

**Village of Martin's Additions**  
**7013 Brookville Road, Suite B, Chevy Chase, MD 20815**  
**Minutes for Council Meeting on**  
**December 15, 2016**

**Council Members Present:** Arthur Alexander (Treasurer); Tiffany Cissna (Vice Chair); Susan Fattig; Katya Hill **Village Manager:** Matthew Trollinger; **Attorney:** Ron Bolt; **Residents and other attendees:** Keith Allen (Turner Ln); Paula Goldberg (Bradley Ln); Pat Pendergast (Thornapple St); Sally Maran (Turner Ln); Marge Wasson (Delfield St); Larry Wasson (Delfield St); John Sharrow (Chestnut St); Lynn Welle (Oxford St); Fritz Hirst (Rollingwood).

7:30 PM Call to Order: Alexander

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

Fritz Hirst from Rollingwood came to address the Council regarding Rollingwood signage project, and wanting to put signs up in Martin's Additions. There were three proposed locations in Martin's Additions: one on Cummings Ln on the opposite side of a VMA sign and a speed limit sign; one on Shepherd St under a 'No Parking' sign; and one on Summit Ave opposite a VMA sign and a speed limit sign.

7:45PM Action on Council Meeting Minutes of November 17,2106.

Motion by Councilmember Fattig to approve the draft minutes for the Council meeting held on November 17, 2016; seconded by Councilmember Alexander. All in favor.

The minutes as approved are attached.

7:47 PM Policy 9-16-01: Policy for Inclusion in Martin's Edition: Alexander

Councilmember Alexander brought up for discussion whether or not the 100 word limit is too small. Councilmember Hill noted that the policy itself is 100 words long, which should provide enough space for a basic description of an organization's event. The Council agreed to keep the 100 word limit.

7:50 PM Hearing on draft Ordinance 10-16-1: to amend the Code of Ordinances regarding non-conforming buildings; Right-of-way license agreements: Alexander

Village Attorney Ron Bolt gave an explanation of the Village Right-of-way agreement. Sally Maran (Turner Ln) asked about the potential impact for pedestrians. Attorney Ron

Bolt explained that the Village can require residents to trim or take back anything impeding pedestrians' paths in the public right-of-way.

The amendment to the code also makes clauses regarding rebuilding and developmental nonconformities consistent so the same standards apply in both cases.

Motion by Councilmember Fattig to adopt; seconded by Councilmember Alexander. All in favor.

8:00 PM Replacement of driveway aprons: Alexander

Attorney Ron Bolt explained that the current Village policy is that residents are responsible for the installation of a driveway apron, but the Village takes responsibility for the maintenance of driveway aprons, except when the owner installs a betterment or non-standard apron. Attorney Bolt suggested that the issue be expressly addressed in the code. Councilmember Alexander asked Attorney Ron Bolt to write up two alternatives: one, if the Village is only responsible for standard driveway aprons; the other, if the Village is responsible for all repairs.

8:15 PM Financial matters, including Treasurer's Report: Alexander

July 2016 through November 2016

	<u>Actual</u>	<u>Pro-rated budget</u>
Revenues	\$ 547,271	356,917
Expenses	215,296	280,094
Net Income	331,975	76,823
Capital Expenditures	\$163,539	
Designated Funds	\$1,400,000	

Reserve account (current assets less designated allocations): \$ 1,616,679

As expected, the November state income tax distribution arrived the end of the month; the amount, \$332,257, was the second highest we have ever received. For comparison, last year's was \$199,000. The recurring portion is \$135,000, which we should receive twice more in the fiscal year, bringing the annual total to \$605,000, which is just about what we budgeted from that source. However, there are usually some additional payments of smaller, unpredictable amounts. For the first five months of the fiscal year, expenses are running somewhat behind the pro-rated budgeted amounts.

Over the past several years, the Village has allocated a large part of its reserves to capital improvement projects: \$500,000 for street repaving, \$250,000 for sidewalk repair, \$500,000 for new street lights, and \$150,000 to cover our liability under the Supreme Court's Wynne decision. The first expenditures from this category, \$164,000, under the

street and sidewalk budget has now been paid as the Village completes the concrete work associated with curbs, gutters, and sidewalk repairs. The remainder of the sidewalk and road work must await warmer temperatures in the spring at an estimated cost just matching the allocations made over the past several years.

