



Commissioners of Leonardtown

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DANIEL W. BURRIS
Mayor

LASCHELLE E. McKAY
Town Administrator

Commissioners of Leonardtown Town Council Meeting Minutes April 11, 2018

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; Teri Dimsey, Executive Secretary, Maria Fleming, Events, Beth Sandberg, Office Manager; Jada Stuckert, Planning; ick Colvin, Resident; Gerrie L'Heureux, Brudergarten LLC; Denise Canter, Smokey Joe's on the Town LLC; Chris Jeys, Resident; Guy Leonard, County Times; Cpl. Kristi Nelson, Town Deputy; 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.

Mayor Burris noted that the Liquor License Letter of Support for Smokey Joe's has been added to today's agenda.

A Public Hearing on the Budget and Setting the Tax Rate is scheduled for 4:15 p.m. and an Executive Session is scheduled to follow the regular Town Council meeting.

Mayor Burris asked Councilmember Jay Mattingly to come forward to present the MML Proclamations to Councilmember Leslie Roberts and Councilmember Roger Mattingly, whose term is up this year and are not running for re-election.

Councilmember Jay Mattingly presented the MML Recognition of Distinguished Service Proclamations and thanked them both for their dedication and leadership to the Town. You both have been excellent role models. Thank you for your support and guidance to the Council, your involvement with the Maryland Municipal League (MML) and the Southern Maryland Municipal Association (SMMA).

Mayor Burris along with Town Administrator Laschelle McKay and the other Council Members presented Councilmember Leslie Roberts and Councilmember Roger Mattingly with a lovely tray with a gorgeous photo depicting Leonardtown Wharf thanking them for their excellent service over the years to the Town.

Approval of Minutes

Meeting minutes for the March 12, 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 March 12, 2018 minutes as presented; seconded by Councilmember Combs; motion passed unanimously.

Mayor Burris moved on to the business of the Liquor License Letters of Support.

North End Gallery - The North End Gallery is requesting a letter of support for an A&E Gallery Liquor License, which includes wine and beer limited service for their location at 41652 Fenwick Street.

Councilmember Roberts moved to send a letter of support for a Class AE Liquor license for North End Gallery located at 41652 Fenwick Street; seconded by Councilmember Combs, no further discussion, motion passed unanimously.

Ms. McKay mentioned that North End Gallery leases the building they reside in and the owners recently passed away and put in their Will a stipulation to donate a percentage of their estate to non-profits. North End Gallery is not a non-profit but they have been in this building for many years and are a vital asset for our Arts & Entertainment District. They have asked the Arts Council to accept the building and it looks like the building will transfer ownership to the Arts Council with the caveat that North End Gallery stay there for as many years as they need.

Councilmember Roberts remarked that is actually the reasoning for the special A&E liquor license to have a low-cost option to provide services to enhance community participation.

Shepherd's Old Field Market – Requesting a letter of support for the Brudergarten that will be located inside Shepherd's Old Field Market. They are requesting a Class D Tavern Liquor License for Brudergarten LLC under Ms. L'Heureux name.

Ms. Gerrie L'Heureux deferred to her son who remarked that they want to open a beer garden using the German word Brudergarten. That would offer patrons a place to socialize while browsing and shopping in the market. They would like to offer local brewed beer with some light food fare, music, games such as shuffle board and cornhole to encourage community participation.

Ms. L'Heureux remarked that it will also be dog friendly and there are plans for a farmer's market on Saturday and Wednesday evenings. There are eight stalls committed, one is doing plants and vegetables, meat vendors, jellie/jams vendors and hoping to get a bake shop vendor and coffee station. Upstairs will be a consignment type area. Two food trucks at the moment. A yoga studio and of course the Brudergarten.

Councilmember Roberts moved to forward a letter of support for a Class D Tavern License for Brudergarten, LLC to be located at Shepherd's Old Field Market located at 22752 Duke Street; seconded by Councilmember Hammett, no further discussion, motion passed unanimously.

