removal and the construction of a curb.

Most of you also know we applied for and we were denied on our request to construct a garage and/or connect the apron in question to a driveway. Presently if you look at the driveway it looks unfinished and is another sore spot for prospective buyers. We don't have to tell you what a garage means to prospective buyers. The lack of one has turned away many interested buyers and has decreased the value of our property/project.

We think if we can remove the apron and construct a curb, as well as connect the new white picket fence we installed, we can partially mitigate the absence of a garage and a circular driveway. However, because it is in the ROW and owned by the VMA, we are requesting it be funded by the VMA.

Alternatively, if the council would approve the circular driveway we can connect the existing apron to the new driveway we have built.

Thank you for putting this into the record and for considering our request. We would also like to extend an invitation to the members of the council to take a tour of the house. We think you will be very impressed.

Thank You  
John B. Nunez  
Managing Member

## **VMA Election Committee Report for the January 16, 2020, Council Meeting**

The Election Committee would like to officially welcome the new Council member, Todd Mann. We thank Todd for responding to the committee's request for candidates to fill the vacancy, and we thank the Council for adopting the VMA Charter amendment we recommended, to fill the seat for the remainder of the 2-year term.

The Election Committee met on Sunday January 12. We confirmed the schedule for the 2020 VMA election cycle as follows:

- o ***Thursday May 7 is the date of the village election.***
- o ***The nomination period will open on Thursday February 20.***
- o ***The candidates' statements and VMA conflict-of-interest forms are due by 5 pm on Monday March 23.***
- o ***The community "Meet the Candidates" Forum will be held at the village office from 7:30 to 9 pm on Thursday April 23.***
- o ***Residents will have 21 days to request absentee ballots, from 9 am on Wednesday April 15 until 3 pm on Wednesday May 6. Completed absentee ballots must be received by the Election Committee no later than 3 pm on Election Day, Thursday May 7.***

We reviewed the draft of the official 2020 election-nominations notice. That will be ready shortly. It will be mailed to all VMA households in mid-February, posted on Constant Contact on February 20, and included in the March VMA newsletter. The committee also discussed a staff request that we help to stuff and stamp envelopes for the election mailings. We noted that handling the mailing logistics is a staff administrative responsibility. We will provide the election notices and materials to the staff with as much advance time as possible. To make it easier for the VMA employees to plan their workload, the committee is preparing a detailed time-line of the ongoing staff support work that will be required for the 2020 election. VMA takes pride in holding clean, fair, well-run elections, and it does take efficient staff logistical support for the Election Committee to do the job well. We trust that the Council will make sure that we will have the capable staff support we need to conduct the 2020 election well.

After a review of the Fall 2019 VMA Residents Survey results, the committee decided to include responses to the residents' comments regarding candidate slates and other issues in a "Question and Answers" Election Committee article in the upcoming March newsletter.

The committee also decided to follow the Council's lead and approve our meeting minutes by email so that we can have the minutes posted sooner on the VMA website.

The next Election Committee meeting is scheduled for 7:30 pm on March 24, to prepare the official VMA election information packet for fast staff delivery to the printer and the post office to make sure that residents will receive the election information on schedule. We will post the meeting location and agenda on Constant Contact. VMA residents are welcome to attend.

Respectfully submitted by the 2020 VMA Election Committee, January 2020.



TO: The Council at the Village of Martin's Additions  
FROM: Doug Lohmeyer  
DATE OF MEMO: January 16, 2020  
SUBJECT: Building Administrator's Report

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**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 homeowner has also requested a right of way licenses agreement for the new white address post, which is being processed by the staff.

**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 Village issued their building permit on April 8, 2019. The MCDPS closed their building permit in Dec. and the staff is in the process of closing out our building permit.

**3508 Shepherd St.**

The original building permit has been closed and the applicant's performance bond has been returned. 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.

### **3412 Taylor St.**

The Village building permit has been 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.

