



# Commissioners of Leonardtown

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DANIEL W. BURRIS  
*Mayor*

LASCHELLE E. MCKAY  
*Town Administrator*

**Town Council Meeting Minutes  
May 11, 2020  
Virtual Meeting due to Covid 19  
Meeting recorded Live on YouTube – Town of Leonardtown Channel**

Attendees:

Onsite: Daniel W. Burris, Mayor  
J. Maguire Mattingly IV, Vice President  
Tyler Alt, Council Member  
Nick Colvin, Council Member  
Christy Hollander, Council Member  
Mary Maday Slade, Council Member

Also, in attendance were: Laschelle McKay, Town Administrator; Rebecca Sothoron, Treasurer, Beth Sandberg, Office Manager; Will Moorehead, Just Tech, Jada Stuckert, Planner; Teri Dimsey, Executive Secretary; A complete list of attendees is on file at the Town Hall. Viewers on Town of Leonardtown YouTube Channel.

To maintain the safety of social distancing due to Covid 19 and the States mandated instructions of limited congregations. The swearing in ceremony was conducted outside in front of the Town Hall so that family and friends could participate and witness the ceremony which was also streamed live on the Town of Leonardtown Facebook page.

St. Mary's Clerk of the Court, Debra Burch, inducted Daniel W. Burris to be sworn in as Mayor and re-elected for a third term.

Mayor Burris then inducted and sworn in Nick Colvin as a new Councilmember and Jay Mattingly re-elected as a Councilmember for his third term.

Congratulations were given to all.

Mayor Burris resumed the Town Council meeting.

Councilmember Colvin provided the invocation and Ms. Dimsey led the Pledge of Allegiance.

## **Approval of Minutes**

Mayor Burris entertained a motion to approve the minutes.

**Councilmember Mattingly moved to approve the minutes of Monday, April 13, 2020 as presented; seconded by Councilmember Hollander. Councilmember Colvin abstained; motion carried with four Councilmembers in favor.**

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

Ms. Sothoron reported that there were no transfers to or from the LGIP. We are 83% through the budget year. Quarterly income tax distribution is scheduled for the end of May. It may be the originally scheduled standard distribution or it may be altered. There is fund balance that is unappropriated that we may need to use going forward to fill any deficits.

Mayor Burris noted that we did increase the unappropriated fund balance to 57% this year.

We are working on your recommendation to change the property insurance carrier for the Town and expect to have a recommendation at the next Council meeting with details about why we are recommending this change.

### **Contract Option Year for Audit Services by BBD, LLP**

In May 2019 the Council awarded the audit contract to BBD, LLP after an extensive bid process. It is time to begin to schedule audit services for this year. The next year option for BBD is in the amount of \$19,500 per last year's bid. Last year was BBD's first audit for the Town and everything went smoothly. Attached are minutes from last May for more detail on the approval of the contract. Bid prices are also attached.

Councilmember Slade inquired about the grants that we receive for Earth Day and A&E Grants, if we don't use that money what happens to the funds?

Ms. McKay responded that a large portion comes from the Art's Council and they have agreed to fund these projects because they have transitioned into virtual events, offering as many if not more programs. We are actually spending less offering virtual series, still helping and promoting the artists, and the fees for the events have been less, but we are still getting these grants and the A&E as well.

Mayor Burris entertained a motion to approve awarding the audit contract to BBD LLP.

**Councilmember Mattingly moved to award the next year option for audit services to BBD, LLP in the amount of \$19,500; Councilmember Slade seconded, no further questions, motion passed unanimously.**

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

Ms. Stuckert reported that a number of ordinances are being introduced to clean up needed text amendments or new issues such as the small wireless facilities. The text amendments that are part of the general code will be introduced today and then a public hearing will be held at the July meeting and action can be taken. Ordinances in the Zoning (Chapter 155) will be referred to P&Z at the May meeting and a public hearing will be held in June. A recommendation will come back to Town Council for a public hearing and decision in July as well.

Ms. Stuckert provided a brief summary of each zoning related Ordinances.

- Introduction of Ordinance No. 195 Property Maintenance
- Introduction of Ordinance No. 196 Vehicle Removal
- Introduction of Ordinance No. 197 Forest Conservation
- Introduction of Ordinance No. 198 Small Wireless Facilities- Chapter 128
- Introduction if Ordinance No. 199 Small Wireless Facilities- Chapter 155
- Introduction of Resolution 1-20- Guidelines for Small Wireless Facilities

**Police Report**

Deputy Nelson is unable to attend today's meeting but has submitted a written report for Council's review.

**Town Administrator's Report** – Laschelle McKay**Extension of Woodlawn Lawn Care Contract**

The lawn care contract was last bid in May 2017. Woodlawn Lawn Care was once again awarded the 3-year contract. There are two one-year extensions available. The FY20 price is being held. They do an incredible job for the Town and donate many services. The June 2017 minutes are provided for the record.

