

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

**Council Members Present:** Susan Fattig; Arthur Alexander; Todd Mann; Jeff Blander; Katya Hill; **Village Manager:** Niles Anderegg; **Village Manager Assistant:** Martha Fessenden, **Building Administrator:** Doug Lohmeyer; **Village Attorney:** Ron Bolt; **Residents and other Attendees:** Keith Allen (Turner Lane); Tiffany Cissna (Bradley Lane); Marty Langelan (Chestnut Street); Naomi Nairman (Quincy St); Larry Wasson (Delfield St); Elissa Bean (Turner Lane); Sally Maran (Turner Lane), Janine Trudeau (Bradley Ln); Marc Efron (Raymond St); Bill LeoGrande (Chestnut St); Debbie Roumell (Raymond St); Phil Lerman (Turner Ln); Lorie Mitchell (Cummings Ln); Jean Sperling (Shepherd St); Aleta Margolis (Turner Ln); Andrew Kauders (Turner Ln); Holly Worthington (Turner Ln); Peter Kahn (Bradley Ln); Jennifer Silberman (Summit Ave); Matt Schneider (Quincy St); Paula Goldberg (Bradley Ln); Michael Brodsky (Turner Ln);

**7:32 PM Call to Order: Fattig**

Weatherman Keith Allen (Turner Lane) stated that the current cold is going to be short-lived. There will be rain on Wednesday that will linger into Thursday morning with temperatures around 60°. Keith mentioned an interesting trivia item: November 2 is the only day in the month of November without any snow ever in Washington, DC.

**7:34 PM Opportunity for Council to hear resident comments**

Larry Wasson (Delfield Street) asked when the Council might act on the flooding in his basement, which he believes was caused by work on Thornapple Street. He expressed his support for entering the letter from residents on the ethics ordinance into the record. He also supports previous requests from residents that no more time or money be spent on the ethics ordinance and that a manual for volunteers be written. Holly Worthington (Turner Lane) thanked the Council for its hard work but commented that she also believes that a volunteer manual would solve the problems that led to the ethics ordinance.

Arthur Alexander spoke on behalf of Lauren Biel about trees. Arthur read from a proposal from five years ago that would require a permit when removing trees larger than 24" circumference and the replacement of the tree as well as payment of a fee to go into the Village's tree budget. He seconded her proposal to require replacing trees and paying a large fee for cutting down a large tree.

Phil Lerman (Turner Lane) spoke about the need for the Council to communicate better with the community. He commended Todd Mann for his letters, emails, and posts on listserv that have been very clear and expressed the hope that other Council members will follow Todd's lead.

Marty Langelan (Chestnut Street) mentioned a list of recommendations that were in a November 12<sup>th</sup> letter to the Council. She asked if the steps outlined in that letter will be followed regarding future ordinances. Susan Fattig responded that the Council would address that issue later in the agenda. Arthur Alexander commented that he will be proposing a means for communicating early on with the community on new ordinances. Jeff Blander urged that a standard operating procedure be developed for future ordinances. Bill LeoGrande (Chestnut Street) seconded the idea of finding an alternative to an ethics ordinance which he sees as potentially criminalizing volunteers and solving problems relating to one type

of behavior only, whereas a personnel manual would deal with a variety of problems. Naomi Naierman (Quincy Street) asked about the nature of the closed session that occurred before the Council meeting and whether information could be shared about what transpired at that meeting. Village Attorney Ron Bolt outlined the limits on what can be shared about a closed meeting, and Susan Fattig noted that discussion of the ethics ordinance would take place later on the agenda. Marty asked why resident comments were not attached to the minutes and asked for clarification of the Council's policy on attaching these comments to meeting minutes. In response, Susan said that comments may be attached at the request of the resident, but the minutes are meant to be concise. She further noted that the minutes have become increasing long over the last few months, to the extent that some residents find them unwieldy. She requested that people try to keep them to a minimum. Larry noted that with today's cloud storage capability, hundreds of letters could be included. Jeff Blander asked for clarification of policy. Before the Oct 15 meeting, many comments were submitted in writing and residents thought they would be included in the package that went out, but they did not see their comments as attachments. He asked whether comments that residents submit to the Village Manager are automatically part of the record. Village Manager Niles Anderegg said comments are attached to the minutes if the resident so requests. If a resident had requested that, and comments were not included, that may have been an oversight on the part of the Village Office that can be corrected. After the minutes have been approved, however, an addition to them must be approved by the Council. Arthur Alexander observed that there is no platform for residents to submit comments and he believes that providing a way to share views, such as a Village listserv, would be valuable. Larry Wasson asked that his letter about the change in the right-of-way that caused flooding in his basement be attached to the minutes of this meeting. Niles read a comment from the chat submitted by Elissa Bean thanking Arthur for his willingness to talk by phone and noting the receptivity of other Council members to resident communications. Jeff raised the issue of clarifying the process by which issues raised in the resident's letter from Nov 12<sup>th</sup> inclusive of creating volunteer manuals, the standing up of a safety committee as well as other areas such as the as the tree proposal might be addressed. Susan said that these questions can be put on the agenda for Council meetings.

