



Commissioners of Leonardtown

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DANIEL W. BURRIS
Mayor

LASCHELLE E. MCKAY
Town Administrator

Commissioners of Leonardtown Town Council Meeting Minutes April 8, 2019

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; Brandy Blackstone, Events Coordinator; Jada Stuckert, Planning; Deputy Nelson; Neil/Kristen Whitesell, Residents; Quinten/Amanda Wood. A complete list of attendees is on file at the Town Hall.

Mayor Burris noted that the Award bid for Tudor Hall Water Storage Tank was deleted from today's agenda as the bids all came in over the estimated amount and additional research is needed before re-submitting the bid in the future.

Mayor Burris asked Councilmember Alt to proceed with the invocation and asked Ms. Dimsey to lead the Pledge of Allegiance.

Approval of Minutes

Meeting minutes for the March 11, 2019 Town Council were presented for approval.

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

Councilmember Mattingly moved to approve the March 11, 2019 minutes as presented; seconded by Councilmember Slade, motion passed.

Treasurers Report – Rebecca Sothoron

Ms. Sothoron reported that no funds were transferred to/from the LGIP. We are 75% through the budget year. On April 1st we received the final ENR grant payment and from the State's perspective all of their records are final and closed. The total project is right at \$21 million.

We previously had discussion about the end of the Trash contract term and Council agreed to assign the contract to Goode Trash, the Town attorney prepared the contract and Goode signed and we are waiting on them to provide insurance and bonding information before we sign the agreement which will take effect on July 1, 2019.

COUNCIL: TYLER ALT HAYDEN T. HAMMETT
CHRISTY HOLLANDER J. MAGUIRE MATTINGLY IV MARY MADAY SLADE

The Audit RFP is in process. It was advertised and a number of firms have picked up the RFP and we had a meeting last week. We only had one firm attend that meeting but we feel we will have other interested firms. The county is going through this very same process and they only had four bidders and they are still doing their review. We will be issuing an addendum this Wednesday to answer all the questions that were sent in writing and at the meeting so that everyone will have access to the same information and then we'll open the technical proposals on April 22nd. We do anticipate, based on the timeline, that this will come back to Council at the May meeting with recommendations.

The new network server is here on-site, it is hooked up and running in parallel with the old server. The implementation of different components and segments of the server installation will happen incrementally. The first big switchover is scheduled for this week.

The migration of the utility billing and the customer web portal will happen at the end of June. The vendor has a new and improved upgraded payment portal and are providing enhanced features.

Mayor Burris inquired if there was a percentage of people that are using the portal and is it increasing?

Ms. Sothoron responded that yes, we receive a summary of use and we are seeing the cost rise each quarter. It costs about \$2,200 in fees and, of course, the Town is presently absorbing the fees which do vary depending on the type of card used.

There will be a few budget amendments to bring before Council at the May meeting. Budget requests are due by this Friday. A copy of the draft FY20 budget will be distributed to Council at the May meeting with a Budget Workshop scheduled for May 21st.

Planning & Zoning Report – Jada Stucket

The last Planning & Zoning meeting was held on January 22, 2019. The next Planning and Zoning Commission meeting will be held on Monday, April 15, 2019 with two (2) items agenda.

Case No. 14-05.5 Leonardtown Self-Storage – 25850 Point Lookout Road
Request for Final Site Plan Approval for a Self-Storage Facility

Case No. 38-17 Woods View Subdivision–Map 121, Parcel 23 – Greenbrier Road
Request for 3 Lot Single Family Subdivision Approval

Police Report

Deputy Nelson reported that she is back from her temporary assignment. She noted that there continues to be a rash of thefts of unlocked vehicles and again, reminds residents to please lock their vehicles.

Town Administrator's Report – Laschelle McKay

Introduction of Ordinance No. 190 Water Impact Fees

Based on the findings of the 2019 Water Capacity Management Plan presented to Council at the March 12th meeting, a new well and water storage tank are needed to support planned growth. Funding for growth related projects are paid for by impact fees. The water impact fee is currently \$1,800 and has been in effect since 2004. The sewer impact fee is \$13,000, set in 2006. The new water impact fee is proposed to be \$3,000. A public hearing will be held at the May meeting.

These growth-related projects are paid for by the new growth not by the current residents that are in Town. We had a lengthy presentation with GHD last month and talked about the impact fee. The water was the most pressing to move forward before the new construction starts in some of the newer subdivisions. We haven't seen an increase since 2004.

Update on Traffic Signal Warrant Analysis at Clarks Rest

The traffic warrant analysis done for the Clarks Rest and Rt.5 intersection has been completed. SHA had asked for an updated study now that the phase with the Leonard's Grant connection is underway in Clark's Rest. A letter has been sent with the results to SHA. The analysis did meet two warrants.

Councilmember Alt inquired as to when is connection supposed to be finished?

Ms. McKay responded that they have begun Phase 3. The bonds have been submitted, they have the grading permit and are starting the utility work. They may not yet have an estimate on finishing but it looks to be more like a year from now.

Mayor Burris noted that he met with Mr. Oursler last week and they are hoping within the year that this connection will be done.