It was mentioned that the Brudergarten would sell growlers, the motion was revised to:

Councilmember Roberts moved to forward a letter of support for a Class D Tavern License for Brudergarten, LLC to be located at Shepherd's Old Field Market located at 22752 Duke Street. The license will cover the beer/wine garden inside, as well as, outdoor seating area and also includes a growler permit; seconded by Councilmember Hammett, no further discussion, motion passed unanimously.

Smokey Joe's on the Town, LLC - Smokey Joes will be opening in the Urban Barbeque space on Washington Street and is requesting an identical license to Urbans.

Ms. Canter noted that she will not be providing growlers and is only requesting outside seating. She is excited about being a part of Leonardtown and is planning to open for brunch on Sundays. She expects to open in mid-June.

Councilmember Roberts moved to forward a letter of support for a Class B Restaurant License for wine, beer and liquor for Smokey Joe's on the Town, LLC, owner Denise Canter, located at 22854 Washington Street, as well as outdoor seating; seconded by Councilmember Hammett, no further discussion, motion passed unanimously.

Mayor Burris moved on to the Public Hearing and asked Ms. Sothoron to first provide a summary.

Ms. Sothoron reported that Council met and held a budget workshop on March 14th to discuss the draft budget for FY19. The required legal notices were published on March 22nd and 23rd along with a posting on the Town website. The recommended budget was available in electronic form on the home page and also in paper form at the reception desk.

To summarize, this budget recommends that the current property tax rate of .1266 remains the same. A 2% increase in sewer service charges is proposed, a 2% increase in trash service charges and a 0% increase in water service charges. The new minimum quarterly charge for residential customers will be \$169.97. We have not received any comments.

Mayor Burris entertained a motion to close the regular meeting and open the public hearing.

Councilmember Hammett moved to close the regular meeting and open the public hearing; seconded by Councilmember Combs, motion passed.

Mayor Burris opened the floor up for comments from the public.

There were no comments.

Mayor Burris entertained a motion to close the public hearing.

Councilmember Roberts moved to close the public hearing and open the regular meeting; seconded by Councilmember Combs, motion passed.

Councilmember Roberts noted that we do have an unassigned fund balance of 52% planned by the end of the year. Governmental best practices recommend no less than two months, so we are well over what many other Towns carry as their balance. This is due to good fiscal management overseen by our Treasurer, Ms. Sothoron.

Mayor Burris asked if Council has any comments, there being none, he entertained a motion to approve the Recommended Budget as presented.

Councilmember Combs moved to approve the Recommended 2019 Fiscal Budget as presented, Setting the Tax Rate at .1266 cents and Adopting Ordinance No. 181; seconded by Councilmember Jay Mattingly, no further discussion, motion passed unanimously.

Treasurer's Report – Rebecca Sothoron

Ms. Sothoron reported that she transferred \$250,000 to the Operating Account. The cash balance had a big change due to the sewer impact fees that we have been collecting to help pay for the improvements at the treatment plant and this project is going to need about five million dollars of cash and so periodically we need to transfer the money out of the sewer impact fees into the General Operating Account which happened this past March for a million dollars. You will see this happen periodically as this project winds down you will see the balance in this account go down as well.

We are 75% through the budget year.

Budget Amendments

BJ01-18- Establishes budgetary appropriation for principal payment on Town Hall debt obligation.

BJ02-18- Increases appropriations for salary, taxes and benefits for new position of Office Manager.

BJ03-18- Increases appropriation for salary, taxes and benefits for new Event Coordinator Training

Ms. Sothoron reported that these are for the current fiscal year and require Council approval.

Councilmember Combs moved to approve Budget amendments BJ01-18, BJ02-18 and BJ03-18 as presented; Councilmember Roberts seconded; no further discussion, motion passed unanimously.

