

**Village of North Chevy Chase Monthly Council Meeting – Tuesday, October 17, 2023, at 7:30 p.m.**

Meeting called to order at 7:30 p.m. by Adrian Andreassi (Chair), conducted in person and through electronic means; also in attendance were Brian Hoffner (Vice Chair), Maury Mechanick (Secretary); Olga Joos (Treasurer); Jon Macy (Member); Susan Theis (Village Manager); and other residents of VoNCC (list attached)

**Secretary's Report for September 2023 Council Meeting** (Mechanick) – Approved.

**Treasurer's Report for September 2023** (Joos) –Approved.

Results for September 2023 included income of \$7589.23 and operating expenses of \$19,602.36 (including waste removal, street lighting, landscaping and mowing, trees, wages and taxes, membership and dues, professional fees, office and communication). No capital expenditures were incurred during September 2023. Total current assets as of September 2023, consisting of operating balance plus reserves, including APRA funds received, came to \$2,867,977.94.

**Permits:**

- **3705 Inverness Driveway** – addition/modification over 250 sq. feet approved, with anticipated start date of first quarter 2024 noted, and execution of Site Management Agreement deferred until closer to the actual start date.
- **9009 Kensington Parkway** – driveway expansion and retaining wall approved.

**Action Items:**

**RFP For Snow Removal/Winter 2023-24** -- The Village Council approved issuance of RFP for snow removal services for upcoming year and beyond, with a decision to be taken at November Council meeting.

**Fall 2023 Tree Order** – The Village is proceeding with planting of 19 additional trees in Village right of way. Plantings will be spread over October and November as specific trees become available from Stadler Nurseries.

**Village Bookkeeping** – The process for transition of bookkeeping services from an outside vendor to the Village Manager are beginning, with Emily Medina (former assistant to Jon Cohen/CMA Business) agreeing to continue to provide transitional bookkeeping services in support of this effort through the end of the 2023 calendar year. The Village will also consider retention of a payroll specialty firm specifically to handle payroll matters. The Village Manager was authorized to procure a new Village laptop computer and smart phone in support of this transition, as well as necessary software needed to support bookkeeping functions.

**ARPA Funds** – Efforts are continuing to secure additional information regarding possible installation of pedestrian street lights on Kensington Parkway and upgrade of pole lighting throughout the Village as the most appropriate projects to be funded using ARPA funds, supplemented by Village funds as necessary. The Village Manager will liaise with neighboring municipalities for recommendations for lighting experts to advise on these efforts.

**Village 100 Year Celebration** – The Village Manager was requested to continue with preliminary planning efforts for the Village 100 Year celebration, with an anticipated date of April 27, 2024, and with celebration to be based in NCC Church parking lot. The Village Council set a provisional budget of up to \$15,000 for this event.

**Meeting adjourned at 9:05 p.m.**

**Date of next meeting: November 21, 2023**

**October 17, 2023 Village Council Meeting - Attendees**

**In Person:**

Adrian Andreassi  
Brian Hoffner  
Jon Macy  
Maury Mechanick  
Abby Morris  
Susan Theis  
Bob Weesner

**Via Zoom:**

Scott Allen  
Olga Joos  
Jean Lewis  
Mike & Susan Smith  
Chas Stuart  
Eva Webb