

Chevy Chase Village Board of Managers' Meeting

December 13, 2021

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

Elissa A. Leonard, Chair	Present
Robert C. Goodwin, Jr., Vice Chair	Present
David L. Winstead, Secretary	Present
Gary Crockett, Treasurer	Present
Nancy E. Watters, Assistant Treasurer	Present
Linda Willard, Member	Present
Louis Morsberger, Member	Present

STAFF

Shana R. Davis-Cook, Village Manager	Present
John M. Fitzgerald, Police Chief	Present
Ellen Sands, Director of Municipal Operations	Present
Demetri Protos, Finance Director	Present
Lora Reynaud, Permitting & Code Enforcement Coordinator	Present

COUNSEL

Suellen M. Ferguson, Village Counsel	Present
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Elissa A. Leonard, Chair of the Board of Managers, called the meeting to order at 7:32 p.m. Ms. Willard arrived at 7:38 p.m.

Approval of Minutes from the Board's Previous Meetings

Minutes of the Board's Regular Monthly Meeting held on November 8, 2021 were circulated to the Board prior to the meeting.

Mr. Winstead moved to approve the minutes of the Board's Regular Monthly Meeting, held November 8, 2021, as drafted. Mr. Goodwin seconded the motion. Ms. Leonard, Mr. Goodwin, Mr. Crockett, Ms. Watters, Mr. Winstead and Mr. Morsberger voted in favor of the motion. Ms. Willard had not yet arrived. The motion passed.

Treasurer's Report

The Treasurer's Report was circulated to the Board and posted to the Village website prior to the meeting. Mr. Crockett noted that the Village is unlikely to spend the full allocation of anticipated American Rescue Plan Act funds, and will likely need to remit a portion of the funds back to the state. Mr. Crockett also noted that the online payment portal for the holiday fund had been unsuccessful and suspended, but the exercise identified issues with the current online payment portal and an alternative option is being investigated.

No action was taken by the Board.

Appeals, Special Permit and Variance Requests

A-8019 (Variance): Dr. Miriam Fishman & Mr. Andrew Goldsmith 126 Grafton Street

Extend forward an existing front stoop with two steps for a maximum total encroachment of three feet, eleven inches (3'-11") forward of the twenty-five (25) foot front (Grafton Street) building restriction line. The proposed stoop would measure eleven feet, nine inches (11'-9") in width by six (6) feet in depth, a portion of which would encroach one foot, seven inches (1'-7") forward of the front (Grafton Street) building restriction line and the two proposed steps would each measure eight (8) feet in length by one foot, two (1'-2") inches in depth, which together would encroach two feet, four inches (2'-4") forward of the front (Grafton Street) building restriction line.

Mr. Crockett moved to approve the Special Permit request in Case A-8019 on the basis that the evidence presented, including the Staff Report and Case Synopsis, demonstrates that the applicable requirements for approval have been met. Staff is directed to draft a decision based on this evidence, including findings of fact and conclusions, approving the variance request. Ms. Willard seconded the motion. Ms. Leonard, Mr. Goodwin, Mr. Winstead, Mr. Crockett, Ms. Watters, Ms. Willard and Mr. Morsberger voted in favor of the motion. The motion passed.

Matters for Board Discussion, Consideration & Possible Adoption

Public Hearing and Possible Adoption of Resolution No. 11-01-21, Charter Amendment No. 21-1: A Resolution to Amend Section 301, Registration, Nominations and Elections, of the Chevy Chase Village Charter

Resolution No. 11-01-21 was circulated to Board Members and posted to the Village website prior to the meeting.

Mr. Goodwin moved to adopt Resolution No. 11-01-21, as drafted. Mr. Morsberger seconded the motion. Ms. Leonard, Mr. Goodwin, Mr. Crockett, Ms. Willard, Ms. Watters, Mr. Winstead and Mr. Morsberger voted in favor of the motion. The motion passed.

Resolution No. 12-01-21: An Ordinance to amend the fiscal year 2022 budget to authorize a \$41,000.00 donation to the Friends of Chevy Chase Circle for its capital project in coordination with the National Park Service to install lighting in Chevy Chase Circle; create a new line item in the capital projects budget entitled "Chevy Chase Circle Lighting Project", and transfer \$41,000 from reserves to the "Chevy Chase Circle Lighting Project" line item to fund the expenditure.

Resolution No. 12-01-21 was circulated to Board Members and posted to the Village website prior to the meeting.

Ms. Watters moved to adopt Resolution No. 12-01-21, as drafted. Mr. Crockett seconded the motion. Ms. Leonard, Mr. Goodwin, Mr. Crockett, Ms. Willard, Ms. Watters, Mr. Winstead and Mr. Morsberger voted in favor of the motion. The motion passed.

Contract Authorization Request—Janitorial Services: *Be-Clean Cleaning Services, Inc.*
A Staff Report was circulated to the Board and posted to the Village website prior to the meeting.

Mr. Crockett moved to authorize the Village Manager to enter into a three-year base contract, in substantially the form provided, with Be-Clean Cleaning Services, Inc. for the performance of janitorial services. Ms. Watters seconded the motion. Ms. Leonard, Mr. Goodwin, Mr. Crockett, Ms. Willard, Ms. Watters, Mr. Winstead and Mr. Morsberger voted in favor of the motion. The motion passed.

Commission & Committee Reports

Ad hoc Pedestrian Safety Committee Report: Update: Signal on Connecticut Avenue at Lenox Street

Ms. Davis-Cook and Mr. Crockett outlined the committee’s concerns with the proposed full-color signal that has been approved by the State Highway Administration to replace the hazard identification beacons at the intersection of Connecticut Avenue and Lenox Street. Concerns included the proposed activation of the signal using a sensor to detect vehicles on Lenox Street (which would likely be falsely triggered by parked vehicles on Lenox Street, including United States Postal Service trucks parked on West Lenox Street) and the potential for cut-through traffic seeking to enter Connecticut Avenue at the signalized intersection.

Mr. Crockett moved to authorize the Board Chair to submit a letter to the State Highway Administration outlining that the Village formally requests prioritized installation of a HAWK signal rather than a three-color signal at the intersection of Connecticut Avenue and Lenox Street. Ms. Willard seconded the motion. Ms. Leonard, Mr. Goodwin, Mr. Crockett, Ms. Willard, Ms. Watters, Mr. Winstead and Mr. Morsberger voted in favor of the motion. The motion passed.

Police Report

The Police Report was distributed to the Board and posted on the Village website prior to the meeting. *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. Willard seconded the motion. Ms. Leonard, Mr. Goodwin, Mr. Winstead, Mr. Crockett, Ms. Willard, Mr. Winstead and Mr. Morsberger voted in favor of the motion. The motion passed. The meeting adjourned at 8:27 p.m.

Attested by: Shana Davis-Cook, Village Manager

FINAL.