

Chevy Chase Village Board of Managers' Meeting

September 12, 2022

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	Absent
Gary Crockett, Treasurer	Present (Virtual)
Nancy E. Watters, Assistant Treasurer	Present (Virtual)
Linda Willard, Member	Present (Virtual)
Louis Morsberger, Member	Present

STAFF

Shana R. Davis-Cook, Village Manager	Present
John M. Fitzgerald, Police Chief	Present (Virtual)
Ellen Sands, Director of Municipal Operations	Present
Demetri Protos, Finance Director	Present (Phone)
Jennifer Young, Administrative & Constituent Services Assistant	Present

COUNSEL

Suellen M. Ferguson, Village Counsel	Present
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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 7:15 p.m. at the Village Hall with some members participating virtually 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 six (6) Board members in attendance voted to approve an employment contract and compensation package for the Village Manager.

Approval of Minutes from the Board's Previous Meetings

Minutes of the Board's Executive Session and the Regular Monthly Meeting held on July 11, 2022, were circulated to the Board prior to the meeting.

Mr. Morsberger moved to approve the minutes from the Board's July 11, 2022, regular meeting, as drafted. Mr. Goodwin seconded the motion. Ms. Leonard, Mr. Goodwin, Ms. Watters, Ms. Willard, and Mr. Morsberger voted in favor of the motion. The motion passed. Mr. Crockett had not yet arrived.

Appeals, Special Permits and Variance Requests

A-8150 (Special Permit Request): Mr. Thomas S. Dann and Mrs. Melissa S. Dann

34 West Kirke Street

Remove an existing driveway and construct a new driveway including a parking pad which would exceed the maximum allowed driveway width on private property by ten (10) feet for a length of twenty-five (25) feet.

Mr. Crockett arrived (virtually) at 7:33 p.m.

Mr. Goodwin moved to approve the Special Permit request in Case A-8150 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 Special Permit request. Mr. Morsberger seconded the motion. Ms. Leonard, Mr. Goodwin, Mr. Crockett, Ms. Watters, 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.*

Matters for Board Discussion, Consideration, and Possible Action

Resolution No. 09-01-22 (FY2023 Budget Amendment No. 1): An Ordinance to amend the fiscal year 2023 budget to transfer \$16,340 from reserves to the “Public Works Equipment Purchases” line item in the capital projects budget to fund the purchase of a replacement leaf vacuum, \$69,400 from reserves to a new line item in the capital projects budget entitled “Phone and Recording Systems” to fund acquisition of replacement systems, and \$17,000 from reserves to a new line item in the capital projects budget entitled “Boxwood Area Project” to fund the planning and redesign for the project located in a green space on Chevy Chase Circle.

Mr. Crockett moved to approve Resolution No. 09-01-22, as drafted. Mr. Goodwin seconded the motion. Ms. Leonard, Mr. Goodwin, Mr. Crockett, Ms. Watters, Ms. Willard, and Mr. Morsberger voted in favor of the motion. The motion passed.

Purchase Authorization—Public Works Department Capital Purchases

Replacement leaf vacuum from *Maryland Industrial Trucks* in an amount not to exceed \$70,340.

Mr. Goodwin moved to authorize the Village Manager to purchase one new LCT60019 X-treme Leaf Vac and associated accessories, in an amount not to exceed \$70,340 from Maryland Industrial Trucks under the Sourcewell Pricing Group. Mr. Morsberger seconded the motion. Ms. Leonard, Mr. Goodwin, Mr. Crockett, Ms. Watters, Ms. Willard, and Mr. Morsberger voted in favor of the motion. The motion passed.

Contract Authorization – Phone and Recording Systems for the Village Hall

Maryland Telephone Products Company, Inc.

Mr. Morsberger moved to authorize the Village Manager to enter into a contract, in substantially the form provided and subject to review and approval by Village Counsel, with Maryland Telephone

Products Company, Inc. to replace the phone and recording system used at the Village Hall in an amount not to exceed \$69,400. Mr. Goodwin seconded the motion. Ms. Leonard, Mr. Goodwin, Mr. Crockett, Ms. Watters, Ms. Willard, and Mr. Morsberger voted in favor of the motion. The motion passed.

Contract Authorization – Photo Speed Enforcement (SafeSpeed) Program Contract – Conduent State and Local Solutions, Inc.

Mr. Goodwin moved to authorize the Village Manager to enter into a contract, in substantially the form provided and subject to review and approval by Village Counsel, with Conduent State & Local Solutions Inc. for the performance of automated speed camera services. Mr. Morsberger seconded the motion. Ms. Leonard, Mr. Goodwin, Mr. Crockett, Ms. Watters, Ms. Willard, and Mr. Morsberger voted in favor of the motion. The motion passed.

Lease Authorization – Post Office Lease 5-Yer Extension (January 1, 2024 through December 31, 2028) – United States Postal Service

Mr. Morsberger moved to authorize the Village Manager to execute, subject to payment of all outstanding utility invoices, a lease extension with the United States Postal Service, in substantially the form provided in the base lease agreement, for a 5-year renewal term beginning January 1, 2024 through December 31, 2028, at a rental rate of \$33.64/square foot for an annual rent of \$97,253.24 pursuant to the appraisal prepared by Valbridge Property Advisors. Mr. Goodwin seconded the motion. Ms. Leonard, Mr. Goodwin, Mr. Crockett, Ms. Watters, Ms. Willard, and Mr. Morsberger voted in favor of the motion. The motion passed.

Resolution No. 09-02-22: An Ordinance to amend Chapter 3, “Personnel Code”, by repealing and reenacting Sec. 3-2, “Definitions” and Sec. 3-10, “Sick and safe leave”, to authorize employees who voluntarily terminate employment after at least ten years of service to the Village to receive certain sick leave benefits, and to make conforming changes.

Mr. Goodwin moved to approve Resolution No. 09-02-22, as drafted. Mr. Morsberger seconded the motion. Ms. Leonard, Mr. Goodwin, Mr. Crockett, Ms. Watters, Ms. Willard, and Mr. Morsberger voted in favor of the motion. The motion passed.

Commission and Committee Matters

Personnel Commission

Board reappointment of Orrin Baird (Oliver Street) to serve a one-year term as Chair, ending September 2023, and the Board reappointment of Charles Ingersoll (Magnolia Parkway) to serve a three-year term as a member, term ending September 2025.

Mr. Morsberger moved to reappoint Orrin Baird (Oliver Street) to serve a one-year term as Chair, ending September 2023, and the Board reappointment of Charles Ingersoll (Magnolia Parkway) to serve a three-year term as a member, term ending September 2025. Mr. Goodwin seconded the

motion. Ms. Leonard, Mr. Goodwin, Mr. Crockett, Ms. Watters, 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. *No formal action was taken by the Board.*

Adjournment

Mr. Goodwin moved to adjourn the meeting. Mr. Morsberger seconded the motion. Ms. Leonard, Mr. Goodwin, Mr. Crockett, Ms. Watters, Ms. Willard, and Mr. Morsberger voted in favor of the motion. The motion passed. The meeting adjourned at 8:22 p.m.

Attested by: Shana Davis-Cook, Village Manager

FINAL