

**Village of Martin's Additions  
Council Meeting  
7013 B Brookville Road, Chevy Chase, MD 20815  
Minutes of October 25, 2012**

**COUNCIL MEMBERS AND VILLAGE REPRESENTATIVES PRESENT:** Council Members: Richard Krajeck, Arthur Alexander, Tiffany Cissna, Jill Filipczyk. Village Manager: Jean Sperling. Village Attorney: Ron Bolt; Mid-Atlantic: Alan Beal

**RESIDENTS PRESENT:** Bill Catherwood, Ted Stoddard, Paula Goldberg, Keith Allen, Cris Fleming, John MacDonald

**CALL TO ORDER-7:30 PM KRAJECK**

**RESIDENTS' CONCERNS AND CONTRIBUTIONS**

**Keith Allen (Turner Lane)**-Offered a prediction for the pending storm Sandy. While he felt it was still too far away at this point he would expect the brunt of the storm to fall north of here, late Sunday October 28<sup>th</sup>. There will be a lot of rain and wind. A lot is still uncertain about the storm's path.

**Cris Fleming (Shepherd Street)**-Noted that she has been a resident for over 30 years and that she was dismayed over the tree removals at the construction site of 3414 Cummings Lane. At her count, some 52 trees were removed, 5 of which were over 3ft in diameter. The removal of two huge holly trees out front was a tragedy. Five years ago a tree committee wrote a proposal for regulation of trees on private property. The Council never took action on it, although it has been used in other jurisdictions. Everyone is aware of the benefit of trees. She would like to see this issue revisited. Councilmember Cissna explained that a lot of the tree loss is necessary to accommodate the storm management and retention systems. Cris felt it was a lot of tree loss to accommodate County regulations.

**Paula Goldberg (Bradley Lane)**-Also served on the tree committee and echoed the concerns of Cris regarding the unregulated removal of trees on private property. She would like to see more of a process for action on trees. She is aware that a small group of neighbors would like to re-study some sort of tree ordinance for trees on private property.

**DISCUSSION OF EMERGENCY PREPAREDNESS**

**Improvements in our storm information:**

Background: The June 29, 2012 Derecho storm unveiled major shortcomings in the Montgomery County communications to municipalities. Jana Coe of Chevy Chase View identified a problem with the County response and insisted that a more collaborative environment needed to develop that would increase the ability of municipalities to prepare for and handle community disasters. VMA was very fortunate to have had minimum damage from that storm, but many other municipalities fared very badly. Montgomery County's Emergency Management Group (EMG) heads the County Emergency OP Center during emergencies and manages and coordinates the counties response. EMG provides free training on various topics from the County's information management system, incident command and the County's emergency operations plan to all the members.

Collectively, Chevy Chase View and Martin's Additions reached out to Montgomery County Department of Homeland Security to explore ways to improve our communication. As a result, Chris Voss, the director, offered membership in the EMG to all municipalities. The two requirements for all EMG members are the completion of required EMG training and exercises and reporting requirements to the Emergency Operations Center when requested. The members also serve as liaisons who can reach back into their organizations and request and commandeer resources if needed.

Improvements in access to emergency response information and equipment will result from this relationship. It will also allow operational parts of Montgomery County Government to have a better understanding of where its resources might need to be focused. We have not been privy to that information but will be in the future. In fact, we have already seen the benefit with a call-in conference about the hurricane Sandy.

Our first round of training will be in November 8 with training about the Emergency Operations Center. CC View has pulled a resident with experience in emergency managements and their Municipal ops man Joe Toomey (Wayne's equivalent) into the picture so that more than one person in training. Wayne has expressed an interest in this training (at no charge to the Village). A meeting with Municipal Managers is scheduled for November 13<sup>th</sup> at CCVillage with local managers and Chris Voss.

**BUILDING ADMINISTRATOR'S REPORT**  
**Activity in September 2012 and first 3 weeks of October.**

**Construction**

*Completed:*

- 7318 Delfield – Street permanent patch
- 6707 Melville Place – Retaining wall repair complete
- 3505 Shepherd Street - Fence
- 204 Oxford St – Fence
- 3511 Raymond St – Shed, Bond check voided
- 3503 Bradley Lane - Fence

*New Permits Issued:*

- 163 Quincy Street – Building Permit
- 3410 Cummings Lane – Demo Permit; Demo permit for 3414 anticipated soon
- 3409 Taylor St – Dumpster Permit

*Ongoing Construction Projects:*

- 3502 Cummings Lane - Accessory structure (pool house), swimming pool and retaining Wall
- 3511 Raymond Street - Shed removal and new construction.
- 163 Quincy Street – Foundation poured and backfilled;
- 3410 Cummings Lane – Utility disconnect

*New Permit Requests/Pending or In-process:*

- 3414 Cummings Lane: Cafritz Builders purchased of lot. Ongoing reviews with the builder
- 3410 Cummings Lane: Anticipates demolition to begin this week. Plans has been submitted.
- 163 Quincy: Special parking considerations monitored and enforced.

