

COUNCIL OF CHEVY CHASE VIEW
Monthly Meeting

Date: February 15, 2023
Place: Meeting was held at Christ Episcopal Church
Present: Paula Fudge, Chair; Tommy George, Peter Marks,
Nancy Somerville and Ed Tarbutton, Council
members
Jana Coe, Town Manager
Ron Bolt, Legal Counsel for Town
Others Present: Ron Sherrow, 4013 Glenridge Street

Called Meeting to Order: 7:05 p.m. by Paula Fudge, Chair

Approval of Minutes of January 10, 2023, Work Session and January 18, 2023, Monthly Council Meeting: Tommy George moved the minutes of the January 10, 2023, Work Session and January 18, 2023 Monthly Council Meeting be approved. Ed Tarbutton seconded the motion and it passed with a 5-0 vote.

Financial Report for Period January 2023: The Town Manager noted an unexpected large income tax payment in January, which will boost estimated annual revenue by \$200,000. Ed Tarbutton moved that the financial report for the period January 1, 2023, to January 31, 2023, be accepted. Tommy George seconded the motion and it passed with a 5-0 vote.

Council Member Walk: Nancy Somerville conducted the monthly Council member walk and asked the Town Manager to follow-up on right-of-way maintenance related to the recent street maintenance work.

CCV Building Permit Summary for February 2023

Active and open permit construction projects:

- 9819 Connecticut Avenue (Spry) Rear addition including basement - Applied 6/1/22, approved 6/15/22, issued 7/12/22
- 9901 Connecticut Avenue (Nix-Gomez) - Sunroom, Mudroom entry, expand second floor bedroom, raise roof of third-floor level attic space - Applied 12/24/21, approved 2/26/22, issued 8/30/22

- 4221 Everett Street (Strittmatter) - Rear deck - Applied 7/15/22, issued 9/9/22
- 4221 Everett Street (Strittmatter) - Pool and paver patio Applied 5/12/22, approved 5/26/22, issued 6/22/22
- 4021 Glenridge Street (Matan) Addition - Applied 4/7/21, approved, 4/21/21, issued 6/24/21
- 4109 Glenridge Street (Keenan) Screen porch - Applied 4/10/22, approved 5/18/22, issued 7/15/22

Closed projects since the February 2023 Council meeting:

- 4021 Glenridge Street (Matan) Pool and pool house - Applied 10/5/21, approved 10/20/21, issued 12/15/21, Closed 2/23/23
- 4102 Glenridge Street (DeSarno) Addition and screen porch - Applied 10/5/21, issued 1/29/22, closed 2/23/23
- #555-12001 - Dumpster - 9905 Summit Avenue (Ghatan) - Applied 12/28/22, approved/issued 12/28/22, closed 2/23/23

WSSC Parkwood II Water Main Replacement Project: At the January 18, 2023, Council meeting, the Town Manager reported that the WSSC Parkwood II Water Main Replacement Project scheduled to start in Spring 2023 had been delayed until Spring 2024 due to supply chain issues.

On the subsequent February 2nd Zoom meeting with WSSC officials, the Town Manager was advised the supply chain issues were being resolved more quickly than expected and the start date is now October 2023. Important subjects discussed with WSSC officials included the emphasis on the Town's receipt of the testing and compaction reports for our records and scheduling ongoing communications with the construction team. The construction team will also provide residents with updates to the construction progress.

WSSC agreed to the following dates for future meetings and construction updates:

- WSSC to attend the Town Council meeting in the third week of July. During this meeting WSSC will discuss the project and answer any questions from the Council members/residents.
- WSSC will schedule a community meeting sometime in August 2023. This meeting will be open to all

residents affected by the project. The meeting will be recorded and posted online.

DNR Resiliency Study Implementation: Nancy Somerville reported that a walk thru meeting will be held on February 28th to provide a first-hand visual of the Town and known stormwater issues. We will visit areas of known problems and try to review any items that arise from the community feedback currently being gathered by the Town. We will be using this time to obtain pictures, gain familiarity with the areas surrounding the problems spots and visually look for problem areas based on topography, signs of erosion or observations of standing water.

Update on Connecticut Avenue safety issues: The Town has contacted SHA and MCDOT and asked that a review of the left-turn signal at the intersection of Saul Road and Connecticut Avenue to determine the functionality of the signal, as well as recalibration to set the protected left-turn signal for the northbound and southbound lanes to a red arrow during non-rush hour traffic.

Personnel/office space update and next steps: The Council is pivoting from its earlier plan to hire an Assistant Town Manager to now hiring a full-time Town Manager who will serve as successor of Town Manager Jana Coe. Mrs. Coe has shared her early 2024 retirement plans with the Town Council.

