

**Village of Martin's Additions
Council Meeting
7013 B Brookville Road, Chevy Chase, MD 20815
Minutes of September 11, 2014**

Council Members: Alexander, Fleming, Bowers, Lebovich. Attorney: Ron Bolt. Village Manager: Jean Sperling.
Residents: Keith Allen, Hanne and Frank Correll, Bernice Duvall, Ted Stoddard

7:30 PM CALL TO ORDER

RESIDENTS' CONCERNS AND CONTRIBUTIONS

Frank Correl (Turner Lane): Any action on the Street Lights? Alexander replied that the Village is awaiting further information from the lighting manufacturer. Our lighting consultant was not completely satisfied with the light distribution from the 38watt LED's that were recently installed.

Bernice Duvall (Taylor Street): Asked the Council to consider instituting a lending library here in the Village, outside the office door. Other organizations operate small libraries using the give one--take one model and they have been very successful. Garrett Park for example has a similar program. The Council gave their full support to this project.

A Round of Applause was offered to Bernice Duvall for all her wonderful work on the gardening improvements in the market area. Bernice in turn asked that residents Molly Ruhl (Delfield) and Hanne Correl (Turner) be recognized for their contributions to the plantings, weeding and watering activities.

COUNCIL ADMINISTRATIVE MATTERS:

Officer Selection: Council member Bowers moved that all FY 2014 Council Positions be retained for the new Council Year. That is: Chair: Arthur Alexander; Vice-Chair: Tiffany Cissna; Secretary: Bill Lebovich; Treasurer: Jon Fleming. 2nd: Jon Fleming. Vote: All in favor.

Surety Bond Signatures:

Councilmember Lebovich moved to approve the renewal of Surety Bonds for Arthur Alexander and Jon Fleming in the amount of \$10,000 bond at a cost of \$100, consistent with Village Charter requirements.

Risk Management Policy Actions:

Completion of the Village's Risk Management Manual requires the following additional actions:

1. Appoint a member of the Council or the Village Manager or selected contractor to be designated as "Risk and Safety Coordinator." That includes the following responsibilities: Develop and Maintain risk control procedures; Enforce said procedures; Investigate and keep records of accidents and losses; Respond to inquiries from LGIT, as needed on our Risk Management Program; Report, at least annually, to the Village Council and Manager on the effectiveness of the risk management program. This report will include any losses or incidents during the previous 12 month period (or the period since the last report) and any recommendations for major changes in procedures affecting risk management.

Councilmember Alexander moved that Councilmember Lebovich be appointed to serve as the Risk and Safety Coordinator. 2nd: Jon Fleming; Vote: All in favor.

2. Designate a Risk and Safety Committee: Councilmember Bowers moved that all Council members comprise the Committee; 2nd Alexander; Vote: All in favor. This information will be incorporated in a list of Council responsibilities. It was agreed that the Village Attorney will review the Risk Management Policy document as requested by LGIT.

REPORT ON TREE COMMITTEE WORK: Josh Bowers

Councilmember Bowers presented a site plan of a new house under construction in VMA at 3511 Turner Lane to highlight the location of the required rain tanks and illustrate the resulting lack of sufficient open space needed (400 square feet) to plant a canopy tree on the average size lot (about 7,500 sq ft) under review. Bowers fears that over time the Village will be left with only a barren landscape. He suggested that the County be urged to re-think the rain tanks since he believes that their requirements hamper replanting efforts. Council member Fleming agreed that the trees are a valuable asset and that we should start lobbying the County for a change. This has to be affecting all of our municipalities, not just us, so perhaps other municipalities might join VMA in an effort to make a change here.

Attorney Bolt explained that the County's storm water management requirements are far stricter than the state's (the state requires that only 50% of the rainwater run off be contained while the County requires 100%). We can develop our own requirements but then we would have to manage (permit and inspect) those requirements. Jean added that the Village arborist Paul Wolfe had noted that just because a lot doesn't have the approximate 400sq. ft of wide open space to plant a tree right in the middle of the yard it doesn't mean that a canopy tree cannot be planted across property lines and shared by more than one property. The Tree Committee will continue to explore these issues.

DISCUSSION OF CHANGES TO MOTOR VEHICLE CODE: Village Attorney Ron Bolt

Attorney Bolt explained that the presence of our two police officers now providing services to Martin's Additions has brought to the surface some of the inconsistencies and complications of our traffic codes vis-à-vis Montgomery County Code. Bolt prepared a table comparing the Village's Chapter 8, governing Motor Vehicles and Traffic, to the County's Chapter 31.

