

Commissioners of Leonardtown
Town Council Meeting Minutes
July 10, 2006 ~ 4:00 P. M.

Attendees: J. Harry Norris, Mayor
Walter Wise, Vice President
Thomas Collier, Councilmember
Robert Combs, Councilmember
J. Maguire Mattingly, III, Councilmember
Leslie E. Roberts, Councilmember

Also in attendance were: Laschelle Miller, Town Administrator; Rebecca Sothoron, Town Treasurer; Jackie Post, Fiscal Clerk; Teri Dimsey, Recording Secretary; Gerald Gardiner, Leonardtown Volunteer Fire Department; Dan Burris, LBA.

Mayor Norris called the regularly scheduled meeting to order at 4:00 p.m. After the recitation of the Pledge of Allegiance, Mayor Norris proceeded to take up the first item of business.

Approval of Minutes:

The meeting minutes for the June 12, 2006 Town Council meeting were presented for approval.

Mayor Norris entertained a motion to approve the June 12, 2006 Town Council meeting minutes. Councilmember Mattingly moved to approve the minutes, seconded by Councilmember Collier; motion passed unanimously.

Mayor Norris recognized, from the floor, Gerald Gardiner, Fire Chief, Leonardtown Volunteer Fire Department. Mr. Gardiner stated he was here to attend the meeting but did want to know the status of the Council's decision on the Residential Sprinkler System.

Mayor Norris asked for the Treasurer's Report.

Treasurer's Report – Rebecca Sothoron

Ms. Sothoron stated that the June financial information was enclosed in the Council's packets.

During the month \$320,000 was transferred to the checking account and the accounts payable for June were one of the largest we have ever had.

A draft income statement is enclosed in your packet and is titled unaudited at the top as we will still receive some 2006 revenue in the next month or two and a lot of the State financial aid comes after the end of the year. Therefore, accruals will be made, affecting the revenue. We will also receive invoices after the end of June and they will also have to be booked into the correct period.

Enclosed is a project cost summary for the new town office and the downtown business-parking project. These projects are pretty much complete. This should provide you with a good idea as to how the total budget came in for each of those projects. I still need to work on the projects that are in process. My plan is to give you quarterly project updates, as we start the wharf project, the streetscape, the water and sewer repairs, and the ENR project.

Tax billings need to be completed by the end of the month and there is a different processing method. I am hoping that goes smoothly but generally we do not get all the data until the end of the month.

Audit work will also be starting and that will take from now until the end of October. Additionally, I will be handling financing for all these big projects, working on obtaining loans, as well as a letter of credit to cover the cash flow to make the monthly payments we will need as we wait for the grant money to come in and reimbursements from the County. We have many different funding sources, especially for the Wharf, so the turnaround to get the money back into the bank here probably is not going to be timely enough to make vendor payments.

Finally, you have received a copy of a letter prepared by our audit firm, Murray and Wamsley. They discovered, during an internal quality control review, that they did not issue this letter at the end of last year's audit which is to supplement the financial statements, these are things that did not need to be disclosed in the statements but are recommendations for improving operational efficiency so these will also be addressed this audit period.

Planner's Report – Laschelle Miller

During the June 19, 2006 Planning and Zoning meeting, a favorable recommendation was sent to the Board of Appeals for a five-foot deck variance in Academy Hills and a Board of Appeals meeting is being scheduled.

Old Lumber Company, LLC, which is Dan Burris's site on Courthouse Drive, presented a pre-concept presentation looking at a mixed used development, looking for feedback from the Planning and Zoning Commission.

AutoZone, Case #133-05 received final site plan approval.

St. Mary's Hospital Expansion, Case #154-05, received final site plan approval.

The upcoming July 17th agenda is:

Concept plan for Community Bank of Tri-County, their location on Route 5 to replace the existing facility.

Another variance request on Mile Post Lane, a two-foot rear setback area for recommendation to the Board of Appeals.

Police Report – Deputy Gray Maloy

Deputy Maloy reported that during the month of June the Soap Box Derby took place and ran smoothly. During Senior Week at St. Mary's Ryken there was some property destruction on campus. There have been reports of vandalism along Longmore and Lawrence Avenue and I will be working some evenings to discourage this type of activity.

