Meeting minutes of Town Council on 5-4-2021

As reviewed, approved, and accepted by the Town Council on June 1, 2021

There being a quorum, Mayor James Ruspi called the regular meeting of the Town Council to order at 7:40p.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 four residents.

Mayor Ruspi asked if there were any additional comments on the proposed FY 2021-22 budget. There being none, Mayor Ruspi closed the record.

Council Member Burke made a motion to approve the FY21-22 budget as submitted. Council Member Koval seconded the motion. ***Unanimously approved.***

Minutes: The minutes from the Town Council Meeting held on April 6, 2021 were approved as submitted. The minutes from the Work Session held on April 20, 2021 were approved as submitted.

Treasurer's Report: The Treasurer reviewed the Profit and Loss Report for the month of April 2021. Total Income for the month of April was $8,343 including the CIP. The major sources of income were $1,266 from Waste Removal Fees, $1,995 from Miscellaneous and $1,055 from Real Property Taxes. Major Expenses for the month of April were $3,023 for Land Planning, $6,151 for Payroll Expenses, -$27,633 for Grounds Maintenance and $11,603 for Waste Collection. Total expenses for the month of April were $25,595. Total Net Income for the month of April was -$17,252. Looking at the Balance Sheet for the month of April 2021, the fund balances for the General Fund was $1,396,429 and $188,188 for the CIP account. The total fund balance for the Town of Laytonsville for April 2021 was $2,487,671 including $903,054 from Fixed Assets.

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

Committee/Board Reports

Charles Hendricks, Historic District Commission Chair, reported that three members and two prospective members of the Laytonsville Historic District Commission attended an online training session on design review provided by the Maryland Association of Historic District Commissions (MAHDC). This training was discussed at the April 19, 2021 meeting of the Laytonsville Historic District Commission. Leslie Gottert, Executive Director of the MAHDC, expressed an interest in a walking tour of the Laytonsville Historic District and Chair Hendricks has agreed to meet with Ms. Gottert. Chair Hendricks said the Laytonsville Historic District Commission will meet on May 17, 2021 to consider a work permit application from Tom and Mary Burke to remove three mature trees from their property.

Eric Wenger, Planning Commission Chair, reported the Planning Commission will meet in the third quarter. There was discussion about the status of updating the Town maps. Mayor Ruspi and Clerk Dillingham will follow up with Steve Crum of Macris, Hendricks and Glascock.

New Business

Election Results: Clerk Dillingham shared the Town election results. Mayor Ruspi, Council Member Burke and Council Member Koval were each re-elected for a two-year term.

Adjustments to FY20-21 Budget: Chris Wilkinson, Treasurer, reviewed the Adjusted Budget for FY20-21. Ms. Wilkinson explained some of the adjustments included legal expenses, grounds maintenance, snow removal, streetlights, and picnic donation distributions. Treasurer Wilkinson stated there were two adjustments to the CIP including Miller Park and road and sidewalk expenses.

Council Member Burke made a motion to approve the FY20-21 Budget Adjustments. Council Member O’Hair seconded the motion. ***Unanimously approved.***

Vote on Ordinance #01-21 - Budget FY21-22 and Ad Valorem Tax Rates: Council Member Koval made a motion to approve Ordinance #01-21. Council Member Burke seconded the motion. ***Unanimously approved.***

Vote on Resolution #01-21 - Compensation to Employees: Council Member Koval made a motion to approve Resolution #01-21. Council Member Bradsher seconded the motion. ***Unanimously approved.***

Goshen Contracts – 2nd Street, 1st Quarter 2021 Service: Mayor Ruspi explained one of the Goshen contracts is to repair damage to the grassy area at the end of 2nd Street and Sunset Drive. It was reported that this damage was caused by the driver of a cement mixer. Mayor Ruspi said that he and Mrs. Ruspi worked on the damage and he does not believe any further work needs to be done at this time. Mayor Ruspi stated the additional contract is for the fourth quarter and that Goshen Enterprises is aligning their contract with the fiscal year of the State and the Town. Changes to some of the charges were reviewed.

Council Member O’Hair made a motion to approve the contract as submitted. Council Member Burke seconded the motion. ***Unanimously approved.***

Miller Park Grant: Mayor Ruspi shared that Senator Zucker notified him that the Town has received an additional capital grant in the amount of $20,000.

Clarify Which Town Group has the Authority to Approve the Removal of Trees: Mayor Ruspi expressed his plan to seek clarification regarding the process a resident residing in the Town’s historic district is to follow when requesting approval to remove a tree.

