

# COUNCIL OF CHEVY CHASE VIEW

## Monthly Meeting

Date: November 16, 2011

Place: Christ Episcopal Church, Kensington, Maryland

Present: Lulu Gonella, Chair; Coral Bell, Paula Fudge, Michael Greene,  
Council members

Jana Coe, Town Manager

Ron Bolt, Legal Counsel to Chevy Chase View

Others Present: Rachel Ritvo, 4020 Everett Street

Called Monthly Meeting to Order: 7:35 p.m. by Lulu Gonella, Chair

**Approval of Minutes of October 19, 2011 Monthly Meeting:** Coral Bell moved the minutes of the October 19, 2011 monthly meeting be approved.

Paula Fudge seconded the motion. The motion passed unanimously.

**Financial Report for the Period October 1, 2011 to October 31, 2011:** Coral Bell moved that the financial report for the period of October 1, 2011 to October 31, 2011 be accepted. Paula Fudge seconded the motion and it passed unanimously.

**Council Member Walk:** Coral Bell conducted the Council member walk and had nothing to report.

**Connecticut Avenue (MD 185) Sidewalk Update:** Jana Coe reported the pre-construction meeting with the SHA contractor for the Connecticut Avenue sidewalk has been set for November 22, 2011. Construction will begin November 28, 2011 (weather permitting). It is anticipated the construction will take 10-14 days (weather permitting).

This work includes: 1) reconstruction of existing/construction of new sidewalk ramps at the MD 185/Saul Road and MD 185/Franklin Street intersections to meet ADA compliance, and 2) construction of new sidewalk along southbound MD 185 from Saul Road to Glenridge Street and Glenrose Street to Franklin Street. SHA expects the remainder of the project to begin in early spring 2012.

Mike Greene arrived at 7:50 p.m. to join the Council meeting.

**Cedar Lane/Summit Avenue Crosswalk:** On November 10, 2011, Kyle Liang, Senior Planning Specialist, Montgomery County Traffic Engineering and Operations Section, sent the new proposed plan for the Cedar Lane/Summit Avenue crosswalk project. The new plan addresses some concerns expressed by the CCV Council in its October 10, 2011 letter to Mr. Liang, namely the loss of bike lanes, heightened exposure of the sidewalk area to vehicular traffic, parking restrictions, advance pedestrian signage and bus stop relocations.

The Council discussed the proposed new plan and has asked Joe Cutro, traffic engineer working with CCV on its signage inventory, to also provide input to the Council.

**Right-of-Way Overgrowth:** Council members surveyed the Town over the past month and found no areas of concern at this time.

**Traffic Sign Improvement and Inventory Proposal:** Joe Cutro, traffic engineer, has completed all data collection for the complete CCV signage inventory and plans to deliver the inventory on November 21, 2011. He advised Jana Coe that he will present a proposal for upgrading the Town's signage that can be implemented in four stages. He does not promote 'signage clutter' and hopes to achieve 'no net increase' in signage. The first (priority) stage and second stage are expected to be approximately \$3,000.00 (includes materials, installation and oversight costs). Mr. Cutro will attend the January 16, 2012 Council meeting to review the inventory and proposal with the CCV Council.

## **Other Unfinished Business:**

Jana Coe reported that, pursuant to the approval authority delegated at the October 19, 2011 Council meeting, the Council issued a building permit for an outdoor kitchen at 4234 Everett Street (Bellaman). The Council also issued a demolition permit for the new home under construction at 4013 Franklin Street (Molina) which was destroyed by an early morning fire on November 8, 2011.

## **New Business:**

**Extension of Montgomery County Police Contract:** Coral Bell moved that, pursuant to paragraph 8 of the above referenced Police Services Agreement, the Town of Chevy Chase View desires to extend the Police Services Agreement by and between Montgomery County, Maryland and the Town of Chevy Chase View for an additional term of one (1) year commencing on December 1, 2011 and ending November 30, 2012. Paula Fudge seconded the motion and it passed unanimously.

It has been a successful partnership with the Montgomery County Police Department, with Lt. Eric Burnett providing excellent oversight to the Town's contractual needs.

**Holiday Letter for Refuse/Recycling Personnel:** The Council is pleased to announce the continuation of a Community Holiday Gift Fund for our refuse and recycling personnel. In January 2010, CCV residents Lynn Bailets and Alicia Klaffky proposed this Fund as they have tried over the past several years to recognize the personnel, but found it difficult to 'catch' the men when they are making pick-ups and to be certain that there is recognition for all the regular personnel.

The Fund gives residents a convenient and secure way to convey their thanks and to send Season's Greetings to those who provide vital services to our Town throughout the year.

Expect to see a separate mailing in early December announcing the Community Holiday Gift Fund. If you would like to make a contribution to the fund, an envelope will be included with the flyer announcing the Community Holiday Gift Fund for your convenience in mailing your contribution. The Council authorizes the split of the amount collected by Friday, December 16<sup>th</sup>, among the regular crew members who serve our Town. All contributions will be accepted – any contributions received after December 16<sup>th</sup> will be rolled into next year's gift fund.