The reserve account (current assets minus funds set aside for designated capital expenditures) is more than double the Village's budgeted annual expenditures, which provides a cushion against unexpected occurrences.

Motion by Councilmember Hill to approve the Treasurer's Report; seconded by Councilmember Fattig. All in favor.

Treasurer's Report attached.

8:15 PM      Manager's Report: Trollinger

Administrative Matters:

- *Office Orientation:* The Village Office received a redesign proposal in December 2015. Staff will be meeting with the designers to go over the proposal, and to discuss concerns, and options moving forward.
- *Community Events:*
  - *Holiday Fund:* Office staff sent out an email and a letter in the mail to residents asking for donations by December 16 to give our friends at Waste Management before the holidays. Thank you to all who have generously donated.
- *Website:* Google Analytics reports that we had 2,652 page views from November 11 to December 11, which is about average. It is up about 30% from the summer, but down about 40% from the highs around Village election season – roughly the same as the previous couple of months.
- *Contacting the Office:* The VMA Office is staffed from at least 9:00 am – 5:00 pm Monday through Friday, although someone is often in the office earlier than that. Outside of the regular office hours, the best way to get in contact with Village staff is via email at martinsadditions@gmail.com.
- *Holiday Schedule:* The office will only be partially staffed from Dec. 22 – Dec. 30. However, staff will be checking email and voicemails over the holiday.
- *Newsletter:* continues to be published monthly online. The next edition should be going out next week.
- *Contracts:*
  - *Survey crew:* Village staff has begun putting together an RFP for a new surveyor/GIS contract.
  - *Arborist:* The Village has set up meetings with two finalists for the arborist position. Proposals were due by December 2.
  - *Website:* The Village has narrowed down to three finalists to redesign and host the Village website. Village staff is putting together a set of questions to ask the three finalists to make a final recommendation.
- The new office copier was delivered and installed.

### Street Cleaning:

- Rolling Acres did a street cleaning the week of December 12. Village staff has Rolling Acres on standby in case another street cleaning is needed before winter weather.

### Utilities: WSSC

- Village staff has worked out an agreement with WSSC to receive reimbursement for road repairs.
- WSSC is returning to VMA! – next up is a series of sewer main replacement projects. The following VMA streets will be affected: Quincy, Raymond, Chestnut, Taylor (which was a new development), and Thornapple. The work will begin in late summer/early fall of 2017.
  - WSSC is holding a public outreach meeting on Tuesday January 17th at 6:00 p.m. at the Meadowbrook Park to go over plans with the community.
- Village staff met with WSSC on Tuesday Dec. 13. WSSC will be sending over its revised plans, at which time the Village will finalize a work permit.

### Streets Lighting:

- The part numbers will not be created until the new year. PEPCO engineers need the part numbers to create the design and to order the lights. PEPCO estimated that part numbers would be created in late January, followed by a two week design period (inputting into GIS system), then creating the parts. PEPCO gave a rough estimate of installations beginning in April.

### Streets & Sidewalks:

- *Street Repaving:* Concrete work has been completed on Bradley, Melville, Raymond (dead end), Cummings, Shepherd, Turner and Taylor. Thank you to residents for their help in adhering to posted 'No Parking' signs.
- Actual street repaving will be done in the spring – this avoids us having to re-do (and re-pay for) the same work after WSSC tears up the streets (again). It also makes sense from a weather standpoint – falling leaves can impact the stability of asphalt, but more importantly asphalt plants close around Thanksgiving time through February.
- One exception to no paving is Quincy Street, where we repaired the failing Washington Gas trench, and milled the street to smooth out the driving surface for winter. Keep in mind, this is only a temporary solution. Once WSSC has finished up its sewer replacement work, we will go back and finish up the aforementioned streets – Thornapple, Quincy, Chestnut.
- In total, the project is estimated to cost slightly under \$800,000 which, after accounting for Washington Gas and WSSC reimbursements, should keep the project under the \$750,000 set aside in the budget.
- *North End Sidewalks:* The Village's Building Administrator and Engineer, Doug Lohmeyer, took a look at the north end of Martin's Additions to assess the viability of adding sidewalks. Currently, none of the streets north of Taylor have sidewalks. What he determined was that adding a sidewalk to the east side of

