



# Commissioners of Leonardtown

---

41660 Courthouse Drive • P. O. Box 1, Leonardtown, Maryland 20650

301-475-9791 • FAX 301-475-5350

J. HARRY NORRIS III  
Mayor

leonardtown.commissioners@verizon.net  
leonardtown.somd.com

LASCHELLE E. MCKAY  
Town Administrator

## **Commissioners of Leonardtown** **Town Council Meeting Minutes** **October 10, 2011 ~ 4:00 P.M.**

Attendees: J. Harry Norris, Mayor  
Walter Wise, Vice President  
Daniel W. Burris, Councilmember  
Leslie E. Roberts, Councilmember  
Roger L. Mattingly, Councilmember

Absent: Thomas R. Collier, Councilmember

Also in attendance were: Laschelle McKay, Town Administrator; Teri Dimsey, Recording Secretary; Dick Myers, The Bay Net; Guy Leonard, County Times; Jessica Goolsby, Enterprise; Captain Steve Hall, Harold Young, and Sgt. Mike Bulter, SMCSO. A complete list of attendees is on file at the Leonardtown Town Hall.

Mayor Norris called the regularly scheduled meeting to order at 4:05 p.m. and called for 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 September 12, 2011 Town Council meeting were presented for approval.

**Mayor Norris entertained a motion to accept the minutes as presented.**

**Councilmember Mattingly moved to approve the September 12, 2011 Town Council meeting minutes; seconded by Councilmember Wise; no further discussion, the motion passed unanimously.**

---

**COUNCIL:** WALTER WISE, *Vice President*      DANIEL W. BURRIS  
THOMAS R. COLLIER      ROGER L. MATTINGLY      LESLIE E. ROBERTS

**Treasurer's Report** – Rebecca Sothoron

Ms. Sothoron reported that during the month she transferred \$50,000 to the Operating Account. We are 25% through the budget year. Everyone should have received a bill with a sticky note on it informing the customers that the next invoice will be based on consumption. We have had a few customer calls and have done some calculations to let people know what they could expect their bill to be. We did have the smallest list of water leak letters this quarter. We stopped doing letters and put a note on their last bill referring customers to our website for more information if necessary. We will begin working with the software to modify the rate structure in the electronic billing system and the billing format will need to change. We anticipate we will discontinue the postcard format and go to a stuffed mailer. We will be able to put more information on the invoice. Ms. Post and I will begin doing test calculations and bill printing and this will be a time consuming process as we move away from one click to change the rate to making sure what we enter will calculate correctly. This will be something that happens after all the audit work is done. We do have the majority of the field work complete for the audit. I am preparing the financial statement and will put the audit firm presentation on the November Council agenda. At this point it does appear that we will have a surplus in the FY11 Operating Account. But, if you remember we were already using fund balance to pay for some things and we will have to use a smaller piece of fund balance to pay for what was expended during FY11.

We have had one customer in particular who is concerned about the rate structure that was approved and there will be a minimum charge even if you don't use any water. We now have the ability to read meters every quarter so we can verify if a customer uses zero gallons. I hope you will agree that if we can verify that a customer has had zero water going through their meter during the course of a quarter then we won't charge them the minimum which was about \$30.00 a month. But anything over zero triggers the bill. The way I can accomplish this is to revise the worksheet to say the minimum is for usage between one gallon and ten thousand gallons. If a house is completely vacant for an entire quarter - from meter reading to meter reading - an invoice will not be generated.

Council came to a consensus to agree with the recommendation from Ms. Sothoron not to charge a minimum fee if the resident uses zero gallons for an entire quarter.

Ms. Sothoron will revise the worksheet on our website and here in the office and a copy will be placed in your mailbox.

**Planning** – Laschelle McKay

Ms. McKay reported that the Planning and Zoning Commission meeting was cancelled last month but there is one scheduled for this month on Monday, October 17<sup>th</sup>. We have two cases to be heard.

Mayor Norris stated that we were waiting for Maureen with the Wounded Warriors to join us and will move on to the Deputy's report and introduced Captain Steve Hall, who will introduce the Town's new deputy.

