

Village of Martin's Additions
7013 Brookville Road (Suite B, 2nd floor)
Chevy Chase, MD 20815-3263

**Agenda for
Council Meeting
March 15, 2018**

The Village Council may entertain a motion during the open meeting to close a portion of the meeting, in accordance with Section 3-305(b) of the Open Meetings Act (Maryland Code, General Provisions Article)

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| 7:30 PM | Call to Order: Krajeck |
| 7:31 PM | Opportunity for Council to hear residents' comments: Krajeck |
| 7:45 PM | Committee Updates |
| 8:00 PM | Action on Meeting Minutes of February 15, 2018: Krajeck |
| 8:05 PM | Building Administrator's Report: Lohmeyer |
| 8:10 PM | Public Comments on Resolution 2-18-1A (Election Rules and Procedures): Krajeck |
| 8:15 PM | Financial matters, including Treasurer's Report, and FY19 Budget and Tax Rate
Discussion/Introduction: Alexander |
| 9:00 PM | Manager's Report: Trollinger |
| 9:10 PM | Opportunity for Council to hear residents' comments: Krajeck |
| 9:15 PM | Adjournment: Krajeck |

Village of Martin's Additions
7013 Brookville Road, Suite B, Chevy Chase, MD 20815
Minutes for Council Meeting on
February 15, 2018

Council Members Present: Richard, Krajeck; Tiffany Cissna; Arthur Alexander; Susan Fattig;
Council Members Absent: Katya Hill; **Village Manager:** Matthew Trollinger; **Assistant Village Manager:** Tina Lurie; **Attorney:** Ron Bolt; **Building Administrator:** Doug Lohmeyer;
Residents and other attendees: Keith Allen (Turner Ln.); Ted Stoddard (Turner Ln.); Marty Langelan (Chestnut St.); Jean Sperling (Shepherd St.); Bill Catherwood (Shepherd St.); Bernice Duvall (Taylor St.); Frank Correl (Turner Ln.); Paula Goldberg (Bradley Ln.); Janine Trudeau (Bradley Ln.); Lynn Welle (Oxford St.); Mike Zielinski (Turner Ln.)

7:30 PM Call to Order: Krajeck

7:30 PM Opportunity for Council to hear residents' comments: Krajeck

Council member Krajeck called on Keith Allen (Turner Ln.) to give the weather report. Mr. Allen reported it would be 80 degrees next week and that we may get a little more snow. He's looking for an early spring.

Frank Correl (Turner Ln.) complimented the Community Engagement Committee for their work on the La Ferme wine tasting event. He said it was a really fine experience and good will was fostered by the event. Mr. Correll asked the Council to compose a letter about the event and about the upcoming election. He shared a photo of the centennial plaque with the Council, and mentioned that it should be replaced with something of a better quality, as the current plaque has weathered. Mr. Correl asked about the process for residents to discuss election items and Charter amendments.

The Council explained that the process would be as follows:

- 1) The Council would discuss the proposals.
- 2) The Council would open the floor for resident comments.
- 3) The Council would close the floor and vote.

Jean Sperling (Shepherd St.) asked about the disposition of election documents and election results. She recommended all records be kept in the office. The Council responded that election records are handled in accordance with its record retention and data security policy.

7:40 PM Action on Meeting Minutes of January 18, 2018: Krajeck

Motion to approve minutes: Council member Alexander motioned to approve, Council member Fattig seconded. All in favor.

7:42 PM Committee Updates

Election Committee Chair Marty Langelan (Chestnut St.) reported that the Election Committee met on February 12 and set the following dates leading up to the election:

- Nominations will open February 24.
- The last date for candidate forms and nominations is April 10.
- Absentee ballots will be made available starting April 19.
- May 3 is the Candidate Forum.
- Election is May 10.

The Election Committee also planned to follow up with the Ethics Committee with regards to the conflict of interest form, and what would happen if someone were to disclose a conflict of interest.

7:45 PM Council member Krajeck thanked the Community Engagement Committee for the La Ferme party.

7:46 PM Building Administrator's Report: Doug Lohmeyer

6701 Brookville Rd.

The applicant has submitted a building permit application to add an addition at the rear of the existing house. The staff has completed a preliminary review of the application and is waiting for the MCDPS building permit approval.

7210 Chestnut St.

The Village has issued a demolition permit for the removal of the ex. house. The demolition has been completed. The applicant is working with the architect to finalize the architectural plans for the new house. Nothing has been submitted to MCDPS or the Village.

7219 Chestnut St.

The homeowner placed stones tiles over the top of the existing concrete lead sidewalk. A right of way license agreement was prepared for that portion of the sidewalk in the Village right of way. We are waiting for the homeowner to return the executed and notarized agreement, which will be recorded in the land records at Montgomery County.

3405 Cummings La.

The applicant has submitted for a building permit from MCDPS and the Village. The Village issued a building permit on 9/11/17 and construction is on-going.

7208 Delfield St.

A dumpster permit has been issued for interior kitchen improvements in the ex. house. A performance bond has been posted to cover any damage to the Village right of way. The applicant recently amended the MCDPS permit for additional interior improvements.

7210 Delfield St.

The homeowner has planted rose bushes and other plants, outside the new fence at the front of the property and within the Village right of way. A right of way license agreement was prepared for the plantings in the Village right of way. We are waiting for the homeowner to return the executed and notarized agreement, which will be recorded in the land records at Montgomery County.

3501 Shepherd St.

The applicant has submitted a building permit application to make several improvements to the existing house. The County has issued their building permit and the Village is waiting for the applicant's architect to respond to several questions.

3510 Taylor Street

The staff has noticed that the existing brick retaining wall within the Village right of way is collapsing, is a safety hazard, and is in need of immediate repair. The staff is attempting to contact the homeowner. A right of way license will be required.

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.

3405 Thornapple St.

The staff issued a building permit to relocate the existing house from the adjacent lot and add improvements to the old structure. The improvements include a new curb cut and driveway. The work appears to be completed. The applicant has poured a new driveway and apron and replaced a section of damaged curb. However, several sections of ex. curb have chips and cracks and I recommend they also be replaced. MCDPS has release their permit and the staff recommends releasing the Village's building permit.

MCDPS will not release the sediment control permit until the applicant removes the excess dirt that was placed on the lot at 3407. The additional grading was not approved by MCDPS. I recommend the Village retain the performance bond until the grading has been completed, the MCDPS has released their sediment control permit, the old driveway apron has been removed, and the damaged section of curb are replaced.