*Construction Inquiries/ Pending Building Issue:*

- 124 Quincy Street - Significant addition, building regulations issue, back to drawing board.
- 3502 Cummings Lane – Continued litigation over property line between 3418 & 3502.
- 205 Oxford Street – Addition, renovation, back and forth several times.
- 3401 Thornapple Street - Small rear deck and steps (Variance), considering putting on section that would not need a variance.

**Other Municipal Support**

*Management:*

- 7303 Delfield Street – Resolution of complaint to the County about property condition.
- Ongoing supervision and progress reporting of construction projects.
- Update on meeting with AMT
- Maintain inventory of properties for sale, vacant properties and new Residents
- Pre Con Meeting preparation and support (3414 Cummings Ln)
- 163 Quincy: Special parking considerations monitored and enforced.
- Construction project reviews and permit clearance (Alan).

*Response to construction complaints:*

- 163 Quincy Street – Noise and dust
- 3410 Cummings Lane – Tree, parking and hydrant
- 3414 Cummings Lane – Tree
- WSSC Cummings Lane – Traffic and work hours

*Response to incidental issues and problems:*

- Investigate rat issue on Raymond St
- No parking for move in/out

- Checking transformer condition along Summit Ave and Taylor St
- Follow up with MC DHCA on property condition on Delfield St
- 3404 Shepherd St parking issue requiring MC Police response
- 7210 Chestnut Street – Complaint service lines

*ROW Maintenance:*

- Deliver yard waste bags
- Utility pole verification for lights-out complaints.
- Boulder restoration at Quincy and Oxford corner.
- Stump Grinding: Special parking considerations monitored and enforced.
- 7215 & 7216 Delfield St – WGL gas leak repair
- WSSC & WGL Replacement and Relocation

*Projects:*

- Participation in all meets with WSSC & WGL
- Ongoing documentation, supervision, Resident and Contractor information support.
- Assist with special parking considerations monitoring and enforcement.

*Storm/Emergency Response:*

- Storm impact evaluation 10/18.

## UPDATES ON INFRASTRUCTURE CONSTRUCTION WORK/PLANS- Sperling

**WSSC:** *Cummings Lane*- well underway. Completion date for Cummings late November .

•1st Water shut down complications delayed restorations until close to 11 pm on Tuesday, Oct. 2 WSSC brought in a water truck and I made sure our two elderly residents on Cumming received hand carried water. The system is really proving to be a challenge—many valves aren't where they are supposed to be. Residents have been very patient and courteous and good stewards of the above ground lines. We have reached out to residents beyond our borders to help where we can.-NO complaints about street closures. Residents are really are to be commended.

•Valve replacement on Brookville Road and Turner and Cummings resulted in a 2nd water shut down, (at night) affecting Turner Lane and Brookville Rd. residents on Monday Oct 22 (delayed from Oct 18th). Night time work is difficult and the workers encountered problems. No complaints to the office but residents did implore the men to stop working. Future night time work should include more notice about the noise. VMA coordinated the site for meeting on this work.

•Additional intersection digs and shut downs are going to occur as they replace the valves. The contractor will shut off Cummings again to tie in and energize the new main. WSSC will also shut off Shepherd Street to install 3 new valves at Shepherd and Brennon Lane which will affect the residents on Shepherd. This is planned for the week of November 5th thru the 9th weather permitting.

•Fire hydrant moved by WSSC to better location for the construction projects—in between two properties.

•Email Notice to residents of all WSSC activities has been consistently provided.

**WASHINGTON GAS LIGHT:** Raymond Cummings/Melville Project.

•Met with reps of WGL here as well as with CC Village Assistant Manager to review gas project. Prepared and signed a permit that will allow them to begin to schedule the work. They were willing to negotiate how we handle street repair.

•Key hole methods of replacement will be used; it is less disruptive and quicker road repair. Gas to people's home will have to be shut off for several houses and in some cases people may need to be home.

**SURVEY UPDATE :**The Surveyors are starting with problematic areas such as the dead end of Delfield, Bradley, Raymond and Quincy.

