

# **Chevy Chase Village Board of Managers' Meeting**

## **March 12, 2018**

*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**

Michael L. Denger, Chair	Present
Elissa A. Leonard, Vice Chair	Present
David L. Winstead, Secretary	Absent
Minh Le, Assistant Secretary	Present
Gary Crockett, Treasurer	Present
Robert C. Goodwin, Jr., Assistant Treasurer	Present
Richard M. Ruda, Board Member	Present

### **STAFF**

Shana R. Davis-Cook, Village Manager	Present
John M. Fitzgerald, Police Chief	Present
Ellen Sands, Municipal Operations Coordinator	Present
Demetri Protos, Finance Director	Present
Tamu Tucker, Community Liaison/Administrative Assistant	Present

### **COUNSEL**

Suellen M. Ferguson, Village Counsel	Present
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Mr. Michael L. Denger, Chair of the Board of Managers, called the meeting to order at 7:32 p.m.

### **Approval of Minutes from the Board's Regular Monthly Meeting: February 12, 2018**

Minutes of the Board's regular monthly meeting held on February 12, 2018 were circulated to the Board prior to the meeting.

*Ms. Le moved to approve the minutes of the Board of Managers' Regular Monthly Meeting held on February 12, 2018, as drafted.* Mr. Crockett seconded the motion. Mr. Denger, Ms. Leonard, Ms. Le, Mr. Goodwin, Mr. Crockett and Mr. Ruda voted in favor of the motion. The motion passed.

### **Approval of Minutes from the Board's Budget Work Session: February 28, 2018**

Minutes of the Board's Budget Work Session held on February 28, 2018 were circulated to the Board prior to the meeting. Ms. Le noted that the officer positions for Ms. Le and Mr. Ruda as listed under attendees on the first page needed to be updated.

*Ms. Leonard moved to approve the minutes of the Board of Managers' Budget Work Session held on February 28, 2018, as amended.* Mr. Goodwin seconded the motion. Mr. Denger, Ms. Leonard, Mr. Crockett, Ms. Le, Mr. Goodwin, and Mr. Ruda 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. Discussion followed. *No formal action was taken by the Board.*

## **Public Hearing: Draft Budget for the Fiscal Year Beginning July 1, 2018 (FY2019)**

The draft budget for fiscal year 2019, as amended following the Board's February 28, 2018 Budget Work Session, was distributed to the Board and posted to the Village website prior to the meeting. The only amendments to the budget had been to reflect the Bureau of Labor Statistics' Consumer Price Index for Urban Wage Earners for the Washington DC metropolitan area for calendar year 2017, which was released as a 1.2% increase. This cost of living adjustment required various amendments to personnel compensation related categories.

No comments were heard from the floor and no action was taken by the Board. The Board will hold a second Public Hearing during its regular meeting on April 9, 2018 and the Board will vote to adopt the FY2019 Operating & Capital Budget and property tax rates during the Annual Meeting on April 16, 2018.

## **Matters Presented for Board Consideration and Possible Action**

### **Contract Authorization Requests**

- Brookville Road Park Redevelopment—*Aspen Landscape Contracting, Inc.*

*Ms. Leonard moved to authorize the Village Manager to enter into a contract with Aspen Landscape Contractors, Inc., in substantially the form provided, to provide construction services to the Village for completion of the Brookville Road Park Redevelopment project. Mr. Crockett seconded the motion. Mr. Denger, Ms. Leonard, Ms. Le, Mr. Crockett, Mr. Goodwin, and Mr. Ruda voted in favor of the motion. The motion passed.*

- Village Hall and Buffer Area Sidewalk Replacement—*Scango Consulting, LLC (d/b/a Capitol Hardscapes)*

*Mr. Crockett moved to authorize the Village Manager to enter into a contract with Scango Consulting, LLC dba Capitol Hardscapes, in substantially the form provided, to provide construction services to the Village for replacement of the sidewalks along the Buffer and surrounding and leading to the Village Hall including the installation of ADA-compliant ramps. Mr. Goodwin seconded the motion. Mr. Denger, Ms. Leonard, Ms. Le, Mr. Crockett, Mr. Goodwin, and Mr. Ruda voted in favor of the motion. The motion passed.*

### **Contract Extension Request (first of two extension options): Landscape Maintenance—*Brightview Landscape Services (formerly, Valleycrest Landscape Maintenance.***

*Mr. Goodwin moved to authorize the Village Manager to execute a letter exercising the first of two one-year contract extension options with Brightview Landscapes, LLC for landscape maintenance services in the Village at an amount not to exceed \$34,451.00. Ms. Le seconded the motion. Mr. Denger, Ms. Leonard, Ms. Le, Mr. Crockett, Mr. Goodwin, and Mr. Ruda voted in favor of the motion. The motion passed.*

**Resolution No. 03-01-18:** Amendment to the FY2018 budget to transfer \$55,000 from other operating and capital budget categories to Capital Projects, Brookville Road Park Development, in order to fully fund the project.

*Ms. Le moved to approve Resolution No. 03-01-18, as drafted.* Mr. Crockett seconded the motion. Mr. Denger, Ms. Leonard, Ms. Le, Mr. Crockett, Mr. Goodwin, and Mr. Ruda voted in favor of the motion. The motion passed.

### **Commission & Committee Matters**

**ad hoc Arbor Day Planning Committee:** Report on plans formulated by a joint committee representing the Tree, Environment & Energy and Parks & Greenspaces Committees for an April 21, 2018 Arbor Day event. This event will satisfy the final criteria to allow the Village to be re-designated as a Tree City USA. *No formal action was taken by the Board.*

### **Police Report**

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

### **Manager's Report**

The Manager's Report was circulated to the Board prior to the meeting. *No formal action was taken by the Board.*

### **Adjournment**

*Mr. Crockett moved to adjourn the meeting.* Mr. Goodwin seconded the motion. Mr. Denger, Ms. Leonard, Ms. Le, Mr. Crockett, Mr. Goodwin, and Mr. Ruda voted in favor of the motion. The motion passed. The meeting adjourned at 7:58 p.m.

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Attested by: Shana Davis-Cook, Village Manager

*Final.*