

## Meeting minutes of Town Council on 1-5-2021

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

There being a quorum, Mayor James Ruspi called the regular meeting of the Town Council to order at 7:30p.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 five residents and one guest.

Audit Update: Mayor Ruspi acknowledged the work done by Chris Wilkinson, Treasurer, in getting the audit completed and introduced Robert Diss, CPA, of Lindsey and Associates. Mr. Diss reviewed the audit report, dated December 11, 2020, and stated there were not significant changes from the previous audit.

Minutes: The minutes from the Town Council Meeting held on November 10, 2020 were approved as submitted.

Treasurer's Report: The Treasurer reviewed the Profit and Loss Report for the month of November 2020. Total Income for the month of November was \$68,620 including the CIP. The major source of income was \$55,697 from Income Tax and \$8,445 from Real Property Taxes. Major Expenses for the month of November were \$4,534 for Repairs and Maintenance, \$4,390 for Office Expenses and \$6,190 for Grounds Maintenance. Total expenses for the month of November were \$19,570. Total Net Income for the month of November was \$49,050 including \$2,115 from the CIP. Looking at the Balance Sheet for the month of November 2020, the fund balances for the General Fund was \$1,362,288 and \$208,154 for the CIP account. The total fund balance for the Town of Laytonsville for November 2020 was \$2,473,496 including \$903,054 from Fixed Assets.

The Treasurer reviewed the Profit and Loss Report for the month of December 2020. Total Income for the month of December was \$5,983 including the CIP. The major source of income was \$2,925 from Personal Property Taxes and \$2,114 from Real Property Taxes. Major Expenses for the month of December were \$4,916 for Payroll Expenses and \$5,273 for Waste Collection. Total expenses for the month of December were \$15,631. Total Net Income for the

month of December was -\$9,648 including \$20 from the CIP. Looking at the Balance Sheet for the month of December 2020, the fund balances for the General Fund was \$1,353,446 and \$208,184 for the CIP account. The total fund balance for the Town of Laytonsville for December 2020 was \$2,464,685 including \$903,054 from Fixed Assets.

Council Member O'Hair made a motion to approve the November and December Treasurer's reports subject to audit. Council Member Bradsher seconded the motion. *Unanimously approved.*

### Committee/Board Reports

Eric Wenger, Planning Commission Chair, said the fourth quarter meeting was held virtually on December 17, 2020. Dave Post from Macris, Hendricks and Glascock attended and updates to the Town maps were reviewed. Chair Wenger acknowledged the assistance received from Charlene Dillingham and Charles Hendricks and expects the maps will be available for the first quarter meeting.

Charles Hendricks, Historic District Commission Chair, reported the Historic District Commission met virtually on November 16, 2020 and approved a work permit for a new metal shed at 21408 Laytonsville Road and on January 4, 2021 and approved a work permit for a patio, steps and rear landing at 7400 White House Lane. The Commission will hold a virtual meeting in February.

### Old Business

Update on Zoom Meeting with Chief of Police: Mayor Ruspi said he and Council Member Koval attended the virtual meeting with Chief Marcus Jones, Montgomery County Department of Police, which was well attended and informative.

### New Business

Restocking of Jones Farm Pond: Mayor Ruspi explained that he has been in contact with companies approved by the Maryland Department of Natural Resources about purchasing fish to stock the pond. The estimated cost is \$650.00 which includes delivery.

Variance V-02-20: Mayor Ruspi informed the Council that the Board of Appeals met virtually on December 7, 2020 to consider the request for a variance from a resident on Cracklin Court. The variance request was continued and will be considered at the next Board of Appeals meeting on January 11, 2021. Mayor Ruspi suggested the Council Members may want to attend this meeting.

Laytonsville Preserve Sidewalks: Mayor Ruspi reviewed concerns from the Laytonsville Grove Homeowner's Association manager and some residents about the condition of some of the sidewalks in the Laytonsville Grove subdivision. Mayor Ruspi introduced David Preusch, whom

Mayor Ruspi asked to look at the sidewalks as he has professional experience with concrete and sidewalks. Mr. Preusch explained he examined a portion of the sidewalks and his overall opinion is that they look new and are in pretty good shape. He did find some spalling and one instance of a seal between slabs coming up. Mr. Preusch advised against doing anything at this time as the changes are cosmetic and not a hazard.

Montgomery Municipal Cable Annual Meeting: Mayor Ruspi told the Council the annual meeting of MMC is on January 27, 2021 and they are looking for someone from each municipality to attend. Mayor Ruspi asked the Council Members to inform him or the Clerk if they are interested in attending.

Snow Removal Expenses: Mayor Ruspi reviewed the history to the decision for the Town to clear sidewalks after a snowstorm and suggested the Council may want to reconsider this decision. There was discussion about the cost of the service, expectations from residents, services commonly provided by homeowner's associations, and the possibility of a special assessment or an increase in property taxes.

COVID Reimbursement: Mayor Ruspi said the COVID reimbursement from Montgomery County has not yet been received.

#### Residents Forum

Sam Georgopoulos, 7006 Cracklin Court, expressed his appreciation to the Mayor and Council for their work. Mr. Georgopoulos spoke to some of the topics from the meeting and inquired about two streetlights that are not working on Cracklin Court.

Charles Hendricks, 7011 Brink Road, commented on the number of signs placed in the right-of-way, in front of the shopping center and near the roundabout.

Adjournment: Council Member Burke made a motion to adjourn at 9:28p.m. Council Member O'Hair seconded the motion. *Unanimously approved.*

Respectfully submitted,

Joy Jackson  
Assistant Clerk  
January 5, 2021

#### 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

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.

- **Presidents Day, Monday February 15, 2021**  
No change to services this week
- **Memorial Day, Monday, May 31, 2021**  
No service on Monday, May 31st  
Yard waste will be picked up on Tuesday, June 1st, along with the trash
- **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