

Commissioners of Leonardtown
Town Council Meeting Minutes
May 14, 2007 ~ 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; Teri Dimsey, Recording Secretary; Laura Howell, RWSM Legislative person; Charles Faunce, Resident; Dan Burris, LBA, John Wharton, Enterprise. A complete list of attendees is on file at the Leonardtown Town Hall.

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 April 9, 2007 Town Council meeting were presented for approval.

Mayor Norris entertained a motion to approve the April 9, 2007 Town Council meeting minutes; Councilmember Mattingly moved to approve the minutes; seconded by Councilmember Roberts; motion passed unanimously.

Mayor Norris noted that there were several guests attending today's Town Council meeting and asked Ms. Laschelle Miller, Town Administrator to make the introductions.

Ms. Miller came forward and introduced Mr. Keitaro Tanaka from Japan. Mr. Tanaka will talk to the Council and explain why he is visiting the United States. Ms. Miller exclaimed it has been her pleasure to tour Leonardtown with Mr. Tanaka and show him the Wharf project and the Port of Leonardtown. They stopped for lunch at Café des Artistes with John Savich, St. Mary's County Administrator, which they enjoyed.

Mr. Tanaka expressed his joy at being here and explained that he was here on behalf of the CLAIR center in New York and is from Gifu City in Japan.

Ms. Miller remarked that Mr. Tanaka is visiting the United States to learn about the City Manager role in government. Mr. Tanaka comes from a city of approximately 400,000 people and they have 44 Council members. Mr. Tanaka visited the City of Rockville last week and will be here with us for the next two days.

Ms. Miller stated that with us today is Mr. Scott Hancock, Executive Director of the Maryland Municipal League. Mr. Hancock has also previously participated in the CLAIR program to Japan and Mr. Hancock nominated her for the program.

Mr. Hancock thanked Ms. Miller for her introduction and thanked the Council for their support of the Maryland Municipal League. Mr. Hancock noted that he is here today to represent MML but stated that his experience visiting Japan through the CLAIR program was a life-changing event. He also stated that if they needed any information about MML or the upcoming convention he would be happy to discuss. Mr. Hancock thanked the Council members for letting him come before the Council today.

Mayor Norris remarked that they did have a very interesting lunch earlier today. There are certainly some major cultural differences and the fact that they have a larger population of 400,000 residents versus our 2,000 residents. What struck him is that their main concern is downtown revitalization, which is also our biggest concern so we do have commonalities.

Mayor Norris asked Mr. Tanaka to come forward and presented Mr. Tanaka from the Town of Leonardtown, the book entitled "A Most Convenient Place", which describes the history and people of Leonardtown. Mayor Norris wrote an inscription in the book for Mr. Tanaka, which he read aloud "Mr. Tanaka, I hope your visit is both informative and enjoyable, best wishes from the Mayor and Town Council".

Mr. Tanaka bowed and thanked the Mayor and Council.

Mayor Norris asked Ms. Sothoron to present the Treasurer's Report.

Treasurer's Report – Rebecca Sothoron

Ms. Sothoron commented that at the table today is a copy of the April financial report. During the month of April, \$150,000 was transferred to the checking account from the Local Government Investment Pool. For a point of information, during the first week of May we did receive a reimbursement from the County for the Wharf Project that went directly into the Local Government Investment Pool, which was \$819,000. We are 83% through the budget year.

Ms. Sothoron stated that there are four Budget Amendments on the agenda for discussion today and will provide summaries of each one. Council can vote on them individually or on all four if they choose to do so.

The first Budget Amendment is to increase the FY07 Appropriation for Road Maintenance to bring forward Highway User Revenue, saved from prior years and accounts for part of Dr's Crossing road project paid for in part by St. Mary's Hospital. That project was funded 50% by

the hospital, so we received that income. We have \$114,000 saved in prior years, and are bringing forward those highway user funds as well.

The second Budget Amendment is to increase the appropriation for Collection System Maintenance to fund the Town share of expense incurred to remove the SMECO pump station. For many years our utilities staff has been concerned about the safety issues at that pump station. SMECO agreed to pay for half of the demolition so this is our half of the demolition. This facility is now gone and they are maintaining and operating their own grinder pump. It was not a budgeted project so we had to take funds from a prior year to pay for that.

