

**Village of Martin's Additions
7013 Brookville Road, Suite B
Chevy Chase, MD 20815**

Council Meeting Minutes

March 17, 2022

VIA ZOOM CONFERENCE CALL AND IN-PERSON

Council Members Present: Andrew Kauders; Susan Fattig; Arthur Alexander; Katie Filipczyk Howard; Jeff Blander; Village Manager: Niles Anderegg; Manager Assistant: Martha Fessenden; Building Administrator: Doug Lohmeyer; Village Attorney: Ron Bolt

Residents and other Attendees: Keith Allen (Turner Ln.); Marty Langelan (Chestnut St.); George McAleese (Melville Pl.); Lynn Welle (Oxford St.); Stephen Howard (Taylor St.); John Sharrow (Chestnut St.); Naomi Naierman (Quincy St.); Lorie Mitchell (Delfield St.); Michelle Levine (Turner Ln.); Elissa Bean (Turner Ln.); Anita Difanis (Bradley Ln.); Shur (Screenname)

7:32 PM Call to Order: The meeting was called to order by Andrew Kauders.

Keith Allen (Turner Ln.) gave the weather report: above normal temperatures and planting by April 15.

7:34 PM Building Administrator's Report: Lohmeyer

The Village Council received Building Administrator Lohmeyer's report on ongoing building projects in the Village (see attached).

7:36 PM Opportunity for Council to Hear Residents' Comments: Kauders

Marty Langelan (Chestnut St.) praised Andrew for joining last month's meeting from Europe.

Anita Difanis (Bradley Ln.) spoke against the idea of funding memberships to *Chevy Chase at Home*.

7:39 PM Committee Updates

Election Committee

Chair George McAleese reported that there will be more messaging to the community further into election season. The Committee voted to recommend Voter Roll procedures to the Council for approval (see attached) and a step-by-step process will be sent out to residents explaining these procedures. The nominations period closes at 6 pm tomorrow, March 18.

Motion: Arthur Alexander moved to adopt the proposed voter roll procedures; seconded by Jeff Blander. Motion passed unanimously.

Ethics Committee

Ethics Committee member Lorie Mitchell reported on their most recent meeting and on the new ethics training, which can be found in this document:

<http://cms6.revize.com/revize/martinsadditions/VMA%20Ethics%20Training%20%20Final.pdf>. The next Ethics Committee meeting will be April 26, at 7 pm.

Community Engagement Committee

Chair Keith Allen asked the Council to review a proposal to create activity groups for Village residents. Block captains would go door-to-door to distribute the proposal; interested residents would contact the Committee chair. Their next meeting will be in April. Jeff asked the Council to clarify how the Community Engagement Committee's proposal might align with the Committee's mission.

7:51 PM Discussion of the Ethics Committee's Recommendation on Staggered Terms for the Ethics Committee

The Council discussed the Ethics Committee's recommendations to change the Village code to create staggered terms for Ethics Committee members. The Village Attorney was instructed to draft an ordinance to change the code to allow for staggered terms.

Motion: Susan Fattig moved to direct Village Attorney Ron Bolt to draft an ordinance to allow for staggered terms for Ethics Committee members; seconded by Katie Filipezyk Howard. Motion passed unanimously.

Marty Langelan (Chestnut St.) spoke in favor of having a five-member ethics committee, while Committee member Lorie Mitchell spoke in favor of a three-person committee.

8:03 PM Financial Matters including Introduction of the Fiscal Year (FY) 2023 Budget Ordinance and Tax Rates Resolution and the Treasurer's Report: Alexander

The Village Council received the Treasurer's report (see attached). The report included a proposed FY 2023 budget, which can be found at:

https://www.martinsadditions.org/governance/annual_budgets/index.php. Treasurer Arthur Alexander anticipates higher revenues in the coming year than in the past six to seven years. On the expense side, the proposed budget includes increased funding for staff salaries as well as funding for two new programs, one to shovel snow from sidewalks on the public right-of-way at the request of residents and the second to purchase Chevy Chase at Home memberships for residents in need. Arthur noted that VMA property tax has already been reduced to about \$50 per household and the Village might run into legal challenges if it rebated state or county funds. Susan Fattig agreed that reducing property taxes further would be problematic.

