



# Commissioners of Leonardtown

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22670 Washington Street  
P. O. Box 1, Leonardtown, Maryland 20650

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DANIEL W. BURRIS  
Mayor

LASCHELLE E. MCKAY  
Town Administrator

## **Commissioners of Leonardtown** **Town Council Meeting Minutes** **June 12, 2017**

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

Also in attendance were: Laschelle McKay, Town Administrator; Rebecca Sothoron, Treasurer; Jada Stuckert, Planning Assistant; Maria Fleming, Events Coordinator; Margie and Lukas Cerenzia/Grant and Aaron Peters, Boy Scouts Troop 420; DanDan Zou, The Enterprise; Guy Leonard, County Times. A complete list of attendees is on file at the Town Hall.

Mayor Burris asked Councilmember Hammett for the invocation and Ms. Dimsey to lead the Pledge of Allegiance.

Mayor Burris noted that we have an additional item to be added to today's agenda: Concrete Wall at the WWTP.

### **Approval of Minutes**

Meeting minutes for the May 8, 2017 Town Council were presented for approval.

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

**Councilmember Roger Mattingly moved to approve the May 8, 2017 minutes as presented; seconded by Councilmember Combs; motion passed unanimously.**

Mayor Burris stated that we will move directly to the first item on the agenda and asked Ms. Sothoron to proceed.

Mayor Burris noted that we have Mr. Grant Peters with Boy Scout Troop #420 in the audience and asked Mr. Peters to introduce the other scouts. Mr. Peters introduced his brother Aaron Peters and Lukas Cerenzia. They responded that they are in attendance to learn how local government works and earn their badges.



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## Treasurer's Report – Rebecca Sothoron

Ms. Sothoron reported that during the month no transfer was made to nor from the Operating Account. We are 92% through the budget. There are some revenue items that do not come in until the end of the year. We did receive the third quarterly income tax distribution and that was a major change from the previous month. This is the time of year we make some budget amendments to clean up some of the expenditures but are not recommending any general fund budget amendments at this time.

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Today's budget amendment is to bring prior year equity forward and will need Council approval.

**Councilmember Roberts moved to approved BA BJ04-17 – Sludge Management for sludge disposal expenses incurred during the ENR Upgrade; seconded by Councilmember Combs, no further discussion, motion passed.**

## Planning & Zoning Report – Laschelle McKay

No Planning & Zoning meeting was held in May 15, 2017.

The next Planning & Zoning meeting will be held on June 19, 2017. Currently there is one item on the agenda with the possibility of Dr. Luke's building being added.

**Case No. 42-16      Leonardtown Library/Senior Center, 23630 Hayden Farm Lane**  
Request for Final Site Plan Approval

## Police Report – No report

Mayor Burris noted that the Town is still continuing discussion with the Sheriff's Department for a replacement deputy. Captain Hall has been working with the Town to ensure police visibility and utilizing the speed board, moving them around the various neighborhoods.

## Town Administrator's Report – Laschelle McKay

**Lawn Care Bid Award-** The 2012 Lawn Care contract expires June 30, 2017. The new contract was advertised for bid on May 4, 2017 and two bids were received. A number of new sites have been added since the last bid as well as this bid has the bush hogging of the sewer easements included which was previously done under a separate contract 2-3 times annually at a cost of approximately \$1,500 each time. Since 7/1/14 the contract has been paid at \$121,155.

Harre Landscaping- a new start up lawn care company with 1 full time (owner) and his teenage son as staff. He currently works at Walmart and will relinquish this job for full time lawn care if awarded this contract. He had a few personal references and has stated he mowed a number of lawns in the past. See attached letter.

FY 18- \$127,800    FY19- \$127,800    FY20- \$127,800

Woodlawn Lawn Care- Woodlawn has had the contract since 1997. Since the last bid a number of sites have been added as explained in the attached notes from Mr. Wood.

~~FY18- \$129,311    FY19- \$132,544    FY20- \$135,858~~

**COUNCIL:** THOMAS M. COMBS    HAYDEN T. HAMMETT  
J. MAGUIRE MATTINGLY IV    ROGER L. MATTINGLY    LESLIE E. ROBERTS



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The difference for this year between bids is \$1,511. Staff is recommending awarding the contract to Woodlawn Lawncare based on his known service for many years and the magnitude of the job with a new company with one employee.