## **8:00 PM Committee Updates: Fattig**

### **Walkability Task Force**

Peter Kahn (Bradley Lane) spoke as chair of the Walkability Task Force, which includes: Katherine Hample (Cummings Lane); Lorie Mitchell (Cummings Lane); John Sharrow (Chestnut Street); and Larry Wasson (Secretary, Delfield Street). Arthur Alexander serves as liaison with the Council. The Task Force will provide a report in February 2021. The Task Force has held numerous meetings with its urban planning consultant, Chris Jakubiak; analyzed resident preferences on its survey; presented its work to Village residents and developed a list of recommendations around which there is consensus. These recommendations include: repair sidewalk where sidewalks are uneven or broken; cut back vegetation overhanging the sidewalks or interfering with traffic sight lines; possibly change the Village code regarding parking and better parking enforcement; and improve crosswalks, traffic signage, and access for residents walking within the Village (such as a link between the Raymond Street dead end and Brennon Lane in Rollingwood that would lead directly to Shepherd Street Park, and a stair and walkway across the park that would join Shepherd and Turner). There are potential pedestrian safety issues that the Task Force will not be able to study by February and that might be addressed through a Phase II walkability project. Addressing them, however, would require a commitment from the community as well as cooperation and expertise from Montgomery County and from the State of Maryland. Peter gave a brief overview of some of these unresolved safety concerns:

1. Brookville Road has been called a “pedestrian nightmare” by Chris Jakubiak. It is the only roadway in the Village used by most residents on a daily basis. There are narrow sidewalks and traffic speeds are fairly high, and the safety of children walking to school should be assessed. There are serious drainage issues on Brookville, and the safety of crossing Brookville at Bradley, Thornapple and other places should be reviewed. Fixing Brookville Road is the single walkability issue that would most enhance pedestrian and traffic safety in the Village. Addressing this issue, however, would require Council action, engineering support, and cooperation with neighboring jurisdictions and the State of Maryland (Brookville Road is a state highway). One option that could ameliorate the cost of improvement is Montgomery County’s “[Vision Zero](#)” project which strives to reduce pedestrian injuries and deaths to zero and offers grants to projects that can affect pedestrian safety in a significant way.
2. Lack of sidewalks throughout the Village. Some of the Village streets lack sidewalks but nonetheless carry a significant volume of traffic. Whether speeds are too high for the design of the streets should be assessed. There are four streets that lack sidewalks completely: Summit, Thornapple, Chestnut, and Delfield. The Task Force has no desire to impose sidewalks on residents opposed to them, but the survey also showed meaningful support for improved pedestrian safety on those streets. The Task Force proposes doing a second survey of residents, focusing especially on those four streets, to determine attitudes toward various pedestrian safety improvements.
3. The Village code might be redrafted to strengthen provisions relating to traffic, truck usage on residential streets, and parking, an effort that should be combined with meaningful enforcement through speed cameras, increased police presence, or another means.
4. Traffic safety on Summit, Cummings, Thornapple, and Shepherd street might be improved by making changes in how traffic cuts through the Village; these changes would require cooperation with other jurisdictions.

The Task Force has already used up about two thirds of Chris’s budget and consultant time and will not need to go outside its existing budget. Susan Fattig asked if there was consensus on all of the recommendations; Peter responded that votes would be taken at future Task Force meetings. She commended the Task Force for all the time its members have committed to this work. Larry Wasson said that the Task Force will meet on December 8 and intends to present a Phase I proposal to the Council on December 17. Although Susan observed that the Walkability forum had not been well attended, Peter pointed out that the 192 responses to the Walkability survey indicated high interest on the part of residents. Jeff Blander also commended the Task Force and commented on the importance of traffic safety. Jeff suggested that specific topics focusing on traffic safety on side streets, with particular impact on families with young children and seniors, be considered for near term adoption/consideration by a safety committee or taskforce.

