Meeting minutes of Town Council on 2-7-2023

As reviewed, approved, and accepted by the Town Council on March 7, 2023

There being a quorum, Mayor Ruspi called the regular meeting of the Town Council to order at 7:32 p.m. The meeting was held using video conferencing. Council Members Charles Bradsher, Tom Burke, Amy Koval and David Preusch were present. The Treasurer, Clerk, Assistant Clerk, three residents and one guest were also present.

Mayor Ruspi opened the meeting by welcoming Judy Hruz, Executive Editor, The Greater Olney News.

Minutes: The minutes from the Town Council Meeting held January 3, 2023, and the Special Meeting of the Mayor and Council, January 17, 2023, were approved as submitted.

Treasurer's Report: The Treasurer noted that on the December 2022 Balance Sheet, some of the money in the ARPA column has already been designated as ARPA expenses and checks have been written. Those funds will be transferred to the Operating budget. The Treasurer reviewed the Profit and Loss report for the month of December. The total income was $6,932 with the largest amount, $3,415 from Real Property Taxes. The largest expenses for the month of December were $4,557 for Payroll Expenses, $6,301 for Waste Collection and a $7,000 donation to the Laytonsville District Volunteer Fire Department from the ARPA funds.

The Treasurer reviewed the Profit and Loss report for the month of January. The total income for January was $88,836. In addition, $4,764 was received in Highway Income. The major expense for the month of January was $15,734 for Grounds Maintenance. The two items paid under ARPA expenses were $5,421 to purchase defibrillators for the churches and a $3,000 donation to the Laytonsville Lions Club for the Town parade. The $635 Insurance expense was the bond renewal for the Treasurer.

Council Member Burke made a motion to accept the Treasurer’s reports for December 2022 and January 2023 subject to audit. Council Member Koval seconded the motion. ***Unanimously approved.***

Committee/Board Reports

Jill Ruspi, Parks and Trails Task Force Chair said the Task Force is working on completing plans for a memorial tree plan and hopes to present the plan to the Mayor and Council in March. Chair Ruspi stated that representatives from the Task Force and other interested persons will be meeting with employees from the Maryland National Capital Park and Planning Commission (MNCPC) about connecting the trail off Birdie Lane to the adjoining Sundown Road Park. Mayor Ruspi said that the support from Montgomery County Councilmember Dawn Luedtke was instrumental in facilitating the meeting with staff from the MNCPPC.

**Charles Hendricks, Historic District Commission (HDC) Chair said the Commission met over Zoom on January 16, 2023, and discussed the proposed consolidated guidelines with Council Member Burke. Chair Hendricks said Council Member Burke delineated the differences in the approaches he noted to tree issues taken by the Tree Commission and the HDC but he did not take issue with the accuracy of the sentence the Commission had proposed to add to the consolidated guidelines. The Commission members discussed adding other topics to the guidelines including solar panels. The Commission held a Work Session over Zoom on February 2, 2023, to make a preliminary review of the plans submitted for the development of Lot 2C in Laytonsville Preserve. The applicant said he will submit revised plans and drawings in advance of the Commission’s public hearing, scheduled for February 20, 2023, to consider the request for a Historic District Work Permit.**

**Eric Wenger, Planning Commission Chair, said the Planning Commission’s first quarter meeting will probably be held on March 23, 2023. Chair Wenger said there may be some potential business on Verizon but none has been received to date.**

**Mayor Ruspi asked that it be noted in the minutes that an assessment of the street trees on Mobley Farm Drive is going to be completed by one of the Town arborists.**

**Old Business**

**Town Election May 1, 2023: The Town election for Mayor and two Council Members will be held on Monday, May 1, 2023. The filing period opens on March 3, 2023, and closes at 5:00p.m. on March 17, 2023.**

**Election Judges: Mayor Ruspi asked the Council Members if they had the name(s) of any qualified residents to serve as an Election Judge. Council Member Koval said she knows of one person that may be interested and she will provide the name to the Clerk. Mayor Ruspi said the Election Judges will be appointed at the Council Meeting in March.**

**Jones Farm Pond: Mayor Ruspi said that Council Member Preusch is working on getting additional assessments completed on Jones Farm Pond.**

**Staff Assistant: Mayor Ruspi recommends the hiring of a Staff Assistant to work at the Town Hall and is in the process of scheduling interviews. The hourly pay is expected to be $20.00, and he asked those in attendance to let him know if they know of someone who may be interested in the position.**

**New Business**

**Town Parade: The Laytonsville Town Parade will be held on May 20, 2023, and the theme is Saluting Volunteerism. Mayor Ruspi encouraged the Council Members to plan on participating in the parade.**

**Town Hall Patio, Steps, Ramp and Walkway: Mayor Ruspi explained that the motion at the Special Meeting of the Mayor and Council held on January 17, 2023, did not include the walkway. Additionally, the contractors have revised their proposals to include updated costs for materials and Americans with Disabilities Act (ADA) standards. The current proposals total $46,350 with $32,125 for the patio, $7,500 for the ramp, and $6,725 for the walkway. Mayor Rupsi said he would like a motion for approval of the entire project as the plan will have to go to the Historic District Commission on February 20, 2023. There was discussion about the revised ramp, ADA standards and the motion that was made previously.**

Council Member Koval made a motion to approve no more than $50,000 to replace the patio, ramp, stairs, and walkway behind the Town Hall and to make them all ADA compliant. Council Member Burke seconded the motion. ***Unanimously approved.***

**Resident’s Forum**

**None**

Adjournment: Council Member Burke made a motion to adjourn at 8:32p.m. Council Member Preusch seconded the motion. ***Unanimously approved.***

Respectfully submitted,

Joy Jackson

Assistant Clerk   
February 7, 2023