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**Councilmember Roberts moved to award the lawn care contract to Woodlawn Lawn Care for a period of 3 years with two one-year extensions in the amount of \$129,311 for FY18 based on many years of excellent service and proven manpower to handle the contract; seconded by Councilmember Roger Mattingly, no further discussion, motion passed unanimously.**

**Asphalt Bid-** In this year’s budget we approved milling and paving of Key Way and Barthelme Streets. The initial cost estimate received from AB&H was \$112,390, significantly over the budgeted \$68,600 estimates. The 2 streets were advertised for bid on April 27, 2017 and two bids were received.

Beltway Paving - \$85,806 (Key Way \$65,816 and Barthelme \$19,990)  
Great Mills Trading Post- \$90,264 (Key Way \$54,768 and Barthelme \$35,496)

We have available in the FY17 budget approximately \$87,000. Staff recommendation is to award the overall low bidder, Beltway Paving the contract.

**Councilmember Jay Mattingly moved to award the paving contract for Key Way and Barthelme St. to Beltway Paving in the amount of \$85,806; seconded by Councilmember Combs; no further discussion, motion passed.**

**Mayor Burris announced the 4:15 p.m. Public Hearing on Adopting the Budget and Setting the Tax Rate for FY18 and asked Ms. Sothoron to summarize.**

Ms. Sothoron remarked that the Recommended Budget was posted on the Leonardtown home page the week of May 22<sup>nd</sup>. There were advertisements for this Public Hearing in two local newspapers May 24 and May 25. Paper copies were also available for pick up. To summarize, the tax rate remains unchanged at .1266 per \$100 of assessment. The water rates are recommended to increase by zero percent and sewer rates are recommended to increase by 2%. Trash rate increases will be between 4% and 5% and half of that is directly attributed to the CPI increase that the contract requires of 2.7% which is effective July 1<sup>st</sup>. Taking a minimum residential consumption and compare what the quarterly rate was and will be it was \$163.97 and the new quarterly charge will be \$167.53 and that is \$1.19 a month increase. The recommended budget does include many one-time capital outlay items and use of prior year fund balance to accomplish those things.

We have not received any written comments and because the Budget Ordinance No. 177 was introduced in May once you return to the regular meeting you can adopt the Ordinance.

**Mayor Burris entertained a motion to close the regular meeting and open the public hearing on Adopting the Budget and Setting the Tax Rate for FY18.**



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**Councilmember Roger Mattingly moved to close the regular meeting and open the public hearing; seconded by Councilmember Combs, no further discussion, motion passed unanimously.**

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**Mayor Burris opened the floor up for any comments. No comments were received.**

**There being no 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 Jay Mattingly, no further discussion, motion passed unanimously.**

Councilmember Hammett thanked Ms. Sothoron for doing such an efficient job in preparing the budget.

Councilmember Roberts noted that even after all this and using unused fund balances and everything we plan to do, the unassigned fund balance for June 30, 2018 is projected to be 60% and that the Town historically has been at 50% and many Towns are much lower than that so we are going forward in a good financial position.

Mayor Burris remarked that when we first awarded the contract for the trash removal that the rates came down 23% and over all they are still much lower than they were years ago.

**Mayor Burris entertained a motion to adopt Ordinance No. 177 – Adopting the Budget and Setting the Tax Rate for FY18.**

**Councilmember Hammett moved to adopt Ordinance No. 177 – Adopting the Budget and Setting the Tax Rate for FY18 at \$.1266 per \$100 assessed valuation; seconded by Councilmember Jay Mattingly, no further discussion, motion passed unanimously.**

**Ordinance No. 178- Sale of Surplus Property- Moakley Street stormwater management area-** The deadline for receiving sealed bids for this surplus property was March 30, 2017. We held a public hearing at the November 14, 2016 meeting and have advertised the sale of the property since February 9, 2017. At the April 10, 2017 Town Council meeting the bid from Richard Braam was accepted by the Town Council for this property. This Ordinance is formalizing the sale of the property and authorizing the Mayor and Town Administrator to execute the documents necessary for going to settlement.

We are proposing that this ordinance be handled as an emergency ordinance as provided in section 209 of the town charter because a public hearing has previously been held and this issue has been discussed many times over the last year. An emergency ordinance can be passed at the meeting it is introduced with affirmative votes by 4 councilmembers. The ordinance then becomes effective 20 days after approval.

