



VILLAGE OF MARTIN'S ADDITIONS

7013 Brookville Road (Second Floor, Suite B)

Chevy Chase, MD 20815-3263

Phone (301) 656-4112

www.martinsadditions.org

Agenda for Council Meeting Thursday, October 21, 2021, 7:30 PM

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

7:30 PM Call to Order: Kauders

7:31 PM Opportunity for Council to Hear Residents' Comments: Kauders

7:41 PM Committee Updates: Kauders

- Halloween event

7:51 PM Building Administrator's Report: Lohmeyer **(Pages 3-5)**

8:01 PM Discussion of VMA's Newsletter Redesign

8:11 PM Discussion of the Structure of the Community Engagement Committee

(Page 6-7)

8:21 PM Discussion of Proposed Committee Guidelines **(Pages 8-11)**

8:26 PM Financial Matters, including Treasurer's Report: Alexander **(Page 12)**

8:31 PM Manager's Report: Anderegg **(Pages 13-14)**

- Update on Walkability related RFPs
- Update On American Rescue Plan Funds
- Update on Police-related Issues

8:36 PM Opportunity for Council to Hear Residents' Comments: Kauders

8:46 PM Adjournment: Kauders

*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: **883 3117 5094#** (you must enter the "#")

Passcode: **525784**

2. Web/Video Option:

a. Go to the Zoom meeting link:

<https://us02web.zoom.us/j/88331175094?pwd=OFNvZkFzbnA4coovdWI4KzA1Q2JjUT09>

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: **883 3117 5094**

Passcode: **232095**

Topic: VMA Council Meeting

Time: October 21, 2021, 07:30 PM Eastern Time

TO: The Council at the Village of Martin's Additions
FROM: Doug Lohmeyer
DATE OF MEMO: October 19, 2021
SUBJECT: Building Administrator's Report

3506 Bradley Lane.

Demolition and building permit applications were submitted to the Village office. Waiting for MCDPS approval. A new resident's information will be scheduled. The plans are under review by the staff.

6701 Brookville Rd.

The homeowner has submitted a concept plan to construct a new driveway on Bradley La. and possibly remove the existing driveway on Brookville Rd. The staff is reviewing the concept.

7200 Chestnut St.

The applicant 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, 2020. The Village building permit was issued on Oct. 9, 2020. The MCDPS closed their building permit on Oct. 7, 2021 and the staff is in the process of closing the Village building permit.

7200 Delfield St.

The property owners have applied for a Village demolition and building permit for a new house. The County issued their building permit on Oct. 23, 2020. The Village issued the demo and dumpster permits on Dec. 14, 2020 and the building permit on Jan. 4, 2021. The old house has been removed and the new house is under construction.

7220 Delfield St.

The applicants have submitted an application to remove the existing house and build a new house. The Village information meeting was held on Dec. 14th. The County issued the building permit on April 20, 2021. The Village demo and building permits were issued on May 17, 2021. The house has been removed. The new house construction is ongoing.

7221 Defield St.

The homeowner has submitted an application to remove a portion of the existing deck and build a new section of deck and steps. The staff is reviewing the application.

120 Quincy St.

The homeowner has submitted plans to the County and the Village for review. The application proposes to construct several additions at the side and rear of the existing house. The staff is reviewing the plans.

159 Quincy St.

The homeowners submitted an application to build a new deck at the rear of the existing house. The Village building permit was issued. Work is on-going.

163 Quincy St.

The homeowner has submitted a plan to add a parking pad on the east side of the existing driveway. The Village has issued the permit.

3515 Raymond St.

The applicant has submitted plans to remove the existing house and to construct a new house. MCDPS issued the building permit on Feb. 2, 2021 and the Village issued their building permit on Feb. 9, 2021. The ex. house has been removed and the new house is under construction. On July 13, 2021, the Council approved the variance to construct an office at the rear of the new house.

3521 Raymond St.

The homeowner has submitted a concept plan to remove a portion of the existing circular driveway, replace that portion of the driveway with grass and plants, and resurface a portion of the existing driveway. The Village has issued the permit and the work is underway.