Mayor Norris noted that the Council had recently discussed some vandalism issues along Duke and Longmore Street. At the direction of the previous Council, much of Deputy Maloy's duties have been to patrol along Route 5 and Washington Street for speeders but the current Council may want to direct Deputy Maloy to spend time on other areas of concern in the Town.

Councilmember Roberts commented that she spoke with Deputy Maloy before the meeting and that he has patrolled that area since the incidents working some evenings and spending additional time in these areas.

Deputy Maloy stated that he knows some of the tenants and has gotten to know some of the new tenants and they do keep him informed of activities in the area.

Councilmember Combs commented that he had received a few calls regarding the vandalisms and feels that the Deputy should spend a few more evenings in the area as a presence especially as the kids are out of school at this time.

Councilmember Collier asked what hours Deputy Maloy works?

Deputy Maloy responded that right now he is working 4:00 p.m. to 12:00 p.m.

Councilmember Roberts asked if the Sheriff's office would ride a patrol back in that area occasionally?

Deputy Maloy responded that they do when they can.

Councilmember Combs explained that he had called the Sheriff's office to look into an incident but they said that they could not do anything unless something had happened.

Deputy Maloy stated that they have forms called Premise Check forms to have the Sheriff's office check your home if you are away on vacation to keep an eye on things.

Dan Burris commented that the Sheriff requested that when a call goes out that whoever was next on duty, that they make a loop through Town.

Mayor Norris also noted that the carnival was usually in Town during the summer, bringing in a larger police presence, which we do not have this year. I believe it is the consensus of this Council to ask Deputy Maloy to get more into the community policing and we will also request the State Police and Sheriff's department to provide a little bit more of patrolling along Route 5 to take up some of the slack.

Mayor's Report – Mayor Norris

The MML Convention was well attended and the Town was asked to give a presentation on planning and growth, which was very well received. It was rewarding to see the other towns look toward Leonardtown and our Council and staff as being proactive. We received a lot of comments and a lot of towns want to come down and see what we have accomplished.

I plan to make an appointment to the Planning and Zoning Board and have two people in mind and will discuss this with the Council shortly.

Councilmember Roberts had suggested that the Council meeting be videotaped and televised. She had Ms. Dimsey look into this with the Forrest Center and there is an issue of using their equipment and it is suggested that we purchase our own equipment and have a staff member videotape the meetings, which is a good idea to reach out to our residents.

Mayor Norris responded to Chief Gardiner that the Council has not yet spoken with the three developers to get their feedback on the Residential Sprinkler System and are not yet ready to make a decision until all councilmembers have seen the letters from the developers and are fully informed on the subject.

Town Administrator Report – Laschelle Miller

Sludge Hauling Bid - The sludge-hauling contract was rebid. The bid opening was 6/29/06. One bid was received.

Environ Organic bid

\$56.95/wet ton-meeting class B	\$65.00/west ton-not meeting Class B (loaded by Town Staff)
\$67.85/west tone meeting class B	\$80.00/west ton-not meeting Class B (loaded by Enviro Staff)

*Note – Offer was put on the table for discussion that \$3,000 per year could be saved if a performance bond was not required. All insurances would still be required.

Ms. Sothoron noted that the annual cost for taking sludge out of here is only going to be \$20,000 to \$25,000 so the performance bond does seem a little excessive and Mr. Johnson, our superintendent, is very comfortable with the contractor and considering this information this may be a good savings.

Mayor Norris entertained a motion to accept the bid and award the contract.

Councilmember Mattingly moved to accept the entire bid for sludge hauling from Enviro Organic and that we delete the performance bond of \$3,000.00, Councilmember Roberts seconded, motion passed unanimously.

Ordinance No. 125 – Public Works Agreement – This ordinance is for the purpose of establishing the requirement for public works agreements for public improvements within new developments. Ordinance No. 125 was introduced at the June 2006 meeting and can be adopted today.

Councilmember Collier moved to adopt Ordinance No. 125 – Public Works Agreement, Councilmember Roberts seconded, motion passed unanimously.

Councilmember Roberts asked what roads the Town was taking over?

Ms. Miller responded that the Town will take over the roads in Academy Hills but there are some roads in Singletree we have not yet taken over.

Introduce Ordinance No. 126 – Water and Sewer Capacity Allocations – This ordinance is for the purpose of changing the time of collection of connection fees for single family residential homes to Building Permit issuance instead of Occupancy Permit issuance as previously discussed. This action was suggested to avoid fees being overlooked. Also this spells out the specifics of the program that was not previously spelled out. It is not changing the rates. This is the introduction of this ordinance and no action will be taken until the August 2006 meeting.

