

**Village of Martin's Additions**  
**7013 Brookville Road, Suite B, Chevy Chase, MD 20815**  
**Minutes for Council Meeting on**  
**March 17, 2016**

**Council Members Present:** Richard Krajeck (Chair), Katya Hill, Arthur Alexander, Tiffany Cissna, Susan Fattig; **Acting Village Manager:** Beth Boa; **Attorney:** Ron Bolt; **Residents and other attendees:** Matt Trollinger (Village Manager Selectee – scheduled to start March 28, 2016), Keith Allen (Turner Ln), Lee Ann Anderson (Quincy St), Dan and Kirsten Gardner (Delfield St), Naomi Naierman (Quincy St), Lynn and Natalie Welle (Oxford St).

7:30 PM Call to Order; Welcome and Introductions: Krajeck

Chairman Krajeck welcomed the Village Manager Selectee, Matt Trollinger, who will start on March 28, 2016. He also thanked Beth Boa, Acting Village Manager, for filling in during the Village Manager search.

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

Lynn Welle (Oxford St) noted that at the corner of Oxford and Quincy Streets the trucks are still cutting the corner and the large landscaping stones that were placed there to prevent that are not sufficient. The stones have been moved by the trucks and Lynn asked that the stones be removed.

Chairman Krajeck suggested putting bollards in the site to reduce truck traffic.

Councilmember Alexander said that the trucks need the room to turn so perhaps the curb should be moved in.

Chairman Krajeck suggested that Joe Cutro, the Traffic Engineering Consultant, look at the corner and make a suggestion for replacing the rocks or changing the layout of the intersection to accommodate turning trucks.

7:40 PM Update from the Centennial Celebration Committee: Naierman

Naomi Naierman (Quincy St) updated the Council on the Centennial Celebration. She urged residents to register for the event. She described the program and the music. The Committee is delivering an invitation to each home in the Village. Naomi will forward the invitation to the googlegroups listserv. The Committee is videotaping residents for the event and for a DVD produced after the event. The Celebration expected expense is still less than \$20,000, which includes development of the DVD. The Brookville Market may donate drinks and La Ferme may donate wine. She is looking for other sponsors of the

event. There are 68 people registered and County Executive Isiah Leggett is attending. Artists and authors are invited to show their works.

Centennial Celebration Committee Update attached.

7:50 PM Update from the Election Committee: Anderson

Lee Ann Anderson (Quincy St) said that the Council election and Celebration on the Sidewalk will take place May 12 from 5-8pm and the Candidates' Forum will take place April 28 at 7:00pm. The Committee is researching printers for the mailing and has rented a post office box for absentee ballots. The next Election Committee meeting is April 13, 2016 in the Village Office.

7:50 PM Action on Council Meeting Minutes of February 18, 2016 and Council Budget Work Session Minutes of February 24, 2016: Krajeck

Motion by Councilmember Fattig to approve the draft minutes for the Council meeting held on February 18, 2016; seconded by Councilmember Alexander. All in favor.

Motion by Councilmember Cissna to approve the draft minutes for the Council budget work session held on February 24, 2016; seconded by Councilmember Hill. All in favor.

The minutes as approved are attached.

7:55 PM Discussion of Street Light Improvement Projects: Hill

Councilmember Hill informed the Council that she has been waiting from final specifications for the lights from Scott Watson, Street Lighting Consultant, but Halophane has not been responsive. Scott Watson found that the fixtures the Council selected will no longer be produced. As a result, he recommends that the Council look at LED versus induction again as induction lights are going out of favor and may not be produced. Councilmember Hill will ask Watson if other companies are producing the induction lights and fixtures. A Request for Proposals (RFP) will be developed to get bids for the induction lights and fixtures if they are available but the Council would need to provide the exact specifications. If not, then the Village will go forward with an RFP for the 55W-equivalent LED light.

Councilmember Hill will move forward with Scott Watson.

The text of the Summary of Proposed Alternatives – Scott Watson Associates, Lighting Consultants is attached.

8:05 PM Introduction of Fiscal Year 2017 Budget and Tax Rates: Alexander

Councilmember Alexander reported on his budget analysis for FY17. The Village owes some money due to the U.S. Supreme Court's *Wynne* decision but is getting money

refunded due to the mis-allocation of local income taxes. *Wynne* impacts certain VMA residents who have paid out of state income tax.

Councilmember Alexander urged the residents to review the FY2017 budget line items and provide feedback.

Councilmember Cissna noted that a glossary of categories for the budget has been developed and accompanies the other budget documents.

Chairman Krajeck added that he had an update on the costs of updating furniture in the Village office as well as renovating the space. The new furniture would cost about \$44,000 and renovations would cost \$28,000. Discussion ensued about adding the costs to the FY17 budget. The Council decided funds for updating the Village office will be added at a later date, if the Council decides to go forward.

Councilmember Hill suggested the Village explore the option of vacuuming leaves rather than providing leaf bags to residents and asked whether that should be included in this year's budget. Discussion ensued. Some residents indicated in the first annual survey the Council conducted last fall that they would prefer leaf vacuuming. The previous estimate was that it would cost \$2,000 more to vacuum leaves in the fall than to distribute leaf bags.

Councilmember Alexander raised that the vacuuming cost would be in addition to the bags as residents use the bags for yard waste other than leaves.

Chairman Krajeck raised the issue of where residents could stage the leaves for vacuuming. Neither the sidewalk should be covered by piles of leaves nor should the street.

Councilmember Hill maintained that other jurisdictions in the area vacuum leaves and the decision was made that staff will explore options for leaf vacuuming included pricing and how other jurisdictions handle leaf collection in the fall.

Motion by Councilmember Fattig to introduce An Ordinance 3-16-1 To Adopt A Budget For Fiscal Year July 1, 2016 To June 30, 2017 and proposed Resolution 3-16-2 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; seconded by Councilmember Alexander. All in favor.

Motion by Councilmember Alexander to ratify amend the FY16 budget as discussed at the Council Work Session February 24, 2016; seconded by Cissna. All in favor.

Proposed Ordinance 3-16-1 and Proposed Resolution 3-16-2 attached.

Budget Analysis attached.

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

Councilmember Hill reported that in the month of February Village expenses exceeded income because taxes were not received yet. The snow removal expenses were higher than what was budgeted, but that the amendments should cover the difference. Overall, the Village's financial situation is very healthy.

Councilmember Alexander noted that the Village no longer receives a report on how income tax distributions were allocated. He spoke to the Comptroller's office to have these resent.

The Treasurer's Report was approved.

8:25 PM Manager's Report: Acting Village Manager Boa

Acting Village Manager Boa gave her report.

Administrative Matters:

- *Income Taxes:* On February 26 staff attended a meeting with other municipal Managers, Montgomery County, and the Maryland Comptroller's Office to discuss an apparent mis-assignment of some income tax returns among local jurisdictions. Martin's Additions is owed \$257,019 some of which was already distributed (in November and January) and the remainder (\$83,019) will be distributed in March. Going forward, as they had not fixed the addresses for tax year 2015, some returns may be mis-assigned. However for tax year 2016 the addresses should be fixed. The Comptroller will request a spreadsheet of addresses from municipalities every year as of December 31. Staff had prepared that list in January and emailed it to the Comptroller.
- *Records Retention Policy:* The Village's policy was approved by the State Archivist. Staff can begin going through documents and disposing of them or archiving them.
- *Website:* Google Analytics reports that we had 2,086 page views from February 7- March 8.
- *Newsletter:* continues to be published monthly online.
- *Voter Rolls:* Staff is updating voter rolls for the 2016 Village Council election.
- *Tree Subsidy Program:* Staff drafted a description and a tree subsidy program processing form for the Tree Committee and arborist to review. The next steps are to determine which tree species we would offer and develop a descriptive pamphlet and list of steps for residents to follow to participate.
- *FEMA reimbursement for snow plowing:* Staff will attend an Applicant Briefing March 18 with the state about reimbursement of eligible costs for the snow storm in January. This will provide an overview of the program and the process for applying and requesting reimbursement under the emergency declaration. Forms are due April 3.

### Safety and police:

- The State Highway Administration (SHA), which has jurisdiction over Brookville Road, is currently *redesigning the intersection at Brookville Road and Taylor Street* to improve safety. Their final design proposal should be completed by the end of January and SHA will present it at a public meeting. (date/time still TBD). Staff has not had a response to a recent request for an update on timing. The Council will send a letter to SHA and copy Delegate Al Carr.
- Police will contribute safety tips to newsletter on a monthly basis to increase community awareness and help prevent crime.

### Utilities: WSSC

- The water main relocation/replacement is now virtually complete on Bradley Ln and Melville Pl. The change over to the new pipes has been completed as of March 8. Homes will need to be hooked up to the new pipe as well. WSSC began working on replacing the water lines on Raymond this month. This week, work began on Quincy St laying down temporary piping.

### Legislation:

- Transient Lodging Legislation: Andy Harney from Section 3 informed staff about legislation being considered by the Montgomery County Council (Bill No. 2-16 and Zoning Text Amendment 16-03) that would allow residents to rent rooms in their homes through Air BnB-type arrangements. Rentals for less than 30 days are currently unlawful, unless the premises is licensed as a “Hotel” or “Bed & Breakfast.” ZTA 16-03 would expand the definition of Bed & Breakfast to include certain short-term rentals, including those arranged through internet sites, in residential and mixed-use zones under certain circumstances. The unit must be the licensee’s primary residence. Bill 2-16 would create a licensing process. If this legislation is approved, transient lodging (daily, weekly rentals) would be possible in a house. There was a County Council public hearing on Tuesday, March 8th. 20 people testified, most against.

### Streets & Sidewalks:

- *Sidewalk and curb repairs:* A limited number of sidewalk repairs took place February 19. Repairs took one day to complete. The work seems fine except for a site on Quincy that has a tire track. Staff has had limited success in communicating with the company so in the future may consider another company.
- *Street repaving:* Staff will schedule a meeting with WSSC and WGL to discuss repaving streets affected by work by these companies. Such a meeting will take place when the new Manager is on-board.
- *Barrier at Dead End of Raymond:* Staff will look into getting this barrier replaced as it has been knocked over. The Council asked that the barrier reconstruction be worked on in conjunction with any landscaping that will be done.

### Sanitation:

- *Bulk trash* was collected March 12.

- *Pet waste bags*: Sincere thanks to Friendship Animal Hospital for the donated dog waste bags for the Village's public dispensers, and to Chris Kohl and Dennis King for continuing to restock the dispensers.

Building Administration:

- Please see report from Doug Lohmeyer, our Building Administrator, attached.

- 8:40 PM      Opportunity for Council to hear residents' comments: Krajeck
- 8:40 PM      Chairman Krajeck made a motion to enter closed session pursuant to Maryland Code, General Provisions Article, Section 3-305(b)(3) to discuss the leasing of the Village office and Section 3-305(b)(7) to consult with legal counsel to obtain legal advice related thereto; seconded by Councilmember Alexander. All in favor.
- 8:40 PM      The Council reviewed and discussed the current lease for the Village Office and potential changes to a new leaseamendments that would address issues that (1) have arisen over the years or (2) are not addressed by the current lease. The Council directed the Village Attorney to prepare a proposed lease addendum.
- 9:30 PM      Adjournment: Krajeck

## Centennial Celebration Committee: update to VMA Council 3/17/2016

1. The Committee consists of: Naomi Naierman (chair), Richard Krajeck, Susan Fattig, and Michelle Malloy.
2. Budget estimate: Thus far the budget estimate is \$18,847, including expenses related to the program itself, such as children's entertainment, videography and AV equipment.
3. The event will take place at the Woman's Club of Chevy Chase Sunday, April 17, 2016.
4. The event will be from 2-5pm. Displays will be up and food/drink will be available at 2pm. The Committee asks that Council members take turns greeting attendees for 15 minute intervals from 2-3pm. Staff will host a registration table with resident name tags (preprinted with name and street, and ribbons for Councilmembers past and present).
5. The program will run from 3-4pm.
6. Theme: "Our Village Centennial: Celebrating 100 Years of Community in Martin's Additions."
7. The Committee is interviewing long-time residents for the Celebration.
8. The Committee will develop a DVD from the Centennial Celebration events to be given to Village residents as a souvenir.
9. Village residents are invited to display their artwork, publications, or other items at the Celebration.
10. We are looking into sponsorships for the Celebration, including a donated tree and plaque to commemorate the centennial. There will also be a raffle with items donated by local vendors.