3407 Thornapple St.

The staff has meet with the owner's attorney and engineer regarding the siting of a new house on the lot. The owner's attorney feels the Village Code is in conflict with the County Code regarding building setbacks and that the County Code should be followed. The staff and Village attorney feel the Village Code is more restrictive, but not in conflict. The applicant is re-working their plan and should soon re-submit it to the Village.

MCDOT – North Delfield St.

The staff has contacted the MCDOT maintenance department about a repairing the existing storm drain inlet at the north end of North Delfield St. MCDOT is not sure who owns the damaged inlet and they are still investigating the situation.

MSHA – Brookville Road

MSHA maintenance staff is investigating the water ponding at the northeast corner of Brookville Rd. and Bradley La. MSHA was recently contacted and they are still looking into a solution for the ponding water. MSHA has stated that sometime in Feb. 2018, they will make the adjustments to the curb, sidewalk ramp, and paving in order to improve the ponding situation. They will call as soon as the contract is awarded and a start date is set.

AMT GIS Update

AMT last updated the Village GIS computer data in 2014. In the spring, a RFP was sent out. The Village has received three proposals and they are being reviewed by the staff.

Mr. Lohmeyer also reported there will be a meeting on Feb. 22 regarding 3501 Shepherd St. and their request for a building permit application.

7:47 PM Financial matters, including Treasurer's Report, and budget development initiation, and amendment for GIS services: Alexander

In this report, I want to continue discussion of the Village's revenues, briefly describing each of the main items and their role in Village finances. The table shows the accounting categories for the most recent fiscal year that ended June 30, 2017 (FY2017).

Table 1: Revenues for the Village of Martin's Additions, FY2017 (July 1, 2016-June 30, 2017)

Category	Amount (\$)	Percent of total (%)
Permit Fees	\$10,722	1.0%
Cable TV Franchise Fees	11,480	1.1
County Revenue Sharing	26,907	2.5
Highway Users Fees	21,872	2.1
Income Tax	717,755	67.4
Personal Property Tax	5,198	0.5
Real Property Tax	156,501	14.7
Utility Property Tax	14,537	1.4

Holiday Fund	9,780	0.9
Interest	15,666	1.5
Other Revenue	907	0.1
Washington Gas, Street Work	72,898	6.8
Total	\$1,064,224	100.0%

Permit fees are from the required permits for construction or other major modification to a property. They have been set to capture roughly office and review time.

Cable TV Franchise Fees are collected by the county and paid to the Village as compensation for the cable company's use of the right-of-ways.

County Revenue Sharing includes county property taxes that are returned to the Village according to a formula, intended to compensate for services that would otherwise be provided by the county.

Highway Users Fees are compensation to the Village for our maintaining streets that would otherwise be performed by the county; based on county revenues such as the gasoline tax and distributed according to formula.

Income Tax is the Village's share of the state income tax (17% of the total).

Personal Property Tax is collected on the assets and inventory of a company or business located within the Village.

Real Property Tax is the main property tax based on the rate set by the Village.

Utility Property Tax is based on a rate set by the Village on public utility company property (poles, cables).

Holiday Fund includes private donations collected for trash collection workers.

Interest is the income we receive on our reserve funds that are invested in CDs or the Maryland municipal fund.

Other is where we put miscellaneous revenue.

Washington Gas was a one-time payment to compensate the Village for damage to streets caused by installation of new gas lines.

The main point of this exercise is that most of these revenue categories are relatively minor, except for the income tax and property tax. The Maryland Municipal league and some of the large municipalities are negotiating with the county over the formulas to be used for revenue sharing and the highway users fees. Since these two items add up to less than 5% of our total revenue, shifting the formula by a few percentage points will have little impact on Village finances. However, that is not true for some other municipalities who have a real stake in these negotiations. Where we do have a major stake is in any reinterpretation of state income tax sharing. This subject comes up from time to time, but so far the discussions have not progressed.

The Village received three GIS proposals, and has selected CNA Engineering based on its proposal. A Budget amendment is needed to add \$10,000 from reserves to the GIS Update line item in the budget. Motion by Council member Alexander. Seconded by Council member Cissna. All in favor.

Council member Alexander also reported that Montgomery County will charge for distribution of the local income tax for FY19. The charge will only be about \$450 for Martin's Additions.

7:53 PM Discussion of Election Committee Rules and Regulations: Krajeck

Village Attorney Ron Bolt explained that the Council would be introducing and adopting on an emergency basis to allow for the earlier nomination period to open as proposed by the Election Committee. The Election Rules and Procedures would then be re-adopted in April to allow for 30 days between introduction and adoption.

Council member Krajeck asked why the Election Committee wanted a longer nomination time. Election Committee Chair Marty Langelan clarified that the nominations would open sooner, but that candidate materials would also be sent out to residents at an earlier date to allow more time between the closing of nomination and the date that materials are due.

Council member Krajeck asked about the provision of a resident requiring six months of residency in order to be eligible to vote. He asked former Election Committee members Frank Correl and Ted Stoddard (Turner Ln.) if they had ever enforced that provision. Neither Mr. Correl nor Mr. Stoddard could remember checking how long a resident had lived in Martin's Additions.

8:01 PM Council member Krajeck asked residents if they had questions on the election process:

Frank Correl (Turner Ln.) did not understand the phrase "qualified voter volunteers" in the Election Rules and Procedures, and asked for clarification. The Council explained that it meant a qualified voter who volunteers. Village Attorney Bolt added that the term "qualified voter" comes directly from the Charter. Mr. Correl did not believe that volunteer was a clear enough term.

Mr. Correl asked about short-term volunteers to help the Election Committee and what their role and qualifications would be. He had concerns about volunteer access to election data. Mr. Correl stated that he did not believe that nominated candidates should be required to consent to their nomination.

Mr. Correl asked how long the Ethics Committee's questionnaire was in place. Council member Krajeck explained that it had been in place for two years. Mr. Correl also asked about the standard questions that the Election Committee may ask candidates.

Mr. Correl asked for clarification on the timing of candidate statements being sent out.

Mr. Correl asks about how the Election Committee know who lives in Martin's Additions. Village Manager Matthew Trollinger responded that the Village keeps a running list of residents that is constantly updated throughout the year as residents move in/out. This has been the practice for a number of years.

8:30 PM Mr. Correl asked about voting locations, the process for absentee ballots, the process for requesting absentee ballots via email, and suggested that absentee ballot deadline be set earlier. Mr. Correl also asked about the electioneering provisions.

Mr. Correl asked about students and the voting procedure for students and how their eligibility is determined.

Mr. Correl suggested that only pens be used for ballots, to be provided by the Village. He also asked that the Election Committee remain nonpartisan.

8:43 PM Chair Krajeck asked if anyone else has a comment.

Jean Sperling (Shepherd St.) recommended that Election Committee member take an oath of appointment.