**Police Report** – Laschelle McKay

Captain Steve Hall commented how distressing it has been for Deputy Smolarsky after the accident and she worked so very hard on overcoming so many obstacles but it was decided to move forward with a replacement for the Town to have a full time deputy. By virtue of a shift in personnel, we were lucky to have Sergeant Mike Butler who has a background in about every aspect of the Sheriff's office. He is an eighteen year veteran, he is a U.S. Service veteran, and he has correctional officer experience, was a road patrol supervisor, and has narcotics and community service experience.

Mayor Norris and Council Members welcomed Sergeant Butler.

Sergeant Butler thanked everyone. He explained that he grew up in St. Mary's County and left after joining the service and came back because he loved the area so much. He is excited to begin working with the Mayor, Council and Town Staff.

Ms. McKay stated that the Wounded Warrior representative has not yet arrived but we will continue with the presentation today and they will provide the Wounded Warriors with the check at a later date. Ms. Maureen Farrell, who heads our local Navy-Marine Corps Relief Society, was to be accepting on behalf of the Wounded Warrior Project.

The St. Mary's County Public Schools held a joint event with the Town to commemorate 9/11 called "11 Laps to Remember." Each high school has held similar events individually each year but with 2011 being the ten year anniversary; they felt that a joint event would benefit the community and their fundraising efforts.

We have in attendance today: Dr. Martirano, Superintendent of St. Mary's County Public Schools, Mrs. Lynn Morgan Smoot, and Captain J.P. Kelly, US Navy (retired), Senior Naval Science Instructor, Great Mills High School NJROTC along with several JROTC representatives.

Mayor Norris stated that it was a great event and thanked them on behalf of himself and the Council.

Dr. Martirano remarked that they are delighted to be here today and thanked the Town for opening up the Town on 9/11 as it was a very important event for the community and school system because it was a very sad and disturbing day that affected our country. As a Superintendent of Schools it is important that we acknowledge that many of our young people were too young or not alive during that time ten years ago and they do not have a sense of remembrance of what occurred. Our theme was "We Shall Never Forget" and we must never forget and we must educate our young people about this event and how it changed history and the implications for the service men and women who protect us each and every day. We had a rough count of approximately 500 to 750 people in attendance that day on the square that walked 11 Laps of Remembrance. Under the direction of Lynn Morgan Smoot we had all of our high school bands playing patriotic music, people were decked out in red, white and blue and it was a tremendous community event.

Dr. Martirano introduced Captain J. P. Kelly who helped spearhead this event, from Great Mills High School representing the Navy JROTC and with him is Cadet Commander Josh Craft. Representing Chopticon High School Air Force JROTC is Senior Master Sergeant Brian Miller, USAF (Ret), and Cadet 2nd Lieutenant Dalton Whitworth. Representing Leonardtown High School Army JROTC is Sergeant First Class Frank Funk, USA (Ret), and Cadet James Ewalt.

Dr. Martirano commented that on this day his heart was touched because of community involvement. Our JROTC from all three branches made a major collection that day of \$704.00 and they turned that money over to Ms. Maureen Farrell, President of the local Navy-Marine Corps Relief Society, who was expected here today but apparently unable to make it to accept on behalf of the Wounded Warrior Project. I learned today that some additional fundraising occurred and asked Captain Kelly to provide more information. We will turn it over to Ms. Farrell who will provide these funds to the Wounded Warrior Project. We are very involved in the project of welcoming our service men and women back into the community and this makes us proud to be citizens of St. Mary's County.

Captain Kelly echoed Dr Martirano's comments that we are so pleased that we had such great student involvement and what turned out to be a significant community event. The JROTC programs have as their heart and soul citizenship and leadership development programs. So these types of events lend themselves to the mission of the unit. We have over 300 students in the three JROTC programs here in St. Mary's County. The Wounded Warriors Project is a particularly well suited organization for us to give our donations to. The returning wounded servicemen since 2001 number nearly 42,000 and if you go back to WWI and WWII for every service man killed there were 1.2 wounded soldiers. Since 9/11 for every serviceman killed there have been seven wounded and that is due to an increasing medical battlefield efficiency and body armor. The unhappy result is that they return to their families and communities with significant injuries so we are very pleased to support this organization. With our collection from the 11 Laps to Remember event, the cadets made it their goal to add to that so we have a check in the total amount of \$1,300 to present today.

