Meeting minutes of Town Council on 8-4-2020

As reviewed, approved, and accepted by the Town Council on September 1, 2020

There being a quorum, Mayor James Ruspi called the regular meeting of the Town Council to order at 7:35p.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 three residents.

Mayor Ruspi administered the Oath of Office to Council Vice-President Amy Koval.

Minutes: The minutes from the Town Council Meeting held on July 7, 2020 were approved as submitted.

Treasurer's Report: The Treasurer reviewed the Profit and Loss Report for the month of July 2020. Total Income for the month of July was $18,007 including the CIP. The major source of income was $14,293 from Income Tax. Major Expenses for the month of July were $1,168 for Dues, $2,458 for Insurance, $17,722 for Grounds Maintenance and $5,019 for Waste Collection. Total Expenses for the month of July were $30,315. Total Net Income for the month of July was -$12,308 including $33.00 from the CIP. Looking at the Balance Sheet for the month of July 2020, the fund balances for the General Fund was $1,239,448 and $202,247 for the CIP account. The total fund balance for the Town of Laytonsville for July 2020 was $2,344,749 including $903,054 from Fixed Assets.

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

Committee/Board Reports

Charles Hendricks, Historic District Commission Chair, said the Historic District Commission held a video conference meeting on July 20, 2020 and advised a couple, whom contracted to buy the home at 7119 Brink Road, about the procedures for applying to construct an addition to the house and the guidelines the Commission will rely upon when considering such an application. The Commission seated Michelle Halverson as a new member and elected Charles Hendricks as Chair and Jill Ruspi as Vice-Chair.

Eric Wenger, Planning Commission Chair, said the Planning Commission will hold a virtual meeting on August 20, 2020 at 7:00pm. Chair Wenger said David Post from Macris, Hendricks and Glascock will attend the meeting to review the Town maps.

Old Business

None

New Business

Appointments: Mayor Ruspi presented the following appointments:

* + 1. Election Judges – Patricia Duvall, Joy Jackson, Christina Pellegrino, Jill Ruspi and Sheree Wenger

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

Re-opening Laytonsville – Logistics: Council Member Koval shared information the group reviewing plans for re-opening the Town Hall has obtained. Information from meeting with experts was reviewed including procedures for cleaning and electrostatic disinfecting, protocols staff should follow when going to the Town Hall, suggested standards for the HVAC system, turning off the water to the drinking fountain at Miller Park, and the process for the Town election scheduled for August 31, 2020. Mayor Ruspi requested approval from the Town Council to proceed with the electrostatic cleaning as needed and expects the cost will be reimbursed. All Council members expressed support.

Council to Decide Location of Restored Town Sign: Mayor Ruspi thanked Council Member Burke for the work he did on refurbishing the Town sign and reviewed the suggestions for possible locations to install the sign. Council Members Burke, Koval and O’Hair agreed to meet and walk around the suggested areas in order to make a recommendation for placement of the sign.

COVID-19 Reimbursements: Chris Wilkinson, Treasurer, shared information about COVID-19 costs incurred by the Town. The total is approximately $9,000.00 and includes supplies, staff hours to attend COVID-19 meetings and $7,000.00 in attorney fees. Mayor Ruspi shared that these expenses are being submitted to the County for reimbursement.

MML Banner Town Award: Mayor Ruspi said the Town has been awarded the Banner Town designation from the Maryland Municipal League for 2020.

Residents Forum

Mayor Ruspi shared that new lights have been installed n the parking lot at the Town Hall and he is waiting on a date for the fence installation at Miller Park.

Eric Wenger, 6715 Maple Knoll Drive, said an electrostatic sprayer can be purchased for $700.00 and with the additional purchase of cleaning solution the Town could spray the Town Hall at any time.

Charles Hendricks, 7011 Brink Road, noted that while the Town Hall is not open to the public the files, which can be very useful for the Historic District Commission, are also not available. Mr. Hendricks asked if the Re-opening Committee might consider allowing individuals to make an appointment to review documents in a room separate from staff.

Adjournment: Council Member Burke made a motion to adjourn at 8:55 p.m. Council Member O’Hair seconded the motion. ***Unanimously approved.***

Respectfully submitted,

Joy Jackson
Assistant Clerk
August 4, 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.**

***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.**

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.