Delfield Street would have the least impact of any streets, and suggested that it might make sense as the first "phase" of sidewalk installation in the north end. Delfield actually has sidewalk on that side of the street about a third of the way up, and has the least amount of trees and other plantings and landscaping that would be impacted by new sidewalks. Joe Cutro, the Village's traffic engineer, also agreed with this sentiment, and felt that it would be a good "trial run" for sidewalk installation in the north end. Both Doug and Joe met with Mike Veirs of A.B. Veirs to go over one design plan and get an estimate. A.B. Veirs estimated that sidewalk installation on Delfield would cost roughly \$40,000. Joe is in the midst of assessing the rest of the North End to develop a tentative layout and cost for additional sidewalks.

#### Sanitation:

- The next bulk trash pickup will be January 14. A Wider Circle will pick up Friday, January 13.
  - Please contact the Village Office if you have unusually large-sized objects, or an unusually large amount of items for bulk pickup (see below). This allows us to contact Waste Management so they can send the appropriately-sized truck. Unusually large refers to items that are:
    - Over four feet in size;
    - Over 50 lbs;
  - More than six items. Also as a reminder, certain items cannot be picked up as part of Bulk Trash, including construction debris, tires, and refrigerators that have not been tagged.

#### Building Administration:

- Please see report from Doug Lohmeyer, attached.

The notice of closed meeting on the agenda was discussed. Attorney Bolt explained that we are adding a general notice to Council Meeting agendas in case the Council needs to enter into a closed session, in order to comply with changes in the Open Meetings Act.

8:30 PM      Opportunity for Council to hear residents' comments: Alexander

Councilmember Alexander recognized Paula Goldberg (Bradley Ln) and thanked her for volunteering for the Tree Supervisor decision.

Larry Wasson (Delfield St) asked the Village to try and coordinate with WSSC to allow residents to get private work done at a lower rate while WSSC is in the Village.

Lynn Welle (Oxford St) asked for an explanation on driveway aprons, and

Pat Pendergast (Thornapple St) asked for an update at 3405/3407 Thornapple St, where a building project is expected to begin. The Village has not received plans yet, but the understanding at this point is that because the property has already been subdivided into two separate lots, the renovation studio will move the house closer to 3403, into what will become 3405 Thornapple.

Larry Wasson (Delfield St) asked for clarification on the sewer line work that is scheduled to take place, and asked the Village to inquire about sewer vents on Delfield St.

John Sharrow (Chestnut St) asked what kind of lights will be installed. Councilmember Alexander informed him that they will be 3000 Kelvin LED lights.

Larry Wasson (Delfield St), Marge Wasson (Delfield St), and John Sharrow (Chestnut St) expressed opposition to sidewalk installation on Delfield St, and wanted to ensure that there is an opportunity for resident input before any such project is approved and moves forward.

8:45 PM      Adjournment: Alexander



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

**Policy No. 09-16-01**

**Policy for Contents of *Martin's Edition***

The Village of Martin's Additions (Village) Council desires to be transparent in its publishing policy for *Martin's Edition*, the Village's monthly newsletter.

The Village newsletter is generally reserved for official Village business. However, non-Village business may be included in *Martin's Edition*, provided that the information

- (1) is submitted by a current Martin's Additions resident;
- (2) pertains to a not-for-profit organization or community event (e.g., a block party);
- (3) is received in its entirety by the Village staff in electronic format by the 15th of the month it is to be printed; and
- (4) is limited to written text and cannot exceed 100 words.

**Policy Number: 09-16-01**  
**Action/Adoption: 11/17/16**  
**Effective Date: 12/6/2016**

Ordinance No.: 10-16-1  
Introduced: October 20, 2016  
Adopted:  
Effective Date:

## **THE VILLAGE OF MARTIN'S ADDITIONS**

**SUBJECT:** AN ORDINANCE TO AMEND THE CODE OF ORDINANCES TO LIMIT THE RECONSTRUCTION AND REPLACEMENT OF NON-CONFORMING BUILDINGS; AND ALLOW APPROVAL OF CERTAIN RIGHT-OF-WAY IMPROVEMENTS AND PLANTINGS WITHOUT A RECORDED LICENSE.