7200 Summit Ave.

The homeowners submitted a Variance Application for additions to the existing house. The variance was approved by the Council on July 16, 2020. The applicants have not submitted to MCDPS or the Village. The Village variance has been extended for an additional 12 months.

3404 Turner St.

The applicants have submitted an application for a variance of the Village's minimum side yard setbacks, so they can add a second floor to the existing, non-conforming house. The staff is working on issuing the building permit.

3502 Turner St.

The homeowners are investigating the possibility of adding a new parking pad in front of their lot, since they do not have a driveway. A portion of the pad will be in the Village right of way.

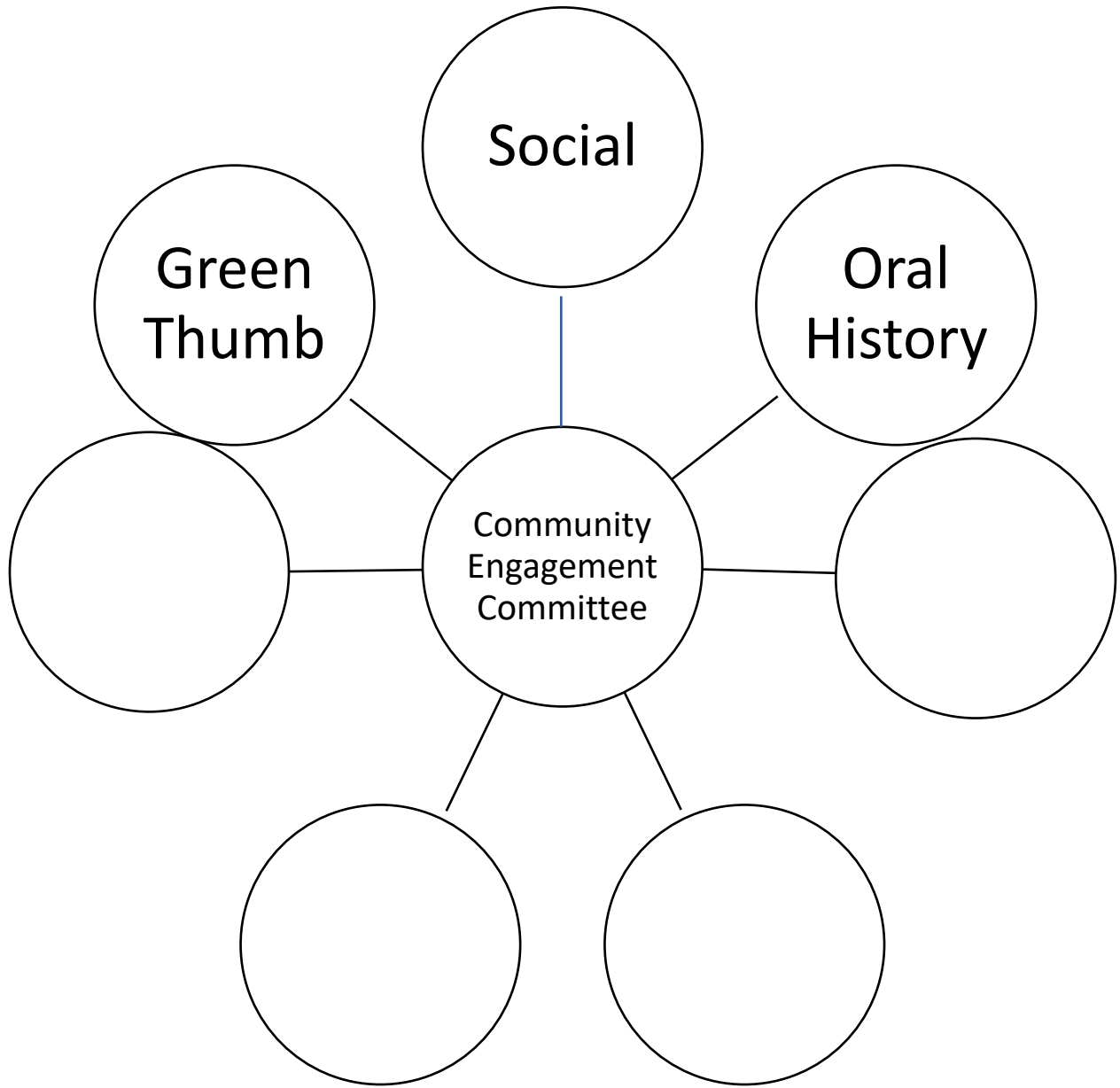
Miscellaneous Items

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. The MSHA staff stated they are working with WSSC and MCDOT and will get back to us soon. The Village sent a letter to the State requesting an updated progress report on the outstanding pedestrian safety issues. The State responded and said they will be looking into adding additional pedestrian walkway safety measures at Bradley and at Taylor. Section 5 has prepared a concept plan to build a new MSHA storm drain system along the west side of Brookville Rd. from Bradley La. to Shepherd St.

Discussion of the Structure of the Community Engagement Committee

This agenda item presents a concept for greater inclusion of and engagement by our VMA community and provides an opportunity for residents to offer suggestions regarding specific subjects of interest for potential activity groups (EXAMPLES: Green Thumb, Oral History. . Communication on current Hot Topics (CC Library). . Games - Bridge, Chess, Mah Jongg - you name it. .Transportation for adult non-drivers, etc.). Please attend with an open mind and suggestions.



**Village of Martin's Additions
Guidelines for Village Committees
(Draft 10/20/21)**

Introduction

The Village of Martin's Additions is committed to residents' participation in the governance of our community. Maryland's municipalities have the authority to establish advisory boards, commissions, and committees. Committees of residents manage elections, review ethics issues, and serve as advisors to the Village Council. They provide a critical interface between residents and the Council by generating ideas, research, and analysis of the policy initiatives that underlie good governance. The Village relies on the contributions of several types of committees:

Mandated Committees: The Village Charter and Code of Ordinances establish committees to oversee elections and ethics, as well as the position of Tree Supervisor who helps implement the Village's tree policies.¹

Standing committees: These are established by council resolution or other action to serve continuing functions; one example is the Community Engagement Committee, which plans and executes various social activities.

