



Commissioners of Leonardtown

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DANIEL W. BURRIS
Mayor

LASCHELLE E. MCKAY
Town Administrator

Commissioners of Leonardtown **Town Council Meeting Minutes** **October 10, 2017**

Attendees: Daniel W. Burris, Mayor
Leslie Roberts, Vice President
Thomas Combs, Council Member
Roger Mattingly, Council Member

Absent: Hayden T. Hammett, Council Member
J. Maguire Mattingly IV, Council Member

Also in attendance were: Laschelle McKay, Town Administrator; Rebecca Sothoron, Treasurer; Jada Stuckert, Planning Assistant; Maria Fleming, Events Coordinator, John Edwards, QBH; Jim Gotsch, Soltesz; DanDan Zou, Enterprise; Deputy Kristi Nelson. A complete list of attendees is on file at the Town Hall.

Mayor Burris gave the invocation and asked Ms. Dimsey to lead the Pledge of Allegiance.

Approval of Minutes

Meeting minutes for the September 11, 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 September 11, 2017 minutes as presented; seconded by Councilmember Tom Combs; motion passed unanimously

Treasurer's Report – Rebecca Sothoron

Ms. Sothoron reported that no transfer was made to or from the Operating Account. We are 25% through the budget year. There are no new variances to discuss.

Mayor Burris remarked that the majority of the property tax we receive are full year payments and not half year.

Ms. Sothoron replied yes.

Ms. Sothoron noted that before Council is an unaudited FY17 financial packet as the reports are not finalized and we do expect some field work still to be completed by the audit firm. There is new information on the County's distribution of the Annual Accommodation Tax and it is 19% higher than FY16 which was unexpected. It appears that unassigned fund balance moving into FY18 will be about 67% of FY18 recurring operating expenses. It was estimated at around 60% but it looks more like 67%. Murray, Wamsley and Schrader will attend the November Council meeting to present their report.

Planning & Zoning Report – Jada Stuckert

The last Planning & Zoning meeting was held on August 21, 2017 with one item on the agenda.

Case No. 100-15 The Meadows at Town Run, 107 Lot Subdivision
Request for Final Site Plan approval.

There are tentatively two (2) items on the October 16, 2017 agenda:

Case No. 91-01A Moulds Accessory Apartment– 22534
Washington Street
Request for Favorable Recommendation to Board of Appeals

Case No. 70-09A PJ's Towing & Recovery – Van Wert Lane
Request for Favorable Recommendation to Board of Appeals

Police Report – Cpl. Kristi Nelson

Deputy Nelson provided Council with a written report.

Councilmember Roberts thanked Cpl. Nelson for providing a very detailed report and very appreciative of her working with the HOAs.

Town Administrator's Report – Laschelle McKay

Case No. 100-15- Meadows at Town Run Phase 1 Final Site plan

Approval - Quality Built Homes, Engineer, Soltesz. Property is located at 23464 Hollywood Road; Tax Map 32, Parcel 175 with 73.2 acres for the entire site and a PUD-M Zoning.

P&Z gave the project a favorable recommendation to Town Council on 9-19-16 and Town Council approved the concept site plan on 10-11-16. The subject property is located on the east side of MD Route 245 and is better known as the Wathen Farm. The farm was annexed into the town in August 2015. Per Section 3.4 of the annexation agreement the Town Council has already allocated the required 108 EDU's.

The Planning and Zoning Board forwarded a favorable recommendation at their August 21, 2017 meeting for final site plan approval for phase one of the Meadows at Town Run subdivision. Phase One contains 60 lots of the 107-lot subdivision.

The applicant is proposing a 107-lot single family traditional style subdivision with 25' front, 6' side, and 20' rear setbacks to be completed in two (2) phases, phase one (1) containing 60 lots and phase two (2) containing 47 lots.

