



Commissioners of Leonardtown

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J. HARRY NORRIS
Mayor

LASCHELLE E. MILLER
Town Administrator

Commissioners of Leonardtown **Town Council Meeting Minutes** **December 8, 2008 ~ 4:00 P.M.**

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

Also in attendance were: Laschelle Miller, Town Administrator; Rebecca Sothoron, Town Treasurer; DeAnn Adler, Plans Reviewer; Teri Dimsey, Recording Secretary; Jackie Post, Fiscal Clerk; Tony Wheatley, Capital Projects Coordinator. 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 stepped out and asked Councilmember Wise to proceed to take up the first item of business.

Approval of Minutes:

The meeting minutes for the November 10, 2008 Town Council meeting were presented for approval.

Councilmember Burris entertained a motion to approve the November 10, 2008 Town Council meeting minutes; Councilmember Collier moved to approve the minutes; seconded by Councilmember Collier; no further discussion, motion passed unanimously.

Treasurer's Report – Rebecca Sothoron

Ms. Sothoron reported that the Council's packets include November financial information. No money was transferred to or from the LGIP. We are 42% through the budget year. We received our quarterly income tax distribution from the State which is higher than last years'. Billing and occupancy permits are running above the budgeted amount. There is a miscellaneous income item for cookbook sales of approximately \$3,300 and we also received a check for \$7,000 for fee-in-lieu for swm. Also, some of you may have received a recycling flyer. We have agreed to let Goode Trash Removal change the recycling day from Thursday to Wednesday. The County also recently

expanded the items that are eligible to be collected and we have placed them on there as well. This will begin January 7, 2009 and this new information will be placed on our website. Ms. Sothoron stated that there has been some staff discussion to modify the budget schedule to put it off a couple of months which provides me with additional time to receive more revenue data and develop some trend information. January is normally the time the budget calendar is submitted for approval, if you would be agreeable to modifying, I would like to get a consensus.

The Council members agreed to modify the budget schedule to begin at a later date.

Planning Department – DeAnn Adler

Last month our Planning and Zoning meeting was held on November 17, 2008. We had three cases to be heard, they were:

- **Case # 105-08 The College of Southern Maryland** – This was a request for concept approval for a temporary parking lot to be built on the south side of the campus, approximately 50 to 75 spaces. This parking lot would be a gravel lot now and eventually will be asphalted, once the Wellness Center is completed. This request was approved.
- **Case # 136-04 (A) Courthouse Square Project and Case # 38-06 (A) Sterling House Project** – These two projects were brought back to Planning and Zoning for approval of some minor plat revisions. These revisions were approved.

Our next Planning and Zoning meeting was scheduled for December 15, 2008. We had no cases for this month, so the meeting was cancelled.

Police Report – Deputy Simonds

Deputy Simonds reported that criminal activity for the month of November was very low and remarked that his report provides more detailed statistics of the activities within the Town of Leonardtown.

Deputy Simonds noted that the surveillance camera is ready to be installed and several spots have been identified as ideal locations and one will be selected.

Town Administrator's Report – Laschelle Miller

Singletree Street Conveyance Request – The final surfacing of Phase 2 streets for Dillow at Singletree has recently been completed. Mr. Wheatley has inspected the stormwater management facility as well as the streets. Mr. Dillow has requested acceptance of the three streets in Phase 1 (Jenifer Ct., Brandon Ct. and Austin Ct.) and the four streets in Phase 2 (Ferber, Marie, Matthew Courts and Joanne Drive). A two year maintenance bond in the amount of \$103,850 is required. Bill McKissick has prepared the deeds. A vote by the Town Council is required to bring them into the Town's ownership.

Councilmember Roberts moved to accept the Singletree Street Conveyance to include the streets mentioned above, seconded by Councilmember Burris, no further discussion, motion passed unanimously.

Water Meter Project Update – Previously we discussed using Delahay Construction under our General Water and Sewer contract to install the water meters. We feel this would give us much more oversight and control over costs of the project. We are ready to move forward with Phase 1. Attached is a packet outlining various aspects of the project. Authorization is needed to proceed with Phase 1 using Delahay Construction. Also included is a budget analysis based on the detailed estimate for Phase 1 showing the project estimate coming in within the budgeted numbers. We are in the process of bidding the meters and associated equipment publicly. We hope to have those numbers and a recommendation by January's meeting.

Mr. Wheatley explained they are waiting on the water meter bids to come in and once they receive approvals and ordering of the equipment and they anticipate installing 2 or 3 meters a day.

Ms. Sothoron remarked that this project will take some time for installation and once the last meter is in, then we will begin with the water meter readings and analyze the readings because the rate structure will have to be modified to be revenue neutral.