**Councilmember Alt moved to extend the Woodlawn Lawn Care contract for one year through June 30, 2021; seconded by Councilmember Hollander, no further discussion, motion passed unanimously.**

**Award Contract for New Roof for Town Hall and Sludge Drying Bed**

A roof replacement for the Town Hall and the sludge drying beds are in dire need. We utilized Gordian through an existing membership (see the provided Gordian info). Ms. Sothoron had incorporated a \$30,000 emergency contingency toward the Town Hall work when doing the budget calculations for fund balance. An additional \$7,779.88 would need to be used from Fund Balance to cover the Town Hall bid. The sludge bed roof would come from contingency in wastewater treatment category. The Town Hall quote also has a quote for a standing seam metal roof at \$137,538 however, we felt the asphalt shingle roof was more in line with our budget.

Ms. Sandberg explained that the Town is contracting through Gordian and clarified the significance of value the Town realizes without going through the normal bidding process as Gordian handles the entire process which cuts down on the effort of finding local sources and the cost of mailings and Town time from beginning to managing the project.

Councilmember Slade remarked that she would prefer that we support our local businesses.

Ms. Sandberg noted that Gordian does source locally so our local small businesses do have the opportunity to bid for the project.

Ms. Sothoron remarked that for years we make the effort to reach out to local businesses but many times they are unresponsive and we end up not getting the number of required bids for our projects. This state administered contract is administered by Gordian, the unit prices are set, meaning that we are basically piggy-backing on the state contract.

**Councilmember Mattingly moved to award the roof repair contract for Town Hall and Treatment Plant Sludge Beds to Centennial Contractors Enterprises, Inc in the amount of \$37,779.88 for Town Hall and \$38,271.98 for the Sludge Bed roof; seconded by Councilmember Alt, no further discussion, motion passed unanimously.**

### **Introduction of Ordinance No. 200 Leonardtown Comprehensive Land Use Plan**

In preparation for the annexation process for the St. Mary's Nursing Center Memory Care facility project at the corner of Rt. 5 and St. Andrews Church Road, the Municipal Growth Element of the Comprehensive Plan needs to be amended to include the parcel for annexation. We are introducing the ordinance and referring to P&Z for a June public hearing. A public hearing will then be held during the July Town Council meeting for action.

Refer to the site map showing the property in discussion and Section 11 from the Comprehensive Plan. Map 11-1 on page 11-16 will be the map that needs updated as Exhibit A for this ordinance.

### **Introduction of Ordinance No. 201 Leonardtown Comprehensive Zoning Map**

This ordinance being introduced will begin the same process as Ordinance #200 we just introduced in anticipation of the annexation process. The zoning anticipated on this property would be Institutional Office (I-O). As this is within the County zoning and we will be working with the County to agree to zone it I-O for this project. It will go through the public hearing process as we will need to revise our zoning map to show this property in the future as I-O.

No action is required today on these introductions.

Ms. McKay reported that Councilmember Slade sent out an email as to programs that are available for small businesses and the County did approve two million dollars out of their CARES federal grant that will go to support local small businesses. There are some guidelines that need to be followed and they will be announcing this shortly.

LBA held a Zoom meeting, along with some Economic Development staff and Small Business Development Center to relay information to the small businesses and answer any questions in regards to grants and other monies available and the processes. We are sharing this information on our FB pages and working to get this information out to everyone.

Mr. Jay Johnson officially retired from the Town on April 29<sup>th</sup> as Superintendent of the Wastewater Treatment Plant and worked with the Town for 17 years. We plan to have a retirement event in the near future.

Mr. Joseph Bucior has been training for this position and stepped into the Superintendent position on May 1<sup>st</sup>.

We are in the process of interviewing for an operator trainee.

Local high school 2020 graduates from St. Mary's Ryken and Leonardtown High are being recognized with a joint venture of the Town and sponsors Barefoot Graphics and Old Towne Insurance by hanging banners throughout the Town with the names of each of the graduates to acknowledge their graduation day in the midst of the pandemic. There are eight banners for Ryken and 22 banners for Leonardtown High School. A group of volunteers will help hang the banners down at the Wharf, the square and the Port of Leonardtown.

We were contacted by a business located within the St. Mary's Medical Arts building which houses a pharmacy. There are four units in that building and the owner of the pharmacy would like to open a small convenience store. It does meet the zoning and they have the necessary EDUs available but they have an interest in providing alcohol for off-site sale only and would need our approval. We have heard that the elderly residents at Cedar Lane

would very much like to have this service close to their facility which would not require them to drive. The Alcohol Board suggested the owner approach the Town before moving forward with offering alcohol. If Council consents, we would need to add a liquor license letter of support on next month's agenda.

#### **Mayor's Report – Mayor Burris**

Mayor Burris reported that he has been active in sitting in on the County's Covid meetings held every Monday, Wednesday and Friday. The hospitalizations are down in St. Mary's County and within Maryland over the past 12 days which is a good sign. The Governor will hold a press conference on Friday to announce his next steps.