The third Budget Amendment is to increase the appropriation for FY07 Capital Project to rehabilitate the electric service at the McIntosh pump station. This location is currently operating without redundancy. Total project cost is estimated at \$34,900. This project was mentioned at the last Council meeting. We had budgeted for this project but the cost estimates came in over budget. It is a pumping station that pumps 66,000 gallons everyday and is operating right now without redundancy. So, if the electrical system fails there is no way to take care of that pump.

The fourth Budget Amendment is to adjust revenue and corresponding appropriation for trash disposal to accurately reflect the estimated annual budget. FY07 budget estimates were developed prior to the change in contract prices and service charges. This time last year we had not finished negotiations with Waste Management. We did not quite know what the unit prices were going to be, so the approved budget was lower than what the actuals turned out to be. The net effect is zero because our service charges were set to cover those expenses. But in totaling both, the revenue and the expense side need to be increased to accurately reflect the actuals.

Mayor Norris entertained a motion to approve all four Budget Amendment requests.

Councilmember Wise moved to approve all four Budget Amendment requests, BJ01, BJ02, BJ03 and BJ04 of 2007; Councilmember Mattingly seconded, no further discussion, motion passed unanimously.

Ms. Sothoron stated that the last item on her report was to introduce Ordinance No. 130. This is the annual Ordinance that is required by the Charter. The Ordinance needs to be introduced at one meeting and passed at the succeeding meeting. This is for introduction purposes only and will be brought back to the table for a vote at the June meeting. It establishes the tax rate and its language at fifteen cents. What changed this year are the recommended water and sewer rates, since they are changing significantly.

Mayor Norris noted that a public hearing was advertised and scheduled for 4:15 p.m.; it is 4:18 p.m. now. He entertained a motion to close the regular meeting and open the public hearing.

Councilmember Collier moved to close the regular Town Council meeting and open the public hearing; Councilmember Roberts seconded, no further discussion, motion passed unanimously.

Mayor Norris opened the public hearing in regard to the fiscal year 2008 Budget and Real Property Tax Rate and asked Ms. Sothoron to continue.

Ms. Sothoron stated that the public hearing was advertised on April 25 and April 27, 2007 in the legal notice section. No members of the public have picked the recommended budget up, nor have we received any comments. A detailed budget message summarizes the significant items and notes things that have changed. The General Fund, as a whole, has a 5% increase in its expenses from the prior year. The Enterprise Fund has an estimated 5% increase as a whole. The tax rate is unchanged at fifteen cents per \$100 of assessment. The significant change comes in the waste water and water departments. The waste water budget has increased by 15%. The water budget has decreased by 24%. That translates to a change in service charges that need to be set in order to make those budgets balance. We are proposing a waste water service charge increase of 16% and a water service charge decrease of 19%. Many years ago, Council adopted an Ordinance that required a 2% rate increase each year. The new service charges, when combined, yield that same 2% increase. So the net effect to the customer is unchanged from what it would have been if 2% had applied to each of those rates.

Councilmember Combs clarified that we will still apply the additional 2% increase.

Ms. Sothoron replied no.

Ms. Sothoron noted that in the Capital Improvement Budget there are predominantly more water projects than any other department. The large waste water project is the ENR and the expansion project at the treatment plant and the general project is Phase III of the Wharf park development.

Mayor Norris asked if there were any further questions or comments. He noted that this is a very core services budget and the main thing is that there is no increase in taxes.

There being no further discussion, Mayor Norris entertained a motion to close the public hearing and re-open the regular Town Council meeting.

Councilmember Mattingly moved to close the public hearing, Councilmember Roberts seconded, no further discussion, motion passed unanimously.

Mayor Norris remarked that any comments or suggestions he, the Council or staff received in regard to the budget will be brought up and the budget will be presented for approval at the June meeting.

Mayor Norris asked for presentation of the Planning Report.