8:45 PM The Council discussed changing language to the draft Election Rules and Procedures for vote.

8:52 PM Council member Alexander moved to adopt the Election Rules and Procedures, Policy No. 2-16-2 on an emergency basis. Seconded by Council member Fattig. All in favor.

Council member Fattig moved to adopt the same policy as 2-16-2A to then have a public hearing at the March and April meetings for adoption in May. Council member Alexander seconded, all approve.

8:54 PM Introduction of Charter Amendment Recommendations: Bolt

Mr. Bolt explained the amendments to Section 101 of the Charter.

Ms. Sperling asked that language pertaining to the special taxing district be kept for posterity's sake, and to recognize that Martin's Additions was a special taxing district for the majority of its history. Council member Krajeck agreed and requested to delete that portion. The Council elected not to introduce the amendment to Section 101.

Mr. Bolt explained the amendment to Section 301 of the Charter, Charter Amendment Resolution 2018-1. Council member Alexander moved to introduce. Council member Fattig seconded, all approve.

Mr. Bolt explained the amendment to Section 405 of the Charter, Charter Amendment Resolution 2018-2. Council member Fattig moved to introduce. Council member Alexander seconded, all approve.

Mr. Bolt explained the amendment to Section 406 of the Charter, Charter Amendment Resolution 2018-3. Council member Cissna moved to introduce. Council member Fattig seconded, all in favor.

Mr. Bolt explained the amendment to Section 602 of the Charter, Charter Amendment Resolution 2018-4. Council member Fattig moved to introduce. Council member Alexander seconded, all in favor.

Mr. Bolt explained the amendment to Section 902 of the Charter, Charter Amendment Resolution 2018-5. Council member Alexander moved to introduce. Council member Cissna seconded, all in favor.

Mr. Bolt explained the amendment to Section 903 of the Charter, Charter Amendment Resolution 2018-6. Council member Cissna introduced. Council member Fattig seconded, all approve.

Mr. Bolt explained the amendment to Section 906 of the Charter, Charter Amendment Resolution 2018-7. Council member Fattig introduced, Council member Alexander seconded, all approve.

9:25 PM Manager's Report including WSSC update and trash collection RFP: Trollinger

Village Manager Trollinger gave his report:

**Manager's Report
February 15, 2018**

Administrative Matters:

- **Recycling Bins:** Residents who need to "upgrade" to a larger recycling bin should contact the Village office and we can order one for you. The recycling Toters come in 36 gallon and 48 gallon sizes.
- **Office Redesign and Orientation:** New furniture will arrive and be installed on February 27. The Village will also be fixing up the walls by spackling holes and repainting, fixing the lights, and shampooing the carpet.
- **Village Wine-Tasting Event:** The Village held a Wine Tasting event at La Ferme on February 11th with the help of the Community Engagement Committee, who helped incorporate a "cookie potluck" element and a kids' table into the evening. Thank you to all Village residents who were able to attend, we hope that you had a good time and that we can enjoy more events such as this in the future. We had over 100 residents attend the event, and the reaction was generally very positive. We still have 16 bottles left over at La Ferme which we can use at the Celebration on the Sidewalk.
- **2018 Village Election:** The Election Committee had its most recent meeting on Monday February 12. Preparations for the election are beginning, and nominations will open on February 24.
- **Other Events:** The Village has begun to look into an "Arbor Day" celebration, which is required for the Village to be designated a Tree City, USA. In addition, we anticipate a "Movie in the Park" night in late Aug. or early Sept. This will give the Village at least five events evenly spaced out throughout the year.
- **Welcome Bags:** The office has received new canvas bags for new residents as part of a welcome package. Thank you to the "Street Captains," organized by the Community Engagement Committee, for volunteering and helping to welcome new residents on their streets. If any residents know of a new resident, please let the Village office know and we can arrange for them to get a welcome bag.
- **Village Directory:** Village staff has begun work on an updated 2018 Directory. We have created a Village Contact Information form, and are asking that all residents fill out (even if information is unchanged). The form is available on the Village website, and periodic reminder emails have been sent out. Street Captains have also passed out hard copies to residents on each street in VMA. We will soon be sending drafts of each street out to be checked by residents before sending it off to the printer.
- **Bill-paying:** The staff has been looking into Bills.com as a way to streamline bill-paying. The recommendation came from the Village Accountant, Dan Baden. Village staff has inquired about the service with the Town of Chevy Chase, which also uses Bills.com, and recommends it highly. Staff has followed up with the Village's auditors at LSWG, who have multiple clients, including municipalities, who use Bill.com or other online bill-paying services.
- **Contracts:**

- *GIS*: Village put out a Request for Proposals (RFP) to update and maintain the Geographic Information System (GIS), the Village's system to capture, store analyze and present spatial and geographical data. Bidders have sent updated proposals, and they have been reviewed by staff, and references have been checked. Village recommends CNA Engineering for the project based on their proposal cost, responsiveness, and references. The estimated cost of the project is about \$27,000. We currently have budgeted \$20,000 for the GIS update, so a budget amendment will be needed to pay for it.
- *Waste Management*: The Village's trash and recycling contract with Waste Management will end in July 2018. Village has begun drafting a new RFP, but perhaps an invitation to bid would be more appropriate. The Village may also be interested in composting services.
- *Village Signs*: The Village has received multiple bids for Village signs at the entrances to the Village along Brookville Road. Bids range from \$1,500 to over \$5,000, and a variety of materials, from a printed "flat" look, to plywood, to longer-lasting high-density urethane. We have asked for references and examples to look at before selecting a designer.

Community Engagement

- ***Montgomery County Council District 1 Candidate Forum***: The Village of Martin's Additions has joined with The Town of Chevy Chase, Chevy Chase Village, Edgemoor, Hillmead, East Bethesda, Somerset, Chevy Chase West, Battery Park, Section 3 of the Village, Coquelin Run, and the Coalition of Bethesda Area Residents (CBAR) in co-sponsoring a nonpartisan candidate forum for the Montgomery County Council District 1 seat. The sponsorship comes at no cost, and there is no call for volunteers. However, as a sponsoring community, VMA residents are encouraged to submit questions to be potentially asked at the forum to. The event will be held at 7:00 pm on Wednesday, March 14th in the National 4-H Conference Center auditorium, 7100 Connecticut Avenue, Chevy Chase, MD 20815. As of this report, eight of the nine candidates have RSVP'd to the event. All residents are encouraged to attend.
- ***Purple Line Advisory Committee***: There are likely to be road closures and other issues that arise due to Purple Line construction that is slated to begin this spring. Some of the surrounding communities have appointed a resident representative to sit on the Community Advisory Team (CAT) for Purple Line construction in Bethesda/Chevy Chase.

