



# Commissioners of Leonardtown

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DANIEL W. BURRIS  
Mayor

LASCHELLE E. MCKAY  
Town Administrator

## **Commissioners of Leonardtown** **Town Council Meeting Minutes** **December 10, 2014**

Attendees: Daniel W. Burris, Mayor  
Leslie Roberts, Vice President  
Hayden T. Hammett, Councilmember  
J. Maguire Mattingly IV, Councilmember  
Roger L. Mattingly, Councilmember

Absent: Thomas M. Combs, Councilmember

Also in attendance were: Teri Dimsey, Secretary; Laschelle McKay, Town Administrator; Rebecca Sothoron, Treasurer; Jackie Post, Fiscal Clerk; Cindy Williams, Planning Assistant; Dick Myers, The Bay Net; Dan Slade, Slade Law Firm; Steve Woodburn, Resident; Mike Mummaugh, Paragon Properties; Guy Leonard, The County Times. A complete list of attendees is on file at the Leonardtown Town Hall.

Mayor Burris requested that Councilmember Hammett lead the invocation and Ms. Dimsey to lead the Pledge of Allegiance.

**Best Dressed Window Award** – Mayor Burris announced that during Christmas on the Square, each year, a winner is selected to receive the annual Best Dressed Window award and this year's winner is Bella Music. Ms. Sue Tayag, Owner of Bella Music is here today to receive the award to congratulate her on such a lovely display.

Mayor Burris moved on to the first order of business.

### **Approval of Minutes**

Meeting minutes for the November 10, 2014 Town Council meeting were presented for approval.

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

**Councilmember Roger Mattingly moved to approve the November 10, 2014 minutes as presented; seconded by Councilmember Roberts; motion passed unanimously.**

### **Police Report**

Deputy Smolarsky is unable to attend today's meeting but she did provide Council with a written report.

### **Treasurer's Report** – Rebecca Sothoron

Ms. Sothoron reported that the November financials were distributed and no transfers were made in or out of the operating account. We are 42% through the budget. The first quarter income tax distribution was received at the end of November which brings us to almost 28% of the projected. Prepared and entered is the insurance expense incurred so far and all the departments reflect what that expense will be. We do have one final semi-annual property payment to make and that bill in its entirety of \$10,000 will get charged to General Government. Once these are all done, we will still be under budget for all those departments for our insurance expense.

### **Planning & Zoning Report** – Laschelle McKay

Last month's planning and zoning meeting was cancelled and there are no cases to be heard in December. The next meeting will be held on Tuesday, January 20, 2015 as the regularly scheduled Monday, January 19, 2015 is the Martin Luther King Federal Holiday.

### **Town Administrator's Report** – Laschelle McKay

**Resolution #02-14- On Call/Call Back Policy-** Frank and Wheeler Company have completed their work on the Compensation Study. Rebecca, Dan and I have spent considerable time restructuring our very outdated salary structure (originally approved in 1998). We are proposing spending time with the Council on the recommendations from the study at our next workshop and then moving it forward in January.

For December we would like to move forward the On Call/Call Out portion of the study to go into effect 1/1/15. Currently we do not have a policy. We have calculated the cost of the on call portion and feel it is manageable under the current budget. According to Chip MacLeod it should be passed by resolution and incorporated into our personnel manual.

**Councilmember Roberts moved to adopt Resolution #02-14 – On Call/Call Back Policy as presented; seconded by Councilmember Hammett, no further discussion, motion passed unanimously.**

**Liquor License Letter of Support-Oga's Asian Cuisine-** Oga's recently came under new ownership. The new owner of Oga's Asian Cuisine, LLC, Mr. Dachun Lin, is applying for a new restaurant license (Class B) for on premise beer, wine and liquor sales. This is exactly the same license that Peter Zeng had for the last several years. He is requesting a letter of support.

**Councilmember Hammett moved to approve a Liquor License Letter of Support for change of ownership for Oga's Asian Cuisine; seconded by Councilmember Roberts, no further discussion, motion passed unanimously.**

**ENR Upgrade Update-** The revised bid packets were available Tuesday, December 9<sup>th</sup>, with a bid opening date scheduled for January 13, 2015. We anticipate that most of the original bidders will revise their bids and resubmit.

