Meeting minutes of Town Council on 11-02-2021

As reviewed, approved, and accepted by the Town Council on December 7, 2021

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 David Preusch were present. The Treasurer and Assistant Clerk were also present as were four residents.

Minutes: The minutes from the Town Council Meeting held on October 5, 2021, and the minutes from the Mayor and Council Executive Meeting held on October 9, 2021, were approved as submitted.

Treasurer's Report: The Treasurer reviewed the Profit and Loss Report for the month of October 2021. Total Income for the month of October was $87,795 including the CIP. The major sources of income were $25,319 from Income Tax and $56,997 from Real Property Taxes. Major Expenses for the month of October were $2,294 for Accounting, $3,561 for Grounds Maintenance and $5,801 for Waste Collection. Total expenses for the month of October were $19,186. Total Net Income for the month of October was $68,609. Looking at the Balance Sheet for the month of October 2021, the fund balances for the General Fund was $1,477,673 and $198,903 for the CIP account. The total fund balance for the Town of Laytonsville for October 2021 was $2,579,631 including $903,054 from Fixed Assets.

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

Committee/Board Reports

**Charles Hendricks, Historic District Commission Chair, said the Historic District Commission met by videoconference on October 18, 2021. Commission members approved a work permit application from the Ruspi’s at 7111 Brink Road to remove a wood slat fence and install a new fence. The Commission also discussed the entrances to the Rolling Ridge subdivision.**

Eric Wenger, Planning Commission Chair, said the Planning Commission is looking for a secretary.

Jill Ruspi, Parks and Trails Task Force Chair, explained that two capital grants, one for $15,000 and one for $20,000, were previously requested from the state for expenses at Miller Park. The expenses submitted for the first $15,000 grant have been approved and payment is expected shortly.

Old Business

American Rescue Plan Act (ARPA)Update: Council Member Burke and Council Member Koval shared information regarding five projects that could be instituted per ARPA guidelines. The projects and the point of contact person are:

* Jones Pond Repair and Refurbishment – Council Member David Preusch
* Water and Sewer Improvement Program – Council Member Tom Burke
* Assistance to Provide Outdoor Dining for Restaurants in Town – Council Member Amy Koval
* Expanded/Improved Meeting Facility for Town Hall – Mayor James Ruspi
* Premium Pay for Town Employees and Frontline Workers – Council Member Charles Bradsher

Rolling Ridge Landscaping: Mayor Ruspi stated last month the Council discussed and tabled a decision on two landscaping proposals for the corners of Rolling Ridge Lane and Brink Road. Charles Hendricks, Historic District Commission Chair, explained the sites in question are part of a parcel that was designated as a historic resource by the Council in 2004, to help protect the environmental setting of the historic Rolling Ridge residence. Chair Hendricks reviewed the landscaping recommendation made by the members of the Historic District Commission which includes removing the junipers, invasive plants and stumps and planting a few low, perennial flowering bushes such as Knock Out rose bushes in front of each fence. Andy Drouliskos, Historic District Commission Member, spoke with a representative of the Rolling Ridge HOA who confirmed the HOA will be responsible for repainting the fences. After some discussion, Mayor Ruspi requested the Council consider a plan to proceed with removal of the junipers including the stumps, the preparation of the area for replanting, and the planting of three small plants, like Knock Out rose bushes on each side.

Council Member Burke made a motion to proceed with the improvements as described, not to exceed $1,500.00. Council Member Preusch seconded the motion. ***Unanimously approved.***

Jones Farm Pond Update: Council Member Preusch said he spoke again with Steve Pullam, **Inspector Stormwater Facility Maintenance Program** for **Montgomery County Department of Environmental Protection. Mr. Pullum provided some photos of the riser structure which shows some leaks. Mr. Pullam also said he has observed that a rubber seal was put around the riser structure which has only partially solved the problem. Mr. Pullam said there is no easement dedicated to the county to assume maintenance responsibility of the pond. Council Member Preusch is following up with Mr. Pullam’s supervisor and the company that completed the repairs on the riser.**

**Laytonsville Grove Update: Mayor Ruspi provided an update on the status of the Laytonsville Grove subdivision as progress continues towards the development being turned over to the town.**

**New Business**

**Snow Plowing Services Contract 2021-2022: Mayor Ruspi said the contract for snow plowing services has no price increases from last year.**

**Council Member Burke made a motion to accept the contract for snow plowing services as presented. Council Member Bradsher seconded the motion. *Unanimously approved.***

**Maryland Open Meetings Act Training: Mayor Ruspi emphasized the importance of the training and asked that any member of the Town Council complete the training if they haven’t done so already.**

**Eagle Scout Project: Council Member Bradsher shared some information on a proposed Eagle Scout project and said he will be getting additional information from the Scout.**

**Laytonsville Lions Club Tree Lighting: The Laytonsville Lions Club will be hosting the tree lighting on December 3, 2021, at 6:30pm. The event will be held on the grounds of the Town Hall.**

**Work Session to Discuss Staffing and ARPA: There will not be a work session on November 16, 2021, at 7:30pm.**

**Resident’s Forum**

**Charley Hendricks, 7011 Brink Road, inquired on the total amount of ARPA funds allocated to Laytonsville.**

**Joy Jackson, 21617 2nd Street, advocated that the wood chip trail from Miller Park to Barberry Lane remain a wood chip trail and not be paved.**

Adjournment: Council Member Koval made a motion to adjourn at 9:23p.m. Council Member Preusch seconded the motion. ***Unanimously approved.***

Respectfully submitted,

Joy Jackson  
Assistant Clerk   
November 2, 2021

October 22, 2021

On March 13, 2020, the Town of Laytonsville Town Hall was closed because of the COVID-19 virus crisis.  Like many people we thought that this would only last for a few months.  Nearly two years have gone by and the fear of getting sick has continued to plague us.  Each time we seem to make headway in fighting COVID-19, a variant pops up!

I continue to be proud of the exceptional service that our staff has provided to our citizens.  Beginning in April 2020, we 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 for a long time.  Although we miss the opportunity to meet “face-to-face” our Town staff have adopted procedures which continue to allow prompt processing of Town business.  In fact, utilizing the internet has actually improved the Town’s response time when handling some items.

Thank you for being considerate and for your patience.  Please check the Town’s webpage for activities and information.  The Town is using Zoom to meet and to discuss business each month.  The public is welcome to join any of our virtual meetings.  Our webpage has a calendar of meetings as well as the URL to use in joining the meetings.

Do not forget that if you need to contact the Town Hall, you can call on 301-869-0042 and leave a voice message.  You will be contacted very soon.  If you would like to use email, you can reach the Town Clerk at [clerk@comcast.net](mailto:clerk@comcast.net).

Stay well and continue to check our website for updates.

James A. Ruspi, Mayor

Town of Laytonsville

***Trash/Recycling Update***

**Place all trash, recycling materials and yard trimmings at the curb no later than 7:00a.m.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 pickup day. Mixed paper recyclable materials must be separated from other recyclable materials.

**Yard trimmings will be picked up at the curb on Mondays from April through November.** 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.

* **Thanksgiving Day, Thursday, November 25, 2021**

No service on Thursday, November 25th

Recycles will be picked up on Friday, November 26th, along with the trash