Meeting minutes of Town Council on 4-6-2021

As reviewed, approved, and accepted by the Town Council on May 4, 2021

There being a quorum, Mayor James Ruspi called the regular meeting of the Town Council to order at 7:32p.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.

Minutes: The minutes from the Town Council Meeting held on March 2, 2021 were approved as submitted.

Treasurer's Report: The Treasurer reviewed the Profit and Loss Report for the month of March 2021. Total Income for the month of March was $31,071 including the CIP. The major source of income was $23,987 from Income Tax. Major Expenses for the month of March were $9,886 for Payroll Expenses, $8,295 for Snow Removal and $5,579 for Waste Collection. Total expenses for the month of March were $30,837 including $560 for signs. Total Net Income for the month of March was $234 including $2,966 from the CIP. Looking at the Balance Sheet for the month of March 2021, the fund balances for the General Fund was $1,357,729 and $211,202 for the CIP account. The total fund balance for the Town of Laytonsville for March 2021 was $2,471,986 including $903,054 from Fixed Assets.

Treasurer Wilkinson provided an update on the current snow removal costs for this season of $17,985 for sidewalks and $9,500 for roads for a total of $27,485.

Mayor Ruspi explained the Town has begun receiving reimbursement for trash pick-up and mowing on Route 108 from the State Highway Administration.

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

Committee/Board Reports

Eric Wenger, Planning Commission Chair, reported the Planning Commission met on March 25, 2021 with the engineers from Macris, Hendrick and Glascock. Chair Wenger stated progress was made on the Town maps and that it was particularly helpful to have Steve Crum in attendance.

Charles Hendricks, Historic District Commission Chair, reported that having met twice in February the Historic District Commission did not meet in March. Chair Hendricks said the Gaithersburg and Rockville Historic District Commissions have arranged for a Maryland Association of Historic District Commissions training session on design review. The training will be held on April 13, 2021 and five members of the Laytonsville Historic District Commission members plan to attend.

Old Business

Restocking of Jones Farm Pond: Mayor Ruspi said the pond is supposed to be stocked in April and he will share the date when he is notified.

Safety Inspection Discussion: Updates to the Safety Inspection form were made and there was discussion about the possibility of assigning half of the inspection to two council members each quarter. The Council Members decided to continue with the current schedule of one Council Member completing the safety inspection each quarter.

New Business

Introduce FY21-22 Budget: Mayor Ruspi said an increase in the tax rates is not being recommended and a public hearing will be scheduled in May.

Election Notice with Candidates: Clerk Dillingham said the election will be held on May 3, 2021 from 3:00pm to 8:00pm. Clerk Dillingham announced the names of the candidate for Mayor; James Ruspi and the candidates for Town Council; Tom Burke, Amy Koval and George Varghese.

Appoint Election Judges: Council Member O’Hair made a motion to appoint Pat Duvall, Joy Jackson, Ed Kerns, Donna Potcner and Sammie Washington as election judges. Council Member Koval seconded the motion. ***Unanimously approved.***

Montgomery Avenue Parking Issues: Mayor Ruspi reviewed the parking concerns as shared by some of the residents on Montgomery Avenue. These concerns include: the number of vehicles parking on the street and the grass, vehicles parking improperly, vehicles unable to turn around so drivers back down the street at a high rate of speed and the parking of a commercial car carrier on the street. Officers from the Montgomery County Police Department have met with Mayor Ruspi regarding these concerns and recommended the Town put up signs for the police to be more effective. There was discussion about placing no parking/school zone signs on the street adjoining school property. Mayor Ruspi said he will set a meeting with the police to get their recommendations.

Trash/Recycle Pick-up Concerns: Mayor Ruspi and Clerk Dillingham reviewed questions and concerns received from residents about trash and recycling collection. Mayor Ruspi said there will be a Work Session on April 20, 2021 to discuss this matter.