The Council discussed at length the proposals to fund residential sidewalk snow shoveling and Chevy Chase at Home memberships. Andrew Kauders questioned why the Village should support one organization as opposed to other services in the community.

Susan commented that snow shoveling would be available to all residents. Jeff Blander noted that both snow shoveling and assistance in aging in place were identified as high priorities for the community by a task force and a survey. Attorney Ron Bolt differentiated between snow shoveling services from Chevy Chase at Home memberships since the Village has a duty to maintain sidewalks. Katie Filipczyk Howard commented that the Village should reconsider its restriction on charitable donations. Arthur noted that the Village could enter into a contract with Chevy Chase at Home as opposed to providing grants to individuals. In response to a question from Lorie Mitchell (Delfield St.) on how the Village might prevent the program from becoming an entitlement, Arthur commented that residents would apply every year. Arthur added that these programs would provide specific services to specific individuals, as opposed to picking winners and losers among nonprofit organizations. Anita Difanis (Bradley Ln.) commented that many organizations including schools help the Village in various ways. Marty Langelan (Chestnut St.) spoke in support of the proposal and asked about the number of households that might be helped by the program. Arthur reported that, according to the 2020 census, 36% of Village households are over 65 and 19% of households have incomes of \$100,00 or less. Andrew raised two concerns: how the program would be advertised and how would the Village respond if more than ten families applied. Arthur responded that, according to the Chevy Chase at Home director, many people who qualify for services do not apply. Andrew noted that it was incumbent on the Village to make sure that everyone knew about the services and had equal opportunity to apply. Jeff described the program as a pilot that would be reassessed at the end of the year. Arthur compared the project to the tree program which grew over time. Marty requested more policing of stop signs and clarification on what would be included in snow shoveling. Niles clarified that the Village currently funds shoveling on Brookville Rd. sidewalks; the new proposal would cover shoveling of residential sidewalks for specific individuals who request the service. Marty commented that that could lead to a patchwork of cleared and uncleared sidewalks. Ron noted that residents have a legal requirement to clear their sidewalks within 24 hours after a snowfall. Jeff commented on the high cost of shoveling all sidewalks, and Ron confirmed that years ago the Village did provide snow removal for all sidewalks, but costs proved prohibitive. Jeff asked about the criteria for providing the service; Niles said that sidewalks in another Municipality are cleared after at least two inches of snowfall. Niles also provided a rough estimate of the cost of removing snow from all sidewalks as between \$60,000 and-70,000 (based on a calculation of twice the cost of Snow plowing).

Motion: Susan Fattig moved to introduce an ordinance to adopt the budget; seconded by Jeff Blander. Motion passed unanimously.

Motion: Arthur Alexander moved to introduce a resolution to levy taxes at the current rate; Susan Fattig seconded. Motion passed unanimously.

8:51 PM Manager's Report: Anderegg

The Village Council received the Manager's report (see attached). The Village Manager updated the Council on Village operations, including the traffic improvements and utility work taking place in the Village. The Village Council approved changing the speed bump on Thornapple from a temporary speed bump to a permanent asphalt speed bump based on cost and on material availability. The Village Council also directed the Village Manager to work on a concept to submit to the State to improve the sidewalks on Brookville Road. Niles noted that American Rescue Funds, which are not part of the operating budget, might be used for addressing stormwater issues, streets, and other improvements. He encouraged residents to report stormwater issues online to the County. Katie Filipczyk Howard raised the issue of where Waste Management parks its extra truck. Niles will again ask Waste Management to connect with La Ferme about using its parking lot.

9:02 PM Opportunity for Council to Hear Residents' Comments: Kauders

Marty Langelan (Chestnut St.) asked Council members Arthur Alexander, Jeff Blander, and Susan Fattig if they plan to run for reelection. Arthur confirmed that he had been nominated and accepted the nomination, while Jeff and Susan reported that they are still considering whether to run again. Jeff encouraged anyone thinking about running to do it.