Councilmember Collier stated that a letter needs to be sent to the residents explaining the water meter requirement mandated by the State and when and how the meters will be installed, when the Town will begin reading the meters and billing for water usage.

Councilmember Collier moved to approve proceeding with Phase I water meter box installation with Delahay Construction; seconded by Councilmember Combs, no further discussion, motion passed unanimously.

Leonard's Grant Streetlight Easement for SMECO – SMECO has installed a number of the streetlights in the Leonard's Grant project. Recently a new person has taken over the streetlight department and is now requiring a general easement be signed by Quality Built Homes and the Town before any additional lights can be installed. Phil Dorsey has reviewed the easement and feels it is a common easement. Authorization is need for the Mayor to sign the easement.

Councilmember Roberts moved to authorize the Mayor to sign the easement agreement, seconded by Councilmember Burris, no further discussion, motion passed unanimously.

Introduction of Ordinance #142 – This is just an introduction today, it will go before the Planning and Zoning Commission and will then come back before the Town Council for approval. The purpose of the ordinance is for amending the zoning ordinance of the Town of Leonardtown in order to revise the existing provision. The existing provisions are in Article XIV - Chapter 155-128, Section A and Article XX - Chapter 155-132B. Both are pertaining to the Planning and Zoning Commission adding an alternate to the current five member board and also adding the possibility that a Town Council member could be one of those members or the alternate. Also, we are making it the same for the Board of Appeals and the Planning and

Zoning Commission where appointed members have to live or own real property within the Town of Leonardtown. Just on the Planning and Commission it would be a Town Council Member but this does not apply to the Board of Appeals.

Councilmember Burris inquired if you were the owner/member of a LLC that owns property, would that constitute ownership and could they then serve as a board member.

Ms. Miller responded that if we could consult the Town attorney for a decision.

Ms. Miller reported that the 300th Celebration ornament is available for sale, along with the commemorative cookbook.

Ms. Miller stated that we are kicking off the MML Geocache Trail in January and will do a media blitz for a statewide kick-off. Heritage Printing got the contract to print the passports and they will be placed in the twenty two tourism welcome centers and we have 78 towns participating on this first round which will open up again in a year.

Mayor's Report

Mayor Norris reported that he has been impressed with the popularity of the cookbook and the amount of sales. He mentioned that he and Judge Briscoe both submitted oyster stew recipes and they have an ongoing bet on whose oyster stew is the best. He expressed his thanks to the 300th Celebration committee for all their work this past year and looks forward to the Open House on December 17, 2008, celebrating the Town's birth date.

Mayor Norris stated that on Wednesday, December 10, 2008, the State Highway Administration will hold a workshop from 3:00 p.m. to 7:00 p.m. presenting their alternate plans for the potential widening of Route 5 and potential stop light locations. We hope it will be well attended; it will be held at the Leonardtown Fire House.

Council Reports

Events - Councilmember Burris:

Councilmember Burris reported that Christmas on the Square was a great success and commented that every year it gets bigger and bigger.

Upcoming Events of Interest/Meeting Reminders:

<u>Date</u>	<u>Time</u>	<u>Meeting/Event</u>
Tuesday, Dec. 9	9 AM	Chamber Tourism Committee Meeting @ SM Airport Conference Room
Wednesday, Dec. 10	5:30 PM	Chamber Business After Hours hosted By Maryland Antiques Center, register by December 8th
Thursday, Dec. 11	5 PM	Loker & Proffitt Building Holiday

		Party/Oyster Scalding – in the parking lot
Friday, Dec. 12	8:30 AM	LBA Meeting @ TBD
Saturday, Dec. 13	11 AM-1 PM	Santa & Mrs. Claus on the Town Square
Wednesday, Dec. 17	TBD	Town Open House/Christmas Party @ Town Office

Parks – Councilmember Combs:

Councilmember Combs reported that they have begun work at the Port of Leonardtown putting in the water lines.

Streets and Roads – Councilmember Wise: No Report

Capital Projects – Councilmember Collier: No Report

MML/SMMA – Councilmember Roberts:

Councilmember Roberts reported that the SMMA Legislative dinner is Wednesday, December 10, 2008 at 6:00 p.m. at the Rod'n Reel in Chesapeake Beach.

Adjournment:

Councilmember Collier moved to adjourn the meeting at this time but the Council Members will reconvene for a Executive Session closed meeting on Thursday, December 11, 2008 at 3:00 p.m. to consult with the Town's attorney to obtain legal advice about potential litigation; Councilmember Wise 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

Daniel W. Burris, Councilmember

Thomas R. Collier, Councilmember

Robert C. Combs, Councilmember

Leslie E. Roberts, Councilmember