Currently there are seven single family residential lots along the east side of MD 245 that prevent the ability to directly align the subdivision access road with Leonard's Grant Parkway. As a result, the access road is proposed to be approximately 250 to 300 feet north of the centerline of Leonard's Grant Parkway. The applicant and staff are currently working closely with State Highway to finalize the Route 245 entrance. Awaiting State Highway approval is a plan which includes Route 245 being upgraded to contain a center turn lane beginning approximately 80 feet south of Leonard's Grant Parkway and ending approximately 90 feet north of Town Run Drive as well as an accel/decel lanes to Town Run Drive. An exhibit will be shown today. We are still working the landscape and lighting plans to finalize with SHA. The applicant will continue to work with SMECO and Town Staff to further develop the best landscape and lighting plan for the neighborhood and the Town as a whole. We are working as a group to address some lessons learned from Leonard's Grant regarding style and spacing of streetlights and the spacing and species of trees.

To date, approvals have been received from DPW, Town Capital Projects Coordinator, Town Utilities Superintendent, and the Leonardtown Fire

Department. Approvals outstanding consist of SCD, SHA, and finalizing streetlights and street trees with staff.

Today we have Mr. John Edwards, Manager, as presenter for the project along with Mr. Jim Gotsch, Engineer and Mr. Rodney Gertz, Owner, Quality Built Homes.

Mr. Edwards provided a brief overview of the project and provided exhibits that showed the layout of the subdivision, the style of homes, landscaping and storm water management.

Council Members asked a few questions in regard to the new traffic patterns, the storm water management, lighting and water lines.

There was discussion regarding the existing home which is to be left on the site but there is some interest in purchasing.

Councilmember Combs moved to approve Case No. 100-15 Phase One of the Meadows at Town Run final site plan for 60 lots and architectural. Town staff will work to finalize the SHA entrance and the streetlight and landscape plan. Councilmember Roger Mattingly seconded the motion, no further discussion, motion passed unanimously.

Case No. 14-05 Clarks Rest- Acceptance of Phase 1 Water and Sewer and Roads- Per our development ordinances we are at a point of acceptance of phase 1 water and sewer, roads and the sewer pump station. The deed and the highlighted exhibits in your packets show the streets being taken over at this time. Per Ordinance No.122, two-year maintenance bonds are required on all streets and utilities taken into the town system. Snow removal and street sweeping would be added under the town contract on just these streets as well. MES has done the final inspections and has verified that all work has been completed.

Councilmember Roger Mattingly moved to approve acceptance of the phase 1 water, sewer, sewer pump station and streets as spelled out in the deed presented for approval October 10, 2017 into the town system. Councilmember Roberts seconded the motion, no further discussion, motion passed unanimously.

Snow Removal Contract Bid Award- The snow removal contract went out for public bid on August 17, 2017. There was only one bid received from Bowles Farm, who have done the Town snow removal for many years. The bid documents were for a two-year term with two two-year options. Bowles

has increased their pricing from the 2010 contract as well as requesting a one year beginning term. They would also at this time not be interested in plowing the sidewalks due to lack of manpower. We have talked with Bill Wood about adding sidewalks to the lawn maintenance contract but he has the same manpower issue in the winter. We may have to put just the sidewalk clearing back out to bid.

Councilmember Roberts moved to award the snow removal contract to Bowles Farm for one year with a one-year option, followed by two two-year options as per the Bowles Farm proposal. Councilmember Roger Mattingly seconded, no further discussion, motion passed unanimously.

Maintenance and Repair Contract Extension- The water and sewer maintenance and repair contract was bid in 2015 and AB&H Excavating was awarded a two-year contract with three one-year extensions. They have had the contract since 2010 and have done a good job. The first term of the contract ends November 30, 2017 and AB&H has agreed to continue with the contract at the original bid prices.

Councilmember Roger Mattingly moved to extend the Maintenance and Repair contract with AB&H Excavating for another year, ending November 30, 2018. Councilmember Roberts seconded, no further discussion, motion passed unanimously.

Town Office Copy Machine Purchase- The existing copier at the town office is over 15 years old and we have been having more and more issues with it and can no longer get parts. In last year's FY17 budget we had \$6,000 to replace the copier but we never moved forward with the purchase. Attached is a table that compares the two different copiers we received prices on through two different government contracts. Staff recommendation is the Xerox C8045 through Just Tech, who currently hold our IT Services contract. The purchase is being done through the State of Maryland Blanket Purchase Agreement. The Xerox through Just Tech is the low bid for the color copier. The funds would come from the fund balance and a budget amendment would be brought forward at a later date if approved.