**FALL TREE PLANTING PLANS-Preliminary-11 new to be planted; Notice not yet sent**

*Brookville Rd:* 6515, Quincy Street Side: Amur

Maple

*Quincy Street:* 114 Red Maple

*Bradley:*

3503 Wires: Amur Maple

3516: Willow Oak

3418: Sugar Maple

3414: Sweetgum 3414: Ginkgo

3410: Pin Oak

*Raymond,* 3507: Little Leaf Linden

*Turner.* 3414; Wires Yellowwood

*Taylor.* 3518, Swamp white oak

*Summit:* 7302: Hornbeam replacement (no charge to community)

## FINANCIAL MATTERS-Alexander. Report for the Month of September, 2012

July 2012-September 2012

	Actual	Budgeted
Revenues	\$110,735	\$206,690
Expenses	85,041	132,334
Net Income	25,694	74,356

Reserve account (less designated allocations): \$512,888

Income from property taxes, permit fees, and county revenue sharing are running about as expected. We generally receive our first major income tax revenues around November 20. Based on the last few payments from the previous fiscal year, we are projecting annual income tax receipts of \$400,000 (\$100,000 per quarter). Since we have not yet received income tax payments, total revenues are running behind the pro-rata allocation.

Expenses are running considerably below budgeted amounts. One reason is that invoices for services already rendered usually are one to two months behind. Another reason is that expenditures for streets and pavement are awaiting completion of the various utility projects now underway. Nevertheless, the overall expenses to date indicate prudent Village management.

The reserve account, equal to total savings accounts minus funds set aside for lighting, streets, and other capital expenditures, is about equal to annual expenditures, giving us a cushion against unexpected occurrences.

**ACTION ON ALL FINANCIAL REPORTS:** Profit and Loss, Treasurer's Report, Balance sheet.

**Motion:** Cissna; 2<sup>nd</sup>: Filipczyk; Vote: All

**ACTION ON MINUTES of September 20, 2011; Approved by email earlier this month. Motion** to formally approve: Alexander; 2nd: Cissna; Vote: All

### **MANAGER'S REPORT-SPERLING**

• **Cable Communications:** Continue to work on transfer of communication cables where there are two power poles so one pole can be removed. Documentation of poles and lines to be moved, including boxes has been provided to Verizon and Comcast. We are still trying to track down RCN. Almost all on Cummings Lane have been completed, no progress anywhere else. PEPCO has been evaluating poles.

• **Pepco:** Letter sent to Pepco with outage information. Residents' input was included. Met with PEPCO reps and engineer on Wednesday 10/22 to review the problems identified in the north end of VMA. We walked the area and reviewed the poles & equipment. PEPCO sending another engineer to map the area and compare it with the model they have to make sure it's correct. The replacement of street light bulbs that are out is much improved. Quincy Street power lines upgraded at western edge close to Brookville Rd.

• **Roads/ Traffic Issues.** Meet with Dan Shaw (Chamberlain Contractors, Inc.) to review the condition of Cummings, Raymond and Melville Streets. Discussed options for temporary repairs and seasonal difficulties with getting asphalt. He recommended the use of recycled asphalt. Our traffic engineer has redesigned the parking configuration for the end of Quincy Street to allow for the construction of a driveway at 163.

• **Village Tree Pruning.** Paul Wolfe has reviewed decisions of PEPCO's arborist for additional pruning and removal plans; the State's review and permit issuance is the next step. Report received from a resident's tree service about a tree with alleged root rot across from 3529 Raymond. Paul has looked at and the State arborist is scheduled to examine it.

#### **Community Activities**

The Village Halloween event is going to be dependent on weather. Tent order to be put on hold.

#### **Administrative Work/ Services/Issues-**

LEAF bags delivered

• Formal Notice of FEMA Reimbursement (Derecho) fully approved

• Private Tree Planted in ROW identified by Dan Gardner needs to be moved: (7516 Chestnut)

• Directory Printed and mailed

• Pre-construction meeting for 3414 Cummings Lane

• Letter to Planning Board re: VMA position on Chevy Chase Lake.

• Management Letter sent re: Audit

• Resident notice on water shut off, construction on streets, changes in schedules

• Notice to residents re: reconstruction projects (Cummings and Quincy); Newsletter

### **CONCLUDING RESIDENT COMMENTS**

**John MacDonald (Summit Ave)-** Noted that car vandalism continues in the neighborhood. He had seen that Section 3 has hired a County Police officer to do some patrolling. There was discussion about whether such a service would reduce the occurrence of car vandalism.

### **ADJOURNMENT 8:55**

### **EXECUTIVE SESSION**

**Purpose:** To discuss the appointment and evaluation of an employee position.

**Motion to Convene in Executive Session:** Jill Filipczyk; 2<sup>nd</sup>: Alexander; **Vote:** All in favor.