



Commissioners of Leonardtown

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DANIEL W. BURRIS
Mayor

LASCHELLE E. MCKAY
Town Administrator

Commissioners of Leonardtown **Town Council Meeting Minutes** **March 9, 2015**

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

Also in attendance were: Teri Dimsey, Secretary; Laschelle McKay, Town Administrator; Rebecca Sothoron, Treasurer; Cindy Williams, Planning Assistant; Dick Myers, The Bay Net; Lauren Procopio, The County Times; Helen Hasel; John Edwards, Quality Built Homes; Chris Longmore, Dugan, McKissick and Longmore. A complete list of attendees is on file at the Leonardtown Town Hall.

Mayor Burris remarked that there are two Public Hearings on the agenda today. He asked that Councilmember Hammett led the invocation and Ms. Dimsey to lead the Pledge of Allegiance.

Mayor Burris noted that an item, to discuss the portable toilet bid, has been added to today's agenda and he moved onto the first order of business.

Approval of Minutes

Meeting minutes for the February 9, 2015 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 February 9, 2015 minutes as presented; seconded by Councilmember Jay Mattingly; motion passed unanimously.

Treasurer's Report – Rebecca Sothoron

Ms. Sothoron reported that the February financial information has been provided. No transfer to or from the Operating Account was necessary. We are 67% through the budget year. We did receive the second quarter late income tax distribution. An updated street listing has been sent to the IRS to request they run it against tax returns in Leonardtown to pick up on those who may not have indicated Leonardtown on their return so that the Town receives their share.

As part of the State mandated policy implementation requirement, when the Town issues debt the Debt Affordability report is required which ties into our large debt issuance for the ENR Upgrade and the amount is projected at \$12,530,000 for a twenty year term. There is an Ordinance introduction today that is related to this debt issuance and I will add some comments at the time of introduction.

Councilmember Roger Mattingly inquired about the tax return information.

Ms. Sothoron remarked that every new resident is given a post card explaining the tax return information in their welcome packet. We also have it posted on our website.

Councilmember Roberts inquired about the snow removal costs.

Ms. Sothoron reported that as of the February report it was \$16,000 but new invoices have been received and we are up to \$20,000 and expecting a few more. We spent \$50,000 last year and expect this year to be between \$30,000 and \$40,000.

Planning & Zoning Report – Laschelle McKay

Last month's Planning and Zoning meeting was held on February 23, 2015 which two items are on the agenda:

Public hearing regarding Ordinance #168 – Update to the Leonardtown Comprehensive Land Use Plan. This update received a favorable recommendation.

Case #17-13A – 23511 Hollywood Road – Davis Professional Park Phase 3 – This project was granted final site plan approval.

We currently have no cases scheduled on the agenda for the March Planning and Zoning meeting at this time.

Police Report

Deputy Smolarsky is unable to attend today's meeting but Mayor Burriss noted that she provided a written report.

Town Administrator's Report – Laschelle McKay

RFP for Food Vendor at the Wharf - Consensus is needed to issue an RFP to look for a food vendor for Leonardtown Wharf as previously discussed.

Councilmember Roger Mattingly remarked that this is something needed at the Wharf.

Council gave consensus to proceed with an RFP for a food vendor for Leonardtown Wharf.

Mayor Burris noted that it was 4:15 p.m. and entertained a motion to close the regular meeting and open the Public Hearing on the Cedar Lane Senior Living Community Development Block Grant Status Update.

Councilmember Hammett moved to close the regular meeting and open the public hearing; seconded by Councilmember Combs, motion passed.

Ms. McKay reported that as a requirement of the CDBG a public hearing must be held with an n update of the project.

Ms. Beverly Stickles provided copies to Council of her presentation updating them on the progress of the CDB Grant. She remarked that the Town is a recipient of the CDBG and Cedar Lane is a sub-recipient. Community Block Grants are federal funds that are through the State of which Counties/Towns can apply for them to implement the necessary project plans.