Single Purpose Committees: Advisory committees, established by resolution or other action, are dedicated to limited objectives and are of specified duration. The Council defines the committee's work; past committees have supplied advice on building codes, storm water management, trees, walkability, and safety.

General Guidelines

To strengthen the role of Village committees and to ensure that their work is transparent and a model of good practice, the Council has adopted the following guidelines.

Mission Statement/Charter: The Council provides committees other than mandated ones with a Mission Statement or Charter at the time it creates the committee. It spells out the reasons for setting up the committee and lays out specific questions and issues to be considered. The Mission Statement or Charter defines the committee's goals, responsibilities, and legal obligations. Additionally, the Mission Statement or Charter may include suggested tasks and operational procedures such as: regularly scheduled meetings; regular meetings with the Council to review the committee's work; and submission of a written report to the Council.

Meetings: Committee meetings typically take place in the Village office, but other convenient places may be chosen so long as they are accessible to residents. Meetings must be conducted in compliance with the Maryland Open Meetings Act. With the assistance of the Village Manager, public notice and an agenda shall be issued prior to the holding of a meeting that is subject to the Act. Minutes of the meeting shall be promptly prepared, as required by the Act. Once approved by the Committee, the meeting minutes shall be given to the Village Manager. As required by the Act, at least one member of the Committee shall complete the online training offered by the Open Meetings Compliance Board. The trainee shall inform

¹ The Village Charter, Section 602, mandates an Election Committee; the Charter also refers to an Ethics Committee, but without further detail. The Code of Ordinances Article 1, Section 2 specifies the structure of both the election and ethics committees as well as provide for future authorization of "other committees to assist the Council in carrying out its responsibilities." Chapter 9-103 mandates a Tree Supervisor.

the Village Manager once the training has been completed. All members are encouraged to complete the training. The training is available here:

https://www.igsr.umd.edu/VLC/OMA/class_oma_title.php

The notice of a meeting must indicate that all residents are welcome and should include a time for hearing resident comments, provided however, that committees may reasonably conduct work sessions at which public attendance is allowed but public comment is not allowed. Beyond opening their meetings to all residents, committees should make a special effort to invite residents whose properties or immediate neighborhoods might be disproportionately affected by proposals before the committees. Minutes must be taken and posted on the Village website as soon as practical. Records of the Committee shall be retained in accordance with the Maryland Public Information Act. Committee members shall review the Village's Document Retention Schedule and make certain records are retained in accordance therewith.