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 5-211 authorizes the legislative body of each municipal corporation in the State of Maryland to make reasonable regulations concerning buildings to be erected within the limits of the municipality, including a building code and the requirement for building permits;

WHEREAS, Maryland Code, Land Use Article, Section 20-509 grants to the legislative body of incorporated municipalities in the Maryland-Washington Regional District general power to adopt building regulations for the protection of the public health, safety, and welfare; the preservation, improvement, and protection of lands, water, and improvements in the municipal corporation; and to regulate the construction, repair, or remodeling of buildings on land zoned for single-family residential uses at it relates to fences, walls, hedges, and similar barriers; signs; residential parking; residential storage; the location of structures, including setback requirements; the dimensions of structures, including height, bulk, massing, and design; and lot coverage, including impervious surfaces;

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 at a public meeting held on October 20, 2016;

WHEREAS, to comply with Maryland Code, Land Use Article, Section 20-509, on the 23 day of 7<sup>th</sup> day of November, 2016, a copy of following Ordinance was submitted to the Montgomery County Council for its comments;

WHEREAS, the Montgomery County Council did not submit any comments;

WHEREAS, after proper notice to the public, and after at least thirty days from the date a copy of the following Ordinance was transmitted to the Montgomery County Council, the Village Council considered the following Ordinance in public session assembled on the 15<sup>th</sup> day of December, 2016;

WHEREAS, the Village Building Permit Administrator has made certain recommendations to the Village Council for amendment of the Village building regulations concerning the application of the established building line front setback and the permissible encroachment of porches and certain other projections, to allow more flexibility in altering existing structures;

WHEREAS, the Council has further considered the alteration and replacement of non-conforming buildings and finds that the same standard that applies to the alteration of existing non-conforming buildings should apply to the replacement of non-conforming buildings that suffer a casualty event;

WHEREAS, the Council has further considered the requirement for a recorded license to use the right-of-way and finds that the Village should have discretion to not require a license for the alteration or replacement of stairs, guardrails, walkways, and the installation of non-woody plant growth, if the circumstances warrant;

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 following Ordinance.

BE IT ORDAINED AND ORDERED, this \_\_\_ day of \_\_\_\_\_, 2016, by the Village Council, acting under and by virtue of the authority given it by the Maryland Code and the Charter of the Village of Martin's Additions, that the Village Code is hereby amended as follows:

| \* \* \*  
**Section 6-302. Permits Required.**

| \* \* \*  
(b) Improvements.

Prior to the issuance of a building permit pursuant to the provisions of this Chapter, no person shall:

- 1) Add to, erect, install, replace, alter, construct, re-construct, repair or improve any building;
- 2) Add to, install, replace, alter, construct, re-construct, repair or improve any non-vegetative surface in a front yard;
- 3) Place any heavy equipment upon or move any heavy equipment over an improved street surface, curb, or sidewalk; or
- 4) Commence any activity involving reconstruction, repair, or excavation of any street, curb, or sidewalk, or installation of any structure thereon, or temporarily close or block any street or sidewalk within the Village. No building permit for construction of a private structure within the public right-of-way shall be issued until the owner of the abutting property has executed a revocable license to use the right-of-way in a form approved by the Village. The Code Enforcement Officer may waive the requirement for a license for the alteration or replacement of stairs, guardrails, and walkways, if, in the discretion of the Code Enforcement Officer, the cost and inconvenience of the license exceeds the benefit to the Village.

\* \* \*

**Section 7-209. Maintenance of Public Right-of-Way**

- (a) The owner of private property adjoining a public right-of-way shall maintain that portion of the right-of-way located between the private property line and the edge of the paved street in a safe and sanitary condition. Said owner shall not permit grass or weeds to grow within the right-of-way to a height in excess of twelve (12) inches above the ground. Nothing herein shall be deemed to require an owner of private property adjoining a right-of-way to repair sidewalks or curbs located within the right-of-way.
- (b) The owner of private property adjoining a public right-of-way shall not place any structure, wall, fence, tree, hedge, shrubbery, or any other plant growth, except low growing plantings, within the right-of-way without a license to use the right-of-way issued pursuant to Section 6-302. The Code Enforcement Officer may waive the requirement for a license for the placement of non-woody plant growth, if, in the discretion of the Code Enforcement Officer, the cost and inconvenience of the license exceeds the benefit to the Village. Any ~~such~~ tree, hedge, shrubbery, or other plant growth located within the right-of-way on December 9th, 2009 may be maintained, but not replaced, provided that it does not interfere in any manner with pedestrian or vehicular traffic and is maintained in such a manner and at such height that a clear and unobstructed view is available to pedestrians and vehicular traffic.

