Meeting minutes of Town Council on 7-13-2021

As reviewed, approved, and accepted by the Town Council on August 2, 2021

There being a quorum, Mayor James Ruspi called the regular meeting of the Town Council to order at 7:33p.m. The meeting was held using video conferencing. Council Members Tom Burke, Amy Koval and James O' Hair were present. The Treasurer, Clerk and Assistant Clerk were also present as were three residents and one guest.

Oath of Office: Mayor Ruspi administered the Oath of Office to Vice-President of the Council, Tom Burke and Council Member Amy Koval.

Minutes: The minutes from the Town Council Meeting held on June 1, 2021, were approved as submitted.

Treasurer's Report: The Treasurer reviewed the Profit and Loss Report for the month of June 2021. Total Income for the month of June was $83,029 including the CIP. The major source of income was $49,840 from Income Tax. Major Expenses for the month of June were $8,143 for Payroll Expenses, $17,883 for Grounds Maintenance and $5,801 for Waste Collection. Total expenses for the month of June were $35,953. Total Net Income for the month of June was $47,077. Looking at the Balance Sheet for the month of June 2021, the fund balances for the General Fund was $1,443,720 and $216,308 for the CIP account. The total fund balance for the Town of Laytonsville for June 2021 was $2,563,083 including $903,054 from Fixed Assets.

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

Committee/Board Reports

Charles Hendricks, Historic District Commission Chair, stated the Commission met virtually on June 21, 2021, and discussed historic district concerns but did not take any official action.

Eric Wenger, Planning Commission Chair, reported the Planning Commission met virtually on June 24, 2021. Mr. Crum of Macris, Hendricks and Glascock was present and reviewed the updated Town maps. A map of the walking paths was requested which Mr. Crum has provided for review.

LGIT Update: Mayor Ruspi introduced Ellen Nudd from Local Government Insurance Trust (LGIT). Ms. Nudd reviewed information on the insurance coverage for the Town of Laytonsville. Coverage information included: liability, property, cyber and boiler and machinery, active shooter, and crisis intervention. There was discussion on determining the coverage amounts for liability and property, including the contents of the Town Hall.

Oath of Office: Mayor Ruspi administered the Oath of Office to Town Clerk, Charlene Dillingham, Treasurer, Chris Wilkinson and Assistant Clerk, Joy Jackson.

Old Business

Recycling Service Proposal: Clerk Dillingham said the recycling toters were ordered in June and the estimated delivery time is four to six weeks. The toters will be delivered to the Town contractor.

3rd Quarter Safety Inspection: Council Member O’Hair will be the Safety Inspector for the 3rd quarter. Council Member O’Hair explained that he will be moving out of town in September. Mayor Ruspi extended best wishes to Council Member O’Hair and his family for much success and happiness.

Fish Update: Mayor Ruspi purchased food for the fish at Jones Farm Pond which are being fed on a regular basis. Goshen Enterprises has been asked to check on the water level as it seems to be dropping.

American Rescue Plan Act (ARPA)Update: Council Member Koval stated the application for the Town was submitted on June 23, 2021, and the amount may be less than originally expected. Council Member Koval reviewed some of the eligible uses for the funds including supporting residents and businesses impacted by the pandemic and infrastructure needs. Mayor Ruspi said the initial funds are expected this month and another webinar is scheduled.

New Business

Laytonsville Bypass: Mayor Ruspi explained that he was approached by Delegate Luedtke about scheduling a meeting to discuss planning and funding for the bypass. Council Member Burke and Eric Wenger, Planning Commission Chair, said they would participate.

Upcoming Meetings: Mayor Ruspi has been contacted by Senator Zucker, representing the District 14 Delegation, as well as the Laytonsville Lions Club regarding attending a Town Council meeting. Additionally, Mayor Ruspi would like to invite Captain Pallas, 5th District Commander, to attend a meeting.

Appointment: Mayor Ruspi presented the following appointment:

* + 1. Tree Committee – Tom Koval

Council Member O’Hair made a motion to accept the appointment as presented. Council Member Burke seconded the motion. ***Council Members Burke and O’Hair voted in favor. Council Member Koval abstained.***

Reimbursement for Mayor: Mayor Ruspi explained the additional expenditures he has incurred in order to conduct Town business. He asked the Council Members to contact the Clerk, privately, regarding their approval or disapproval of the cost of a software program he requires.

Residents Forum

Joy Jackson, 21617 2nd Street, inquired about the Walkable Communities map the Planning Commission is reviewing and the work the Parks and Trails Task Force would like to do for a map of the paths and trails in Town.

Council Member Burke said there has been some discussion about reopening the Town Hall but he would like to continue conducting the Town Council meetings on Zoom.

Council Member Koval expressed her support of continuing to conduct the Town Council meetings via Zoom.

Adjournment: Council Member Burke made a motion to adjourn at 9:09p.m. Council Member Koval seconded the motion. ***Unanimously approved.***

Respectfully submitted,

Joy Jackson  
Assistant Clerk   
July 13, 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