A "Stop Work Order" was issued in Nov. The home builder has decided to modify the roof to lower the peak, so it conforms to the Village Code. The modification has been reviewed by MCDPS. In Dec., the builder was notified that the "Stop Work Order" was still in effort and they were authorized to make the modification to only lower the roof peak. The modification has been completed and the builder has provided the staff with a certified height survey indicating the height of the roof peak, with the singles in-place, is 32.89 feet and the mean height is 25.59 feet. The Village Code maximum heights are 33 feet and 28 feet, respectively. The staff is removing the "Stop Work Order".

### **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.

### **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.

### **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.
4. The staff is interviewing GIS/IT contractors to update and maintain the Village in-house GIS system.

When Wayne and I attend the pre-construction meetings in the Village, we always spend quite a bit of time reviewing and discussing the importance of complying with the Village work hours with the contractors and owner.

The contractors frequently asked what the Village's position is on tasks which do not generate noise, such as painting, spackling drywall, and house keeping chores like washing windows. They say other jurisdiction do allow these non-noise generating tasks during.

Can the Council please provide some guidance on these non-noise generating tasks, assuming they are not playing radios or using other equipment, which may generate noise?

The following is the section of the Village Code relating to work hours and noise. I've also attached a copy of the Montgomery County Noise Ordinance, which relates the work hours to the volume of the noise levels created.

***Section 6-311. Work Hours and Noise Control.***

***(a) No construction activities shall commence prior to 7:00 a.m. on Monday through Friday, and 9:00 a.m. on Saturdays, Sundays, and all federal holidays. Construction activities shall end no later than 9:00 p.m. on Monday through Thursday, and 7:00 p.m. on Friday through Sunday, and all federal holidays.***

***(b) As used herein, "construction activities" means temporary activities directly associated with site preparation, assembly, erection, repair, alteration, renovation, construction, or 612 demolition of improvements, or other activities, including but not limited to, moving heavy equipment onto or off the site, delivering materials, loading or unloading, operating equipment with audible "back-up" warning devices, allowing engines to idle, and any other indoor or outdoor activities which could reasonably be expected to be disturbing to persons beyond the boundary line of the property on which the construction activity is taking place.***

***(Ord. No. 4-16-1, effective 7/6/16)***

**Village of Martin's Additions  
Financial Report for December 2019  
Arthur Alexander, Treasurer  
January 16, 2020**

December 2019

	<u>Actual</u>	<u>Budgeted</u>
Revenues	\$ 412,365	374,304
Expenses (excluding capital projects)	385,114	408,886
Net Income (revenues minus expenses)	27,251	-34,582
Capital investment expenses	\$ 0	
Investment reserves (less expenditures)	1,500,000	
Emergency reserves	1,000,000	
Current assets less designated reserves	\$ 395,796	

At the half-way point of the fiscal year, most budget items, revenues as well as expenses, are running about in line with projections. Because of the lumpiness of some activities, (snow-plowing, for example), some budget items will be higher or lower than planned in the kind of pro-rated method that we use.

However, a few categories require attention. Legal fees are \$15,000 above the amount projected for this time of year because of unforeseen events. Computer system upgrades costing approximately \$8,000 were not originally considered in the budget development last year. In fact, we do not even have a computer system category in the budget system; these had simply been placed under "Office Furniture and Equipment." Times are catching up with us. Also, leaf vacuuming turned out to be more expensive than originally contemplated; the amount spent so far this year, \$27,000, is above the total planned for the entire year. Budget amendments will be required for these items.

I propose that budget amendments be made at the next Council meeting in February after a comprehensive assessment of current and future requirements.