Utilities: WSSC

- WSSC is returning to VMA for a sewer main replacement project. The following streets will be affected: Quincy, Raymond, Chestnut, Taylor, and Thornapple. WSSC held an information meeting on January 31. Village staff attended the meeting, along with a few residents. Unfortunately, WSSC has *still* not selected a contractor, so specific start-time information was not available. They expect work to begin in the spring and for the project to last 100 days in its entirety.
- Other streets that may affect traffic for VMA residents: a section of Brookville Road, and Cummings Lane beyond the boundaries of the Village.

Streets & Sidewalks:

- The Village has completed its Village-wide sign inventory. The Village's traffic engineer, Joseph Cutro, estimates that the cost for sign replacement will be \$7,500 – 8,000. While this will keep us under budget, we may need to amend the Traffic Engineering budget item in the future in case there are any traffic studies or additional work that needs to be done.
 - Sign replacement will begin in the next couple of weeks and wrap it up by the end of March.
 - Residents on Quincy Street have inquired about a possible traffic study on the street to measure traffic numbers and get a sense of cut-through traffic, and whether a speed bump might help deter it. The Village does not have recent traffic information for that street. Village staff has instructed Joe Cutro to look into the weeks of February 26 and/or March 12 to compile data.
- State Highway originally planned construction work to incorporate redesign plans for the Brookville/Taylor intersection in the fall. However, the project has been delayed and is now scheduled for Spring of this year. The redesign will move the stop signs closer to each other, reduce the distance pedestrians will have to cross the street, and increase visibility in all directions.
- Spring street cleaning is penciled in for March 5. Rolling Acres will also be picking up salt bins.

Sanitation:

- The last bulk pickup occurred on January 13, in coordination with A Wider Circle. The next bulk pickup will be March 10. A Wider Circle will do their pickup on Friday, March 9.

Building Administration:

- Please see report from Doug Lohmeyer, attached.

The Council entertained whether to include composting as part of its next trash collection contract.

9:48 PM Opportunity for Council to hear residents' comments: Krajeck

Paula Goldberg (Bradley Ln.) reported that she is recommending an Arbor Day celebration on April 29, which is required for Martin's Additions to be re-certified as a Tree City, USA.

Bill Catherwood (Shepherd St.) asked about GIS system and whether the Village would continue to use Arc GIS. Village Manager Trollinger answered that the ArcGIS system would not change, but that the RFP went out for an engineering firm which gathers and inputs the data. Mr. Catherwood also asked about cut through traffic on Shepherd St. and asked the Village to consider a traffic study.

Frank Correl (Turner Ln.) asked what the next steps are in adopting the election rules and procedures. Council member Krajeck responded that they were adopted by emergency measure so that the open nomination period would not be delayed, but that there will be a public comment period before they are voted on and re-adopted.

Lynn Welle (Oxford St.) asked that the Village look at the storm drain at the corner of Quincy and Oxford, which has begun chipping from cars driving over it.

9:58 PM Adjournment: Krajeck

Council member Alexander moved to adjourn. Council member Fattig seconded. All in favor. Council meeting is adjourned.

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

FROM: Doug Lohmeyer

DATE OF MEMO: March 12, 2018

SUBJECT: Building Administrator's Report

6701 Brookville Rd.

The applicant has submitted a building permit application to add an addition at the rear of the existing house. The staff has completed a preliminary review of the application and is waiting for the MCDPS building permit approval.

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MCDOT – North Delfield St.

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MSHA – Brookville Road

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**Village of Martin's Additions
7013 B Brookville Road
Chevy Chase, MD 20815
301-656-4112 (Phone)
301-656-0030 (Fax)**

Policy No. 2-16-2A

Election Rules and Procedures

The Village of Martin's Additions is governed by a municipal Charter that provides for a five-member elected Council to appoint an Election Committee (Committee) that operates according to rules and procedures adopted by the Council, pursuant to Section 602 of the Village Charter. The Committee maintains the voter rolls, accepts and makes nominations of candidates for the Village Council, and oversees the annual election.

Village Council Election Process

The Election of Council members takes place on a date determined from year to year in accordance with Section 602 of the Charter. Council members are elected to terms of two years. In general, the number of seats open on the Council alternates between two and three seats every other year unless there is a vacancy as provided for in Section 408 of the Charter. All elections are managed by the Committee. The Committee consists of a minimum of three, but preferably no fewer than five, qualified voter volunteers appointed by the Council. The Council may appoint additional qualified voters as short-term, assistant Election Committee members as needed. [Committee members shall complete an Oath, on a form provided by the Village Council.](#) Each year the details of the election cycle for that year are published in the Village newsletter. The following rules and procedures apply:

1. No later than seventy-five (75) days prior to the election, the Committee will open the nominations period and request that declarations of candidacy and nominations of candidates be submitted in writing to the Committee. Any qualified voter may run for office. Residents may nominate themselves or be nominated by another qualified voter. Nominations may be made only by verified qualified voters; anonymous nominations are not permitted. Residents who nominate someone other than themselves must include an email or signed written statement from the proposed candidate expressing his/her consent to be nominated.
2. All nominated candidates shall submit (a) a statement of interest and qualifications, and (b) a conflicts of interest disclosure statement, in a form provided by the Ethics Committee. The Election Committee may specify any standard questions to which all candidates are requested to respond.

3. Nominations and required candidate submissions must be received in writing at least thirty (30) days prior to the election, in order for the candidate to be placed on the official ballot. No nominations or candidate submissions will be accepted by the Committee if received later than the deadline specified here.
4. Pursuant to Charter Section 602(b), no later than two (2) weeks prior to the election, the Committee shall give public notice of the candidates for office and provide, or provide access to, the written statements of interest and qualifications and shall designate the date of the election, the polling place, and time.
5. The Committee may establish a format, date and time for a public forum for residents to hear from candidates. The forum shall be moderated by the Committee at its sole discretion.
6. Pursuant to the Charter and these rules and procedures, each qualified voter may cast a ballot on the day and at the time designated or may vote by absentee ballot. The rules for voting absentee are set forth under "Absentee Voting" below.
7. Blank lines will be placed on the ballot for the purpose of adding write-in candidates at the time of the election. A successful write-in candidate shall be required to submit a conflicts of interest disclosure statement no later than seven (7) business days following the election.
8. In the event that two or more candidates receive the same number of votes where only one can be elected, there shall be a runoff election within two weeks of the original election. The Council may choose to instruct the Election Committee to hold the runoff election by mail ballot.
9. Each candidate may designate one person as an official observer to be present when the ballots are being counted, although such observer may not participate in or otherwise disrupt the counting of the ballots.