Planning & Zoning Report – Jada Stuckert

The last Planning & Zoning meeting was held on March 19, 2018 with two items on the agenda.

Case No. 92-03A SMECO BLAP – West Slide of Rt. 245/900' North of Greenbrier Road
Request for approval of a boundary line adjustment plat

Case No. 30-16 SMECO Plat of Consolidation – West Side of Rt. 245/900' North of
Greenbrier
Request for approval of a plat of consolidation

The April 16, 2018 meeting will have one item on the agenda.

Case No. 14-05 Clark's Rest – Point Lookout Road – Tax Map 127, Parcel 514
Request for Site Plan Modification

Police Report – Corporal Nelson

Corporal Nelson provided Council with a written report and reported that she will be working this weekend for the Earth Day event.

Town Administrator's Report – Laschelle McKay

Adoption of Ordinance No. 182- Chapter 36 Alcoholic Beverages - Amending outdated chapter to be consistent with State Alcoholic Beverages Article.

Adoption of Ordinance No. 183- Chapter 92 Livability Standards - To repeal Chapter 92 Livability Standards and Chapter 112 Property Maintenance and adopt the MD Minimum Livability Code(MMLC) and the International Property Maintenance Code (IPMC) as the Livability Standards and the Property Maintenance Code of the Town of Leonardtown.

Adoption of Ordinance No. 184-Chapter 134-Swimming Pools - Repeal Chapter 134 Swimming Pools for consistency with Chapter 48- Building Construction of the Town Code.

Adoption of Ordinance No. 185-Chapter 128-Streets and Sidewalks - To repeal Article VI of Chapter 128 regarding bicycles and skateboards.

Adoption of Ordinance No. 186- Chapter 72- Firearms and Fireworks - To amend Chapter 72 for consistency with the Public Safety Article and the Criminal Law Article of the Maryland Annotated Code. Minor revisions were made since Introduction.

Councilmember Roger Mattingly moved to adopt Ordinance No. 182, 183, 184, 185 and 186 as presented; seconded by Councilmember Combs, no further discussion, motion passed unanimously.

Ms. McKay reported that these Ordinances were introduced on March 12, 2018 with the second reading today and they will be effective May 2, 2018. They will be posted in the newspaper along with a Fair Summary of the Ordinances.

Welcome Signs Replacement

Ms. McKay reported that the Welcome to Leonardtown signs were constructed in the late 1990's at 3 locations; by SMECO, below Medical Arts building and in Rt. 5 median near Shops of Breton Bay. The signs have become deteriorated and need replaced. The Welcome Entrance sign replacement project was publicly bid on March 1, 2018 with the bid opening on March 28, 2018.

The original budget placed in the FY18 budget was \$6,450.00.

There were 4 bids received.

California Signs - \$5,925.00
D&G Signs - \$8,166.00
Belsinger Sign Works - \$14,790.00
Hilltop Signs & Graphics - \$15,576.66

Staff recommendation is to award the Welcome/Entrance Signs to California Signs in the amount of \$5,925.00.

Councilmember Roger Mattingly moved to award the Welcome Sign replacement bid to California Signs in the amount of \$5,925; seconded by Councilmember Jay Mattingly; no further discussion, motion passed unanimously.

Mural Restoration Bid

The original Leonardtown Mural was commissioned by the Town in the late 1990's and was created by a group of local artists depicting various time periods from Leonardtown history. After the mural was complete the original mural was scanned and put onto large panels and placed on the current location, 22720 Washington Street. The building was owned at that time by Leonard Ferris. The original installation was done by Sign Designs at a cost of \$8,550. The fourth item in the easement states that the mural maintenance is solely the Town responsibility. Olde Towne Properties, LLC now owns the building since 2000. The mural is in major disrepair and has been contemplated being redone for a number of years. The Council placed \$6,000 in the FY18 budget to accomplish the project. The Town is now an Arts and Entertainment District and the condition of the mural does not represent that well. The project was publicly bid in March.

