Meeting Minutes of Town Council on June 6, 2023

As reviewed, approved and accepted by the Town Council on July 11, 2023

Mayor James Ruspi called the regular meeting of the Town Council to order at 7:44p.m. The meeting was held using video conferencing. Council Members Charles Bradsher, Tom Burke, Amy Koval and Christina Pellegrino were present. The Treasurer, Clerk, Assistant Clerk and Assistant Staff Member were also present. Also in attendance were eight residents, one guest and Judy Hruz, Executive Editor, The Greater Olney News.

Mayor Ruspi asked if any additional comments were received on the proposed budget and tax rates for FY 2023-24. The Clerk said no comments were received. Mayor Ruspi asked for a motion to close the record on the Budget Hearing.

Council Member Koval made a motion to close the record on the Budget Hearing. Council Member Burke seconded the motion. ***Unanimously approved.***

Mayor Ruspi asked if any additional comments were received on the proposed Zoning Text Amendment. The Clerk stated several emails were received from residents after the Public Hearing on May 16, 2023, and all the comments were in support of the Zoning Text Amendment. Mayor Ruspi asked for a motion to close the record on the Zoning Text Amendment Hearing.

Council Member Burke made a motion to close the record on the Zoning Text Amendment Hearing. Council Member Pellegrino seconded the motion. ***Unanimously approved.***

Minutes: The minutes from the Town Council Meeting held May 2, 2023, and the Public Hearing on May 16, 2023, were approved as submitted.

Treasurer’s Report: The Treasurer reviewed the Profit and Loss report for the month of April. She noted that Real Property Taxes and Income Taxes are not received in April and the Total Income for the month of April was $5,626. The major expenses for the month of April were $40,200 for the replacement of the patio and walkway at the Town Hall and $11,680 for Landscaping at Miller Park. Additional expenses to note were $1,980 for Snow Removal which was from an invoice the contractor had not provided previously and a $1,000 donation to the Laytonsville Lions Club Foundation Golf Tournament. The Net Income for the month of April was -$70,518.

The Treasurer reviewed the Profit and Loss report for the month of May. The major sources of income for the month of May were $42,754 from Income Tax and $3,922 in the Capital Improvement Fund from Highway Income. The Total Income for the month of May was $49,952. The Treasurer noted the only unusual expense for May was $3,009 in Grounds Maintenance which included the installation of two dogwood trees. The net income for the month of May was $16,379.

Council Member Burke made a motion to approve the April and May Treasurer's reports subject to audit. Council Member Bradsher seconded the motion. ***Unanimously approved.***

New Business

Approval of FY 23-24 Budget if the Record is Closed: Mayor Ruspi said the record has been closed and asked if there was a motion to approve Ordinance #01-23 for the FY23-24 Budget and Ad Valorem Tax Rates.

Council Member Pellegrino made a motion to approve Ordinance #01-23 for the FY23-24 Budget and Ad Valorem Tax Rates. Council Member Bradsher seconded the motion. ***Unanimously approved.***

Approval of Zoning Text Amendment if the Record is Closed: Mayor Ruspi said there was a meeting held on May 16, 2023, to introduce the proposed Zoning Text Amendment and the record has been closed. Mayor Ruspi asked if there was a motion to approve Ordinance #02-23 Zoning Text Amendment to Amend Section 110 of the Town’s Zoning Ordinance and to add a new section to the C-1 Zone.

Council Member Koval made a motion to approve Ordinance #02-23 Zoning Text Amendment to Amend Section 110 of the Town’s Zoning Ordinance and to add a new section to the C-1 Zone. Council Member Pellegrino seconded the motion. ***Unanimously approved.***

Approval of Resolution #01-23 – Compensation to Employees: Mayor Ruspi said he has recommended a five percent increase in the salary for the Laytonsville staff. He explained the person that cleaned the Town Hall had to stop and there is a vacancy at this time.

Council Member Koval made a motion to approve Resolution #01-23 Compensation to Employees. Council Member Bradsher seconded the motion. Council Member Pellegrino voted in favor and Council Member Burke abstained.

Appointments: The Clerk read the following list of recommended appointments.

Historic District Commission – Kris Bradsher

Board of Appeals – Percy Casaperalta, Michael Ryan

Planning Commission –Tim Shortley, Eric Wenger and one-year term as Chair

Tree Commission – Eric Wenger, Thomas Fitzgerald

Council Vice-President – Amy Koval

Legal Counsel – Victoria Shearer

Engineers – Macris, Hendricks and Glascock

Audit Firm – Lindsey and Associates

Clerk – Mary Burke

Assistant Clerk – James Schneider

Treasurer – Angela Marie Hoffman

Reforestation Consultants – Matt Madeira, Arborist Consulting & Tree Preservation and David Post, Macris, Hendricks and Glascock

Council Member Pellegrino made a motion to approve the slate of appointments as presented. Council Member Bradsher seconded the motion. ***Unanimously approved.***

Annual Contract for Goshen Enterprises, Inc.: Mayor Ruspi stated the proposed contract for Goshen Enterprises was provided to the Council along with a summary of the changes it includes. He said their team does a great job and he recommends approval. Council Member Pellegrino said they have completed a lot of updates to Miller Park, they listened to feedback, and she liked the summary that was provided.

Council Member Burke made a motion to approve the annual contract for Goshen Enterprises, Inc. Council Member Pellegrino seconded the motion. ***Unanimously approved.***

Contract for Key Sanitation: Mayor Ruspi explained the proposed contract removes the $500.00 monthly surcharge the Council previously approved due to the increased cost of diesel fuel. He said the contract raises the monthly per unit charge from $27.73 to $30.00 and he believes this is a reasonable cost increase. The Clerk said the town will be responsible for purchasing small recycling bins which the contractor will store and distribute as needed. The Treasurer said the town has been paying $6301.00 per month and the new rate will be a little less. Council Member Koval clarified that the contractor may request an increase if the cost for diesel fuel goes over $4.30 per gallon. Council Member Pellegrino said she thinks this is a reasonable request. Mayor Ruspi said the contract is for one year.

Council Member Pellegrino made a motion to approve the contract for Key Sanitation. Council Member Bradsher seconded the motion. ***Unanimously approved.***

Date for July Meeting of the Mayor and Council: Mayor Ruspi asked for a motion to move the date of the July meeting of the Mayor and Council to July 11, 2023, due to the July 4th holiday.

Council Member Burke made a motion to move the July meeting of the Mayor and Council to July 11, 2023. Council Member Bradsher seconded the motion. ***Unanimously approved.***

Old Business

Special Election, June 12, 2023: Mayor Ruspi said the Special Election for Mayor will be held on Monday, June 12, 2023, from 3:00p.m. to 8:00p.m. at the Town Hall.

Resident’s Forum

Eric Wenger, 6715 Maple Knoll Drive, extended his heartfelt thanks for the planting of the dogwood tree in memory of Sheree Wenger.

Joy Jackson, 21617 2nd Street, thanked Mayor Ruspi for being so gracious over the years and for accepting her feedback, requested or not.

Council Member Burke said it has been great working with Mayor Ruspi and he has been amazed at the job he has done.

Council Member Koval thanked Mayor Ruspi and the Assistant Clerk for all they have done for the town.

Council Member Pellegrino thanked Mayor Ruspi and the Assistant Clerk and said they are not going far, and she will still call on them.

Council Member Koval made a motion to adjourn at 8:28p.m. Council Member Pellegrino seconded the motion. ***Unanimously approved.***

Respectfully submitted,

Joy M. Jackson

Assistant Clerk

June 6, 2023