Who Can Vote?

Pursuant to the Charter, a qualified voter is “any person who owns property or any resident of Martin’s Additions who is eighteen years of age or over.” In the case of students, such as college or boarding school students, a student who resides elsewhere during the school year but who maintains a permanent address in Martin’s Additions, is deemed a resident and entitled to vote in the Village Council election. Voters in Martin’s Additions need not be registered to vote in Montgomery County or in the State of Maryland. The Committee will utilize the most recent electronically available Village qualified voter contact information to verify residents’ names and addresses. Any voter not listed in the data should be prepared to show a driver’s license, a utility bill or other documentation acceptable to the Committee in its sole discretion showing his/her Martin’s Additions address when he/she comes to the polls. Questions

regarding eligibility to vote at the polls or otherwise should be directed to the Chair of the Committee, who will refer the matter to the Committee for determination.

Voting Locations

Voting will be conducted from 5:00-8:00 PM on Election Day in front of the Village Office at 7013B Brookville Road, if weather permits. If the weather is inclement, voting will take place in the Village Office with appropriate accommodations to be made by the Committee for accessibility concerns. All qualified voters are encouraged to vote by casting their ballots in the polling area. Write-in candidates are permitted. All voting is by secret ballot and election procedures are designed to ensure that voters have the opportunity to cast ballots in privacy. A street festival, "Celebration on the Sidewalk," traditionally takes place during the voting.

Absentee Voting

Residents may apply for an absentee ballot. To ensure privacy, absentee ballots will be assigned randomized control numbers and will not reflect any voter information on the ballot. Control numbers will be maintained by the Committee and will be utilized by the Committee for purposes of authenticating absentee ballots received. Absentee ballots may be requested from the Committee using any of the following methods:

(1) by coming to the Village Office (7013 Brookville Road, Suite B) in person to complete an absentee ballot application provided by the Committee, or

(2) by sending a request via

(a) email to VMAelections@gmail.com or

(b) mail to the Committee's P.O. Box.

Such correspondence will be considered to be a ballot application and must contain the qualified voter's full name and permanent address in Martin's Additions together with a stated preference for receiving the absentee ballot by mail or e-mail. If no such preference is stated, the request will be deemed to have specified a delivery preference of mail through the United States postal service. Following verification that the requester is a qualified voter by the Committee, an absentee ballot and instructions will be mailed or emailed, as specified, to the requesting voter.

Absentee ballots may be requested on an individual or household basis by the qualified voter or a member of his or her household; provided, that if the absentee ballot request states e-mail as a delivery preference, each voter for whom an absentee ballot is requested must have a separate individual e-mail address for receipt of such absentee ballot, and such e-mail address must be provided with the request for each such qualified voter. The Committee will not accept absentee ballot requests from any person or by any method except as described in this Absentee Ballots section.

Absentee ballots can be requested starting 21 days prior to election day.

Absentee ballots must be received by the Committee by election day by one of the methods below. The Committee takes no responsibility for late ballots. Requests for absentee ballots should be made sufficiently in advance of the election to allow time for delivery. Delivery times cannot be guaranteed. Completed absentee ballots must be returned to the Committee according to the following procedures:

- (1) by mailing via the United States postal service the completed ballot to the Committee post office box as indicated on the absentee ballot instructions, to be received by 3 p.m. on election day.
- (2) by personally dropping the absentee ballot in the slot in the locked ballot box in the VMA office no later than 3:00 p.m. on the day of the election. The ballot must contain the assigned control number on the outer envelope to be considered eligible. Security of the locked ballot box will be maintained by the Committee and only designated members of the Committee, who do not have access to the control numbers, will have access to the contents of the ballot box. Residents should not ask Village staff to handle completed ballots at any time.
- (3) by submitting the ballot in person at the polling place on Election Day during regular voting hours following verification by the Committee of the resident's identity and the ballot's control number.

Records

All election records, including nominations, absentee ballot requests, and ballots, shall be maintained at the Village Office, in accordance with the Village's State-approved Document Retention Schedule. Ballots shall be securely stored until such time as they may be destroyed in accordance with the Document Retention Schedule.

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Electioneering

1. Candidates' election materials:
 - (a) Residents may distribute candidates' information to Village residents, provided that such distribution complies with applicable laws, including Sections 7-208 and 9-106 of the Village Code and the United States postal service regulations (for example, no unstamped non-postal material in residents' mailboxes).
 - (b) All candidates' brochures and election materials must prominently state that they have been paid for by (or on behalf of) the candidates.
 - (c) Use of the Village logo and/or letterhead on election campaign materials is

prohibited. Candidates' materials may not imply, suggest, or give the impression of any official endorsement by the Village of Martin's Additions.

(d) Candidates' campaigns may give residents token gifts that display candidate information, provided that such gifts do not exceed \$1 in fair market value.

2. Yard signs: Residents may display candidates' yard signs, provided that the size, location, construction, and duration of such signs comply with the County's sign ordinance (Article 59-F of the Montgomery County Code).
3. On Election Day, the Election Committee shall set and enforce a reasonable "No Electioneering Zone" around the polling place (ballot table) of no greater than a 100-foot radius. Sound amplification systems such as bullhorns will not be permitted.

Policy Number: ~~2-16-2~~ (2-16-2A)

Action/Adoption: ~~February 15, 2018~~ (April 19, 2018)

Effective Date: ~~February 15, 2018~~ (May 9, 2018)

Village of Martin's Additions, Treasurer's Report
Arthur Alexander, Treasurer, March 15, 2018

In this report, I will discuss the budget for the upcoming fiscal Year 2019, beginning July 1, 2018. The major change is a proposed reduction in the Village's property tax rate from .0472 dollars per hundred dollars of assessed value to .005 dollars per hundred. To put the proposed reduction into perspective, until fiscal year 2011, the Village's property tax rate was set at the low rate of .008. The intention was to have a tax on the books that could be increased in an emergency. In the last recession, revenues from the Village's share of the state income tax plummeted 60%, which required raising the property tax. As the economy recovered, income tax revenues gradually climbed to pre-recession levels. In the past two years, they have been consistently and significantly above the old peak.

Considering the recovery of income tax revenues, we propose to reduce the Village portion of property taxes to a bit below pre-recession levels. Currently, the Village's portion is only 4% of a property-owner's total tax; the table below shows the various portions.

