

Chevy Chase Village Board of Managers' Meeting

March 13, 2023

Note: These minutes reflect the Board's actions and include limited 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 J. Willard, Assistant Secretary	Present
Louis Morsberger, Member	Present

STAFF

Shana R. Davis-Cook, Village Manager	Present
John M. Fitzgerald, Police Chief	Present
Jacqueline Parker, Director of Municipal Operations	Present
Demetri Protos, Finance Director	Present
Ellen Sands, Acting Permitting & Code Enforcement Coordinator	Present
Jennifer Young, Administrative & Constituent Services Assistant	Present

COUNSEL

Suellen M. Ferguson, Village Counsel	Present
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Ms. Elissa Leonard, Chair of the Board of Managers, called the meeting to order at 7:30 p.m.

Ms. Leonard stated that prior to the Board's regular meeting, the Chevy Chase Village Board of Managers convened a closed session beginning at approximately 7:00 p.m. in the Village Hall pursuant to Section 3-305(b)(1) of the General Provisions Article, Annotated Code of Maryland, to discuss personnel matters that affect specific individuals. During this closed session, the Board did not take any action.

Mr. Crockett moved to approve the employment agreement for a Project Manager position as circulated to Board Members prior to the meeting. Mr. Winstead seconded the motion. Ms. Leonard, Mr. Goodwin, Mr. Crockett, Ms. Watters, Mr. Winstead, Ms. Willard, and Mr. Morsberger voted in favor of the motion. The motion passed.

Approval of Minutes from the Board's Previous Meeting

Minutes of the Board's regular monthly meeting held on February 13, 2023, and of the FY2024 Budget Work Session held on February 27, 2023 were circulated to the Board prior to the meeting.

Mr. Winstead moved to approve the minutes from the Board's February 13, 2023 regular meeting, and the Board's February 27, 2023 FY2024 Budget Work Session, as drafted. Mr. Crockett seconded the motion. Ms. Leonard, Mr. Goodwin, Mr. Crockett, Ms. Watters, Mr. Winstead, Ms. Willard, and Mr. Morsberger voted in favor of the motion. 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. *No action was taken by the Board.*

Public Hearing: Draft Budget for the Fiscal Year Beginning July 1, 2023 (FY2024)

There were no comments from the public or Board.

Matters for Board Discussion, Consideration, and Possible Action

Boxwood Area Concept Plan Presentation

(Located on Chevy Chase Circle between Magnolia Parkway and Grafton Street) Village's Consulting Landscape Architect, *EnviroCollab, LLC*

No action was taken by the Board. Staff and the consulting landscape architect will continue to engage with residents to amend the concept plan to address specific concerns and feedback.

Board Authorization: Joint Municipal Resolution Addressing Anti-Semitism and Hate Speech in Montgomery County

Ms. Willard moved to authorize the Board Chair to sign on the Joint Municipal Resolution Addressing Anti-Semitism and Hate Speech in Montgomery County, as proposed. Ms. Watters seconded the motion. Ms. Leonard, Mr. Goodwin, Mr. Crockett, Ms. Watters, Mr. Winstead, Ms. Willard, and Mr. Morsberger voted in favor of the motion. The motion passed.

Budget Amendment & Contract Authorization

- **Resolution No. 03-01-23:** An Ordinance to amend the fiscal year 2023 budget to transfer \$16,000 from reserves to a new "Western Grove Park Fountain Equipment Vault" line item in the Capital Projects budget to fund replacement of the vault that houses the fountain equipment in Western Grove Park.
- Contract Authorization for rehabilitation of the vault that houses the fountain equipment in Western Grove Park in an amount not to exceed \$14,500 – *Fountain Craft, Mfg.*

Mr. Goodwin moved to approve Resolution No. 03-01-23 as drafted, and to authorize the Village Manager to enter into a contract, subject to review and approval by Village Counsel, with Fountain Craft, Mfg. for the rehabilitation of the vault that houses the fountain equipment in Western Grove Park in an amount not to exceed \$14,500. Mr. Crockett seconded the motion. Ms. Leonard, Mr. Goodwin, Mr. Crockett, Ms. Watters, Mr. Winstead, Ms. Willard, and Mr. Morsberger voted in favor of the motion. The motion passed.

Contract Amendment and Extension Authorization

- **Landscape Maintenance**, first of two one-year extensions – *Level Green Landscaping, LLC.*

Mr. Crockett moved to authorize the Village Manager to execute a letter exercising the first of two one-year contract extensions with Level Green Landscaping, LLC. and increasing the contract cost by an amount not to exceed \$1,2300, for landscape maintenance services in the Village. Mr. Morsberger seconded the motion. Ms. Leonard, Mr. Goodwin, Mr. Crockett, Ms. Watters, Mr. Winstead, Ms. Willard, and Mr. Morsberger voted in favor of the motion. The motion passed.

Contract Authorization Request

- **Independent Audit Services** (three-year base contract) – *Lindsey & Associates, LLC*

Mr. Morsberger moved to authorize the Village Manager to enter into a three-year base contract, in substantially the form provided and subject to approval by Village Legal Counsel, for independent audit services with Lindsey & Associates, LLC. Ms. Willard seconded the motion. Ms. Leonard, Mr. Goodwin, Mr. Crockett, Ms. Watters, Mr. Winstead, Ms. Willard, 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. Ms. Davis-Cook briefed the Board on a planned community event to be held in May and the county's Expedited Bill 13-23, entitled "Montgomery County Urban Districts – Friendship Heights Urban District". *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. Crockett, Ms. Watters, Mr. Winstead, Ms. Willard, and Mr. Morsberger voted in favor of the motion. The motion passed. The meeting adjourned at 8:54 p.m.

Attested by: Shana Davis-Cook, Village Manager

FINAL