



Commissioners of Leonardtown

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DANIEL W. BURRIS
Mayor

LASCHELLE E. MCKAY
Town Administrator

Commissioners of Leonardtown Town Council Meeting Minutes July 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; Jada Stuckert, Planning; Jackie Post, Fiscal Clerk; Gordon Stellway, O'Brien Realty; Joe Orlando, Fenwick Used Book Store; Mike Mummaugh, Paragon Properties; Deputy Nelson; Taylor DeVille; Enterprise; Guy Leonard, County Times. A complete list of attendees is on file at the Town Hall.

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

Mayor Burris invited Mr. Joe Orlando to join Council up front to present him with a Proclamation from the Town to acknowledge and recognize his valuable contributions over the last 16 years and read:

Therefore, we present this Proclamation:

Whereas, Joe Orlando, recognized as the founder of one of the Town's landmark's, Fenwick Used Books and Music store, is retiring, and;

Whereas, Joe Orlando is a much-admired businessman, advocate, believer, promoter, campaigner, supporter and friend of the Town of Leonardtown, its businesses and residents, and;

Whereas, Joe Orlando helped established the Leonardtown Business Association and actively participated as both Officer and member these many years, working hard to generate and build membership in the LBA, and;

Whereas, Joe has been an integral and valuable resource to the Town during its' revitalization period, and;

Now, Therefore, We, the members of the Commissioners of Leonardtown encourage all to join us in recognizing Joe Orlando for his devotedness and commitment to the Town of Leonardtown and his perseverance in helping to make the Town the charming, historic, and vibrant place it is today.

Mr. Orlando thanked everyone for their support and acknowledgement.

Approval of Minutes

Mayor Burris remarked that he had one correction for the minutes. The name of a speaker written as Mr. Herbert should be changed to Mr. Hamlet located at 23243 Clarks Rest Road.

Mayor Burris entertained a motion to approve the minutes.

Councilmember Mattingly moved to approve the June 10, 2019 minutes with the one correction; seconded by Councilmember Alt, motion passed.

Treasurers Report – Rebecca Sothoron

Ms. Sothoron reported that during June a transfer of \$100,000 was made to the checking account. On the cash balance page, it looks like there's an overdraft on the operating account which was an oversight to fail to record a \$100,000 transfer for which an adjustment will be made. On the budget report, there will be accounts payable and revenue items to accrue which normally happens all the way through to the end of August. Income tax is now showing a surplus. The June receipt came in far larger than expected. The total payment was \$215,000, the reconciling amount which relates to tax year 2018 was \$127,000 and last year it was zero. We are not sure if a person or a computer comes up with the estimates every quarter but, obviously there was some under estimating and this is the first adjustment.

On the Enterprise Fund, water service charges were below budget on the revenue side but, we have a significant surplus on the expenditure side so that department will be whole at the end of the year. The FY20 budget for that revenue item has already been dialed back, so it wasn't budgeted as high in FY20 as in FY19.

Per Council's request, your packets include a copy of the bank reconciliation. Most months it runs behind and may be hard to provide a current reconciliation report before Workshop, which is due to a timing issue.

Property tax billing is coming up quickly. It is likely that our residents will receive their County property tax bill before they get their Town property tax bill which is due to the system processes out of the State Assessment Office. We usually wait until everything is done at the end of July as it saves us considerable work. Last year it was received around the first week of August.

Upgrades were made to the customer web portal for the utility billing payments and residents are continuing to pay on-line.

Planning & Zoning Report – Jada Stuckert

The last Planning & Zoning meeting was held on June 17, 2019 with two items on the agenda.

Case No. 30-16 SMECO Expansion – 23365 Hollywood Road
Request for Final Site Plan Approval

Case No. 1-15 Seymour Building Commercial Floor – 22680 Washington Street
Request for Architectural Plan Review and Approval

There are two (2) items on the Monday, July 15, 2019 Planning and Zoning Agenda.

Case No. 66-18 Detention Center Expansion
Request for Final Site Plan Approval

Ordinance No. 193 Zoning Text Amendments

Recommendation to amendments to the C-B, C-M, and C-H Districts.

Police Report – Deputy Nelson

Deputy Nelson submitted a written report for Council's review. She stated it has been busy but no significant incidents to report. They are going to hold a bike safety event as a lot of kids are riding bikes without helmets and we have a variety of donated helmets we plan to provide to the kids.

Town Administrator's Report – Laschelle McKay

Ordinance No. 192 - Sale of Surplus Property-Unit #301 41660 Courthouse Drive.

This property was designated as surplus property previously and the contract for the sale of this property was authorized at the May 13th meeting to Alonso Real Estate Investment Group, LLC in the amount of \$195,500. This ordinance will finalize the sale. Ordinance #192 was introduced at the June 10, 2019 meeting.