Property taxes on property with assessed value of \$1,000,000

Taxing authority	Tax rate (\$ per hundred)	Amount (\$)
State	0.1120	1,120
County	1.0129	10,129
Village of Martin's Additions (current)	0.0472	472
Village of Martin's Additions (proposed)	0.0050	50
Other		125

Budget expenditures reflect mainly routine adjustments to ongoing processes. Several apparent budget reductions reflect unusual expenditures in the current fiscal year. For example, a new contract to update the Geographic Information System (GIS), which had been in the budget but deferred for several years, will be spent this year, so next year will see a decline. Similarly, a complete inventory and evaluation of the Village's street signs revealed the necessity to repair or replace many of them at an estimated cost of \$10,000 in the current fiscal year, reflected by a decline next year. We added leaf vacuuming to the autumn cleanup this year, which had the benefit of reducing the number of street cleanings. With the actual cost of the new service in hand, we raised the budgeted amount for leaf vacuuming by \$3,000. Fewer large private construction projects should reduce the cost of construction enforcement and oversight by \$4,000. Finally, we are adding an additional community event in the coming year at a budgeted cost of \$5,000.

In recent fiscal years, we completed several major capital improvement programs paid out of designated funds set aside for such purposes. Completion of these projects is planned for whenever the utility companies finish their projects (this fiscal year or next). These projects will have almost depleted this capital improvement account. We therefore propose to move \$300,000 into the designated funds for possible repaving after utility work, storm cleanups, sidewalks, and other possible contingencies. The designated funds would be moved from the undesignated fund balance, which now amounts to \$2.3 million.

**Village of Martin's Additions
FY2019 Budget
Draft #1**

	FY17 Actual	FY18 Actual Thru Jan 18	YTD Budget	FY 18 Annual Budget	Proposed FY19 Budget	Difference
Income						
4000 - Revenue						
4010 - Permit Fees	10,722.00	4,552.00	11,662.00	12,000.00 -	15,000.00	3,000.00
4020 - Cable TV Franchise Fees	11,480.00	3,188.43	2,000.00	8,000.00	8,000.00	0.00
4040 - County Revenue Sharing	26,907.00	26,832.00	26,800.00	26,800.00	26,800.00	0.00
4050 - Highway Users Fees	21,872.00	18,066.12	17,720.00	23,000.00	23,000.00	0.00
4060 - Income Tax	717,755.00	380,795.17	340,200.00	700,000.00	700,000.00	0.00
4080 - Personal Property Tax	5,190.00	4,866.90	5,520.00	6,000.00	6,000.00	0.00
4090 - Real Property Tax	155,671.00	152,398.90	138,980.00	150,000.00	15,000.00	-135,000.00
4095 - Utility Property Tax	14,537.00	918.72	0.00	15,000.00 +	15,000.00	0.00
4100 - Holiday Fund	9,780.00	8,359.34	8,000.00	8,000.00	8,000.00	0.00
4110 - Interest	15,666.00	11,753.56	2,905.00	20,000.00 +	20,000.00	0.00
4135 - Other Revenue	907.00					
4136 - WSSC - Street Work					100.00	100.00
4140- Washington Gas - Street Work	72,898.00					
Total 4000 - Revenue	1,063,385.00	611,731.14	553,787.00	968,800.00	836,900.00	-131,900.00
4200 - Prior Years Surplus	2,837,685.00	0.00	2,669,694.17	2,464,871.00	2,690,671.00	225,800.00
Total Income	3,901,070.00	611,731.14	3,223,481.17	3,433,671.00	3,527,571.00	93,900.00
Expense						
5000 - General Government						
5010 - Office Expenses	15,774.00	7,433.35	8,750.00	15,000.00	15,000.00	0.00
5025 - Office Furniture & Equipment	11,177.00	9,976.75	12,500.00	25,000.00	25,000.00	0.00
5030 - Insurance	5,616.00	5,344.00	6,000.00	6,000.00	6,000.00	0.00
5040 - Printing & Mailing	4,628.00	560.35	2,912.00	5,000.00	5,000.00	0.00
5050 - Dues & Subscriptions/Conference	3,883.00	4,481.09	4,000.00	10,000.00	10,000.00	0.00
5055 - Storage Rental	3,123.00	1,835.20	2,044.00	4,000.00 +	4,000.00	0.00
5060 - Office Lease	29,139.00	21,852.45	20,337.00	32,000.00	32,000.00	0.00
5065 - Telephone	3,251.00	2,041.03	2,044.00	4,000.00 +	4,000.00	0.00
5080 - Holiday Fund	9,776.00	8,359.34	8,000.00	8,000.00	8,000.00	0.00
Total 5000 - General Government	86,367.00	61,883.56	66,587.00	109,000.00	109,000.00	0.00

**Village of Martin's Additions
FY2019 Budget
Draft #1**

	FY17 Actual	FY18 Actual Thru Jan 18	YTD Budget	FY 18 Annual Budget	Proposed FY19 Budget	Difference
5100 - Salaries & Benefits						
5110 - Managerial & Office Salaries	103,585.00	60,781.61	77,000.00	132,000.00	132,000.00	0.00
5120 - Payroll Taxes & Benefits	15,893.00	8,292.13	13,419.00	23,000.00	23,000.00	0.00
Total 5100 - Salaries & Benefits	119,478.00	69,073.74	90,419.00	155,000.00	155,000.00	0.00
5200 - Professional Fees						
5210 - Accounting & Auditing	41,800.00	24,900.00	27,000.00	39,000.00 -	39,000.00	0.00
5220 - Building & Permitting						
5222 - Building Review & Permits	36,000.00	13,100.00	23,331.00	30,000.00 -	30,000.00	0.00
5224 - Enforcement & Oversight	10,943.00	2,747.50	5,831.00	16,000.00 +	12,000.00	-4,000.00
5226 - Municipal Operations	7,958.00	2,415.00	5,831.00	12,500.00 +	12,000.00	-500.00
Total 5220 - Building & Permitting	54,901.00	18,262.50	34,993.00	58,500.00	54,000.00	-4,500.00
5230 - Legal	40,713.00	18,998.00	23,331.00	40,000.00	40,000.00	0.00
5240 - Police	30,789.00	16,531.53	17,500.00	31,000.00 +	31,000.00	0.00
5242 - Lighting Consultant	2,464.00					
5244 - Traffic Engineering	9,487.00	2,368.00	5,831.00	10,000.00	10,000.00	0.00
5246 - Records Retention & Disposal	0.00	0.00	750.00	1,500.00	1,500.00	0.00
5247 - GIS Update	0.00	0.00	10,000.00	30,000.00	5,000.00	-25,000.00
Total 5200 - Professional Fees	180,154.00	81,060.03	119,405.00	210,000.00	180,500.00	-29,500.00
5300 - Streets						
5305 - Streets - General						
5310 - Street Lighting - PEPCO	14,802.00	7,956.18	9,331.00	16,000.00	16,000.00	0.00
5322 - Street Cleaning - Fall/Spring	16,159.00	7,260.00	10,000.00	15,000.00 -	15,000.00	0.00
5324 - Street Maintenance - Other	804.00	10,110.80	8,750.00	25,000.00 +	15,000.00	-10,000.00
5326 - Leaf Vacuuming	0.00	8,250.00	18,000.00	12,000.00 -	15,000.00	3,000.00
Total 5305 - Streets - General	31,765.00	33,576.98	46,081.00	68,000.00	61,000.00	-7,000.00
5349 - Snow Removal Services						
5350 - Snow Removal - Shovel Bvl. Rd.	1,250.00	0.00	2,500.00	1,000.00 -	5,000.00	4,000.00
5351 - Snow Removal - Plowing	9,551.00	6,725.00	10,000.00	12,000.00 -	20,000.00	8,000.00
Total 5349 - Snow Removal Services	10,801.00	6,725.00	12,500.00	13,000.00	25,000.00	12,000.00
Total 5300 - Streets	42,566.00	40,301.98	58,581.00	81,000.00	86,000.00	5,000.00

