



Commissioners of Leonardtown

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

301-475-9791 • FAX 301-475-5350
leonardtown.somd.com

DANIEL W. BURRIS
Mayor

LASCHELLE E. McKAY
Town Administrator

Commissioners of Leonardtown Town Council Meeting Minutes January 8, 2018

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

Absent: Thomas Combs, Council Member

Also in attendance were: Laschelle McKay, Town Administrator; Rebecca Sothoron, Treasurer; Maria Fleming, Events Coordinator; Guy Leonard, County Times; DanDan Zou, Enterprise. A complete list of attendees is on file at the Town Hall.

Councilmember Hammett gave the invocation and Mayor Burris lead the Pledge of Allegiance.

Mayor Burris invited both Jessica Cusic, Service Manager and Blair Buckler, representing the Owner, Jackie Buckler, of the Hair Company to come forward. He announced that the Hair Company was selected, during Christmas on the Square, as the winner of the **Best Dressed Business Award** for 2017.

Approval of Minutes

Meeting minutes for the December 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 December 11, 2017 minutes as presented; seconded by Councilmember Jay Mattingly; motion passed unanimously.

Treasurer's Report – Rebecca Sothoron

Ms. Sothoron reported that there were no transfers to or from the Operating Account during December. We are 50% through the budget. The debt service line item under General Government department does reflect that we made the \$400,000 principal payment on the note for this building. The payment schedule is being re-amortized by the bank for the remaining life which is about nine and a half years. Some of the mid-year expense allocations were made. Three unpaid tax accounts have been reported from the July 1, 2016 tax levy to the County Treasurer. They will be advertised for sale according to their regulations with the tax sale scheduled for the beginning of March 2018.

Budget requests are due February 2nd before the next Council meeting.

Planning & Zoning Report – Laschelle McKay

There was no meeting in December and there are presently no items for January.

Police Report – Corporal Nelson

Corporal Nelson provided Council with a written report but noted that she has performed a lot of traffic enforcement and additional shopping center patrols due to the holiday season. She thanked everyone for their donations to help two needy families that were identified in need from visits to both Leonardtown and Walter Francis Duke Elementary School.

Councilmember Roberts remarked that Deputy Nelson is doing an outstanding job and thanked her for her detailed reports.

Councilmember Roger Mattingly inquired about Project Lifesaver.

Deputy Nelson responded that this is a program that identifies both children and adults with disabilities and they wear a GPS bracelet and this helps to track them if they become disoriented or lost.

Town Administrator's Report – Laschelle McKay

Letter of Support of Liquor License Transfer- BTB Coffee Bar to Social Coffeehouse and Speakeasy, LLC - The applicant, Lisa Kotyk and Sean Coogan are requesting a letter of support for a Class B-BWL license for on and off site sales. They are in the process of buying BTB and will be transferring their license.

Councilmember Roger Mattingly moved to send a letter of support for Social Coffeehouse and Speakeasy, LLC for the transfer of BTB Coffee bar and Speakeasy's Class B-BWL restaurant license for on and off-site sales; seconded by Councilmember Jay Mattingly, no further discussion, motion passed unanimously.

Appoint Election Judge for May 1, 2018 Election. We have spoken with Mr. Bell, who has served as Election Judge for many years, and he has accepted.

Councilmember Roberts moved to appoint J. Ernest Bell, II to serve once again as election judge for the Leonardtown elections on May 1, 2018; Councilmember Jay Mattingly seconded, no further discussion, motion passed unanimously.

Extension of Event Portable Restroom Contract

Councilmember Roger Mattingly moved to extend the Public Restroom contract for a one-year additional term to T&T Sweeping and Port O Let per the February 2017 bid award; seconded by Councilmember Hammett; no further discussion, motion passed unanimously.

Amendment to Task Order #11- GHD, Inc. - Task Order #11 for Construction Management was originally approved for \$249,000. The ENR project has gone on 4 months longer than projected and has incorporated additional work such as the lagoon repairs. GHD is requesting an additional \$79,000 for completion of the project. The project is expected to be complete at the end of January. We will be reducing the number of hours the inspector is on site going forward. The attached memo shows the reason for the overage.

As of the last change order we still have contingency in the project in the amount of \$690,776. We expect one final change order at the end of the project to wrap up any outstanding issues.

Councilmember Roberts moved to amend Task Order #11 for Construction Management Services with GHD, Inc. for an additional \$79,000 for completion of the ENR Upgrade project; Councilmember Jay Mattingly seconded; no further discussion, motion passed unanimously.