To develop 2023 salary recommendations for hiring a Town Manager, Ed Tarbutton discussed his outreach to four Montgomery County municipalities that are similar in size and characteristics to Chevy Chase View. The Council will finalize the Town Manager job description and it was the consensus that the salary range will be \$95,000 - \$125,000. The Assistant Town Manager position will be posted later this summer.

The Council has also identified Cresa, a local commercial real estate brokerage firm, to work with Town officials to secure office space for Town employees.

Discuss Support for Del. Kaufman's HB459 designed to facilitate an optional transition from utility-owned streetlights to municipality-owned streetlights: Delegate Aaron Kaufman has introduced HB459 which will enable legislation designed to help municipalities achieve better

street lighting service at a lower cost. It clarifies the process for municipalities and counties to acquire utility-owned streetlights and establishes fair rules for valuing lights. Nancy Somerville moved that the Town Council submit a letter of support for HB459. Peter Marks seconded the motion and it passed with a 5-0 vote.

Discuss Treasury guidelines - Federal procurement regulations must be applied to municipal contracts when using American Rescue Plan Act (ARPA) funds: Non-Entitlement Units (NEU) with a population of 50,000 or less have learned the Award Terms and Conditions that municipalities executed in connection with their election for American Rescue Plan Act (APRA) funds require that federal procurement regulations must be applied when ARPA funds are used for contracts.

Based on this Final Rule guidance, it appears better to apply the ARPA funds to payroll, and the other examples of "government services", rather than to existing contracts because our procurement practices likely do not strictly comply with all Federal procurement regulations.

The Town Manager will speak with staff at Lindsey and Associates, the firm who handles the annual state-mandated audit, for proper directive for reporting these recommended expenditures.

Franklin Street Washington Gas Main/Lateral Replacement Project: The Town was very recently informed that Washington Gas Contractor Northern Pipeline (NPL) will be replacing approximately 1575' of medium pressure bare steel gas main and approximately 26 service laterals. The scope of work will be on Franklin Street from Connecticut Avenue to the intersection of Summit Avenue, including 4201 Franklin Street. The proposed project timeline is July 2023 - December 2023. Washington Gas will be communicating details of this project directly with the affected residents soon.

Set Date for Variance Hearing #23-02-01 - 10149 Cedar Lane (Prudhomme): The residents of 10149 Cedar Lane have filed a variance application to allow construction of an addition on the east side of the house. A side setback variance of 6 feet has been requested, from the required 15-foot side setback. Staff is assessing whether a front setback

variance would also be needed. The Town Council will hold a variance hearing on Tuesday, March 28, 2023, at 7:00 p.m.

Work Session for FY24 Budget Planning: The Council will hold its budget work session to develop the FY24 budget on Wednesday, March 15, 2023, at 6:00 pm at Christ Episcopal Church. The work session is open to the public. At the monthly Council meeting on March 22, 2023, the Council will accept the proposed FY24 budget for presentation to Town residents asking for comments prior to the Annual Budget Meeting on Wednesday, April 19, 2023.

Motion to Adjourn: At 8:45 p.m. Tommy George moved that the meeting be adjourned. Ed Tarbutton seconded the motion. and it passed with a 5-0 vote.

Time and Place of Next Meeting: The Council will meet next at Christ Episcopal Church for its FY24 budget work session on Wednesday, March 15, 2023, at 6:00 pm. The work session is open to the public. NOTE: The next monthly meeting will be on Wednesday, March 22, 2023, at 7:00 pm.

Respectfully submitted,

Jana Coe, Town Manager

General Interest and Reminders

Important Reminder When Filing Your 2022 Maryland State Tax Return

By law, as a municipality, the Town of Chevy Chase View receives a portion of the Maryland state income tax the Town's residents pay each year. This revenue represents the most significant source of the Town's overall income and goes directly toward paying for services that the Town delivers to its residents in lieu of the county-provided services. Town residents DO NOT pay any additional State income taxes to live in Chevy Chase View.

To ensure that the Town of Chevy Chase View receives all State income tax revenues due to the Town, we ask you to please take special care when completing your MD State income tax return.

For tax returns for Tax Year 2022, please be aware that MD Form 502 has been updated to require specific information to identify the return filer as a resident of the Town of Chevy Chase View. **See below a sample of the first page of MD Form 502.** This required information is located in the box directly under your mailing address.

1. Enter number **1617** (the 4-digit political subdivision code assigned to Chevy Chase View). Please see the left red arrow below.
2. Under "Maryland Political Subdivision", include **Chevy Chase View** (if filing electronically there may be a character limit, and if so, use the abbreviation **Ch Ch View**). Please see the right red arrow as well as the note shown below.

