

# Chevy Chase Village Board of Managers' Meeting

**September 11, 2023**

*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
Gary Crockett, Treasurer	Present
Louis Morsberger, Secretary	Present
Nancy E. Watters, Assistant Treasurer	Present (virtual)
Linda J. Willard, Assistant Secretary	Present
David L. Winstead, Member	Absent

## **STAFF**

Shana R. Davis-Cook, Village Manager	Present
John M. Fitzgerald, Police Chief	Present
Jacqueline Parker, Director of Municipal Operations	Present (virtual)
Demetri Protos, Finance Director	Present (virtual)
Jennifer Young, Administrative & Constituent Services Assistant	Present
Ellen Sands, Project Manager	Present

## **COUNSEL**

Suellen M. Ferguson, Village Counsel	Present
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Elissa Leonard, Chair of the Board of Managers, called the meeting to order at 7:32 p.m. Ms. Leonard led a standing ovation for retiring Police Chief John Fitzgerald at this his final Board of Managers meeting.

## **Approval of Minutes from the Board's Previous Meetings**

Minutes of the Board's Regular Monthly Meeting held on July 10, 2023, were circulated to the Board prior to the meeting.

*Mr. Goodwin moved to approve the minutes from the Board's July 10, 2023, regular meeting, as drafted. Mr. Crockett seconded the motion. Ms. Leonard, Mr. Goodwin, Mr. Crockett, Ms. Watters, Mr. Morsberger, and Ms. Willard voted in favor of the motion. The motion passed.*

## **Treasurer's Report**

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

## **Matters for Board Discussion, Consideration, and Possible Action**

## **Contract Authorizations**

- **Task Order Authorization:** Removal and replacement of the public sidewalk in support of a shared stormwater infrastructure improvement project on the north side of the unit block of Primrose Street, in an amount not to exceed \$16,500 — *Scango Consulting LLC dba Capitol Hardscapes*

*Mr. Crockett moved to authorize the Village Manager to accept the task order for the Primrose Street shared stormwater infrastructure improvement project in an amount not to exceed \$16,500. Mr. Morsberger seconded the motion. Ms. Leonard, Mr. Goodwin, Mr. Crockett, Ms. Watters, Mr. Morsberger, and Ms. Willard voted in favor of the motion. The motion passed.*

- **Contract & Task Order Authorization (FY2024 Capital Improvement Project):** Chevy Chase Circle Greenspace Re-Design Project — *Level Green Landscape, LLC* (site work and landscaping, in an amount not to exceed \$96,621) and *Scango Consulting LLC dba Capitol Hardscapes* (sidewalks, in an amount not to exceed \$41,100)

**Resolution No. 09-01-23 (FY2024 Budget Amendment No. 1):** An Ordinance to amend the fiscal year 2024 budget to transfer \$145,000 from reserves to the “Boxwood Area Project” line item in the Capital Projects budget to fund the project.

*Mr. Crockett moved to authorize the Village Manager to enter into a contract with Level Green Landscape, LLC, in substantially the form provided, for site and landscaping work in an amount not to exceed \$96,621, and to accept the task order with Scango Consulting LLC dba Capitol Hardscapes for sidewalk work for the Chevy Chase Circle Greenspace Re-Design Project, and to adopt Resolution No. 09-01-23, as drafted. Mr. Morsberger seconded the motion. Ms. Leonard, Mr. Goodwin, Mr. Crockett, Ms. Watters, Mr. Morsberger, and Ms. Willard voted in favor of the motion. The motion passed.*

## **Commission and Committee Matters**

- **Personnel Commission**—Board reappointment of Orrin Baird (Oliver Street) to serve a three-year term as a member ending September 2026, and a one-year term as Chair ending September 2024

*Mr. Morsberger moved to reappoint Orrin Baird (Oliver Street) to serve a three-year term as a member of the Personnel Commission ending September 2026, and a one-year term as Chair ending September 2024. Ms. Willard seconded the motion. Ms. Leonard, Mr. Goodwin, Mr. Crockett, Mr. Morsberger, Ms. Watters, 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. *No formal action was taken by the Board.*

**Adjournment**

*Mr. Crockett moved to adjourn the meeting. Ms. Willard seconded the motion. Ms. Leonard, Mr. Goodwin, Mr. Crockett, Mr. Morsberger, Ms. Watters, and Ms. Willard voted in favor of the motion. The motion passed. The meeting adjourned at 7:53 p.m.*

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Attested by: Shana Davis-Cook, Village Manager

*FINAL*