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

	<u>Dec 19</u>	<u>Budget</u>	<u>Jul - Dec 19</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
<b>Income</b>					
4000 · Revenue					
4010 · Permit Fees	325.00	1,250.00	3,932.00	7,500.00	15,000.00
4020 · Cable TV Franchise Fees	0.00	0.00	3,040.97	2,000.00	8,000.00
4040 · County Revenue Sharing	0.00	0.00	0.00	26,800.00	26,800.00
4050 · Highway Users Fees	5,507.38	2,500.00	9,116.78	15,000.00	30,000.00
4060 · Income Tax	0.00	0.00	278,190.96	251,000.00	650,000.00
4080 · Personal Property Tax	1,165.50	100.00	1,482.80	305.00	4,500.00
4090 · Real Property Tax	304.65	200.00	10,022.00	9,195.00	15,000.00
4095 · Utility Property Tax	0.00	0.00	0.00	0.00	15,000.00
4100 · Holiday Fund	9,475.00	7,500.00	9,475.00	7,500.00	8,000.00
4110 · Interest	0.00	4,166.00	18,090.20	25,004.00	50,000.00
4136 · WSSC - Street Work	0.00	30,000.00	79,014.17	30,000.00	30,000.00
<b>Total 4000 · Revenue</b>	<b>16,777.53</b>	<b>45,716.00</b>	<b>412,364.88</b>	<b>374,304.00</b>	<b>852,300.00</b>
4200 · Prior Years Surplus	0.00	0.00	0.00	2,869,337.00	2,869,337.00
<b>Total Income</b>	<b>16,777.53</b>	<b>45,716.00</b>	<b>412,364.88</b>	<b>3,243,641.00</b>	<b>3,721,637.00</b>
<b>Expense</b>					
5000 · General Government					
5010 · Office Expenses	1,991.49	1,550.00	8,946.16	8,800.00	17,500.00
5025 · Office Furniture & Equipment	2,599.98	5,000.00	8,216.42	5,000.00	10,000.00
5030 · Insurance	524.00	0.00	6,434.00	8,000.00	8,000.00
5040 · Printing & Mailing	20.70	0.00	158.70	2,000.00	5,000.00
5050 · Dues & Subscriptions/Conference	138.50	0.00	5,608.04	5,100.00	10,000.00
5055 · Storage Rental	356.00	333.00	1,740.00	1,998.00	4,000.00
5060 · Office Lease	2,190.67	2,191.00	18,129.25	18,854.00	32,000.00
5065 · Telephone	244.43	333.00	1,321.27	1,998.00	4,000.00
5080 · Holiday Fund	8,602.50	7,500.00	9,066.04	7,500.00	8,000.00
<b>Total 5000 · General Government</b>	<b>16,668.27</b>	<b>16,907.00</b>	<b>59,619.88</b>	<b>59,250.00</b>	<b>98,500.00</b>

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

	<u>Dec 19</u>	<u>Budget</u>	<u>Jul - Dec 19</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
<b>5100 - Salaries &amp; Benefits</b>					
5110 - Managerial & Office Salaries	15,810.76	11,250.00	69,595.59	67,500.00	135,000.00
5120 - Payroll Taxes & Benefits	1,256.61	2,083.00	4,935.43	12,498.00	25,000.00
Total 5100 - Salaries & Benefits	17,067.37	13,333.00	74,531.02	79,998.00	160,000.00
<b>5200 - Professional Fees</b>					
5210 - Accounting & Auditing	2,700.00	2,700.00	22,400.00	22,800.00	39,000.00
5220 - Building & Permitting					
5222 - Building Review & Permits	5,600.00	3,750.00	28,950.00	22,500.00	45,000.00
5224 - Enforcement & Oversight	0.00	1,500.00	6,160.00	9,000.00	18,000.00
5226 - Municipal Operations	0.00	1,500.00	4,830.00	9,000.00	18,000.00
Total 5220 - Building & Permitting	5,600.00	6,750.00	39,940.00	40,500.00	81,000.00
5230 - Legal	8,522.80	3,333.00	35,313.00	19,998.00	40,000.00
5240 - Police	2,583.60	4,166.00	18,093.00	24,996.00	50,000.00
5244 - Traffic Engineering	0.00	833.00	3,032.00	4,998.00	10,000.00
5246 - Records Retention & Disposal	0.00	1,500.00	0.00	1,500.00	1,500.00
5247 - GIS Update	0.00	1,000.00	800.00	10,000.00	10,000.00
Total 5200 - Professional Fees	19,406.40	20,282.00	119,578.00	124,792.00	231,500.00
<b>5300 - Streets</b>					
5305 - Streets - General					
5310 - Street Lighting - PEPCO	0.00	416.00	768.52	2,496.00	5,000.00
5322 - Street Cleaning - Fall/Spring	0.00	0.00	0.00	7,500.00	15,000.00
5324 - Street Maintenance - Other	0.00	625.00	2,006.38	3,750.00	7,500.00
5326 - Leaf Vacuuming	10,010.00	10,500.00	27,087.50	12,000.00	20,000.00
Total 5305 - Streets - General	10,010.00	11,541.00	29,862.40	25,746.00	47,500.00
5349 - Snow Removal Services					
5350 - Snow Removal - Shovel Bvl. Rd.	0.00	1,000.00	0.00	1,000.00	5,000.00
5351 - Snow Removal - Plowing	700.00	0.00	700.00	0.00	25,000.00
Total 5349 - Snow Removal Services	700.00	1,000.00	700.00	1,000.00	30,000.00
Total 5300 - Streets	10,710.00	12,541.00	30,562.40	26,746.00	77,500.00

