



# Commissioners of Leonardtown

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DANIEL W. BURRIS  
Mayor

LASCHELLE E. MCKAY  
Town Administrator

## **Commissioners of Leonardtown** **Town Council Meeting Minutes** **February 12, 2018**

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

Absent: Hayden T. Hammett, Council Member

Also in attendance were: Laschelle McKay, Town Administrator; Maria Fleming, Events Coordinator; Guy Leonard, County Times; DanDan Zou, Enterprise. 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 January 8, 2018 Town Council were presented for approval.

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

**Councilmember Roger Mattingly moved to approve the January 8, 2018 minutes as presented; seconded by Councilmember Jay Mattingly; motion passed unanimously.**

Mayor Burris noted that there is an addition to today's agenda to include a Liquor License Request from the Olde Towne Pub.

### **Treasurer's Report** – Laschelle McKay

Ms. Sothoron is on vacation but did provide financial information to Council. She noted that \$600,000 was transferred to the LGIP from the Operating Account. We are 59% through the budget year. Work continues on the budget and will distribute the draft budget at the March 14<sup>th</sup> budget workshop meeting. A huge jump in the electrical bill at the WWTP is being investigated as it is 30% over the previous month. Only one Leonardtown property remains on the tax sale list.

### **Planning & Zoning Report** – Jada Stuckert

Ms. Stuckert reported that the last meeting was held in October 16, 2017 and it appears that the February 20<sup>th</sup> meeting will not be held as there are no cases to be heard at this time. Projects are on-going but they have not yet received required approvals for presentation to the Commission.

**Police Report – Corporal Nelson**

Corporal Nelson provided Council with a written report as she is unable to attend today's meeting.

Mayor Burris noted that Corporal Nelson did mention that there have been numerous break-ins to businesses and to make everyone aware to be cautious and report any suspicious looking activities.

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

**Olde Town Pub Liquor License letter of Support**

Olde Town Pub is requesting to hold their annual outdoor event this year on Saturday, July 28, 2018 in celebration of their 10-year anniversary. The layout will be the same as the last 2 years and a map is attached.

**Councilmember Combs moved to approve a liquor license letter of support for Olde Town Pub's annual outdoor music event to be held July 28, 2018; Councilmember Jay Mattingly seconded; no further discussion, motion passed unanimously.**

**Dos Amigos Mexican Grille Liquor License letter of Support**

Dos Amigos, a new Mexican restaurant, opening in the old Duke building, are requesting a liquor license letter of support. They are requesting a Class B Restaurant, On and Off-Site sale along with an extension of premises to the outdoor seating, which is the same license type held by the previous restaurant.

**Councilmember Roberts moved to send a letter of support for a Class B Restaurant license for on and off-site sales with an extension of premises to the outside seating for Dos Amigos Mexican Grill located at 41655 Fenwick Street; seconded by Roger Mattingly, no further discussion, motion passed unanimously.**

**Renewal of Leonardtown Beacon Printing Contract**

The Beacon printing contract was bid October of 2016 and awarded to The Printing Press for \$1,998 per issue for a one-year term with two one-year extensions.

**Councilmember Jay Mattingly moved to approve the extension of the Beacon printing contract for one year to The Printing Press at the original bid price of \$1,998 per issue; seconded by Councilmember Roger Mattingly; no further discussion, motion passed unanimously.**

**Resolution 1-18- Resolution to Support St. Mary's Hazard Mitigation Plan Revisions**

In 2006 The Commissioners of Leonardtown adopted Resolution 1-06 in support of the St. Mary's County Hazard Mitigation Plan. Town staff have had a seat on the committee throughout the process in 2006, the update in 2011 and the current update. FEMA requires all jurisdictions impacted by the plan adopt the updates. A list of the changes has been provided to Council.

**Councilmember Combs moved to approve Resolution 1-18 in support of the Updated St. Mary's County Hazard Mitigation Plan; seconded by Councilmember Jay Mattingly, no further discussion, motion passed unanimously.**

**Acceptance of Phase 3,4, 5A and 5B Streets, Water and Sewer in Leonard's Grant**  
Phase 1 and 2 streets, water and sewer for Leonard's Grant were accepted into the town system February 2012. The remaining phases are now complete and ready for acceptance into the town system.

**Councilmember Combs moved to accept the Leonard's Grant streets, water and sewer for Phase 3, 4, 5A and 5B into the Town system; seconded by Councilmember Roberts; no further discussion, motion passed unanimously.**

#### **Procurement of Sewer Camera**

\$14,482 was budgeted in the FY18 budget to purchase a pipe line video inspection system. Currently when these services are needed we call Metcom or Downs Plumbing. This can delay emergency repairs. Mr. Wheatley has researched these systems and there are no local companies that would be able to respond to a public bid. He is requesting that the purchase be made by price and accessibility to maintenance instead of the normal public bid process. Adherence to the budgeted cost will be a requirement.

Mr. Wheatley briefed Council on his research and opinion on this product.

**Councilmember Roberts moved to authorize staff to purchase a pipe line video inspection system, per the FY18 budget, outside of the normal procurement process; seconded by Councilmember Roger Mattingly, no further discussion, motion passed unanimously.**

#### **Procurement of Testing Company for Wastewater MDE Requirements**

MDE required a study in 2017 for a new testing requirement for the towns wastewater effluent. The study plan is followed by a recommended annual testing requirement. MDE recommends using the same company that performed the study. The first year's estimate is \$8,450. Because this is over the \$5,000 procurement threshold it would require approval of the Council to go outside of the bid process. Estimates are attached for year one and following years would be less. Jay Johnson is present at the meeting to answer questions.

