

Meeting minutes of Town Council on 6-3-14  
As reviewed, approved, and accepted by the Town Council on July 1, 2014  
DRAFT

Mayor Prats called the regular meeting of the Town Council to order at 7:35 p.m. Council Members Jim Ruspi, Josh Pomeroy and Charles Bradsher were present. Council Member Dave Preusch was absent. The Treasurer, Clerk and Assistant Clerk were also present. There were three residents present. The minutes from the Budget Hearing held on May 6, 2014 were approved as submitted with Council Member Bradsher abstaining. The meeting minutes from the Town Council Meeting held on May 6, 2014 were approved as submitted with Council Member Bradsher abstaining.

Treasurer's Report: The Treasurer reviewed the Profit and Loss Report for the month of May 2014. Total income for the month of May was \$35,053 with \$31,740 coming from Income Tax. Major Expenses for the month of May 2014 were \$2,187 for Payroll Expenses, \$2,555 for Ground Maintenance, \$2,886 for Waste Collection and \$29,274 was transferred into the CIP account for Walkways and Lighting. The Total Expenses for the month of May 2014 was \$12,139. Total Net Income for the month of May 2014 was \$-6,360. Looking at the Balance Sheet for the month of May 2014, the Fund Balance for the General Fund was \$901,449 for the CIP account, the balance was \$186,629 and the Fixed Assets were \$684,352. The total Fund Balance for the Town of Laytonsville for May 2014 was \$1,772,430.

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

Committees and Reports

Comprehensive Plan Update: Planning Commission Chair, Eric Wenger stated that the Comprehensive Plan should be returned this week from the state for review and then resubmitted in the next couple of weeks. Mayor Prats thanked Chair Wenger and the Planning Commission for the time they have put into the Comprehensive Plan. Mayor Prats also expressed gratitude to Doug Lohmeyer for continuing to work on the corrections and resubmitting the Comprehensive Plan to the state.

Mayor's Update and Reports

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Construction Update: Mayor Prats stated the progress is being made on the construction road. Dwyer Court is done and is being tied into Warfield Road. Council Member Pomeroy reported that the foundation forms went in and they are 50 feet above the road. Mayor Prats said he would look into it.

MML Conference: Mayor Prats announced that the Maryland Municipal League, (MML), Conference would be held from June 8 to June 11, 2014 in Ocean City, Maryland. Mayor Prats along with Council Member Ruspi and Historic District Commissioner Jill Ruspi will be attending. Mayor Prats stated that he would be moderating a code enforcement seminar.

No work session was scheduled.

Summer Interns: Mayor Prats mentioned if anyone knows of a student who is interested in helping out during the summer at the Town Hall to let him know.

Trees: Mayor Prats noted that there was a dead tree on Mobley Farm Drive that had to be removed. Discussion followed regarding the replacement of dead street trees and what can be done to prevent existing trees from dying in the future.

Mayor Prats also noted that the rock monument for Laytonsville Preserve has a stone façade on cinder block and will be placed at the entrance to Dwyer Court along with a tri-beam fence that is black.

Old Business

Parks Policy: After reviewing the Parks Policy the members of the Town Council had a few recommendations. Page 1 of the Parks Policy should be approved, excluding Attachment A and section 5 should be modified. It was recommended that a task force be formed which could then make recommendations to the Council. The Council agreed on content of the Parks Policy but felt that legal advice should be sought from the Town Attorney. There was no objection. Mayor Prats thanked Council Member Pomeroy for all the work he did on the Parks Policy. Council Member Pomeroy offered to make any necessary corrections and then forward it on the Town Attorney.

New Business:

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Last month, Mayor Prats presented resolution #R-02-14 to establish the compensation for employees of the Town of Laytonsville for the period July 1, 2014 through June 30, 2015. Council Member Pomeroy made a motion to accept Resolution #R-02-14. Council Member Ruspi seconded the motion. *Unanimously approved.*

Mayor Prats submitted the final bill for sidewalk work on Brink Road from D & F Construction. Council Member Pomeroy made a motion to approve the final bill from D & F Construction for the sidewalk work on Brink Road. Council Member Bradsher seconded the motion. *Unanimously approved.*

Miller Park: Mayor Prats reported that Mr. Mike White had planted various azaleas in Miller Park. There was discussion as to how to hook up water in that area so these plants can be watered.

Water Hook up for Town Hall: Mayor Prats is in the process of getting an estimate from Mallick Plumbing to hook up the Town Hall to public water. There was no objection from the Council to getting an estimate.

Patrick Madison Eagle Scout Project: Patrick Madison's Eagle Scout Project which was the construction of 2 exercise stations at Jones Park is complete at a cost of \$348.32. After fundraising, he is asking for reimbursement of \$170.00. Council Member Pomeroy made a motion to reimburse Patrick Madison \$170.00 for his Eagle Scout Project. Council Member Ruspi seconded the motion. *Unanimously approved.*

Budget Adjustments: Mayor Prats reviewed adjusted budget items for fiscal year 2014 as described below.