Planner's Report – Laschelle Miller

Planning and Zoning Meeting – Monday, April 16, 2007

- St. Mary's Hospital - expansion of the maintenance shop at the rear of the building, received site plan approval
- Dr. Todd Allen - The dentist office in Mike Mummaugh's building on the square; they are bumping out the building and expanding the dentist office in the rear toward the alley and received final site plan approval
- Condo plats for Dr. Morgan's office building in Singletree to convert to condos, plats were approved

Upcoming Planning and Zoning Meeting – Monday, May 21, 2007

- Leonard's Grant, Phase I, final site plan approval
- Relax Inn, final site plan approval, they were before the Planning and Zoning Board in October to demolish the existing building and move to a three story hotel, we received those plans last week
- Condo plat request for Breton Market Place office building to condoize those three office buildings

Mayor Norris remarked that the plans for the new changes for the Relax Inn should reflect the look of the Town, as it is a large building in the middle of the downtown area. He asked the Council members to take a look at the plans and provide comments to staff.

Police Report – Deputy Gray Maloy

Ms. Miller noted that Deputy Maloy is unavailable today but his report is included in Council's packet.

Town Administrator's Report – Laschelle Miller

Award Lawn Care Contract- The contract was advertised for a three-year term with two one-year options. Two bids were received. Staff recommendation is to award the contract to Woodlawn Lawn Care.

- Woodlawn Lawn Care- \$39,765 year 1, \$41,157 year 2, \$42,598 year 3
- Grovers Landscape- \$48,039.81 year 1, \$48,760.34 year 2, \$49,491.74 year 3

Councilmember Combs asked if they picked up Port of Leonardtown.

Ms. Miller responded that they still have the same scope but we will have to add to that. The way the contract is written is that as we add additional areas that need landscaping they have to give us an estimate to add the area to the contract.

Councilmember Roberts moved to accept the bid and award the Lawn Maintenance contract to Woodlawn Lawn Care; Councilmember Collier seconded, no further discussion, motion passed unanimously.

Case No. 29-07 St. Mary's Hospital- Temporary Classroom Trailer- St. Mary's Hospital is requesting permission to place a temporary classroom trailer on the hospital site. The trailer would be needed for 2-3 years. I have attached the letter of request, a picture of the trailer and a site plan.

Mr. Fearn remarked that the reason for the temporary trailer is that the hospital is changing its software for a new hospital information system. All employees will be required to be trained to use the new software. We anticipate it will take about one and a half years to train the 1,000 employees. We currently have a six seat training room; this double-wide trailer would hold twenty seats to allow us to train twenty employees at a time. Once we have completed the training, the trailer would be removed and we would use the existing training space for new hires. If we go over the allotted time period, we will relocate the trailer to behind the hospital if necessary.

Mayor Norris noted that he spoke with Ms. Christine Wray who feels this software training is crucial to the hospital and this was really the only alternative.

Mr. Fearn explained that the hospital does not have any facilities inside the hospital to accommodate the training. Leasing space was discussed but a trailer close to the hospital would be more efficient for the hospital staff considering the weather and shift times.

Mayor Norris asked if this would impact any residential homes.

Mr. Fearn responded no, it is predominately commercial in that area.

Ms. Miller remarked that action is needed to approve the temporary trailer and put a term limit on it.

Councilmember Roberts inquired if they could approve it for 18 months.

Ms. Miller stated that typically we do 12 months but if we know they will need 18 months it could be approved. Our permits state 12 months.

Mr. Fearn commented they could do 12 months and once we have an idea of how the training is progressing, we could come back at that time for a request for additional time.

Councilmember Combs asked if there would be bathroom facilities in the trailer.

Mr. Fearn's replied no, there are bathrooms inside the hospital close to the trailer.

Ms. Miller stated that the trailer will have electric and HVAC but no bathroom facilities.

Mayor Norris remarked that we normally only approve for 12 months but we could provide approval with any extensions left up to staff.

Councilmember Roberts moved to issue the permit for a temporary trailer for 12 months, with an extension up to 18 months that can be taken through staff but if it needs to go further than 18 months, they will be required to come back before Council for approval; Councilmember Mattingly seconded, no further discussion, motion passed unanimously.