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**Council Members Present:** Richard Krajeck (Chair), Katya Hill, Arthur Alexander, Tiffany Cissna, Susan Fattig; **Acting Village Manager:** Beth Boa; **Attorney:** Ron Bolt; **Residents and other attendees:** Keith Allen (Turner Ln), Jimmy Joyce (Chestnut St.), Naomi Naierman (Quincy St), Ted Stoddard (Turner Ln).

7:30 PM Call to Order; Welcome and Introductions: Krajeck

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

Ted Stoddard (Turner Ln) spoke about recent crime in the Village, particularly cars being broken into or scratched. He urged the Council to spend more on police patrols.

Chairman Krajeck suggested the Council should invite the Village police patrol to the next Council meeting and give them information on where these crimes are occurring in the Village. In particular Turner Ln and Taylor St seem to be targeted historically.

Councilmember Alexander suggested that hard copies of documents discussed at Council meetings be made available to residents attending the meetings. Three packets could be made up for resident attendees. Ted Stoddard suggested that hard copies of everything be mailed to residents including the elections information. Councilmember Fattig suggested they could be mailed to people on the paper newsletter mailing list. Councilmember Cissna suggested projecting the documents for all to see during the meeting.

Naomi Naierman (Quincy St) wondered why people on the Village private Google list-serv were not on the office's Constant Contact email list. Councilmember Cissna explained that, while the Village cannot speak to who is on the private list-serv, it has email addresses in Constant Contact for every resident in the Village who has asked to receive emails from the Village and that those emails are associated with street addresses (some street addresses having more than one email) to ensure that residents are receiving appropriate notice.

Keith Allen (Turner Ln) praised Rolling Acres Landscaping for their work clearing snow in the blizzard.

7:40 PM Update from the Centennial Celebration Committee: Naierman

Naomi Naierman updated the Council on the Centennial Celebration. The Celebration expected expense is still under \$20,000. Brookville Market may donate drinks. She is

looking for other sponsors of the event. The production of a DVD may go over budget for the event. Paul Weller will talk about the history of the Village. Cris Fleming and Councilmember Alexander will do a presentation on Village trees, including photos taken in the spring. Councilmember Fattig is interviewing long time residents. Paul Wolfe, the Village arborist will donate a white oak to be planted in Shepherd Park in commemoration of the event.

Centennial Celebration Committee Update attached.

7:50 PM Action on Council Meeting Minutes of January 21, 2016 and Council Work Session Minutes of February 9, 2016: Krajeck

Motion by Councilmember Alexander to approve the draft minutes for the Council meeting held on January 21, 2016; seconded by Councilmember Fattig. All in favor.

Motion by Councilmember Cissna to approve the draft minutes for the Council work session held on February 9, 2016; seconded by Councilmember Hill. All in favor.

The minutes as approved are attached.

7:50 PM Discussion on Recommendations from the Election Committee: Krajeck

At the February 9, 2016 Council work session, the Council reviewed and edited the recommendations provided by the Election Committee at the January 21, 2016 Council meeting. Ron Bolt (Village Attorney) provided edits by email. This policy, as adopted by the Council, is a stand-alone document on election rules and procedure. Any timeline or other changes proposed to the Charter will need to follow a separate procedure in the future.

Motion by Councilmember Fattig to adopt Election Rules and Procedures (No. 2-16-2); seconded by Councilmember Hill. All in favor.

Election Rules and Procedures (No. 2-16-2) attached.

7:55 PM Update from the Ethics Committee: Joyce

Jimmy Joyce (Chestnut St) stated that the Ethics Committee met in open session on January 13 and 27, 2016. They developed a Conflict of Interest Questionnaire for Council members, Council candidates, committee members, and staff. It implements Charter Section 903. The Ethics Committee is also working on a code amendment, using relevant sessions of the Maryland Model Ethics Provisions.

Councilmember Hill moved to approve the Conflict of Interest Questionnaire; seconded by Councilmember Cissna. All in favor.

The Conflict of Interest Questionnaire is attached.

8:03 PM Council Response to Compliance Review Recommendations by Funk & Bolton: Cissna

The Council reviewed Funk & Bolton's Compliance Review Recommendations from November at the February 9, 2016 Council work session and developed a Council response to their recommendations.

Of note, in the draft, the Council may "agree" that an item needs to be addressed but not necessarily concur with Funk & Bolton's recommendation of how to address the matter.

Discussion ensued on the terms "qualified voter" and "resident" which are defined in the Village Charter. The other issue is whether property owners that are not residing in the Village be allowed to vote. Ron Bolt clarified that resident is now defined as "presently lives" in the Village and could change it to "where the person intends their domicile to be." This would make the definition more consistent with other such governing documents. While the Village Charter can be changed to change the definition of qualified voter, since such changes will not be made in the near future, they will not affect the upcoming election. The Council tabled the discussion.

Funk & Bolton's Compliance Review Recommendations attached.

Council response to Funk & Bolton's Review attached.

8:10 PM Discussion of Street Light Improvement Projects: Hill

Councilmember Hill informed the Council that Scott Watson, Street Lighting Consultant, is contacting Pepco to get final pricing for the options the Council voted for. Discussion ensued about whether the options should be bid out for materials, whether Pepco would install and maintain the lights, and how this would affect the pricing. Councilmember Hill will ask if operations and maintenance are tied to installation. The lights can be obtained from Pepco or another supplier. Chairman Krajeck suggested that Pepco and other suppliers meet with the Village to provide this information. The Village has to buy electricity through Pepco. Subsequently the Council could have a work session with Scott Watson about suppliers and whether there is a sole source or the options need to be bid out. Attorney Bolt noted that the Charter allows for sole source purchasing without bidding when only one supplier is available. Hill added that if the Village chooses another vendor for the lights, the Village may need to redesign lights to meet specifications. An RFP may be developed to obtain bids pending the gathering of further information.

Hill mentioned that the Scott Watson recommended a different color than what the Council approved, noting that Pepco stocks blackish-green.

Councilmember Hill will move forward with Village staff and Scott Watson.

The text of the Summary of Proposed Alternatives – Scott Watson Associates, Lighting Consultants is attached

8:20 PM Update on Village Manager Search: Krajeck

Chairman Krajeck reported that 25-plus resumes were received for the position of Village Manager. Phone interviews were conducted with 6 people and in-person interviews with 5 applicants will be held February 24, 2016 in the Village office. There will be an open session to go into closed session to conduct the interviews.

8:25 PM Financial matters, including Treasurer's Report: Hill

Councilmember Hill reported that in the month of January Village income has exceeded expenses by about \$164,000. Through the month of January our expenses remained consistent with prior months at around \$44,000, large collections of personal income tax and real property tax were the main drivers for total monthly income of approximately \$208,000. Expenses this month included \$10,000 on tree maintenance and replacement, \$10,000 on professional fees, such as legal, accounting, police and building administrator, office lease, staff salaries and benefits and other smaller expenditures.

Overall, the Village's financial situation is very healthy.

A budget work session will be held February 24, 2016 at 10 am in the Village office to begin formulation of the Fiscal Year 2017 budget.

Councilmember Hill noted that several line items require review, noting

- printing and mailing has not had any expenses. Any USPS expenses should go into that category.
- the storage facility rental is only at 50 percent of the budgeted amount for FY 2016. This may be because the Village currently only rents one storage unit.

Acting Village Manager Boa proposed a budget amendment for FY2016, a draft of which was previously circulated to the Council Members:

| <u>Budget category</u> | <u>Description</u>    | <u>Proposed Budget Amendment</u> |
|------------------------|-----------------------|----------------------------------|
| 5349                   | Snow Removal Services | \$20,000                         |

Snow removal expenses would be over-budget due to the blizzard in January.

Motion by Councilmember Hill to approve the budget amendment for snow removal services in amount proposed; seconded by Councilmember Alexander. All in favor.

Councilmember Alexander proposed that the Council write a letter to Mike Shirazi, the Village office landlord, about the terms of the lease including repairs needed to the office. Chairman Krajeck asked the Council to email him with comments on the current lease.

The Village has the option to exercise the first term of a five year lease extension. The new rent would be \$2190.67/month starting in May.

Motion by Councilmember Alexander to have Council send a letter to the landlord exercising the option to renew; seconded by Chairman Krajeck. All in favor.

Chairman Krajeck will follow up on pricing for the options on changing the layout and furnishings of the Village office.

8:40 PM Discussion of Draft Data Protection Policy: Fattig

Councilmember Fattig introduced the policy on Data Security (No. 2-16-1). The policy is intended to comply with MD state law to protect personal information.

Councilmember Alexander moved to adopt the policy on Data Security (No. 2-16-1); seconded by Councilmember Hill. All in favor.

Policy on Data Security (No. 2-16-1) attached.

8:50 PM Manager's Report: Acting Village Manager Boa

Acting Village Manager Boa gave her report.

Administrative Matters:

- *Staffing:* Beth Boa became Acting Village Manager on February 1.
- *Income Taxes:* On February 19 staff will attend a review of audit findings with the comptroller and municipalities in Rockville.
- *Village Managers' Meeting:* Staff went to a Village Managers' meeting on Feb. 16. On the agenda was:  
FEMA/MEMA snow reimbursement; by-laws voting rights on MML discussing if there should be one vote per municipality or whoever shows up gets a vote; possibilities of co-op purchasing for various items/services and revising the Redbook.
- *List of Service Providers:* Due to the snow storm, residents requested that we revisit our policy of not supplying lists of service providers such as snow shovelers. Ron Bolt (Attorney) advised that the Village could face claims if something happened with a provider we recommended. Thus the Village should avoid making recommendations but can provide a non-exclusive directory of service providers as a convenience to residents. Is there a disclaimer we can use if we do provide a list? Ron Bolt will provide disclaimer language. Staff can manage that list on the website.
- *Shredding Truck:* A resident inquired about whether the Village will have a shredding event, which is usually held on a Saturday in June in conjunction with Sections 3 and 5. Last year this cost the Village \$140. Staff can arrange this if the

Council approves. There is a free shredding company located in Gaithersburg as well.

- *Budget*: staff has prepared a proposed FY16 budget amendment for snow plowing/shoveling for Council consideration.
- *Records Retention Policy*: Staff sent in the revised policy and back up forms on January 29 to the Maryland State Archives. It was tentatively approved by MSA pending submission of the necessary back-up forms. Currently it is being reviewed by a second archivist and we should hear early next week. Once formally approved, we can begin archiving or destroying unneeded documents in the office.
- *Website*: Google Analytics reports that we had 3,688 page views from January 10-February 9. Most views were of the homepage and the job openings page,
- *Newsletter*: continues to be published monthly online. The office received one inquiry this month about purchasing advertising space in the Village newsletter; the newsletter currently includes no paid ads.
- *Lease*: The Village office lease with Shirazi Enterprises expires March 31, 2016. Current rent is \$1,979/month.
- *Snow services*: The Village staff and Council met with Rolling Acres Landscaping's representatives to review snow services from the winter storms in January. See below for more information.
- *FEMA reimbursement for snow plowing*: Staff spoke to Chuck Crisostomo at Montgomery County Emergency Management. The State of Maryland submitted emergency reimbursement on 2.9.16 for 11 counties including Montgomery. Montgomery County met the threshold for snow totals and expenses. If the declaration is granted, instructions will go out to municipalities from MEMA or Montgomery County emergency management. There will be a meeting in April with FEMA to fill out paperwork. FEMA will reimburse 75% of costs for a 48 hour period of snow removal. The threshold for municipalities is \$3,000 in expenditures. The Village would apply separately so we can choose the 48 hour period and back it up with invoices. The estimated bill for January 22-24 was for \$14,035 excluding shoveling. If FEMA reimburses the Village for that time, the Village could receive an estimated \$10,526.25.
- *Directory*: The Village directory is being updated for 2016. Staff is looking to include all the new residents.
- *Tree Subsidy Program*: Staff drafted a description and a request form for the Tree Committee and arborist to review. The next steps are to determine which tree species we would offer and develop a descriptive pamphlet and list of steps for residents to follow to participate.
- *Cummings Farm*: A neighbor to the Village is concerned that 3309 Cummings Lane is to be demolished.