### **Ethics Committee**

Marc Efron (Raymond Street) reported as chair for the Ethics Committee, which also includes Lorie Mitchell (Cummings Lane) and Debbie Roumell (Raymond Street). The Committee met on November 9th via Zoom. The focus of this meeting was on reviewing a draft of changes to the Village’s code provisions related to ethics requirements and compliance. They reviewed a draft prepared by Todd Mann who is the Council’s liaison to the Committee, Village Attorney Ron Bolt, and Marc, as authorized by the Council on Oct 15. The draft was intended to address comments to the Committee from Village residents. The Committee’s original task was to add to the existing code a process for handling complaints related to the oath of service that is taken by every Village employee, Council member, and Committee member. In considering that issue, the Committee had to deal with some questions beyond the oath of service, such as

enhancing the existing code's complaint resolution process, reducing, and eliminating redundancies in the existing code, eliminating irrelevant provisions in the existing code, and making the existing code less punitive. The Nov. 9<sup>th</sup> meeting was open to Village residents with an agenda and a link to the draft ordinance posted on or around Oct. 31/Nov. 1 and additional announcements by the Village on Nov 6<sup>th</sup> and 9<sup>th</sup>. Three Council members and 15-20 residents attended this meeting as well as Committee members. Residents had been invited to submit comments and a number were received, which were very helpful for preparing for and framing the Committee's discussion. Some of these comments were directed at changing the ethics portion of the code but the Committee considered that a Council matter and focused only on the draft ordinance itself. The comments included provisions on such matters as timely updates to the conflict-of-interest questionnaires, a statute of limitations, a provision regarding the mootness of a complaint, and resolution of complaints before a formal process begins. The Committee recommends that another draft be prepared by Village Attorney Ron Bolt, Todd Mann, and Marc Efron or another member of the Ethics Committee and when that new draft is completed, another open meeting should be scheduled for the draft to be reviewed and commented upon by residents. As soon as the draft is completed, a copy should be included in a meeting notice along with an agenda for the meeting, and comments would be solicited prior to the meeting, either by email to Marc or to the Village Manager. Issues to be addressed are fewer in number than with prior drafts so Marc believes that a new draft can be completed, and a meeting scheduled early in December. The Committee referred comments to the Council that they received about the need for a change to the code or the wisdom of a change to the code and to that end Marc prepared and provided to Todd Mann a packet of all comments received. Debbie noted that Marc has put in a tremendous amount of energy to this matter and so has Todd Mann, work that may be moot if the Council pursues an option other than an ordinance. She asked the Council to evaluate its process going forward. She also urged everyone to communicate directly with the Ethics Committee since not everyone is on the listserv. Arthur Alexander noted that the proposed ordinance does three things: 1) adds oath of service - impartiality violations in addition to the financial conflict of interest; 2) widens the scope of the ordinance to committees in addition to the Council and employees; and 3) modifies procedures to enhance and clarify complaint resolution procedures. The Council has the authority to deal with violations on the part of committee members right now by simply taking a complaint and dismissing a committee member, without any clear required process. The current draft ordinance introduces a whole sequence of procedures that follow due process, call for evidence and enhance the fairness of the process, and allows the review to be undertaken by the Ethics Committee instead of just the Council. It would put into place a process for handling complaints that fills a hole that currently exists. In Arthur's view, having a handbook would not address the question of process should a complaint arise. Marc commented that suggestions from residents have been particularly helpful on the issue of due process and were largely adopted. Jeff Blander thanked the Committee for the amount of time and effort they have put into this issue and also acknowledged the investment of community time, estimated around 300 hours so far. He appreciated Debbie's comments on being more efficient going forward. Jeff questioned whether the Committee considered alternatives that were submitted from residents such as having a complaints system that did not require expanding the ethics jurisdiction since other sections of Chevy Chase do not have such an ordinance. Marc responded that the Committee followed the Council's direction to focus on a new draft of the ordinance, not alternative means of handling complaints.