Approval of SHA MOU for Waterline Relocation for Rt. 5 Widening Project

As previously discussed we have been in negotiations with SHA regarding Prior Rights determinations for the waterline that needs to be relocated within the break out project for the Rt. 5 Widening project. Prior Rights determine who will pay for moving the utilities. As shown on the attached map the Town is responsible for costs to move the portion from Clarks Rest south to Abell St. SHA will be responsible for the section from Abell St. south to the hospital entrance. This section will be more expensive due to all of the house connections. The Town portion will be included in the Advance Grading Contract which goes out to bid January 15th. The proposal is that the town and SHA split the design cost 40/60 and pay for the section of relocation each is responsible for. It was agreed to make this part of the overall project because doing it ourselves outside of the project would be risky to coordinate and the waterline will be exposed once the hill is cut down and coordination is critical. At this time there are engineer's estimates, which are significantly higher than what staff estimates are. Because the Advance Grading is scheduled for bid in January we need a MOU in place before SHA will put the bid out therefore we are asking for authorization to finalize the MOU with SHA outlining the above items and authorizing Mayor Burris to sign the MOU. The Town's portion of the design cost is \$19,764.07 and the engineers estimate for the Town's portion of the construction is currently \$448,054.33 including overhead. The actual construction cost would be determined once the project is bid.

Councilmember Roberts moved to authorize the Mayor and/or the Town Administrator to sign the MOU with State Highway regarding the waterline relocation for the Rt. 5 Widening Break Out project; seconded by Councilmember Jay Mattingly, no further discussion, motion passed unanimously.

Ms. McKay noted that she was asked to attend a roundtable meeting with about six towns to discuss the Maryland Transportation Authority's new scoring system which passed during the last legislative session and will affect future projects. This will require us to apply for funding. This means we will have to apply for funding of the next phase of the Route 5 widening, not the current breakout project which has already been funded.

Mayor's Report – Mayor Burris

Mayor Burris remarked that he, along with Council Members, attended the annual Fire Department Installation, with congratulations to Roger Mattingly on receiving the Chief's Award. The Rescue Squad Installation will be held at the end of this month.

Events – Roger Mattingly

Councilmember Mattingly reported that due to large crowds and changes in the parking and traffic patterns, it took people a little longer to get to Christmas on the Square this year, waiting up to an hour in traffic for parking. For next year, we are considering changing the event time to 4:30 – 8:30 p.m. - to allow extra time for parking before Santa's arrival at 7 p.m. - and also hiring shuttles for Ryken HS, the Governmental Center, and possibly the Fairgrounds to further alleviate congestion.

Thanks to Kevin Mattingly, the LVFD, Jay, Kyle, Joe, Timmy and Greg for their help decorating – and un-decorating – the Town for the holidays.

Moving Santa and Mrs. Claus back to the third weekend in December (December 16) was extremely successful, giving over 225 children the opportunity for a free picture and visit. Thanks to our community volunteers for helping with this event.

Ms. Adler is currently formulating the Spring 2018 issue of the Beacon newsletter, with distribution expected in March. Please contact her directly with your article and news ideas!

Upcoming Events of Interest/Meeting Reminders:

<u>Date</u>	<u>Time</u>	<u>Meeting</u>
Monday, Jan. 15 Day	HOLIDAY	Office closed for Martin Luther King, Jr.
Wednesday, Jan. 24	5:00 PM	Chamber Business After Hours St. Mary's Landing Apartments 21590 Pacific Drive Lexington Park
Friday, Feb. 2	5 - 8 PM	First Fridays in Leonardtown Check www.leonardtownfirstfridays.com for details
Monday, Feb. 19	HOLIDAY	Town Office closed for President's Day
Thursday, Feb. 23	7 - 9 PM	Southern Maryland Legislative Reception 126 West Street Annapolis, MD RSVP to the Tri-County Council of So MD

Community Development and Strategic Planning – Hayden Hammett

Councilmember Hammett reported that a new Mexican restaurant is planning to open in the old Duke Building.

ENR Upgrade – Tom Combs

No report

SMMA Update – Leslie Roberts

Councilmember Roberts reported that the Legislative dinner hosted by the Town of North Beach was very engaging with many local State and Delegate representatives in attendance. The MML Legislative Opening Reception will be held on January 10th and the next SMMA meeting will be on January 17 hosted by the Town of Chesapeake Beach. Mayor Burris will be attending the Mayors Association Conference at the beginning of February in Annapolis. And, on February 23 is the Southern Maryland Legislative reception.

Safety and Emergency Preparedness – Jay Mattingly

Councilmember Mattingly reported that he will be attending the SMMA meeting in January and the MML Board of Directors meeting on January 27th in Annapolis.

Mayor Burris entertained a motion for adjournment.

Councilmember Roger Mattingly moved to adjourn at 4:35 pm; 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

Absent
Thomas M. Combs, Councilmember

Hayden T. Hammett, Councilmember

J. Maguire Mattingly IV, Councilmember

Roger L. Mattingly, Councilmember

DRAFT