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

	<u>Dec 19</u>	<u>Budget</u>	<u>Jul - Dec 19</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
5400 · Waste & Recycling					
5410 · Waste Collection & Recycling	10,402.55	12,800.00	72,967.65	76,800.00	153,600.00
5420 · Leaf Bags	0.00	0.00	0.00	15,000.00	15,000.00
5425 · Recycling Bins	0.00	0.00	327.05	500.00	1,000.00
<b>Total 5400 · Waste &amp; Recycling</b>	<b>10,402.55</b>	<b>12,800.00</b>	<b>73,294.70</b>	<b>92,300.00</b>	<b>169,600.00</b>
5500 · Other					
5510 · Tree Maintenance	7,873.00	2,500.00	16,247.00	15,000.00	30,000.00
5515 · Tree Replacement	160.00	0.00	160.00	0.00	15,000.00
5518 · Right-of-Way Landscaping	586.00	0.00	4,566.00	5,000.00	10,000.00
5520 · Community Events	1,143.26	0.00	6,555.25	4,800.00	35,000.00
5530 · Website	0.00	0.00	0.00	0.00	4,250.00
<b>Total 5500 · Other</b>	<b>9,762.26</b>	<b>2,500.00</b>	<b>27,528.25</b>	<b>24,800.00</b>	<b>94,250.00</b>
5600 · Initiatives					
5630 · Tree Planting Initiatives Prog.	0.00	500.00	0.00	1,000.00	2,000.00
<b>Total 5600 · Initiatives</b>	<b>0.00</b>	<b>500.00</b>	<b>0.00</b>	<b>1,000.00</b>	<b>2,000.00</b>
5800 · Designated Funds					
5805 · Designated - Walkability	0.00	0.00	0.00	500,000.00	500,000.00
5810 · Designated - Street	0.00	0.00	0.00	500,000.00	500,000.00
5814 · Designated - Capital Projects	0.00	0.00	0.00	500,000.00	500,000.00
5820 · Designated - Audit Rec. Reserve	0.00	0.00	0.00	1,000,000.00	1,000,000.00
<b>Total 5800 · Designated Funds</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,500,000.00</b>	<b>2,500,000.00</b>
5900 · Undesignated Fund Balance	0.00	0.00	0.00	388,287.00	388,287.00
<b>Total Expense</b>	<b>84,016.85</b>	<b>78,863.00</b>	<b>385,114.25</b>	<b>3,297,173.00</b>	<b>3,721,637.00</b>
<b>Net Income</b>	<b>-67,239.32</b>	<b>-33,147.00</b>	<b>27,250.63</b>	<b>-53,532.00</b>	<b>0.00</b>



Thursday, January 16, 2020  
Manager's Report  
Submitted by James D. Gaston, III

## ADMINISTRATION

### Request For Proposal's (RFP's)

#### **VMA Community Garden**

VMA Community Garden bid tabulation sheet has been submitted to the VMA Council for review

#### **VMA GIS**

All GIS interviews have ended & a GIS Bid Tabulation sheet is being created for Council to review