**Village of Martin's Additions
FY2019 Budget
Draft #1**

	FY17 Actual	FY18 Actual Thru Jan 18	YTD Budget	FY 18 Annual Budget	Proposed FY19 Budget	Difference
5400 - Waste & Recycling						
5410 - Waste Collection & Recycling	83,609.00	56,429.51	49,581.00	85,000.00	85,000.00	0.00
5420 - Leaf Bags	13,955.00	14,025.00	15,000.00	15,000.00	15,000.00	0.00
5425 - Recycling Bins	103.00	94.17	581.00	1,000.00	1,000.00	0.00
Total 5400 - Waste & Recycling	97,667.00	70,548.68	65,162.00	101,000.00	101,000.00	0.00
5500 - Other						
5510 - Tree Maintenance	5,693.00	17,557.00	20,419.00	35,000.00	35,000.00	0.00
5515 - Tree Replacement	4,377.00	10,722.00	5,000.00	12,000.00 +	6,000.00	-6,000.00
5518 - Right-of-Way Landscaping	6,885.00	3,018.99	5,450.00	8,000.00	8,000.00	0.00
5520 - Community Events	20,447.00	9,149.70	4,500.00	25,000.00	30,000.00	5,000.00
5530 - Website	6,875.00	689.40	2,912.00	5,000.00	5,000.00	0.00
Total 5500 - Other	44,277.00	41,137.09	38,281.00	85,000.00	84,000.00	-1,000.00
5600 - Initiatives						
5630 - Tree Planting Initiatives Prog.	483.00	0.00	1,162.00	2,000.00	2,000.00	0.00
Total 5600 - Initiatives	483.00	0.00	1,162.00	2,000.00	2,000.00	0.00
5800 - Designated Funds						
5810 - Designated - Street and Sidewalks	738,699.00	0.00	0.00	0.00 -	500,000.00	500,000.00
5811 - Designated Street Lighting	126,508.00	0.00	0.00	0.00 -		0.00
5812 - Designated - Sidewalk	0.00	0.00	0.00	0.00 -		0.00
Total 5800 - Designated Funds	865,207.00	0.00	0.00	0.00	500,000.00	500,000.00
5900 - Undesignated Fund Balance	2,464,871.00	0.00	1,387,294.17	2,690,671.00	2,310,071.00	-380,600.00
Total Expense	3,901,070.00	364,005.08	1,826,891.17	3,433,671.00	3,527,571.00	93,900.00
Net Income	0.00	247,726.06	1,396,590.00	0.00	0.00	0.00

Ordinance No.: 3-18-1
Introduced: March 15, 2018
Adopted:
Effective Date: July 1, 2018

THE VILLAGE OF MARTIN'S ADDITIONS

SUBJECT: AN ORDINANCE TO ADOPT A BUDGET FOR FISCAL YEAR
JULY 1, 2018 TO JUNE 30, 2019.

WHEREAS, Local Government Article, Section 5-202 of the Maryland Code grants to the legislative body of every incorporated municipality in Maryland, including the Village of Martin's Additions, general power to pass such ordinances not contrary to the Constitution of Maryland, or public general law, as they may deem necessary in order to assure the good government of the municipality, to protect and preserve the municipality's rights, property, and privileges, to preserve peace and good order, to secure persons and property from danger and destruction, and to protect the health, comfort and convenience of the citizens of the municipality;

WHEREAS, Maryland Code, Local Government Article, Section 5-205, as amended, authorizes the legislative body of each municipal corporation in the State of Maryland to spend money for any public purpose and to affect the safety, health, and general welfare of the municipality and its occupants;

WHEREAS, Section 501 of the Charter of the Village of Martin's Additions authorizes the Village Council to pass such ordinances as it may deem necessary for the preservation of the property, rights, and privileges of the Village and its residents;

WHEREAS, the Village Council introduced the following Ordinance in public session assembled on the 15th day of March, 2018;

WHEREAS, the Village Council, after proper notice to the public, considered the following Ordinance at a public hearing held on the 10th day of May, 2018;

WHEREAS, prior to adopting this Ordinance, the Village Council held a public meeting on May 10, 2018 to adopt tax rates for the forthcoming fiscal year and, by the attached Resolution, adopted the tax rates for the forthcoming fiscal year; and

WHEREAS, the Village Council finds that the foregoing Ordinance would assure the good government of the municipality, protect and preserve the municipality's rights, property, and privileges, preserve peace and good order, secure persons and property from danger and destruction, and protect the health, comfort and convenience of the citizens of the Village of Martin's Additions, and is necessary for the preservation of the property, rights, and privileges of the Village and its residents.

NOW, THEREFORE, the Village Council does hereby adopt the foregoing Ordinance.

BE IT ORDAINED AND ORDERED, this 10th day of May, 2018, by the Village Council, acting under and by virtue of the authority given it by the Maryland Code and the Village Charter, that the attached Budget be and is hereby adopted.

AND BE IT FURTHER ORDAINED AND ORDERED, by the Village Council, acting under and by virtue of the authority granted to it by the Maryland Code, and the Village Charter, that:

- (1) Pursuant Maryland Code, Local Government Article, Section 5-205(b)(4), the Village Council may spend money for a purpose different from the purpose for which the money was appropriated or spend money not appropriated in the attached Budget if approved by a two-thirds vote of the Village Council;
- (2) If any part or provision of this Ordinance is declared by a court of competent jurisdiction to be invalid, the part or provision held to be invalid shall not affect the validity of the Ordinance as a whole or any remaining part thereof; and
- (3) This Ordinance shall take effect on the 1st day of July, 2018.

