Meeting minutes of Town Council on 6-07-2022

As reviewed, approved, and accepted by the Town Council on July 5, 2022

There being a quorum, Mayor James Ruspi called the regular meeting of the Town Council to order at 7:37p.m. The meeting was held using video conferencing. Council Members Charles Bradsher, Tom Burke, Amy Koval and David Preusch were present. The Treasurer, Assistant Clerk, were also present as were three residents and one guest.

Since there were no comments submitted regarding the budget and taxes, Council Member Burke made a motion to close the record on the Budget Hearing for the FY 2022-23 budget and ad valorem taxes. Council Member Koval seconded the motion. ***Unanimously approved.***

Minutes: The minutes from the Town Council Meeting held on May 3, 2022, were approved as submitted.

Treasurer's Report: The Treasurer reviewed the Profit and Loss Report for the month of April. The total income for the month of April was $1,868. Total expenses for the month of April were $16,618. There was a deficit of -$14,750 in the General Funds for the month of April. There were no major changes on the Balance Sheet for the month of April.

Council Member Koval made a motion to approve the April Treasurer’s report subject to audit. Council Member Burke seconded the motion. ***Unanimously approved.***

The Treasurer reviewed the Profit and Loss Report for the month of May. The total income for the month of May was $65,704 including $26 interest earned in the Capital Improvement Fund. Total expenses for the month of May were $20,702 including $2,478 for Consulting, $4,593 for Payroll Expenses, $4,953 for General Repairs and Maintenance and $6,301 for Waste Collection.

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

Committee/Board Reports

**Eric Wenger, Planning Commission Chair, said the Planning Commission will meet on June 23, 2022, at 7:30pm. The meeting will be held via videoconferencing.**

**Charles Hendricks, Historic District Commission Chair, said the Historic District Commission met by videoconference on May 16, 2022, and approved a work permit application submitted by St. Bartholomew’s Episcopal Church to paint the rectory. The Commission continued work on consolidating the two sets of design guidelines that were approved for the Commission’s use in 2004. Two members of the Commission attended a training session entitled “Connecting with Your Community.” Chair Hendricks also attended a symposium held at St. Mary’s College. Both trainings were offered by the Maryland Association of Historic District Commissions of which Laytonsville is a member.**

**New Business**

**Adjustments to FY21-22 Budget: Treasurer Hoffman spoke with the former Treasurer regarding adjusting the budget. As the process was elective, not mandatory, no adjustments are being made to the FY21-22 budget and it will remain as approved by the Town Council.**

**Approval of FY22-23 Budget if the Record is Closed: Mayor Ruspi stated the record has been closed.**

**Council Member Koval made a motion to approve the FY22-23 Budget. Council Member Burke seconded the motion. *Unanimously approved.***

Vote on Ordinance #01-22 Budget FY22-23 and Ad Valorem Tax Rates: Council Member Preusch commented on the increase in the town’s funds and said, in the future, the Council might want to consider a decrease in the tax rates. There was discussion regarding using the funds collected for good purposes as well as the ARPA funds the town is receiving.

Council Member Bradsher made a motion to approve Ordinance #01-22 Budget FY22-23 and Ad Valorem Tax Rates. Council Member Burke seconded the motion. ***Unanimously approved.***

**Introduce Resolution #01-22 – Compensation to Employees: Mayor Ruspi said that based on the increase to the cost-of-living expenses he believes a five percent increase for staff wages is appropriate.**

**Council Member Koval made a motion to approve Resolution #01-22 – Compensation to Employees. Council Member Preusch seconded the motion. *Unanimously approved.***

Appointments: Mayor Ruspi presented the following slate of appointments:

* + 1. Historic District Commission Appointments – Kris Bradsher, Charles Hendricks, Michael McDonald, Jennifer Sizemore
    2. Board of Appeals Appointments – Eva Ols
    3. Planning Commission Appointments – Shannon Allcock, Brian Kline
    4. Council Vice-President – Amy Koval
    5. Legal Counsel – Victoria Shearer
    6. Engineers – Macris, Hendricks and Glascock and James Ruff of Pennoni Associates
    7. Audit Firm – Lindsey and Associates
    8. Assistant Clerk – Joy Jackson
    9. Treasurer – Angela Marie Hoffman
    10. Assistant Staff Member – Kimberly Emswiler
    11. Reforestation Consultant – Benning & Associates
    12. Town Planner – Montgomery Consulting