**Motion: Todd Mann moved that the Council approve the Ethics Committee recommendation to prepare a third draft of the revised ethics ordinance and then hold another meeting after taking resident comments; Arthur Alexander seconded. Four votes in favor (Alexander, Fattig, Hill, and Mann) and one opposed (Blander). Motion passed.**

Todd Mann spoke for the motion because the Ethics Committee, in his view, has done an excellent job of considering process questions and incorporated many resident suggestions related to protections and other matters in its drafts, so this has been a valuable exercise. Arthur expressed support for clarifying how the Village should deal with complaints. Jeff Blander said that he felt the Council was putting all of its energy into one way of handling complaints and he would like to see alternatives explored as well. Todd asked Village Attorney Ron Bolt if there are other vehicles besides an ordinance that would accomplish the same end. Ron said instead of adding a process to the code, a complaint and resolution process could be added to a policy. A potential pitfall to that approach is that the Ethics Committee is a statutory body, and its powers are listed in the Village code and do not currently include the review of complaints related to impartiality. The code would therefore need to be amended to expand their current powers. Arthur said the Village has no handbook or SOP but having one would not necessarily address the issue of complaints. The Town of Chevy Chase has a policy that outlines roles and responsibilities but says nothing about complaints against Committee or Council members. Ron noted that laws are usually reactive, adopted based on experiences. On the municipal level most ethics ordinances concern primarily financial conflicts of interest. Complaints about the lack of impartiality are rare. If the Village wants this addressed, it would be because complaints have come to light recently, and other jurisdictions may not have experienced these problems. The State Ethics Law requires municipalities to have a conflicts of interest code, mostly addressing financial issues, but also the improper use of the prestige of office for the private gain of others. Jurisdictions of a certain size are exempt from this law. The State Ethics Commission has found that if the operating budget is greater than approx. 1.3 million and the population is of a certain size, the municipality would be subject to that act and council members must submit a detailed financial disclosure statement. If the municipality is under a certain amount in its operating budget and population, it would be exempt. The Village is exempt from State law. But in granting the exemption to the Village, the State has said that an ethics ordinance should be enforced as deemed appropriate for the jurisdiction. Todd suggested that Ron research other options while the Ethics Committee continues its work on a third draft, and Susan directed Ron to that effect. Marc reiterated that there are two ways to make comments to the Ethics Committee: 1) email the Village Manager or 2) email the Committee Chair, Marc Efron. Each of them will distribute comments to the Committee. Marc's email address will be in the announcement about the next meeting. Susan thanked everyone for their contributions. Jeff would like to work with Todd or Ron to develop specific complaint scenarios to help residents understand what issues need to be addressed.

### **Election Committee**

Tiffany Cissna (Bradley Lane) reported that the Election Committee has held three meetings. They voted for a 100% mail-in option for elections if mass gatherings are still not permitted in the spring by the County. They have been using documents from prior committees as their baseline documents, most having to do with administrative, rather than policy, issues. A few provisions raised some questions that will be presented to the Council for guidance. The plan includes dates and times for next year's election.

Susan Fattig thanked the Election Committee for their work. Their draft will be circulated to residents. Arthur Alexander asked about the issue the Committee raised about the term "qualified voter." Ron Bolt answered that the Village charter currently defines a qualified voter as someone residing or owning property in the Village. The question exists about whether a property owner who does not reside in the Village should be allowed to vote. Susan commented that this issue will be addressed at a future Council meeting and thanked the Committee for its report.

### **9:00 PM Report out from and Discussion of the Oct. 1st Community Listening Forum and Key Themes**

Jeff Blander reported on the Community Listening session. He recognized the Council, the Village Manager, and residents for its support of the forum and said that there was strong turnout. Topics discussed were: an SOP for approving new ordinances; and safety concerns including 5G, noise from leaf blowers, pesticides, traffic and how it affects children, and Shepherd Park and how the crowds there are not adhering to social distancing. Jeff commented that he thought the forum was a healthy venue and more such events should be planned. Arthur Alexander asked Ron Bolt about Village liability for radiation harms that come from 5G transmissions. Ron said that generally a utility provider is responsible, not the Village, but when 5G is operating within the standards approved by the federal government it is difficult to say that the utility is responsible. Jeff mentioned the harm from 5G exposure and particularly to young children, under five years of age. Some residents in the community are passionate about this issue so it might be an effective, proactive step to set up some sort of discussion group or included within a broader safety taskforce.

### **9:09 PM Discussion of the 2020 Annual Survey Results**

Due to the length of the meeting, Susan Fattig postponed discussion 2020 Annual Survey results to the December Council meeting.

