Meeting minutes of Town Council on 1-04-2022

As reviewed, approved, and accepted by the Town Council on February 8, 2022

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 David Preusch were present. The Treasurer and Assistant Clerk were also present as were three residents and two guests, including Judy Hruz, Editor, Greater Olney News.

Minutes: The minutes from the Town Council Meeting held on December 7, 2021, were approved as submitted.

Treasurer's Report: The Treasurer reviewed the Profit and Loss Report for the month of December 2021. Total Income for the month of December was $8,854. The Total Income including the CIP and the ARPA funds was $149,439. The major sources of income were $3,552 from Miscellaneous and $4,996 from Personal Property Taxes. Major Expenses for the month of December were $5,507 for Payroll Expenses and $5,801 for Waste Collection. Total expenses for the month of December were $19,522. Total Net Income for the month of December was -$10,688. The Total Net Income including the CIP and the ARPA funds was $129,917. Looking at the Balance Sheet for the month of December 2021, the fund balances for the General Fund was $1,524,031 and $198,920 for the CIP account. The total fund balance for the Town of Laytonsville for December 2021 was $2,766,583 including $903,054 from Fixed Assets and $140,578 from ARPA Funds.

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

Committee/Board Reports

Eric Wenger, Planning Commission Chair, said he is in the process of scheduling the meeting for the first quarter. The Planning Commission is looking for a secretary and the Assistant Clerk will serve as the secretary for the first quarter meeting.

**Charles Hendricks, Historic District Commission Chair, said the Historic District Commission did not meet in December and the next meeting will be held virtually on January 17, 2022.**

**New Business**

**Fourth Quarter Safety Inspection: Council Member Bradsher reviewed the fourth quarter safety inspection. Council Member Preusch will serve as the first quarter safety inspector.**

**Updated Safety Inspection Sheet: Mayor Ruspi stated after meeting with Peggy Urban, Field Supervisor with Montgomery County Government, the sidewalk item on the Safety Inspection Sheet has been updated to show a difference of ½” or greater at joints.**

**Sidewalk Claim Submitted to LGIT: Mayor Ruspi explained the status of a claim number that has been opened by LGIT after a person fell on a sidewalk and was injured.**

**Professional Maintenance of Sidewalks: Mayor Ruspi said he has spoken with Olney Masonry and has received a proposal to inspect the town sidewalks and the grind one raised joint on Cracklin Road. Mayor Ruspi recommends accepting the proposal and said the Council may want to consider doing this each year.**

Council Member Preusch made a motion to approve the proposal from Olney Masonry. Council Member Koval seconded the motion. ***Unanimously approved.***

**Painting and Upgrading Town Hall Offices: Mayor Ruspi explained the need for upgrading computer hardware and furnishings, particularly file cabinets at the Town Hall. Council Member Koval said computers are necessary for communication and some of the expenses may be able to be covered through ARPA funds.**

Council Member Preusch made a motion to approve expenditures for computer hardware up to $3,500 and furnishings up to $3,000. Council Member Koval seconded the motion. ***Unanimously approved.***

Old Business

Jones Farm Pond Update: Council Member Preusch said he spoke with Derek Isensee from Montgomery County who provided reasons Montgomery County isn’t likely to take responsibility for maintenance of the pond. He also contacted John Zawitowski from the Montgomery County Soil Conservation District as well as the company that made repairs to the riser and asked them to go and look at the pond again. Mayor Ruspi thanked Council Member Preusch for his work on this matter.

American Rescue Plan Act (ARPA) Update: Council Member Burke explained that he has received some information on what expenses to connect to public water would be acceptable. Council Member Koval said it is important to consider projects that would benefit the entire town as there is a limited amount of funds. There was discussion about reaching out to residents and what preparation needs to be done before having a public meeting.

Hiring Status: Council Member Koval said Angela Hoffman was interviewed by herself and Council Member Burke, Chris Wilkinson, and Joy Jackson for the Treasurer position. The candidate, Angela Hoffman, was offered and accepted the position. There have been no additional applicants for Clerk and additional ways of advertising the vacancy were reviewed.

Appointment: Mayor Ruspi presented the following appointment:

Treasurer - Angela Hoffman

Council Member Koval made a motion to accept the appointment as presented. Council Member Burke seconded the motion. ***Unanimously approved.***

Oath of Office: Mayor Ruspi administered the oath of office to Treasurer, Angela Hoffman.

Special Announcement: Mayor Ruspi shared information on recent changes to his vision and hearing. He explained that he will continue to work to serve the town as best he is able. Mayor Ruspi stated that if he feels he is not able to do what the town needs he may have to resign. Mayor Ruspi thanked his wife, Jill, saying that she helps him a great deal and is always willing to do so.

**Resident’s Forum**

**Eric Wenger, 6715 Maple Knoll Drive, extended his gratitude to Mayor Ruspi for all the effort he puts in to do his job.**

**Council Member Burke said the Council Members are available to help and said he appreciated the Mayor for making them aware.**

**Charles Hendricks, 7001 Brink Road, expressed his appreciation for the good work Mayor Ruspi does and wished him success in overcoming the challenges he is facing. Mr. Hendricks commented on ARPA stating that it is very complicated and difficult for the public to know how to make proposals.**

Adjournment: Council Member Burke made a motion to adjourn at 9:09p.m. Council Member Koval seconded the motion. ***Unanimously approved.***

Respectfully submitted,

Joy Jackson  
Assistant Clerk   
January 4, 2022

**Trash and Recycling Service**

Household waste will be picked up twice a week on Tuesdays and Fridays.  All items must be placed at the curb by 7:00A.M.  There is no back-door service.

Yard waste will be picked up at the curb once a week on Mondays for the period May through November.  Please do not put yard waste out for the regular trash pick-up.  Yard waste goes to the Montgomery County composting center.   Acceptable yard waste will be yard trimmings, leaves and brush.  These items shall be placed in marked containers or brown biodegradable paper bags. Branches are to be cut to three-foot lengths and must not be more than three inches in diameter and tied in bundles.  Yard waste cannot be placed in plastic bags and no root balls, dirt, sod, or rocks and branches larger than three feet long or three inches in diameter will be accepted.

Recyclables (mixed paper, plastic, and glass) will be collected on Thursdays. Recyclables should be separated, or they will not be collected.  Paper should be separated from commingled materials such as plastic and glass.  Please note that our contractor does not have trucks that pick up the large bins on wheels.  The weight of the filled containers can become too hard to lift.  Please refrain from using these containers.

2022 Holiday Schedule

Presidents Day Holiday, Monday, February 21st - *NO PICK-UP*

Memorial Day, Monday, May 30th - *YARD WASTE WILL BE PICKED UP TUESDAY*

Independence Day, Monday, July 4th - *YARD WASTE WILL BE PICKED UP TUESDAY*

Labor Day, Monday, September 5th - *YARD WASTE WILL BE PICKED UP TUESDAY*

Indigenous Peoples' Day, Monday, October 10th - *YARD WASTE WILL BE PICKED UP TUESDAY*

Veterans Day, Friday, November 11th – *NO CHANGE*

Thanksgiving Day, Thursday, November 24th – *RECYCLES WILL BE PICKED UP SATURDAY, NOVEMBER 26th*