



# Commissioners of Leonardtown

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DANIEL W. BURRIS  
Mayor

LASCHELLE E. McKAY  
Town Administrator

## **Commissioners of Leonardtown Town Council Meeting Minutes December 11, 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; Maria Fleming, Events Coordinator; DanDan Zou, Enterprise; Dick Myers, County Times. A complete list of attendees is on file at the Town Hall.

Councilmember Hammett gave the invocation and Ms. Dimsey lead the Pledge of Allegiance.

### **Approval of Minutes**

Meeting minutes for the November 12, 2017 Town Council were presented for approval.

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

**Councilmember Jay Mattingly moved to approve the November 12, 2017 minutes as presented; seconded by Councilmember Combs; motion passed unanimously**

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

Ms. Sothoron reported that during the month, \$75,000 was transferred from the MLGIP account to the Operating Account. We are 42% through the budget. There are a few line items that will need to be addressed after some allocations and will be corrected in the next report. The cash balance report is lower as we had a certificate mature in November and with the approval of the Mayor it was cashed and put in to the operating account, which we will also do with the next CD maturing in December. We are using the proceeds to pay down the note for the Town Hall, as the FY18 budget was approved, assuming the condos would have been sold but, they have not been sold. We want to keep the Operating Budget in check and not pay anymore debt service than we need to. When the condos sell we will re-invest those proceeds into new certificates.

The recommended budget calendar has been submitted for your approval. As it is an election year, we will accelerate the budget schedule hence the budget requests will be due by February 2<sup>nd</sup> with the budget being approved in April.

**Planning & Zoning Report** – Laschelle McKay

There was no meeting in November and there are presently no items for December. There was a Board of Appeals hearing on November 29 for two cases:

**Case No. 91-01A      Moulds Accessory Apartment– 22534 Washington Street**

**Case No. 70-09A      PJ's Towing – Van Wert Lane- special exception- auto storage**

Both cases were approved.

**Police Report** – Corporal Nelson

Corporal Nelson provided Council with a written report but noted that she worked Veterans Day Parade and Christmas on the Square with no issues. She has been working with both Duke and Leonardtown Elementary schools on bullying and drug abuse. She has adopted two families who are in need for the holiday and asked Ms. McKay if any staff would like to participate and with this help we will provide them with a wonderful Christmas.

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

**The Meadows at Town Run Development** - Received Final Site Plan approval on October 10, 2017 for a 107 lot subdivision on Hollywood Road. The agreements for the development of Meadows at Town Run include the Developer Agreement which addresses the donation of a well and/or water tower site and the Water and Sewer Impact Fee Agreement which commits the developer to guaranteeing a minimum number of EDU's to be paid for each year at 20 EDU's.

**Councilmember Combs moved to approve the Meadows at Town Run Developer Agreement and Water and Sewer Impact Fee Agreement and authorize Mayor Burris to sign such agreements; seconded by Councilmember Roberts, no further discussion, motion passed unanimously.**

**MDIA Agreement** - The Town is formalizing an agreement with MDIA to perform its Livability Inspections on an as needed basis. The attached agreement will allow the town to engage the MDIA to perform livability inspections upon request. Our attorney is working on revising Chapter 92 of the Town Code to bring it current. In the mean time we will have an inspector available if needed.

**Councilmember Roberts moved to approve the Livability Code inspection agreement between the Commissioners of Leonardtown and the MDIA and authorize the Town Administrator to sign the agreement; seconded by Councilmember Combs, no further discussion, motion passed unanimously.**

**Award Fire Sprinkler Bid for Town Hall** - As part of the CDBG Grant for the Town Hall Elevator and Fire Sprinkler project the bids for the fire sprinkler and alarm were publicly bid and Council will be awarding the contract.

The fire sprinkler and fire alarm bid for the Town Hall Elevator project was publicly bid. Ads were run in both the Calvert and St. Mary's County Times. Staff sent the RFP to 8 known sprinkler companies and 2 others requested packets. Bids were opened November 17, 2017. The original estimate received for the sprinkler and alarm system when the CDBG grant was applied for was \$121,640. One bid was received from WM Davis, Inc. in the amount of

\$91,000. This will make coordination of the hoist way construction and the sprinkler installation seamless. The subcontractor will be Residential and Commercial Fire Protection out of Waldorf.

**Councilmember Roger Mattingly moved to award the Town Hall Fire Sprinkler Bid to WM Davis, Inc. in the amount of \$91,000; seconded by Councilmember Jay Mattingly, no further discussion, motion passed unanimously.**

**Patuxent Adventure Center** – As required, they have submitted their annual rental report for 2017. The on-site rentals were down 10% from last year to 703 rentals. Off-site rentals remained about the same at 102.