#### Safety and police:

- The State Highway Administration (SHA), which has jurisdiction over Brookville Road, is currently *redesigning the intersection at Brookville Road and Taylor Street* to improve safety. Their final design proposal should be completed by the

end of January and SHA will present it at a public meeting in mid-February (date/time still TBD).

- Nick Picerno reports everything has been quiet. He thinks the snow and very cold weather has kept most people inside. Council would like the police to attend the next Council meeting.

#### Utilities: WSSC

- The water main relocation/replacement is now virtually complete on Bradley Ln and Melville Pl. The pressure tests and water quality tests have already been done, but the change over to the new pipes has been delayed due to the extreme cold weather. Additionally, when they dug on the corner of Brookville and Bradley Feb. 8 they found that the gas line was on top of the water main. They need to find a new place to locate the valve on the main. The changeover may now be the week of Feb. 22. Once the change over on these streets is complete, there will be a break. On Feb. 11 WSSC dug test pits on Raymond St to locate water mains and gas lines and found that the gas lines are on top of the water mains. The project will resume on Raymond and Quincy Streets on or about March 15, 2016.

#### Legislation:

- Paul Wolfe let staff know that there was a hearing in Annapolis February 10 on MD House Bill 0178 which would substantially increase permit fees on trees in the ROW. Currently it is \$25 for a permit to trim or remove multiple trees. This bill would increase the permit fee to \$250/tree for trimming and \$500/tree for removal. \$250 will be refunded for a removed tree when the tree is replaced. Public comments can be sent to the committee; municipalities may want to provide comments on this bill. It may be a question for Ron. This legislation is unlikely to go through according to MML.

#### Streets & Sidewalks:

- *Lessons learned from handling snowstorm:* A follow up meeting was held with Rolling Acres Landscaping (John Hyman) to discuss plowing and shoveling issues that came up during and after the storm. It was a positive meeting with everyone understanding the demands of the snowstorm and the record-setting amount of snow that fell in a relatively short period of time.
  - We asked John Hyman about the possibility of plowing curb to curb in such a big storm. This may involve closing roads for a significant portion of the day and he would recommend it if there was more snow on the way or little melting expected. It is possible snow could be dumped on the playground at Shepherd St. He may purchase a six foot snowblower to attach to a front loader that could blow snow on the ROW. This would cut our hauling costs however it may spray snow on people's property.
  - We talked about the large mounds of snow on the sidewalks on the corners on Brookville Rd. John agreed to try to keep these piles low and from blocking the sidewalks. This snow would need to be hauled,

- removed, or he could use a snowblower if he gets one. The Butterfly Garden is not a good spot for dumping due to salt and sand in snow.
- Clearing the driving lane, i.e. on Turner Ln. can be done; the plow needs to pile some of the snow near parked cars and some on the curb. John will try to clear it as much as he can without burying/damaging cars.
  - Hauling snow out of the Village: John said they were able to handle 90% of the snow within the Village; hauling would cost about \$3,000/day.
  - Future snow storms: Please email the Village office with issues about plowing; these can be forwarded to John and he can address the issue.
- *Sidewalk and curb repairs:* After getting two estimates for a limited list of sidewalk repairs, and consulting with the arborist about how to do the repairs without damaging tree roots, we tried to schedule with the Pavement Corporation for some sidewalk and curb repairs on Thursday, January 28, 2016. This was cancelled due to the snowstorm and is rescheduled for Friday, February 19. Repairs should take a day to complete. Please watch for parking restriction signs which will enable workmen to complete the project quickly and safely.

#### Sanitation:

- *Bulk trash* will be collected March 12. As before, the Village will coordinate with A Wider Circle for a pick-up the Friday before. Signs will also be posted on light poles in advance. The next bulk trash collection will be on Saturday, May 14, and the second Saturday of every other month throughout 2016.
- *Pet waste bags:* Sincere thanks to Friendship Animal Hospital for the donated dog waste bags for the Village's public dispensers, and to Chris Kohl and Dennis King for continuing to restock the dispensers.

#### Building Administration:

3505 Raymond Street has been issued a notice of violation and a building permit.

Report from Doug Lohmeyer, Village Building Administrator, attached.

9:00 PM     Adjournment: Krajeck

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7013 Brookville Road, Suite B  
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**Council Work Session Minutes  
February 24, 2016**

**Council Members Present:** Arthur Alexander, Tiffany Cissna (arrived 10:30am), Richard Krajeck.

**Residents and other attendees:** Dan Baden (Accountant), Beth Boa (Acting Village Manager)

**10:00AM** Call to Order: Krajeck

**10:00 AM** The Council reviewed and discussed available Fiscal Year (FY) 2016 expenditures and a draft FY 2017 budget. The Council proposed changes to FY16 budget based on revenue actually collected and actual expenditures through January 2016. The Council then drafted a budget for FY17 based on information from FY16 as well as certain assumptions for FY 2017.

A draft of proposed changes to the FY 2016 Budget and a Proposed Budget for FY 2017 are attached.

**12:30 PM** Adjournment: Krajeck

# Martin's Additions - Street Lighting Replacement Project

Summary of Proposed Alternatives - Scott Watson Associates, Lighting Consultants

November 17, 2015

## Previous History:

Several years ago, Scott Watson Associates was engaged by the Martins Additions Village Council to explore upgrading the existing street lighting system. This system consists of overhead lights, bracket-mounted to utility poles. Most of the existing street lights are incandescent, which produce light of acceptable brightness and a pleasant color but have a short life, resulting in frequent outages in the village. We had recently completed upgrading the street lighting in Garrett Park and Chevy Chase View to Teardrop-style decorative street lights using 55-watt Philips QL Induction lamps in 3000K color temperature, and the Council indicated that a similar solution would be welcomed in Martin's Additions.

Coincidentally, PEPCO had recently mounted a sample of this street light on Georgia Street, near Bradley Lane, so the residents could come out and see it. Based on the reaction of the community, we were given the go-ahead to design a new street-lighting system with these fixtures, using only the existing utility poles in one scenario, and adding some, in another scenario, to provide more sensible spacing of the fixtures on some streets.

We produced a layout with a couple of variations and obtained pricing from PEPCO to remove the existing lights, install new ones, and maintain them. The upgrade was not implemented at that time, however.

## Recent Work:

I was contacted recently by Jean Sperling, the former Village manager, and advised that the street lighting project was once again under discussion. I informed her that in the intervening years, the originator of the QL induction lamp, Philips Lighting Co., had changed its focus to LED lighting and had ceased to produce Induction lamps. The production of these lamps had not been licensed to a separate company. This made us question whether QL was still going to be the best solution for Martins Additions' street lighting.

Over the years, I had watched the development of LED street lights and had assessed and measured several installations, none of which was as comfortable as our installations in Garrett Park or Chevy Chase View. Although the light levels were often good, and the uniformity of lighting at street level was generally acceptable, I found that the glare of the LED fixtures, at most viewing angles, was not acceptable, and the color of the light was very often too cool (blueish). Since Martin's Additions is used to incandescent light, I have always believed that the best upgrade would maintain an incandescent feel to the lighting, meaning a color temperature of 3000K (equivalent to halogen).

Last Fall, we were fortunate in that Chevy Chase Village had PEPCO install a mock-up of several LED fixtures in two styles and various spacings. I took a lighting tour with the Village Council and a few concerned citizens, and we came back with the impression that the Teardrop fixture, while somewhat brighter at certain viewing angles than the "cobra-head" alternative, produced a better quality of light. We agreed that the 4000K, 77-watt LEDs, which were on display, were too bright and

too cool-colored. Some people liked the presence of an external glare shield (referred to by the manufacturer as a "short skirt") on the fixture, and some did not. We saw one installation where the street lights were mounted on every utility pole, which produced very even light that was much too bright, and we saw others where the lights are on every other pole, which is what we had originally proposed for Martins Additions. Although this results in areas of darkness between the pools of light under the light fixtures, the average light levels are about the same as what you have now, which we believe you would like to maintain.

Since the look and feel of the Induction light had been approved several years previously, I wanted any new fixture to match this look as closely as possible. It is often the case that LED fixtures do not exactly match, in every way, the output of the older-style fixtures they are designed to. Before considering a change from induction lighting to LED and risking the possibility of an unpleasant surprise, we asked PEPCO to hang two sample LED fixtures on Bradley Lane, east of Brookville Road, for us to see and measure. Both had a 38-watt LED source, but only one had the "short skirt" glare shield. These were hung last spring. I measured them, and some members of the Board came out to look at them and discuss them with me.

I was not happy with the distribution of the fixtures, which seemed to be asymmetrical, so we subsequently had PEPCO replace one of them with a different version, which uses 55 watts and is intended to spread the light better along the street, with less penetration into the yards across the street. Both fixtures are still hanging on Bradley Lane. The 55-watt version is closer to Brookville Road, and the 38-watt version is the next one to the east. Both have the "skirt" shield, since I believe this makes the fixture less glaring when viewed from a distance or from the second-floor windows of the nearby houses.

The Board and concerned citizens can see these fixtures and compare them to an incandescent one on Brookville Road, opposite the end of the eastern portion of Bradley Lane, and you can also walk over to the QL induction sample on Georgia Street, a short distance away. We have sent charts comparing the output at street level and the luminance (brightness) of all the fixtures, and these show that the 55-watt LED lantern is close in output to the originally-approved 55-watt induction fixture. Therefore, either one could be considered for the upgrade.

The 3000K color temperature is appropriate and looks good to me, but both of the LED fixtures seem glarier to me than the Induction fixture. I think it might be helpful for the Board members to go out and decide for themselves, individually, which fixture they prefer. Then there can be a discussion and a vote on which one to use. If it turns out to be the induction fixture, PEPCO is still installing these and stocking replacement parts. The installations we designed for Garrett Park and Chevy Chase view have been running for many years, and there have only been a couple of replacements in each installation, apparently due to storm damage. The light levels are virtually the same as they were initially, and the installations look good. I think it would be beneficial for the Board to see these again.

Based on the longevity of these installations, I believe that if the Board were to install induction lighting now, it would be 20 years before the question would need to come up again. At that time, if induction lamps are still available and in plentiful supply, you could simply group-relamp with induction and wait another 20 years before thinking about it again. If induction lamps have become

less available by then, it is probable that LEDs will have improved considerably, so there could be a good retrofit that could be installed directly into the induction fixtures.

### **Summary of four available options:**

In the subsequent pages, please find cost estimates for four scenarios for upgrading your lighting:

- A. Replace, one-for-one, with HPS (high-pressure sodium) cobra-head lights, as was done in Section 3 about five years ago. This is PEPCO's standard lighting system upgrade. The light from these fixtures is yellowish white, and there are significant dark areas between fixtures. You can walk around in Section 3 to see how this looks. We do not recommend this option.
- B. Replace, one-for-one, with LED Cobra-heads. These will have a cool color temperature, 4000K (more blueish than incandescent), and depending on which version is used (full cut-off vs. drop lens), there will either be very dark areas on the streets between well-shielded fixtures, or the fixtures will be glary but the streets will look more evenly lit. We do not recommend any cobra-head option.
- C. Replace the existing with induction Tear Drops, per the sample on Georgia Street. The color will be 3000K, almost the same as the existing incandescent. A tour of Chevy Chase View will show basically how this will look. This is our preferred approach. We have broken this into two options. Option C is a system installed and maintained by PEPCO. Option C1 is a system installed by PEPCO but maintained by Martin's Additions. PEPCO's monthly maintenance fee is quite different for the two options.
- D. Replace the existing fixtures with LED Tear Drops, per the sample near the intersection of Bradley and Brookville. PEPCO has agreed to provide this option in 3000K color temperature, rather than their preferred 4000K, which we feel is too cool-colored for residential street lighting. Again, this is priced two ways - as a PEPCO-maintained installation and as one that is client-maintained.