Ms. Stickles noted that this project was to sprinkler the building that did not have a full sprinkler system throughout the building. There were sprinklers in the hallways but not in any of the individual apartments. The other buildings were already sprinklered. This grant provides a sprinkler system in each resident apartments and throughout the common areas that were not sprinklered such as the hallways, dining rooms as well as the beauty shop.

We tried very hard to find local contractors to work with Mr. Chris Bologna, the Project Manager, who is also a local contractor who has also completed work for many local businesses including the Town.

Ms. Stickles thanked the Town for their processing and support of this grant. She meets with Ms. Adler monthly to go through the grant progress as well as working with the Project Manager. She will return in a few months once the work has been completed to provide a summary presentation.

Mayor Burris asked if there were any comments or questions from the audience.

Ms. McKay noted that the public hearing, as required, was advertised and we did not receive any comments.

Mayor Burris entertained a motion to close the Public Hearing and open the regular meeting.

Councilmember Combs moved to close the Public Hearing and open the regular meeting; seconded by Councilmember Hammett, motion passed.

Mayor Burris asked Ms. McKay to provide an overview of the next scheduled Public Hearing at **4:30 p.m. - Ordinance No. 168 – Update to the Comprehensive Land Use Plan**

Ms. McKay reported that prior to annexing any land area not included in our growth annexation portion of the Comprehensive Plan, the Town must first consider appropriate amendments to its 2010 Comprehensive Plan. Ordinance No. 168 adds property along Hollywood Road that was not included in the 2010 Comprehensive Plan for future consideration of annexation into the Town. These properties include the Wilkinson Farm, the Wathen Farm and several small parcels along Rt. 245. This Ordinance was first introduced at our January 12, 2015 meeting and the Planning and Zoning Commission held a Public Hearing and forwarded a favorable recommendation for approval. There have not been any unfavorable comments received. This Public Hearing was advertised and notices were sent to all surrounding property owners. We did get a lot of residents who emailed, called or came into the Town office asking questions. This is just to add these properties into the Comprehensive Plan as possible future annexation properties.

Mayor Burris entertained a motion to close the regular meeting and open the Public Hearing.

Councilmember Roger Mattingly moved to close the regular meeting and open the Public Hearing on Ordinance No. 168; seconded by Councilmember Hammett, motion passed.

Ms. McKay noted that several residents have come in or called to ask questions. An analysis was done for the seven small parcels included in the proposal and even with adding the Town taxes the savings on the utilities for being “in Town” could still save them approximately \$500 to \$800 a year.

Mayor Burris asked for any comments, there being none, he entertained a motion to close the Public Hearing and open the regular meeting.

Councilmember Jay Mattingly moved to close the Public Hearing and open the regular meeting; seconded by Councilmember Roberts ; motion passed.

Ms. McKay reported that any action today would be to approve Ordinance No. 168 which would go into effect in twenty days and then a petition could be started to annex this property.

Councilmember Combs moved to approve Ordinance No. 168 as presented; seconded by Councilmember Roberts; motion passed unanimously.

Mayor Burris asked Ms. McKay to continue with the Town Administrator’s report.

Introduction of Ordinance No. 169- Authorization of Funding of Wastewater Treatment Plant ENR Upgrade- We will be introducing an ordinance to authorize borrowing up to 14 million dollars for the ENR Upgrade. No action will be taken until MDE has approved the bid results and we can award the contract. We hope to have approval within the next two weeks. Rebecca has included a Debt Affordability Report.

Councilmember Combs inquired about the payment methods to contractors, which can sometimes take longer than 60 days putting the contractors in a very difficult monetary situation.

Ms. Sothoron responded that she has addressed this with the engineer as to language in the bid specifications to address what we knew would be lags in funding. As soon as we get the contractor invoice, we will send it to MDE and our intention is to do wire transfers so that we will not be waiting for, nor sending checks, which should take no more than 30 days. Our hope is that this will facilitate payment in a more efficient way.

