

Chevy Chase Village Board of Managers' Meeting

March 9, 2020

Note: These minutes reflect the Board's actions only, and do not include remarks made by members of the Board of Managers, Legal Counsel, Village Staff or others in attendance.

BOARD OF MANAGERS

Elissa A. Leonard, Chair	Present
Robert C. Goodwin, Jr., Vice Chair	Present
David L. Winstead, Secretary	Absent
Richard M. Ruda, Assistant Secretary	Present
Gary Crockett, Treasurer	Present
Nancy E. Watters, Assistant Treasurer	Absent
Linda Willard, Member	Present

STAFF

Shana R. Davis-Cook, Village Manager	Present
John M. Fitzgerald, Police Chief	Present
Ellen Sands, Director of Municipal Operations	Present
Jessica Gebhart, Permitting & Code Enforcement Coordinator	Present
Demetri Protos, Finance Director	Present

COUNSEL

Suellen M. Ferguson, Village Counsel	Present
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Elissa A. Leonard, Chair of the Board of Managers, called the meeting to order at 7:32 p.m.

Approval of Minutes from the Board's Previous Meeting and Budget Work Session

Minutes of the Board's Regular Meeting held on February 10, 2020 and the Budget Work Session held on February 24, 2020 were circulated to the Board prior to the meeting.

Mr. Crockett moved to approve the minutes of the Board's Regular Meeting held on February 10, 2020 and from the Budget Work Session held on February 24, 2020, both as drafted. Mr. Ruda seconded the motion. Ms. Leonard, Mr. Goodwin, Mr. Crockett, and Mr. Ruda voted in favor of the motion, Ms. Willard had not arrived yet. The motion passed.

Ms. Willard arrived at 7:33 pm.

Special Permit & Variance Requests

A-7638 (Variance) Ms. Kristen A. Lejniaks & Mr. Joseph Poulas **9 East Irving Street**

Install two air conditioners, one which would encroach a maximum of one foot, seven inches (1'-7"), and another which would encroach a maximum of one foot, five inches (1'-5") into the seven (7) foot side (west) yard setback for new units.

Mr. Crockett moved to approve the variance request in Case A-7638 on the basis that the evidence presented, including the Staff Report and Case Synopsis, demonstrates that the applicable requirements for approval of the variance have been met. Staff is directed to draft a decision based on this evidence, including findings of fact and conclusions, approving the variance application. Mr. Goodwin seconded the motion. Ms. Leonard, Mr. Goodwin, Mr. Crockett, Mr. Ruda, and Ms. Willard voted in favor of the motion. The motion passed.

Treasurer's Report

The Treasurer's Report was distributed to the Board and posted to the Village website prior to the meeting. *No formal action was taken by the Board.*

Matters for Board Discussion, Consideration & Possible Adoption

Resolution No. 03-01-20: An Ordinance to amend Chapter 3, "Personnel Code", by repealing and reenacting Sec. 3-2. Definitions; Sec. 3-9. Compensation; Sec. 3-10. Sick Leave; Sec. 3-11. Annual Leave; Sec. 3-12. Holidays; Sec. 3-13. Death Leave; Sec. 3-16. Official Leave; and Sec. 3-22. Sanctions—Generally; to revise definitions for exempt employees, family, retirement, and to add a definition of voluntary separation; to require that job descriptions designate whether a position is exempt and remove the requirement that the Board annually review job descriptions ; to create two new pay categories for emergency compensation and pay differential; to institute carry-over provisions for compensatory time and requirements for use and receipt of compensatory time; to clarify the minimum hours paid to police officers for court time; to clarify sick leave requirements and to conform the Village Code to Title 3, Subtitle 13, §§13-301 et seq., Labor and Employment Article, Annotated Code of Maryland; to clarify holiday leave and bereavement leave provisions; to make specific provision for administrative leave; to include an employee who is charged or arrested for a felony, or of a misdemeanor involving moral turpitude, as being subject to sanctions and to make conforming changes. The Resolution was circulated to the Board and posted to the Village website prior to the meeting.

Mr. Crockett moved to adopt Resolution No. 03-01-20, as drafted. Mr. Goodwin seconded the motion. Ms. Leonard, Mr. Goodwin, Mr. Crockett, Mr. Ruda, and Ms. Willard voted in favor of the motion. The motion passed.

Contract Authorization Request

- Landscape Maintenance Services, initial 3-year contract authorization
Level Green Landscaping, LLC

A staff report was circulated to the Board prior to the meeting and posted to the Village website prior to the meeting.

Mr. Crockett moved to authorize the Village Manager to execute the initial 3-year contract for landscape maintenance with Level Green Landscaping, LLC. Ms. Willard seconded the motion. Ms. Leonard, Mr. Goodwin, Mr. Crockett, Mr. Ruda, and Ms. Willard voted in favor of the motion. The motion passed.

Police Report

The Police Report was distributed to the Board and posted on the Village website prior to the meeting. *No formal action was taken by the Board.*

Manager's Report

The Manager's Report was circulated to the Board prior to the meeting. Ms. Davis-Cook provided an overview of the staff's monitoring of developments and preparations for operations impacts related to COVID-19. *No formal action was taken by the Board.*

Adjournment

Mr. Crockett moved to adjourn the meeting. Mr. Ruda seconded the motion. Ms. Leonard, Mr. Goodwin, Mr. Crockett, Mr. Ruda, and Ms. Willard voted in favor of the motion. The motion passed. The meeting adjourned at 8:22 p.m.

Attested by: Shana Davis-Cook, Village Manager

FINAL.