### **Costs for new street lighting proposals:**

A brief summary and explanation of the costs is as follows, first regarding installation and second regarding recurring monthly costs. After this, you will find a chart that summarizes both sections, for easy comparison.

#### **Installation Costs:**

- A. **Standard upgrade:** Remove the existing fixtures and install 70-watt HPS cobra-head lights on the existing brackets (2200K - very yellowish - color temperature). Based on a quantity of 76 new fixtures at \$467 each, PEPCO will charge \$35,492 for this installation.
- B. **Enhanced standard upgrade:** Remove the existing fixtures and install "70-watt equivalent" LED cobra-head lights on the existing brackets (4000K - cool white - color temperature). Based on a quantity of 76 new fixtures at \$892 each, PEPCO will charge \$67,792 for this installation.

- C. **Induction Teardrop Upgrade:** Remove the existing fixtures and brackets and install Teardrop Esplanade decorative fixtures and brackets using 55-watt QL induction lighting systems (3000K - warm white- color temperature). Based on a unit price of \$3,427 each, PEPCO will charge \$260,452 for this installation. An alternative installation, where we would add up to seven poles to more evenly distribute the light along some streets, would add roughly \$40,000 to this price.
- D. **LED Teardrop Upgrade:** Remove the existing fixtures and brackets and install Teardrop Esplanade decorative fixtures and brackets using 55-watt LED lighting systems (3000K color temperature). Based on a unit price of \$3,627 each, PEPCO will charge \$275,652 for this installation. Again, an alternative installation, where we would add up to seven poles to more evenly distribute the light along some streets, would add roughly \$40,000 to this price.

### **Maintenance Costs:**

PEPCO's monthly price for operation and maintenance of a street lighting system consists of three components. One is Fixed Charges, the next is O&M (operating and maintenance) charges, which include an allowance for fixture replacement on PEPCO-maintained systems, and the last is the energy charge, at roughly 3¢ per kilowatt-hour. These are broken out in the chart at the end of this report.

Before considering the maintenance costs for the proposed lighting upgrades, we should first look at the maintenance costs for the present lighting system, which has 65 luminaires of three types:

11 HPS fixtures at \$7.21 per month = \$952 per year

38 incandescent globes at \$12.49 per month = \$5,695 per year

16 open incandescent fixtures at \$6.51 per month = \$1,250 per year

This comes to \$7,897 per year or \$157,940 for 20 years.

Below is a summary of the maintenance costs for the various proposed alternatives. Alternatives A and B are PEPCO-maintained. Options C and D are priced two ways - PEPCO-maintained and client-maintained. With PEPCO's maintenance, if anything happens to a lighting fixture, you call PEPCO and they fix it. With client maintenance, Martins Additions will need to have a PEPCO-approved contractor repair or replace a damaged fixture and/or bracket. It will also be prudent to have at least one, and perhaps two, replacement fixtures and brackets on hand, in storage, for immediate access, since it can take several weeks to have these fixtures made, and LED modules are constantly being upgraded, so there is no guarantee that a particular LED module will have an exact, easily-available replacement in the future. Based on the experience of Chevy Chase View and Garrett Park with QL induction fixtures, there should be very little maintenance expected over the anticipated 20-year life of the lamps. We have no experience with LED street-lighting maintenance over time, but the LED lighting systems themselves are rated for approximately the same life as QL.

- A. **Standard upgrade** with HPS cobra-heads: 76 HPS cobra-heads at \$6.81 per month, comes to \$6,211 per year.

- B. **Enhanced Standard Upgrade** with LED cobra-heads: 76 LED cobra-heads at \$1.58 per month, comes to \$1,441 per year.
- C. **QL Teardrop upgrade, PEPCO-maintained:** 76 QL Teardrops at \$4.83 per month comes to \$4,405 per year.
- C1. **QL Teardrop upgrade, client-maintained:** 76 QL Teardrops at \$1.26 per month comes to \$1,149 per year.
- D. **LED Teardrop upgrade, PEPCO-maintained:** 76 LED Teardrops at \$9.45 per month comes to \$8,618 per year.
- D1. **LED Teardrop upgrade, client-maintained:** 76 LED Teardrops at \$1.58 per month comes to \$1,441 per year (same as Option B, above).

Note that the monthly costs for PEPCO-maintained systems are considerably higher than for client-maintained, and in particular, the O&M cost for the LED Teardrop, which includes their "optional replacement coverage," is quite high.

Please see the table after this section for a summary of costs, over the 20-year expected life of a QL induction or LED lighting system. The costs are in today's dollars, figured at PEPCO's current rates. PEPCO's applicable rate charts are appended after the chart, for reference. Schedule MD-SL lists the energy charges; Schedule MD-SSL-OH lists other monthly charges for non-LED luminaires, and Schedule MD-SSL-OH-LED lists monthly charges for LED luminaires.

#### **Conclusion:**

I hope I have explained the included street lighting options and their costs in an understandable way. All of the fixtures, as noted, are on display nearby. You can talk to Chevy Chase View and Garrett Park about their experience with the utility-pole-mounted induction street lights, and with Section 3 about their experience with HPS cobra-heads.

Respectfully submitted,



Scott M. Watson, IALD

# MARTINS ADDITIONS STREET LIGHTING SUMMARY

NOVEMBER 17, 2015

| OPTIONS   | DESCRIPTION   | INSTALLATION | MONTHLY COST/ FIXTURE     |      |        |       | YEARLY MAINT. | 20 YRS MAINT. | TOTAL     |
|-----------|---|--------------|---------------------------|------|--------|-------|---------------|---------------|-----------|
|           |   |              | FIXED                     | O&M  | ENERGY | TOTAL |               |               |           |
| <b>A</b>  | Standard upgrade to 70W HPS Cobra Heads (2200K)                                   | \$35,492     | 4.43                      | 1.84 | 0.54   | 6.81  | 6,211         | 124,220       | \$159,712 |
| <b>B</b>  | Enhanced standard upgrade to 70W equivalent LED Cobra-heads (4000K)               | \$67,792     | 0.38                      | 0.78 | 0.42   | 1.58  | 1,441         | 28,820        | \$96,612  |
| <b>C</b>  | Upgrade to QL Induction Teardrop Globes on decorative brackets, PEPCO-maintained  | \$260,452    | 0.06                      | 4.35 | 0.42   | 4.83  | 4,405         | 88,099        | \$348,551 |
| <b>C1</b> | Upgrade to QL Induction Teardrop Globes on decorative brackets, Client-maintained | \$260,452    | 0.06                      | 0.78 | 0.42   | 1.26  | 1,149         | 22,980        | \$283,432 |
| <b>D</b>  | Upgrade to LED Teardrop Globes on decorative brackets, PEPCO-maintained           | \$275,652    | 0.38                      | 8.65 | 0.42   | 9.45  | 8,618         | 172,360       | \$448,012 |
| <b>D1</b> | Upgrade to LED Teardrop Globes on decorative brackets, client-maintained          | \$275,652    | 0.38                      | 0.78 | 0.42   | 1.58  | 1,441         | 28,820        | \$304,472 |
| Existing  | Existing installation   | N/A          | per description in report |      |        |       | 7,897         | 157,940       | \$157,940 |

NOTE: ALL NUMBERS ARE IN TODAY'S DOLLARS AT CURRENT PRICING.

## MD - SL

### STREET LIGHTING SERVICE SCHEDULE "SL"

#### AVAILABILITY

Available for Distribution Service and Standard Offer Service when modified by Rider "SOS" for street, highway and park lighting purposes in the Maryland portion of the Company's service area when owned by agencies of Federal, State and Municipal governments.

Also available for holiday lighting and seasonal street decoration lighting where the lights are in public space and where the only load supplied is lighting load. Schedule "SL" is not available for services that supply any load other than lighting and telecommunications network devices supplied under Rider "SL-TN".

#### CHARACTER OF SERVICE

Electricity supplied to multiple lights normally will be sixty hertz, single phase, 120 volts.

#### MONTHLY RATE

|                                    |                   |
|------------------------------------|-------------------|
| <b>Distribution Service Charge</b> |                   |
| <b>Standard Night Burning</b>      | \$0.02197 per kWh |
| <b>24-Hour Burning</b>             | \$0.02199 per kWh |

**Generation and Transmission Service Charges** - Customers who do not receive service from an alternative Electric Supplier as defined in the Company's General Terms and Conditions will receive Generation and Transmission Services from the Company under the provisions of Rider "SOS" – Standard Offer Service.

**Billing Credit** - A monthly billing credit in the amount of \$0.74 will be applied to the bill of each customer receiving a consolidated bill from an alternative supplier for services provided both by Pepco and by the alternative supplier.

The above charges do not include furnishing and/or maintaining street lighting equipment.

#### MEASUREMENTS OF ELECTRICITY

If electricity delivered for street lighting is unmetered, monthly kilowatt-hour consumption will be computed on the basis of manufacturers' wattage ratings of installed lamps, auxiliary devices where required, and scheduled 4,200 hours of burning time. If metered, watt-hour meters will be read to the nearest multiple of the meter constant and bills rendered accordingly.

Lights controlled for night burning only will be billed at the monthly rate for Standard Night Burning street lights. Lights not controlled for night burning only will be billed at the monthly rate for 24-Hour Burning street lights.

#### METER READING

Watt-hour meters will be read to the nearest multiple of the meter constant and bills rendered accordingly.

## MD - SL

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### **GROSS RECEIPTS TAX**

A surcharge of 2.0408% is applied to the transmission and distribution components of the customer's bill to recover the amount attributable to the Gross Receipts Tax.

### **GENERAL TERMS AND CONDITIONS**

This schedule is subject in all respects to the Company's "General Terms and Conditions for Furnishing Electric Service" and the Company's "Electric Service Rules and Regulations."

### **APPLICABLE RIDERS**

Standard Offer Service – Type I Non-Residential  
Administrative Credit  
Telecommunications Network Charge  
Delivery Tax Surcharge  
Montgomery County Surcharge  
Maryland Environmental Surcharge  
Empower MD Charge  
Non-Residential Direct Load Control  
Demand Resource Surcharge  
Grid Resiliency Charge

**MD - SSL - OH**

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**CHARGES FOR SERVICING**  
**STREET LIGHTS SERVED FROM OVERHEAD LINES**  
**SCHEDULE "SSL-OH"****AVAILABILITY**

Available in the Maryland portion of the Company's service area to Municipal, County, Federal and State Governmental Agencies for servicing street, highway and park lighting equipment mounted on Company-owned wooden poles or on poles of another utility with whom the Company has an attachment agreement, when the electricity supplied to such equipment is furnished by the Company from overhead lines.

Available only for lights having a manufacturer's nominal rating of:

|                      |                                 |
|----------------------|---------------------------------|
| Incandescent*        | 10,000 lumens or less           |
| Mercury Vapor*       | 175, 250 and 400 Watts          |
| High Pressure Sodium | 70, 100, 150, 250 and 400 Watts |
| Induction QL         | 55 and 85 Watts                 |

\*Not available for new installation or replacement of defective fixtures.

**CHARACTER OF SERVICE**

Service rendered under this schedule will consist of (1) furnishing, installing and maintaining street lighting luminaries and mounting arms or brackets, (2) furnishing, installing, connecting, operating and maintaining electric service circuits connecting the street lighting equipment to the Company's overhead distribution system, (3) group relamping, (4) washing of globes, (5) furnishing and installing replacement globes, lamps, ballasts and light sensitive switches as needed to maintain the system in an operating mode; all normally limited to standard items of equipment meeting ANSI Standards for street lighting equipment and accepted by the Company for maintenance.

If the Customer agrees in writing with the Company, the Customer may own their street lighting equipment at all locations to include the bracket, fixture, ballast, light sensitive switch unit, and lamp. The maintenance for which can be supplied by the customer or the Company. The supply circuits terminating at the luminaire would still be owned and maintained by the Company.

Street lights will be installed on existing Company-owned distribution poles or on existing poles owned by another utility where practicable.

