



# Commissioners of Leonardtown

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DANIEL W. BURRIS  
Mayor

LASCHELLE E. MCKAY  
Town Administrator

## **Commissioners of Leonardtown Town Council Meeting Minutes June 18, 2018**

Attendees: Daniel W. Burris, Mayor  
Tyler Alt, Council Member  
Hayden T. Hammett, Council Member  
Christy Hollander, Council Member  
J. Maguire Mattingly IV, Council Member  
Mary Maday Slade, Council Member

Also, in attendance were: Laschelle McKay, Town Administrator; Rebecca Sothoron, Treasurer; Teri Dimsey, Executive Secretary, Maria Fleming/Brandy Blackstone, Events, Beth Sandberg, Office Manager; Jada Stuckert, Planning; Rich Fleming, St. Mary's Chamber of Commerce; Guy Leonard, County Times; DanDan Zou, Enterprise. A complete list of attendees is on file at the Town Hall.

Mayor Burris welcomed Mr. Rich Fleming, CEO/President of St. Mary's County Chamber of Commerce.

Mr. Fleming congratulated the newly elected Council Members and gave a brief summary of his background and his objectives for the upcoming year for the Chamber. He is looking forward to working more directly with the Town, the LBA and other service providers in the Leonardtown community.

Mayor Burris asked Councilmember Hammett to say the invocation and Ms. Dimsey to lead the Pledge of Allegiance.

### **Approval of Minutes**

Meeting minutes for the May 14, 2018 Town Council were presented for approval.

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

**Councilmember Mattingly moved to approve the May 14, 2018 minutes as presented; seconded by Councilmember Hollander; motion passed unanimously.**

### **Election of Vice President**

Mayor Burris stated that there is a need for a Vice President in the event the Mayor is unable to attend a meeting. Therefore, if there are no objections, Jay Mattingly has agreed to fill this position.

**Councilmember Hammett moved to elect Jay Mattingly as Vice President; seconded by Councilmember Slade, no further discussion, motion passed unanimously.**

Mayor Burris moved on to the next order of business.

### **Treasurers Report** – Rebecca Sothoron

Ms. Sothoron reported that there was no transfer to or from the checking account. We are 92% through the budget year.

In reviewing the Income and Expense Report there are a few items to mention as there are certain line items that will likely come in under budget on the revenue side. The largest one is the Property Tax which is close to the final number with a few abatements and changes but being so close to the end of the budget year we will come in below budget. We did have 80 new accounts hit the tax rolls primarily those are the platted lots at the Meadows.

The income tax receipts do fall behind the normal 12-month cycle and looking at the numbers, it is likely that we will not meet that either. The Maryland Comptroller has instituted new procedures to account for municipalities that were underpaid significantly. It will take some time for them to correct but at this time we may not meet the income tax budget this year.

### **Tax Exempt Financing Memo**

Once a year you will receive a required communication as directed by the IRS documenting when we issue tax exempt debt and there are things we have to do in compliance with regulations before you issue debt and after issuing debt.

### **Budget Amendment BJ04-18**

This was approved by Council at the April meeting and at that time the final number was not known. Council had given a general approval but we now have the final number and are bringing this back for approval.

**Councilmember Slade moved to approve Budget Amendment BJ04-18 in the amount of \$71,350 for the improvements on the second floor of Town Hall approved at the 4/11/18 Town Council meeting; seconded by Councilmember Alt, no further discussion, motion passed unanimously.**

Ms. Sothoron remarked that Affordable Refuse was acquired but remains a Wholly Owned Subsidiary of Goode Companies. We have heard that the recycling portion of our contract may be affected as the refuse companies are experiencing substantial issues with the increase in the tipping fees, up to 60%. The stream of recyclable materials has come to a very slow pace as far as export, much of which ends up in China. China has invoked very stringent rules on the cleanliness of the recycling and we have become very lazy about how clean the recycling product is and China is rejecting our recycling and it is stockpiling.

We anticipate they may petition for a price increase as this is hard for them to absorb a 60% price increase with the already low rate they have in the contract and we are recycling over 1,000 tons of material.

**Mayor Burris entertained a motion to close the regular meeting and open the Public Hearing on Review of CDBG Grant-Town Hall Elevator and Fire Safety Project.**

**Councilmember Mattingly moved to close the regular meeting and open the public hearing; seconded by Councilmember Hollander, motion carried.**

Mayor Burris asked Ms. McKay to provide a summary.

