



Commissioners of Leonardtown

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DANIEL W. BURRIS
Mayor

LASCHELLE E. MCKAY
Town Administrator

**Town Council Meeting Minutes
October 13, 2020
On-site and Virtual Meeting due to Covid 19
Meeting recorded Live on YouTube – Town of Leonardtown Channel**

Attendees: Daniel W. Burris, Mayor
Nick Colvin, Council Member
Christy Hollander, Council Member
Mary Maday Slade, Council Member

Virtual: Tyler Alt, Council Member
Absent: J. Maguire Mattingly IV, Vice President

Also, in attendance were: Laschelle McKay, Town Administrator; Rebecca Sothoron, Treasurer; Beth Sandberg, Office Manager; Jada Stuckert, Planning; Kristi Nelson, Deputy; Will Moorehead, JustTech; A complete list of attendees is on file at the Town Hall. Viewers on Town of Leonardtown YouTube Channel.

Councilmember Colvin provided the invocation and Mayor Burris led the Pledge of Allegiance.

Approval of Minutes

Mayor Burris stated that the minutes of September 14, 2020 would be presented at the November 9, 2020 meeting.

Agenda Addition

A liquor license letter of support for Fenwick Inn at 41685 Fenwick Street.

There will be an executive session at the end of the meeting to consider the Acquisition of Real Property for a Public Purchase and matters directly related thereto per Maryland Annotated Code Article 3-305 B3.

Treasurers Report – Rebecca Sothoron

Ms. Sothoron reported that during the month of September we did not need to transfer any money to or from the LGIP. We are 25% through the budget year. Capital Outlay in the General Fund appears over budget but we had the roof project which was delayed past June 30 and that now has been completed. The FY20 unaudited report has been provided. The manager for the audit firm was here today doing additional field work. Work had begun on the financial statements and the Maryland Uniform Financial Report that is due to be submitted by October 31st. We expect to see a General Fund surplus, mainly due to the additional income tax receipts. The enterprise fund should also see a surplus as we did not use all of the contingency funding. We will schedule the audit presentation to Council at the November meeting.

Planning & Zoning Report – Jada Stuckert

Ms. Stuckert reported that Planning and Zoning last met on September 21, 2020 and heard one item.

Plat approval for Meadows at Town Run – Phase II – was approved.

Presently, there are no items to be heard for the October 19, 2020 and may be cancelled if no cases are presented.

Police Report

Deputy Nelson submitted a written report for Council's review. Deputy Nelson reported that a food drive is planned to be held at McKay's Plaza on November 7, 2020 and all proceeds will go to Loaves and Fishes. There will be another November 21, 2020 in Lexington Park.

Town Administrator's Report – Laschelle McKay

Resolution 3-20 Designate a Resident Agent with State of Maryland

It came to light through a grant application process that the Town had never designated a resident agent as required by state code with the Department of Assessment and Taxation. Patrick Thomas, our attorney, prepared the Resolution designating him as our attorney. This is common practice.

Councilmember Slade moved to approve Resolution 3-20 to appoint Patrick W. Thomas, Esq. as resident agent for the Town of Leonardtown pursuant to MD Annotated Code 1-1301; seconded by Councilmember Colvin, no further discussion, motion passed unanimously.

Project Update

Ms. McKay reported that the Ltown Alley project is moving forward. We have been working with the six different owners of the alley network and as of today, all of them have signed the agreements that are required by the grant to make sure that those alleys stay as a public benefit end-use for at least twenty years. We have costed out all the improvements and are submitting two different grants, one for \$125,00 to Community Legacy and one for Community Parks and Playground for \$225,000. We applied for a Maryland State Arts Council grant for \$5,000 to do the planning for the art. We will pursue other Maryland Arts Council grants to actually install the art once it is designed. The Town had set aside some funding for Downtown Plan improvements this budget year, as well as, some road work for the alleys. Some of the Highway User funds may be used but, we will see what we get grants wise and it may have to happen in phases. It will also depend on what the grants allow and what needs to be broken out to what qualifies for those grants.

Councilmember Slade asked if we will be putting out bids for artwork?

Ms. McKay responded that we applied for a Maryland State Arts Council \$5,000 planning grant for what kind of themes and art installation we would want to see. They have other grants to implement them. The Maryland Area Heritage thought it would fit in a mini-grant they have available so we submitted that immediately. We would have a committee of artists that would put together a proposal of what areas and types of art would fit in those areas and that would be approved by the Arts & Entertainment District/Town and then we would pursue grants for different installations and it would be at that point that people would put in proposals for various art projects.

Façade Improvement Grant

We are wrapping up last fiscal year's façade grant and we only have two outstanding but they are getting finalized. We have the grant deadline this week for this fiscal year which is \$25,000 versus \$50,000 we had last year. We have already received two applications and we know of others that have not yet been submitted. The façade committee meets next week and the applications will be reviewed and recommendations made and then it will go to the State for review.

Ms. McKay attended the First Landing Ribbon Cutting Ceremony held last week. This is Generations Vineyard, Port of Leonardtown Winery and Zella Winery. We now have our own wine trail.

We wrapped up the roofing projects for Town Hall and the sludge beds. The Tayman Company along with a company, Scope Services, who did the gutters, all did a really good job and went above and beyond as there was some extra work that needed to be done. Also, we may incur some additional cost for unexpected additional work caused by storms over the last years.

Liquor License Letter of Support for Fenwick Inn-41685 Fenwick Street

They are doing a tavern license and it includes the pavilion in the back of the property. It is a Class D license in the name of Fenwick Inn, LLC and Danny and Donna O'Connor are the names on the license.