The wall mural project was publicly bid on March 1, 2018 and the bid opening was March 23, 2018. The original budget in the FY18 budget was \$6,000. 6 bids were received:

D&G signs \$3,720.50
Heritage Printing \$5,965 (10-year life expectancy)
Hilltop Signs \$7666.53 (7-year est. life) or \$8,519.52 (11 year est life)
Wayne's Signs \$10,236
Sign Designs \$18,032
Mahlstedt Gallery- \$27,000 (New York)

The low bidder was D&G Signs but the bidder proposed a banner, which could be changed out often or seasonally. This did not seem to meet our requirements.

Staff recommendation is to award the bid to Heritage Printing at \$5,965.

Mayor Burris remarked that a resident had asked about the use of the mural within his insurance business logo. Other businesses have also used the mural as well. Back in 2001 Mayor Burris came before Council to ask for permission to use the mural in his logo. A copy of those minutes has been provided.

Councilmember Combs moved to award the mural restoration bid to Heritage Printing and Graphics in the amount of \$5,965 for the original Leonardtown mural located at 22720 Washington Street; seconded by Councilmember Hammett, no further discussion, motion passed unanimously.

Councilmember Roberts noted that these public art projects are an important part of the Town being an Arts & Entertainment District. The first public art project sits right out front of the Town Hall and re-doing this mural is one more step enhancing art around Town. This year's public art project is also a mural, different type and will be located on a different commercial building in Town. In our mind, as part of an A&E District, we really would like to have more public art in public spaces and have a goal of doing a project a year.

Ms. McKay noted that local business The Hair Company offered the side of their building for an art project. We put out a Call to Artists Proposal for a Mural Art Project and a mural was selected that depicts the history of the waterfront/Leonardtown Wharf. We have submitted this proposal and the grant application to the State of Maryland for \$10,000 with the Town putting in matching money. We are presently waiting to hear back.

Update on Town Hall Renovations

The hoist way has been completed and the elevator will be installed shortly but we have to have the fire sprinkler system installed before we are allowed to operate the elevator. Mr. Wheatley is overseeing the new waterline installation and we do have a revised scope of work from W.M. Davis to cover some additional work necessary to include some work on the roof as they found some significant rotting and it needs to be repaired.

Councilmember Jay Mattingly moved to approve the additional construction items needed to complete the Town Hall renovations under the existing contract with WM Davis. The scope of work will be finalized by the Mayor and Town Administrator; seconded by Councilmember Hammett, no further discussion, motion passed unanimously.

Discussion of Community Legacy Facade Improvement Program

Ms. McKay reported that as a result of Secretary Holt's visit in March we have been in discussion with some DHCD staff about a Community Legacy Grant that could establish a regranteeing program for facade improvements. We will be applying for a \$50,000 grant and will establish a program similar to what other Towns have in place, where we would re-grant in \$5,000 to \$10,000 increments to businesses to do facade improvements. We have five businesses who participated in the recent workshop that are ready to move forward with the suggested improvements made by Mahan Rykiel.

Mayor's Report – Mayor Burris

Mayor Burris thanked both Council Member Roberts and Council Member Roger Mattingly for their steadfast service over these many years and how much was accomplished while they served.

Reminder that we have an Election coming up on Tuesday, May 1 with a total of seven candidates one of which is incumbent Tom Combs.

Recently, we met with Don Pleasants, owner of the Tudor Farm property, along with two planners from his office, to begin discussions of potential development.

Events – Roger Mattingly

Councilmember Mattingly gave many thanks to St. Mary's County Rec & Parks, The Front Porch and Leonardtown Church of the Nazarene for organizing community Easter activities the past 2 weekends.

The Rex, Olde Town Pub, The Front Porch and Dos Amigos are hosting the first-ever Spring Bar Crawl on April 20. The event will feature live music at each venue and a portion of the proceeds will be donated to Great Mills High School.