9:04 PM Adjournment: Kauders

Motion: Arthur Alexander moved to adjourn the meeting; Katie Filipczyk Howard seconded the motion. Motion passed unanimously.

The meeting adjourned at 9:04 PM.



VILLAGE OF MARTIN'S ADDITIONS

COUNCIL MEETING APPENDIX

March 17, 2022

Materials included in this appendix were either included in the Council monthly meeting packet distributed before the meeting or submitted to the Council as part of the meeting. All materials appear as submitted.



VILLAGE OF MARTIN'S ADDITIONS
7013 Brookville Road (Second Floor, Suite B)
Chevy Chase, MD 20815-3263
Phone (301) 656-4112
www.martinsadditions.org

Agenda for Council Meeting
Thursday, March 17, 2022, 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 Building Administrator's Report: Lohmeyer **(Page 3-4)**

7:36 PM Opportunity for Council to Hear Residents' Comments: Kauders

7:46 PM Committee Updates: Kauders

- Presentation of the Election Committee Voter Roll Procedures **(Page 5-10)**

7:51 PM Discussion of the Ethics Committee Recommendations to go to Staggered Terms for the Ethics Committee **(Page 11)**

8:06 PM Financial Matters, including Introduction of the Fiscal Year (FY) 2023 Budget Ordinance and Tax Rates Resolution and the Treasurer's Report **(Pages 12-17)**

8:21 PM Manager's Report: Anderegg **(Pages 18-19)**

8:26 PM Opportunity for Council to Hear Residents' Comments: Kauders

8:36 PM Adjournment: Kauders



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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: December 16, 2021, 07:30 PM Eastern Time

TO: The Council at the Village of Martin's Additions
FROM: Doug Lohmeyer
DATE OF MEMO: Mar. 14, 2022
SUBJECT: Building Administrator's Report

3506 Bradley Lane.

Demolition and building permit applications were submitted to the Village office. The Village issued the building permit on Dec. 9, 2021. The old house has been removed and the contractor has poured the concrete basement walls. The Wall Check indicates the walls comply with the approved Site Plan and Village Code.

7200 Delfield St.

The new homeowners propose to add a porch, with steps and a patio on the eastern side of the new house. They have not applied to the MCDPS or the Village.

7220 Delfield St.

The applicants applied to remove the existing house and build a new house. County issued the building permit on April 20, 2021. The Village demolition and building permits were issued on May 17, 2021. The new house construction is ongoing.

120 Quincy St.

The homeowner 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. MCDPS issued their building permit on Jan. 5, 2022. The Village issued their permits on Feb. 6, 2022. Exterior work has begun.

162 Quincy St.

The property is for sale and an interested party has contacted the Village regarding make several additions to the existing house. They have not applied to the MCDPS or to the Village.

3500 Raymond St.

The homeowners are considering several additions to the existing house. They have not applied to the MCDPS or to the Village.

3511 Raymond St.

The homeowner plans to build a patio at the rear of the house and to enlarge the ex. walkway at the front of the house. A non-vegetative variance may be required for the front yard improvements. They have not applied to the Village.

3504 Shepherd St.

The homeowner plans on constructing an addition at the rear of the ex. house. They have not submitted an application to the MCDPS or the Village.

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. The homeowner has not applied for a MCDPS permit.

3404 Turner Lane.

The applicants applied 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 Village Council approved the variance on Sept. 23, 2021. The MCDPS issued their building permit on April 17, 2021. The Village has issued the building permit.

3507 Turner Lane.

The homeowner plans to remove an ex. porch at the rear of the house and build a new addition to the house. They have applied for a variance of the Village's side yard setback. The existing house is exempt from the Village Code. However, the addition must comply with the Code's minimum side yard setback. The Variance hearing is scheduled for Early April.

VMA Elections Committee – 2022 Election: Voter Roll Procedures

I. Who Can Vote?

- a. Pursuant to the Charter Section 301, a qualified voter is “any person who owns property or any resident of Martin’s Additions who is eighteen years of age or over.”
- b. 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.
- c. Voters in Martin’s Additions need not be registered to vote in Montgomery County or in the State of Maryland and need not be U.S. citizens.
- d. Where a property is rented, both the renters and the owners may vote.
- e. Voters must be natural persons; if an LLC or other corporation owns a property, that business entity does not have the right to vote in the village election.
- f. Voters must own property or be a resident of Martin’s Additions who is eighteen years of age or over on Election Day.

