

**COUNCIL OF CHEVY CHASE VIEW**  
**Monthly Meeting**

Date: March 18, 2020  
Place: Meeting was held via an open conference call  
Present: Paula Fudge, Chair; Lisa Fair, Peter Marks  
(executive session only), Carlos Molina and Ron  
Sherrow, Council members  
Jana Coe, Town Manager  
Ron Bolt, Legal Counsel for Town  
Joseph Toomey, CCV Building Permit Administrator

Called Meeting to Order: 7:00 p.m. by Paula Fudge, Chair

**Approval of Minutes of the February 19, 2020 Monthly Council Meeting:** Ron Sherrow moved the minutes of the February 19, 2020 Monthly Council Meeting be approved. Carlos Molina seconded the motion and it passed by a 4-0 vote.

**Financial Report for Period February 1, 2020 to February 29, 2020:** Paula Fudge moved that the financial report for the period February 1, 2020 to February 29, 2020 be accepted. Lisa Fair seconded the motion and it passed by a 4-0 vote.

**Council Member Walk:** Lisa Fair conducted the monthly Council member walk and her report has been submitted to the Town manager for follow-up.

**CCV Building Permit Summary for March 2020 meeting**

**Approved Applications awaiting issuance of the Chevy Chase View permit:**

- 9817 Connecticut Avenue (Tansil/Vaz De Carvalho) Addition - applied 1/31/20

**Active and open permit construction projects:**

- 10111 Cedar Lane (Hacking/Fabin) Fence - applied 2/5/20
- 10001 Connecticut Avenue (Ansah) Major addition - applied 12/10/19, approved 12/18/19, issued 1/10/20

- 10001 Connecticut Avenue (Ansah) Fence - applied 1/27/20
- 10001 Connecticut Avenue (Ansah) Pool - applied 2/3/20
- 3904 Dresden Street (Graham/Aslan) Major addition - applied 6/4/19, approved 8/22/19, issued 8/23/19
- 4011 Dresden Street (Quinn) New house construction - applied 12/4/18, approved 1/16/19, issued 6/24/19
- 3803 Everett Street (Gelfuso) Dumpster - applied 6/27/19, issued 7/1/19
- 3815 Everett Street (Blank) Outside patio - applied 2/5/19, approved 2/20/19, issued 6/18/19
- 4216 Everett Street (Petry) Porch addition and rear yard garage - applied 8/29/19, approved 9/30/19, issued 12/5/19
- 4201 Franklin Street (Scarff) Storage pod - applied 8/30/19, issued 8/31/19
- 4304 Glenridge Street (McConarty) New house construction - applied 12/11/18, approved 1/16/19, issued 4/29/19

**Completed projects since February 2020 Council meeting:**

- 4104 Glenridge Street (Hastings) Front portico and side entry stoop - applied 5/2/18, approved 5/16/18, extension of time approved 11/14/18, revision of plans approved 2/20/19, issued 2/26/19
- 3909 Saul Road (Azarpour) Fence - applied 1/27/20, approved 2/19/20, issued 2/20/20, completed 3/6/20

**Summit Avenue Sidewalk Improvement Project Update:** Joe Toomey report that the project is 98% complete. There are a few punch list items that are weather-dependent and should be resolved in a timely manner.

**Council to Increase Summit Avenue Sidewalk Rebuild Budget to \$487,500:** In March 2019, the Council developed the FY20 budget and allocated \$385,000 to the Summit Avenue Sidewalk Rebuild project. The Council reviewed the expenditures to date and the balance due on the ECM Corporation contract.

Summary of Anticipated Expenses - July 1, 2019 to June 30, 2020

ECM Contract Amount (includes Change Order of \$3,440)	- \$457,977.70
Clark/Azar Engineering/Design Services	- 12,712.74
Joseph Toomey Municipal Engineering Services	- 9,750.00
Myers and Laws (tree/stump removal services)	- 3,060.00
Total Expenditures through 2-29-20	<u>\$483,500.44</u>

Funds Disbursed through 2-29-20 - \$215,863.75

Paula Fudge moved that the FY20 budget be increased to \$487,500.00 to cover the remaining anticipated costs associated with this project. Ron Sherrow seconded the motion and it passed by a vote of 4-0.

**Update on Connecticut Avenue Safety Issues:** Jana Coe reported that SHA has not provided its final findings and recommendations on Connecticut Avenue safety initiatives. The report is currently under SHA internal review.

**Formal Acceptance of FY21 Budget:** The Council held a two-hour work session on March 12, 2020, to develop the FY21 budget. Paula Fudge presented the proposed budget to the Council. Lisa Fair made a motion to accept the proposed budget for presentation to Town residents for comments at the annual budget meeting. Ron Sherrow seconded the motion and it passed by a vote of 4-0.

The annual budget meeting (including a public hearing on the proposed budget) has been scheduled for Wednesday, April 15, 2020, at 6:30 pm, prior to the regular monthly meeting scheduled start time of 7:00 pm on that date. Given the current state of emergency, it is anticipated that the annual budget meeting will take place via conference call. If that holds true, dial-in information will be provided at a later date.

**Spring Bulk Yard Waste Pickup Scheduled for Week of April 13-17, 2020:** At this time, the annual Spring Bulk Yard Waste Cleanup is scheduled for April 13-17, 2020. Myers & Laws Tree Service will be performing this cleanup for the Town.

**Appoint Nominating Committee for May 14, 2020 Election:** Jana Coe advised Council members that Mike Plantamura has agreed to serve as chairman of the Nominating Committee for the upcoming May 14, 2020, election. Dawn Forsberg and Stacey Kuzma will serve as members to this committee. Paula

Fudge moved that the Nominating Committee members for the 2020 Council election be appointed. Lisa Fair seconded the motion and it passed by a vote of 4-0. Election notices will be mailed via regular postal mailings announcing the nomination and election process.

