

COUNCIL OF CHEVY CHASE VIEW
Monthly Meeting

Date: December 20, 2023

Place: Hybrid Meeting held at 10401 Connecticut Avenue,
Suite 103

Present: Ed Tarbutton, Chair; Paula Fudge, Tommy George,
Peter Marks, and Nancy Somerville, Council members
Ron Bolt, Legal Counsel for the Town (appearing
remotely), Denise Hitt, Town Manager

Others Present: Ron Sherrow, 4013 Glenridge Street

Call Meeting to Order: 7:02 p.m. by Ed Tarbutton, Chair

Approval of Minutes of November 15, 2023, Monthly Council Meeting and Clark Azar Presentation: Nancy Somerville moved the minutes of the November 15, 2023, Monthly Council Meeting, and the minutes of the November 15, 2023, Clark Azar presentation be approved. Paula Fudge seconded the motion and it passed with a 5-0 vote.

Financial Report for Period November 1, 2023 - November 30, 2023: Pete Marks moved that the financial report for the period November 1, 2023, to November 30, 2023, be accepted. Nancy Somerville seconded the motion and it passed with a 5-0 vote.

Council Member Walk: Ed Tarbutton conducted the monthly Council member walk, with no issues to report. Ed noted how this year's holiday displays were even more impressive than the past year and created holiday spirit throughout the Town.

Approve Town Permit #573-12001 - Driveway Pad and Retaining Wall 9910 Kensington Parkway (Noce/Lucas): Paula Fudge moved that Town permit #573-12001 be approved. Pete Marks seconded the motion and it passed with a 5-0 vote.

Compost Program: On February 1, 2024, the Town will initiate a one-year pilot composting program, which was previously approved in the Fiscal Year 2024 budget. The Town will pay 50% of the \$22 monthly fee for the 7-gallon bin for all Town residents who are currently signed up and for those who choose to sign up for the composting service. Information on signing up will be

distributed soon. Residents currently subscribed will automatically be included in the program.

MDOT Study MD185/Connecticut Ave at Franklin Street:

A traffic study was performed for MD 185/Connecticut Ave and Franklin Street to evaluate the need for a traffic signal and/or for additional intersection safety measures, including median closure. Delegate Solomon's office provided the Council with a memo outlining the issues, findings and recommendations which are found at [MD185FranklinEvaluation-08012023.pdf](#). The study recommended continued monitoring of the intersection. However, SHA may consider a pilot program restricting the intersection to southbound left-turn and side street right-in/right-out only. With the assistance of Delegate Jared Solomon's Chief of Staff, Eden Durbin, representatives of Maryland Department of Transportation (MDOT) will be available to remotely join our next Town Council Meeting, January 17, 2024. Further information regarding the format of the meeting will be forthcoming.

WSSC Kensington Parkwood II Water Main Replacement Project:

Darcy Male, the Project Supervisor for this project stated that this project is in the final steps awaiting the Commissioners voting to approve the construction contract. Her expectation is that the January Commission Meeting will include the agenda for Parkwood Drive II WMR. Based on this information, the starting date for this project may be in March 2024.

Once WSSC gets this final approval, WSSC, along with the chosen contractor, will hold a hybrid community meeting to explain the process in greater detail and to answer any questions.

As a reminder, this project will replace/repair 4.9 miles of water mains on roads in Chevy Chase View and Parkwood. **The two streets affected in CCV are Everett and Glenridge from Connecticut Avenue to Cedar Lane** for a combined 4,910 feet of water main replacement.

WSSC estimates 90-120 days to complete the work in Chevy Chase View. The water service may be interrupted for a few hours while the new main is being connected. Residents will receive notice at least 48 hours prior to any planned interruption. Upon completion of the project, both roads will be repaved.

Transition: The transition of Town Manager continues to be a fascinating work in progress. Denise is working to gain as much knowledge as possible on best practices for the many day-to-day processes. Should any resident have suggestions or wish to become more involved with the Town community, please email townmanager@chevy Chaseviewmd.gov.

Community Policing: The Council recognized how fortunate we are to have three community police officers working, as their schedules permit, with the Town. Discussions focused on best practices for reporting, locations, and neighbor engagement for 2024.

Closed Session: While in open session, at 8:07 p.m., Council Member, Tommy George moved to enter closed session pursuant to the Open Meetings Act, Maryland Code, General Provisions Article, Sec. 3-305(b)(7) to obtain legal advice regarding the Town building regulations, and (b)(1) to discuss personnel matters regarding employees over whom the Town has jurisdiction. Pete Marks seconded the motion. It passed unanimously. Present were all Council members and the Town Manager and Town Attorney (for the first item). The Council received legal advice on the building regulations. The Town Attorney was directed to compile recommendations for amendments. The Town Manager and Attorney were excused from the meeting. The Council discussed personnel matters. No action was taken. The closed meeting concluded at 8:13 p.m.

Motion to Adjourn: At 8:13 p.m., Pete Marks moved to adjourn the closed session. Tommy George seconded the motion and it passed with a 5-0 vote.

Time and Place of Next Meeting: The Council will meet for the next hybrid monthly meeting at 7:00 p.m., on Wednesday, January 17, 2023, at 10401 Connecticut Avenue, Suite 103, Kensington, MD 20895.