II. Timing

- a. The current version of the voter roll should be prepared during the first week of April for sharing with the designated election vendor to allow time for the printing and mailing of ballots.
- b. Pursuant to the 2022 Election Rules and Procedures, ballots will be mailed after the candidate forum has been conducted.

III. Voter Roll Process

- a. The Committee Chair will work with the Village Manager to review the status of the current Village voter roll and discuss possible data sources and processes to be utilized in reviewing and updating the voter roll.
- b. The Village Manager will provide information to the Committee regarding the current status of the Village voter roll, any identified issues or areas of concern, and any recommended steps or data sources for updates to the voter roll. The Manager will, at the direction of the Committee Chair, work with the Committee to provide the voter roll to the Committee.
- c. Processes for providing updates and relevant information relating to the roll may include, but not be limited to, the following:
 - i. Conducting a review of notifications of move-ins/move-outs in the Village;
 - ii. Conducting a data merge between the county voter list for VMA’s precincts and the most recent version of the voter roll;
 - iii. Conducting a check against relevant property records to address questions relating to property ownership; or
 - iv. Conducting a query of public records databases to identify potential ownership, residency, or occupancy information;
- d. The Chair and/or designated committee members will review the voter roll, identifying any addresses where residents and/or owners cannot be

48 verified or where conflicting information has been identified during the
49 review of the voter roll, the Village directory, or county voter records.

- 50 e. The Committee will, as appropriate and necessary, review the relevant,
51 previously identified records relating to identification of any issues
52 relating to eligibility or qualification for inclusion on the voter roll.
- 53 f. The Committee will vote to begin a review of any name identified as having
54 an outstanding issue or to decline to conduct further review and leave the
55 status unchanged. The review process will entail the following:
- 56 i. The Committee Chair will designate member(s) of the Committee
57 who will utilize the most recent electronically available contact
58 information from the Village Office to reach out to
59 residents/qualified voters where issues have been identified to
60 gather additional information relating to voter status and to
61 communicate to potential voters regarding the processes for being
62 added to the voter roll.
 - 63 ii. The designated members will reach out to the individual through an
64 email and a phone call. The Committee members will coordinate
65 with the Village Office to send a written notification via mail to the
66 listed address. The outreach should inform the resident that a
67 question has arisen related to their qualification to vote in the
68 upcoming election and request that the individuals in question
69 reach out to the Committee or the Village Office to resolve the
70 question.
 - 71 iii. If the resident/qualified voter can be reached and would like to be
72 added to the voter roll, the Committee will coordinate between the
73 voter/resident and the Village Office to ensure they are added to the
74 file.
 - 75 iv. If the resident/qualified voter is already listed on the voter roll but a
76 question has arisen, the Committee will coordinate with the Village
77 Office to ensure their eligibility. Then, the Committee will add notes
78 to a single document tracking the names of voters/residents where
79 questions arose but their eligibility to vote in the Council election
80 was confirmed, along with the steps taken.
 - 81 v. If the resident/qualified voter is no longer eligible to vote in the
82 Village Election, the Committee will coordinate with the Village
83 Office to provide the individual with the relevant information to be
84 removed from the voter roll and will maintain a file noting the
85 name and address of the ineligible individual to ensure no ballot is
86 mailed to them or any ballot envelopes mailed to them are voided.
 - 87 1. If it is not possible for the individual to be removed from the
88 voter roll prior to Election Day, the Committee will vote,
89 based on the evidence before it, on designating the individual
90 as “Not Qualified”.
 - 91 vi. If there is no response within a reasonable period of time, the
92 Committee may vote to declare the individual to be “Not Qualified”
93 and remove them from the list of qualified voters receiving a mailed
94 ballot.