- (c) The owner of private property adjoining a public right-of-way shall not permit any structure, wall, fence, tree, hedge, shrubbery, or any other plant growth located on such owner's private property to extend into the right-of-way in such manner that interferes with pedestrian or vehicular traffic. Any structure, wall, fence, tree, hedge, shrubbery, or any other plant growth located on private property adjoining a right-of-way shall be maintained in such a manner and at such height that a clear and unobstructed view of the right-of-way is available to pedestrians and vehicular traffic.
- (d) Any ~~non-public~~ structure, wall, fence, tree, hedge, shrubbery, or any other plant growth located within the public right-of-way, ~~in violation of any provision of this Section 7-209~~ shall be removed by and at the expense of the owner and occupant of the abutting private property upon the request of the Code Enforcement Officer. The Code Enforcement Officer may request removal as a result of a violation of any provision of this Section 7-209 or when otherwise deemed necessary by the Code Enforcement Officer for the public health, safety, or welfare, or for the public use of the right-of-way. The Code Enforcement Officer, or his or her designee, may take such action as is necessary to restore the right-of-way or return the right-of-way to a condition required by this Section. The cost of any restoration or corrective action may be specially assessed against the abutting private property and collected with the property taxes or collected by a suit for damages.
- (e) Any person who violates any provision of this Section 7-209 or allows a violation of any provision of this Section on his or her property, shall be guilty of a municipal infraction and shall be jointly and severally subject to a penalty of One Hundred Dollars (\$100.00) for each day that a violation exists. If a violation occurs, there shall be a rebuttable presumption that all owners of the property allowed the violation.

\* \* \*

**Section 7-403. Exemptions for rebuilding**

Notwithstanding any provision to the contrary contained in this Chapter, a main building or accessory building existing prior to June 16, 2009 that sustains a total physical loss or substantial physical loss (fifty (50) percent of more) due to accidental causes including, but not limited to, fire, storm, falling tree(s), flooding, other natural disaster, may be rebuilt or repaired provided that ~~(i) the replacement building~~ (i) does not encroach farther into any setback area than the previous building, ~~and (ii) the footprint of the replacement building is not enlarged beyond the dimensions of the previous building, and (iii) the replacement building does not exceed the building height of the previous building is not enlarged in any manner, including but not limited to enlargement of any three-dimensional boundary of the building that existed on June 16, 2009.~~

**Section 7-404. Developmental Nonconformities**

A developmental nonconformity may be maintained, altered, or repaired, but not replaced, provided that it may not be enlarged in any manner, including but not limited to enlargement of any ~~beyond the three-dimensional~~ boundary that existed on June 16, 2009, except in accordance with this Chapter.

\* \* \*

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 Charter of the Village of the Village of Martin's Additions, that:

(1) 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

(2) This Ordinance shall take effect on the \_\_\_ day of \_\_\_\_\_, 2016.

ATTEST:

THE VILLAGE OF MARTIN'S ADDITIONS

\_\_\_\_\_  
Susan Fattig, Secretary

\_\_\_\_\_  
Richard Krajeck, Chair  
Village Council

Underline indicates new material  
~~Strikethrough~~ indicates material deleted  
\* \* \* indicates material unchanged

