

Meeting minutes of Town Council on 11-1-11  
As reviewed, approved, and accepted by the Town Council on December 6, 2011

Mayor Prats called the regular Town Council meeting to order at 7:30 p.m. Council Members Charles Bradsher, Josh Pomeroy, Dave Preusch and Jim Ruspi were present. The Clerk and Treasurer were present. There were two citizens present.

The minutes of the Town Council Meeting on October 4, 2011 were approved as submitted. Member Preusch abstained from the vote.

Treasurer's Report: The Treasurer reviewed the Profit and Loss Report for the month of September, 2011. Total income for the month was \$13,200 with \$10,199 coming from income taxes and \$2,196 coming from real property taxes. Major expenses for September, 2011 were \$1,727 for Repairs and maintenance, \$1,848 for Accounting, \$3,201 for Grounds Maintenance, \$3,468 for Payroll, \$2,583 for the Town Picnic, and \$2,886 for Waste Collection with total expenses being \$18,125. The total General Fund net income for the month of September, 2011 was -\$4,925. Looking at the Balance Sheet for the month of September, 2011 the fund balance for the general fund is \$586,879; for the CIP account, the balance is \$175,303. The total fund balance for the Town of Laytonsville for September 2011 is \$1,276,679.

Council Member Pomeroy moved to approve the September minutes subject to amendment and audit. Council Member Bradsher seconded the motion. Council Member Preusch abstained. **Unanimously approved.**

The Treasurer reviewed a Profit and Loss Report for the month of October, 2011. Total income for the month was \$50,274 with \$48,280 coming from real property taxes. Major expenses for October, 2011 were \$3,820 for Consultants, \$2,730 for Payroll Expenses, \$2,200 for Picnic Donation Distribution, and \$2,886 for Waste Collection with total expenses being \$15,897. The total General Fund net income for the month of October, 2011 was \$34,377. Looking at the Balance Sheet for the month of October, 2011 the fund balance for the general fund is \$632,528; for the CIP account, the balance is \$175,805. The total fund balance for the Town of Laytonsville for October 2011 is \$1,313,831.

Town Of Laytonsville  
Town Council Meeting Minutes  
11-1-11

Council Member Pomeroy moved to table approval of the October minutes until the December meeting for further clarification on the picnic funds and income discrepancy. Council Member Ruspi seconded the motion. **Unanimously approved.**

Discussion/Action Items:

Planning Commission: The Planning Commission was seated and held its first meeting on October 20, 2011. The Planning Commission will meet quarterly and when requested by the chair. The present focus of the Planning Commission will be on completion of the Comprehensive Plan and subdivision approval of the Stadler's subdivision. The Planning Commission will come to the Town Council for approval on the Comprehensive Plan. They will bring the Subdivision site plan to the Council for review and approval.

WSSC Update: Construction on the water main continues to move along. Weekly meetings are held with WSSC and the construction team and continue to facilitate timely communication. Mayor Prats stated that he had raised the concern about the road patches with the construction team and they intend to address this issue. Once the water main has been installed, construction will begin to install wet taps to get water lines to the houses and buildings. WSSC has advised that residents should not expect service until the water tower is in place. Tree trimming has been done along Brink Road to allow for WSSC construction. Permits were obtained for this work from the Town tree committee. WSSC has awarded the construction of the water storage tank to Landmark Structure I., L.P.

Tree Lighting: The Town tree lighting will be held on December 9 at 7:00 pm.

Trash Pick-Up: There will be a bulk trash pick-up on November 14.

Work Session: There will not be a work session on 11/15/11.

Actions:

Planning Commission Appointment: Council Member Pomeroy moved to appoint Tim Shortley as an alternate to the Planning Commission. Member Ruspi seconded the motion. Member Preusch abstained from voting. **Unanimously approved.**

Town Of Laytonsville  
Town Council Meeting Minutes  
11-1-11

Council:

Council Member Ruspi asked where we stood on receiving revenue from the speed cameras. Mayor Prats replied that he was looking into the paperwork for that process.

Council Member Preusch commented that some street lights were in need of repair on Mobley Farm Drive. Mayor Prats asked the Council to submit capital improvement needs so that we can prioritize and put them into a multi-year capital improvement budget. This may be necessary as, according to the most recent town audit, shared income tax revenues declined by 25% from FY2010 to FY2011. Mayor Prats stated that he will look into the reasons that income tax revenues vary so widely from year to year.

Citizens:

Resident Jill Ruspi asked the status of the Post Office closure. Mayor Prats replied that he had set up a meeting in an attempt to facilitate between the two parties.

Adjournment:

Council member Josh Pomeroy moved to adjourn at 8:35 pm. Council member Dave Preusch seconded the motion.. **Unanimously approved.**

Respectfully submitted,

Charlene Dillingham  
Clerk  
November 1, 2011