Leonardtwn Website Enhancements – Ms. Dimsey made some recent recommendations to Dee Jay Gude, who maintains our website, and those changes have been implemented. The biggest change is the ability for residents to subscribe to the news notifications.

2015 Event Portable Toilet Bid - Each year we bid out the known required portable toilets to accommodate events. A copy of the request is included in your packets. You will note that some of the event restrooms are paid for by outside organizations that choose to go through our contract. For many years the two bids we have received are between United Site Services and T&T Sweeping. Last year the bids were within \$465 of each other and the Council made the decision to go with the local contractor, T&T Sweeping. Due to using a local company they provided units that were dedicated to events and not used for construction sites. They also provided lock devices that we control. This year we also received two bids (below). The difference this year is \$1,195, with United Site Services being the lowest. Action is needed to award the bid.

United Site Services- \$3,525 (original bid at opening was \$3,375 but an addition error was found and corrected.

T&T Sweeping and Port O Let Service- \$4,720

Councilmember Roger Mattingly moved to award the bid to United Site Services; seconded by Councilmember Hammett; motion passed unanimously.

Councilmember Roberts inquired about the gazebo being built at the Port of Leonardtown.

Ms. McKay responded that the pavilion is under construction and should be in place in April. We have received a \$165,000 matching grant and hope to use the extra funds to build the bridge, but any funds not used will need to be presented for other potential projects that match the grant requirements or be returned once the pavilion is complete we will discuss what gets done with the balance.

Councilmember Roberts also inquired about the entrance to Clark's Rest off of Route 5.

Ms. McKay stated that due to the nature of the preparation work required, it was not feasible for Marrick to do them during the winter months so they will not be starting until spring with most of the work at night. We are still pushing for a light at that intersection.

Councilmember Roberts inquired about the status of Fenwick Street extension.

Mayor Burris responded that he continues to have conversations with Mr. Pleasants about this and other future potential projects.

Councilmember Roberts inquired about the work to install sidewalks along Hollywood Road.

Ms. McKay remarked that the SHA plans to put Phase I out to bid by the end of the year.

Councilmember Roberts also inquired about the Hamptons project.

Ms. McKay remarked that they have been having traffic studies done and will present that along with finale site plans in the next few months.

Mayor's Report

Mayor Burris reported that Council would like to make some remarks regarding the library site.

Councilmember Roberts read aloud a statement on the library placement and the fact that the letter sent by Mayor Burris to the St. Mary's County Commissioners does not reflect her opinion or a consensus from the Council Members but only the opinion of the Mayor. She feels that the library site should be located at the Hayden Farm. (Statement on file with Minutes)

Councilmember Combs read aloud a statement on his position on the library site noting that he feels the library should be placed at the downtown site on the property provided by Mr. Pleasants. (Statement on file with Minutes)

Councilmember Jay Mattingly noted that his personal opinion is that the library belongs on the Hayden Farm; but I am a County employee and the County Commissioners are my boss so I am not going to argue with them as to where to put the library.

Councilmember Hammett referred to the county budget workshop and the financials that should be considered in making an informed decision and based on this he feels the best location is in the downtown site which would help bring additional revitalization into the downtown area for the benefit of the entire community.

Councilmember Roger Mattingly remarked that he feels strongly that the library site should be at the Hayden Farm.

There was some general discussion about the entrance, sewer capacity and the additional building site to include the Garvey Senior Center.

Mayor Burris noted that the letter said three plus acres or whatever is needed and he confirmed that with the landowner, Mr. Pleasants. The other concern is Tudor Hall Road which we continue to work on and believes it is still a better site for the library as it would have three entrances versus the one entrance at the Hayden Farm.

Mayor Burris moved on to the next order of business.

Events – Roger Mattingly

Councilmember Mattingly reported that the Southern Maryland Film Festival submissions are due April 30, 2015.

