

Chevy Chase Village Board of Managers

July 14, 2008

BOARD OF MANAGERS

Douglas B. Kamerow, Chair	Present
David L. Winstead, Vice Chair	Present
Susie Eig, Secretary	Present
Gail S. Feldman, Treasurer	Present
Betsy Stephens, Assistant Treasurer	Absent
Peter M. Yeo, Board Member	Present
Robert L. Jones, Board Member	Present

STAFF

David R. Podolsky, Legal Counsel	Present
Geoffrey B. Biddle, Village Manager	Present
Roy Gordon, Police Chief	Present
Shana R. Davis-Cook, Director of Administration	Present
Michael W. Younes, Manager of Contracts and Capital Projects	Present
Doris M. Lyerly, Permitting and Code Enforcement Specialist	Present

Douglas Kamerow, Chair of the Chevy Chase Village Board of Managers, called the meeting to order at 7:30 p.m. Ms. Stephens was absent. Mr. Yeo arrived at 7:46 p.m. Mr. Winstead arrived at 8:11 p.m.

Approval of Minutes from the June 16, 2008 Board meeting. Ms. Eig submitted changes to the June 16, 2008 minutes prior to the meeting. Discussion followed.

Mr. Jones made a motion to approve the minutes of the June 16, 2008 regular meeting Board meeting, as amended. Ms. Eig seconded the motion. Dr. Kamerow, Ms. Eig, Ms. Feldman and Mr. Jones voted in favor of the motion. Messrs. Winstead and Yeo had not arrived yet. The motion passed.

Treasurer's Report

The Treasurer's report was distributed to the Board prior to the meeting. The Board discussed the status of the reserves and funds for future capital projects. Discussion followed.

Committee Reports

Audit Committee—Appointment of Chair: Timothy Trifilo, 5414 Center Street

Mr. Trifilo's resume was circulated to the Board prior to the meeting. Discussion followed.

With approval from the majority of the Board, Dr. Kamerow appointed Mr. Trifilo as Chair of the Village's Audit Committee.

Decisions on Previous Appeals

None.

Appeals

A-5427: Mr. Thad S. Kemp, 4000 Oliver Street—Install thirteen (13) masonry piers measuring 42-inches in height to support a fence on top of an existing retaining wall in the Oliver Street front yard and in the Montgomery Street and Oliver Street public rights-of-way. The proposed maximum height would be 8-feet, six inches. Mr. Kemp presented his request.

Peter Kilborn of 4007 Oliver Street stated his concern that the case was being heard by the Board despite the absence of abutting neighbors, and he suggested lowering the height of the railing (piers) by six inches. Ms. Eig suggested reducing the height of the proposed piers to a maximum height of thirty-nine (39”) for the proposed piers. Discussion followed.

Ms. Eig made a motion to direct Counsel to draft a decision approving the installation of thirteen (13) masonry piers to support an iron fence on top of an existing retaining wall in the Oliver Street front yard and in the Montgomery Street and Oliver Street public rights-of-way, provided the piers (including the two-inch capstone) do not exceed thirty nine (39) inches in height and the fence does not exceed thirty-six (36) inches in height above the existing retaining wall. Ms. Feldman seconded the motion. Dr. Kamerow, Mr. Winstead, Ms. Eig, Ms. Feldman, Mr. Yeo and Mr. Jones voted in favor of the motion. The motion passed. The applicant asked for the decision to be expedited.

Old Business

None.

New Business

Street Signage Request—Erect a “No Parking Anytime” sign on the south side of Grove Street at Oliver Street. Mr. Biddle explained that a request had been submitted by a resident in the immediate vicinity to erect a “No Parking Anytime” sign on the south side of Grove Street, 30 feet prior to the “STOP” sign at Oliver Street. Discussion followed.

The Board unanimously approved the request and directed staff to erect the requested sign. Mr. Winstead had not yet arrived.

Contract Authorizations:

- **Website Development and Maintenance**

Village staff presented information on the three companies that submitted proposals for the redevelopment and on-going maintenance of the Village website. Discussion followed. The Board directed staff to organize a panel of Village residents to participate in the process.

Mr. Jones made a motion to authorize the Village Manager to enter into a contract with Calvert Design Group, Inc. for the redevelopment and on-going maintenance of the Village’s website. Mr. Yeo seconded the motion. Dr. Kamerow, Ms. Feldman, Mr. Yeo

and Mr. Jones voted in favor of the motion. Ms. Eig voted against the motion. Mr. Winstead had not yet arrived. The motion passed.

- **Police Services Agreements**

Mr. Biddle requested authorization to enter into the annual Police Services Agreements with the Village of Martin's Additions, the Village of Chevy Chase Section 3 and the Town of Chevy Chase View. Discussion followed.

Ms. Feldman made a motion to authorize the Village Manager to enter into Police Services Agreements with the Village of Martin's Additions, the Village of Chevy Chase Section 3 and the Town of Chevy Chase View, for the fiscal year from July 1, 2008 through June 30, 2009. Mr. Yeo seconded the motion. Dr. Kamerow, Ms. Eig, Ms. Feldman, Mr. Yeo and Mr. Jones voted in favor of the motion. Mr. Winstead had not yet arrived. The motion passed.