**Sidewalk Snow Removal Contract** - The sidewalk snow removal contract was bid separately from the streets/roads snow removal at the request of the contractor. The sidewalk snow removal was publicly bid and one bid was received.

As previously discussed, Bowles Farm does not have the manpower to do the snow removal as part of the streets/roads contract. Woodlawn was unable to take it on either. The sidewalk snow removal was publicly bid separately. The ad ran in the County Times. Two companies requested packets and attended the pre-bid meeting. The bids were opened on December 1, 2017 and only one bid was received. Joe Goldsmith, a sole proprietor, submitted a bid. He had references as required. Previously he worked for Charles County for 14 years and Calvert County for 11 years doing snow removal. He currently lives and farms Sotterley during the summer season. His bid is attached with prices of \$35 per hour for walk behind equipment and \$65 per hour for other equipment. Previously the contract for sidewalk snow removal with Bowles Farm was \$50 per hour.

**Councilmember Jay Mattingly moved to award the sidewalk snow removal to Joe Goldsmith for a two-year contract with two two-year options; seconded by Councilmember Hammett; no further discussion, motion passed unanimously.**

**Mayor's Report** – Mayor Burris

Mayor Burris remarked that on Friday we will have two classes of third-graders from Leonardtown Elementary School here at the Town Hall. They want to learn more about the Past, Present and Future of Leonardtown and "How they can make a positive difference in the Leonardtown Elementary School community".

Mayor Burris wished everyone a Merry Christmas, a Joyous New Year and most importantly happy safe holidays.

**Events** – Roger Mattingly

Christmas on the Square and Christmas Tree Lighting – An estimated 6,500+ spectators joined over 25 vendors and various entertainers for Santa's arrival to light the Christmas tree! Special thanks to emcee Mock Mattingly, the Leonardtown Volunteer Fire Department, St. Mary's County Sheriff's Department, Maryland State Police, Leonardtown Business Association, Leonardtown Council, Town staff and event sponsors for making this a safe and entertaining event! Next year, we hope to improve the parking and shuttle availability to facilitate spectators getting into the event.

Santa & Mrs. Claus on the Square, scheduled for Saturday, December 16 - 11 AM – 1 PM.

Beacon Newsletter – January Issue in process. Please share your ideas and suggestions for Spring and Summer articles with DeAnn, Maria, Laschelle or Teri.

2018 Calendar of Events – Coordinating Leonardtown’s 2018 Calendar of Events Brochure for distribution in early February.

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

Wednesday, December 13	5 PM	Chamber Business After Hours Hosted by Annemarie Sculpture Garden and Art Center 13480 Dowell Road, Solomons, MD
Saturday, December 16	11 AM -1 PM	Santa & Mrs. Claus on the Square
Sunday, December 17	4-6 PM	LBA Christmas Party at Kevin’s Seafood, RSVP requested
Monday, December 25	HOLIDAY	Town Office Closed - Merry Christmas!
Monday, January 1, 2018	HOLIDAY	Town Office Closed – Happy New Year!
Friday, January 12	8:30 AM	LBA Meeting @ TBD

**Community Development and Strategic Planning** – Hayden Hammett  
Lots of new housing permits and several commercial construction phases on-going and some in final approval phase. The Board and Brush are hoping to open just after the first of the year. There are new owners of BTB who will be coming forward soon to transfer the liquor license.

**ENR Upgrade** – Tom Combs  
Thanked Maria Fleming and the staff on continuing to do an excellent job on the Town events.

Substantial completion has been reached with just a few change orders which involved moving the completion date. Piping has been ordered for the lagoon and the site paving was completed. Some on-going negotiation for the change orders but that will be completed shortly.

Ms. McKay noted that tours will be scheduled for the Council, Town Staff and Public sometime in the new year with warmer weather.

**SMMA Update** – Leslie Roberts  
The Legislative dinner is scheduled for December 13<sup>th</sup> hosted by the Town of North Beach. The next SMMA meeting will be hosted by Annapolis on January 17, 2018.

**Safety and Emergency Preparedness** – Jay Mattingly  
Bowles Farm did an excellent job with our first light snowfall. Wish everyone a Merry Christmas and a Happy New Year.

**Mayor Burris entertained a motion for adjournment.**

**Councilmember Roger Mattingly moved to adjourn at 4:25 p.m.; seconded by Councilmember Hammett, 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

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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