**Control Panel for Well #5 from Sole Source-** In FY14 Jay had budgeted adding a new control panel at Well #5. This is a panel that is built by the local electrician we use for all of our work at the WWTP, UTAP. The current panel is over 30 years old and needs to be replaced. Mr. Johnson is on hand to explain the details. Because the item is custom built it is a sole source and needs to be approved by the Town Council outside of the procurement policy. The cost is approximately \$15,000 plus installation.

Mr. Johnson presented Council with a model of the new panel. He described how it works and the monetary benefits for the town including moving into today's technology and how beneficial it is for the utility staff to operate and most certainly during emergency situations.

**Councilmember Roberts moved to go outside of our procurement policy and purchase the new control panel for Well #5 from a sole source vendor because we have been using this successfully over a long period of years; seconded by Councilmember Roger Mattingly, no further discussion, motion passed unanimously.**

**Flag Pole Replacement at Leonardtown Wharf Park-** We have been working on prices to replace the flag pole that was broken off at the Wharf Park. We have found 2 companies that will replace the pole on our existing base. Two other companies that responded required replacing the current base at an additional cost of \$5,000. Of the two prices we received only one of them will install. The pole will have a ten year warranty. The price is \$3,637 from Eastern Shore Flag Poles. This would require Council approval since we could only obtain 2 prices instead of 3 as required in the procurement policy. The other price was \$2,489 for the base flag pole versus this company at \$2,761.96 for the base flag pole.

*Council gave consensus to contact Mr. TV Long of Avenue Flags, a local company we currently purchase our flags from and Eastern Shore Flags to obtain prices for a replacement and installation of the damaged nautical flagpole and at the Leonardtown Wharf.*

### **Mayor's Report**

Mayor Burris remarked he is glad to see familiar faces in the audience today and wished everyone a Merry Christmas.

### **Events** – Roger Mattingly

Councilmember Mattingly reported that Christmas on the Square was a great success. He thanked Ms. Fleming for all her hard work along with the Town Staff and all the many volunteers. Looking forward to Santa and Mrs. Claus visiting the Square.

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

Sat., December 13	11 AM – 1 PM	Santa & Mrs. Claus on the Square
Sun., December 14	4 – 6:00 PM	LBA Christmas Party @ Cafe des Artistes In lieu of December meeting
Monday, December 15	5 – 7:00 PM	Staff Christmas Party at Jay Mattingly's
Wednesday, December 17	5:30 PM	Chamber Business After Hours – @ Sierra Management & Technology Patuxent River Naval Air Museum 22156 Three Notch Rd. Lexington Park
Thursday, December 25	HOLIDAY	Town Office Closed Merry Christmas!
Thursday, January 1, 2015	HOLIDAY	Town Office Closed – Happy New Year!
Friday, January 2	5 PM – 8 PM	First Fridays in Leonardtown
Friday, January 9	8:30 AM	LBA Meeting@ Marrick Homes, Clarks Rest

**Community Development and Strategic Planning** - Hayden Hammett

Councilmember Hammett reported that there are a number of new businesses coming into Town along with some new Use and Occupancy Permits for commercial businesses, one out in Leonardtown Center and one here in the square. There are some property transactions in Town so we are anticipating seeing some concepts plans for new businesses. Clark's Rest continues to build new homes.

**ENR Upgrade** – Tom Combs  
Absent

**SMMA Update** – Leslie Roberts

Councilmember Roberts reported that SMMA held the Legislative Dinner hosted by the City of Annapolis with a large contingent of politicians in attendance with the usual focus on Highway User Revenue and some interesting conversation with the new incoming legislators. The next SMMA meeting will be held on January 5 at Chesapeake Beach.

**Safety and Emergency Preparedness** – Jay Mattingly

Councilmember Mattingly reported that he has been working with Mr. Wheatley on a list of streets and roads that require re-striping.

Councilmember Hammett remarked that he would like to congratulate Ms. Cindy Williams for her promotion to HR/Planning Assistant. Everyone applauded

**Mayor Burris reminded everyone that he will be available for discussion after the close of the meeting and entertained a motion to adjourn the regular meeting.**

**Councilmember Hammett moved to adjourn the regular meeting at 4:20 p.m.; seconded by Councilmember Roger Mattingly, no further discussion, motion passed unanimously.**

Respectfully Submitted:

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Teri P. Dimsey

**Approved:**

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Daniel W. Burris, Mayor

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Leslie E. Roberts, Vice President

Absent  

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Thomas M. Combs, Councilmember

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Hayden T. Hammett, Councilmember

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J. Maguire Mattingly IV, Councilmember

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Roger L. Mattingly, Councilmember