	<b>Budget</b>	<b>Suggested Adjustments</b>
Expense		
ADMINISTRATION		
ACCOUNTING	11,000.00	8,000.00
ADVERTISING	5,000.00	1,000.00
CONSULTANTS	10,000.00	12,000.00

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LEGAL	10,000.00	14,000.00
BANK CHARGES		200.00
MISCELLANEOUS - Other	<u>2,000.00</u>	<u>1,000.00</u>
OFFICE EXPENSE		
EQUIPMENT LEASE		2,500.00
POSTAGE		700.00
SOFTWARE		1,800.00
OFFICE EXPENSE - Other	<u>6,000.00</u>	<u>3,000.00</u>
Payroll Expenses	50,000.00	40,000.00
MUNICIPAL FUNCTIONS	5,500.00	4,000.00
LAND PLANNING	10,000.00	8,000.00
EQUIPMENT PURCH	1,000.00	2,000.00
Forest Conservation Maintenance	4,000.00	2,000.00
Jones Farm & By-Pass	4,000.00	6,000.00
Pedestrian Safety	10,000.00	3,000.00
Rolling Ridge Pond	8,000.00	10,000.00
SIGNS	6,500.00	3,000.00
SNOW REMOVAL	15,000.00	24,300.00
DONATIONS	1,000.00	11,000.00
Parade	2,000.00	0.00
PICNIC DONATION		
DISTRIBUTION	3,500.00	5,000.00
Furnishings	5,000.00	3,000.00
Repairs & Maint	10,000.00	13,000.00
TRANSFER OUT		
C.I.P. FUNDS	35,000.00	36,000.00

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For the CIP Fund income was adjusted making highway income \$11250, pedestrian safety from \$31000 to \$17000 and increased the transfer from the General Fund from \$25000 to \$31000. Council Member Pomeroy made a motion to approve the adjusted CIP fund on the budget for fiscal year 2014. Council Member Bradsher seconded the motion. *Unanimously approved.*

Reapprove Election Judge: Approving Mrs. Mary Burke as election judge was not done at a regular Town Council Meeting but a special meeting, it was decided to reapprove her at this meeting. Council Member Ruspi made the motion to approve Mary Burke as an election judge. Council Member Bradsher seconded the motion. *Unanimously approved.*

Appointments: Mayor Prats reviewed the slate of appointments for the Town for the coming year as follows:

Historic District Commission Appointments – Sheree Wenger, Chair, Joann Howes (Alternate), Lisa Simonetti  
Planning Commission Appointment – Eric Wenger, Chair  
Board of Appeals Appointments – Paul Foster, Mike Seebold  
Council Vice President Appointment – Dave Preusch  
Tree Committee – Eric Wenger, Paul Foster, Richard Potcner  
Legal Council – Stanley D. Abrams, Esq.  
Engineer – Macris, Hendricks and Glascock and Robert H. Patton, Harris & Rust & Associates  
Audit Firm – Lindsey and Associates  
Clerk – Charlene Dillingham  
Assistant Clerk – Lisa Whittington  
Treasurer – Christine Wilkinson  
Parking Code Enforcement Officer – Mike Ryan  
Reforestation Consultant – Benning & Associates  
Town Planner – Stanley O. Benning  
Infrastructure Advisor – Wayne Keeler

Council Member Ruspi made the motion to approve said appointments. Council Member Pomeroy seconded the motion. *Unanimously approved.*

Council:

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Council Member Ruspi stated that residents are still able to purchase trees from PEPCO. He recently purchased two.

Residents: Mrs. Jill Ruspi of 7111 Brink Road inquired as to whether there will be portable johns available in parks for approved activities.

Eric Wenger of 6715 Maple Knoll Dr. asked what the status is from the Town to the Letter to the Editor that was recently published in the Gazette. Mayor Prats stated that the Town has taken no official position.

Adjournment: Council Member Ruspi made a motion to adjourn at 9:21 pm. Council Member Pomeroy seconded the motion. *Unanimously approved*

Respectfully submitted,

Lisa M. Whittington  
Assistant Clerk  
June 3, 2014

### **Trash/Recycling Update**

**When trash and recycling pick-up occur on Monday holidays, the following day, Tuesday, will be the designated pick-up day. The designated holidays follow the county transfer station schedule and will be as follows for 2014:**

**For Monday, Sept. 1, Labor Day, Pick-up will be Sept. 2**

**Please continue to separate recycling materials.**

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**Please do not put yard waste or mulch out for the regular trash pick-up.**

**Yard waste should be placed in brown bags.**