Email Policy:

- All committees will have a Village issued email account.
- All Committee members will have direct access to the password and account through the end of their term. If a member of the Committee resigns, the password will be changed immediately, and the new password shared with the remaining members and new members upon appointment.
 - All Committee members are authorized to send emails from the account for official Committee functions.
- The account should be monitored for new emails on a daily basis. Any new emails should be forwarded to all Committee members as soon as practical by whichever member sees it.
- Should any member receive an email regarding official Committee business in a personal account, the email must be forwarded to the official account for a response.

Council liaison: The Village Council will appoint one or more of its members as a liaison to each committee. The liaison will ordinarily attend all meetings but is not a voting member and should act primarily as an observer. However, from time to time, the Council may appoint a liaison as a voting member. The purpose of the liaison is to facilitate communication between the committee and the Council. Any Council member may attend, and indeed is encouraged to attend, any committee meeting in an unofficial capacity.

Village Manager: All committee meetings will be coordinated through the Village Manager who will notify residents of the meetings, assign staff to attend the meetings, act as support staff, and maintain the public record of meetings, including posting the minutes.

Staff, budget, legal advice: The Village Council supplies an annual budget for routine committee operations. Any minor additional expenditures must be approved by the Village Manager, while any significant additional expenditures must be approved by the Council.

If committees wish legal advice, the request must go through the Manager, and if substantial time is involved, the Council must approve the request.

Any requests for staff assistance must be directed through the Manager.

Committee Members Guidelines

Individuals serving on Village committees provide an invaluable service to our community. The Council may specify the number of members, terms of office, and criteria for membership (if any). Committee

membership is open to all Village residents who are qualified to vote in village elections and who are not currently serving on the Village Council or another committee. Everyone is encouraged to apply for committee membership, their application implying agreement to engage in the work of the committees and to attend scheduled committee meetings. The Village Council appoints all members subject to keeping committees to a reasonable size and ensuring that Village-wide views, expertise, and experiences are represented. Residents interested in joining an ongoing committee during the year may be allowed to do so upon application to and appointment by the Council. Applications should include a few sentences about why a resident would like to serve on that body and any special expertise that may be valuable to the committee's work. Committee members normally serve through the end of the Village fiscal year (July 31) in which they are appointed unless the Council explicitly ends their membership earlier.

Committee members will take the prescribed oath of office following their appointment and prior to taking part in committee meetings.

Members will comply with the relevant laws of the nation, state, county, and the Village of Martin's Additions in the performance of their public duties including applicable laws on conflicts of interest, financial disclosures, open meetings, and official Village regulations, policies, and procedures.

Members will execute their duties with strict impartiality.

Members will prepare for meetings and commit to regular attendance.

A majority of the members of the committee shall constitute a quorum for the transaction of business. A majority vote of those present at any meeting, but not less than the number necessary for a quorum, shall be sufficient for any official action taken by the committee.

Committees typically appoint their own officers at their first meeting; officers may include a chair, a vice-chair who presides in the absence of the chair, and secretary who is responsible for minutes. However, from time to time, the Council may appoint either a Council member or another resident as chair. The Chair, in the absence of a Secretary, shall have the discretion to appoint an individual to prepare the minutes. Minutes should be brief and reflect decisions and recommendations of the committee.

Committee chairs set the agenda of meetings. They are responsible for assuring that each meeting is properly noticed, that residents are welcomed to attend and have an opportunity to speak, that the minutes of the meeting are prepared and posted, and that the necessary committee reports are prepared and presented to the Council.

Committee Chairs will conduct all committee meetings following the open meetings requirements.

Members may tender voluntary resignation from a committee at any time, informing the committee chair who shall notify the Council and Village manager.

When representing the Village at outside public forums or with elected officials, Committee members shall not present themselves as spokespersons for the Village unless specifically directed to do so by the Council.

Members will work for the common good of the residents and community and not for any private or personal interest and will strive to ensure fair and equal treatment to all persons, claims, and transactions coming before the committee.