Although the Village's Chapter 8 was based very closely on the County's Chapter 31. Many provisions are identical; many have been shortened for use in the Village. There are some differences that should be amended and note is made of that. It is Bolt's recommendation that the Council should conform the provisions. The Village's Chapter 8 was drafted with the intent of having the County enforce the Village's law in the Village, but the County has to agree to do so. The Village has exempted itself from County Chapter 31 and thus, the County does not enforce Chapter 31 in the Village. It is Bolt's recommendation that the Council should consider deleting this exemption so that the County does enforce Chapter 31 in the Village. A benefit of doing so would be, that while the Village police officers are performing their secondary employment functions, they could enforce County law. Fleming motioned that Attorney Bolt work with the Village traffic engineer Joe Cutro and update our code and prepare to introduce the necessary ordinance changes. 2nd Alexander; Vote: All in favor.

FINANCIAL MATTERS: Fleming

The Financial Reports for August 2014 including the Treasurer's Report, the Balance Sheet as of August 31, 2014, and the Profit & Loss Statement, July through August 2014 were presented. Council member Lebovich moved to accept all reports; 2nd Bowers; Vote: All in favor.

FINAL FY 2014 BUDGET AMENDMENTS: Sperling

The income and expenses for FY 2014 has been finalized and the following budget amendments and adjustments have been recommended: Office expenses + \$1,600; Office Lease + \$125; Holiday Fund + \$500 (simple budget balancing); Building Review & Permits +\$6,200; Building Enforcement and Oversight -\$6,200 (subcategory re-distribution); Lighting consultant +\$800; Street Cleaning +\$125; Snow Shoveling +\$110; Snow Plowing -\$110 (subcategory redistribution); Website +\$100.

TOTAL: Expense amendments: \$3,250; Income Adjustment: +\$ 3,250 to income tax budget category. Motion to accept: Councilmember Fleming; 2nd:Lebovich; Vote: All in favor.

FINAL FY 2014 TREASURER'S REPORT (includes amendments)for audit.

Motion to accept: Councilmember Alexander; 2nd:Lebovich; Vote: All in favor

BUILDING ADMINISTRATOR'S REPORT: Jean

New Permit

Requests/Information/Action/Acknowledgement

- 7200 Chestnut Street. Tear down proposal withdrawn.
- 3505 Raymond Street. Rear Addition. New.
- 3529 Raymond Street. Screened porch to rear. New

Permitting Process Underway:

- 3513 Raymond Street. Tear down. Being prepared for demo. Applications and all fees paid.
- 3219 Thornapple Street-Addition/porch. County permit issued 9/9/14. Neighbor notice needed.

Permits Ready/ Issued:

- 3511 Raymond Street-Renovations. County Permit received. VMA Permit Issued
- 7218 Chestnut Street-all County permits issued. VMA Demo Permit issued. All fees paid.

Construction Underway:

- 3411 Thornapple St -Rear addition. Construction continues.
- 3404 Thornapple Street- Front Porch, front yard landscaping. Construction continues.
- 3413 Bradley Ln - Should be completed soon.

- 3509 Shepherd St -Rear addition should be ready for final clearance.
- 7210 Delfield St -New Construction well underway. All closed in.
- 3511 Turner Ln -New Construction well underway. Expect completion by end of month.
- 3510 Bradley Ln -New Construction underway.
- 3514 Bradley- New construction well underway.
- 7309 Delfield- VMA building Permit issued. Construction started.

On Hold:

- 3414 Cummings Ln - Driveway and 4-car garage, accessory building; No further action to date.
- 3507 Raymond Rear addition. Originally denied. Plans revised. No additional action.

Completed:

- 3515 Shepherd St - Completed. Bond needs to be returned
 - 3529 Raymond St- Fence and landscaping complete.
 - 3514 Turner Ln.-Fence. ROW License needed.
 - 3518 Bradley Ln -Bond still held. Possible additional work.
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Other Municipal Support: General Management:

• *General building support:* Ongoing supervision and progress reporting of construction projects. Records of compliance with VMA requirements. (eg. tree protection) •Monitoring of MC DPS Reports. • Move in and out traffic and parking controls. •Construction parking controls and supervision.

• *Special projects:* • Assist with street light installation, • Preparation for street stripping, leaf bag order planning and delivery plans : monthly streetlight review and reporting. Storage unit/equipment management; •Monitor and report on Utility work. •Prepare trash cans for construction site • Repair projects (Step painting for example); Spray for bees on Quincy St. • Attempt to assist with stone clean-up on Brookville Road.

MINUTES OF MEETING, JULY 17, 2014.

Motion to accept: Lebovich; 2nd:Fleming; Vote: All in favor.

MANAGER'S REPORT: Sperling

Community Policing Program: Fully operational as of August 1st. All insurance/ workers compensation plan and payroll in place. First payroll process for the Month of August and all systems went smoothly. Routine communications procedures have been put in place including follow up. Consultations on police concerns also added to services. Council member Fleming connected to communications with the Officers.