#### **VMA Financial Processes and Procedures Review / Internal Control Audit**

RFP has been posted on EMMA, and the VMA & MML websites & the deadline is January 27, 2020, at 5 PM

#### **VMA Cyber Security**

A draft RFP has been forwarded to VMA Legal for review

#### **VMA Crossing Guards**

A draft RFP has been forwarded to VMA Legal for review

### VMA Archiving

AVM, Tina Lurie, under the direction of the Maryland Archives Office has completed the VMA archiving project that began on March 3, 2017. There are two components:

1. VMA has 12 boxes that will be forwarded to the Maryland Archives Office for permanent storage. The Council will soon receive a list of the inventoried items, to decide if any of these records need to be scanned. The Maryland Archives Office will provide the pick-up schedule along with the pick-up fee and the annual storage fee for these 12 boxes.
2. VMA has eight (8) boxes that are to be destroyed. Tina will prepare a Certificate of Disposal with the date of destruction.

There are currently ten boxes in the VMA external storage unit that are not scheduled to be forwarded to the Maryland Archives Office or to be destroyed. These boxes will be evaluated in August each year as part of the annual VMA Archiving Program.

### VMA Traffic Control

#### Yellow Fire Hydrants

- 21 Yellow Fire Hydrants signs have been removed
- The two (2) yellow signs at the Bradley Lane and Raymond Street dead-ends will remain for safety reasons
- Traffic Engineer Joe Cutro is investigating 7304 Summit parking issue
- The rebar has been removed from both sewers at the Dead-End of Bradley Lane

#### Tree City USA Signs

- Tree City USA would not approve the green VMA version of the Tree City USA signs for the two (2) main entrances
- Five (5) Tree City USA signs have been installed in various other entrances in VMA

### VMA Leaf Bags

The VMA 2019 Leaf Bag Program invoice has been paid with included discounts



TO: The Council at the Village of Martin's Additions  
FROM: Wayne C. Fowler, Blue Crab Contracting, LLC  
DATE OF MEMO: January 16, 2020  
SUBJECT: Municipal Operations Report

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7204 Chestnut Street

Waiting on Wall Check and ROW Agreement.

7210 Chestnut Street

Site graded. Landscaping in progress.

3508 Shepherd Street

Interior renovations continue. Dumpster returned to site.

3508 Shepherd Street

Rear deck in progress

3412 Taylor Street

Height adjustments completed. Structure follows VMA Code. Stop Work Order removed.

3407 Thornapple Street

Work resumed

### Priority/Major Projects

- ❖ Meet with JG3 to review GIS RFP's
- ❖ Four (4) Meetings with GIS bidders

### Routine Projects

- ❖ Document and alert VMA Office of Right of Way violations that require VMA Office
  - Building Construction
  - Tree violations
  - Parking violations
  - Tree/Arborist violations
- ❖ Maintain and update VMA Building Permit log
- ❖ Maintain and update VMA Double/Telephone Pole & Wire pole log
  - A list of telecom cable and wire to be reported to MC311 for removal
    - 7315 Delfield St
- ❖ Maintain and update VMA Utility Street and Sidewalk repairs
  - None currently
- ❖ Maintain and post VMA No Parking Signs
  - Moving in and out, Large equipment, Tree work, etc.
    - at 3408 & 3409 Bradley Ln
    - at 3409 Thornapple St
    - at 7313 Delfield St
- ❖ Maintain VMA Houses for sale log
  - One (1) house currently for sale
- ❖ Transporting to and from VMA external storage as requested and needed. I.e.
  - Equipment, supplies, building plans, files, archive boxes, etc.
- ❖ Dogi Pot Dispensers refilled on weekly basis in
  - 3500 block of Thornapple St and
  - on Taylor St at Market parking lot entrance.
- ❖ Identify missing and damaged signage in ROW and submit list to Office.
- ❖ Put out Office recycling for regular weekly pick up.
- ❖ Maintain and submit monthly Municipal Operations Report.
- ❖ Maintain and update VMA External storage inventory spreadsheet