Respectfully submitted,
Denise Hitt, Town Manager

GENERAL INTEREST AND REMINDERS:

Report on Holiday Fund Contributions to Ecology Personnel: Thank you to everyone who contributed to the Holiday Fund on behalf of our workers at Ecology Services. This year, Town residents contributed a total of \$ 15,825.00. The crews asked that the Town Manager extend their appreciation to Town residents for their collective kindness and giving spirit during the holiday season.

Important Reminder When Filing Your 2023 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

MD

Seasonal Leaf Pickup Has Ended: Going forward, please place leaves in paper bags or reusable containers, following the yard waste instructions, and place them at the curb for collection on the regular weekly (Monday) yard waste collection.

CCV Building Permit Summary for December 2023

New Applications for a Town Permit

- 9910 Kensington Parkway (Noce/Lucas) - Driveway expansion
- Applied 11/26/23, approved 12/20/23

Approved applications awaiting issuance of Town permit:

- 4003 Everett Street (Prince) - Extending attic roof to create shed dormer and add new bathroom

Stop Work Order for Unpermitted Construction:

- 9807 Connecticut Avenue (Guzman) Second-story addition, rear addition, fence

Town of CCV Stop Work Order Posted - 3/21/23

County Permit issued 12/4/23

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, extended to 2/19/24
- 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, extended to 2/19/24
- 4028 Franklin Street (Haynos/Moyse) Screen porch with gas fireplace and deck - Applied 3/16/23, approved 5/17/23, issued 06/05/23
- 4213 Glenridge Street (Manion) Fence Applied 10/30/23 approved 11/14/23

Closed projects since the November 2023 Council meeting:

- 4016 Cleveland Street (Garayta) Shed - Applied 6/3/23, revised 10/10/23, approved 10/17/23, issued 11/29/23, closed 12/13/23

REMINDERS:

- **Bulk Pick-Up** - The next monthly bulk pick-up is scheduled on **Saturday, January 6, 2024**. 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 January 17, 2024, meeting must be submitted to the Town Manager by 5:00 p.m. on January 4, 2024. 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 Denise Hitt, Town Manager, at Denisehitt@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://chevy Chaseviewmd.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

**PRESIDING OFFICER'S WRITTEN STATEMENT FOR CLOSING A MEETING ("CLOSING STATEMENT")
UNDER THE OPEN MEETINGS ACT (General Provisions Article § 3-305)**

This form has two sides. Complete items 1 – 4 before closing the meeting.

1. **Recorded vote to close the meeting:** Date: 12-20-23; Time: 8:07 pm; Location: 10401 Conn.Ave, Suite103;
Motion to close meeting made by: Tommy George Seconded by Pete Marks;
Members in favor: Nancy Somerville Paul Fudge Pete Marks Tommy George Ed Tarbutton; Opposed: None;
Abstaining: None; Absent: None.

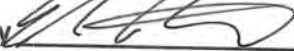
2. **Statutory authority to close session (check all provisions that apply).**
This meeting will be closed under General Provisions Art. § 3-305(b) only:

(1) ☒ "To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals"; (2) ☐ "To protect the privacy or reputation of individuals concerning a matter not related to public business"; (3) ☐ "To consider the acquisition of real property for a public purpose and matters directly related thereto"; (4) ☐ "To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State"; (5) ☐ "To consider the investment of public funds"; (6) ☐ "To consider the marketing of public securities"; (7) ☒ "To consult with counsel to obtain legal advice"; (8) ☐ "To consult with staff, consultants, or other individuals about pending or potential litigation"; (9) ☐ "To conduct collective bargaining negotiations or consider matters that relate to the negotiations"; (10) ☐ "To discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including: (i) the deployment of fire and police services and staff; and (ii) the development and implementation of emergency plans"; (11) ☐ "To prepare, administer, or grade a scholastic, licensing, or qualifying examination"; (12) ☐ "To conduct or discuss an investigative proceeding on actual or possible criminal conduct"; (13) ☐ "To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter"; (14) ☐ "Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process." (15) ☐ "To discuss cybersecurity, if the public body determines that public discussion would constitute a risk to: (i) security assessments or deployments relating to information resources technology; (ii) network security information . . . or (iii) deployments or implementation of security personnel, critical infrastructure, or security devices."

Continued →

3. For each provision checked above, disclosure of the topic to be discussed and the public body's reason for discussing that topic in closed session.

Citation (insert # from above)	Topic	Reason for closed-session discussion of topic
§3-305(b) <input checked="" type="checkbox"/> 1	Legal Advice	Clarification on regulation
§3-305(b) <input checked="" type="checkbox"/> 1	Personnel	No discussion was needed
§3-305(b) <input type="checkbox"/>		
§3-305(b) <input type="checkbox"/>		
§3-305(b) <input type="checkbox"/>		

4. This statement is made by , Presiding Officer.

WORKSHEET FOR OPTIONAL USE IN CLOSED SESSION: INFORMATION FOR SUMMARY TO BE DISCLOSED IN THE MINUTES OF THE NEXT OPEN MEETING. (See also template for summary.)

- For a meeting closed under the statutory authority cited above:

Time of closed session: _____
 Place: _____
 Purpose(s): _____
 Members who voted to meet in closed session: _____
 Persons attending closed session: _____
 Authority under § 3-305 for the closed session: _____
 Topics actually discussed: _____
 Actions taken: _____
 Each recorded vote: _____

- For a meeting recessed to perform an administrative function (§ 3-104): Time: _____

Place: _____
 Persons present: _____
 Subjects discussed: _____