Coastal Arts Market kicks off their new year on Saturday, April 21 at the Wharf. The group features 12 – 24 artisans on the 3rd Saturday of each month, April through September and the 2nd Saturday in October. They are looking forward to also offering more live music at the gazebo this year.

Saturday April 14 will be the 23rd Annual Run for Hospice. The Town is pleased to be a part of the Joint Incident Command team, who have put in extra time and manpower to insure the safest event possible.

Please join us for the 18th Annual Earth Day Celebration on Sunday, April 22nd.

Upcoming Events of Interest/Meeting Reminders:

<u>Date</u>	<u>Time</u>	<u>Event/Meeting</u>
Friday, April 13	8:30 AM	LBA Meeting at Wine and Design
Saturday, April 14	8:30 AM	23 rd Annual Run and Fun Walk for Hospice
Sunday, April 22	12:30 – 4:30 PM	Leonardtown Earth Day Celebration 2018 Leonardtown Square & Wharf Park
Wed., April 25	5 - 6:30 PM	Chamber Business After Hours (RSVP) Hosted by Energy Select, LLC
Sunday, April 29 (Rain Date: May 6)	8 AM – 4 PM	St. Mary's Rod & Classic XXXIII Spring Fling Car Show @ Leonardtown Square
Friday, May 4	5 - 8 PM	Sounds of Spring First Friday
Wednesday, May 9	1:30 AM – 6 PM	2018 Business Showcase & Awards Luncheon So. Maryland Higher Education Center
Friday, May 11	8:30 AM	LBA Meeting @ TBD
Saturday, May 12	10 AM – 3 PM	Cystic Fibrosis Great Strides 5K Walk Wharf and Surrounding roads
Saturday, May 19	9 AM – 3 PM	Coastal Arts Market, Leonardtown Wharf Park
Saturday, May 19	9 AM	Girls On the Run 5K, Ryken HS to Wharf and back
Thursday, May 24	6 PM	LHS Jazz Band Spring Concert @ Wharf
Friday, May 25	6 – 8 PM	Concert Series: The Lucky Few in the Square
Saturday, May 26	8:30 AM	Life is Good in LG 5K Run for LVFD
Saturday, May 26	9:30 – 10:45 AM	Cruisin' Southern Maryland for Vets, Travelling car show, Leonardtown stop
Saturday, May 26	6 – 9 PM	Downtown Tunes with Drivin' Muzzy
Monday, May 28	Office Closed	Memorial Day holiday

Community Development and Strategic Planning – Hayden Hammett

Councilmember Hammett reported that there are quite a few new businesses preparing to open up in Town such as Shepherd's Old Field Market and Smokey Joes replacing Urban BBQ. Yellow Door Studios has moved and is doing a commercial fit-out and we have a new business called the Escape Room opening soon. The BTB Speakeasy was sold and the new owners have begun making a few changes. The Hotel was sold during a tax sale recently and still has to go through the paperwork process.

ENR Upgrade – Thomas Combs

Councilmember Combs reported that a tour and ribbon cutting was held with the Maryland State Secretary of Environment, Ben Grumbles in attendance who gave a brief presentation and provided a lot of excellent comments. We especially want to thank our WWTP employees, Superintendent Jay Johnson, Joe Bucior, Timmy Lacey, Kyle Shepherd, and Greg Owen for their outstanding support and getting the job done during daily construction.

SMMA Update – Leslie Roberts

Councilmember Roberts asked Councilmember Jay Mattingly to report.

Councilmember Jay Mattingly reported that the next MML Board meeting will be held on April 27, 2018 and the next SMMA meeting will be held in Indian Head on Wednesday, May 9th and Ms. Sandberg will also be attend. Depending on the Election outcome we may have one or two new Council Members attending as well. He will also be re-running for District Vice President MML Board of Directors for this next term.

He thanked both Council Member Roberts and Council Member Roger Mattingly for their service to the Town, enjoyed working with them and wished them well.

