Meeting minutes of Town Council on 9-1-2020

As reviewed, approved, and accepted by the Town Council on October 6, 2020

There being a quorum, Mayor James Ruspi called the regular meeting of the Town Council to order at 7:31p.m. The meeting was held using video conferencing. Council Members Charles Bradsher, Tom Burke, Amy Koval and James O' Hair were present. The Treasurer, Clerk and Assistant Clerk were also present as were three residents and one guest.

Mayor Ruspi began the meeting by recognizing the work done by the Clerk and Assistant Clerk to make the election a success and thanked the election judges, Pat Duvall, Joy Jackson, Christina Pellegrino, Jill Ruspi and Sheree Wenger, for their service.

Minutes: The minutes from the Town Council Meeting held on August 4, 2020 were approved as submitted.

Treasurer's Report: The Treasurer reviewed the Profit and Loss Report for the month of August 2020. Total Income for the month of August was $4,206 including the CIP. The major source of income was $2,558 from Real Property Taxes. Major Expenses for the month of August were $1,517 for Repairs and Maintenance, $3,090 for Grounds Maintenance and $5,019 for Waste Collection. Total Expenses for the month of August were $10,965. Total Net Income for the month of August was -$6,759 including $30.00 from the CIP. Looking at the Balance Sheet for the month of August 2020, the fund balances for the General Fund was $1,256,484 and $202,255 for the CIP account. The total fund balance for the Town of Laytonsville for August 2020 was $2,361,794 including $903,054 from Fixed Assets.

Council Member Bradsher made a motion to approve the August Treasurer's report subject to audit. Council Member Burke seconded the motion. ***Unanimously approved.***

Committee/Board Reports

There was discussion about an application made by the property owners at 7119 Brink Road to remove some trees in order to secure a water connection from WSSC.

Council Member O’Hair made a recommendation to approve the tree removal permit for 7119 Brink Road with the stipulation that the stumps will be ground or cut below ground level. Council Member Koval seconded the motion. ***Unanimously approved.***

Charles Hendricks, Historic District Commission Chair, said the Historic District Commission held a video conference meeting on August 17, 2020 with no substantive business.

Eric Wenger, Planning Commission Chair, said the third quarter meeting of the Planning Commission was held on August 20, 2020 using video conferencing. Chair Wenger said David Post of Macris, Hendricks and Glascock attended and updates to the Town maps were discussed. Planning Commission members Kline and Allcock were sworn in for their new term.

New Business

Election Results: Mayor Ruspi congratulated Council Members Bradsher and O’Hair who ran unopposed and were elected for a two-year term.

Jones Farm Pond: Mayor Ruspi explained that Goshen Enterprises attempted a temporary repair on the pipe at Jones Farm Pond. At this point, Mayor Ruspi said Goshen can proceed with an additional temporary repair that would cost approximately $750.00 while pursuing a permanent solution with Montgomery County Storm Water Management. Council Members Bradsher, Burke, Koval and O’Hair expressed support for this plan.

Snow Removal Contract: Mayor Ruspi stated the proposed snow removal contract from J.B. Kline has no increase in cost for supplies and materials but there is an increase in roads and sidewalks with the addition of Laytonsville Preserve. There was discussion about the decision to begin clearing sidewalks in 2010 and that the costs will increase with the addition of Laytonsville Grove streets and sidewalks next year. Council Members Bradsher, Burke, Koval and O’Hair expressed support for continuing to clear the sidewalks at this time. Council Member Bradsher suggested the Council review the decision again next summer.

Council Member Burke made a motion to approve the snow removal contract from JB Kline Landscaping. Council Member Koval seconded the motion. ***Unanimously approved.***

Audit Update: Chris Wilkinson, Treasurer, explained she has provided information to the auditors for them to complete the annual report which should be done by the end of October.

COVID-19 Reimbursements: Chris Wilkinson, Treasurer, reviewed the Town expenditures, totaling $8,782.87, that have been submitted to Montgomery County for reimbursement.