**Council Approval of Ecology Services Tipping Fee Increase effective April 1, 2020:** Ecology Services notified the Town that Waste Management Recycle America will be increasing the current recycling tip fee to \$100 per ton, effective April 1, 2020. This increase will result in an additional cost of \$0.39 per residence per month, and the new adjusted price will be \$7.77 per residence per month, for a total of \$2,424.24 monthly. Paula Fudge moved that the additional cost of \$121.68 per month for recycling tip fees be approved. Lisa Fair seconded the motion and it passed with a 4-0 vote.

**Review of Clark/Azar Proposal to Establish Long-Term Plan for Town's Infrastructure:** The Town Council considered, as part of the current FY20 budget the Clark-Azar (CAA) proposal (\$11,000) to assist the Council in establishing a long-term plan for the maintenance of the Town's roadway assets. This proposal includes paving, curbing, sidewalk and storm drain infrastructure. CAA would provide a detailed review of the infrastructure and identify items within the Town that need immediate corrective action and determine a 5 to 10-year plan for the rehabilitation of the Town's roadway assets. CAA would assign budgetary costs and prioritize the roads that should be rehabilitated.

Carlos Molina made a motion to accept the Clark/Azar proposal for inclusion in the FY20 budget. Lisa Fair seconded the motion and it passed by a vote of 4-0.

**Other New Business:** The Council recognized the Judges and Tellers for the recent Referendum Vote on Ordinance No. 81. Lucy Swartz and George Monk (Judges), as well as Steve Swartz and Ethel Monk (Tellers), contributed considerable time and effort to make certain the Referendum Voting process was handled in an accurate and secure manner. The Council also thanked the Town Manager for her efforts.

According to the Maryland Municipal League (MML), this was the first known State of Maryland municipal referendum vote on an adopted ordinance. MML now has access to all Town correspondence, election notices and balloting that can be

used as a template by municipalities in the State of Maryland.

**Motion to Adjourn:** At 7:25 p.m., in open session, Paula Fudge made a motion to enter closed session, pursuant to Maryland Code, General Provisions Article § 3-305(b)(7) consult with counsel to obtain legal advice on a legal matter concerning building code enforcement and § 3-305(b)(1) to discuss the employment, compensation, and performance evaluation of the Town Manager. Carlos Molina seconded the motion and it passed by a vote of 5-0. Present for the session were all Council members and Ms. Coe, Mr. Toomey, and Mr. Bolt. The Council received legal advice regarding building code enforcement. The Council directed Mr. Bolt to issue a letter concerning the code enforcement matter. Mr. Bolt, Mr. Toomey, and Ms. Coe departed the meeting. The Council discussed the employment, compensation and performance evaluation of the Town Manager. The Council voted unanimously to provide a salary increase and bonus to the Town Manager. At 9:00 p.m., hearing no objection, Paula Fudge adjourned the closed session.

**Time and Place of Next Meeting:** The Council will meet next for its annual budget hearing on Wednesday, April 15, 2020, at 6:30 pm at Christ Episcopal Church, Kensington, Maryland. Given the current state of emergency, it is anticipated that the meeting will take place via conference call. It that holds true, dial-in information will be provided at a later date. The regular monthly Council meeting will be held directly following the conclusion of the annual budget hearing.

Respectfully submitted,  
Jana Coe, Town Manager

**NOTES AND REMINDERS -**

**Important Reminder When Filing Your  
2019 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 2019 MD State income tax return.

For tax returns for Tax Year 2019, 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 MD State ZIP Code + 4 Maryland County

**U.S. Census:** The U.S. census (done every 10 years) will take place on April 1, 2020. Participation is important. The data collected determines the number of seats Maryland has in the U.S. House of Representatives and is also used in distributing federal funds to local communities. Every Marylander not counted costs the state approximately \$18,250 over 10 years. The census will be electronic. Additional information can be found at the following site:  
<https://census.maryland.gov/Pages/default.aspx>

**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)

**Bulk Pick-Up** - The next monthly bulk pick-up is scheduled on **Saturday, April 4, 2020**. 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 April 15, 2020 meeting must be submitted to the Town Manager by 5:00 p.m. on April 1, 2020. Please note that the review may take several days and an application is not considered perfected until the Town Permit Administrator-Municipal Engineer completes his review. Please contact Jana Coe, Town Manager, at [janacoe@chevy Chaseview.org](mailto:janacoe@chevy Chaseview.org) or by calling 301-949-9274.

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

**1. Sign Up for eTownMailings:** You can now 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 under "Quick Links" - you will find the box that says "eTown Mailings". Enter your mail address in the white field, then hit "Go". This will take you to the website of our partner, Constant Contact. Re-type your email address in the box that says "Confirm your email address". Enter your first name, last name and street address in the section titled "Your Information". Finally click the button at the bottom left that says "Save Profile Changes". After you have completed these steps, you will receive an email confirming your registration. Please note that when one member of your household registers for our electronic mailing list, we will discontinue mailing hard copies of these documents to your household.

**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 to sign up for "Members Only" (link) access to the Resident Directory. When you sign up 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](mailto:ChevyChaseViewNet+subscribe@groups.io).

**The listserv is not intended to be used by residents to contact the Town Manager or Council members. For the latter, please use the appropriate telephone number or email address for the Town Manager or Town Council member(s). To ensure the timeliest response on matters related to Town business or the Chevy Chase View Council, your inquiries are best directed to the Town Manager at [janacoe@chevychaseview.org](mailto:janacoe@chevychaseview.org) or by calling 301-949-9274.**

**Website** - Please visit our website at [www.chevychaseview.org](http://www.chevychaseview.org)