Dr. Martirano noted that behind every great event is a director and Lynn Morgan Smoot is the school systems' director of our events and she was able to orchestrate and organize this entire event and, of course, we thank the Town of Leonardtown for their support.

In the absence of the Ms. Farrell, Mrs. Morgan Smoot accepted on behalf of the Wounded Warriors Project and a presentation was made by Captain Kelly and all of the JROTC Cadets.

Dr. Martirano remarked that also present today are some of the parents of the cadets who came to support them.

**Town Administrator Report** – Laschelle McKay

**Case #78-09 & 78-09A Renewal of Relocatable Temporary Trailers at Leonardtown Elementary School** – Ms. McKay reported that Council received a letter of request from the St. Mary's County Public schools to renew the temporary trailer permits for the two relocatables located at this site. They both expire 11/24/11. They also want to add a small restroom trailer in the same area. Attached is a map of the area. This won't add students and will just eliminate interruptions in the main school, as these students have to go through a lot of the main building to get to the restrooms. The request is for renewal until the new elementary school which is scheduled for August 2015. One of the relocatables was placed in 2009 and the second in 2010. They know that the need will be there until the new school is built.

Mr. Brad Clements, Mr. Larry Hartwick, Supervisor of Design and Construction, and Ms. Kim Howell, Capital Planning are present today to answer any questions.

Mr. Clements remarked that they may not need the trailers for as long as stated as they hope to budget some construction money and do some redistricting which may mean they will not need the trailers at all or for a shorter period of time.

**Councilmember Roberts moved to renew the relocatable temporary trailers at Leonardtown Elementary School including the addition of the restroom trailer until the new school opens with a tentative date of August 2015, seconded by Councilmember Wise, no further discussion, motion pass unanimously.**

**Church Street Waterline Update** – Ms. McKay reported that the Soil Conservation and MDE approvals have been received to move forward with this project. We are anticipating breaking ground on the project October 18th. The project will run thru approximately November 30th.

**Authorization to Sign SMECO easement for underground service to Clark's Rest** – Ms. McKay reported that as discussed previously, we now have ownership of the connecting piece of property between Clark's Rest and Doctors Crossing. SMECO has requested an easement along Doctors Crossing on the stormwater management property we already own and the new piece deeded from Alfred Mattingly last month. SMECO has to run new underground service to accommodate the Clark's Rest development. Authorization is needed for the Administrator to sign the two easements.

**Councilmember Roberts moved to authorize Ms. McKay to sign the easement agreement for underground service to Clark's Rest, Councilmember Burriss seconded, no further discussion, motion passed unanimously.**

Councilmember Roberts asked Ms. McKay to talk a bit about Clark's Rest.

Ms. McKay stated that they are ready to move forward and they have been working with SHA to finalize some permit details which may include some changes due to the future Rt. 5 widening. We met with State Highway recently to work out some of these details which are significant to what was already designed. There is no date set for the widening so they don't want to stop what is already prepared to go forward as it has been planned for several years now. Clark's Rest has dedicated an 80' easement in preparation for the future widening. Once they get their permits and now that we are moving forward on the waste water treatment plant, there are a number of projects that we will be working with MDE on how they can move forward while we are under construction for the wastewater treatment plant expansion to include the school and Clark's Rest.

Ms. McKay reported that there was some surveying being done along Rt. 5 and while meeting with the State Highway it was brought up but no one really knew anything. We believe that it was for a smaller project that was being looked at to do the center turn lanes at Moakley Street. That project has now been tabled and they found it is too expensive for the small relief that it would provide. We are continuing to work with the SHA to find other smaller fixes, since the bigger project, will not be funded due to lack of State money, to alleviate some of our traffic concerns.