### **9:10 PM Building Administrator's Report: Lohmeyer**

Building Administrator Doug Lohmeyer gave his report (see attachment). Susan thanked Doug for his report and for his patience.

### **9:15 PM Financial Matters, including Treasurer's Report: Alexander**

Treasurer Arthur Alexander gave his financial report. Arthur reported that he is not sure why, but the Village is spending money less rapidly than budgeted. There is hardly any money coming in from our revenues but that is expected because it will be the end of November before State income taxes come in. On November 30, a fuller picture of income will be available.

### **9:18 PM Manager's Report: Anderegg**

Niles Anderegg gave his Manager's report (see attachment). In addition to providing highlights from the written report, Niles also touched upon a letter signed by the surrounding municipalities regarding [THRIVE Montgomery 2050](#). The Council could draft its own letter in support of theirs.

Susan Fattig asked for minutes to be approved before hearing resident comments. The minutes had been approved by Council members via email and she wanted them to be approved for the record and Susan stated that the minutes were approved unanimously. Jeff Blander asked whether there were comments submitted by residents that should be attached to the minutes. Susan clarified that residents are able to append items to the minutes but not amend them, since they are the Council's meetings. Jeff called on any residents who wished to submit documents to be attached to the minutes to do so.

### **9:21 PM Opportunity for Council to hear residents' comments: Fattig**

Larry Wasson (Delfield Street) spoke in favor of Marty Langelan's suggestion of a volunteer manual and asked if the Council was considering the idea. Arthur commented that he has not seen a volunteer manual that deals with complaints. Marty Langelan (Chestnut Street) said that Naomi Naierman (Quincy Street) and Paula Goldberg (Bradley Lane) have volunteered to draft a manual that includes complaint procedures and knows of several examples that she will forward to the Council. Holly Worthington

(Turner Lane) seconded Debbie Roumell's earlier comment that the process behind the ethics ordinance was somewhat backward and spoke in support of having resident input earlier in the process. She also said that it was informative to hear Ron Bolt say that other communities do not have an ethics ordinance. Ron clarified that most communities do have an ethics ordinance, but one that focuses only on financial conflicts of interests, presumably because they have not encountered issues such as the Village recently has. Marty asked how residents can get their questions answered. The first question on her list was what happened to the suggestion for a sign at the Village Office that states that the Village opposes racism in all forms. Due to the length of the meeting, Susan Fattig postponed discussion of this issue to the next Council meeting and assured Marty that issues on her list would be addressed then. Regarding the ethics ordinance, Larry emphasized how valuable a security clearance is and that losing one would be a huge issue if that were to be a consequence of ethics violations. Susan responded that, as someone subject to the requirements of the proposed revision, she did not find those requirements to be onerous and that her experience on the Council over the past 5 years had led her to believe the ordinance was needed. She said that the Council would look into the likely impact of the ordinance on security clearances.

**9:28 PM Adjournment: Fattig**

Arthur Alexander moved to adjourn, Katya seconded, and the motion passed unanimously. The meeting adjourned at 9:29 pm.



## VILLAGE OF MARTIN'S ADDITIONS

7013 Brookville Road (Second Floor, Suite B)

Chevy Chase, MD 20815-3263

Phone (301) 656-4112

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

### Agenda for Council Meeting

**Thursday, November 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).*

6:30 PM The Council will entertain a motion to enter closed session under Maryland Code, General Provisions Article, Section 3-305(b)(1) and (7) to: (i) discuss personnel matters that affect one or more specific individual employees; and (ii) to consult with counsel to obtain legal advice regarding the ethics ordinance.

7:30 PM Call to Order: Fattig

7:31 PM Opportunity for Council to hear residents' comments: Fattig

7:41 PM Committee Updates: Fattig

- Committee update from the Election committee regarding the 2021 election
- Report out from the Ethics Committee and Recommendations (Nov. 9th meeting)

7:51 PM Report out from and Discussion of the Oct. 1st Community Listening Forum and Key Themes

8:05 PM Discussion of the 2020 Annual Survey Results (**Pages 3-7**)

8:15 PM Building Administrator's Report: Lohmeyer (**Pages 8-10**)

8:20 PM Financial Matters, including Treasurer's Report: Alexander (**Page 11**)

8:25 PM Manager's Report: Anderegg (**Page 12**)

8:30 PM Opportunity for Council to hear residents' comments: Fattig

8:35 PM Adjournment: Fattig

\*Please note: Listed times are approximate.





