Meeting minutes of Town Council on 10-6-2020

As reviewed, approved, and accepted by the Town Council on November 10, 2020

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 and one guest.

Minutes: The minutes from the Town Council Meeting held on September 1, 2020 were approved as submitted.

Treasurer's Report: The Treasurer reviewed the Profit and Loss Report for the month of September 2020. Total Income for the month of September was $81,239 including the CIP. The major source of income was $72,470 from Income Tax and $4,212 from Personal Property Taxes. Major Expenses for the month of September were $5,680 for Repairs and Maintenance, $21,825 for Grounds Maintenance and $8,966 for Payroll Expenses. Total Expenses for the month of September were $40,083. Total Net Income for the month of September was $41,156 including $3,778 from the CIP. Looking at the Balance Sheet for the month of September 2020, the fund balances for the General Fund was $1,293,785 and $206,031 for the CIP account. The total fund balance for the Town of Laytonsville for September 2020 was $2,402,871 including $903,054 from Fixed Assets.

Council Member O’Hair made a motion to approve the September Treasurer's report subject to audit. Council Member Burke seconded the motion. ***Unanimously approved.***

Committee/Board Reports

Eric Wenger, Planning Commission Chair, said he is waiting to hear from David Post of Macris, Hendricks and Glascock regarding updates to the Town maps before scheduling the next Planning Commission meeting.

New Business

Jones Farm Pond Repair Estimates: Mayor Ruspi explained that the temporary repair attempted by Goshen Enterprises was not successful. The Council reviewed proposals obtained from two contractors for repairs that should last several years costing approximately $3850 or a full replacement of the pipe costing approximately $55,000.

Council Member Bradsher made a motion to proceed with the proposal for the temporary repair from Storm Water Management FRG, Inc. Council Member O’Hair seconded the motion. ***Unanimously approved.***

Town Hall Ventilation Estimates: Council Member Koval reviewed three proposals from GAC Services for modifications to the heating and air conditioning systems at the Town Hall. Mayor Ruspi said it may be possible to get reimbursement for the modifications from Montgomery County and the expenses must be submitted by November 15, 2020. Council Member O’Hair offered to get additional information on the three proposals.

November Town Council Meeting: The November Town Council meeting has been scheduled for November 10, 2020 due to the general election on November 3, 2020.

Safety Inspector: Council Member Bradsher reviewed the 3rd Quarter Safety Inspection. Council Member Burke is the Safety Inspector for the 4th Quarter.

Bulk Trash Pick-Up: The bulk trash pick-up is scheduled for October 20, 2020.

Old Business

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

Miller Park Update: Mayor Ruspi stated the Copper Beech tree at Miller Park is not dead and thanked Eric Wenger for checking on it.

­Old Town Sign Relocation: Mayor Ruspi thanked the Council members for working together to determine a location for the sign and Council Members Burke and Koval for their work on drafting a letter to the State Highway Administration. Mayor Ruspi said the letter was received and he is awaiting a response.

MML Fall Conference: Mayor Ruspi said he will attend the Maryland Municipal League Fall Conference which is being held virtually on October 8 and 9, 2020.

Residents Forum

None

Adjournment: Council Member O’Hair made a motion to adjourn at 8:35p.m. Council Member Bradsher seconded the motion. ***Unanimously approved.***

Respectfully submitted,

Joy Jackson  
Assistant Clerk   
October 6, 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 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.

If interested in joining or obtaining more information, please email Jill Ruspi at [jruspi@aol.com](mailto:jruspi@aol.com).