

TOWN COUNCIL REPORTS NOVEMBER 2015

HISTORIC PRESERVATION COMMISSION – Georgette Cole

Projects: Jay Wang and his wife, Ying Chen, introduced themselves to the Commission. They have a contract pending on the property located at 401 Brown Street and they hope to settle in mid-November. Their plans include a two-story addition, as well as an open porch on the front and sides of the house.

Archives Gail and Pat gave an overview of their recent trip to the State Archives on August 20th where they met with Christian Skipper, the Town's liaison with the State Archives. They were given a tour of the facility and received an in-depth review on information regarding electronic and other standards for developing an efficient records retention program. The Computer Consulting for the HPC Team (Ken McCathran, Marilyn Frey, Gail Littlefield, Kathy Lehman, and Pat Patula) has prepared their Records Management Plan recommendations for 2016. The Town will need to appoint a records management officer to oversee this project. Gail made a motion, seconded by David, to adopt the report as an official recommendation from the HPC to be sent to the Mayor and Town Council for their review. All members voted in favor of the motion. It was also suggested that the Town invite Mr. Skipper, Appraisal and Outreach Archivist with Maryland State Archives, to attend a joint work session to provide the Town with a better understanding of the ground rules for a preparing a Records Management Plan. He could also provide a job description for the records management officer's position and, if needed, to assist in recruiting this officer.

Vacant Properties: David reported that the first committee meeting was held on October 19th. The vacant properties will be categorized and the task force will work on establishing goals and standards. They will also research other local jurisdictions to find out what they are doing to find solutions.

SHADY GROVE CROSSING – Georgette Cole

Nothing to report

WASHINGTON GROVE MEADOW CONSERVATION PARK – Georgette Cole

The Parks Department mowing crew observed SUV-type tire tracks entering the Meadow Park from the Shady Grove Crossing cul de sac and were concerned about possible deer hunters. Conversations with Brown Street residents confirmed this has happened in the past. The crew chief met with me and Mayor McCathran and suggested installing several new "No Hunting" signs. These are now in place and will warn hunters their activity has been noted and make it possible for the Parks Police to enforce our no hunting regulations.

MAPLE LAKE – Alison Faupel

The Lake Committee met on November 5 to discuss pending bill MC32-16, which would regulate closed swimming lakes maintained by municipalities. The Committee decided to ask the Mayor, Town attorney, and an aquatic expert to testify on November 30 in support of the bill. If the bill passes through the full State Legislature, the Committee will again ask representatives to attend hearings in Annapolis.

PLAYGROUNDS – Alison Faupel

The committee presented its recommendations to the Town Council in October, and intends to submit cost estimates for recommended equipment updates at the Town Council meeting in February.

The committee has asked Steve Werts to undertake the following projects as part of ongoing playground maintenance: installation of the special needs swing, installation of rubber surfacing at the merry-go-round area, continuing the drainage project, and reseating the dinosaur and rabbit play equipment.

The next playground committee meeting is scheduled for December 16 at 7:30pm.

SAFETY – Alison Faupel

Nothing to report

FORESTRY & BEAUTIFICATION - Audrey Maskery

F&B met October 15th attending:

Georgette Cole – chair, Ann Briggs, Debbie Mehlferber, John Compton, Steve Werts

Under discussion:

- (1) Feasibility of obtaining professional advice on tree canopy throughout Town.
- (2) Soil composition throughout town.
- (3) Education of general public on listed subjects: -
 - (a) Tree pests – borers, adelgid aphids.
 - (b) Root compaction.
 - (c) Pruning.
 - (d) Location of sewer line, water, gas, and electric lines.
 - (e) Request Town’s opinion on future tree planting sites.
 - (f) Provide information about Montgomery County new free tree program available to municipalities and private home owners.

Next meeting Wednesday November 18th.

MAINTENANCE - Audrey Maskery

Cleared ditches of branches & leaves. Removed leaves from walkways & parks, mulched leaves placed in East Woods to discourage invasive Stilt Grass and Mile-a-minute.