- **Installation of two (2) *Cryptomeria* trees to the Brookville Road side of 16 Newlands Street**

Mr. Biddle explained that two trees needed to be removed along Brookville Road in the State Highway public right-of-way adjacent to 16 Newlands Street. The trees needed to be removed because they had been deemed hazardous by the Village arborist and Maryland State Forester. The residents of 16 Newlands Street have requested that the Village subsequently install two *Cryptomeria* trees to provide screening along Brookville Road. Ms. Eig asked that in addition to the two *Cryptomeria* trees, a tree be planted in this area that meets the requirements for reforestation trees: a deciduous hardwood canopy tree that reaches a mature height of at least forty-five feet (45'). Discussion followed.

Ms. Eig made a motion to authorize the Village Manager to, at his discretion, enter into a contract with Ace Tree Movers, Inc. for the purchase and installation of two *Cryptomeria* trees along the Brookville Road side of 16 Newlands Street. Mr. Jones seconded the motion. Dr. Kamerow, Ms. Eig, Ms. Feldman and Mr. Jones voted in favor of the motion. Mr. Yeo voted against the motion. Mr. Winstead had not yet arrived. The motion passed.

FY2008 Budget Reallocations/Revisions

Mr. Biddle requested authorization to transfer \$18,000 from Vehicle and Equipment to Building Regulations in the FY2008 budget. Discussion followed.

Ms. Feldman made a motion to authorize the transfer of \$18,000 from Vehicle and Equipment to Building Regulations in the FY2008 budget. Mr. Winstead seconded the motion. Dr. Kamerow, Mr. Winstead, Ms. Eig, Ms. Feldman and Mr. Jones voted in favor of the motion. Mr. Yeo was not present during the vote. The motion passed.

FY 2008 Safe Speed Budget Revision

Mr. Biddle explained that he had more current information since the Board's June 16, 2008 meeting regarding the supplemental *Safe Speed* Program budget and that he needed approval of the revised budget based on updated costs. Discussion followed.

Ms. Feldman made a motion to approve the revised FY2008 supplemental budget for the *Safe Speed* Program reflecting a surplus amount of \$1,633,518. Mr. Winstead seconded the motion. Dr. Kamerow, Mr. Winstead, Ms. Eig, Ms. Feldman, Mr. Yeo and Mr. Jones voted in favor of the motion. The motion passed.

Chairman's Report

Building Regulations Review

Dr. Kamerow stated that he wanted the Board to begin investigating implementation of a "Pre-application Consultation" similar to the process used in the Town of Chevy Chase to review proposed building projects at the Board's meeting in September. Notice of this discussion will be placed in the September issue of the *Crier*.

Executive Session

Dr. Kamerow asked Board members if they would prefer to hold planned Executive Sessions before or after the regular Board meetings. The majority of Board members present opted to hold the Executive Sessions prior to the Board meeting.

Manager's Report

Independent Arborist

Mr. Biddle explained that the Board had previously directed him to investigate utilizing an independent arborist related to the Village's public tree maintenance and removal programs to provide an unbiased viewpoint. Mr. Biddle asked the Board if it intended for this arborist to be used as the initial assessor for the needs of Village trees, or as a second-opinion following an assessment by the tree maintenance contractor's arborist. Discussion followed. The Board advised that the independent arborist should be brought in to serve as a second-opinion.

Consent Votes

Mr. Biddle asked if future matters requiring Board approval could be placed on a "consent agenda", which could be circulated a week prior to the Board's briefing packets for the upcoming meeting. Discussion followed. The Board concurred that it did not want to begin a "consent agenda".

Purchase Authorization—E-Ticketing for Use by the Police Department

Mr. Biddle requested authorization to spend \$9,561 on an e-ticketing system to be used by the police department, all of which would be refunded by a previously approved grant from the Governor's Office of Crime Control & Prevention.

The Board unanimously authorized the Village Manager to purchase an e-ticketing system for use by the police department in the amount of \$9,561, all of which would be refunded

through a previously approved grant from the Governor’s Office of Crime Control & Prevention’s Law Enforcement Technology.

Purchase Authorization—*Segway* for Use by the Police Department

Mr. Biddle requested authorization to use \$4,350 from the revenue of the *Safe Speed* Program to purchase a *Segway* for use by the police department.

Dr. Kamerow made a motion to authorize the Village Manager to purchase a *Segway* for use by the police department using \$4,350 from the *Safe Speed* Program. Mr. Jones seconded the motion. Dr. Kamerow, Mr. Winstead, Ms. Eig, Ms. Feldman, Mr. Yeo and Mr. Jones voted in favor of the motion. The motion passed.

Police Report

The monthly Police Report was distributed to the Board prior to the meeting.

Mr. Winstead made a motion to adjourn the meeting. Mr. Jones seconded the motion. Dr. Kamerow, Mr. Winstead, Ms. Eig, Ms. Feldman, Mr. Yeo and Mr. Jones voted in favor of the motion. The motion passed. The meeting adjourned at 9:06 p.m.

Secretary, Chevy Chase Village Board of Managers

Final.