Award Contract for Pt. of Leonardtown Park Design- An advertisement went out for a Request for Proposals to do the design work for the Port of Leonardtown public park. We budgeted \$10,000 in the FY07 budget. Two bids were received. Staff recommendation is to award to the low bidder, Crozier and Associates. Mr. Crozier has done an outstanding job at the Wharf and the Waterfront Plan. He has extensive big picture knowledge of Leonardtown's vision.

- Crozier Associates- \$9,500 including the phasing plans and cost estimates.
- KCI Technologies- \$9,480 for design development plus \$7,840 for phasing plans, cost estimates and construction documents.

Councilmember Combs asked if we would have input into this project.

Ms. Miller stated that yes, along with the folks working on the winery.

Ms. Miller remarked that staff recommendation is to award to the low bidder which is Crozier and Associates.

Councilmember Mattingly moved to accept the proposal from Crozier and Associates for \$9,500 for the Port of Leonardtown Park Design; Councilmember Combs seconded, no further discussion, motion passed unanimously.

Mayor's Report – Mayor Norris

Ms. Miller and I met with the winery cooperative and they are very organized and they are ready to produce wine next year. They wanted to begin this year but the building will not be ready that quickly.

Also, the Breton Bay Garden Club is excited about the Port of Leonardtown and the bridge and they would like to be involved in the project.

Council Reports:

Events – Councilmember Mattingly:

Upcoming Events of Interest/Meeting Reminders:

<u>Date</u>	<u>Time</u>	<u>Meeting</u>
Tuesday, May 15	9:00 AM	Chamber Tourism Meeting @ SMC Governmental Center
Tuesday, May 15	11:30 AM	7 th Annual Law Enforcement Appreciation Day @ Governmental Center
Wednesday, May 16	6:30 PM	Southern Maryland Chapter Meeting @ Chesapeake Beach
Friday, May 18	11 AM-3 PM	Tourism Day & Festival @ 301 Welcome Center
Thursday, May 18	7:00 PM	Basket Bingo at LVFD to benefit LVFD Auxiliary @ Firehouse
Saturday, May 19	10 AM-5 PM	Spring Carnival @ LHJNA
Tuesday, May 22	8:00 AM	Chamber Legislative Wrap-Up Breakfast @ Chamber Office, SMC Airport
Saturday, May 19 & Sunday May 20	11AM-10PM 11AM-7PM	1 st So. Md. Brew & ‘Que @ SMC Fairgrounds
Saturday, May 20	8 AM-4 PM	12 th Leonardtown Bicycle Criterium On Washington Street & Lawrence Avenue
Wednesday, May 23	5:30 PM	Chamber “Business After Hours” @ Beck Enterprises
Saturday, May 26	6PM-7:30 PM	Downtown Tunes Concert on the Square – Bluegrass music
Monday, May 28		Memorial Day Holiday – Town Office closed
Saturday, June 9	9 AM-3 PM	Soap Box Derby on Fenwick Street

Sunday, June 10	Noon-5 PM	SMC Crab Festival @ Governmental Center
Thursday, June 14	6:00 PM	Flag Day Celebration @ Governmental Center
June 25-June 28		MML Annual Convention in Ocean City
Wednesday, July 11	Noon-1:30 PM	Lunch-time Concert on the Square Brass Ensemble
Wednesday, July 18	Noon-1:30 PM	Lunch-time Concert on the Square Jazz Ensemble
Saturday, August 11	4 PM-9 PM	Beach Party on the Square

Grounds – Councilmember Combs: No report

Streets and Roads – Councilmember Wise: No report

Capital Projects – Councilmember Collier:

The waterfront is continuing. They have put a cap on the retaining wall. Well 5 is still in a holding pattern waiting on the State to provide the operating permit.

MML/SMMA – Councilmember Roberts:

The next SMMA meeting will be held this Wednesday at the Rod n’ Reel. If anyone would like to join us, Ms. Dimsey and I will be riding over together. This is my last meeting as President and will transition to North Beach.

Mayor Norris inquired about the new PS It’s All Good and when they will be opening.

Ms. Miller responded that they are waiting on the Health Department for one final detail, we have prepared their Occupancy Permit and they expect to open any day.

Adjournment:

Councilmember Wise moved to adjourn the meeting. Councilmember Mattingly seconded the motion, which passed unanimously. The meeting adjourned at 4:50 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