Meeting minutes of Town Council on 11-10-2020

As reviewed, approved, and accepted by the Town Council on January 5, 2021

There being a quorum, Mayor James Ruspi called the regular meeting of the Town Council to order at 7:31p.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.

St. Paul Minister Introduction: Mayor Ruspi introduced Pastor Will Newton of St Paul United Methodist Church. Pastor Newton shared that he recently moved to Montgomery County from Sarasota, Florida. In addition to serving as the Pastor at St Paul he is attending graduate school at Wesley Theological Seminary in Washington, DC.

Minutes: The minutes from the Town Council Meeting held on October 6, 2020 were approved as submitted.

Treasurer's Report: The Treasurer reviewed the Profit and Loss Report for the month of October 2020. Total Income for the month of October was $61,881 including the CIP. The major source of income was $54,303 from Real Property Taxes. Major Expenses for the month of October were $18,433 for Grounds Maintenance, $11,465 for Waste Collection and $5,390 for Payroll Expenses. Total Expenses for the month of October were $37,472. Total Net Income for the month of October was $24,409 including $3,745 from the CIP. Looking at the Balance Sheet for the month of October 2020, the fund balances for the General Fund was $1,312,105 and $208,722 for the CIP account. The total fund balance for the Town of Laytonsville for October 2020 was $2,432,882 including $903,054 from Fixed Assets.

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

COVID-19 Expenses Reimbursements: Chris Wilkinson, Treasurer, reviewed the Town expenditures which were submitted to Montgomery County for reimbursement.

Miller Park Capital Grant Reimbursement: Chris Wilkinson, Treasurer, said eligible expenses are being submitted for reimbursement in the next week.

Audit Update: Chris Wilkinson, Treasurer, stated the auditor requested and was granted an extension until December 31, 2020 to complete the Town audit.

Committee/Board Reports

Charles Hendricks, Historic District Commission Chair, reported the Historic District Commission met virtually on October 19, 2020 and approved a work permit for work to be done at 7119 Brink Road. The Commission will hold a virtual public hearing on November 16, 2020.

Eric Wenger, Planning Commission Chair, said there will probably be a virtual meeting of the Planning Commission in December to review the Town maps. Chair Wenger stated he has been notified of a special meeting on December 11, 2020 of the Maryland Planning Commissioner’s Association to amend the bylaws.

New Business

SHA Reimbursement for Mowing and Trash Pick-up: Mayor Ruspi explained the memorandum of understanding has been completed on a three-year agreement and an initial bill in the amount of $2583 has been submitted for reimbursement.

Vandalism: Mayor Ruspi stated a trail sign at Jones Farm Park and Pond has been vandalized and he has made an official report of this incident to the Montgomery County Police Department. There have been several reports of motorized vehicles riding on Town trails and official action is being taken to stop this as it is a violation of Town ordinances.

Montgomery Avenue Issues: There was discussion of the concerns expressed by residents on Montgomery Avenue including: a car carrier parked in front of a fire hydrant; a number of cars parked at the end of the street; vehicles backing down the street at excessive speed; and the number of people residing in a house. Mayor Ruspi reviewed some of the efforts taken to remedy the situation including recent reports made to the Montgomery County Police Department. The Commander of the 5th district plans on sending additional patrols and citations will likely be issued if violations are found.

COVID Work from Home Expenses: Mayor Ruspi reviewed some expenses that have resulted from the increased amount of work being done at home. In addition to purchasing printer cartridges for the Clerk and Assistant Clerk, the Mayor has had to increase his cell phone plan by $10.00 per month due to the increase amount of usage for Town business. Mayor Ruspi asked the Council Members if there were any objections to these expenses and, if not, to recognize that he would be approving these expenditures. All Council Member expressed their support.

Tree Lighting: The annual tree lighting, a function of the Laytonsville Lions Club, will be done virtually on December 4, 2020. There will be a Zoom link posted on the Town website for those who would like to observe.

Upcoming Zoom Meeting with the Chief of Police: Matt Quinn, President of the Greater Olney Civic Association is working on setting up a virtual meeting with Chief Marcus Jones, Montgomery County Police Department. Mayor Ruspi will share information about the meeting when it is provided.

Old Business

­Old Town Sign Installed: The old Town sign was installed in the roundabout and unveiled on November 6, 2020. Mayor Ruspi expressed his appreciation to Kevin Bohrer and Goshen Enterprises for donating their services to install the sign and complete the required breakaway posts. Mayor Ruspi thanked all who were present at the unveiling and the Council Members for the work they did on this project.

Town Hall Ventilation System Installation: The upgrades to the ventilation system at the Town Hall have been completed.

Jones Farm Pond Repair Update: Repairs to the pond at Jones Farm Pond have been completed and the pond is beginning to refill.

Residents Forum

Eric Wenger, 6715 Maple Knoll drive, said for the past thirty years there have been motorbikes and four-wheelers driving around Laytonsville including on the Laytonsville Elementary School field and through Stadler Nursery.

Council Member Bradsher inquired about the plan for a solar farm on a portion of the Oaks Sanitary Landfill.

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

Respectfully submitted,

Joy Jackson
Assistant Clerk
November 10, 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***

**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.

The Laytonsville ***Parks and Trails Task Force***is looking for new members.

If interested in joining or obtaining more information, please email Jill Ruspi at jruspi@aol.com.