## MD - SSL - OH

### MONTHLY RATE

|  | <u>FIXED<br/>CHARGES</u> | <u>O&amp;M CHARGES<br/>COMPANY<br/>MAINTAINED</u> | <u>O&amp;M CHARGES<br/>CUSTOMER-<br/>SUPPLIED<br/>MAINTENANCE</u> |
|--|--------------------------|---|---|
| <u>Incandescent Lights* - Night Burning</u>        |                          |   |   |
| Without Globes - all sizes                         | \$ 0.48                  | \$5.27  | \$0.78  |
| With Globes - all sizes                            | \$ 6.46                  | \$5.27  | \$0.78  |
| Fire Alarm Designation                             | \$ 3.00                  | \$5.23  | \$0.78  |
| <u>Other:</u>                                      |                          |   |   |
| Attachments to Poles Owned<br>By Another Utility   | \$ 0.16 each             |   |   |
| <u>Mercury Vapor Lights* - Night Burning</u>       |                          |   |   |
| 100 Watt   | \$2.72                   | \$ 1.83   | \$0.78  |
| 175 Watt   | \$2.74                   | \$ 1.83   | \$0.78  |
| 250 Watt   | \$3.37                   | \$ 1.83   | \$0.78  |
| 400 Watt   | \$4.18                   | \$ 1.83   | \$0.78  |
| <u>High Pressure Sodium Lights - Night Burning</u> |                          |   |   |
| 70 Watt  | \$ 4.33                  | \$ 1.84   | \$0.78  |
| 100 Watt   | \$ 4.84                  | \$ 1.83   | \$0.78  |
| 150 Watt   | \$ 5.03                  | \$ 1.83   | \$0.78  |
| 250 Watt   | \$ 6.93                  | \$ 1.83   | \$0.78  |
| 400 Watt   | \$ 7.91                  | \$ 1.83   | \$0.78  |
| <u>Induction QL – Night Burning</u>                |                          |   |   |
| 55 Watt  | \$ 0.06                  | \$ 4.35   | \$0.78  |
| 85 Watt  | \$ 0.06                  | \$ 4.35   | \$0.78  |

\*Not available for new installation or replacement of defective fixtures.

The above charges will be separate from and in addition to charges for electricity supplied under the provisions of Schedule "SL".

### CONTRIBUTION-IN-AID-OF-CONSTRUCTION

The Company will install, remove, or convert each street light upon payment by the customer of a one-time contribution in aid of construction equal to the average estimated cost per street light during the most recent three year period available. This fee shall be updated annually.

For a new overhead street light, this cost shall normally include the following:

1. The luminaire including the lamp, ballast, globe, light-sensitive switch, and mounting arm or bracket; plus,
2. Connection of the street light to the Company owned low voltage (120 volts) overhead distribution system; plus,
3. Installation of replacement poles if required by either the Company or another utility; plus,
4. Tree trimming and adjusting Company owned facilities or the facilities of another utility, in order to provide adequate clearances for the street light.

As discussed under Character of Service, if the Customer agrees in writing with the Company, the Customer may install their own street light and mount. The contribution-in-aid-of-construction shall include only the estimated cost of connecting the new supply (items 2-4 above).

## MD - SSL - OH

For removing a street light, the contribution-in-aid-of-construction shall normally include the estimated reasonable cost of removing the existing luminaire (and/or bracket, if also removed). This removal charge shall not apply where the light is removed temporarily for repairs to the light or pole, or relocated in the immediate vicinity at the convenience of the Company (or other utility owning the pole on which the light is mounted).

For conversions from one size or wattage of light to another or one type of light to another, the contribution-in-aid-of-construction shall be the estimated reasonable cost of removing the existing equipment and the installation of the new equipment. This charge does not apply if the street light is converted at the convenience of the Company or if the street light is owned by the customer. The Customer is required to inform the Company of the date and characteristic of such conversions as soon as possible.

Beginning on the effective date of this schedule, the rates are as follows:

|                             | <u>Luminare &amp;<br/>Mount</u> | <u>New Supply<br/>Connection</u> | <u>Type<br/>Conversion</u> | <u>Wattage<br/>Conversion</u> |
|-----------------------------|---------------------------------|----------------------------------|----------------------------|-------------------------------|
| <u>High Pressure Sodium</u> |                                 |                                  |                            |                               |
| All Standard Wattages       | \$ 915.00                       | \$ 1,415.00                      | \$ 467.00                  | \$ 496.00                     |
| <u>Induction QL</u>         |                                 |                                  |                            |                               |
| All Standard Wattages       | \$ 3,242.00                     | \$ 1,415.00                      | \$ 3,336.00                | \$ 3,254.00                   |

The cost of removal only for all light types is \$ 196.00.

If the Customer requests that the Company provide facilities or an installation of excess of, or different than, those normally installed or if such excess installation is required by local, state, or federal ordinance, the total estimated additional cost shall be contributed by the Customer.

This contribution shall be in addition to any other service connection fee or contribution required under the "General Terms and Conditions." The contribution-in-aid-of-construction shall not be less than zero.

### NON-STANDARD EQUIPMENT

Non-standard equipment, including all equipment not meeting ANSI Standards, if accepted by the Company for maintenance, will be subject to special contract charges and arrangements.

### GROSS RECEIPTS TAX

A surcharge of 2.0408% is applied to the transmission and distribution components of the customer's bill to recover the amount attributable to the Gross Receipts Tax.

# **MD - SSL - OH - LED**

## **CHARGES FOR SERVICING STREET LIGHTS SERVED FROM OVERHEAD LINES SCHEDULE "SSL-OH-LED"**

### **AVAILABILITY**

Available in the Maryland portion of the Company's service area to Municipal, County, Federal and State Governmental Agencies for servicing street, highway and park lighting equipment mounted on Company-owned wooden poles or on poles of another utility with whom the Company has an attachment agreement, when the electricity supplied to such equipment is furnished by the Company from overhead lines.

Available only for LED lights having a high pressure sodium (HPS) equivalent manufacturer's nominal rating of: 50, 70, 100, 150 and 250 Watts.

### **CHARACTER OF SERVICE**

Service rendered under this schedule will consist of (1) furnishing, installing, and maintaining street lighting luminaries and mounting arms or brackets, (2) furnishing, installing, connecting, operating and maintaining electric service circuits connecting the street lighting equipment to the Company's overhead distribution system, (3) washing of globes, (4) furnishing and installing replacement globes, fixtures, and light sensitive switches as needed to maintain the system in an operating mode; all normally limited to standard items of equipment meeting ANSI Standards for street lighting equipment and accepted by the Company for maintenance.

If the Customer agrees in writing with the Company, the Customer may own its street lighting equipment at all locations to include the bracket, fixture, light sensitive switch unit, and lamp. The maintenance for which can be supplied by the Customer or the Company. The supply circuits terminating at the luminaire would still be owned and maintained by the Company.

Street lights will be installed on existing Company-owned distribution poles or on existing poles owned by another utility where practicable.

### **MONTHLY RATE**

|                      | <b><u>FIXED<br/>CHARGE</u></b> | <b><u>O&amp;M<br/>CHARGE</u></b> | <b><u>OPTIONAL<br/>REPLACEMENT<br/>CHARGE</u></b> |
|----------------------|--------------------------------|----------------------------------|---|
| <u>Utility Grade</u> |                                |                                  |   |
| 50 Watt              | \$ 0.38                        | \$ 0.78                          | \$ 3.76   |
| 70 Watt              | \$ 0.38                        | \$ 0.78                          | \$ 5.22   |
| 100 Watt             | \$ 0.38                        | \$ 0.78                          | \$ 5.64   |
| 150 Watt             | \$ 0.38                        | \$ 0.78                          | \$ 6.23   |
| 250 Watt             | \$ 0.38                        | \$ 0.78                          | \$ 6.26   |

## MD - SSL - OH - LED

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### MONTHLY RATE (continued)

|                         | <u>FIXED<br/>CHARGE</u> | <u>O&amp;M<br/>CHARGE</u> | <u>OPTIONAL<br/>REPLACEMENT<br/>CHARGE</u> |
|-------------------------|-------------------------|---------------------------|--|
| <u>Decorative Grade</u> |                         |                           |  |
| 70 Watt                 | \$ 0.38                 | \$ 0.78                   | \$ 7.87                                    |
| 100 Watt                | \$ 0.38                 | \$ 0.78                   | \$ 7.95                                    |
| 150 Watt                | \$ 0.38                 | \$ 0.78                   | \$ 8.69                                    |
| 250 Watt                | \$ 0.38                 | \$ 0.78                   | \$ 9.50                                    |

The above charges will be separate from and in addition to charges for electricity supplied under the provisions of Schedule "SL".

### CONTRIBUTION-IN-AID-OF-CONSTRUCTION

The Company will supply for the Customer a luminaire (including lamp, globe and light-sensitive switch) mounting arm and/or bracket required, upon payment by the Customer of a one-time contribution-in-aid-of-construction equal to the estimated reasonable installed cost of such equipment agreed to by the Company and the Customer at the time of the installation.

For a new overhead street light, this cost shall normally include the following:

1. The luminaire including the lamp, globe, light-sensitive switch, and mounting arm or bracket; plus,
2. Connection of the street light to the Company owned low voltage (120 volts) overhead distribution system; plus,
3. Installation of replacement poles if required by either the Company or another utility; plus,
4. Tree trimming and adjusting Company owned facilities or the facilities of another utility, in order to provide adequate clearances for the street light.

As discussed under Character of Service, if the Customer agrees in writing with the Company, the Customer may install their own street light and mount. The contribution-in-aid-of-construction shall include only the estimated cost of connecting the new supply (items 2-4 above).

For removing a street light, the contribution-in-aid-of-construction shall normally include the estimated reasonable cost of removing the existing luminaire (and/or bracket, if also removed). This removal charge shall not apply where the light is removed temporarily for repairs to the light or pole, or relocated in the immediate vicinity at the convenience of the Company (or other utility owning the pole on which the light is mounted).

For conversions from one size or wattage of light to another or one type of light to another, the contribution-in-aid-of-construction shall be the estimated reasonable cost of removing the existing equipment and the installation of the new equipment. This charge does not apply if the street light is converted at the convenience of the Company or if the street light is owned by the Customer. The Customer is required to inform the Company of the date and characteristic of such conversions as soon as possible.

If the Customer requests that the Company provide facilities or an installation in excess of, or different than, those normally installed or if such excess installation is required by local, state, or federal ordinance, the total estimated additional cost shall be contributed by the Customer.

This contribution shall be in addition to any other service connection fee or contribution required under the "General Terms and Conditions." The contribution-in-aid-of-construction shall not be less than zero.

## **MD - SSL- OH - LED**

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In lieu of a one-time payment at the time of installation, the Customer may elect one of the following alternative payment options:

1. Finance the contribution-in-aid-of-construction through the Company, amortized over the number of years to be agreed upon by Pepco and the street light Customer at the applicable Commission-approved overall rate of return at the time of the installation, subject to update as approved in subsequent rate proceedings, if any.
2. A monthly service charge that amortizes the total cost of the installation or conversion, which will be based on the estimated reasonable cost of the LED installation or conversion at that time, over the depreciable life of the installed LED street lights at the applicable Commission-approved overall rate of return at the time of the installation, subject to update as approved in subsequent rate proceedings, if any.

The Customer may only choose a single payment option for all LED lights installed, unless otherwise agreed to by the Company.

### **REPLACEMENT OF EQUIPMENT**

When replacement of installed equipment is necessary, the Company will replace such installed equipment upon payment by the Customer of a contribution equal to the Company's reasonable cost to replace the equipment. If the Customer has chosen either of the alternative payment options for the initial installation of the equipment subject to replacement, the replacement contribution will be added to the unrecovered balance, if any, of the initial installation contribution and recovered consistent with the elected option.

In lieu of the contribution at the time of replacement, the Customer may elect to pay a monthly charge to cover the cost of future replacements (Optional Replacement Charge). The Optional Replacement Charge will be effective at the time of the initial installation of the equipment and will remain in effect to the time of equipment replacement. The monthly Optional Replacement Charge for future replacement are listed in the table of monthly rates.