The Village Council may deviate from or alter these guidelines, as the Village Council determines appropriate based on the circumstances.

**Village of Martin's Additions
Financial Report for September 2021
Arthur Alexander, Treasurer
October 21, 2021**

	<u>Actual</u>	<u>Budgeted</u>
June 2021-September 2021		
Revenues (regular)	24,041	198,325
Revenues (Federal grant American Rescue Plan)	489,181	0
Expenses (excluding capital projects)	155,938	186,898
Net Income (regular revenues minus expenses)	-131,897	11,427
Capital investment expenses	\$ 0	
Investment reserves (less expenditures)	1,500,000	
Emergency reserves	1,000,000	

Current assets less designated reserves: \$ 1,111,561

In the current month, October 2021, we transferred \$55,000, as planned, from the Village's savings account in the Maryland Local Government Investment Pool (MLGIP) to the checking account to cover expenses. In September, the planned and actual withdrawal was \$55,000.

Large differences between budgeted and actual income require explanation. The Village's first significant regular revenue typically arrives at the end of November as part of our annual state income tax receipts. That timing explains why the pro-rated share of revenues for the year to date is \$198,000, but the actual amount is only \$24,000. Second, in September, we received almost \$490,000 as an unbudgeted grant from the Federal government's American Rescue Plan. We are still planning the use of these funds, which we deposited in our regular account at the Maryland Local Government Investment Pool (MLGIP) and is why current assets significantly exceed our investment and emergency reserves.

From: Niles Anderegg, Village Manager
To: Village Council
Subject: Village Office Update
Date: 10/19/2021

Overview

The Village Office has been working on various internal improvement projects. In addition to the activities listed below, the Office also held training for new committee members on the Open Meetings Act and Public Information Act.

Leaf Bag Distribution

The leaf bags were delivered to residents last Friday. If you requested them and did not receive them, please let the Village Office know, and we will get them to you. If you received them and didn't want them, please let the Office know so we can collect the bags.

Leaf Vacuuming

The first round of street cleaning and leaf vacuuming is taking place this week. I will be meeting with the contractor tomorrow to determine whether we want the next round to be in two or three weeks, depending on the current leaf volume and the state of Village streets.

Annual Survey

The Village's Annual Survey is currently up in Constant Contact and the window for responses will close tomorrow, Friday, October 22. Thank you to all of those who already filled out the survey. If you have not yet filled it out, please use this link:

<https://lp.constantcontactpages.com/sv/z29D90v/VMA2021annualsurvey>

Tree Planting Program

The tree-planting program is still accepting applications through tomorrow, Friday, October 22. If you would like to participate in this program, please use this link:

https://www.martinsadditions.org/services/tree_care/tree_subsidy_program.php

Walkability Improvements

As discussed at last month's meeting, we will pursue RFPs for street repair and maintenance and a new RFP for the design and implementation of walkability improvements. These improvements are based on the recommendations of the Walkability Task Force to look at the specific placement of improvements such as speed bumps and curb extensions to optimize their use for the Village and allow residents to get a sense of where the changes will be made on their streets. Following the lead of the Walkability Task Force, we're looking primarily at Thornapple, Summit, Cummings, and Shepherd streets. The Office is currently drafting these RFPs for Council approval.

Events

The Office is finalizing the details for the Halloween event on Oct. 31. We encourage everyone to attend and come out in their costumes.

Annual Audit

The Village Office is currently working with our auditor and accountant to finalize this year's audit before the October 31st deadline.

American Rescue Plan Funds

The Village Office has been working with other municipalities on the potential for a shared position to report on the use of funds and analyze projects to make sure that they are compliant with the American Rescue Plan Act. Under review as a potential project for this fund is a proposal by Section 3 to improve the drainage along Brookville Road. After consulting with the state and with Section 3, along with the Village of Chevy Chase, the next step in this project would be to analyze how the water flows down Taylor Street. Section 3 has already hired an engineer who has done a preliminary analysis of Brookville Road and has proposed changes to that road. For the Council's consideration, the question is whether the Village wants to expend funds to employ the same engineer to analyze Taylor Street.