**Village of Martin's Additions  
Treasurer's Report  
November 2016**

	<u>Nov 16</u>	<u>Budget</u>	<u>Jul - Nov 16</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
<b>Income</b>					
<b>4000 · Revenue</b>					
4010 · Permit Fees		1,666.00	2,663.00	8,330.00	20,000.00
4020 · Cable TV Franchise Fees	2,057.96		2,057.96	2,000.00	8,000.00
4040 · County Revenue Sharing			26,907.00	26,800.00	26,800.00
4050 · Highway Users Fees	673.48	1,000.00	16,605.30	17,000.00	23,000.00
4060 · Income Tax	332,256.50	145,000.00	334,432.44	150,000.00	600,000.00
4080 · Personal Property Tax	975.90	1,000.00	4,002.00	1,000.00	6,000.00
4090 · Real Property Tax	6,835.71	8,000.00	83,746.86	81,100.00	150,000.00
4095 · Utility Property Tax					12,300.00
4100 · Holiday Fund					6,500.00
4110 · Interest	832.45	160.00	3,958.36	577.00	4,000.00
4140 · Washington Gas - Street Work			72,898.20		
<b>Total 4000 · Revenue</b>	<b>343,632.00</b>	<b>156,826.00</b>	<b>547,271.12</b>	<b>286,807.00</b>	<b>856,600.00</b>
4200 · Prior Years Surplus	0.00		0.00	2,562,376.00	2,562,376.00
<b>Total Income</b>	<b>343,632.00</b>	<b>156,826.00</b>	<b>547,271.12</b>	<b>2,849,183.00</b>	<b>3,418,976.00</b>
<b>Expense</b>					
<b>5000 · General Government</b>					
5010 · Office Expenses	1,069.69	1,500.00	4,435.93	7,500.00	18,000.00
5025 · Office Furniture & Equipment				6,000.00	12,000.00
5030 · Insurance			5,124.00	4,830.00	5,000.00
5040 · Printing & Mailing	200.00		200.00	1,250.00	5,000.00
5050 · Dues & Subscriptions/Conference			3,807.54	5,000.00	10,000.00
5055 · Storage Rental	257.00	268.00	1,028.00	1,340.00	3,200.00
5060 · Office Lease	2,190.67	2,191.00	14,950.54	14,663.00	30,000.00
5065 · Telephone		250.00	1,086.32	1,250.00	3,000.00
5080 · Holiday Fund					6,500.00
<b>Total 5000 · General Government</b>	<b>3,717.36</b>	<b>4,209.00</b>	<b>30,632.33</b>	<b>41,833.00</b>	<b>92,700.00</b>

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	<u>Nov 16</u>	<u>Budget</u>	<u>Jul - Nov 16</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
<b>5100 - Salaries &amp; Benefits</b>					
<b>5110 - Managerial &amp; Office Salaries</b>	8,932.12	11,000.00	40,497.52	55,000.00	132,000.00
<b>5120 - Payroll Taxes &amp; Benefits</b>	1,332.69	1,916.00	4,846.98	9,580.00	23,000.00
<b>Total 5100 - Salaries &amp; Benefits</b>	10,264.81	12,916.00	45,344.50	64,580.00	155,000.00
<b>5200 - Professional Fees</b>					
<b>5210 - Accounting &amp; Auditing</b>	8,800.00	9,000.00	20,800.00	21,000.00	42,000.00
<b>5220 - Building &amp; Permitting</b>					
<b>5222 - Building Review &amp; Permits</b>	2,750.00	1,667.00	14,100.00	8,335.00	20,000.00
<b>5224 - Enforcement &amp; Oversight</b>	1,145.00	1,000.00	1,145.00	5,000.00	12,000.00
<b>5226 - Municipal Operations</b>	1,485.00	1,500.00	1,485.00	7,500.00	18,000.00
<b>Total 5220 - Building &amp; Permitting</b>	5,380.00	4,167.00	16,730.00	20,835.00	50,000.00
<b>5230 - Legal</b>	2,891.00	4,166.00	14,811.00	20,830.00	50,000.00
<b>5240 - Police</b>	2,368.30	2,500.00	12,241.21	12,500.00	30,000.00
<b>5242 - Lighting Consultant</b>				1,250.00	5,000.00
<b>5244 - Traffic Engineering</b>	864.00	750.00	2,387.00	750.00	3,000.00
<b>Total 5200 - Professional Fees</b>	20,303.30	20,583.00	66,969.21	77,165.00	180,000.00
<b>5300 - Streets</b>					
<b>5305 - Streets - General</b>					
<b>5310 - Street Lighting - PEPCO</b>	1,279.63	1,300.00	4,637.25	6,650.00	16,000.00
<b>5322 - Street Cleaning - Fall/Spring</b>		7,000.00		14,000.00	28,000.00
<b>5324 - Street Maintenance - Other</b>		1,250.00	242.50	6,250.00	15,000.00
<b>Total 5305 - Streets - General</b>	1,279.63	9,550.00	4,879.75	26,900.00	59,000.00
<b>5349 - Snow Removal Services</b>					
<b>5350 - Snow Removal - Shovel Bvl. Rd.</b>					5,000.00
<b>5351 - Snow Removal - Plowing</b>					20,000.00
<b>Total 5349 - Snow Removal Services</b>	0.00		0.00		25,000.00
<b>Total 5300 - Streets</b>	1,279.63	9,550.00	4,879.75	26,900.00	84,000.00