Introduce Ordinance No. 127 – Payment of Development Impact Fees – This ordinance is to change the time of payment of impact fees on residential single family homes from OP to BP as discussed in the previous item. In addition to the reasoning above, the Town allocates an EDU for each unit at BP issuance and we have very limited capacity available. This is the introduction of this ordinance and no action will be taken until the August 2006 meeting.

Councilmember Roberts inquired why there are two Ordinances?

Ms. Miller responded that one is for Impact Fees and one is for Water and Sewer Connection.

Grant Overview – Attached please find a grants overview from Barbara Dotson. This will show the amazing success of the Town’s efforts of applying and receiving grants. Leonardtown Wharf has received \$1,075,500 in grants and with the various other grants we have received a total of \$2,007,650.

T & T Sweeping Contract Renewal – The street sweeping contract was bid in August of 2003 for a three-year term with two 1-year extensions. September 1, 2006 will be the end of the three-year term and I have met with Buddy Thompson to discuss the renewal terms. Below are current rates and the requested changes.

Current Charge

\$1,715 per month
\$175 additional fee for leaf collection September and December
\$325 additional fee for leaf collection October and November

Increase Requested

1.5% increase (\$25.73/month)
\$65.00 increase requested
\$65.00 increase requested

The increases are requested to help offset rising fuel costs and the tipping fee increase at the landfill for the leaves. The total annual increase will total \$568.76. Staff recommends awarding T&T sweeping a one-year extension through August 30, 2007 with the requested increase.

Councilmember Combs asked if the contract states what T&T Sweeping is to do with the stuff they collect? He has observed them dumping on a vacant lot in Town and this is unacceptable.

Ms. Miller responded that she would take a look at the contract and discuss with T&T Sweeping.

Councilmember Collier moved to renew the T&T Sweeping contract as presented with the provision that there is no dumping within the Town limits, Councilmember Roberts seconded, motion passed unanimously.

SMECO Pump Station – In 2005 SMECO agreed to install a duplex grinder pump so that the Pump Station that serves only their location could be taken off line. They had requested that the Town help with the demolition costs. September of 2005, The Council wanted staff to pursue having SEMCO pay for the demolition as well. SMECO received a price from Delahay Construction for the demolition at a cost of \$29,020 (attached). Mayor Norris and I met with members of SMECO and they are requesting again that the Town share in this cost. As an aside SMECO has agreed to put the electric lines underground at the Port of Leonardtown which was originally estimated to cost the Town \$33,000 in 2002.

Councilmember Combs asked if they were going to bury those lines with no cost and how much are they asking us to participate?

Ms. Miller responded yes and they are asking for half of the \$29,000.00.

Councilmember Roberts moved that the Town will be willing to pay 50% of the demolition price and SMECO would pay the other half, the grinder pump and also putting in the electric lines underground at the Port of Leonardtown, Councilmember Collier seconded, motion passed unanimously.

Discussion:

Councilmember Mattingly is concerned that we have estimated costs here and that does not necessarily mean it is the final cost and warns us to be careful of what they may wind up charging us. We are looking at \$29,020 and hope it will stay in that ballpark but we do not know that until they give us their final.

Ms. Miller suggests that the Council place a stipulation that the Town will pay for half of this figure.

Councilmember Combs stated that we could stipulate we will only pay \$14,510.00. The other Councilmember agreed.

Councilmember Roberts amended the motion to stay that the Town will pay \$14,510.00 as their portion for the demolition, put in the grinder pump and bury the electric lines underground at the Port of Leonardtown, Councilmember Collier seconded, motion passed unanimously.