Councilmember Alt moved to approve Ordinance No. 192 - Authorizing the Sale of Unit #301 located at 41660 Courthouse Drive; seconded by Councilmember Hollander. Four members voted yea, Councilmember Slade abstained, motion passed.

Councilmember Hammett asked if an attorney would be present during settlement?

Ms. McKay responded an attorney will be present. Also, this ordinance contains the same language as the ordinance that was approved by Council for the other condo unit that was recently sold.

Liquor License letter of Support-Social Coffeehouse Extension of Premise

Last year, Social Coffeehouse set up an outside enclosed area during Christmas on the Square and was very successful. They would like to do the same for Beach Party and this year's Christmas on the Square as well.

Councilmember Mattingly moved to approve a letter of support for Social Coffeehouse for two (2) one day extension of premise of their Class B Liquor License for Beach Party and Christmas on the Square events; seconded by Councilmember Slade, motion passed unanimously.

Introduction of Ordinance No. 193 Zoning Text Amendments to C-B, C-M and C-H

This ordinance is being introduced to add breweries, wineries and distilleries as permitted uses in Commercial Business, Commercial Highway and Commercial Marine districts. The Planning Commission will hear the case at their July meeting and forward a recommendation to the Town Council. A public hearing will be held at the August meeting and Council will take action during that meeting after today's introduction.

Downtown Strategic Plan Change Order to Mahan Rykiel Contract

In July 2018, Mahan Rykiel was awarded a \$33,000 contract to update the Downtown Economic Development Plan for the Town. With the help of many stakeholders, a well-received plan was adopted by the Council in February 2019. Several of the recommendations were funded in the FY 20 budget including the branding update,

wayfinding signage strategy and the alley network plan. The proposal from Mahan Rykiel to complete the additional work is \$27,410.

Councilmember Mattingly noted that he is in agreement and felt that Mahan Rykiel did a nice job.

Councilmember Hammett inquired if there were any other bids?

Ms. McKay stated that it was not put out to bid as Mahan Rykiel was recommended by the State and we asked them to make a short presentation to get a feel for their services at a workshop, January 2018. When we issued the contract for the Economic Plan, it came before Council. Council then approved going outside the bid process, which is legal, as long as Council approves it as such and the auditors are okay with this process. This is just an extension of their contract.

Councilmember Mattingly moved to approve a change order to the Mahan Rykiel contract for the Downtown Strategic Plan for additional services to implement recommendations for a branding update, wayfinding signage strategy and alley network plan in the amount of \$27,410; seconded by Councilmember Slade.

Four members voted yea, Councilmember Hammett voted nay, motion passed.

Waste Water Treatment Plant Grant

We applied for an Operation and Maintenance Grant through MDE for the Wastewater Treatment Plant for which we qualified for \$30,000 this year. We received notification that we were awarded the grant for \$30,000 and have completed and submitted the required paperwork. This was in the budget because we knew that we qualified.

Update on the Facade Improvement Grant

The committee met to review all the applications and made their recommendations. We received over \$64,000 in total requests and we have \$50,000 to allocate. The next step was to submit them to the Maryland Historic Trust because any State money has to be reviewed by the Maryland Historical Trust. There are a couple properties that we received applications from that have a few outstanding questions to resolve. We have not yet sent out notification letters to the applicants until we receive confirmation from the Historic Trust. Everyone is really excited to get started.

Fox 5 Zip Trip Update

Fox 5 News asked us about placement of live feed cameras to be placed on the PNC Bank building and one at the Wharf. They will be there continuously so they can break live during the show. They also have two other locations in Maryland one at National Harbor and the other in Western Maryland.

Mayor's Report – Mayor Burris

Mayor Burris reported that he attended the MML Summer Conference held in Ocean City. They had a lot of great programs and speakers. He was able to talk to a number of the Maryland Secretary's to discuss the Town's traffic signal request along Route 5. We did get a letter stating that they have some questions which we will provide to our traffic consultant Lenhart to address and reply.

Mayor Burris encouraged everyone to come out and attend the Fox 5 Zip Trip early Friday morning, August 2nd. We want Leonardtown to look alive and vibrant from 7 am to 11 am to show off our charming historic Town.

Events – Tyler Alt

Sunrise Yoga returned to the Wharf on Saturday, June 8th as well as the Rotary Paddle for Heroes. Then on June 15th, Coastal Arts Market held their second market day of the season. The next Sunrise Yoga session will take place on Saturday, July 13th from 7:30 a.m. – 8:30 a.m. and Coastal Arts Market will be held on Saturday, July 20th from 9:00 a.m. – 3:00 p.m.

The Zumba Fitness Around Town series continued in June with sessions taking place every Saturday of the month at Port of Leonardtown. The series continues at Port of Leonardtown on July 13th. A new Zumba & Tai Chi Combo Series will be held in Town on the fourth Saturday of the month in July, August and September from 8:30 a.m. – 10:30 a.m.