Dug out and straightened tennis court poles; set the poles in concrete and reinforcing with re-bar; replacing clay. Nets & poles removed for winter.

Cut back bamboo from maintenance shop to keep from falling over path and road in winter.

Picked up branches & debris throughout town.

Repaired town truck (brake lights not working).

Moved SITP materials from Town Hall to new shop warehouse.

MEMORIALS - Audrey Maskery

Nothing to report

PLANNING COMMISSION – John McClelland

Building Permits:

- None
- Notification procedures (placing a pink sign at the front and rear of the property) were verified. Additional notification to adjoining neighbors for specific situations (i.e. potential subdivision, significant construction adjustments, demolitions and/or home foundation relocation) will be considered. The Town's new web site will also list building permit information.

Block 11 Survey: All potentially impacted property owners were sent notification to remove any property located on Town land in Block 11. Met with the owner of 8 The Circle (Maggie Range) and reviewed prior building permits, items built without building permits, submitted house location surveys and the Block 11 survey. Encroachments, possible solutions and PC & HPC assistance was covered in detail.

407 & 409 5th Ave Property Line Dispute: The PC reiterated the Town's position that property line disputes between residential properties does not fall within the Town's responsibilities. Affected property owners and their respective surveyors should meet to resolve any disputes.

Zoning Text Amendment: Text amendment to 1) permit fences of up to six (6) feet in height only for the five (5) properties facing the "interior of Block 11" Town property and to 2) provide a definition of bay/bow windows was accepted by the PC. It will now follow the standard ordinance change procedures for legal and TC review, notification and public hearing.

House Files: Additional homes have been added.

MCCATHRAN HALL – John McClelland

No report

ROADS & WALKWAYS – Bud O'Connor

I am coordinating with Steve Wertz to fill potholes within the town. In response to some concerns over speeding within the town; Grove road in particular, I will be proposing a small electronic speed sign be tested and if approved, purchased and installed. I have requested an evaluation unit, and will work with Steve directly to configure and test it during the evaluation period.

WEBSITE – Bud O'Connor

Marida Hines has completed the new website design and will demonstrate the main features, and look at the council meeting.

RECREATION – Bud O'Connor

The Halloween sleep-over went very well; many hands were involved with this fun event. Special thanks to Emily Brown and Ryan Young. The next Rec event will be the Annual Town Holiday Program in December.

There has been a request to provide a duplication of the amplified sound within McCathran hall into the kitchen area. The reason for this is to help in the coordination of various live events, and help synchronize the work in the kitchen to the event within the hall. I feel such a system would not only benefit town events, but also provide a re-enforcement of hall proceedings to those who

require assisted listening. I plan to do a bit more study on this, and have a proposal in December, January latest.

WOODS GROUP – Greg Silber

The next meeting of the Woods Group is Monday 7 December, 7:30PM.

The Woods Group meets the first Monday of each month. It met Monday 2 November and discussed the Parkton Woodland Services draft contract report on managing the Town woods and developing a web site or Facebook page on woods natural history, among other things.

In late September, members of the Woods Group and others met with Bill Bond of Parkton Woodland Services to provide feedback on the draft forest stewardship report. Written comments on the draft report were sent to Mr. Bond in mid-October focusing primarily on seeking advice on developing a tree understory, addressing invasive species, and completion of the report's various appendices. The final report is expected around the end of November.

CONTRACTS – Greg Silber

Our leaf removal contract with Green Earth has been renewed for another year. Leaf collection began 1 November and will continue through 1 January. Green Earth will collect leaf piles in a systematic way throughout the Town – starting first with streets (for improve roadway safety), then walkways, working from one end of the Town to the other -- so piles are (hopefully) not neglected for long periods. Report any piles that have lingered for an extended period to Kathy Lehman.

Refuse collection by Potomac Disposal has gone well of late. Bulk trash pick-up has been scheduled for Saturday 14 November. Regular trash collection during the Thanksgiving week will occur on Wednesday the 25th.

The Town provided comments to forester Bill Bond of Parkton Woodland Services on its draft contract report on the east and west woods. More on this under “Woods Group”.