Meeting minutes of Town Council on 5-5-2020

As reviewed, approved, and accepted by the Town Council on June 2, 2020

There being a quorum, Mayor James Ruspi called the regular meeting of the Town Council to order at 7:30 p.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 two residents and two guests.

Mayor Ruspi asked if there were any additional comments on the proposed FY 2020-21 budget. There being none, Mayor Ruspi closed the record.

Minutes: The minutes from the Town Council Meeting held on April 14, 2020, the minutes from the Public Hearing to amend the Town’s Forest Conservation and Reforestation Ordinance and the minutes from the Public Hearing for the proposed FY 2020-21 budget were approved as submitted.

Treasurer's Report: The Treasurer reviewed the Profit and Loss Report for the month of April 2020. Total Income for the month of April was $20,995 including the CIP. The major sources of income were $2,749 from Personal Property Taxes and a transfer from the CIP account of $2,689. Major Expenses for the month of April were $5,220 for Payroll Expenses, $2,598 for Grounds Maintenance and $16,545 for Waste Collection. Total Expenses for the month of April were $29,593. Total Net Income for the month of April was -$20,995. Looking at the Balance Sheet for the month of April 2020, the fund balances for the General Fund was $1,257,557 and $203,995 for the CIP account. The total fund balance for the Town of Laytonsville for April 2020 was $2,364,607 including $903,054 from Fixed Assets.

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

Committee/Board Reports

Charles Hendricks, Historic District Commission Chair, said the Historic District Commission will have a virtual meeting on May 18, 2020 at 7:30p.m.

Old Business

Town Hall Cleaning: Mayor Ruspi said last month the Council wanted to review the decision to continue payments to the cleaning service during the state of emergency. There was discussion about the possibility of the payments being reimbursed by the county, state or federal government.

Council Member Koval made a motion to pay the cleaning service the monthly amount until such time that the Council meets again. Council Member Burke seconded the motion. ***Unanimously approved.***

Miller Park Update: Jill Ruspi, Parks and Trails Task Force Chair, provided a progress report on the items that have been completed at Miller Park. Chair Ruspi said David Stadler prepared a landscape design and Goshen Enterprises will be installing the plants. Council Member O’Hair stated he walks the trail frequently. Council Member Burke inquired about the budget from Lennar and the funds received from the State. Mayor Ruspi stated he would follow up on this item.

New Business

Vote on Resolution 02-20 Compensation for Employees: Council Member Burke made a motion to approve Resolution 02-20. Council Member Koval seconded the motion. ***Unanimously approved.***

Vote on Ordinance 03-20 Budget and Ad Valorem Tax Rates: Council Member O’Hair made a motion to approve Ordinance 03-20. Council Member Bradsher seconded the motion. ***Unanimously approved.***

State Highway Memorandum of Understanding (MOU): Mayor Ruspi said the MOU with the State Highway Administration will reimburse the Town up to $3553.00 for mowing of the right-of-way and picking up litter along Route 108.

Goshen Enterprises Mowing Contract: Mayor Ruspi explained that Goshen Enterprises has provided a separate contract in order to apply for reimbursement through the MOU with the State Highway Administration.

Council Member Bradsher made a motion to approve the contract from Goshen Enterprises as presented. Council Member Burke seconded the motion. ***Unanimously approved.***

Lions Club COVID Support: Council Member O’Hair explained a program the Laytonsville Lions Club Foundation has initiated to provide $100.00 gift cards to residents of the Laytonsville community and employees of businesses in Laytonsville that are in need due to the COVID-19 pandemic. Council Member O’Hair said they Laytonsville Lions Club Foundation approved a seed grant of $5000.00 from the emergency fund. Persons interested in donating to this effort may send checks to the Laytonsville Lions Club Foundation at PO Box 5111, Laytonsville, MD 20882. Checks should be made payable to the Laytonsville Lions Club Foundation and “Food Drive” should be written in the memo line. Requests or referrals of those in need may be sent to Council Member O’Hair at [ohairjr@aol.com](mailto:ohairjr@aol.com) or the King Lion, Randy McPhillips, at [randymcph@aol.com](mailto:randymcph@aol.com).

Residents Forum

Eric Wenger, 6715 Maple Knoll Drive, stated he believes the Town should commend Duane Schestag, of Lennar, for the very professional and kind way he performs his job.

Adjournment: Council Member O' Hair made a motion to adjourn at 8:37 p.m. Council Member Koval seconded the motion. ***Unanimously approved.***

Respectfully submitted,

Joy Jackson  
Assistant Clerk   
May 5, 2020

**Laytonsville Emergency Measures Effective April 1, 2020**

**In order to safeguard the Laytonsville staff and residents, the Town Council members and I have determined the Town Hall will be closed to the public until Governor Larry Hogan cancels the Maryland State of Emergency.**

**Specifically, the Town Hall will not be open to the public; however, the public can telephone, email or send USPS letters to the Town.  The Staff will continue working on Town matters during normal hours of operation.**

**Those of you 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 Monday, May 25, 2020 Memorial Day — Yard trimmings will be picked up on Monday, June 1, 2020**
* **For Monday, September 7, 2020 Labor Day — Yard trimmings will be picked up on Monday, September 14, 2020**
* **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.**