Meeting minutes of Town Council on 7-7-2020

As reviewed, approved, and accepted by the Town Council on August 4, 2020

There being a quorum, Mayor James Ruspi called the regular meeting of the Town Council to order at 7:35p.m. The meeting was held using video conferencing. Council Members Charles Bradsher, Tom Burke and James O' Hair were present. Senator Craig Zucker, Delegate Anne Kaiser, Delegate Eric Luedtke and Delegate Pam Queen were present. The Treasurer, Clerk and Assistant Clerk were also present as were four residents.

Mayor Ruspi introduced Senator Craig Zucker. Senator Zucker introduced Delegate Anne Kaiser, Delegate Eric Luedtke and Delegate Pam Queen. The members of the District 14 Delegation presented information on local and state COVID-19 resources, recognition of local heroes, recent national issues on race and policing, the 2020 legislative update, the election process and the census.

Mayor Ruspi administered the Oath of Office to Planning Commission Chair Eric Wenger, Town Clerk, Charlene Dillingham, Treasurer, Chris Wilkinson and Assistant Clerk, Joy Jackson.

Minutes: The minutes from the Town Council Meeting held on June 2, 2020 were approved as submitted.

Treasurer's Report: The Treasurer reviewed the Profit and Loss Report for the month of June 2020. Total Income for the month of June was $27,643 including the CIP. The major source of income was $24,018 from Income Tax. Major Expenses for the month of June were $3,200 for Legal Expenses, $8,119 for Payroll Expenses and $21,564 for Waste Collection. Total Expenses for the month of June were $36,541. Total Net Income for the month of June was -$10,331 including $739.00 from the CIP. Looking at the Balance Sheet for the month of June 2020, the fund balances for the General Fund was $1,255,596 and $207,588 for the CIP account. The total fund balance for the Town of Laytonsville for June 2020 was $2,366,238 including $903,054 from Fixed Assets.

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

Committee/Board Reports

Charles Hendricks, Historic District Commission Chair, said the Historic District Commission held a video conference meeting on June 15, 2020 and approved a work permit for front porch reconstruction work at 7115 Brink Road. The Commission members also expressed satisfaction that the historic Rolling Ridge house at 21728 Rolling Ridge Lane is again being occupied as a dwelling. Chair Hendricks said the Commission will meet again by video conference on July 20, 2020 at 7:30p.m.

Eric Wenger, Planning Commission Chair, said the Planning Commission second quarter meeting was not held and arrangements are being made for a third quarter meeting.

Old Business

Town Hall Cleaning: Mayor Ruspi said the Hebron’s will be cleaning the Town Hall in July and will do their best to do a deeper clean including wiping frequently touched areas.

Miller Park Update: Mayor Ruspi stated he received notification of approval from the Board of Public Works and that the Town will soon be able to submit applicable costs for reimbursement through the capital grant for $15,000. Mayor Ruspi said Long Fence is expected to install the fence later this month and the Parks and Trails Task Force is working on a design for a park sign.

Renovated Town Sign: Mayor Ruspi thanked Council Member Burke for the work he did on refurbishing the Town sign that had been on Route 108 north of Town. There was discussion about possible locations to install the sign.

National Flood Insurance Program Update: Mayor Ruspi explained that a decision was made that the Town would not join the National Flood Insurance Program at this time and to reconsider joining the next time ordinances need to be amended.

Dinner for LDVFD Update: Mayor Ruspi shared that the Town of Laytonsville and the Laytonsville Lions Club provided dinner to the Laytonsville District Volunteer Fire Department on June 12, 2020. Mayor Ruspi said the members of the LDVFD were very appreciative.

New Business

Appointments: Mayor Ruspi presented the following appointment:

* + 1. Historic District Commission Appointment – Mary Burke, Secretary

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

Goshen Contract Tree Trimming: Mayor Ruspi explained that Goshen Enterprises has provided a contract to trim trees on Rolling Ridge Lane and the adjacent areas on Brink Road as some of the tree branches are very low. Mayor Ruspi recommends that this service be included in the annual contract from Goshen Enterprises.

Council Member Burke made a motion to approve the contract from Goshen Enterprises for trimming the trees on Rolling Ridge Lane and the adjacent areas on Brink Road. Council Member O’Hair seconded the motion. ***Unanimously approved.***

Re-opening Laytonsville – Logistics: Mayor Ruspi said Council Member Koval, Council Member O’Hair, Charlene Dillingham and Joy Jackson had a virtual meeting to discuss plans for re-opening the Town Hall. Each member agreed to work on specific items and additional meetings will be held as necessary. Mayor Ruspi said he spoke with representatives from some local jurisdictions and none of their offices are open at this time.

Picnic: Mayor Ruspi explained that a decision needs to be made regarding the 2020 Laytonsville Town Picnic.

Council Member O’Hair made a motion to cancel this year’s picnic. Council Member Burke seconded the motion. ***Unanimously approved.***

Safety Inspector Report: Council Member O’Hair shared information about an overgrown lot and two speed signs on Warfield Road. Mayor Ruspi explained a letter has been mailed to the owner of the lot in question and he will look into the speed limit signs on Warfield Road.

Council Member Bradsher will be the Safety Inspector for the 3rd Quarter.

MML Virtual Summer Conference Update: Mayor Ruspi stated he and Council Member Koval attended the MML Virtual Summer Conference which was very good despite a few technical issues.

Residents Forum

Council Member O’Hair inquired if groups such as the Laytonsville Lions Club and the Planning Commission could use the pavilion behind the Town Hall for meetings.

Brenden Deyo, 21701 Mobley Farm Drive, said he is a coach for Special Olympics and most events have been canceled at this time. Mr. Deyo said the trail around Jones Farm Park and Pond would be an ideal venue to hold a cycling or cross-country running event and he is seeking approval from Montgomery County Special Olympics. Mr. Deyo explained there would be no more than ten people at a time, all Montgomery County Special Olympics requirements would be met, and the event would probably take place on a Saturday or Sunday morning for approximately an hour.

Adjournment: Council Member O’Hair made a motion to adjourn at 9:20 p.m. Council Member Burke seconded the motion. ***Unanimously approved.***

Respectfully submitted,

Joy Jackson  
Assistant Clerk   
July 7, 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 Monday, September 7, 2020 Labor Day — Yard trimmings will be picked up on Monday, September 14, 2020**
* **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.