American Rescue Plan Act (ARPA): Mayor Ruspi thanked Council Members Burke and Koval for working on this for the Town. Council Member Burke reviewed information on the ARPA funding requirements and how the funding can be used. Council Member Koval shared information on Laytonville’s responsibilities and possible uses of the funds. Laytonsville is expected to receive $318,000 with a partial disbursement in approximately 60-90 days and the remainder one year later. Further guidelines expected from the Department of the Treasury. Funding received must be spent by December 31, 2024.

MML Summer Conference: The MML Summer Conference will take place on June 27-29, 2021 in-person or virtually. Mayor Ruspi, Chair Ruspi and Council Member Koval will be attending in-person.

Bulk Trash Pick-up: A bulk trash pick-up has been scheduled for April 19, 2021. Residents may obtain details on the Town website.

Residents Forum

Jill Ruspi, 7111 Brink Road, said there may be a way to use a portion of the proposed Lions Club facility as a club for youth, tutoring and a place for families to meet that could be utilized by the larger community. Mrs. Ruspi stated she believes as the Town continues to grow additional staff are necessary.

James O’Hair, 21726 Mobley Farm Drive, said the Cruise-In at the Laytons Village Shopping Center will be incorporating youth this year on the third Friday of each month beginning in May. Awards will be given to children who attend with any type of vehicle (bicycle, pedal car, etc.) and are accompanied by an adult. Awards will be given and sponsors for the awards are welcomed.

Tom Burke, 21710 Laytonsville Road, inquired about the COVID-19 vaccination status of those in attendance.

Charles Hendricks, 7011 Brink Road, said he went to Montgomery Avenue on Saturday and Sunday and observed a number of cars parked at the end of the street and at other places on the street. Mr. Hendricks commented that if parking is banned at one end of the street there may be an inconvenience to other residents. Mr. Hendricks said the Council may want to consider a public hearing on the matter to allow the residents to share their opinions on the matter.

Eric Wenger, 6715 Maple Knoll Drive, stated the Town currently has other parking signs that are not enforced and questioned how the Town can justify enforcing some signs and not others. Mr. Wenger recommended the Town Parking Ordinance be reviewed. Mr. Wenger commented on the Town’s current finances and that services should be provided to the residents including the purchase of recycling bins. Mr. Wenger said, regarding the distribution of funds from the federal government, the Council needs to work with the Treasurer to establish a budget, determine who will oversee disbursement and managing the items for which the funds are spent.

Joy Jackson, 21617 2nd Street, commented that the Code Enforcement Office might be able to address some of the enforcement issues.

Adjournment: Council Member Burke made a motion to adjourn at 9:14p.m. Council Member Koval seconded the motion. ***Unanimously approved.***

Respectfully submitted,

Joy Jackson  
Assistant Clerk   
April 6, 2021

February 10, 2021 

On March 13, 2020, the Town of Laytonsville Town Hall was closed because of the Covid-19 virus crisis.  Like most people we thought that this would only last for a short time.  Nearly a year has gone by and the fear of getting sick has grown.  Now that there are 2 or 3 vaccines being used within the United States, the urgency has shifted from concern about getting sick to the length of time it will take to receive our vaccine shots.

I am proud of the exceptional service that our staff has continuously provided to our citizens.  Beginning in April 2020, we 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 for several months.  Although we miss the opportunity to meet “face-to-face” our Town Staff have adopted procedures which continue to allow prompt processing of Town business.  In fact, utilizing the Internet has actually improved the Town’s response time when handling some items.

Thank you for being considerate and for your patience.  Please check the Town’s webpage for activities and information.  The Town is using Zoom to meet and to discuss business each month.  The public is welcome to join any of our virtual meetings.  Our webpage has a calendar of meetings as well as the URL to use in joining the meetings.

Do not forget that if you need to contact the Town Hall, you can call on 301-869-0042 and leave a voice message.  You will be contacted very soon.  If you would like to use email, you can reach the Town Clerk at  [clerk@comcast.net](mailto:clerk@comcast.net).

Stay well and continue to check our website for updates.

Jim Ruspi, Mayor

Town of Laytonsville

***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.

* **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