A new Salsa series has come to town. The 6-week Salsa Rueda Classes began on Tuesday, June 18th at Shepherd's Old Field Market and will run on Tuesday's through Tuesday, June 30th. The six-week class is taught by Donna Jordan, a professional dancer and adjunct professor of CSM and St. Mary's College. The classes are held every Tuesday at varying locations throughout Town - alternating between SOF Market, Port of Leonardtown Winery Park and Leonardtown Wharf. The next class will take place at Shepherd's Old Field Market on Tuesday, July 9th.

The first headliner concert for the Leonardtown Summer Music Festival was held on Saturday, June 22nd when Six Gun South performed in Leonardtown Square. It's estimated that approximately 500-800 people came out to the Square to enjoy the Southern Rock concert. The first Drop N' Dine, held during the concert, was a great success. Twelve children enjoyed art projects and games provided by the Leonardtown Arts Center.

There are back-to-back concerts taking place in Town for the Fourth of July weekend. First is Bob Schaller & Friends performing during Red, White & Blues/Jazz First Friday from 5:00 p.m. – 8:00 p.m. and then Latrice Carr on Saturday, July 6th from 6:00 p.m. – 9:00 p.m. Both concerts will take place in the Square.

Friday, July 5th

The Leonardtown Summer Music Festival Presents: Bob Schaller & Friends at Red, White & Blues/Jazz First Friday, Square, 5 p.m. – 8 p.m.

Saturday, July 6th

The Leonardtown Summer Music Festival Presents: Latrice Carr, Square, 6 p.m. – 9 p.m.

Friday, July 12th

Leonardtown Summer Music Festival Presents: The Chesapeake Swing Band on the Square, 6:00 p.m. – 9:00 p.m.

This is a Jazz Era Kickoff Party for the Potomac Jazz & Seafood Festival Weekend Celebration celebrating jazz from the 20's, 30's, 40's and 50's. Featuring a Roaring 20's performance by Ballet Caliente.

Saturday, July 13th

Sunrise Yoga, Wharf, 7:30 a.m. – 8:30 a.m.

Zumba Fitness Around Town @ POL, 8:30 a.m. – 9:30 a.m.

Saturday, July 20th

Zumba Around Town, POL, 8:30 a.m. – 9:30 a.m.

Coastal Arts Market @ the Wharf, 9:00 a.m. – 3:00 p.m.

The Leonardtown Summer Music Festival Presents:

Ryan Forrester Band, Square, 6 p.m. – 9 p.m.

Saturday, July 27th

Zumba & Tai Chi Combo Class, POL, 8:30 a.m. – 10:30 a.m.

Saturday, July 27th – 28th

SMBC Summer Boat Regatta, Leonardtown Wharf, 8:00 a.m. – 4:00 p.m.

Friday, August 2nd

Fox 5 Zip Trip, Various Locations, Time TBD

The Leonardtown Summer Music Festival Presents: The Josh Riley Band in Concert at First Responders First Friday, 5:00 p.m. – 8:00 p.m.

Saturday, August 3rd

Beach Party on the Square, Square and Wharf, 4:00 p.m. – 9:00 p.m.

The Leonardtown Summer Music Festival Presents: Funkzilla Band in Concert at Beach Party on the Square, 5:00 p.m. – 9 p.m.

Friday, August 9th

Salsa & Sangria Party, POL, 6:00 p.m. – 9:00 p.m.

Saturday, August 10th

Sunrise Yoga, Wharf, 7:30 a.m. – 8:30 a.m.

Zumba Fitness Around Town, POL, 8:30 a.m. – 9:30 a.m.

Community Development and Planning – Hayden Hammett - No report

Utilities – Christy Hollander

Councilmember Hollander noted that she did not have anything specific to report but she mentioned that the water line construction going on in front of her home across Route 5 has been going smoothly and efficiently.

SMMA Update – Jay Mattingly

Councilmember Mattingly reported he attended the MML Summer Conference, along with the other Council Members, the Mayor and Town Administrator. He was able to attend a lot of good sessions and was amazed at how many newly elected officials there were from the other Towns throughout Maryland. The next SMMA meeting is in September. He was re-elected to serve on the MML Board of Directors and will attend that retreat which is also in September. Congratulations to Mayor Burriss, newly elected President of the Maryland Mayors Association.

Also, the road connection to Leonard's Grant and Clark's Rest has officially begun.

Ms. McKay noted that letters were sent out to the HOA providing an overview of the road construction details.

Business Development/Retention – Mary Maday Slade

Councilmember Slade reported that she is privileged to be on the Façade Grant Committee and was so excited to see the fantastic things that many of the businesses are trying to do downtown with funds from this grant.

Mayor Burris entertained a motion to adjourn.

Councilmember Hammett moved to adjourn the regular meeting at 4:38 p.m.; seconded by Councilmember Hollander, 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