Safety and Emergency Preparedness – Jay Mattingly

Councilmember Jay Mattingly reported that there is a new water line going in along Park Avenue and to the Town office. All is going smoothly at this time.

Councilmember Roberts remarked that she would like to say a few words. She began thinking of what Leonardtown was like fourteen years ago when she first took the Council seat. It was a very different place. The Wharf was concrete and weeds. The Port of Leonardtown Winery was the old State Roads garage with no park. The streetscape along Washington Street was not done. Leonard's Grant was just a gleam in someone's eye and now it is a completed development. Clark's Rest, the ENR and becoming an Arts & Entertainment District and the Main Street Affiliate, hiring a full time Events Coordinator, a new Office Manager and a new Town Hall and I could keep on. We have seen so much growth and so much improvement in this Town over the past fourteen years. We have also leveraged millions of dollars in grants to accomplish all of these things. As Commissioners, we do not do the hard lifting, our very small and overworked staff does the actual hands on work but what I hope is that my vision for the Town and my support and encouragement and appreciation of the job that they do has made their job a bit easier.

Councilmember Roger Mattingly remarked that this will be his last meeting. The eight years that he has been here he has seen nothing but the best customer service from our employees that I have ever seen any and this staff is second to none. The employees at the plant are the same way. If there is a problem, anything goes wrong, you need them for something, they are there to help, never ever complaining about anything. Mayor Burriss, thank you for all you do for the Town, for the people of the Town, you are truly a Mayor for the citizens of this Town, you do a great job. Councilmember Jay Mattingly, your involvement with the SMMA and the MML as District Vice President, shows your love and commitment to our Town and our citizens. Also, thank you for the extra time and work you put in for the revival of the highway user funds which is a huge amount of money for Leonardtown. Ms. McKay, I remember your caring and compassion you showed my daughter when she first went into the working world, thank you, and while working with the Town, my tenure as a Council Member, you have always been on top of your game, know everything that is going on, you are there for everyone, I cannot imagine the Town running without you, great job. Ms. Fleming, without you, I do not know what our events would be here in the Town, you have done a phenomenal job for us. Your planning skills are second

to none, everyone depends on you for all things and you do more than people realize. No doubt about it, replacing you will be almost impossible, thank you. Councilmember Roberts, you have been a life long acquaintance, while we grew up together we never really hung out together until we started working together on the Council. We have not always agreed but we always worked through everything with no problems. We both respected each other for the decisions we made. We attended the SMMA, MML Conferences and the Academy of Excellence together. We talked about the Town, how it has grown, how it can be improved, and all the positive things that have been accomplished over our terms. Thank you, Leslie. One last thing, I would like to thank the people of Leonardtown for trusting me and electing me, not once, but twice, for this position. I have given this Town my very best and have made decisions for what I thought was the best interest of the Town. Thank each and every one of you and I will see you in Town.

Mayor Burris entertained a motion to adjourn to Executive Session.

Councilmember Roger Mattingly moved to close the regular meeting at 5:06 pm to adjourn to Executive Session; seconded by Councilmember Combs, no further discussion, motion passed unanimously.

Councilmember Hammett moved to reopen the regular April 11, 2018 Town Council meeting at 5:10 p.m.; seconded by Councilmember Jay Mattingly, motion passed unanimously.

Councilmember Combs moved to approve the subject discussed in Executive Session; seconded by Councilmember Hammett, motion passed unanimously.

Councilmember Roger Mattingly moved to adjourn the meeting at 5:15 p.m.; Councilmember Roberts seconded the motion, motion passed unanimously.

Respectfully Submitted:

Teri P. Dimsey

Approved:

Daniel W. Burris, Mayor

Leslie E. Roberts, Vice President

Thomas M. Combs, Councilmember

Hayden T. Hammett, Councilmember

J. Maguire Mattingly IV, Councilmember

Roger L. Mattingly, Councilmember