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### **Virtual Meeting Information**

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

#### **1. Dial-In Option**

Call: 1 301 715 8592

When prompted, enter the Meeting ID: 884 5221 1432# (you must enter the "#")

Password: 110072

#### **2. Web/Video Option:**

- a. Go to the Zoom meeting link: <https://us02web.zoom.us/j/88452211432?>
- 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: 884 5221 1432

Password: 110072

Topic: VMA Council Meeting

Time: Nov 19, 2020 07:30 PM Eastern Time



## Constant Contact Survey Results

**Survey Name:** VMA Annual Survey 2020 Final

**Response Status:** Partial & Completed

**Filter:** None

10/13/2020 6:07 PM EDT

### TextBlock:

The Village Council is seeking resident input on Village services and operations. We use the resident feedback to inform the Council's decision-making process and set Village priorities. The survey should take less than 10 minutes to complete. Please participate! Please submit the survey only once for each household. The survey will be open from Friday, September 25, 2020, at 5:00 PM until Sunday, October 11, 2020, at 11:59 PM. Survey results will be shared at the Thursday, October 15, 2020, VMA Council meeting.

Overall, how satisfied are you with the Village operations?

Answer	0%	100%	Number of Response(s)	Response Ratio
Extremely satisfied			49	34.0 %
Somewhat satisfied			51	35.4 %
Neither satisfied nor dissatisfied			19	13.1 %
Somewhat dissatisfied			10	6.9 %
Extremely dissatisfied			2	1.3 %
No Responses			2	1.3 %
No Response(s)			11	7.6 %
<b>Totals</b>			<b>144</b>	<b>100%</b>

If you would like to share your experience with the Village, please describe below.

32 Response(s)

If you have contacted the Village Office within the six months, how quickly did the Village office staff respond to your request?

Answer	0%	100%	Number of Response(s)	Response Ratio
Within the same day			50	34.7 %
Within 3 business days			17	11.8 %
Within one week			7	4.8 %
Never received a response			3	2.0 %
N/A			46	31.9 %
No Response(s)			21	14.5 %
<b>Totals</b>			<b>144</b>	<b>100%</b>

If you have contacted anyone on the Village Council within the six months, how quickly did the Council member(s) respond to your request?

Answer	0%	100%	Number of Response(s)	Response Ratio
Within the same day			17	11.8 %
Within 3 business days			7	4.8 %
Within one week			2	1.3 %
Never received a response			7	4.8 %
N/A			87	60.4 %
No Response(s)			24	16.6 %
<b>Totals</b>			<b>144</b>	<b>100%</b>

Council meetings have been held remotely since the start of the pandemic in March. If you have attended one or more Council meetings via Zoom, did you find the meetings effective?

Answer	0%	100%	Number of Response(s)	Response Ratio
Yes			30	20.8 %
No			14	9.7 %
No Response(s)			100	69.4 %
<b>Totals</b>			<b>144</b>	<b>100%</b>


Most of the Village budget is spent on providing our residents with services. These services often exceed what is provided by the County, such as bi-weekly trash collection from the side yard, police patrols, Village-sponsored events, and the composting program, which is a service the Village facilitates but does not pay for. Please indicate any changes in services you would like the Village Council to consider, keeping in mind the additional expense the Village would likely incur from providing additional services.

69 Response(s)




The Village staff sends regular communications to residents about upcoming events, issues under consideration by the Council, and messages from local police. If you would like to receive additional information from the Village Office, please list it here.

31 Response(s)

Do you believe the 2020 election was conducted in a fair and open manner? If you have any recommendations or comments, enter them in the comment box.

Answer	0%	100%	Number of Response(s)	Response Ratio
Yes			89	61.8 %
No			5	3.4 %
No Response(s)			50	34.7 %
<b>Totals</b>			<b>144</b>	<b>100%</b>

Did you get the information you needed to make an informed decision in the 2020 election?

Answer	0%	100%	Number of Response(s)	Response Ratio
Yes			93	64.5 %
No			10	6.9 %
No Response(s)			41	28.4 %
<b>Totals</b>			<b>144</b>	<b>100%</b>

The 2020 election was conducted entirely by mail. Was the process of voting easy in the 2020 election?

