

Meeting minutes of Town Council on 4-14-2020

As reviewed, approved, and accepted by the Town Council on May 5, 2020

There being a quorum, Mayor James Ruspi called the regular meeting of the Town Council to order at 7:45 p.m. 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 four residents and five guests.

Mayor Ruspi opened the meeting by asking for the record to reflect the unusual situation as this is a virtual meeting due to the COVID-19 pandemic. Mayor Ruspi said he anticipates that the meeting will go smoothly, and that Council Member Burke will be assisting with some items during the meeting.

Minutes: The minutes from the Town Council Meeting held on March 3, 2020 were approved with minor corrections.

Treasurer's Report: The Treasurer reviewed the Profit and Loss Report for the month of March 2020. Total Income for the month of March was \$23,626 including \$3,072 from the CIP. The major sources of income were \$8,011 from Income Tax and \$11,086 from Public Utilities. Major Expenses for the month of March were \$7,540 for Payroll Expenses and \$16,434 for Waste Collection. Total Expenses for the month of March were \$26,533. Total Net Income for the month of March was -\$2,907. Looking at the Balance Sheet for the month of March 2020, the fund balances for the General Fund was \$1,280,198 and \$205,080 for the CIP account. The total fund balance for the Town of Laytonsville for March 2020 was \$2,388,332 including \$903,054 from Fixed Assets.

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

Committee/Board Reports

Eric Wenger, Planning Commission Chair, said the Planning Commission first quarter meeting was not held and is not currently scheduled pending the COVID-19 situation.

Old Business

April 16 MML Meeting Canceled: Mayor Ruspi confirmed the MML meeting scheduled for April 16, 2020 has been canceled.

Coffee with the Candidates: Mayor Ruspi said the Coffee with the Candidates scheduled for April 25, 2020 has been canceled.

Miller Park Update: Mayor Ruspi said grading and seeding has been completed and the trail, benches and bike rack have been installed. Mayor Ruspi further stated that Stadler Nurseries is donating a southern magnolia for Miller Park and Goshen Enterprises will be planting the tree at no cost to the Town. Additional plantings and landscaping will be done soon and Mayor Ruspi expressed his plan to have a grand opening sometime in the future.

Trash Collection: Mayor Ruspi reviewed the change in the schedule for picking up waste and recyclable materials and said the contract will be reviewed at the May Town Council meeting.

Bulk Trash Pick-Up: The bulk trash pick-up for Town residents is scheduled for April 21, 2020. Town residents may refer to the Town website for further details.

New Business

Vote on Ordinance 02-20 Amendments to Forest Conservation and Reforestation Ordinance: Council Member O'Hair made a motion to approve Ordinance 02-20. Council Member Koval seconded the motion. *Unanimously approved.*

Introduce Budget Ordinance 03-20: Mayor Ruspi introduced a draft of Ordinance 03-20 and stated the proposed budget does not include a tax rate increase and a decision will be made at the May Town Council meeting.

Introduce Resolution 02-20 Employee Compensation and Tax Rates: Mayor Ruspi introduced the resolution for compensation to employees and said this item will be taken up at the May Town Council meeting.

Election Notice: James O'Hair and Charles Bradsher are the candidates for the two Town Council member positions. The election is scheduled for May 4, 2020 from 3:00 to 8:00 pm.

Motion to Consider Ordinance 04-20 Without Introduction to Cancel and Reschedule the Election: Mayor Ruspi explained the Town Charter has a requirement that an ordinance may not be passed at the meeting at which it is introduced and that Ordinance 04-20, due to the current state of emergency, would suspend that requirement.

Council Member Burke introduced Ordinance 04-20 stating, "The COVID-19 virus, a respiratory disease that spreads easily from person to person and may result in serious illness or death. The COVID-19 virus has been declared a public health emergency by federal, state, and local

governments, causing them to shut down non-essential businesses, to require citizens to engage in social distancing, to avoid gatherings, and to “shelter in place” ... The Town has an upcoming election, and wishes to enact an emergency Ordinance to postpone the election due to the inability to have in-person voting without risking the Town residents’ health and safety. At least three elected officers are present.”