The Customer may only choose a single replacement charge option for all lights installed.

### **NON-STANDARD EQUIPMENT**

Non-standard equipment, including all equipment not meeting ANSI Standards. If accepted by the Company for maintenance, will be subject to special contract charges and arrangements.

### **GROSS RECEIPTS TAX**

A surcharge of 2.0408% is applied to the transmission and distribution components of the customer's bill to recover the amount attributable to the Gross Receipts Tax.

Ordinance No.: 3-16-1  
Introduced: March 17, 2016  
Adopted:  
Effective Date:

## THE VILLAGE OF MARTIN'S ADDITIONS

**SUBJECT:** AN ORDINANCE TO ADOPT A BUDGET FOR FISCAL YEAR  
JULY 1, 2016 TO JUNE 30, 2017.

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 17<sup>th</sup> day of March, 2016;

WHEREAS, the Village Council, after proper notice to the public, considered the following Ordinance at a public hearing held on the \_\_\_\_ day of May, 2016;

WHEREAS, prior to adopting this Ordinance, the Village Council held a public meeting on May \_\_, 2016 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, 2016, 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 \_\_\_\_ day of \_\_\_\_\_, 2016.

ATTEST:

THE VILLAGE OF MARTIN'S ADDITIONS

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Tiffany Cissna, Secretary

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Richard Krajeck, Chair  
Village Council

Resolution No.: 3-16-2  
Introduced: March 17, 2016  
Adopted:  
Effective Date:

**THE VILLAGE OF MARTIN'S ADDITIONS**

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

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

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

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

WHEREAS, pursuant to Section 601 of the Village Charter, the Annual Meeting of the residents of Martin's Additions was held on May \_\_\_\_\_, 2016 after due notice and advertisement of the time and place of the meeting and said notice included the proposed budget for 2016-2017 and the proposed tax rates to be levied upon real and personal property; and

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

NOW, THEREFORE, be it:

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

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

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

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

I, Tiffany Cissna, Secretary of the Village Council of the Village of Martin's Additions, hereby certify that the foregoing resolution was adopted by the Village Council at its meeting on May \_\_\_\_, 2016.

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Tiffany Cissna, Secretary

**VILLAGE OF MARTIN'S ADDITIONS  
PROPOSED  
FY 2017 BUDGET**

|                                       |   |  | FY2015 Actual     | FY2016 Actual to 2/29/2016 | FY2016 Annual Budget | FY2016 Proposed Adjusted Budget as of 2/24/16 | FY2017 Proposed Budget | Difference 2017/2016 |
|---------------------------------------|---|--|-------------------|----------------------------|----------------------|---|------------------------|----------------------|
| <b>Income</b>                         |   |  |                   |                            |                      |   |                        |                      |
| <b>4000 - Revenue</b>                 |   |  |                   |                            |                      |   |                        |                      |
|                                       | 4010 - Permit Fees                            |  | 18,285.00         | 6,666.00                   | 20,000.00            | 20,000.00                                     | 20,000.00              | 0.00                 |
|                                       | 4020 - Cable TV Franchise Fees                |  | 8,012.75          | 3,993.61                   | 8,000.00             | 8,000.00                                      | 8,000.00               | 0.00                 |
|                                       | 4040 - County Revenue Sharing                 |  | 26,832.00         | 26,832.00                  | 26,800.00            | 26,800.00                                     | 26,800.00              | 0.00                 |
|                                       | 4050 - Highway Users Fees                     |  | 19,478.36         | 17,980.10                  | 20,000.00            | 22,300.00                                     | 23,000.00              | 700.00               |
|                                       | 4060 - Income Tax                             |  | 750,382.37        | 465,967.18                 | 600,000.00           | 600,000.00                                    | 600,000.00             | 0.00                 |
|                                       | 4070 - Code Infractions                       |  | 925.90            |                            |                      |   |                        | 0.00                 |
|                                       | 4080 - Personal Property Tax                  |  | 4,033.08          | 6,200.49                   | 5,000.00             | 6,000.00                                      | 6,000.00               | 0.00                 |
|                                       | 4090 - Real Property Tax                      |  | 146,785.47        | 145,026.12                 | 145,000.00           | 150,000.00                                    | 150,000.00             | 0.00                 |
|                                       | 4095 - Utility Property Tax                   |  | 12,827.58         | 991.22                     | 12,300.00            | 12,300.00                                     | 12,300.00              | 0.00                 |
|                                       | 4100 - Holiday Fund                           |  | 7,683.00          | 8,345.00                   | 6,500.00             | 8,345.00                                      | 6,500.00               | (1,845.00)           |
|                                       | 4110 - Interest                               |  | 3,852.18          | 1,504.33                   | 4,000.00             | 4,000.00                                      | 4,000.00               | 0.00                 |
|                                       | 4130 - Insurance Reimbursement                |  |                   | 0.00                       | 100.00               | 0.00  |                        | 0.00                 |
|                                       | 4135 - Other Revenue (Tree Program)           |  | 0.00              | 14.10                      | 0.00                 |   | 0.00                   | 0.00                 |
|                                       | <b>Total 4000 - Revenue</b>                   |  | <b>999,097.69</b> | <b>683,520.15</b>          | <b>847,700.00</b>    | <b>857,745.00</b>                             | <b>856,600.00</b>      | <b>(1,145.00)</b>    |
|                                       | <b>4200 - Prior Years Surplus</b>             |  | <b>0.00</b>       | <b>0.00</b>                | <b>2,197,100.00</b>  | <b>2,413,446.00</b>                           | <b>2,562,376.00</b>    | <b>148,930.00</b>    |
|                                       | <b>Total Income</b>                           |  | <b>999,097.69</b> | <b>683,520.15</b>          | <b>3,044,800.00</b>  | <b>3,271,191.00</b>                           | <b>3,418,976.00</b>    | <b>147,785.00</b>    |
| <b>Expense</b>                        |   |  |                   |                            |                      |   |                        |                      |
| <b>5000 - General Government</b>      |   |  |                   |                            |                      |   |                        |                      |
|                                       | 5010 - Office Expenses                        |  | 15,479.59         | 10,368.43                  | 15,000.00            | 18,000.00                                     | 18,000.00              | 0.00                 |
|                                       | 5025 - Office Furniture & Equipment           |  | (156.29)          | 0.00                       | 3,000.00             | 3,000.00                                      | 12,000.00              | 9,000.00             |
|                                       | 5030 - Insurance                              |  | 5,017.00          | 4,688.00                   | 6,500.00             | 5,000.00                                      | 5,000.00               | 0.00                 |
|                                       | 5040 - Printing & Mailing                     |  | 5,005.62          | 0.00                       | 10,000.00            | 5,000.00                                      | 5,000.00               | 0.00                 |
|                                       | 5050 - Dues & Subscriptions/Conference        |  | 7,608.34          | 4,464.94                   | 10,000.00            | 10,000.00                                     | 10,000.00              | 0.00                 |
|                                       | 5055 - Storage Rental                         |  | 2,666.62          | 1,463.20                   | 4,500.00             | 3,000.00                                      | 3,200.00               | 200.00               |
|                                       | 5060 - Office Lease                           |  | 27,745.34         | 19,579.62                  | 30,000.00            | 30,000.00                                     | 30,000.00              | 0.00                 |
|                                       | 5065 - Telephone                              |  | 3,279.56          | 1,925.79                   | 4,500.00             | 3,000.00                                      | 3,000.00               | 0.00                 |
|                                       | 5080 - Holiday Fund                           |  | 7,420.00          | 8,345.00                   | 6,500.00             | 8,345.00                                      | 6,500.00               | (1,845.00)           |
|                                       | <b>Total 5000 - General Government</b>        |  | <b>74,065.78</b>  | <b>50,834.98</b>           | <b>90,000.00</b>     | <b>85,345.00</b>                              | <b>92,700.00</b>       | <b>7,355.00</b>      |
| <b>5100 - Salaries &amp; Benefits</b> |   |  |                   |                            |                      |   |                        |                      |
|                                       | 5110 - Managerial & Office Salaries           |  | 116,846.32        | 65,582.63                  | 132,000.00           | 120,000.00                                    | 132,000.00             | 12,000.00            |
|                                       | 5120 - Payroll Taxes & Benefits               |  | 18,260.11         | 7,379.13                   | 23,000.00            | 23,000.00                                     | 23,000.00              | 0.00                 |
|                                       | <b>Total 5100 - Salaries &amp; Benefits</b>   |  | <b>135,106.43</b> | <b>72,961.76</b>           | <b>155,000.00</b>    | <b>143,000.00</b>                             | <b>155,000.00</b>      | <b>12,000.00</b>     |
| <b>5200 - Professional Fees</b>       |   |  |                   |                            |                      |   |                        |                      |
|                                       | 5210 - Accounting & Auditing                  |  | 34,499.92         | 24,933.28                  | 35,000.00            | 35,000.00                                     | 42,000.00              | 7,000.00             |
|                                       | <b>5220 - Building &amp; Permitting</b>       |  |                   |                            |                      |   |                        | <b>0.00</b>          |
|                                       | 5222 - Building Review & Permits              |  | 6,156.25          | 23,675.00                  | 31,450.00            | 31,450.00                                     | 20,000.00              | (11,450.00)          |
|                                       | 5224 - Enforcement & Oversight                |  | 32,575.69         | 5,070.00                   | 12,000.00            | 12,000.00                                     | 12,000.00              | 0.00                 |
|                                       | 5220 - Building & Permitting - Other          |  |                   | 125.00                     |                      |   |                        | 0.00                 |
|                                       | 5226 - Municipal Operations                   |  |                   | 4,905.00                   | 28,000.00            | 20,000.00                                     | 18,000.00              | (2,000.00)           |
|                                       | <b>Total 5220 - Building &amp; Permitting</b> |  | <b>38,731.94</b>  | <b>33,775.00</b>           | <b>71,450.00</b>     | <b>63,450.00</b>                              | <b>50,000.00</b>       | <b>(13,450.00)</b>   |
|                                       | 5230 - Legal                                  |  | 54,475.73         | 53,390.43                  | 63,891.00            | 70,000.00                                     | 50,000.00              | (20,000.00)          |
|                                       | 5240 - Police                                 |  | 22,512.60         | 19,592.06                  | 36,000.00            | 30,000.00                                     | 30,000.00              | 0.00                 |
|                                       | 5242 - Lighting Consultant                    |  | 6,616.25          | 0.00                       | 8,000.00             | 0.00  | 5,000.00               | 5,000.00             |
|                                       | 5244 - Traffic Engineering                    |  | 0.00              | 1,312.00                   | 3,000.00             | 3,000.00                                      | 3,000.00               | 0.00                 |
|                                       | 5246 - Records Retention & Disposal           |  | 0.00              | 0.00                       | 0.00                 |   | 0.00                   | 0.00                 |
|                                       | <b>Total 5200 - Professional Fees</b>         |  | <b>156,836.44</b> | <b>133,002.77</b>          | <b>217,341.00</b>    | <b>201,450.00</b>                             | <b>180,000.00</b>      | <b>(21,450.00)</b>   |