Ms. McKay reported that this public hearing is required by the grant agreement to update and provide an overview of the CDBG funded Town Hall Elevator and Fire Safety project. This public hearing was advertised as required in the newspaper and we have not received any public comments. The CDBG funding that we received for the Elevator and the Fire Safety Project requires that we have two public hearings. We had one at the beginning of the project and this is just a status update to let the public know how the project is going.

We received CDBG funding in the amount of \$300,000. The total project is \$361,997. To date, we have spent \$179,168 of the grant fund and we have also installed the water line that we need for the fire sprinkler. Three contracts were issued for separate items that were bid: Thyssen Krupp for the elevator equipment and W.M. Davis for both the hoist way construction and the fire sprinkler/alarm installation. The elevator is complete except for the final inspection and we cannot get that until the fire sprinkler/alarm is installed. We are waiting on the fire sprinkler/alarm final design. The furniture, painting and flooring have been ordered but we cannot move forward with the construction upstairs until the fire sprinklers are installed. The funds do need to be expended before the end of 2018 and we are on track to complete this project.

Mayor Burris asked for any public comments.

**There being none, he entertained a motion to close the public hearing and open the regular meeting.**

**Councilmember Hammett moved to close the public hearing and re-open the regular meeting; seconded by Councilmember Hollander, motion carried.**

Mayor Burris moved on to the next order of business.

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

The last Planning & Zoning meeting was held on May 21, 2018 with one item on the agenda.

**Case No. 30-16 - SMECO Expansion – 23365 Hollywood Road** - Request for Concept Site Plan Approval which was approved.

There are no items for the June agenda. The next meeting will be held on Monday, July 16, 2018 at 4:00 p.m.

### **Police Report**

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

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

#### **Award Flooring Contract for Town Hall Second Floor**

In May 2018 we contacted 3 local flooring companies to provide quotes for carpeting the second floor of the Town Hall with carpet similar to existing carpet downstairs. The original budgeted amount was \$10,000. The 3 price quotes are:

Parrans Flooring Center- \$10,087 (\$6,612 carpet and \$3,475 padding)

Griffins Flooring America- \$11,665.90 (\$7,614.68 carper and \$4,051.22 padding)

Flooring Max Design Center- \$11,895.41 (\$11,261.68 carpet only)

Councilmember Hollander asked if we had had any previous business with Parrans Flooring.

Ms. McKay stated not any business project but both she and Councilmember Slade stated they have had personal work completed by them.

**Councilmember Alt moved to award the carpet installation contract to Parrans Flooring Center in the amount of \$10,087; seconded by Councilmember Slade, no further discussion, motion passed unanimously.**

#### **Grant Update**

Ms. McKay reported that we received news that we were approved for our second public art project for the mural to be placed on the side wall of the Hair Company. This is through the Maryland State Arts Council and this was a grant for the 50<sup>th</sup> Anniversary which was a special program to acknowledge their anniversary. We have already selected an artist after announcing and going through a proposal process. We had budgeted the matching funds and will be moving forward after July 1<sup>st</sup>.

The second item we received news on this month was the pump station for the Wharf slips and piers. The State offers \$15,000 grants, which we applied for and received. There are still things to do such as getting electric set up and Mayor Burris met with the Secretary of MDE at the MML Summer Conference in Ocean City and followed up on our permit. And we received notice upon our return to the office that they are waiting on the Army Corp of Engineers to complete their report. We will begin to work on the RFP to be prepared to send out once we receive the permit.

We are also working on the Sustainable Communities designation renewal which is a State designation we received five years ago. We have to renew by August of 2018 and we have to have that designation to be able to qualify for many of the grants that we apply for. As part of that we ask that some Council Member sit in on the committee meetings as they require input from the public and elected officials.

We did find it interesting to note, once it was down on paper, that the Town has received an incredible amount of grants. It is pretty impressive for a small Town. In speaking with the grants agency, it is very much about your track record, you spend the money on time, you keep good records, and file your reports on time.

### **Add CECA as Alternative Inspection Agency**

Currently the Town has been using MDIA as the sole inspection agency within the Town for many years. The County now offers 3 choices to residents and we were approached by CECA to add them as well. They are licensed and approved for Building and Electrical.

Councilmember Hollander inquired about the fees.

Ms. McKay responded that there are fees and the customer pays any fees directly to the service provider.

We propose giving our residents more choices and will reach out again to Planchek and add them if they are interested.