Answer	0%	100%	Number of Response(s)	Response Ratio
Yes			100	69.4 %
No			3	2.0 %
No Response(s)			41	28.4 %
<b>Totals</b>			<b>144</b>	<b>100%</b>

In which Village events have you participated in the past year (select all that apply)?

Answer	0%	100%	Number of Response(s)	Response Ratio
Monthly Council meeting			29	26.3 %
Halloween (October 2019)			39	35.4 %
Adult Spring Fling at La Ferme (March 2020)			24	21.8 %
I have not participated in any Village events			37	33.6 %
Shred Event (June 2020)			16	14.5 %
Candidate Forum (April 2020)			21	19.0 %
Other			4	3.6 %
<b>Totals</b>			<b>110</b>	<b>100%</b>

Please list, if any, other events that you would like the Village to organize or host.

26 Response(s)

In general, community engagement is a priority for Village operations and the Council. Please share ideas on how the Village can strengthen community engagement.

34 Response(s)

Would you like to volunteer your time and expertise to the Village of Martin's Additions on a short-term or long-term basis? If so, please contact the Council.

17 Response(s)

Do you have anything else you would like to share with the Village Council? For example, you could provide suggestions on what you would like to see more or less of in how we operate.

32 Response(s)

The composting program is a service that is facilitated by the Village but the Village does not pay for it. If you participated in the composting program, are you pleased with the service and would you like this service to continue?

Answer	0%	100%	Number of Response(s)	Response Ratio
Yes			37	25.6 %
No			4	2.7 %
No Response(s)			103	71.5 %
<b>Totals</b>			<b>144</b>	<b>100%</b>

\*Please select your street below.

Answer	0%	100%	Number of Response(s)	Response Ratio
Bradley Ln			14	9.7 %
Brookville Rd			4	2.7 %
Chestnut St			6	4.1 %
Cummings Ln			9	6.2 %
Delfield St			7	4.8 %
Melville Pl			3	2.0 %
Oxford St			3	2.0 %
Quincy St			11	7.6 %
Raymond St			10	6.9 %
Shepherd St			7	4.8 %
Summit Ave			11	7.6 %
Taylor St			7	4.8 %
Turner Ln			17	11.8 %
Thornapple St			7	4.8 %
No Response(s)			28	19.4 %
<b>Totals</b>			<b>144</b>	<b>100%</b>

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

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**3506 Bradley Lane.**

Demolition and building permit applications were submitted to the Village office. The staff has initially reviewed the information. Waiting for MCDPS approval. The resident's information meeting was held on Wed. June 17th. Work was anticipated to begin in Sept. However, the County has not issued their building permit. On hold until spring 2021.

**6609 Brookville Rd.**

The applicants have submitted an application to remove the existing porch and add an addition to the existing house. The plans have been reviewed by the Village. Waiting the County's approval.

**7200 Chestnut**

The applicants applied for a Village building permit to construct an addition to the west side of the existing house. The County issued their building permit on Sept. 3<sup>rd</sup>. The Village virtual information meeting was held on Tuesday Oct. 6<sup>th</sup>. None of the adjacent residents participated. The Village building permit was issued on Oct. 9, 2020.

**7210 Chestnut St.**

The Village issued their building permit on Oct. 11, 2018. The County has closed their permits. Once the applicants finish the front yard improvements and we do a final inspection, the Village Building Permit can be closed.

**7200 Delfield St.**

The property owners (a partnership) have applied for a Village demolition and building permit for a new house. The Village staff has completed the initial review of the application

and submitted their comments of the applicant. The County issued their building permit on Oct. 23<sup>rd</sup>. The Village resident information meeting has not been scheduled.

**7220 Delfield St.**

The applicants have submitted an application to demolition the existing house and rebuild a new house. The plans have been revised and are waiting County approval. The Village information meeting has not been scheduled.

**113 Quincy St.**

The applicants have submitted an application to build a detached garage at the left rear of the house. The MCDPS permit was issued on Aug. 10<sup>th</sup>. The Village permit was issued on Oct. 13, 2020.

**163 Quincy St.**

The homeowner is proposing to add additional parking along the side of the existing driveway. The parking area will be different material than the driveway and the preliminary non-vegetative analysis indicates the non-vegetative area will not exceed 30% of the front yard. They have not filed for a Village permit.

**3505 Raymond St.**

The new homeowners have applied for a variance to relocate the existing HVAC units from the rear of the house to the right side of the house. The Village Code does not allow HVAC units to project into the minimum side yard setback, so a variance is required. The Variance Hearing on Oct. 29<sup>th</sup> was suspended and a continuation meeting has not been scheduled.