Council Reports:

Councilmember Mattingly reviewed the upcoming events:

Events – Councilmember Mattingly:

Upcoming Events of Interest/Meeting Reminders:

<u>Date</u>	<u>Time</u>	<u>Meeting</u>
Fridays in July	7:00 PM	2006 River Concert Series @ St. Mary’s College
Tuesday, July 11	9:00 AM	Chamber Tourism Meeting @ SMC Airport Conference Room
Wednesday, July 12	8:30 AM	LBA Meeting @ St. Mary’s Nursing Center
Wednesday, July 12	12 Noon	Lunch-time Concert on the Square performed by “Quatronic”, the St. Mary’s College Jazz Quartet
July 14 - July 16		Maryland to Kentucky Reunion
Wednesday, July 19	1:30 AM	Chamber Members Luncheon @ Outback Steakhouse
Thursday, July 20	1:30 PM	Groundbreaking at Leonardtown Wharf
Wednesday, July 26	7:30 AM	Governmental Affairs Committee @ SMC Airport Conference Room
Wednesday, July 26	9 AM – 4 PM	Open House for Residents & Associates @ Leonardtown’s new office space in the Proffitt Building
Wednesday, July 26	5:30 PM	Business After Hours @ St. Clements Island Museum
Saturday, August 5	4 PM - 9 PM	Beach Party on the Square
August 10 - August 12		Bluegrass & Country Music Festival @ Goddard Farm
Saturday, August 19	6:30 PM	So. Md. Heritage Consortium Barn Dance @ Jefferson Patterson Park & Museum (RSVP by August 4)

Ms. Miller remarked that at 1:30 p.m on July 20, the Town will host the Public Park Groundbreaking and a reception will be held in the Council Room immediately afterwards.

Councilmember Roberts stated that the MD/KY Reunion would be on Friday with a reception at Tudor Hall. All are welcome to stop by and say hello. There is a dinner Saturday evening and on Sunday a special Mass will be held for the Reunion at 9:30 am at St. Aloysius. On Sunday, there will be a luncheon at the Crystal Room in Callaway and a tour of St. Mary's College. We will have about 250 extra people roaming around the Town of Leonardtown this weekend, please take a moment to welcome them.

Councilmember Roberts commented that Linda may need some extra hands for Beach Party set-up and if anyone can come early to help would be greatly appreciated.

Councilmember Collier reminded Councilmember Mattingly for his report, that the Council had received a letter to attend the Fire and Rescue Appreciation Day on Saturday, August 12, from 1:00 p.m. to 5:00 p.m. at the Governmental Center.

Streets and Roads – Councilmember Wise:

There is a problem with vultures above Dukes Building.

Mayor Norris commented that the vultures are a Federally protected species and will ask Mr. Duke to check his building to determine if there is a problem.

Grounds – Councilmember Combs:

Councilmember Combs would like to get additional trashcans, and is looking at heavier cans that can also be anchored.

Councilmember Combs noted that Mayor Norris had discussed a sign design and Mayor Norris commented that D&G Kustom was doing some designs. Ms. Miller commented that she had a closed at dusk sign already in the works.

Capital Projects – Councilmember Collier:

Councilmember Collier stated that he is meeting with Mr. Grant on Wednesday for a tour of the various projects around Town to get him up to speed.

MML/SMMA – Councilmember Roberts:

MML Conference was a great success. It was an honor for the staff to present at the conference and we certainly got a lot of good feedback. They did something new this year called Mainstreet, which gave a spot for the various Towns to gather and I thought we got a lot more engagement. There were some good meetings with the different Administration Secretaries. Next SMMA meeting is in September in La Plata.

Mayor Norris stated that we do have a meeting sometime soon with the Secretary of Transportation and Commissioner McKay and I will be meeting to go over the specific issues, but most importantly the discussion will be the Route 5 traffic.

We also have a problem with the water hydrants, which seems to happen every year. Only few of the water hydrants users do have permits and there is a specific location down by the plant that they are supposed to be using. So, if you see others using other hydrants, please report it. If you can get their tag number that would help tremendously. Bowles Farms and Cullin's are the ones that have permits we are aware of.

Councilmember Mattingly asked about filming the meeting if any of the kids at the middle school or high school would be interested.

Councilmember Roberts responded that she had asked Ms. Dimsey to look into it, which she did and the issue was the use of the equipment, which is why we are exploring purchasing our equipment.

Adjournment:

Mayor Norris entertained a motion to adjourn. Councilmember Collier moved to adjourn the meeting. Councilmember Mattingly seconded the motion, which passed unanimously. The meeting adjourned at 5:10 p. m.

Respectfully Submitted:

Teri Dimsey, Recording Secretary

Approved:

J. Harry Norris, III, Mayor

Walter Wise, Vice President

Thomas R. Collier, Councilmember

Robert C. Combs, Councilmember

J. Maguire Mattingly, III, Councilmember

Leslie E. Roberts, Councilmember