Meeting minutes of Town Council on 6-1-2021

As reviewed, approved, and accepted by the Town Council on July 13, 2021

There being a quorum, 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 James O' Hair were present. The Treasurer, Clerk and Assistant Clerk were also present as were three residents.

Minutes: The minutes from the Town Council Meeting held on May 4, 2021, were approved as submitted. The minutes from the Public Hearing held on May 4, 2021, were approved as submitted.

Treasurer's Report: The Treasurer reviewed the Profit and Loss Report for the month of May 2021. Total Income for the month of May was $50,610 including the CIP. The major sources of income were $30,791 from Income Tax, $9,521 from Public Utilities and $4,203 from Real Property Taxes. Major Expenses for the month of May were $2,600 for Legal, $4,839 for Payroll Expenses and $2,740 for Grounds Maintenance. Total expenses for the month of May were $18,782. Total Net Income for the month of May was $31,827. Looking at the Balance Sheet for the month of May 2021, the fund balances for the General Fund was $1,428,424 and $188,552 for the CIP account. The total fund balance for the Town of Laytonsville for May 2021 was $2,520,031 including $903,054 from Fixed Assets.

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

Committee/Board Reports

Charles Hendricks, Historic District Commission Chair, stated the Commission met virtually on May 17, 2021, and approved a tree removal permit for Tom and Mary Burke at 21710 Laytonsville Road. Chair Hendricks reported that, on May 10, 2021, he conducted a walking tour for Leslie Gottert, Executive Director of the Maryland Association of Historic District Commissions. Ms. Gottert suggested she might be able to connect the Town with some programs in Maryland that could support the Town in its historic preservation efforts. Chair Hendricks added that the Laytonsville Historical Center is preparing a walking tour of the Town for this summer.

Eric Wenger, Planning Commission Chair, reported the Planning Commission will hold is second quarter meeting on June 24, 2021. The meeting will be held virtually.

Old Business

Recycling Service Proposal: Mayor Ruspi stated he is pleased with the progress and asked the Clerk to review the proposal which has been provided to the Council. Clerk Dillingham reviewed the proposal for the purchase of 220, 35-gallon toters on wheels.

Council Member made a motion for the Town to proceed with the purchase of 220 recycling toters. Council Member Burke seconded the motion. ***Unanimously approved.***

Parking Issues on Montgomery Avenue and Brink Road: Mayor Ruspi provided an update on his communications with the police and fire department regarding the parking concerns on Montgomery Avenue. There was discussion about the necessity for signs at the fire hydrants and if this would resolve the issues. Mayor Ruspi said he would study the matter further and report back to the Council. At the time of this meeting, Mayor Ruspi believes the parking item on Brink Road has been resolved.

Stocking the Pond with Fish: The fish for Jones Pond are expected to be delivered in early June.

American Rescue Plan Act (ARPA)Update: Council Members Burke and Koval provided an update on the American Rescue Plan. Council Member Burke reviewed some of the eligible uses for the funds and said the funds are to be used to assist those that have been negatively impacted and is for the betterment of the citizens. Council Member Burke said the Town should look at hiring someone to administer the program as it is a complex and time-consuming matter. He explained some of the funds may be used for this purpose. Council Member Koval said it is possible to pool the Town’s funds with others and all expenditures must track back to the impact of the virus.

New Business

Goshen Contract:

To align their contract with the fiscal year used by the State and the Town, Goshen Enterprises, Inc. has provided a twelve-month contract to begin July 1, 2021. Mayor Ruspi stated the contract was provided to the Council prior to the meeting and some of the changes were reviewed at the May Council meeting.

Council Member Burke made a motion to approve the contract from Goshen Enterprises, Inc. as submitted. Council Member Bradsher seconded the motion. ***Unanimously approved.***

Appointments: Mayor Ruspi presented the following slate of appointments:

* + 1. Historic District Commission Appointments – Andy Drouliskos, Michael McDonald, Jill Ruspi, Jennifer Sizemore
    2. Board of Appeals Appointments – Jake Cecere, Ed Kerns, Mike Ryan
    3. Planning Commission Appointments – Brenden Deyo, Obed Pellegrino, Tim Shortley (Alternate)
    4. Council Vice-President – Tom Burke
    5. Legal Counsel – Victoria Shearer
    6. Engineers – Macris, Hendricks and Glascock and James Ruff of Pennoni Associates
    7. Audit Firm – Lindsey and Associates
    8. Clerk – Charlene Dillingham
    9. Assistant Clerk – Joy Jackson
    10. Treasurer – Christine Wilkinson
    11. Reforestation Consultant – Benning & Associates
    12. Town Planner – Montgomery Consulting

Council Member Koval made a motion to accept the appointments as presented. Council Member O’Hair seconded the motion. ***Unanimously approved.***

Residents Forum

Charles Hendricks, 7011 Brink Road, said he was struck by the possibility that GD Armstrong was a superfund site that required special clean up and that he would like to get more information.

Eric Wenger, 6715 Maple Knoll Drive, shared his recollection of there being a couple of soil samples that prompted the developer of the Laytonsville Preserve subdivision to support public water being brought to the Town.

Adjournment: Council Member O’Hair made a motion to adjourn at 9:11p.m. Council Member Burke seconded the motion. ***Unanimously approved.***

Respectfully submitted,

Joy Jackson  
Assistant Clerk   
June 1, 2021

February 10, 2021 

On March 13, 2020, the Town of Laytonsville Town Hall was closed because of the Covid-19 virus crisis.  Like most people we thought that this would only last for a short time.  Nearly a year has gone by and the fear of getting sick has grown.  Now that there are 2 or 3 vaccines being used within the United States, the urgency has shifted from concern about getting sick to the length of time it will take to receive our vaccine shots.

I am proud of the exceptional service that our staff has continuously 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 several months.  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.

Jim 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 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 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.

* **Labor Day, Monday, September 6, 2021**

No service on Monday, September 6th

Yard waste will be picked up on Tuesday, September 7th, along with the trash

* **Veterans Day, Thursday, November 11, 2021**

No service on Thursday, November 11th

Recycles will be picked up on Friday, November 12th, along with the trash

* **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