## **Other New Business:**

The Council will be making some building application fees/permitting fees decisions over the next year. Lulu Gonella, Paula Fudge and Jana Coe met with Alan Beal, CCV's building permit administrator, on November 4<sup>th</sup> as the first step in making certain that the town manager's responsibilities and Mid-Atlantic's future services/expenses are in line with the Council's expectations.

Jana Coe reported on the following meetings attended recently:

### **Multi-Hazard Mitigation Plan Review**

The Montgomery County Office of Emergency Management and Homeland Security (OEMHS) held its initial planning meeting on November 7, 2011, to discuss revisions to the County's 2007 Multi-Hazard Mitigation Plan. Municipality participation was critical in successfully developing and implementing mitigation projects for the 2007 plan and is essential in the revision process. As well, participation establishes an awareness and understanding of the current needs and priorities for the respective municipalities. The Hazard Mitigation Plan seeks to identify hazards that threaten a community and determine the likely impacts of those hazards in order to prioritize and implement mitigation strategies to lessen the impact of the hazards.

### **Meeting with Maryland Records Appraisal Department**

The [Annotated Code of Maryland State Government Article 10, sections 631-634](#) requires every State, county or local government agency to develop a program to efficiently manage its records. This includes the establishment and/or regular revision of records retention and disposition schedules. The head of each agency or office is responsible for ensuring that all records created or received by that agency are on an approved records retention and disposition schedule. On Tuesday, November 8, 2011, the State's Records Appraisal Department held a seminar to discuss records retention schedules and general records management. Jana Coe expects to present a draft CCV retention schedule for the Council's approval at the December 21, 2011 meeting.

### **MEMA Crisis Training**

On Saturday, November 12, 2011, The Maryland Municipal League's Hometown Emergency Preparedness Committee (HEPAC) and the Maryland Emergency Management Agency (MEMA) held a special seminar titled Crisis Leadership & Decision-Making for Elected Officials and managers. This seminar used case studies of major incidents to examine the dynamics of crisis leadership and decision-making from a leader's perspective. The session included discussions of how elected officials can be involved in planning and oversight processes, as well as methods for situational awareness that are critical to the favorable resolution of any crisis.

**Motion to Adjourn:** At 9:05 p.m., Coral Bell moved the meeting be adjourned. Paula Fudge seconded the motion and it passed unanimously.

**Time and Place of Next Meeting:** The Council will meet next for its monthly meeting on Wednesday, December 21, 2011, at 7:30 p.m. at the Christ Episcopal Church, Kensington, Maryland.

Respectfully submitted,  
Jana Coe, Town Manager

## **NOTES and REMINDERS:**

**Bulk Pick-Up** - The next monthly bulk pick-up is scheduled **on Saturday, January 7, 2012**. 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.

**Leaf Removal Begins** - Bethke Landscaping, Inc. will be removing all leaves on a weekly basis, weather permitting, thru January 15, 2012.

Leaves are to be placed at curbside and made accessible for truck pickup. Sticks, trash, rocks and other rubbish will not be collected and should be bagged for normal trash pickup. Leaves should not be shredded or bagged. Residents who would like to have their backyard or gutters cleared of leaves may make their own arrangements with Bethke or any other landscaping firm. For the residents on Connecticut Avenue, Cedar Lane and Saul Road, your leaves also will be picked up weekly. Please rake your leaves to the sidewalk. For liability reasons, do not place leaves on our sidewalks. In the event that you do not have a sidewalk, please rake your leaves as close to the street as possible.

**eTownMailings NEW!! – 62% of CCV Households Have Signed Up!!!**

You can now receive the monthly CCV Council meeting minutes and other mailings from the Town via email rather than traditional mail. This does not replace the CCV listserv. Go to the CCV website and 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.

**Trash Pickup** – CCV provides backyard trash pickup. Please do not take your cans to the curb. Please note that this does NOT include yard waste and recycling removal that is collected at the curb. Thank you.

**Storm Drains** - If there is a storm drain adjacent to your property, would you mind helping us out? If you could clear the accumulated debris from the grates occasionally, it will be better to add this debris to the weekly yard pickup as opposed to ending up in the Chesapeake Bay! Thank you.

**Listserv** – Please consider becoming a member of the CCV listserv. Send an email to [ChevyChaseViewNet-subscribe@yahoogroups.com](mailto:ChevyChaseViewNet-subscribe@yahoogroups.com). As a reminder, the **ChevyChaseViewNet 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 most timely response on matters related to Town business or the Chevy Chase View Council, your inquiries are best directed to the Town Manager at [ccviewmanager@verizon.net](mailto:ccviewmanager@verizon.net) or by calling 301-949-9274.

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

**Application for Building Permit** – Building Permit Applications for consideration at the December 21, 2011, meeting must be fully perfected by 5:00 p.m. on December 7, 2011. Please note that Mr. Beal’s review may take several days and an application is not considered perfected until Mr. Beal completes his review.