

Chevy Chase Village Board of Managers' Meeting

October 10, 2016

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

Michael L. Denger, Chair	Present
Elissa A. Leonard, Vice Chair	Present
David L. Winstead, Secretary	Absent
Minh Le, Assistant Secretary	Present
Gary Crockett, Treasurer	Present
Robert C. Goodwin, Jr., Assistant Treasurer	Present
Richard M. Ruda, Board Member	Present

STAFF

Shana R. Davis-Cook, Village Manager	Present
John Fitzgerald, Police Chief	Present
Michael Younes, Director of Municipal Operations	Present
Demetri Protos, Finance Director	Present
Melissa Wiak, Community Liaison/Administrative Assistant	Present

COUNSEL

Suellen M. Ferguson, Village Counsel	Present
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Mr. Denger, Chair of the Board of Managers, called the meeting to order at 7:30 p.m. Mr. Winstead was absent.

Approval of Minutes from the Board's Executive Session Meeting held on September 12, 2016

Minutes of the Board's executive session held on September 12, 2016 were circulated to the Board prior to the meeting. Ms. Le requested the following amendment to the draft minutes:

- Page 1: Update the Board officer's positions.

Mr. Crockett moved to approve the minutes of the Board of Managers' executive session held on September 12, 2016, as amended. Ms. Leonard seconded the motion. Mr. Denger, Ms. Leonard, Ms. Le, Mr. Crockett, Mr. Goodwin and Mr. Ruda voted in favor of the motion. The motion passed.

Approval of Minutes from the Board's Regular Monthly Meeting held on September 12, 2016

Minutes of the Board's regular meeting held on September 12, 2016 were circulated to the Board prior to the meeting.

Ms. Le moved to approve the minutes of the Board of Managers' regular meeting held on September 12, 2016, as drafted. Mr. Goodwin seconded the motion. Mr. Denger, Ms. Leonard,

Ms. Le, Mr. Crockett, Mr. Goodwin and Mr. Ruda voted in favor of the motion. The motion passed.

Consent Agenda—Tree Removal Consent Agreement

- **A-2247: Mr. and Ms. Robert & Rebecca Nichols, 5918 Cedar Parkway:** Removal of one 10-inch and one 12-inch diameter Japanese Maple trees located in the front (Cedar Parkway) yard of the property.

No Board Members requested removal of Case A-2247 from the Consent Agenda. The Consent Agreement was deemed approved.

Treasurer's Report

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

Committee Matters

Financial Review Committee

- **Presentation of the draft audited financial statements for FY2016 prepared by the independent auditing firm *Lindsey & Associates, LLC***

Robert Diss, CPA, Vice President of *Lindsey & Associates, LLC* presented the draft audit and reported that his firm had rendered a clean opinion regarding the Village's financial statements for the fiscal year that ended June 30, 2016. The final audit will be submitted to the State of Maryland by October 31, 2016 and posted to the Village website thereafter. *No formal action was taken by the Board.*

Matters Presented for Board Discussion and Possible Action (where required)

- **Proposed Redevelopment Plans for the Brookville Road Park**

The proposed redevelopment plans for the Brookville Road Park were distributed to the Board and posted to the Village website prior to the meeting. Ms. Lila Fendrick of Lila Fendrick Landscape Design & Architecture presented the redevelopment plans. Discussion followed.

Richard Paisner, Christine Weiner and Thomas Bourke of Quincy Street expressed concerns regarding the proposed redevelopment plan and the continuation of the park's current use.

In light of the concerns raised pursuant to its review of the proposed redevelopment plans, the Board agreed to hold a public hearing at its November 14, 2016 regular meeting regarding the future use of the Brookville Road Park. *No formal action was taken by the Board regarding the proposed plans.*

- **Resolution No. 10-01-16:** An Ordinance to amend Chapter 24, "Procurement and Disposition", by adding Sec. 24-30, "Disposal of Police Department Firearms"

Mr. Goodwin moved to approve Resolution No. 10-01-16, as drafted. Mr. Denger, Ms. Leonard, Ms. Le, Mr. Crockett, Mr. Goodwin and Mr. Ruda voted in favor of the motion. The motion passed.

Purchase Authorization Request:

- Police Department—Purchase of replacement handguns in the amount of \$4,908.00: *The Cop Shop, Inc.*

Ms. Le moved to authorize the Village Manager to purchase 12 Glock Model 22 pistols from The Cop Shop for a total of \$4,908.00. Mr. Crockett seconded the motion. Mr. Denger, Ms. Leonard, Ms. Le, Mr. Crockett, Mr. Goodwin and Mr. Ruda voted in favor of the motion. The motion passed.

Contract/Agreement Authorization Request:

- Holiday Party Caterer: *Provisions (Catering) Ltd.*

Mr. Crockett moved to authorize the Village Manager to enter into a Contract for Services with Provisions, Ltd. to cater the Village’s Annual Holiday Party in an amount not to exceed \$10,520.00. Ms. Leonard seconded the motion. Mr. Denger, Ms. Leonard, Ms. Le, Mr. Crockett, Mr. Goodwin and Mr. Ruda voted in favor of the motion. The motion passed.

Withdrawal of the Village’s Representative to the Bethesda Fire Board

A memo from Patricia Baptiste of Grafton Street, the Village’s representative to the Bethesda Fire Board, was circulated to the Board prior to the meeting. The memo recommended that the Village withdraw its representation on the Bethesda Fire Board due to concerns regarding the Fire Board’s operations and since the Fire Board had no direct oversight or impact on fire and rescue response.

Mr. Crockett moved to withdraw the Village’s designation of a representative to serve on the Bethesda Fire Board and directed that a letter be sent to the Bethesda Fire Board President advising same and that no one is authorized to serve on the Board as a representative for Chevy Chase Village unless officially designated by the Village’s Board of Managers. Ms. Le seconded the motion. Mr. Denger, Ms. Leonard, Ms. Le, Mr. Crockett, Mr. Goodwin and Mr. Ruda voted in favor of the motion. The motion passed.

Board Discussion

- Park Use Consideration and Potential Authorization

Jennifer Bragg of Montgomery Street contacted Ms. Davis-Cook prior to the meeting to request authorization to hold a child’s birthday party in a portion of the Large Oliver Street Park, with a couple tables to serve snacks, 10-15 expected attendees and the use of an inflatable obstacle course (similar to a moon bounce). Discussion followed.

The Board agreed to:

- Authorize one-time, non-exclusive use of a portion (the extent of which shall be determined by staff) of the Large Oliver Street Park on October 24, 2016 from 4:00-6:00 p.m.
- The organizers are required to obtain a \$1,000,000 day of event insurance policy in a form that is acceptable to the Village and that names the Village as an insured on the policy.

- The organizers must remit a \$150 damage deposit to cover potential damages and the need for post-event clean-up

Mr. Crockett moved to approve the applicant's request, pursuant to the above-outlined conditions. Ms. Le seconded the motion. Mr. Denger, Ms. Leonard, Ms. Le, Mr. Crockett, Mr. Goodwin and Mr. Ruda voted in favor of the motion. The motion passed.

Police Report

The Police Report was distributed to the Board and posted to the Village website prior to the meeting. Discussion followed. *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. Le seconded the motion. Mr. Denger, Ms. Leonard, Ms. Le, Mr. Crockett, Mr. Goodwin and Mr. Ruda voted in favor of the motion. The motion passed. The meeting adjourned at 9:35 p.m.

Attested by: Shana Davis-Cook, Village Manager

Final.