Meeting minutes of Town Council on 12-07-2021

As reviewed, approved, and accepted by the Town Council on January 4, 2022

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 David Preusch were present. The Treasurer and Assistant Clerk were also present as were three residents and two guests, Judy Hruz, Editor, Greater Olney News and Robert Diss, President, Lindsey & Associates.

Minutes: The minutes from the Town Council Meeting held on November 2, 2021, and the minutes from the Work Session held on November 19, 2021, were approved as submitted.

Treasurer's Report: The Treasurer reviewed the Profit and Loss Report for the month of November 2021. Total Income for the month of November was $65,510. The Total Income including the CIP and the ARPA funds was $207,095. The major sources of income were $2,583 from Miscellaneous, $52,996 from Income Tax and $8,540 from Real Property Taxes. Major Expenses for the month of November were $1,990 for Payroll Expenses and $5,943 for Grounds Maintenance. Total expenses for the month of November were $11,231. Total Net Income for the month of November was $55,279. The Total Net Income including the CIP and the ARPA funds was $195,864. Looking at the Balance Sheet for the month of November 2021, the fund balances for the General Fund was $1,533,334 and $198,913 for the CIP account. The total fund balance for the Town of Laytonsville for November 2021 was $2,775,879 including $903,054 from Fixed Assets and $140,578 from ARPA Funds.

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

Introduction: Mayor Ruspi introduced Judy Hruz, Editor, Greater Olney News. Mayor Ruspi said the coverage provided by the newspaper is appreciated.

Committee/Board Reports

Eric Wenger, Planning Commission Chair, said the Planning Commission is looking for a secretary and will likely postpone the fourth quarter meeting.

**Charles Hendricks, Historic District Commission Chair, said the Historic District Commission met by videoconference on November 15, 2021. Commission members decided to resume review of the design guidelines and will likely not meet again until January 17, 2021.**

**New Business**

**Audit Report: Mayor Ruspi introduced Robert Diss, President, of Lindsey & Associates. Mr. Diss reviewed the annual Independent Auditor’s Report. The opinion letter dated October 27, 2021, gives Laytonsville a “clean” opinion which he explained is the best opinion. The Management Discussion/Analysis Financial Highlights comparison of 2020 t0 2021 shows the income tax revenue went up about fifty percent and the Current Assets and Liabilities shows the equity increased by $138,000. Mr. Diss stated the audit found no fraud and no disagreements with management.**

**Recognizing Performance of Staff: Mayor Ruspi commented on the long period of extraordinary service provided by the former Clerk, Charlene Dillingham and the outgoing Treasurer, Christine Wilkinson. Mayor Ruspi also recognized the service provided by the Assistant Clerk and Mr. and Mrs. Hebron who have cleaned the Town Hall for many years. Mayor Ruspi asked that the Council consider a financial recognition of the dedicated service provided by each of these individuals. Assistant Clerk, Joy Jackson, requested that the Council not include her in this recognition.**

**Council Member Preusch made a motion for rewards in the amount of $1500.00 each to Charlene Dillingham, Christine Wilkinson and Joy Jackson and a payment in the amount of $500.00 to the Hebron’s. Council Member Koval seconded the motion. *Unanimously approved.***

Old Business

**Eagle Scout Project: Council Member Bradsher said the scout who was planning on building a flag retirement receptacle has decided to investigate another project that might benefit the town. Council Member Bradsher stated there may be additional Eagle Scout proposals from other scouts.**

LGIT Insurance Update: The Council discussed the revised appraisal of the Laytonsville Town Hall building and the information provided regarding replacement value and reproduction value. The cost increase in the annual premium to insure the building at the reproduction value would be $265.00 annually.

Council Member Preusch made a motion to insure the town hall building at the reproduction value. Council Member Burke seconded the motion. ***Unanimously approved.***

Hiring Status: Council Member Koval said a highly qualified candidate for Treasurer was interviewed by herself and Council Member Burke, Chris Wilkinson, and Joy Jackson. The candidate, Angela Hoffman, is a certified public accountant and has experience and skills related to the position. Council Members Burke and Koval said Ms. Hoffman’s references were excellent.

Council Member Koval made a motion to extend an offer of employment to Angela Hoffman for the Treasurer position. Council Member Burke seconded the motion.

Council Member Preusch inquired about the salary and the hours she would be expected to work. Council Member Burke said the salary was not discussed during the interview and the candidate did not raise any concerns about the salary. There was discussion regarding the salary which is not based on a set number of hours and is paid to the current Treasurer on a quarterly basis.

Council Member Koval made a motion to amend the motion on the floor. Council Member Koval amended the motion to extend an offer of employment to Angela Hoffman for the Treasurer position at the current salary amount to be paid quarterly. Council Member Preusch seconded the amendment to the motion on the floor. ***Unanimously approved.***

The motion, as amended by Council Member Koval and seconded by Council Member Preusch was ***unanimously approved.***

Regarding the Clerk position, Council Member Burke said there has been one applicant and he recommends more effort be placed on sharing information about the vacancy.

Jones Farm Pond Update: Council Member Preusch said he has contacted the company that made repairs to the riser and asked them to go and look at the pond. Council Member Preusch has also contacted Pam Parker from Montgomery County and continues to see if they will take over maintenance as they have done with other stormwater management ponds.

Recycling Toters: Mayor Ruspi said there has been a positive response on the toters and he has been in contact with the manufacturer who has agreed to provide replacements for the few wheels and lids which were damaged during delivery.

American Rescue Plan Act (ARPA)Update: Council Member Koval spoke with the landlord of the shopping center about the food service establishments providing outdoor seating for guests. Next steps regarding communication with the business owners and their need to contact the landlord was reviewed. Council Member Burke has been in communication with two of the churches within town limits and they are to follow-up with him if a need arises. Council Member Burke also spoke with a contact regarding the clean water and safe drinking water revolving funds as it pertains to septic systems and connecting homes to the municipal water system. Council Member Bradsher said he has left messages at the Laytonsville District Volunteer Fire Department but has not received a response.

**Resident’s Forum**

**None**

Adjournment: Council Member Burke made a motion to adjourn at 9:30p.m. Council Member Preusch seconded the motion. ***Unanimously approved.***

Respectfully submitted,

Joy Jackson
Assistant Clerk
December 7, 2021