**Councilmember Hollander moved to approve adding CECA as an approved inspection agency within the Town in addition to MDIA. Planchek is also authorized to be added if they are interested; seconded by Councilmember Alt, no further discussion, motion passed unanimously.**

### **Designate Members Trained in Open Meetings Act**

Ms. McKay reported that the State requires that we have at least one person trained in the Open Meeting Law if we are going to go into Executive Session. We are not required to report this to the State but we do need to maintain it for the record in the event they ask for documentation. Several Council Members, Tyler Alt, Mary Slade and myself attended the class provided by MML during the recent MML Summer Conference in Ocean City, Maryland. Councilmember Mattingly attended in 2017. At least one needs to be in attendance in order to hold an Executive Session.

**Councilmember Slade moved to designate the following members as having received the proper training as required under Article 3-213 of the MD Annotated Code on June 11, 2018 or previously; Tyler Alt, Jay Mattingly, Mary Slade, Laschelle McKay; seconded by Councilmember Mattingly, no further discussion, motion passed unanimously.**

### **Mayor's Report – Mayor Burris**

Mayor Burris remarked that the MML Summer Conference was very successful. He was able to meet with the Comptroller Franchot along with a couple of the Maryland Secretaries and interaction with the newly elected Council Members made for an informative conference.

He would like to hear from the Council Members what areas of interest they may have in reporting on Town subjects. Councilmember Alt has expressed an interest in the events.

Upon returning to Town after the MML Summer Conference, we discovered the Breton Bay filled with 16 sailboats that are with a group called the Ocean Cruise Club. A few have been to Leonardtown previously but for most it was their first time and many of them sailed from Norway, Ireland, the United Kingdom and other European countries, about sixty people total.

He met many of them and presented them with a few bottles of Port of Leonardtown wines and they all walked up Wharf Hill to have dinner at the Front Porch. They visited many of the stores and lots of photos were captured and put out on various FB pages.

## **Events** – Brandy Blackstone

Memorial Day Weekend got off to an early start with a jazz concert from the **Leonardtwn High School Band** at the Wharf on Thursday, May 24<sup>th</sup>.

The first installment of the Summer Concert Series featured **The Lucky Few** on Saturday, May 26<sup>th</sup>. The concert drew approximately 160 spectators who thoroughly enjoyed the high energy, classic rock selections that the band performed. An additional half hour was added as the concert was still drawing spectators in the last hour.

In other concert news, **Downtown Tunes** was scheduled to kick off on Saturday, May 26<sup>th</sup> for the season with a concert featuring **Drivin' Muzzy** but was unfortunately cancelled due to impending thunder storms. Possible reschedule dates have been provided to the promoters, James and Heather Lepore.

Also, on Memorial Day Weekend, the **Life is Good 5K** on Saturday, May 26<sup>th</sup> was an exciting event that drew 240 participants for the adult 5K, and 70 participants in the Kid's Fun Run. The event raised \$3,000 for the Leonardtown Fire Department.

Later that morning, **Cruising Southern Maryland for Vets** rolled into town. Over 150 cars registered to participate in the event that traveled more than 100 miles throughout Southern Maryland. The event raised \$20,000 for the Charlotte Hall Veteran's Home.

The Wharf was busy on Saturday, June 9<sup>th</sup>. **Sunrise Yoga hosted by Evolve Yoga & Fitness** started the season with the first session of its popular outdoor, summer yoga series. The outdoor yoga class was well-attended – drawing approximately 30 participants.

Also, taking place on the 9<sup>th</sup> was the **Leonardtwn Rotary Paddle for Heroes**. The event greatly improved participation in its second year at the Wharf. Over thirty participants raced in canoes, kayaks and on paddle boards in the timed, three-mile race on Brenton Bay to benefit Warfighter Advance and CSM First Responder Scholarships.

**The Annual Flag Day Celebration** took place at the St. Mary's County Governmental Center on Thursday, June 14<sup>th</sup>. The event, co-sponsored by the Commissioners of St. Mary's County and the Commissioners of Leonardtown, featured a procession by various color guards and Veterans groups from around the county. A record number of 650 flags were submitted for the formal flag retirement ceremony that was conducted by Southern Maryland American Legion members.

May and June have been very popular for **private events**. To date, there were a total of 12 weddings, birthdays and graduation parties at the Wharf and the Port of Leonardtown Winery Park. The Wharf has been booked for the remainder of 2018 and May and June of 2019 are also booked.