Old Business

Memorials – Parks and Trails Task Force: Jill Ruspi, Parks and Trails Task Force Chair, reviewed the options for memorial donations considered by the Task Force. Chair Ruspi explained the Task Force is requesting approval to work with a landscape designer or tree expert, to make a long-term plan for additional trees and benches, that will benefit the Town.

Trash and Recycling: Mayor Ruspi reviewed information obtained from his meeting with the Town contractor which included the services the contractor can provide with recycle bins. Mayor Ruspi recommended the Council consider purchasing toters, a larger bin on wheels, which the contractor would store and distribute to the residents. The toters have serial numbers, can sometimes be repaired if damaged, and would cost approximately $40 to $50 each.

Parking Issues on Montgomery Avenue: Mayor Ruspi has communicated with the Police and the Fire Department regarding the placement of no parking signs near the fire hydrant.

SHA Reimbursement for Maintenance: The Town has received reimbursement for the trash pick-up services, provided by Goshen Enterprises, on Route 108.

American Rescue Plan Act (ARPA)Update: Council Member Koval stated additional details are expected soon and the main purpose of the funding is to prioritize fiscal stability and return to work. Council Member Burke said Laytonsville is expected to receive $318,000 with a partial disbursement in approximately 60-90 days and the remainder one year later. Funding received must be spent by December 31, 2024.

Residents Forum

Susan Phillips, 21513 Laytonsville Road, said many of the homes on Laytonsville Road have large landmark trees, many of which are on or close to property lines. Ms. Phillips asked that there be a process to provide for public feedback and hearing before a tree removal is approved. Ms. Phillips gave an example of the potential damage to her septic line were a tree on a neighbor’s property to be removed.

Charles Hendricks, 7011 Brink Road, expressed his interest in the issue of the Tree Committee and the Historic District Commission. Mr. Hendricks recognized the expertise of members of the Tree Committee as well as the role the Historic District Commission has in maintaining the historic character of the Town. He said ideally the system works best when the strengths of both groups can be drawn on. Mr. Hendricks also suggested looking at the intention and possible revision of some of the Town ordinances and consider what legal counsel advises.

Adjournment: Council Member Koval made a motion to adjourn at 9:24p.m. Council Member O’Hair seconded the motion. ***Unanimously approved.***

Respectfully submitted,

Joy Jackson  
Assistant Clerk   
May 4, 2021

February 10, 2021 

On March 13, 2020, the Town of Laytonsville Town Hall was closed because of the Covid-19 virus crisis.  Like most people we thought that this would only last for a short time.  Nearly a year has gone by and the fear of getting sick has grown.  Now that there are 2 or 3 vaccines being used within the United States, the urgency has shifted from concern about getting sick to the length of time it will take to receive our vaccine shots.

I am proud of the exceptional service that our staff has continuously provided to our citizens.  Beginning in April 2020, we 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 for several months.  Although we miss the opportunity to meet “face-to-face” our Town Staff have adopted procedures which continue to allow prompt processing of Town business.  In fact, utilizing the Internet has actually improved the Town’s response time when handling some items.

Thank you for being considerate and for your patience.  Please check the Town’s webpage for activities and information.  The Town is using Zoom to meet and to discuss business each month.  The public is welcome to join any of our virtual meetings.  Our webpage has a calendar of meetings as well as the URL to use in joining the meetings.

Do not forget that if you need to contact the Town Hall, you can call on 301-869-0042 and leave a voice message.  You will be contacted very soon.  If you would like to use email, you can reach the Town Clerk at  [clerk@comcast.net](mailto:clerk@comcast.net).

Stay well and continue to check our website for updates.

Jim Ruspi, Mayor

Town of Laytonsville

***Trash/Recycling Update***

**Place all trash, recycling materials and yard trimmings at the curb no later than 7:00a.m.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 on Mondays from April through November.** 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.

* **Memorial Day, Monday, May 31, 2021**

No service on Monday, May 31st

Yard waste will be picked up on Tuesday, June 1st, along with the trash

* **Labor Day, Monday, September 6, 2021**

No service on Monday, September 6th

Yard waste will be picked up on Tuesday, September 7th, along with the trash

* **Veterans Day, Thursday, November 11, 2021**

No service on Thursday, November 11th

Recycles will be picked up on Friday, November 12th, along with the trash

* **Thanksgiving Day, Thursday, November 25, 2021**

No service on Thursday, November 25th

Recycles will be picked up on Friday, November 26th, along with the trash