MML Fall Conference: Mayor Ruspi stated the Maryland Municipal League Fall Conference is being held virtually on October 8 and 9, 2020, and any Council Member who would like to attend should contact the Town Clerk.

Old Business

Miller Park Update: The fence was installed on August 24, 2020 and the contractor has been contacted regarding a couple of minor issues. It was reported that the Copper Beech tree, planted in the center of the park has died and it will cost approximately $380.00 to replace.

Council Member O’Hair made a motion to replace the Copper Beech tree at Miller Park. Council Member Bradsher seconded the motion. ***Unanimously approved.***

­Old Town Sign Relocation: Mayor Ruspi reviewed the suggested locations for the old Town sign and asked Council Member Burke to review the findings of the group that looked at these locations. Council Member Burke said the traffic circle was determined to be the best location and all Council Members expressed their support for an application to be made to the State Highway Administration.

Residents Forum

None

Adjournment: Council Member Burke made a motion to adjourn at 9:04 p.m. Council Member O’Hair seconded the motion. ***Unanimously approved.***

Respectfully submitted,

Joy Jackson  
Assistant Clerk   
September 1, 2020

**COVID-19 Update June 2, 2020**

**On March 13, 2020, the Town of Laytonsville Town Hall was closed because of the Covid-19 virus crisis.  Our Town is contemplating the process of opening social-distancing guidelines and determining what actions are necessary to safeguard the public, residents and staff.  Many of you are undoubtedly wondering when we will once again be able to meet on a face to face basis.  I want you to know that that question is also on my mind and on the minds of the Council and Staff.  We have been discussing that topic and making some initial plans.**

**I cannot give you a timeline or firm details yet, because we are still awaiting further guidance from the State and County, but I think we can safely say that, just as for the rest of the society, the return of our normal activities to a new normal will be a process. Even when we are able to open the Town Hall, things will initially be very different than what we are used to. Various social distancing and other protective measures will be in place.  There may be limits on using Town facilities and there will undoubtedly be changes to our physical availability.  I am proud of the exceptional service that our staff have continuously provided to our citizens.  Beginning in April, we have utilized Zoom to reach our Council, staff and residents during this time of distancing.  It would be reasonable to expect virtual Town meetings to continue.**

**Thank you for being considerate and for your patience.  Please check the Town’s webpage for activities and information.**

**James A. Ruspi, Mayor**

**Town of Laytonsville**

**Those who need to interact with the Town should do so electronically or by USPS.  The Town’s phone number is 301 869-0042.**

***Trash/Recycling Update — Effective March 2, 2020*Household waste will be picked up twice a week on Tuesdays and Fridays.** When trash pick-up occurs on a Tuesday or Friday holiday, the pick-up will be on the following Tuesday or Friday.

**Recyclables including mixed paper will be picked up from the curb once a week on Thursdays.** When recycling pick-up occurs on a Thursday holiday, the following day, Friday, will be the designated pick up day. in order to be picked up, mixed paper recyclable materials must be separated from other recyclable materials.

**Yard trimmings will be picked up at the curb once a week on Mondays.** When yard trim pick-up occurs on a Monday holiday, the pick-up will be on the following Monday. Please do not put yard trimmings out for the regular trash pick-up. Yard trimmings should be placed in brown bags.

**The designated holidays follow the county transfer station schedule and when the transfer station is closed there will be no pick-up of trash, recycling materials or yard trimmings.**

* **For Thursday, November 26, 2020 Thanksgiving Day — Recyclables will be picked up on Friday, November 27, 2020**

**Place all trash, recycling materials and yard trimmings at the curb no later than 7:00a.m.**

The Laytonsville **Parks and Trails Task Force** is looking for new members. The Parks and Trails Task Force is to provide the residents of Laytonsville and visitors with park and recreational opportunities in a safe, healthy, enjoyable environment. The Town Planners included a vision to have well developed trails for both walkers and bicyclists. Parks and Trails Task Force meetings are held on the second Wednesday

of each month at 7:30p.m. If interested in joining or obtaining more information, please email Jill Ruspi at jruspi@aol.com.