Councilmember Roberts moved to purchase the Xerox C8045 color copier from Just Tech in the amount of \$7,058. Councilmember Combs seconded, no further discussion, motion passed unanimously.

Mayor's Report – Mayor Burris

Mayor Burris remarked that he wanted to point out the projects report so that everyone realizes the numerous amount of projects we have going on in Leonardtown. We have the Wathen Farm development, the water loop, the Leonardtown Library/Senior Center which has now gone out to bid, and the Fire Fighters Museum will also go out to bid shortly. The Washington Street retail complex only has one vacancy available. The Hamptons continue to be on schedule. St. Aloysius church just received approval from the Diocese and are moving forward on signing off on contracts. Ryken Athletic Center is on hold after hitting some ground water and had to have a new site plan completed. The historic bank building renovations into apartments is still moving along. The second phase of the sidewalk project out to Leonard's Grant Parkway continues to be in design but they expect to complete design by the end of this year. A few new homes are in building stages along Longmore Street and we are ready to pave the road shortly. Shepherd's Old Field's Market has delayed opening until spring of 2018 as work continues.

Events – Roger Mattingly

Thanks to the St. Mary's County Chamber for coordinating another successful Taste of St. Mary's on September 16. The new setup was a much more efficient use of space, and moving to Saturday did seem to improve numbers, bringing an estimated 3,500-4,000 to Town for the event. Special thanks to the Liquor Board for allowing folks to walk through the event with their drinks; it created a casual atmosphere and a more enjoyable experience for those wishing to have beer and wine.

The St. Aloysius/Father Andrew White Friends of the Poor Walk on September 30 went very smoothly and drew their largest crowd to date. The course will be changed slightly to cross Washington Street further away from the Church for safety and to accommodate the increase in incoming traffic from Route 5 and Dunkin Donuts.

Pink Friday on October 6 included some creative artwork in the Uplifting Designs Bra Art Contest sponsored by the St. Mary's County Arts Council, and the unveiling of our first public art piece, a beautiful mosaic bench by local artist Parran Collery. New to the Square, Hook, Line & Sinker were a hit on stage and money from the event was raised for MedStar St. Mary's Hospital Breast Cancer Awareness, Treatment and Support Programs.

The So. Md. Antique Power Association Annual Antique Tractor & Truck Parade was held on Sunday the 8th from 1 – 3 p.m. a beautiful Fall afternoon. All proceeds will benefit Christmas in April of St. Mary's. Thanks to Lee Dyson and John Vannatta for coordinating this effort.

A second candlelight procession for Our Lady of Fatima will be held on Friday, October 13 at approximately 8 p.m. The event has been advertised for months to all the Catholic churches in the County, so we are expecting close to 1,000 people for this event.

The St. Mary's Ryken 5K is set for Saturday morning, October 14 at 8:30 a.m.; and, due to the artists and crafters participating in the Oyster Festival, the Coastal Arts Market with Joe Parsons live in the Gazebo was moved to from October 21 to Saturday, October 14. Market is 9 a.m. – 3 p.m., with live music from 12:30 – 2:30 p.m.

Trick-or-Treat on the Square with local businesses will be held from 3 – 5 PM on Saturday, October 21, and will also include a pet costume competition with SMAWL and face painting with Southern MD Wine & Design/Art Buzz Kids. The time change was highly successful, drawing over 500 families last year. We are pleased to have almost 100% participation from the businesses in the Square, including new ones like SPICE Fitness and 2 Broke Girls Boutique.

The 51st Annual Oyster Festival is scheduled for this weekend, October 21-22 at the Fairgrounds. Hours are 10 - 6 on Saturday and 11 – 6 on Sunday.

While the office is celebrating the holiday on Friday, November 10, the parade this year is still taking place on Saturday, November 11 starting at 10 a.m. Parade entry forms are due by October 20.

The Pax River/Leonardtown National Youth 5K (NY5K) is taking a hiatus this year, but we hope to see them back next Fall.

Plans are in process for a 3rd Nolan Scully Memorial Fight Like a Kid Walk and Fun Run on Saturday, November 18 at 9 a.m. The family is planning other events to keep Nolan's legacy moving forward to help other children with cancer. Special thanks to Haley Lloyd and the LVFD for continuing to spear head the 5K.