Upcoming Events of Interest/Meeting Reminders:

<u>Date</u>	<u>Time</u>	<u>Meeting</u>
Friday, March 13	8:30 AM	LBA Meeting @ CSM Leonardtown Campus, <u>Bldg C</u> , Room 214 computer lab
Fri., March 13	7:00 PM	Spring Musical – <i>Into the Woods</i>
Sat., March 14	1 PM & 7 PM	St. Mary’s Ryken HS – Romuald Hall Theater
Sun., March 15	3:00 PM	on the lower campus.
Thursday, March 19 <i>Reserve Tickets by Wednesday, March 11</i>	6:00 PM	St. Mary’s County Commission for Women Annual Banquet @ SMC Higher Education Center Connie Pennington has been nominated for Woman of the Year
Saturday, March 21	9 AM – 3 PM 10 AM	First Monthly Coastal Arts Market @ Port of Leonardtown Maryland Day Celebration @ Historic St. Mary’s City
Wednesday, March 25	5:30 PM	St. Mary’s and Calvert Joint Chamber Business After Hours Celebrating Servpro’s 30 th Anniversary @ Chamber Office St. Mary’s Airport Terminal, 44200 Airport Road, California
Wednesday, March 25 <i>Happy Maryland Day!</i>	10 AM	Commemorative Ceremony @ St. Clement’s Island
Saturday, March 28	12 – 4 PM	St. Mary’s County Government Easter Festival and Easter Egg Hunt @ St. Mary’s County Fairgrounds
Thurs., April 2	7 – 9 AM	Doctors’ Day breakfast @ MedStar St. Mary’s Hospital

Upcoming Events of Interest/Meeting Reminders (continued)

<u>Date</u>	<u>Time</u>	<u>Meeting</u>
Friday, April 3	5-8 PM	Celebration of Rainy Days First Fridays in Leonardtown
Sunday, April 5 <i>Easter Sunday</i>	7:30 AM 9:30 – 10:45 AM	Nazarene Church Easter SonRise Service @ the Wharf Annual Sterling House Easter Egg Hunt & Sunday Brunch @ the Front Porch
Friday, April 10	8:30 AM	LBA Meeting @ Wine & Design
Saturday, April 11	8:30 AM	19 th Annual Run and Fun Walk for Hospice
Sunday, April 19	12:30 – 4:30 PM	Leonardtown Earth Day Celebration 2015
Sunday, April 26 (Rain Date: May 3)	8 AM – 4 PM	St. Mary's Rod & Classic XXX Spring Fling Car Show Leonardtown Square

Community Development and Strategic Planning - Hayden Hammett

Councilmember Hammett reported that we have had several new housing permits and many seem to be upgrading their energy systems as well as installing solar panels. And a new business, Black Market Interiors, has opened up on Fenwick Street. There has been some interest in the PNC Building but no offer yet.

ENR Upgrade – Tom Combs

Councilmember Combs reported that an update was provided during the Town Administrator's report. He did note that he will be attending the upcoming Law Enforcement Appreciation Day and will be naming his nephew who served and was killed in the line of duty on March 29, 1989.

SMMA Update – Leslie Roberts

Councilmember Roberts reported that the March meeting was cancelled due to inclement weather. The next meeting will be held in May. MML looks at every single bill that goes into the House and Senate to see if it will impact any municipalities and work to change them as necessary.

Safety and Emergency Preparedness – Jay Mattingly

Councilmember Mattingly reported that Bowles Farm and Mr. Wheatley did an outstanding job on this year's snow removal. The majority of the potholes have been repaired and we will continue to monitor any necessary road repairs.

Ms. Sothoron noted that the budget deadline is April 10th.

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 Combs moved to adjourn the regular meeting at 5:45 p.m.; seconded by Councilmember Hammett, no further discussion; motion passed unanimously.

Respectfully Submitted:

Teri P. Dimsey

Approved:

Daniel W. Burris, Mayor

Leslie E. Roberts, Vice President

Thomas M. Combs, Councilmember

Hayden T. Hammett, Councilmember

J. Maguire Mattingly IV, Councilmember

Roger L. Mattingly, Councilmember