Driving around Town he noticed the beginning of the asphaltting of the connection road from Leonard's Grant to Clark's Rest. Also, Clark's Rest continues to sell homes and recently sold three homes this past weekend.

Councilmember Hollander inquired if the connector road would have sidewalks?

Ms. McKay responded no but they will have wide shoulders she believes.

#### **Events – Tyler Alt**

The Annual Earth Day Virtual Event (celebrating the 50th Anniversary of the National Earth Day commemoration and the 20th Anniversary of the Town's own Earth Day Celebration) was extremely successful. The event was held online through the Town's website, Facebook pages and YouTube Channel. The event featured an online Tree Planting Ceremony that included a greeting from Mayor Dan Burris and a reading of the Earth Day Proclamation by Town Council Member, Jay Mattingly. The event also included a virtual version of the Reptile World Show, the Waterman Tour courtesy of Captain Phil of Fish the Bay Charters, the Nature Tour at the Wharf given by Bob Wentworth of Wentworth Nursery. Many of the local businesses and organizations also participated in the programming, including a cooking show and fitness demo from root, SUP & Fitness and story and craft time provided by ARTful PLAYhouse that was sponsored by Fenwick Street Used Books & Music.

A highlight of the event was the finale hosted by local, popular musicians Robbie Boothe and Donovan Farrell. Robbie and Donovan were joined by talented featured guests including: Phillip Michael Parsons, Wes Ryce, Tara Rae, LaKeisha Smith, Donald Quade and many more. The event increased traffic to the VisitLeonardtownMD.com website, the Town's Facebook Pages and YouTube Channel (The individual shows ranged from 50 - 1,059 views).

Following the success of the Earth Day Virtual Event, the Town, the Leonardtown Business Association and the St. Mary's Arts County Arts Council partnered together to launch a virtual programming platform, called Leonardtown A&E Online. As a part of the Leonardtown Arts & Entertainment District, the new virtual programming provides a platform for the Town to feature the amazing talent we have here in Leonardtown and throughout Southern Maryland while helping support the local businesses. Access to the platform is FREE and open to the public and features online classes, demos, workshops in a variety of subjects from cooking and fitness to learning a new skill like knitting and dancing taught by local teachers/instructors, businesses and organizations. The majority of the online content will be FREE and open to the public with reservations required for select special group classes and events.

Original programming is also included on the virtual platform and includes music variety shows featuring local artists such as: musicians: Josh Riley, Dylan Galvin, Latrice Carr, Wes Ryce, Ryan Forrester, John Luskey, the Funkzilla Band, Jay Armsworthy, and GrooveSpan;

performing artists: Justin Myles, Rose Heller and Donna Jordan; and groups from: Gracie's Guys & Gals Dance Studio and Ghawazi Circus Sirens. Upcoming programming in development includes child-friendly programming, special online events and more.

**Upcoming Events:**

At this time, we are continuing our plans for the 18th Annual Beach Party event for Saturday, August 8th from 4:00 p.m. – 9:00 p.m. Updates will change as we get more status updates about the coronavirus.

Ms. McKay reported that all of the scheduled May and June concerts have transitioned to virtual programming and will have their own freestanding concerts so that the artists can still participate as booked. The Jazz Festival has also moved to a virtual format.

**Community Development and Planning** – Nick Colvin – No report at this time.

**Utilities** – Christy Hollander

Councilmember Hollander reported that the work down on Route 5 has slowed down a bit on the water main as they are having some soils issues. They are still working on relocating the stream on the north bound part of Route 5 for wetland type improvements.

**SMMA Update** – Jay Mattingly

Councilmember Mattingly congratulated Mayor Burris on his re-election and welcomed newly elected Council Member Nick Colvin. MML has canceled the physical Summer Conference normally scheduled to be held in Ocean City. But they have re-worked the conference to a virtual format due to the uncertainty of the coronavirus. SMMA is still in discussions about changing the meeting dates and times and La Plata will be the Chapter host for the 2020-2021 year. He thanked Ms. McKay for coordinating the banner production and assembling volunteers to help put up. Congratulations to Jay Johnson for his retirement and Mr. Bucior for his promotion.

**Business Development/Retention** – Mary Maday Slade

Councilmember Slade reported that last week she met with two small businesses in Leonardtown and one of them had to lay off all their employees and the second business will be closing their doors for good as they cannot maintain themselves during this shut-down due to the coronavirus. Many of the businesses are struggling as this is a very serious issue. We need to promote our businesses as much as we can to help. Businesses can call her directly and she can provide all the information she has that may be helpful in assisting businesses with PPP documents with the understanding that it is all confidential. On a really good note, the Leonardtown Beacon's new format looks amazing!

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

**Councilmember Hollander moved to close the regular meeting at 5.04 p.m.; seconded by Councilmember Slade, motion passed.**

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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Nick Colvin, 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