"Christmas on the Square" will be held on Friday, November 24th, 5 PM – 9 PM. Stage entertainment is booked, and the Committee is arranging other entertainment and aspects of the event. The Leonardtown Volunteer Fire Department is instrumental in the success of the event, providing the sleigh, carriage, train, and hay rides, and coordinating Santa's arrival and tree lighting.

The Leonardtown Volunteer Rescue Squad Auxiliary's "Christmas Festival" – including a large model train display, raffle and silent auction – will also be on Friday, November 24th at the Winegardner Auto showroom from 5 – 9 p.m.

Santa and Mrs. Claus return to the Square on Saturday, December 16. The new time did not appear to work very well last year, so we have moved it back to 11 a.m. – 1 p.m.

Ms. Fleming announced that there is a ghost walk tour, featuring the legend of Moll Dyer and seeing the Moll Dyer rock. It begins with meeting at the Front Porch on Friday, October 27 with three-time slots of 6 pm, 7 pm and 8 pm with a Moll Dyer cocktail from the Tobacco Barn Distillery, before or after, and a stop at Heritage Chocolates to get a Moll Dyer chocolate.

Upcoming Events of Interest/Meeting Reminders:

Friday, Oct. 13	8:30 AM	LBA Meeting @ Big Larry’s Eatery
	8:15 PM	Candlelight Procession for our Lady of Fatima in the Leonardtown Square
Saturday, October 14	9 AM – 3 PM	Coastal Arts Market, Leonardtown Wharf
	12:30 – 2:30	live music with Joe Parsons in the Gazebo
Saturday, October 14	8:30 AM	St. Mary’s Ryken 5K
Saturday, October 21	3 – 5 PM	Trick-or-Treat on the Square
October 21-22	SAT 10 AM-6 PM SUN 11 AM-6 PM	SMC Oyster Festival @ Fairgrounds
Wed., October 25	5:00 PM	Chamber Business After Hours, hosted by Greenwell Foundation @ 25450 Rosedale Manor, Hollywood, MD
Fri., November 3 Fridays	5 PM – 8 PM	Celebration of Grateful Harvest First
Friday, November 10	HOLIDAY CLOSED	Veterans Day Observed – OFFICES
Sat., November 11	10 AM	Veterans Day Parade
TBD	8:30 AM	Leonardtown Business Association Meeting

Thurs., November 16	11:30 AM	State of the St. Mary's Public Schools Luncheon @ Elks Lodge, 45779 Fire Department Lane, California
Sat., November 18	9 AM	Nolan Scully Fight Like a Kid 5K @ LVFD
Thurs., November 23	HOLIDAY	Thanksgiving – OFFICES CLOSED Fri., November 24
Fri., November 24	5 PM – 9 PM	Christmas on the Square & Tree Lighting (Rain date: Sat., Nov. 25 @ 7 PM) Leonardtwn Square
Fri., November 24	5 PM – 9 PM	Christmas Festival Winegardner Showroom
Sat., Dec. 16	11 AM – 1 PM	Santa & Mrs. Claus on the Square

Community Development and Strategic Planning - No Report

ENR Upgrade – Tom Combs

Ms. McKay noted that there was an MDE visit recently and everything went fine. They plan on final completion and wrapping up a few items by the end of the year.

SMMA Update – Leslie Roberts

Councilmember Roberts reported that the next SMMA meeting will be hosted by Leonardtown on November 8th. The Legislative dinner will be held in December hosted by the Town of North Beach.

Safety and Emergency Preparedness – No Report

Mayor Burris remarked that Cpl. Nelson continues to do some traffic/speed checks and safety inspections.

Ms. McKay reported that we are working with MDIA on processes for livability inspections and putting in other processes to help begin an inspection process for the Town.

Mayor Burris entertained a motion for adjournment.

Councilmember Combs moved to adjourn at 5:12 p.m.; seconded by Councilmember Roger Mattingly, 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

Absent
Hayden T. Hammett, Councilmember

Absent
J. Maguire Mattingly IV, Councilmember

Roger L. Mattingly, Councilmember