Council Member Burke stated, “I move, pursuant to the Town Charter, Section 412(f), to suspend the usual requirement that an ordinance may not be passed at the meeting at which it is introduced, based upon the emergency presented by the COVID-19 virus, which requires us to enact an emergency ordinance to postpone the Town election for the health and safety of Town residents.”

Council Member O’Hair seconded the motion. Council Member Bradsher voted in favor. Council Member Burke voted in favor. Council Member Koval voted in favor. Council Member O’Hair voted in favor. ***Unanimously approved.***

Council Member Burke stated, “It is moved and seconded and approved by the affirmative votes of all elected officers present that, pursuant to the Town Charter, Section 412(f), the COVID-19 virus presents an emergency, and we hereby suspend the usual requirement that an ordinance may not be passed at the meeting at which it is introduced so we can adopt an emergency ordinance to cancel and reschedule the Town election for the health and safety of Town residents.”

Ordinance 04-20 Emergency Ordinance to Cancel and Reschedule the Election: Council Member Burke introduced Ordinance 04-20, an emergency ordinance to cancel the May 4, 2020 election and reschedule it to August 31, 2020.

Council Member Burke stated, “I move pursuant to the Town Charter, Section 412(f), that we adopt Emergency ordinance no. 04-20, to become effective immediately, in order to cancel the May 4, 2020 election and to reschedule it to August 31, 2020 based upon the emergency currently presented by the COVID-19 virus, as such action is necessary for the immediate preservation of the public health, safety, and welfare of Town residents. If the Ordinance is adopted, all current elected Town officials shall continue to serve until their successors are duly elected and installed.”

Council Member Bradsher seconded the motion. Council Member Bradsher voted in favor. Council Member Burke voted in favor. Council Member Koval voted in favor. Council Member O’Hair voted in favor. ***Unanimously approved.***

Council Member Burke summarized by stating, “It is moved and seconded and approved by the affirmative votes of all elected officers present that, pursuant to the Town Charter, Section 412(f), we adopt Emergency Ordinance 04-20, to become effective immediately, in order to cancel the May 4, 2020 election and to reschedule it to August 31, 2020 based upon the

emergency currently presented by the COVID-19 virus, as such action is necessary for the immediate preservation of the public health, safety, and welfare of Town residents.”

Approve Goshen Enterprises Contracts: Mayor Ruspi said there are some changes to the contracts from Goshen Enterprises which include modest increases in some costs and the service of additional areas within the Town.

Council Member O’Hair mad a motion to approve the contracts from Goshen Enterprises at presented. Council Member Burke seconded the motion. ***Unanimously approved.***

Town Hall Cleaning Payment Continuity: Mayor Ruspi explained that the Town Hall is cleaned on a monthly basis, but the service has been put on hold due to the state of emergency. Mayor Ruspi stated he would like to continue payments to the person who provides the service and that he could investigate possible reimbursement from the federal, state or county governments. There was discussion about essential services and the possibility of the cleaning service continuing during the state of emergency.

Council Member Burke made a motion to continue the Town Hall cleaning payment. Council Member Koval seconded the motion. ***Unanimously approved.***

Residents Forum:

Council Member O’Hair said someone tampered with a sign at Laytonsville Elementary School.

Mayor Ruspi thanked Council Member Burke for the sign he had made and installed in front of the Town Hall thanking first responders, healthcare workers, delivery and retail workers.

Adjournment: Council Member O' Hair made a motion to adjourn at 8:44pm. Council Member Bradsher seconded the motion. ***Unanimously approved.***

Respectfully submitted,

Joy Jackson
Assistant Clerk
April 14, 2020

Laytonsville Emergency Measures Effective April 1, 2020

In order to safeguard the Laytonsville staff and residents, the Town Council members and I have determined the Town Hall will be closed to the public until Governor Larry Hogan cancels the Maryland State of Emergency.

Specifically, the Town Hall will not be open to the public; however, the public can telephone, email or send USPS letters to the Town. The Staff will continue working on Town matters during normal hours of operation.

Those of you 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, May 25, 2020 Memorial Day — Yard trimmings will be picked up on Monday, June 1, 2020**
- **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.