Councilmember Slade moved to send a liquor license letter of support for a Class D license for Fenwick Inn, LLC located at 41685 Fenwick Street in the names of Danny and Donna O'Connor. The license includes outdoor seating in the rear pavilion; seconded by Councilmember Hollander, no further discussion, motion passed unanimously.

Mayor's Report – Mayor Burris

Appoint Planning and Zoning Member and Board of Appeals Member

Mayor Burris reported that per the Code for the Town of Leonardtown the Town Council appoints Board of Appeals members for a 3-year term. Appointees must be a resident or own real property within the Town. The Mayor with the approval of the Town Council appoints PZ members. Appointees must live, work, own real property or own a business in the Town.

Mayor Burris made a recommendation that Mr. Doug Isleib be appointed to the Planning and Zoning Commission and Ms. Bennett Wilson be appointed to the Board of Appeals.

Councilmember Colvin moved to appoint Doug Isleib to the Planning and Zoning Commission and Bennett Wilson to the Board of Appeals; seconded by Councilmember Slade, no further discussion, motion passed unanimously.

Mayor Burris remarked that later this month we have Mahan Rykiel coming back to work on the Wayfinding signage and items on the Downtown Plan.

Events – Tyler Alt

The Town has partnered with Ed Delmoro of Winson Media and the James A. Forrest Technical Center to assist with the creation of virtual and live-streamed events. The Town will also partner with the County to assist with editing content for the live streamed

Veterans Day Event scheduled for this Veterans Day, November 11th scheduled to air from 10 AM – 11 AM on VisitLeonardtownMD.com.

The Leonardtown Summer Music Festival, held on Sunday, September 20th at Port of Leonardtown Winery Park (POL), was a wonderful day filled with amazing performances from Wes & Karlee Ryce, Robbie Boothe and HydraFX.

A Leonardtown LIVE! Watch Party is scheduled for Friday, October 10th from 7 PM – 9 PM. The show will be hosted by Robbie Boothe and Donovan Farrell. Robbie and Donovan are set to perform and show highlights from the Leonardtown Summer Music Festival and A&E First Friday during the evening. Dawn Campbell, owner of Style by Dawn at Shepherd's Old Field Market, and Lauren Zimmerman, the Winegrower at Port of Leonardtown Winery will assist as co-hosts of the event.

A two-part Arts & Entertainment episode for the popular virtual series, Discovering Leonardtown, aired on Monday, September 28th and Tuesday, September 29th. Social media posts for the shows reached between 1,100 – 1,500 people. Plans are underway to extend this two-part series into a monthly show on Arts & Entertainment in Leonardtown.

The Welcome Back Leonardtown Campaign that launched last month has been well received. The campaign included print ads and commercial videos welcoming visitors back to Town to enjoy the outdoor recreation areas, shopping, dining and much more. The recent videos that were posted to the Town's Facebook reached between 3,000 to almost 5,000 people.

Upcoming Events:

Due to the pandemic, plans for an alternate, scaled back event for Trick-or-Treat are underway. A Halloween Movie Festival is being planned for Saturday, October 24th from 7 PM – 9 PM at the Wharf. Two family-friendly movies will be shown.

A live-streamed Veterans Day Event is being planned for this year for Wednesday, November 11th from 10 AM – 12 PM to air on VisitLeonardtownMD.com and the Town of Leonardtown Facebook pages. Plans are to include a combination of live streamed and pre-recorded content. More details will be provided in next month's report.

Ms. McKay asked if Council could plan to participate on Veterans Day. The Lt. Governor will be in attendance and it will be held here in the Town Hall for the elected officials who plan to attend and we will live stream their speeches and then live stream the wreath laying ceremony in the Town Square. Everything will be pre-recorded.

Community Development and Planning – Nick Colvin
Councilmember Colvin stated he has no report at this time.

Utilities – Christy Hollander
Councilmember Hollander reported that they met with our engineers GHD on the sludge upgrades.

SMMA Update
Councilmember Mattingly is not with us today. The next SMMA meeting date will be announced shortly.

Mayor Burris noted that he did attend the MML Fall Conference virtually last week and sat in on a number of sessions, one of which was in regards to traffic calming and learned about some new ideas we may want to implement.

Business Development – Mary Maday Slade

Councilmember Slade reported that she had the pleasure of attending the Fenwick Inn Grand Opening and is so excited to have this new venue which is absolutely beautiful. She had dinner at Sweetbay and the food and atmosphere were wonderful and they walked throughout Town passing by the new inviting swings. The Old Town Café building is under contract and they have some new renovation ideas. Lastly, the scarecrows throughout Town are super cool and I’m happy to see so many businesses participated.

Mayor Burris entertained a motion to close the regular meeting to go into Executive Session to consider the acquisition of real property for a public purpose and matters directly related thereto per MD Ann Code Article 3-305-(b) (3)

Councilmember Hollander moved to close the regular meeting at 4:25 p.m. to move into executive session for land acquisition; seconded by Councilmember Slade, motion passed.

Council moved into Executive Session to consider the acquisition of real property for a public purpose and matters directly related thereto per MD Ann Code Article 3-305-(b) (3)

Respectfully Submitted:

Teri P. Dimsey

Approved:

Daniel W. Burris, Mayor

Tyler Alt, Councilmember

Nick Colvin, Councilmember

Christy Hollander, Councilmember

Absent
J. Maguire Mattingly IV, Councilmember

Mary Maday Slade, Councilmember