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- g. The Committee and Village Manager, working in coordination, will develop a list of individuals deemed “Not Qualified” who will not be mailed ballots nor included on the version of the voter roll submitted to the Election Vendor.
 - i. The Committee and Village Office will work to provide notice of the Committee’s vote, where possible, to any individuals designated as “Not Qualified”, as well as information relating to the Challenge process set forth below.
- h. The Committee and Village Manager will review the updated voter roll and compare it to the list of “Not Qualified” individuals, and will ensure that the updated voter roll reflects the designations set forth by the Committee in its decisions to mark individuals as “Not Qualified”.
- i. The Committee will provide notice through the Village communications reminding residents and qualified voters that they can reach out to the Village Office if they have a question relating to their status on the voter roll or if they have undergone a change in status (such as turning 18 or recently moving to the Village) making them eligible for inclusion on the voter roll.

IV. Transmitting the Voter Roll to the Vendor

- a. Upon conclusion of the process delineated in Section III, the Committee will vote to authorize the Village Manager to send the voter roll to the election contractor.
 - i. This version will not include any individuals designated as “Not Qualified” through the Committee process outlined above.
- b. Authorization of the transmission of the voter roll to the vendor may be addressed administratively between the Committee members.
- c. The copy of the voter roll designated by the Committee for transmission to the election vendor will be duly marked and recorded with the time and date of its approval.

V. Adding to the Voter Roll

- a. Pursuant to the Election Plan, new voters may request to be added to the voter roll up to 12:00 PM on Election Day, May 10, which is the ballot drop-off deadline.
- b. Voters seeking to be added to the voter roll should be prepared to show a driver’s license, a utility bill, or other documentation acceptable to the Committee in its sole discretion, showing the voter’s Martin’s Additions address.
- c. If a new voter provides the required documentation after the transmission of the voter roll to the vendor, the Committee Chair will coordinate with the Village Manager to direct the contractor to send a ballot to the new voter, in time for that ballot to be voted and returned prior to the deadline for ballot receipt on May 23.

VI. Cancellation of Ballots & Removal from the Voter Roll

- 141 a. If, following the transmission of the voter roll to the election vendor, an
142 individual identifies that they are no longer a qualified voter or requests to
143 be taken off of the voter roll, the Village Manager and the Election Chair
144 will communicate with the election vendor to cancel any outstanding
145 ballot control numbers related to that individual and provide appropriate
146 notice to the Committee.
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148 **VII. Challenges**

- 149 a. Challenge to a Removal from the Voter Roll
- 150 i. If an individual has a good faith belief that they were improperly
151 removed from the voter roll, they may file a challenge by notifying
152 the Committee via its email inbox.
 - 153 ii. This challenge may only be brought by the individual removed from
154 the voter roll or their duly designated representative.
 - 155 iii. Challenges should be raised no later than 12:00 PM on May 10th,
156 Election Day.
 - 157 iv. The challenging party will have a reasonable opportunity to present
158 or share evidence with the Committee relating to why a previous
159 decision declaring them to be “Not Qualified” is improper,
160 inaccurate, or otherwise in need of reconsideration.
 - 161 v. Based on the totality of the evidence, the Committee will vote to
162 determine if the individual should be restored to the voter roll and
163 list of “qualified voters”.
 - 164 vi. If the individual is successful in their challenge, the Committee will
165 coordinate with the Village Manager to work with the election
166 vendor in order to have a ballot mailed to the individual with
167 sufficient time to allow for the ballot to be returned prior to the vote
168 return deadline of 5:00 PM on May 23rd.
- 169 b. Challenge to Remove Individual from Voter Roll
- 170 i. A resident or qualified voter may raise a challenge relating to
171 inclusion of a name on the voter roll that the challenging party has a
172 good faith belief is no longer a qualified voter.
 - 173 ii. The challenge must be raised no later than 12:00 PM on Monday,
174 May 2nd.
 - 175 iii. The challenging party must provide notification to the Committee
176 via its inbox of a challenge, including the name and address of the
177 voter whose place on the voter roll is being challenged, along with
178 any evidence that they believe supports their challenge.
 - 179 iv. The Committee will review the evidence and vote on advancing
180 consideration of the challenge. If the Committee votes in favor of
181 advancing the challenge, the Committee will follow the process laid
182 out in Section III (f) to gather additional information relating to the
183 voter’s qualification and eligibility.
 - 184 v. The individual whose eligibility is being challenge will have
185 opportunity to present any relevant information to the Committee
186 to support its decision-making.

