Meeting minutes of Town Council on 3-08-2022

As reviewed, approved, and accepted by the Town Council on April 5, 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, Amy Koval and David Preusch were present. Council Member Burke was absent. The Treasurer and Assistant Clerk were also present as were three residents.

Mayor Ruspi said our wonderful friend and former Town Clerk, Charlene Dillingham, passed away on March 5th. Charlene was an amazing person and will be greatly missed.

Minutes: The minutes from the Town Council Meeting held on February 8, 2022, were approved as submitted.

Treasurer's Report: The Treasurer reviewed the Profit and Loss Report for the month of February 2022. The major sources of income were $37,177 from Income Tax and $6,315 from Real Property Taxes. Major expenses for the month of February were $4,220 for Payroll and $16,155 for Grounds Maintenance most of which was for snow removal. There was no major activity on the Profit and Loss outside of the reported income and expenses.

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

Committee/Board Reports

Eric Wenger, Planning Commission Chair, said the Planning Commission will meet by videoconference on March 24, 2022, at 7:30pm.

**Charles Hendricks, Historic District Commission Chair, said the Historic District Commission met by videoconference on February 21, 2022, and continued the discussion of the design guidelines and how to respond to work permit requests. In 2004 the Town Council gave the Historic District Commission two sets of guidelines to follow. The current Commission members are looking at ways to merge the two documents without sacrificing any of the guidance they contain. Additionally, the Commission members would like to have both sets posted on the town website.**

**New Business**

**Repair of Walkway at the Town Hall: Mayor Ruspi reported on bids from two contractors to replace the walkway in front of the Town Hall. The bids are comparable in price while one contractor suggested concrete pavers and the other suggested clay brick pavers. There was agreement that the entire walkway should be replaced. Mayor Ruspi said he would present the proposals to the Historic District Commission for their input.**

**Council Member Preusch made a motion for Mayor Ruspi to award a contract to replace the walkway in front of the Town Hall after seeking input from the Historic District Commission. Council Member Bradsher seconded the motion. *Unanimously approved.***

**Survey, Fence and Maintenance at Storm Water Management Pond on Sunset Drive: Mayor Ruspi said the fence around the pond on Sunset Drive has deteriorated and there is a lot of overgrowth and rubbish in the area. Bids are being obtained to clean the area and replace the fence. Council Member Preusch said the area is considered a pocket wetland and the town obtained a $100,000 grant from the state for its development. Council Member Preusch believes Montgomery County offered to take over maintenance of the area and inquired if they are inspecting it every two years.**

**Release of FRO Bond for Laytonsville Preserve: Mayor Ruspi said the developer requested the bond be released which appears to have been done in March of 2020. The information was provided to the developer for resolution.**

**Request from Waste and Recycling Contractor: One of the owners of the town contractor for waste and recycling removal contacted Mayor Ruspi regarding the recent increase in fuel costs. The contractor would like to request an increase of $2.50 per resident per month or a total of $500 per month for the next six months. The cost to the town would then revert to the current contract cost is fuel prices go back down.**

**Council Member Bradsher made a motion to approve a temporary addendum to the current contract at about $2.50 per resident per month for a total of $500. Council Member Preusch seconded the motion. *Unanimously approved.***

**Rate of Pay for Assistant Clerk and Hiring of Assistant Staff Member: Mayor Ruspi said the current Assistant Clerk has been doing the work of the Clerk and Assistant Clerk for the last few months. Since a new Clerk has not been hired and with the additional duties a pay increase would be appropriate. An increase to the hourly rate of $34 would be between her current hourly rate and the hourly rate of the former Clerk. Mayor Ruspi explained he conducted a phone interview with Kim Emswiler to serve as an Assistant Staff Member for the town. If hired,**

**Ms. Emswiler would be assigned duties by the Assistant Clerk primarily.**

**Council Member Koval made a motion to approve an increase in the rate of pay for the current Assistant Clerk to $34.00 per hour and to extend an offer of employment to Kim Emswiler at $20.00 per hour as an assistant staff member.**

**MML Summer Conference: The MML Summer Conference is scheduled for June 12-15, 2021. Mayor Ruspi said he and Council Member Koval will be attending and if other Council Members are interested in attending, they should let him know.**

Old Business

**Laytonsville Town Parade: The Laytonsville Town Parade will be held on May 14, 2022. Charles Kearse from the Laytonsville Lions Club is the chairperson of the planning and would like to know if the Town Council members will be participating in the parade. Council Members Bradsher, Koval and Preusch stated they plan on participating in the parade.**

**Town Election Filing Period: The election for two Council Members will be held on Monday, May 2, 2022, from 3:00 to 8:00p.m. The filing period for candidates is March 4 through March 18, 2022, ending at 5:00p.m.**

**Election Judges: Mayor Ruspi reported that Mary Burke, Jennifer Sizemore, and Tom Koval have agreed to serve as election judges. Mayor Ruspi and Assistant Clerk Joy Jackson will schedule a time to meet with them.**

**Jones Farm Pond Update: Council Member Preusch has conferred with Paul Meyer from the MC Soil Conservation District. Mr. Meyer said he cannot see any reason why the pond would be low. Council Member Preusch said it would be helpful to have photos taken of the pond within one or two hours of a heavy rainfall.**

**Resident’s Forum**

**Eric Wenger, 6715 Maple Knoll Drive, said a heavy rain is expected over the next twenty-four hours.**

**Council Member Bradsher inquired if the town was sending flowers or had plans to recognize the loss of Charlene Dillingham.**

**Joy Jackson, 21617 2nd Street, suggested planting a tree at Miller Park in memory of Charlene Dillingham and said the town previously donated to the** Cholangiocarcinoma Foundation to recognize Charlene’s work during the pandemic.

Adjournment: Council Member Bradsher made a motion to adjourn at 8:58p.m. Council Member Preusch seconded the motion. ***Unanimously approved.***

Respectfully submitted,

Joy Jackson  
Assistant Clerk   
March 8, 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*