Proposed Woods View Subdivision EDU approval

In March 2008, Ordinance No. 132 was adopted for new construction which would result in requiring additional sewer capacity out of the existing capacity, Amanda and Quintin Wood are the owners of Parcel 23 on Greenbrier Road consisting of 1.25 acres. They are requesting going through the subdivision process to subdivide the parcel into 3 lots which meets the Town's subdivision requirements. In order to proceed to go before the Planning and Zoning Commission the Council would need to approve the project for sewer capacity. The Woods have also recently purchased the property next door and have begun clean up on that property.

A copy of Ordinance No. 132 was provided to you and there are several reasons that you can give allocation out of the existing plan and the one that this would meet would be infill development because, it is an existing lot that did not have construction on it prior to that.

The map in your packet shows you which parcel it is and how it backs up to the Singletree neighborhood. The area this property sits in has always been a concern by the residents of Jennifer Court because it did need a lot of cleanup not this particular lot, but the one next to it and they have begun that and it looks a lot better. They have really cleaned up the one old farmhouse and Mr. Curtis will be moving sometime in June and they will begin tear that old home down and build a new home there. They have plans for the adjacent lots.

This will be on the Planning Commission agenda for next week if Council allocates the additional EDUs.

Councilmember Mattingly moved to approve availability of EDU's for the proposed 3 lot sub-division Woods View on Greenbrier Road. This project meets the requirements of infill development per Ordinance No. 132; seconded by Councilmember Alt, no further discussion, motion passed unanimously.

Ms. McKay reported that the bids for the Wharf Pier and Slips went out Friday and was sent to all approved Marine contractors listed on the Maryland Department of Environment website, well over a hundred companies. The pre-bid is set for April 18, 2019 and the bids will be due at the end of the month.

Reminder that the Town and Leonardtown Business Association will host the State of the Town on Friday, April 19, 2019 at 7:30 am to be held at the College of Southern Maryland,

Mayor's Report – Mayor Burris

Mayor Burris reported that there is a new owner of the hotel who purchased it at auction. The new owner plans to partner with a hotel group to renovate and operate as a hotel.

As many may know, Winegardner sold the Leonardtown location to a Ford Dealership and will move the Leonardtown location down to Rt. 235 in California. They did just recently sign a five-year lease with the Bell family so they will not be moving out anytime soon.

Mr. Pleasants and his development group are coming down next week to discuss the Tudor Hall farm property.

Mayor Burris asked Ms. McKay to update Council on Phase 2 of the Sidewalk project.

Ms. McKay remarked that they are working on scheduling an evening meeting for the homeowners affected and representatives from SHA will be there to address any concerns and what the impacts will be along their property. If we get a positive response from the homeowners we can begin to move forward.

Events – Tyler Alt

- Plans continue for Spring and Summer events and supplying information to new organizations and private parties looking to use the Town as a venue.
- Continuing to post events on various web sites, such as St. Mary's County Government, SMECO, So. Md. On-Line, Maryland Calendar of Events, etc.
- Updating the Town's Facebook pages, including a weekly Things to Do This Weekend post.
- Developing a website for the Leonardtown Summer Music Festival that provides the full concert schedule, information about the artists, details about the picnic bag and Drop N' Dine programs.
- Coordinating with event organizers on 2019 and 2020 events in Leonardtown.
- Collaborating with LBA for promotion of businesses, membership, and events.
- Plans continue for Earth Day.

Upcoming Events of Interest

- Friday, April 5th
 - Taste of Leonardtown First Friday, 5:00 p.m. – 8:00 p.m.
- Saturday's, April 6th
 - Zumba Around Town Spring Party at the Leonardtown Wharf 8:30 am - 9:30 am
- Sunday, April 14th
 - Leonardtown's Earth Day Celebration, 12:30 p.m. – 4:30 p.m.
- Saturday, April 20th
 - Coastal Arts Market, Wharf, 9:00 a.m. – 3:00 p.m.
- Sunday, April 28th
 - Car Show, Square, 8:00 a.m. – 4:00 p.m.

Community Development and Planning – Hayden Hammett

No updates at this time but we do have a lot of permits moving through and a thank you to Ms. Stuckert for her report and Ms. Sothoron for budget session preparation.

Utilities – Christy Hollander

No updates at this time but we had been working on a few water main breaks which were quickly resolved.

SMMA Update – Jay Mattingly

Councilmember Mattingly reported that the MML Board of Directors meeting will be held on April 27th and the next SMMA meeting will be held on Wednesday, May 8th hosted by the Town of Indian Head and new Directors will be elected that evening. Congratulations to Mayor Burris on a new grandson.

Business Development/Retention – Mary Maday Slade

No updates at this time.

Mayor Burris entertained a motion to adjourn.

Councilmember Mattingly moved to adjourn the regular meeting at 4:39 p.m.; seconded by Councilmember Hammett, motion passed unanimously.

Respectfully Submitted:

Teri P. Dimsey

Approved:

Daniel W. Burris, Mayor

Tyler Alt, Councilmember

Hayden T. Hammett, Councilmember

Christy Hollander, Councilmember

J. Maguire Mattingly IV, Councilmember

Mary Maday Slade, Councilmember