**Ordinance No. 179- Sale of Surplus Property- Church Street parcel-** The deadline for receiving sealed bids for this surplus property was March 30, 2017. We held a public hearing at the November 14, 2016 meeting and have advertised the sale of the property since February 9,



# Commissioners of Leonardtown

2017 - At the April 10, 2017 Town Council meeting the bid from Phillip Dorsey was accepted by the Town Council for this property. This Ordinance is formalizing the sale of the property and authorizing the Mayor and Town Administrator to execute the documents necessary for going to settlement.

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We are proposing that this ordinance be handled as an emergency ordinance as provided in section 209 of the town charter because a public hearing has previously been held and this issue has been discussed many times over the last year. An emergency ordinance can be passed at the meeting it is introduced with affirmative votes by 4 councilmembers. The ordinance then becomes effective 20 days after approval.

**Councilmember Roberts moved to approve Ordinance No. 178- Sale of surplus property on Moakley Street as an emergency ordinance and Ordinance No. 179 - Sale of surplus property on Church Street as an emergency ordinance; seconded by Councilmember Hammett, no further discussion, motion passed unanimously.**

**Introduce Ordinance No. 180** - This ordinance is being introduced to increase the amount collected for the school facilities impact fee which is passed on directly to the Commissioners of St. Mary's County per Chapter 62 of the Town Code. The Commissioners of St. Mary's County voted to increase the school facilities impact fee from \$3,375 to \$4,125 effective 7/1/17 at their May 16, 2017 meeting. Language in this ordinance will also amend our impact fee automatically as the Commissioners of St. Mary's County may amend their fee in the future.

The school facilities impact fee is the only portion of the County impact fee that the town collects and passes on.

**Maryland Dept. of Planning Annual Report** - The Planning Commission approved the attached annual report for Leonardtown as required by the MD Dept. of Planning at their May 15, 2017 meeting. Once approved by the Planning Commission the report is presented to the Town Council for information. No action is needed.

**Extension of Sludge Management Contract with Old Line Environmental** - Our two year contract with Old line Environmental is expiring on July 21, 2017. We have negotiated an extension for one year in hopes to allow time to complete the ENR project and then look for ways to better load the sludge. When we were looking for a hauler for the last contract we went through an extensive search for better pricing and alternatives for loading to no avail. We can't change any of that right now but would like to only commit to a year in hopes of finding other bidders next year. The current configuration of the beds prohibit some haulers from being able to load and creates a need for small equipment and therefore is driving the per ton price higher.

**Councilmember Roger Mattingly moved to approve extending the sludge hauling contract with Old Line Environmental, Inc. for one year ending July 21, 2018; seconded by Councilmember Jay Mattingly, no further discussion, motion passed unanimously.**

**Concrete Wall at Sludge Drying Beds**- Part of the ENR Upgrade included taking away part of the sludge drying bed and building a building beside the beds. MDE did an inspection on May 24<sup>th</sup> and wrote us up for just having hay bales to keep the sludge from leaving the bed between the two buildings. They want a permanent wall before they come back or we would be fined.

COUNCIL: THOMAS M. COMBS HAYDEN T. HAMMETT



# Commissioners of Leonardtown

We are getting 3 prices but it is coming in over \$5,000, which would require bidding. The first price was \$6,750. I would like authorization to get the wall built using the lowest of three bids for the concrete wall due to the urgency of the situation.

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**Councilmember Combs moved to authorize obtaining 3 prices to build the concrete wall at the sludge drying beds and using the low bidder outside the normal procurement process; seconded by Councilmember Jay Mattingly, no further discussion, motion passed unanimously.**

Ms. McKay noted that a State Highway meeting on the Route 5 widening has been rescheduled for July 11 between 5:30 and 7:30 p.m. at the Leonardtown Fire Department. Discussion will focus on the section from the Clark’s Rest entrance to the hospital.

Councilmember Roberts asked for a briefing on what is going on along Rt. 5 presently. All the work being done on Rt. 5 is being done by the developer, Marrick Homes, and not State Highway.

### Mayor’s Report – Mayor Burris

Mayor Burris responded that they are out there working nights and days on Rt. 5 making considerable progress and we hope by the end of the week Clark’s Rest entrance will be open.

Mayor Burris stopped by the La Plata Town Hall and introduced himself to the new Mayor, Jeannine E. James.