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- vi. After conclusion of the process described above, the Committee will vote on a determination that the voter is qualified or not qualified. A determination of “not qualified” will warrant following the relevant processes for cancelling any outstanding ballots or removing the name from the list of people being mailed ballots.

VIII. Certification and Record-Keeping

- a. After the conclusion of the deadline for changes to the voter roll, the Committee Chair will review the current copy of the voter roll to review that it reflects any updated information. The Chair will then certify the voter roll by signing and dating a copy of the updated voter roll, initialing and dating the pages, and completing and signing the form attesting that it is the final version being used for the 2022 VMA Council Election.

DRAFT

Village of Martin’s Additions – Election Committee

Voter Roll Attestation Form

I, _____ (name), in my role as the Chair of the VMA Election Committee for the 2022 Village Council Election, attest that the attached document is the Official Voter Roll for use in the 2022 Village of Martin’s Additions Council elections. It was developed in accordance with the processes and guidance provided by the Village of Martin’s Additions Council.

The list reflects all changes, inputs, and reviews conducted according to the established processes as of _____ (time) on _____ (date), in line with the deadlines established by the 2022 Election Plan.

Signature

Printed Name

Date

Witness Signature

Witness Name

Date

Potential Benefits

- Generally considered a “best practice” for governmental ethics bodies.
- Consistent with ethics bodies in surrounding jurisdictions and Montgomery County.
- Retention of institutional knowledge.
- Ensures availability to conduct ethics training during orientation.

Staggered Terms

- Limits the ability of each VMA Council to appoint their own Ethics Committee.
- Continuity of service.
- Multi-year terms may affect resident willingness to volunteer.

Potential Challenges

- Requires a change to the VMA Code.
- Requires a consistent number of Ethics Committee members (3 or 5).
- Disrupts the status quo
- Transition Committee from one year to multi-year terms.

Discussion of Fiscal Year 2023 Budget for the Village of Martin's Additions
Arthur Alexander, Treasurer
March 17, 2022

Fiscal year (FY) 2023 for the Village of Martin's Additions begins July 1, 2022. The Village charter requires that the Council approves a budget by May 15 authorizing Village expenditures over the following year. At this Council meeting and through May when the final budget will be adopted, we offer residents an opportunity to review the proposals, discuss them, and present a considered response. Overall, changes to estimated revenues and expenditures are minor.

Revenues: The Village share of residents' state income taxes is the largest source of Village revenues, more than 80% of the total. The economic expansion in the past year has increased the revenues of Maryland, Montgomery County, and the Village. In the first eight months of this fiscal year, the Village has already received more state income tax than over any entire past year. We expect FY2023 revenues from this source to be closer to previous levels. Two other revenue streams that are about to increase are the county's revenue sharing funds and the state's highway user fees. Altogether, we expect next year's total revenues to be at a comparatively high level.

Expenditures: Next year's spending will be 6% higher than the current year's. One rising item is salaries, which will rise 10% primarily because of inflation. The budget includes two new items. Recent surveys have noted residents' desire for sidewalk snow shoveling. We are adding funds for this service that would cover those requesting it in advance. The second initiative would provide services for older residents to assist ageing in place. Neither the Village nor County has such services, but the County supports and coordinates the activities of thirty "Villages" throughout the county, including Chevy Chase at Home, which includes Martin's Additions in its geographic coverage. We propose supporting ten families in financial need with Chevy Chase at Home membership. If approved, the mechanism for doing so could be through a contract, grants to residents, or other means. We seek your feedback on these proposals.

Capital expenditures: Over the years, we set aside reserves for infrequent, large-scale capital spending on roads, sidewalks, and lighting. In the coming year, we expect to invest roughly \$150,000 in sidewalk repair and implementation of several of the Walkability Committee recommendations.