**VILLAGE OF MARTIN'S ADDITIONS  
PROPOSED  
FY 2017 BUDGET**

|                       |   |                                      | FY2015 Actual     | FY2016 Actual to 2/29/2016 | FY2016 Annual Budget | FY2016 Proposed Adjusted Budget as of 2/24/16 | FY2017 Proposed Budget | Difference 2017/2016 |
|-----------------------|---|--------------------------------------|-------------------|----------------------------|----------------------|---|------------------------|----------------------|
| <b>5300 - Streets</b> |   |                                      |                   |                            |                      |   |                        |                      |
|                       | <b>5305 - Streets - General</b>           |                                      |                   |                            |                      |   |                        | 0.00                 |
|                       |   | 5310 - Street Lighting - PEPCO       | 17,918.62         | 8,612.88                   | 16,000.00            | 16,000.00                                     | 16,000.00              | 0.00                 |
|                       |   | 5322 - Street Cleaning - Fall/Spring | 5,542.50          | 16,324.47                  | 27,520.00            | 27,520.00                                     | 28,000.00              | 480.00               |
|                       |   | 5324 - Street Maintenance - Other    | 20,530.40         | 3,450.00                   | 40,000.00            | 15,000.00                                     | 15,000.00              | 0.00                 |
|                       | <b>Total 5305 - Streets - General</b>     |                                      | <b>43,991.52</b>  | <b>28,387.35</b>           | <b>83,520.00</b>     | <b>58,520.00</b>                              | <b>59,000.00</b>       | <b>480.00</b>        |
|                       | <b>5349 - Snow Removal Services</b>       |                                      |                   |                            |                      |   |                        |                      |
|                       |   | 5350 - Snow ShovelBkv. Road          | 7,578.60          | 3,455.00                   | 10,000.00            | 5,000.00                                      | 5,000.00               | 0.00                 |
|                       |   | 5351 - Snow Removal - Plowing        | 24,647.50         | 37,929.54                  | 15,000.00            | 40,000.00                                     | 20,000.00              | (20,000.00)          |
|                       | <b>Total 5349 - Snow Removal Services</b> |                                      | <b>32,226.10</b>  | <b>41,384.54</b>           | <b>25,000.00</b>     | <b>45,000.00</b>                              | <b>25,000.00</b>       | <b>(20,000.00)</b>   |
|                       | <b>Total 5300 - Streets</b>               |                                      | <b>76,217.62</b>  | <b>69,771.89</b>           | <b>108,520.00</b>    | <b>103,520.00</b>                             | <b>84,000.00</b>       | <b>(19,520.00)</b>   |
|                       | <b>5400 - Waste &amp; Recycling</b>       |                                      |                   |                            |                      |   |                        |                      |
|                       |   | 5410 - Waste Collection & Recycling  | 84,593.51         | 55,583.90                  | 90,000.00            | 85,000.00                                     | 85,000.00              | 0.00                 |
|                       |   | 5420 - Leaf Bags                     | 9,695.14          | 13,730.00                  | 12,375.00            | 14,000.00                                     | 10,000.00              | (4,000.00)           |
|                       |   | 5425 - Recycling Bins                | 203.69            | 279.19                     | 5,000.00             | 1,000.00                                      | 1,000.00               | 0.00                 |
|                       | <b>Total 5400 - Waste &amp; Recycling</b> |                                      | <b>94,492.34</b>  | <b>69,593.09</b>           | <b>107,375.00</b>    | <b>100,000.00</b>                             | <b>96,000.00</b>       | <b>(4,000.00)</b>    |
|                       | <b>5500 - Other</b>                       |                                      |                   |                            |                      |   |                        |                      |
|                       |   | 5510 - Tree Maintenance              | 28,867.00         | 24,990.00                  | 40,000.00            | 35,000.00                                     | 35,000.00              | 0.00                 |
|                       |   | 5515 - Tree Replacement              | 5,090.00          | 2,780.00                   | 8,000.00             | 3,000.00                                      | 4,000.00               | 1,000.00             |
|                       |   | 5518 - Right-of-Way Landscaping      | 2,267.98          | 4,678.31                   | 6,000.00             | 6,000.00                                      | 6,000.00               | 0.00                 |
|                       |   | 5520 - Community Events              | 16,335.38         | 8,442.00                   | 25,000.00            | 30,000.00                                     | 10,000.00              | (20,000.00)          |
|                       |   | 5530 - Website                       | 1,378.80          | 574.50                     | 2,000.00             | 1,500.00                                      | 1,500.00               | 0.00                 |
|                       | <b>Total 5500 - Other</b>                 |                                      | <b>53,939.16</b>  | <b>41,464.81</b>           | <b>81,000.00</b>     | <b>75,500.00</b>                              | <b>56,500.00</b>       | <b>(19,000.00)</b>   |
|                       | <b>5600 - Initiatives</b>                 |                                      |                   |                            |                      |   |                        |                      |
|                       |   | 5630 - Tree Planting Initiatives     | 0.00              | 0.00                       | 20,000.00            | 0.00  | 4,000.00               | 4,000.00             |
|                       | <b>Total 5600 - Initiatives</b>           |                                      |                   | <b>0.00</b>                | <b>20,000.00</b>     | <b>0.00</b>                                   | <b>4,000.00</b>        | <b>4,000.00</b>      |
|                       | <b>Operating Expenditures</b>             |                                      | <b>590,657.77</b> | <b>437,629.30</b>          | <b>779,236.00</b>    | <b>708,815.00</b>                             | <b>668,200.00</b>      | <b>(40,615.00)</b>   |
|                       | <b>5800 - Designated Funds</b>            |                                      |                   |                            |                      |   |                        |                      |
|                       |   | 5810 - Designated Street             |                   | 0.00                       | 500,000.00           | 500,000.00                                    | 500,000.00             | 0.00                 |
|                       |   | 5812 - Designated Sidewalk           |                   |                            | 250,000.00           | 250,000.00                                    | 250,000.00             | 0.00                 |
|                       |   | 5811 - Designated Street Lighting    |                   | 0.00                       | 500,000.00           | 500,000.00                                    | 500,000.00             | 0.00                 |
|                       | <b>Total 5800 - Designated Funds</b>      |                                      | <b>0.00</b>       | <b>0.00</b>                | <b>1,250,000.00</b>  | <b>1,250,000.00</b>                           | <b>1,250,000.00</b>    | <b>0.00</b>          |
|                       | <b>5900 - Unassigned Fund Balance</b>     |                                      | <b>0.00</b>       | <b>0.00</b>                | <b>1,015,564.00</b>  | <b>1,312,376.00</b>                           | <b>1,491,776.00</b>    | <b>179,400.00</b>    |
|                       | <b>Total Expense</b>                      |                                      | <b>590,657.77</b> | <b>437,629.30</b>          | <b>3,044,800.00</b>  | <b>3,271,191.00</b>                           | <b>3,409,976.00</b>    | <b>138,785.00</b>    |
|                       | <b>Net Income</b>                         |                                      | <b>408,439.92</b> | <b>245,890.85</b>          | <b>0.00</b>          | <b>0.00</b>                                   | <b>9,000.00</b>        | <b>9,000.00</b>      |
|                       | <b>FY2017 Budgeted Revenue</b>            |                                      | <b>856,600.00</b> |                            |                      |   |                        |                      |
|                       | <b>FY2017 Budgeted Expenditures</b>       |                                      | <b>668,200.00</b> |                            |                      |   |                        |                      |
|                       | <b>FY2017 Revenue - Expenditures</b>      |                                      | <b>188,400.00</b> |                            |                      |   |                        |                      |

## **Village of Martin's Additions, Fiscal Year 2017 Budget Analysis**

### **Arthur Alexander**

The Village's budget calculations for fiscal year 2017, beginning July 1, had to contend with two broader considerations, one negative and the other positive. The bad news comes from the U.S. Supreme Court's Wynne decision. In the past, Maryland had allowed taxpayers with income from other states to claim a credit on their state taxes for taxes paid elsewhere, but a credit was not allowed for county taxes. The Court held that credits should have been allowed for all levels of government. Martin's Additions will be required to refund revenues inappropriately received from income taxes to the extent that residents file for their previously disallowed credits. These refunds owed by the Village can be paid back over a 10-year period, thus reducing the immediate impact. Estimates from the state, county, and the Maryland Municipal League suggest that we may be exposed to approximately \$15,000 per year over the ten years. Since our total annual revenues are expected to be more than \$800,000, the Wynne decision impact should not be a problem.

The good news comes from the state comptroller's mis-assignment of addresses. In order to properly allocate municipalities' portion of the income tax paid by their residents, the state comptroller assigns each taxpayer to a specific jurisdiction. Mistakes were made over the years. Some neighboring towns will face hefty bills because addresses outside their boundaries were incorrectly assigned to those towns. When we first were informed of the problem, we noted that Martin's Additions had many more households than the number of recorded taxpayers, suggesting that the state may have mis-assigned Village residents to other jurisdictions. Indeed, that is just what happened. We recently received the bulk of the \$257,000 of misallocated funds, and expect the remainder by the end of March. Needless to say, we cannot expect this kind of windfall in future years, although our regular receipts should be somewhat larger than in the past because of the correction of the address errors.

Given these uncertainties, we thought it best to continue our conservative planning approach to be assured that we can meet the Village's service needs without a deficit. We are projecting next year's revenues to be about the same as the current year's. Actual income is running somewhat above projections, but the income tax is idiosyncratic as it can be driven by a few residents' tax bills, which can be highly variable from year to year.

An important, but not the largest, revenue source is the property tax. The tax rate will remain constant over the coming year; the state's assessment forecast is that this constant rate will generate the same revenues as last year.

On the spending side, we are reducing the allocation to two professional service categories, building reviews (-\$11,500) and legal (-\$20,000). Both categories were higher than expected last year because of substantial review of building codes and permits by a new administrator, and because of a thorough analysis of our ordinances to assure that they were consistent internally and with a changing state legal code.

After celebrating our 30th anniversary as an incorporated municipality last year, and our 100th birthday as a community this year, planned spending on community events will decline \$20,000 next year.

We foresee an increase in Village management salaries, largely because we were without full-time staffing during part of last year. Also, we would like to renew the office furniture, which we are currently budgeting at \$9,000, although this could change as we consider it in greater detail. A new initiative is a Village subsidy for planting trees on private property. We have allocated \$10,000 in a trial run to assess demand and program implementation.

Finally, two large projects await the new year, streetlights and road paving. In past years, funds were set aside for these capital improvements, giving us, literally, money in the bank for these large projects. As we conduct discussions with water, sewer, and gas utilities, we will have a better idea of their near-term plans for further work as well as their contributions to repaving costs. Better lighting and roads are on the way.

Overall, we are planning a surplus of more than \$180,000, which should provide a buffer for any unplanned events in the future year.

We invite your careful consideration of the budget documents. The spending plan will be formally adopted at the annual meeting May 12.

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

|  | <u>Feb 16</u>     | <u>Budget</u>     | <u>Jul '15 - Feb 16</u> | <u>YTD Budget</u>   | <u>Annual Budget</u> |
|--|-------------------|-------------------|-------------------------|---------------------|----------------------|
| <b>Income</b>                          |                   |                   |                         |                     |                      |
| <b>4000 - Revenue</b>                  |                   |                   |                         |                     |                      |
| 4010 - Permit Fees                     | 444.00            | 1,666.66          | 6,666.00                | 13,333.28           | 20,000.00            |
| 4020 - Cable TV Franchise Fees         | 2,025.48          |                   | 3,993.61                | 4,000.00            | 8,000.00             |
| 4040 - County Revenue Sharing          | 0.00              |                   | 26,832.00               | 26,800.00           | 26,800.00            |
| 4050 - Highway Users Fees              | 0.00              | 416.00            | 17,980.10               | 18,333.00           | 20,000.00            |
| 4060 - Income Tax                      | 118,071.50        | 110,000.00        | 465,967.18              | 364,900.00          | 600,000.00           |
| 4080 - Personal Property Tax           | 35.10             | 100.00            | 6,200.49                | 3,300.00            | 5,000.00             |
| 4090 - Real Property Tax               | 4,311.21          | 56,500.00         | 145,026.12              | 135,800.00          | 145,000.00           |
| 4095 - Utility Property Tax            | 0.00              | 1,000.00          | 991.22                  | 1,000.00            | 12,300.00            |
| 4100 - Holiday Fund                    | 0.00              |                   | 8,345.00                | 6,500.00            | 6,500.00             |
| 4110 - Interest                        | 471.97            | 300.00            | 1,504.33                | 2,800.00            | 4,000.00             |
| 4130 - Insurance Reimbursement         | 0.00              |                   | 0.00                    | 100.00              | 100.00               |
| 4135 - Other Revenue                   | 0.00              |                   | 14.10                   |                     |                      |
| <b>Total 4000 - Revenue</b>            | <b>125,359.26</b> | <b>169,982.66</b> | <b>683,520.15</b>       | <b>576,866.28</b>   | <b>847,700.00</b>    |
| <b>4200 - Prior Years Surplus</b>      | <b>0.00</b>       |                   | <b>0.00</b>             | <b>2,197,100.00</b> | <b>2,197,100.00</b>  |
| <b>Total Income</b>                    | <b>125,359.26</b> | <b>169,982.66</b> | <b>683,520.15</b>       | <b>2,773,966.28</b> | <b>3,044,800.00</b>  |
| <b>Expense</b>                         |                   |                   |                         |                     |                      |
| <b>5000 - General Government</b>       |                   |                   |                         |                     |                      |
| 5010 - Office Expenses                 | 981.60            | 1,250.00          | 10,368.43               | 10,000.00           | 15,000.00            |
| 5025 - Office Furniture & Equipment    | 0.00              |                   | 0.00                    | 3,000.00            | 3,000.00             |
| 5030 - Insurance                       | 0.00              |                   | 4,688.00                | 6,500.00            | 6,500.00             |
| 5040 - Printing & Mailing              | 0.00              | 833.00            | 0.00                    | 6,664.00            | 10,000.00            |
| 5050 - Dues & Subscriptions/Conference | 0.00              |                   | 4,464.94                | 4,280.00            | 10,000.00            |
| 5055 - Storage Rental                  | 236.00            | 375.00            | 1,463.20                | 3,000.00            | 4,500.00             |
| 5060 - Office Lease                    | 1,979.00          | 1,979.00          | 19,579.62               | 20,132.00           | 30,000.00            |
| 5065 - Telephone                       | 273.01            | 375.00            | 1,925.79                | 3,000.00            | 4,500.00             |
| 5080 - Holiday Fund                    | 0.00              |                   | 8,345.00                | 6,500.00            | 6,500.00             |
| <b>Total 5000 - General Government</b> | <b>3,469.61</b>   | <b>4,812.00</b>   | <b>50,834.98</b>        | <b>63,076.00</b>    | <b>90,000.00</b>     |