### **Mayor's Report**

Mayor Norris stated that he had talked with quite a few people during the registration for the tractor parade and golf cart cruz, which he heard from the Fire Department was a great event.

### **Council Reports**

#### **Events – Councilmember Mattingly**

Councilmember Mattingly reported that the fall/winter Beacon is expected to be out at the end of October.

The LBA is now hosting "Second Sundays" celebrating the arts, fine dining, shopping and entertainment in Leonardtown.

Fall Follies went well with about 25 crafters and the special event "11 Laps to Remember" brought about 1,000 people out to walk around the town square. The Taste of St. Mary's was dampened a bit by the rain but overall the event was a great success. As the Mayor had mentioned, the Antique Tractor Parade and Cart Cruz were held with the Fire Department hosting a bull roast following the parade.

Many of the golf carts were used to provide rides back to Newtowne Village and maybe using golf carts in the downtown area is something we should explore for ease of transportation around town. Colonial Beach in Virginia uses them and they are required to go through a safety inspection.

**Upcoming Events of Interest/Meeting Reminders:**

Sat., October 15	9 AM – 4 PM	Prayer & Praise on the Square By Heavenly Presents
Sat., October 15 & Sun., October 16	10 AM – 6PM 10 AM – 6 PM	SMC Oyster Festival @ SMC Fairgrounds
Wed., October 26	5:30 PM	Chamber Business Hours – @ Island Bar & Crab House, Piney Point
Sat., October 29	1 PM – 4 PM	Trick-or-Treat on the Square Leonardtwn Square
Sun., October 30	10 AM – 3 PM	Boy Scouts of America Potomac Heritage Century Bike Ride Rest stop at Leonardtown Wharf
Fri., November 4	5PM – 8 PM	Celebration of First Fridays in Leonardtown
Sun., November 11	Noon – 4 PM	Celebration of Second Sundays in Leonardtown
Fri., November 11	10 AM	Veterans Day Parade
Sat., Nov. 12 & Sun., Nov. 13	9 AM – 5 PM 10 AM – 3 PM	Antique Show & Sale Leonard Hall Jr. Naval Academy
Fri., November 25	5 PM – 9 PM	Christmas on the Square & Tree Lighting Leonardtwn Square
Fri., November 25	5 PM – 9 PM	Christmas Festival Winegardner Showroom
Sat., Dec. 17	11 AM – 1 PM	Santa & Mrs. Claus on the Square

**Economic Development – Councilmember Burris**

Councilmember Burris reported that he has had some inquiries regarding new businesses relocating or opening in Leonardtown. We do have Chez-Nous opening soon, a combination jewelry/chocolate shop and a new art gallery opening along Washington Street.

**Streets and Roads – Councilmember Wise - No Report**

**MML/SMMA – Councilmember Roberts**

Councilmember Roberts reported that the MML Fall Conference is taking place at the end of October and either Mayor Norris or Councilmember Mattingly is attending. The annual

Legislative dinner is planned for Wednesday, December 7 and Ms. Dimsey and Ms. McKay have already coordinated the venue and catering.

**Capital Projects – Councilmember Collier - Absent**

Mayor Norris commented that he has asked Mr. Ernie Bell to continue to provide stories for the Beacon and he has agreed, along with help from Mr. Al Gough and Mr. Bob Combs. We are looking forward to reading, and for some of us reliving the past stories of life in Leonardtown.

Mayor Norris entertained a motion to adjourn.

**Councilmember Burris moved to adjourn the meeting at 4:50 p.m.; Councilmember Mattingly seconded the motion, which passed unanimously.**

Respectfully Submitted:

\_\_\_\_\_  
Teri Dimsey, Recording Secretary

**Approved:**

\_\_\_\_\_  
J. Harry Norris, III, Mayor

\_\_\_\_\_  
Walter Wise, Vice President

\_\_\_\_\_  
Daniel W. Burris, Councilmember

\_\_\_\_\_  
Absent  
Thomas R. Collier, Councilmember

\_\_\_\_\_  
Roger L. Mattingly, Councilmember

\_\_\_\_\_  
Leslie E. Roberts, Councilmember