Reserves: Our auditors recommend that we set aside reserves to cover ordinary expenses in case of emergencies or loss of revenues such as we experienced ten years ago. Consequently, we have introduced a "rainy day" fund of \$1,000,000, equal to approximately 120% of annual spending (not including capital expenditures). In addition, we set aside specified reserves amounting to \$1,500,000 to cover the capital costs of future street paving, walkability improvements, and other future capital needs. Some residents have suggested that we return excess funds beyond our reserves to residents, pointing to Chevy Chase Section 5, which remits the local property tax; if we were to copy this, it would come to less than fifty dollars per household. Remitting funds from State or County sources quickly runs into legal constraints. Remissions are not currently on the agenda.

	FY2022	FY2023 (proposed)	Change
Revenues			
4010 · Permit Fees	12,000	12,000	0
4020 · Cable TV Franchise Fees	11,000	11,000	0
4040 · County Revenue Sharing	26,800	50,393	23,593
4050 · Highway Users Fees	30,000	30,000	0
4060 · Income Tax	650,000	700,000	50,000
4080 · Personal Property Tax	4,500	4,500	0
4090 · Real Property Tax	15,000	15,000	0
4095 · Utility Property Tax	15,000	15,000	0
4100 · Holiday Fund	9,000	9,000	0
4110 · Interest	20,000	5,000	-15,000
Total revenue	793,300	851,893	58,593
Expenditures			
5010 · Office Expenses	12,000	15,000	3,000
5025 · Office Furniture & Equipment	2,000	2,000	0
5030 · Insurance	8,000	8,000	0
5040 · Printing & Mailing	4,500	4,500	0
5050 · Dues & Subscriptions/Conference	10,000	10,000	0
5055 · Storage Rental	4,500	4,500	0
5060 · Office Lease	32,000	32,000	0
5065 · Telephone	3,000	3,000	0
5070 · IT	18,050	18,050	0
5080 · Holiday Fund	9,000	9,000	0
5110 · Managerial & Office Salaries	115,000	126,500	11,500
5120 · Payroll Taxes & Benefits	16,500	18,150	1,650
5130 · Police salaries	41,802	45,982	4,180
5135 · Police Payroll taxes	3,262	3,588	326
5206 · Audit - Financial Process	5,680	5,680	0
5210 · Accounting & Auditing	17,000	17,000	0
5220 · Building & Permitting	86,000	86,000	0
5230 · Legal	55,000	55,000	0
5244 · Traffic Engineering	10,000	10,000	0
5247 · GIS Update	5,000	5,000	0
5310 · Street Lighting - PEPCO	4,800	4,800	0
5322 · Street Cleaning	35,000	35,000	0
5324 · Street Maintenance - Other	7,500	7,500	0
5351 · Snow Removal - Plowing	30,000	30,000	0
5349 · Snow Removal Services - Residential	0	15,000	15,000
5410 · Waste Collection & Recycling	130,000	130,000	0
5420 · Leaf Bags	8,000	8,000	0
5425 · Recycling Bins	1,000	1,000	0
5510 · Tree Maintenance	30,000	30,000	0
5516 · Tree Planting Initiatives Prog.	7,000	7,000	0
5518 · Right-of-Way Landscaping	10,000	10,000	0
5521 · Community Events (Elections)	5,000	5,000	0
5520 · Community Events - Other	30,000	30,000	0
Aging in Place	0	6,000	6,000
Total Current Expenses	756,594	798,250	41,656
Net (revenues – current expenses)	36,706	53,643	16,937
Designated Reserves			
5805 · Designated - Walkability	500,000	500,000	0
5810 · Designated - Street	500,000	500,000	0
5814 · Designated - Capital Projects	500,000	500,000	0
5820 · Designated - Audit Rec. Reserve	1,000,000	1,000,000	0
Total Reserves	2,500,000	2,500,000	0

Ordinance No.: 2022-3-1
Introduced: March 17, 2022
Adopted:
Effective Date: July 1, 2022

THE VILLAGE OF MARTIN'S ADDITIONS

SUBJECT: AN ORDINANCE TO ADOPT A BUDGET FOR FISCAL YEAR JULY 1, 2022 TO JUNE 30, 2023.