REQUIRED: Maryland Physical address of taxing area as of December 31, 2019 or last day of the taxable year for fiscal year taxpayers. See Instruction 6. Part-year residents see Instruction 26.

1617 **Chevy Chase View**

4 Digit Political Subdivision Code (See Instruction 6) Maryland Political Subdivision (See Instruction 6)

Maryland Physical Address Line 1 (Street No. and Street Name) (No PO Box)

Maryland Physical Address Line 2 (Apt No., Suite No., Floor No.) (No PO Box)

City State ZIP Code + 4 Maryland County

Recycling of Cardboard Boxes: Ecology Services, the Town's recycling contractor, has again asked us to remind **residents to break down cardboard boxes and place them in a pile next to your recycling Toter on Tuesdays.** If residents can take the time to break these boxes down, there is more capacity for collection and the crew members do not need to spend extra minutes in front of a home chucking boxes into the back of recycling truck. Thank you.

Find Your Home's Flood Factor: Residents can enter their address at the following website <https://riskfactor.com/> to ascertain the address's susceptibility to flooding based on past floods, current risks, and future projections. Please note that this data does not incorporate individual property drainage systems but looks at the broader geographical area's susceptibility to flooding. More information can be found at <https://chevychaseviewmd.gov/2022/09/23/montgomery-county-has-a-new-flood-website/>.

Unleashed Dogs: Many residents are expressing increasing concern about unleashed dogs in the Town. Dog owners are reminded of the following provisions in the Montgomery County Code, Chapter 5, related to Animals and Public Nuisance:

Animal Trespass (Montgomery County Code, Sec. 5-203(a)(3)) - "An owner must not allow an animal to enter private property without the property owner's permission. (\$100 fine). Any dog is at large if it is outside the owner's premises and not leashed, unless it is a service dog, is in a dog exercise area designated by the Maryland National Capital Park and

Planning Commission or is participating in an approved activity." (\$100 fine for first offense; \$500 fine for each subsequent violation).

Unwanted Contact - "The pet owner must prevent unwelcome or unsolicited threatening physical contact or close proximity to a person or a domestic animal that occurs outside the owner's property that may cause alarm in a reasonable person, such as biting, chasing, tracking, inhibiting movement, or jumping." (\$500 fine). **You are reminded to clean up after your dog and place the bag in your own trash container for disposal by Ecology Services' crew.**

Bulk Pick-Up - The next monthly bulk pick-up is scheduled on **Saturday, March 3, 2023**. As a reminder, heavy refuse includes major appliances (must have Freon removed), furniture, large toys, bicycles, and plumbing fixtures. Excluded are batteries, propane tanks, bricks, general construction debris and iron pipes. Please have your items at the curb by 7:00 AM on Saturday as the truck comes through early.

Application for Building Permit - Building Permit Applications for consideration at the March 22, 2023, meeting must be submitted to the Town Manager by 5:00 p.m. on March 1, 2023. Please note that the review may take several days, and an application is not considered completed until the Town Permit Administrator-Municipal Engineer, Lance Ball, completes his review. Please contact Jana Coe, Town Manager, at janacoe@chevy Chaseviewmd.gov or by calling 301-949-9274.

***PLEASE TAKE ADVANTAGE OF THE FOLLOWING THREE COMMUNICATION
OPTIONS FOR TOWN RESIDENTS ONLY***

1. Sign Up for eTown Mailings: You can receive the monthly CCV Council meeting minutes and other Council messages and important announcements from the Town Manager. This does not replace the CCV listserv. Go to the CCV website - on the front page click "For Residents" - choose the box that says "e-Town Mailings". Add your address in the space at the bottom of the page and click "Go." This will take you to the website of our partner, Constant Contact. Follow the directions on the screen to complete your registration. After you have completed these steps, you will receive an email confirming your registration.

You can register as many email addresses as you like for your household, but you must use the link on the website page and enter each recipient individually.

2. Town Directory and Members Only Access: The Town publishes a Resident Directory in early Fall each year. In addition, this Resident Directory is available online, when you sign up for "Members Only" access to the Resident Directory. Go to <https://chevychaseviewmd.gov/registration/> to sign up. When you register for access, the online Resident Directory will be updated to include the information you provide. If you are new to the Town, we would like to add you to the Town's online Resident Directory. Then, when the annual directory is reprinted in the Fall, your information will be included in the printed version as well. The Town Manager administers online access accounts and formally activates residents' accounts. You will receive an email with instructions once approved. We take your privacy seriously and have done everything possible to bring this useful content to you in a secure manner.

3. Listserv - Please consider becoming a member of the CCV listserv by emailing ChevyChaseViewNet+subscribe@groups.io