Mr. Johnson explained that our permit requires that we do a bio-monitoring and toxicity testing of our effluent. Every quarter we have to run a bio-chemical wet-test, which is very expensive and only two people in Maryland do this. We found one that will work with us and do the study along with the reports. He is familiar with MDE and they are familiar with him and his work. We feel this is best choice for this testing.

**Councilmember Roberts moved to authorize the contract, outside the normal bid process, for bio monitoring testing to Tetra Tech, Inc. as recommended by MDE; seconded by Councilmember Jay Mattingly, no further discussion, motion passed unanimously.**

#### **Mayor's Report** – Mayor Burriss

Mayor Burriss reported that he had the pleasure of attending the groundbreaking for the new Fellowship Hall at St. Aloysius. The Hamptons and the Bank building have both begun putting up sheetrock. The Blair building has three new tenants with one being The Yellow Door as the house they were in was sold and another new tenant is the Escape Room. There has also been some interest in the Sterling Office Building. The BTB reopened with new owners. We have some interest in a living reef for oyster restoration at the Wharf and will continue discussions.

**Events** – Roger Mattingly

Councilmember Mattingly reported that Ms. Fleming has begun coordinating Earth Day 2018 to be held on Sunday, April 22nd. Reptile World, Waterman Boat Tours, and amusements are booked. She will be distributing vendor and exhibitor applications this week.

Pre-planning/booking has begun for Christmas on the Square, Beach Party on the Square and summer concerts, coordinating setup for Spring events, revising applications and assisting other local event organizers with new events.

State of the Town breakfast will be held on Friday, March 9.

Ms. Fleming noted that the April First Friday titled Reuse, Reduce, Rescue First Friday is a new theme coordinating with Earth Day and they have invited local rescue groups to come in and participate such as Feral Cat, Greyhound Rescue and host a pet parade.

Currently developing the Spring 2018 issue of the Beacon newsletter, with distribution expected in late March. Please contact DeAnn with any story ideas or information you would like included.

Leonardtown’s 2018 Calendar of Events Brochure bid has been awarded to Heritage Printing and the final product should be ready for distribution by the end of February. These dates will be added to the Town website and Facebook pages and all of the local online calendars in the coming weeks.

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

<b><u>Date</u></b>	<b><u>Time</u></b>	<b><u>Meeting</u></b>
Friday, Feb. 16	5:00 PM	So. Md. Youth Orchestra & Choir Fundraiser Gala, Holiday Inn, Solomons
Monday, Feb. 19	HOLIDAY	Town Office closed for President’s Day
Thursday, Feb. 22	7 - 9 PM	Southern Maryland Legislative Reception 126 West Street Annapolis, MD RSVP to the Tri-County Council of So MD
Saturday, Feb. 24	1:30 – 7:00 PM	Spirits of Southern Maryland, hosted by the Maryland Distiller’s Guild, at the Pax River Naval Air Museum, Lexington Park
Monday, Feb. 26	7:30 AM	Southern MD Legislative Breakfast (RSVP) Olde Breton Inn, Leonardtown
Wednesday, Feb. 28	5:00 PM	Chamber Business After Hours (RSVP) Hosted by Florida Institute of Technology and So. MD Higher Education Center 44219 Airport Rd. California
Friday, Mar. 2	5-8 PM	Youth Art Month First Fridays Featuring a youth art contest at the Leonardtown Arts Center
Friday, Mar. 9	7:30 AM	State of the Town Breakfast, College of Southern MD, Leonardtown Campus, Bldg A.

Ms. McKay remarked that the State Arts Council will be hosting a meeting to be held at the Town Hall on March 16<sup>th</sup>.

**Community Development and Strategic Planning** – Absent

Mayor Burris noted that his report pretty much covered this subject. We did also have a consultant company, Mahan Rykiel Associates, here to present to the LBA and other businesses to learn more about enhancing their façades with small changes and small costs. We have included the power point presentation on the A&E link on the Town’s website.

**ENR Upgrade** – Thomas Combs

The project is in the final stages. We hope to plan a ribbon cutting sometime in mid to late April to include a tour of the treatment plant and the new upgrades.

**SMMA Update** – Leslie Roberts

Councilmember Roberts reported that Mayor Burris attended the Mayor’s Conference and learned more about the HUR and programs and grants that may be available. The next SMMA meeting will be held on March 14 hosted by Indian Head.

**Safety and Emergency Preparedness** – Jay Mattingly

Councilmember Mattingly reported that he, Mr. Wheatley and Ms. McKay met to discuss the three roads that require maintenance in FY19. The alley behind the Seymour Building, Moakley to Drs. Crossing and Drs. Crossing to the hospital’s property line. We have \$26,300 for road maintenance for FY18 and \$13,500 in snow removal.

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

**Councilmember Roger Mattingly moved to adjourn at 4:40 pm; seconded by Councilmember Combs, 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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Absent  
Hayden T. Hammett, Councilmember

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J. Maguire Mattingly IV, Councilmember

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