ATTEST:

THE VILLAGE OF MARTIN'S ADDITIONS

Susan Fattig, Secretary

Richard Krajeck, Chair
Village Council

Resolution No.: 3-18-2
Introduced: March 15, 2018
Adopted:
Effective Date: July 1, 2018

THE VILLAGE OF MARTIN'S ADDITIONS

SUBJECT: A RESOLUTION TO APPROVE LEVYING A TAX ON CERTAIN REAL AND PERSONAL PROPERTY UNDER THE PROVISIONS OF SECTION 6-203 OF THE TAX-PROPERTY ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AS AMENDED

WHEREAS, Section 6-203 of the Tax-Property Article, of the Annotated Code of Maryland (as amended), grants authority to municipal corporations to levy a tax on personal property, land, and improvements thereon, within the municipal corporation; and

WHEREAS, the Village of Martin's Additions is a municipal corporation within the meaning of Section 6-203 of the Tax-Property Article; and

WHEREAS, pursuant to Section 703 of the Village Charter, the Village Council has the authority to levy a tax on all real property in the Village at the rate determined in accordance with Section 703 of the Village Charter; and

WHEREAS, pursuant to Section 601 of the Village Charter, the Annual Meeting of the residents of Martin's Additions was held on May 10, 2018 after due notice and advertisement of the time and place of the meeting and said notice included the proposed budget for 2018-2019 and the proposed tax rates to be levied upon real and personal property; and

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

NOW, THEREFORE, be it:

RESOLVED: That the Village Council of the Village of Martin's Additions, pursuant to the authority granted by the Village Charter and Section 6-203 of the Tax-Property Article of the Annotated Code of Maryland, hereby levies a tax at the rate of four and seventy-two hundredths of a cent (\$.0472) per One Hundred Dollars of assessable value (fair market value) on real property subject to taxation by the Village; fifty cents (\$.50) per One Hundred Dollars of assessed value of assessable personal property subject to taxation by the Village; and one dollar and forty-five cents (\$1.45) per One Hundred Dollars of assessed value of assessable utility property subject to taxation by the Village; and be it further

RESOLVED: That the tax levied hereby be certified to the County Council for

Montgomery County, Maryland, and that Montgomery County, Maryland be, and hereby is, authorized and directed to collect and pay over said tax to the Village of Martin's Additions; and be it further

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

I, Susan Fattig, Secretary of the Village Council of the Village of Martin's Additions, hereby certify that the foregoing resolution was adopted by the Village Council at its meeting on May 10, 2018.

Susan Fattig, Secretary

Manager's Report March 15, 2018

Administrative Matters:

- **Recycling Bins:** Residents who need to "upgrade" to a larger recycling bin should contact the Village office and we can order one for you. The recycling Toters come in 36 gallon and 48 gallon sizes.
- **Office Redesign and Orientation:** New furniture arrive and was installed on February 27. The Village will also be fixing up the walls by spackling holes and repainting, fixing the lights, and shampooing the carpet.
- **Archiving:** Staff has been boxing up materials to send to Maryland State Archives in accordance with the state-approved archival and document retention plan.
- **2018 Village Election:** The Election Committee had its most recent meeting on Monday March 12. Preparations for the election are beginning, and nominations opened on February 24.
- **Welcome Bags:** The office has received new canvas bags for new residents as part of a welcome package. Thank you to the "Street Captains," organized by the Community Engagement Committee, for volunteering and helping to welcome new residents on their streets. If any residents know of a new resident, please let the Village office know and we can arrange for them to get a welcome bag.
- **Village Directory:** Village staff has begun work on an updated 2018 Directory. We have entered the resident information and have reached out to houses for whom we do not have information. We will soon be sending drafts of each street out to be checked by residents before sending it off to the printer.
- **Bill-paying:** Staff is working with the accountant to integrate Bill.com starting in April.
- **Contracts:**
 - **GIS:** The Village has signed a contract with CNA Engineering, who is providing the information that is needed from AMT to update the system. We are scheduling for CNA to come into the office for a meeting to go over our current system and establish a new control network and additional survey control points (as necessary) throughout the Village.
 - **Waste Management:** The Village's trash and recycling contract with Waste Management will end in July 2018. Village has drafted an Invitation to Bid and sent to six trash and recycling companies and have posted on the Village and MML websites.
 - **Village Signs:** The Village has signed an agreement with Signs By Tomorrow after receiving multiple bids on the project. They are currently developing proofs to send out based on the current VMA logo.

Community Engagement

- **Montgomery County Council District 1 Candidate Forum:** The Village of Martin's Additions joined multiple municipalities in co-sponsoring a nonpartisan candidate forum for the Montgomery County Council District 1 seat. on Wednesday, March 14th in the National 4-H Conference Center auditorium..

Utilities: WSSC

- WSSC is returning to VMA for a sewer main replacement project. The following streets will be affected: Quincy, Raymond, Chestnut, Taylor, and Thornapple. WSSC held an information meeting on January 31. Village staff attended the meeting, along with a few residents. Unfortunately, WSSC has *still* not selected a contractor, so specific start-time information was not available. They expect work to begin in the spring and for the project to last 100 days in its entirety.
 - The Village has begun drafting a letter that gives the timeline of the numerous delays and the road work that VMA has had to delay in turn.
- Other streets that may affect traffic for VMA residents: a section of Brookville Road, and Cummings Lane beyond the boundaries of the Village.

Streets & Sidewalks:

- The Village has completed its Village-wide sign inventory. The Village's traffic engineer, Joseph Cutro, estimates that the cost for sign replacement will be \$7,500 – 8,000..
 - Sign replacement will begin next week and wrap it up by the end of March.
 - The Village conducted a traffic study on Quincy Street on the week of February 26. A traffic study is currently being conducted on Shepherd Street. Once that is completed, we will do a traffic study on Thornapple Street.
- State Highway originally planned construction work to incorporate redesign plans for the Brookville/Taylor intersection in the fall. However, the project has been delayed and is now scheduled for spring of this year. The redesign will move the stop signs closer to each other, reduce the distance pedestrians will have to cross the street, and increase visibility in all directions.
- Spring street cleaning was conducted by Rolling Acres on Wednesday, March 14.

Sanitation:

- The last bulk pickup occurred on March 10, in coordination with A Wider Circle. The next bulk pickup will be July 14. A Wider Circle will do their pickup on Friday, July 13.
- The Village cleaned up large tree debris from the March 2 high wind event with a wood chipper, provided by Integrated Plant Care, on Monday March 12.

Building Administration:

- Please see report from Doug Lohmeyer, attached.