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Treasurer's Report  
November 2016**

	<u>Nov 16</u>	<u>Budget</u>	<u>Jul - Nov 16</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
<b>5400 · Waste &amp; Recycling</b>					
5410 · Waste Collection & Recycling	6,922.76	7,100.00	41,536.56	35,300.00	85,000.00
5420 · Leaf Bags		14,025.00	13,955.00	14,025.00	14,025.00
5425 · Recycling Bins			13.57		1,000.00
<b>Total 5400 · Waste &amp; Recycling</b>	<u>6,922.76</u>	<u>21,125.00</u>	<u>55,505.13</u>	<u>49,325.00</u>	<u>100,025.00</u>
<b>5500 · Other</b>					
5510 · Tree Maintenance		2,000.00	870.00	10,000.00	35,000.00
5515 · Tree Replacement		4,000.00		4,000.00	4,000.00
5518 · Right-of-Way Landscaping	576.00	500.00	2,677.86	2,500.00	6,000.00
5520 · Community Events	996.00	2,000.00	5,021.10	2,000.00	10,000.00
5530 · Website	1,149.00	115.00	1,764.54	575.00	1,500.00
<b>Total 5500 · Other</b>	<u>2,721.00</u>	<u>8,615.00</u>	<u>10,333.50</u>	<u>19,075.00</u>	<u>56,500.00</u>
<b>5600 · Initiatives</b>					
5620 · Street Light Study			1,631.85		
5630 · Tree Planting Initiatives Prog.		4,000.00		4,000.00	4,000.00
<b>Total 5600 · Initiatives</b>	<u>0.00</u>	<u>4,000.00</u>	<u>1,631.85</u>	<u>4,000.00</u>	<u>4,000.00</u>
<b>5800 · Designated Funds</b>					
5810 · Designated - Street			163,538.98	500,000.00	500,000.00
5811 · Designated Street Lighting				500,000.00	500,000.00
5812 · Designated - Sidewalk				250,000.00	250,000.00
5813 · Designated - Wynne Decision				150,000.00	150,000.00
<b>Total 5800 · Designated Funds</b>	<u>0.00</u>		<u>163,538.98</u>	<u>1,400,000.00</u>	<u>1,400,000.00</u>
<b>5900 · Undesignated Fund Balance</b>				1,346,751.00	1,346,751.00
<b>Total Expense</b>	<u>45,208.86</u>	<u>80,998.00</u>	<u>378,835.25</u>	<u>3,029,629.00</u>	<u>3,418,976.00</u>
<b>Net Income</b>	<u><u>298,423.14</u></u>	<u><u>75,828.00</u></u>	<u><u>168,435.87</u></u>	<u><u>-180,446.00</u></u>	<u><u>0.00</u></u>

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

FROM: Doug Lohmeyer

DATE OF MEMO: Dec. 15, 2016

SUBJECT: Building Administrator's Report

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**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.

**3414 Cummings Lane**

The construction of the detached garage, pool, pool decking, and driveway appears to be finished and a final site visit should occur soon. The homeowner has been contacted for a status update.

**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.

**3505 Raymond Street**

The improvements to the house, the addition, the front porch, and the new deck above the old garage appear to be finished. The relocation of two A/C compressors to the rear of the house has not occurred yet. The MCDPS has contacted the homeowner directing him to relocate the A/C compressors.

### **3507 Raymond St.**

The homeowner has submitted plans and a building permit application to the Village to make interior improvements and to add a deck to the rear of the house. The Village has issued a building permit. The work is ongoing.

### **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.

### **MSHA – Brookville Road**

MSHA maintenance crews have been completed the repairs to the inlet in Brookville Rd., just north of Shepherd St. They also are investigating the water ponding at the northeast corner of Brookville Rd. and Bradley La.

### **AMT GIS Update**

AMT last updated the Village GIS computer data in 2014. We are presently compiling the information for a new update. The update will include the new front yard construction projects since 2014, the WSSC water main replacement project from 2012 and 2016, the recent WGL improvements, and any changes to trees within the Village right of way. The GIS update is on hold.