**3515 Raymond St.**

The applicant has submitted plans to remove the existing house and to construct a new house. The County is reviewing their plans. The applicants have revised their plans to address the “Wall Plane Length” condition. The informational meeting with the neighbors has been scheduled for Nov. 17<sup>th</sup>. Waiting to the County to approve the plans.



### **3517 Shepherd St.**

The applicant has submitted an application to add an addition to the right front side of the existing house. The County issued their building permit on Nov. 10<sup>th</sup>. The Village is reviewing the application now.

### **7200 Summit Ave.**

On April 28, 2020, the homeowners submitted a Variance Application for the front and rear setbacks in order to construct a new porch and bay window at the front of the existing house and an addition on the north (right) side of the house. The Variance was approved by the Council on July 16, 2020. The applicants have not submitted to MCDPS or the Village.

### **3407 Thornapple St.**

On May 29<sup>th</sup>, the building permit was extended and work on the house appears to be complete. The Applicant revised the plans to show a two-car detached garage at the rear of the lot. The MCDPS and the Village has issued their revised building permits. According to the builder, the new homeowners may not construct the detached garage. The County has closed their building permit and the Village may soon close out the Village building permit.

### **Miscellaneous Items**

The staff is presently working with the following properties:

1. The MSHA has responded to the Village's letter regarding water ponding at the Village street intersections along Brookville Rd. They plan on making improvements to the intersections at Bradley, Quincy, and Cummings this summer. An email was recently re-sent to MSHA requesting a status report on their improvements.

**Village of Martin's Additions  
Financial Report for October 2020  
Arthur Alexander, Treasurer  
November 19, 2020**

October 2020

	<u>Actual</u>	<u>Budgeted</u>
Revenues	\$ 54,219	262,667
Expenses (excluding capital projects)	184,787	247,505
Net Income (revenues minus expenses)	-130,568	15,161
 Capital investment expenses	 \$ 0	
Investment reserves (less expenditures)	1,500,000	
Emergency reserves	1,000,000	
 Current assets less designated reserves	 \$ 424,689	

In the current month, November 2020, we plan to transfer \$50,000 from the Village's savings account in the Maryland Local Government Investment Pool (MLGIP) to the checking account to cover projected expenses. In September, the planned and actual withdrawal was \$45,000.

As of the end of October, it may appear that the Village is in a deep hole in terms of its spending versus revenues. The reason for the large negative amounts is that the Village's first major funding does not arrive until the end of November, when we receive our principal input from the state income tax.

Capital expenses for the year to date are zero. This will change as we repair the sidewalks, which is currently an ongoing project.

From: Niles Anderegg, Village Manager  
To: Village Council  
Subject: Village Office Update  
Date: 11/17/2020

### **Annual Audit**

The Village's auditors have completed their work. The results of the audit will be shared with the residents and a presentation will given at the December meeting.

### **Sidewalk Repair**

The Village has undertaken various repairs to the Village sidewalks that were deemed to be potential hazards. These repairs began last week and will be concluded this week. The Office would like to thank residents for their cooperation in this effort, which has gone very smoothly.

### **Leaf Vacuuming**

The Village has completed one round of leaf vacuuming and is in the process of completing the second round this week. In addition, there will be two more rounds of leaf vacuuming, one the week of November 30th and the other the week of December 14th.

### **Tree Canopy Program**

Thank you to everyone who participated in the tree canopy program. The Village received 23 applications and at least 6 trees will be planted as a result of this program.

### **Fall Leaf Bag Distribution**

Thank you to everyone who filled out the leaf bag poll. There has been a delay in our supplier's delivery of the leaf bags. We anticipate having them delivered this week. As soon as we have them, we will distribute them to the community.

### **Village Directory**

The Village Office is completing the work on the directory. Emails will be sent out to each street with the entries for that street for residents to review and make any changes. Please be on the lookout for these emails.

### **GIS Update**

Wallace Montgomery, the Village's GIS contractor, has finished the requested updates to the GIS data. Staff is reviewing the updates and will try to finalize this project soon.

### **RFPs**

Several RFPs will be issued within the next couple of weeks for services that expire at year end. These include the RFPs for municipal operations, landscaping and tree care. The Office anticipates that these RFPs will be issued before December 1st and will be concluded before the December Village Council meeting.