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

|   | <u>Feb 16</u>    | <u>Budget</u>    | <u>Jul '15 - Feb 16</u> | <u>YTD Budget</u> | <u>Annual Budget</u> |
|---|------------------|------------------|-------------------------|-------------------|----------------------|
| <b>5100 · Salaries &amp; Benefits</b>         |                  |                  |                         |                   |                      |
| 5110 · Managerial & Office Salaries           | 8,326.73         | 11,000.00        | 65,582.63               | 88,000.00         | 132,000.00           |
| 5120 · Payroll Taxes & Benefits               | 658.04           | 1,916.00         | 7,379.13                | 15,328.00         | 23,000.00            |
| <b>Total 5100 · Salaries &amp; Benefits</b>   | <u>8,984.77</u>  | <u>12,916.00</u> | <u>72,961.76</u>        | <u>103,328.00</u> | <u>155,000.00</u>    |
| <b>5200 · Professional Fees</b>               |                  |                  |                         |                   |                      |
| 5210 · Accounting & Auditing                  | 2,416.66         | 2,416.66         | 24,933.28               | 25,333.28         | 35,000.00            |
| 5220 · Building & Permitting                  |                  |                  |                         |                   |                      |
| 5222 · Building Review & Permits              | 4,025.00         | 3,575.00         | 23,675.00               | 17,149.96         | 31,450.00            |
| 5224 · Enforcement & Oversight                | 4,545.00         | 1,000.00         | 5,070.00                | 8,000.00          | 12,000.00            |
| 5226 · Municipal Operations                   | 4,230.00         | 2,333.33         | 4,905.00                | 18,666.64         | 28,000.00            |
| 5220 · Building & Permitting - Other          | 0.00             |                  | 125.00                  |                   |                      |
| <b>Total 5220 · Building &amp; Permitting</b> | <u>12,800.00</u> | <u>6,908.33</u>  | <u>33,775.00</u>        | <u>43,816.60</u>  | <u>71,450.00</u>     |
| 5230 · Legal                                  | 5,575.50         | 7,315.00         | 53,390.43               | 34,629.98         | 63,891.00            |
| 5240 · Police                                 | 2,463.97         | 3,000.00         | 19,592.06               | 24,000.00         | 36,000.00            |
| 5242 · Lighting Consultant                    | 0.00             |                  | 0.00                    | 4,000.00          | 8,000.00             |
| 5244 · Traffic Engineering                    | 352.00           |                  | 1,312.00                | 1,500.00          | 3,000.00             |
| <b>Total 5200 · Professional Fees</b>         | <u>23,608.13</u> | <u>19,639.99</u> | <u>133,002.77</u>       | <u>133,279.86</u> | <u>217,341.00</u>    |
| <b>5300 · Streets</b>                         |                  |                  |                         |                   |                      |
| 5305 · Streets - General                      |                  |                  |                         |                   |                      |
| 5310 · Street Lighting - PEPCO                | 1,321.87         | 1,333.33         | 8,612.88                | 10,666.64         | 16,000.00            |
| 5322 · Street Cleaning - Fall/Spring          | 0.00             |                  | 16,324.47               | 12,000.00         | 27,520.00            |
| 5324 · Street Maintenance - Other             | 3,250.00         | 3,333.33         | 3,450.00                | 26,666.64         | 40,000.00            |
| <b>Total 5305 · Streets - General</b>         | <u>4,571.87</u>  | <u>4,666.66</u>  | <u>28,387.35</u>        | <u>49,333.28</u>  | <u>83,520.00</u>     |
| 5349 · Snow Removal Services                  |                  |                  |                         |                   |                      |
| 5350 · Snow Removal - Shoveling               | 3,455.00         | 4,000.00         | 3,455.00                | 10,000.00         | 10,000.00            |
| 5351 · Snow Removal - Plowing                 | 37,929.54        | 6,000.00         | 37,929.54               | 15,000.00         | 15,000.00            |
| <b>Total 5349 · Snow Removal Services</b>     | <u>41,384.54</u> | <u>10,000.00</u> | <u>41,384.54</u>        | <u>25,000.00</u>  | <u>25,000.00</u>     |

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

|                             | <b>Feb 16</b> | <b>Budget</b> | <b>Jul '15 - Feb 16</b> | <b>YTD Budget</b> | <b>Annual Budget</b> |
|-----------------------------|---------------|---------------|-------------------------|-------------------|----------------------|
| <b>Total 5300 - Streets</b> | 45,956.41     | 14,666.66     | 69,771.89               | 74,333.28         | 108,520.00           |

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

|   | <u>Feb 16</u>           | <u>Budget</u>            | <u>Jul '15 - Feb 16</u>  | <u>YTD Budget</u>      | <u>Annual Budget</u> |
|---|-------------------------|--------------------------|--------------------------|------------------------|----------------------|
| <b>5400 - Waste &amp; Recycling</b>       |                         |                          |                          |                        |                      |
| 5410 - Waste Collection & Recycling       | 0.00                    | 7,500.00                 | 55,583.90                | 60,000.00              | 90,000.00            |
| 5420 - Leaf Bags                          | 0.00                    |                          | 13,730.00                | 12,375.00              | 12,375.00            |
| 5425 - Recycling Bins                     | 0.00                    |                          | 279.19                   | 5,000.00               | 5,000.00             |
| <b>Total 5400 - Waste &amp; Recycling</b> | <u>0.00</u>             | <u>7,500.00</u>          | <u>69,593.09</u>         | <u>77,375.00</u>       | <u>107,375.00</u>    |
| <b>5500 - Other</b>                       |                         |                          |                          |                        |                      |
| 5510 - Tree Maintenance                   | 0.00                    | 3,333.33                 | 24,990.00                | 26,666.64              | 40,000.00            |
| 5515 - Tree Replacement                   | 0.00                    |                          | 2,780.00                 | 4,000.00               | 8,000.00             |
| 5518 - Right-of-Way Maintenance           | 0.00                    | 500.00                   | 4,678.31                 | 4,000.00               | 6,000.00             |
| 5520 - Community Events                   | 3,816.25                |                          | 8,442.00                 | 6,500.00               | 25,000.00            |
| 5530 - Website                            | 0.00                    | 166.66                   | 574.50                   | 1,333.28               | 2,000.00             |
| <b>Total 5500 - Other</b>                 | <u>3,816.25</u>         | <u>3,999.99</u>          | <u>41,464.81</u>         | <u>42,499.92</u>       | <u>81,000.00</u>     |
| <b>5600 - FY2011 Initiatives</b>          |                         |                          |                          |                        |                      |
| 5630 - Tree Planting Initiatives Prog.    | 0.00                    |                          | 0.00                     | 10,000.00              | 20,000.00            |
| <b>Total 5600 - FY2011 Initiatives</b>    | <u>0.00</u>             |                          | <u>0.00</u>              | <u>10,000.00</u>       | <u>20,000.00</u>     |
| <b>5800 - Designated Funds</b>            |                         |                          |                          |                        |                      |
| 5810 - Designated - Street                | 0.00                    |                          | 0.00                     | 500,000.00             | 500,000.00           |
| 5811 - Designated Street Lighting         | 0.00                    |                          | 0.00                     | 500,000.00             | 500,000.00           |
| 5812 - Designated - Sidewalk              | 0.00                    |                          | 0.00                     | 250,000.00             | 250,000.00           |
| <b>Total 5800 - Designated Funds</b>      | <u>0.00</u>             |                          | <u>0.00</u>              | <u>1,250,000.00</u>    | <u>1,250,000.00</u>  |
| <b>5900 - Undesignated Fund Balance</b>   | <u>0.00</u>             |                          | <u>0.00</u>              | <u>1,015,564.00</u>    | <u>1,015,564.00</u>  |
| <b>Total Expense</b>                      | <u>85,835.17</u>        | <u>63,534.64</u>         | <u>437,629.30</u>        | <u>2,769,456.06</u>    | <u>3,044,800.00</u>  |
| <b>Net Income</b>                         | <u><u>39,524.09</u></u> | <u><u>106,448.02</u></u> | <u><u>245,890.85</u></u> | <u><u>4,510.22</u></u> | <u><u>0.00</u></u>   |

MONTGOMERY CONSULTING  
MEMO

TO: Village of Martin's Additions Council

FROM: Doug Lohmeyer

DATE OF MEMO: March 17, 2016

SUBJECT: Building Permit Status Report

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**3413 Bradley Lane**

The contractor has completed the shed construction and the staff is releasing the building permit.

**3519 Bradley Lane**

In Feb. the homeowner had a backed up sewer house connection and since a portion of the repair was within the Village right of way, a right of way permit was issued. During the repair, a section of public sidewalk had to be removed. When the contractor reset the concrete sidewalk slab, the eastern edge of the slab was raised approximately one inch above the adjacent section of sidewalk. Before the Village returns the right of way bond, the homeowners needs to have their contractor reset the concrete sidewalk slab, so it is level with the existing sidewalk on both sides.

**3414 Cummings Lane**

Construction of the detached garage and driveway is underway. During a site visit by the staff, it was observed that the temporary orange safety fence had collapsed around the swimming pool, which is under construction. The homeowner was notified and the fence was re-installed the next day.

**159 Quincy Street**

The contractor has completed the interior improvements and the temp. toilet has been removed from the front yard.

### **3505 Raymond Street**

The applicant has submitted a building permit application. The improvements are underway and the staff is making frequent site visits.

### **3525 Raymond Street**

The owner is making internal improvements and a VMA Building Permit is not required. However, a permit for a dumpster has been issued by VMA.

### **3408 Thornapple Street**

Last week, the homeowner called the Village office and said the storm drain inlet behind the house overflowed and flooded their basement. The staff is investigating the Village records to determine if maintenance of the storm drain inlet and the outfall pipe is the responsibility of the Village or the private homeowner.

### **3507 Turner Lane**

The building permit has been issued. Work has begun on the two story addition.

### **WSSC Water Main Construction**

The WSSC contractor has completed the water main installation in Bradley Lane and Melville Place. They are presently installing the new water main at the eastern end of Quincy.

They also have completed the water main connection into the existing water main at Bradley Lane and Brookville Rd.

The crews are replacing the water main house connections and fire hydrants in Bradley Lane.

We will soon be meeting with the WSSC staff to discuss WSSC paying for cost of milling and re-paving of the street within the Village. We will also have a similar discussion with WGL.