Council Member Preusch made a motion to accept the appointments as presented. Council Member Bradsher seconded the motion. ***Unanimously approved.***

**Old Business**

**Update on Jones Farm Pond: Council Member Preusch said the inspection completed by SMC found leaking through the riser structure and at the first two feet of the pipe that goes through the dam embankment. The recent 2.5 inches of rain raised the water level which is currently holding. The company is suggesting the installation of a staff gauge to show the water level. Council Member Preusch has requested an estimate for replacing the riser structure and the first two feet of the exit pipe.**

**Laytonsville Town Parade Update: Mayor Ruspi said the parade was very well attended and had more entries than usual. Council Members Bradsher and Koval handed out 150 coupons along the parade route for a discount on ice cream at the Family Room. Forty-seven coupons were used by May 31, 2022.**

**Laytonsville Town Picnic: Mayor Ruspi said the last town picnic was held in 2019 and he would like the Council to decide on whether to hold a picnic this fall. After discussion about a date for the picnic, food options, concerns about COVID, time constraints, and which Council Members would be available the consensus was there would not be a picnic this fall. Mayor Ruspi said he was disappointed with the decision.**

**Resident’s Forum**

**Jill Ruspi, 7111 Brink Road, said the picnic would be outside and people can wear their own masks which adds another level of protection from getting COVID.**

**Charles Hendricks, 7011 Brink Road, stated he was positively impressed about the possibility of building additional sidewalks in town. Mr. Hendricks has looked at some of the deeds for properties on the west side of Laytonsville Road and some property owners deeded rights of way for sidewalks that have never been built.**

Adjournment: Council Member Burke made a motion to adjourn at 8:39p.m. Council Member Preusch seconded the motion. ***Unanimously approved.***

Respectfully submitted,

Joy Jackson  
Assistant Clerk   
June 7, 2022

**Trash and Recycling Service**

Household waste will be picked up twice a week on Tuesdays and Fridays.  All items must be placed at the curb by 7:00A.M.  There is no back-door service.

Yard waste will be picked up at the curb once a week on Mondays for the period May through November.  Please do not put yard waste out for the regular trash pick-up.  Yard waste goes to the Montgomery County composting center.   Acceptable yard waste will be yard trimmings, leaves and brush.  These items shall be placed in marked containers or brown biodegradable paper bags. Branches are to be cut to three-foot lengths and must not be more than three inches in diameter and tied in bundles.  Yard waste cannot be placed in plastic bags and no root balls, dirt, sod, or rocks and branches larger than three feet long or three inches in diameter will be accepted.

Recyclables (mixed paper, plastic, and glass) will be collected on Thursdays. Recyclables should be separated, or they will not be collected.  Paper should be separated from commingled materials such as plastic and glass.  Please note that our contractor does not have trucks that pick up the large bins on wheels.  The weight of the filled containers can become too hard to lift.  Please refrain from using these containers.

2022 Holiday Schedule

Presidents Day Holiday, Monday, March 21st - *NO PICK-UP*

Memorial Day, Monday, May 30th - *YARD WASTE WILL BE PICKED UP TUESDAY*

Independence Day, Monday, July 4th - *YARD WASTE WILL BE PICKED UP TUESDAY*

Labor Day, Monday, September 5th - *YARD WASTE WILL BE PICKED UP TUESDAY*

Indigenous Peoples' Day, Monday, October 10th - *YARD WASTE WILL BE PICKED UP TUESDAY*

Veterans Day, Friday, November 11th – *NO CHANGE*

Thanksgiving Day, Thursday, November 24th – *RECYCLES WILL BE PICKED UP SATURDAY, NOVEMBER 26th*