The summer concert series continues with **The US Navy Band Country Current** scheduled to perform in the Square on Thursday, June 21<sup>st</sup> from 6:00 p.m. – 7:30 p.m.; the **Latrice Carr Concert** will be the opening concert for **Downtown Tunes** on Saturday, June 23<sup>rd</sup> from 6:00 – 9:00 p.m.;

**Downtown Tunes** will continue on Sunday, July 29<sup>th</sup> with **Wesley Spangler** from 3:30 – 6:30 p.m. in the Square.

Friday, July 6<sup>th</sup> - **Red, White & Blues First Fridays with Bob Schaller and Friends Blues Jam** will take place in the Square from 4:00-6:00 pm,

Friday, July 13<sup>th</sup> and Saturday, July 14<sup>th</sup>, **Southern Maryland Film Festival** will be held in multiple venues throughout town. Please visit [www.smdff.org](http://www.smdff.org) for more information.

The **Southern Maryland Boat Club's Summer Regatta Weekend** begins with a Concert in the Square on Friday, July 27<sup>th</sup> from 5:00 – 8:00 p.m. The performers are TBA. The boats will run at the Wharf in separate heats throughout Saturday, July 28<sup>th</sup> and Sunday, July 29<sup>th</sup>.

The **Olde Town Pub** will be celebrating their 10<sup>th</sup> Anniversary with an all-day concert on Saturday, July 28<sup>th</sup> featuring **Robbie Booth and the Amish Outlaws**.

Saturday, June 16 <sup>th</sup>	9:00 a.m. – 3:00 p.m.	Coastal Arts Market @ the Wharf
Saturday, June 16 <sup>th</sup>	3:00 – 7:00 p.m.	Shepard's Old Field Market Grand Opening
Thursday, June 21 <sup>st</sup>	6:00 – 7:30 p.m.	US Navy Band in the Square
Saturday, June 23 <sup>rd</sup>	4:00 – 8:00 p.m.	Downtown Tunes with Latrice Car in the Square
Wednesday, June 27 <sup>th</sup>	5:00 – 6:30 p.m.	Business After Hours, hosted by Historic Sotterley
Wednesday, July 4 <sup>th</sup>	HOLIDAY	Town Office Closed
Friday, July 6 <sup>th</sup>	4:00 – 6:00 p.m.	Red, White and Blues with Bob Schaller and Friends Blues Jam
Friday, July 13 <sup>th</sup>	8:30 a.m.	LBA Meeting – location TBA
Saturday, July 14 <sup>th</sup>	7:30 a.m.	Sunrise Yoga @ the Wharf

**Community Development and Strategic Planning** – Hayden Hammett

Councilmember Hammett reported that new Single Family and Townhomes continue to be built and quite a few residential renovation projects. A couple of new Occupancy permits have been provided with some new businesses opening.

**ENR Upgrade** – Laschelle McKay

Ms. McKay reported they continue to meet to wrap up on the punch list items and settlement of the change orders.

**SMMA Update** – Jay Mattingly

Councilmember Mattingly reported that the MML Summer Conference as Mayor Burris mentioned was very successful and informative. He again joined the MML Board of Directors and attended the annual meeting during the conference. The next SMMA meeting will be held on September 12 hosted by North Beach.

The new street lighting on the east side of Fenwick Street looks great.

Mayor Burris remarked there is an Executive Session and entertained a motion to close the regular meeting and go into Executive Session.

Councilmember Slade remarked that as her first time attending the MML Summer Conference she was quite impressed, learned a lot and especially enjoyed the MML Main Street with all the Towns exhibiting. She found numerous new things to do with her kids at Maryland Towns that she never knew existed.

**Councilmember Hollander moved to close the regular meeting and go into Executive Session; seconded by Councilmember Slade; motion carried.**

**Executive Session**

**Hayden Hammett moved to approve what was discussed in executive session regarding consideration of purchase of real property for public use; seconded by Councilmember Hollander, motion passed unanimously.**

**Mayor Burris entertained a motion to adjourn.**

**Councilmember Hammett moved to adjourn the regular meeting at 5:20 p.m.; seconded by Councilmember Mattingly, 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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Tyler Alt, Councilmember

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Hayden T. Hammett, Councilmember

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Christy Hollander, Councilmember

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J. Maguire Mattingly IV, Councilmember

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Mary Maday Slade, Councilmember