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 17th day of March, 2022;

WHEREAS, the Village Council, after proper notice to the public, considered the following Ordinance at a public hearing held on the ____ day of May, 2022;

WHEREAS, prior to adopting this Ordinance, the Village Council held a public meeting on the ____ day of May, 2022 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 ____ day of May, 2022, 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, 2022.

ATTEST:

THE VILLAGE OF MARTIN'S ADDITIONS

Katie Howard, Secretary

Andrew Kauders,
Chair, Village Council

Resolution No.: 2022-3-2
Introduced: March 17, 2022
Adopted:
Effective Date: July 1, 2022

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 the ____ day of May, 2022 after due notice and advertisement of the time and place of the meeting and said notice included the proposed budget for 2021-2022 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 five thousandths of a cent (\$.005) 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, Katie Howard, 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 ____ day of May, 2022.

Katie Howard, Secretary

From: Niles Anderegg, Village Manager
To: Village Council
Subject: Village Office Update
Date: 3/15/2022

Overview

The Village Office provided support to the Election, Ethics, and Community Engagement Committees and the Public Safety Task Force. Specifically, the Office has helped with updating the voter roll and in recommending a vendor for the 2022 election which will be Electec Election Services, the vendor for the previous two elections. Also, as part of our continued upgrade to our communications, Village staff has been working with Constant Contact to recommend improvements to their system.

Walkability Improvements

The Traffic Group is expected to provide the Office with a draft report of their recommended improvements to the Village. This will include changes to various Village streets, including Thornapple, Cummings, Shepherd, and Summit. In addition, the Village is attempting to install a speed bump on Thornapple Street. However, the delivery time for a temporary speed bump has been pushed back due to supply chain issues to a minimum of five weeks. The Village's Street Maintenance and Repair contractor, A.B Veirs, recommends instead doing an asphalt speed bump consistent with the rest of the Village and has speed bumps that could be installed within two weeks, given that asphalt plants are back up and operational. This would reduce the cost, as the temporary speed bump would come in at almost \$14,000 while the permanent asphalt speed bump would cost \$8,400. I, therefore, recommend that the Council approve the installation of a permanent speed bump in the location where the temporary one had been proposed.

American Rescue Plan Funds

The Village is preparing for the first of the annual reports for the American Rescue plan funds on April 30 and is still working with neighboring jurisdictions on a plan to share costs regarding the reporting of the American Rescue plan funds.

Utilities

Washington Gas has been working to replace gas lines on the north end of the Village. The project aims to modernize the gas lines and address gas pressure issues. I will continue to follow up with Washington Gas as this work occurs. WSSC will be doing work on the water main on Brookville Road and in Section 3 and Section 5. Along with the managers from Section 3 and Section 5, I met with the contractors regarding this work and have identified various issues the contractor for WSSC must be aware of, including trying to keep the road open as much as possible. Currently, WSSC is doing their mapping of this project to make sure that they have the detailed information they need and they promised to give us at least two weeks' notice of any work and a two-week look ahead in advance of where they will be

working so that the Village can be up to date on when and where this work will be happening. In the course of this meeting, I discussed with the SHA representatives potential improvements to the Village's sidewalk along Brookville Road. They requested that we present a concept of the changes we would like to see. I am requesting that the Village authorize me to engage the Traffic Group to come up with the concept as quickly as possible to present to the state. These improvements would be two-fold: one, to repair the current sidewalk, and second, to increase the width of the sidewalk in those areas where the sidewalk can extend into a public right-of-way. This would not impact private property but instead would utilize space in the right-of-way wherever possible.

Montgomery County

Montgomery County is in the middle of its budget process, and this has led to several potential opportunities for the Village. First, the County Council passed and the County Executive signed a bill that would increase our share of tax duplication payments from around \$30,000 in FY22 to just over \$50,000 in FY23 revenues. Also, the County Council is currently developing its budget for stormwater management. The proposed budget includes two projects that could benefit the Village. The first project is on Thornapple Street and would add inlets at all intersections. The second project is to replace the headwall and concrete channel on Turner Lane. For this project, it is not clear to me whether this will be in the Village or on the part of Turner Lane that is outside of the Village, but I am seeking clarification on that from the County.