

Meeting minutes of Town Council on 12-6-11
As reviewed, approved, and accepted by the Town Council on January 3, 2012

Mayor Prats called the regular Town Council meeting to order at 7:30 p.m. Council Members Charles Bradsher, Josh Pomeroy, Dave Preusch and Jim Ruspi were present. The Clerk and Treasurer were present. There were three citizens present.

The minutes of the Town Council Meeting on November 1, 2011 were approved as submitted.

Treasurer's Report: The Treasurer provided a report on the picnic expenses and explained that the donations and expenses of the picnic came in over the course of several months. She explained that she and the clerk had reviewed the picnic finances and were in agreement with the exception of one discrepancy and this had been corrected. After paying expenses, the picnic yielded \$2,245.50. A donation of \$1,100 was sent to each of the groups selected by the Picnic committee, Operation Second Chance and Hero Dogs, Inc.

The Treasurer provided an explanation on questions raised at the November meeting regarding income discrepancies on the reports from one month to the next. The Treasurer explained that if, as in this case, deposits are received after the monthly report is generated; it will not appear in that month's report but will be included in the total for the next month's report.

Council Member Pomeroy moved to take the October Treasurer's report from the table. Council Member Bradsher seconded the motion. **Unanimously approved.**

Council Member Pomeroy moved to approve the October Treasurer's report subject to audit. Council Member Bradsher seconded the motion. **Unanimously approved.**

The Treasurer reviewed the Profit and Loss Report for the month of November, 2011. Total income for the month was \$48,746 with \$45,126 coming from income taxes and \$2,174 coming from real property taxes. Major expenses for November, 2011 were \$1,070 for Equipment Purchases and \$692 for Accounting, with total expenses being

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\$4,648. The total General Fund net income for the month of November, 2011 was \$44,098. Looking at the Balance Sheet for the month of November, 2011 the fund balance for the general fund is \$677,255; for the CIP account, the balance is \$175,835. The total fund balance for the Town of Laytonsville for November 2011 is \$1,358,587.

Council Member Pomeroy moved to approve the November treasurer's report subject to audit. Council Member Bradsher seconded the motion. **Unanimously approved.**

Discussion/Action Items:

Planning Commission: Eric Wenger, Chair of the Planning Commission, was present to provide a report. He stated that the Planning Commission was appointed and held its first meeting on October 20, 2011. The Planning Commission members are Chair Eric Wenger, Vice-Chair Charles Oland, Pete Stadler, Brendan Deyo, Dave Preusch and alternate Tim Shortley. Chair Wenger emphasized that a major priority of the Planning Commission will be on completion of the Comprehensive Plan. He stated that the Commission recognizes that they are in need of some help in writing the remaining parts of the plan. They are in the process of identifying and interviewing consultants who have written comprehensive plans for other towns or municipalities. Once identified, recommendations will be brought to the Mayor and Council for approval. Mayor Prats thanked Council Member Dave Preusch for the enormous amount of work he has done to date on the Comprehensive Plan. He also thanked Chair Wenger and the Planning Commission, stating this is a big charge and they are doing a great job thus far.

The Planning Commission is also working on the Stadler sub-division. There was a special meeting held on November 17 to discuss the working subdivision plan. The preliminary subdivision plan has not been received by the town yet. The Planning Commission will bring the Preliminary Subdivision site plan to the Council for review and approval.

WSSC Update: WSSC continues to make progress with the majority of the water mains now in the ground. Wet tapping to the homes/residences will begin soon although service will not be available until the water tower is built to provide adequate water pressure.

Tree Lighting: The Town tree lighting will be held on December 9 at 7:00 pm.

Trash Pick-Up: There will be a second bulk trash pick-up on December 12 as notification to some Town residents was not distributed prior to the first scheduled pick-up.

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Minutes Distribution: The Town received 3 responses following the request for resident volunteers to distribute minutes for Rt. 108, Mobley Farm and Len-Mar.

Work Session: There will not be a work session on 12/20/11.

Income Tax: Mayor Prats followed up on the discussion in the November meeting and his intention to find out why income taxes revenues varied from year to year. He stated that the income tax fluctuations are a result of changes in the amount of taxable income, not changes in tax rates. .

Post Office Update: Mayor Prats stated that he had facilitated a meeting with the Post Office contractors and shopping center manager. He stated that all parties were in favor of trying to keep the post office boxes and service window in Town. The contractors and shopping center managers are working on a solution.

Website: Maintenance of the current website is limited at the current time. Effort is underway to create a new website with expanded functionality and ease of use.

Zoning amendment requests: Mayor Prats clarified a question asked at the November meeting regarding zoning amendment requests. He indicated that anyone with interest in a property, government agency, or Mayor & Council could make a zoning amendment request as stated in Section 122, Sec. B of the Zoning Ordinance.

Capital improvement suggestions: Mayor Prats asked the Council to provide ideas for items to go into a multi-year capital improvement budget.

Actions:

FY2011 Town Audit: The Treasurer stated that the Town audit for FY2010-2011 has been completed according to the policies and guidelines with the state. She commented that the audit went very smoothly. Mayor Prats commented that Lindsey and Associate, who performed the audit, shared with him that this was one of the best audits they had worked on. Mayor Prats thanked the Treasurer, Chris Wilkinson, for her hard work in maintaining the books to facilitate a smooth audit.

Sustainable Communities: Mayor Prats stated that Montgomery County has asked the Town to pass a resolution supporting Sustainable Communities. The County is requesting municipalities ban together to join as a group and receive the benefits of the

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program such as tax credit for qualifying structures and a sidewalk retrofit program. Resident, Jill Ruspi, of 7111 Brink Road stated that she was not in favor of joining the county in this program. Council Member Pomeroy moved to table the resolution. Council Member Preusch seconded. The vote was unanimous.

Council: Council Member Ruspi shared that Girl Scout, Alexis Brown, held a flag retirement ceremony at the Town Hall. Council Member Ruspi stated that he attended the ceremony and found it very informative. He noted that Alexis and her mother had commented that they had a very positive experience working with the Clerk, Charlene Dillingham, to organize the ceremony.

Citizens: Resident Jill Ruspi of 7111 Brink Road commented that the Town needs a comprehensive plan for the park on the corner of 2nd Street and Sundown Road.

Adjournment:

Council member Dave Preusch moved to adjourn at 9:35 pm. Council member Josh Pomeroy seconded the motion.. **Unanimously approved.**

Respectfully submitted,

Charlene Dillingham
Clerk
December 6, 2011

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Please consider being an election judge – contact Town Hall at 301-869-0042 or email clerk@comcast.net if you are interested.

Join the parade committee – please contact Charlene Dillingham at Town Hall if you would like to help plan the parade this year. The parade will be on May 19, 2012.

Members of the Mennonite Church will come to clean Town Hall on Saturday 21. They will sing after they have finished cleaning the building. Residents are invited to hear them sing. Time is not yet determined -- check the Town website for further details.