Sanitation Services: All in order. Heavy trash pick-up scheduled for the weekend of 9/11/14 as A Wider Circle will be coming in ahead of the trash pick up to collect donated furniture and "soft goods" which were the focus of this month's effort--towels, blankets, sheets and the like. Excellent response from the residents.

Utility Services:

WSSC-WATER: South end to begin this spring. Tree pruning and possible removals being reviewed and revised by WSSC's arborist now and State permits being requested.

SEWER: Major disruption on Brookville Road continue for new sewer line

WASHINGTON GAS: Brookville Road Gas lines at Bradley and Brookville continued to be very problematic -- Bringing high pressure to along pressure line. WGL found pipelines they did not know were there.

PEPCO: Tree removal still pending at 105 Quincy was completed. Stump removals will be handled by Paul Wolfe

Trees:

First round of Tree pruning and removal list received from WSSC; being reviewed.

Tree bags and watering continue to being taken care of by Wolfe as needed.

Trees obstructing our traffic control signs (stop signs, speed bump signs) have been pruned back to improve the line of sight.

Leaf bags:

Will distribute later in the month. Still confirming the wants/ don't wants.

Road repairs/ traffic issues:

Road Markings: After a review of the areas that need stop bars, center line and speed hump line renewal we have decided to piggy back with the State contract through a cooperative procurement agreement with ProLine for thermoplastic renewal rather than trying to do it ourselves. Hopefully by mid-September. Estimate to be received through Joe Cutro.

Re-aligning Traffic Codes: Creating consistency with Montgomery County traffic code and VMA code to ease enforcement is under review at tonight meeting. Recommendation suggested by our officers. Attorney Bolt has been asked to provide this analysis.

Quincy street surface repairs: Chamberlain contractors were asked to evaluate the conditions of Quincy Street, largely as a result of resident complaints about the damages that are being caused to cars by the poor road surface that resulted from the gas line work. Additional excavation of Quincy Street is expected in the Spring for the water line, which has to be taken into account. Any repair would have to be simple and inexpensive. An 8' wide mill and overlay, the smallest width repair area that could be accomplished, would cost \$21,250 for a 1" repair and \$29,950 for a 2" depth repair, which is what is recommended. Sperling does not recommend any action on this. The Council agreed.

Street light update:

38watt Street lights are up. No discernible reaction from the residents to the two new lights. Scott Watson (TLP) is waiting on more information from Holophane, the lighting manufacturer, for more specifications on the light, and other possible options.

Next Steps: Holophane might not be able to make exactly what we need in the 38-watt LED model. Watson is not totally satisfied with the lighting distribution of this fixture, so he is looking into having them supply a better one that is presently only offered in 77 watts and running it at a lower wattage.

He is trying to see if Holophane will build, at the wattage we have requested, LED street lights that are more suited to the width of our streets than what they supplied for the mockup. TLP based their original layouts on Holophane's Type III Induction luminaries, and made the assumption that Holophane's Type III LED luminaries would have about the same distribution.

Tariff: PEPCO reports that they have come up with a tariff for a 55-watt LED fixture and if we use a 38-watt unit, the tariff for the 55-watt will be applied to it. Based on this and on Holophane's better distribution at 55W, Scott is now considering recommending this to you instead of the 38-watt unit, despite the increased energy consumption. The light on the streets would be more even, with less of a drop in illuminance between fixtures, and the brightness opposite the fixture would be less than that of your present samples.

Water Issues: Oxford Street

Old files on sump pump connections have been pulled together. Possible County services have been researched.

Topographical map has been secured from County Planning office. Met with Chevy Chase Village reps who agreed to work with us on this. Council member Lebovich is assisting. Waiting for a report from Mark Shull regarding his meeting with Roger Berliner.

Community Events and Wellbeing:

- *A Wider Circle:* Repeated for the September pick up.
- A Halloween event will be planned for Sunday October 26
- Community Suggestion: **VMA "Library"** : Suggestions from Bernice Duvall. The community library is nothing new for many townships, condominiums, neighborhoods, etc. thus thought I might suggest starting one here in the Village of Martins Additions. There has been some discussion about this idea and suggestions. The concept is to "leave a book and borrow a book". The types of books can be discussed and open to suggestions. Should the bookshelf "overflow", the books can be thinned out and donated to the numerous organizations that will accept used books.

Administrative Matters

- *Survey Update:* still trying to schedule work session with AMT and begin training. AMT is the problem. New ARC/GIS program loaded on computer.
- Carpets cleaned.
- Contacts developed for complaint related to Chevy Chase Park, and speeding on Turner Lane and unsafe parking on Shepherd.

ADJOURNMENT: 9 PM

Josh Bowers provided the Council with the architectural drawings of the one of the six where new homes were recently constructed with dry wells in accordance with new County and State requirements. It should be clear that the Council was shown all the lots under 8,000 sq. ft. where new homes were constructed with dry wells. The minutes as drafted state that only one drawing was reviewed.