Meeting minutes of Town Council on 6-2-2020

As reviewed, approved, and accepted by the Town Council on July 7, 2020

There being a quorum, Mayor James 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 James O' Hair were present. The Treasurer, Clerk and Assistant Clerk were also present as were one resident and two guests.

Minutes: The minutes from the Town Council Meeting held on May 5, 2020 were approved as submitted.

Treasurer's Report: The Treasurer reviewed the Profit and Loss Report for the month of May 2020. Total Income for the month of May was $34,469 including the CIP. The major source of income was $28,111 from Income Tax. Major Expenses for the month of May were $3,950 for Legal Expenses, $4,103 for Payroll Expenses and $16,545 for Waste Collection. Total Expenses for the month of May were $27,737. Total Net Income for the month of May was $6,732. Looking at the Balance Sheet for the month of May 2020, the fund balances for the General Fund was $1,260,490 and $206,851 for the CIP account. The total fund balance for the Town of Laytonsville for May 2020 was $2,370,395 including $903,054 from Fixed Assets.

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

National Flood Insurance Program – Kevin Wagner: Mayor Ruspi introduced Kevin Wagner, Community Assistance Program Manager with the Maryland Department of the Environment. Mr. Wagner explained the purpose of his presentation was to share information on the National Flood Insurance Program (NFIP). Mr. Wagner stated there are nineteen municipalities in Montgomery County, and all are in the NFIP except for Laytonsville. Mr. Wagner explained there is no cost to the Town to participate in the program, the process for applying and provided coverage examples and limits. Mayor Ruspi thanked Mr. Wagner for his presentation and said this will be on the July Town Council meeting agenda.

Committee/Board Reports

Charles Hendricks, Historic District Commission Chair, said the Historic District Commission held a video conference meeting on May 18, 2020 and focused on work undertaken and contemplated at 7115 Brink Road. Chair Hendricks said the Commission will meet again by video conference on June 15, 2020 at 7:30p.m.

Old Business

Town Hall Cleaning: Mayor Ruspi said the Council decided to pay the Town Hall cleaning service for May and to review the decision to continue payments at this meeting. There was discussion about the possibility of the members of the cleaning service getting tested for COVID-19, wearing masks and gloves, and cleaning and disinfecting at a time when the staff will be out of the building.

Council Member Burke made a motion to pay the cleaning service for the month of June and to give them notice that they may not be paid in July. Council Member O’Hair seconded the motion. ***Unanimously approved.***

Miller Park Update: Mayor Ruspi provided a progress report on the items that have been completed at Miller Park. Mayor Ruspi said estimates were received from two companies for a vinyl, three-rail fence on the north and east sides of the park with the lower bid from Long Fence. Council Member Burke shared a family inquired about planting a dogwood tree in the park in memory of a family member. Jill Ruspi, Parks and Trails Task Force Chair said she will add this to the agenda for the next meeting of the Task Force.

Council Member O’Hair made a motion to approve the contract for Long Fence in the amount of $4,300. Council Member Burke seconded the motion. ***Unanimously approved.***

New Business

Appointments: Mayor Ruspi presented the following slate of appointments

* + 1. Historic District Commission Appointments – Michelle Halverson, Michelle Shortley (Alternate)
		2. Board of Appeals Appointment – Paul Foster
		3. Planning Commission Appointments – Eric Wenger, Shannon Allcock, Brian Kline
		4. Council Vice-President – Amy Koval
		5. Legal Counsel – Victoria Shearer
		6. Engineer – 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. Code Enforcement Officer – Mike Ryan
		12. Reforestation Consultant – Benning & Associates
		13. Town Planner – Montgomery Consulting
		14. Tree Committee – Eric Wenger, Paul Foster

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

Budget Adjustments: Chris Wilkinson, Treasurer, reviewed the Adjusted Budget for FY 19-20. Ms. Wilkinson explained the adjustments were being made to cover the monies owed to the waste management collection contractor.

Council Member O’Hair made a motion to approve the FY 19-20 Budget Adjustments. Council Member Koval seconded the motion. Unanimously approved.

Dinner for LDVFD: Mayor Ruspi said he was approached about providing dinner to the LDVFD to show appreciation to the first responders.

Council Member O’Hair made a motion to approve a budget of up to $300.00 to provide dinner for the LDVFD. Council Member Koval seconded the motion. ***Unanimously approved.***

Town Hall Lighting: Mayor Ruspi explained that replacement light fixtures for the current lights in the Town Hall parking lot have been approved by the Historic District Commission. Mayor Ruspi said he would provide the contract from Boyland Electric to the Council Members for their review.

Re-opening Town Hall – Logistics: Mayor Ruspi inquired if there were two Council Members that would be willing to work with him and the Town staff to develop a plan for the reopening of the Town Hall. Council Members Koval and O’Hair volunteered to work on the project.

Residents Forum

Charles Hendricks, 7011 Brink Road, said he hopes the Town Hall will be available for use soon but that it is done carefully, not prematurely and that the need for social distancing is considered.

Adjournment: Council Member Koval made a motion to adjourn at 9:19 p.m. Council Member O’Hair seconded the motion. ***Unanimously approved.***

Respectfully submitted,

Joy Jackson
Assistant Clerk
June 2, 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.**

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.

***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.**