### Events – Roger Mattingly

Councilmember Mattingly reported that **US Navy Band Commodores Jazz Ensemble** dazzled about 275 spectators on May 20 with a highly entertaining and skillfully executed repertoire. The group thanked Big Larry’s for providing dinner and dessert, and the St. Mary’s County Arts Council for co-sponsoring our concert series.

**First Friday’s** events have been generating good crowds. Consider joining them in the Square for the **Red Hot & Blues Jam** on July 7, organized by Bob Schaller and including musicians from the SoMar Drummer and the Chesapeake Swing Band! Plan your costume now for the **Rockin’ August First Friday** complete with red carpet photo booth and music by The Lucky Few.

The Cystic Fibrosis Walk hosted about 150 walkers on June 3. Organizers praised the venue and the Town for their hospitality and made good use of the new gazebo, using it as the stage for both their DJ and the start of the walk.

The Rotary Club of Leonardtown worked diligently to put the finishing touches on their inaugural Paddle for First Responders on June 10. We hope to get a full report from them for the next Council Meeting.

The Flag Day Ceremony being held at 6 PM this Wednesday, June 14 is co-sponsored by the St. Mary’s County Government at the Governmental Center and will feature a flag retirement ceremony to retire unserviceable flags. The ceremony is conducted annually by the Fleet Research Association Branch 93 and Boy Scout Troop 413. If you have a flag that needs to be properly disposed of, please take it to the County Commissioners Office in the Chesapeake Building.

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## Upcoming Events of Interest/Meeting Reminders:

2770 Washington Street  
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DANIEL W. BURRIS  
Mayor  
Tuesday, June 13

5:30 – 8:30 PM

**Meeting**  
Chamber Annual Meeting and Dinner @  
LVFD, 22733 Lawrence Avenue  
LASCHELLE E. MCKAY  
Town Administrator

Wednesday, June 14

6:00 PM

Flag Day Celebration @ SMC Governmental Center  
Including Flag Retirement Ceremony

Friday, June 16

6:00 PM

SMYOC Concert @ The Leonardtown Wharf

Saturday, June 17

7:30 AM

Sunrise Yoga at The Leonardtown Wharf

Saturday, June 17

9 AM – 3 PM

Coastal Arts Market @ The Leonardtown Wharf

Wednesday, June 21

5:30 PM

SMC Chamber Business After Hours, Hosted by eTrepid, Inc. 27130 S. Sandgates Road Mechanicsville, MD. 20659

Saturday, June 24

6 – 9 PM

Downtown Tunes country with Wesley Spangler

Sunday, July 2

1 – 3 PM

Summer Concert Series at CSM - Leonardtown

Tuesday, July 4

HOLIDAY

Independence Day – Town offices closed

Friday, July 7

5 - 8 PM

Red, White and Blues “First Friday” Celebration on the Square

### Community Development and Strategic Planning – Hayden Hammett

There are a number of projects going on in Town. Marrick Properties has completed their Community Center for their residents and we will be touring that this evening. Also, a number of Use and Occupancy Permits have been issued for the apartments above Panda Village. A number of new homes and the Quad house has picked up their final permits too. The Hamptons are moving along with their sewer line installation and clearing along the access road.

### ENR Upgrade – Tom Combs

Councilmember Combs stated that the ENR Upgrade has had a lot of technical projects going on at this time. The UV lights have been installed which assists in bringing the BACT down which keeps the sewer from becoming septic. We are supposed to get 14 but we are getting a 2 so that is really good. All the electrical pumps have been installed and this should help significantly with the electric bill.

### SMMA Update – Leslie Roberts

Councilmember Roberts reported that the Summer Conference is at the end of June and Council Members will be attending. The next SMMA meeting is scheduled to be held in La Plata in September.

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**Safety and Emergency Preparedness.** Councilmember Mattingly reported that paving for both Key Way and Barthleme Streets will begin shortly. He was nominated and accepted to serve on the MML Board of Directors again for another term.

Councilmember Roberts remarked to the Boy Scouts in the audience that this may have seemed like a boring meeting but the Town Council is non-partisan, we do not run to be elected as a particular party and on most issues we agree on the things that are best for the Town.

**Councilmember Combs moved to adjourn the meeting at 4.50 p.m. seconded by Councilmember Hammett, no further discussion; motion passed unanimously.**

Respectfully Submitted:

\_\_\_\_\_  
Teri P. Dimsey

**Approved:**

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Daniel W. Burris, Mayor

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Leslie E. Roberts, Vice President

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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