



Commissioners of Leonardtown

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DANIEL W. BURRIS
Mayor

LASCHELLE E. MCKAY
Town Administrator

Town Council Meeting Minutes August 9, 2021

Video is not available on YouTube due to technical difficulties

Attendees: 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; Jada Stuckert, Planning; Teri Dimsey, Executive Secretary; Beth Sandberg, Office Manager; Kristi Nelson, Deputy; Joe Kurley, The Rex; Roger Mattingly, Resident; Sean Coogan; Social Coffeehouse. A complete list of attendees is on file at the Town Hall.

Councilmember Colvin provided the invocation and Mayor Burris asked Ms. Dimsey to lead the Pledge of Allegiance.

Approval of Minutes

Mayor Burris entertained a motion to approve the minutes of June 14, 2021 and July 12, 2021 as presented.

Councilmember Mattingly moved to approved the minutes of June 14, 2021 and July 12, 2021 as presented; seconded by Councilmember Alt, motion passed unanimously.

Treasurers Report – Rebecca Sothoron

Ms. Sothoron reported that there were no transfers to or from the LGIP during the month of July.

We have met the budget for income tax and do expect another receipt at the end of August. The March/April accrual of Highway User Funds was received in July. We will get a May/June receipt but it appears we will not meet the revenue estimate for Highway User Funds.

The Beer, Wine and Liquor license fee is collected by St. Mary's County and remitted to us once a year, to date, we have received a \$1,700 receipt which was collected prior to the legislation that was passed waiving those applicable license fees.

Overall, the General Fund and Enterprise Fund should yield a surplus but within the Enterprise Fund, the Water department is close to breaking even, as we had so many unexpected items that happened over the course of the last year.

The Property Tax bills were mailed today. That revenue will be journaled in August. We have 1,860 accounts with 162 having zero assessment, many of which are local government properties and other tax-exempt accounts. We have 59 immaterial accounts and we take out anything that is less than \$10.00 (\$113 for 59 accounts). We have 12 accounts that are exempt from Town tax for various reasons and that is a \$37,000 revenue item. The net revenue that will be booked onto the records is \$733,000 which is above what was budgeted for FY22.

ARP Funds

They have programmed our first payment which should be deposited into our dedicated MLGIP account for \$1.88 million. The total for Leonardtown will be \$3.77 million. The next payment should come in 12 months. This triggers single audit requirements and will increase the fee we pay our auditor. It is unclear whether we will be spending the \$750,000 threshold. Staff recommendation is that we use these funds for infrastructure as we have a \$15 million budget for various projects over the next few years. The first project to look at is the new Water Tower and getting that out to bid and constructed. This would help to reduce the amount of money the Town will have to borrow and to designate a portion to the Waste Water Treatment Plant expansion to again reduce the amount of money to borrow. It will require reporting and the entire balance has to be committed by December 31, 2024 and spent by December 31, 2026. A separate MLGIP account has been set up to track spending of these funds.

Lastly, there is a letter from LGIT regarding the circumstances surrounding our property insurance renewal rates and how they are changing. Last year, we changed from Selected Premium to LGIT and our premiums decreased.

Last fall a LGIT appraiser looked at every single asset and property and the asset value understandably increased from about \$17 million to \$25 million which in turn raised our rates. Now, the re-insurance premiums have gone up significantly. In FY20 our Selected Premium cost was \$25,000 and the premium for LGIT was \$24,000 which is below Selected but, for an almost 50% increase in the asset value. Now, we have really good current valuations which is what we have wanted for many years but, the total premium for the year will increase. Therefore, the increase premium for property is more than anticipated but, we do have enough budgeted to cover the expense.

Mayor Burris noted that we had been discussing for quite a long while to have the Town's assets and properties evaluated so that we did have current and proper coverage.

Planning & Zoning Report – Jada Stuckert

The Planning and Zoning Commission last met in June and did not meet in July.

The August meeting has been cancelled as there are no cases to be heard. The next meeting is scheduled for Monday, September 20, 2021 at 4:00 p.m.

Police Report – Kristi Nelson

Corporal Nelson noted that she provided Council with a written report. She participated in National Night Out which was well attended, well beyond previous events, and she welcomed Ms. Stuckerts' assistance representing the Town. Thank you to Roger Mattingly who worked with LVFD to provide spray downs in all of the neighborhoods. Larry Crabtree, a local Pastor, rented out his foam machine which was a huge hit in the Clark's Rest neighborhood.

Town Administrators Report – Laschelle McKay

Award Bid for Wayfinding Signage

As part of the Downtown Strategic Plan, Mahan Rykiel/Arnett Muldrow put together a Wayfinding Signage plan to help guide visitors to parking and off the beaten path sites. There are three categories of signs; Vehicular, Pedestrian and Kiosk signage. The project was publicly bid and 3 bids were received 8/5/21. The project was advertised in the County Times (St. Mary's and Calvert), on the Town Website and sent to 10 local sign companies.

- Beltway Striping and Traffic Control- \$25,401.08
- Strategic Factory- \$38,250
- Invision Sign- \$96,045.24

Staff recommendation is to award the bid to Beltway Striping and Traffic Control.

We had budgeted for \$15,000 but knew it may need to be supplemented based on work we had been doing on signage improvement that was not totally anticipated. We are happy with the \$25,401.08 bid and will be able to draw funds from other sources such as Highway User Funds to implement. We have been working with Beltway Striping and Traffic Control on a variety of projects over the years and they are comfortable with how the Town works and operates, they are very thorough with installation and will be a good company to work with on our signage.

The new signage will incorporate our logo and include information such as walking distance to/from specific areas in Town. They will be colorful, easily seen and will allow us to reduce some other signage too.

We are working with Visit St. Mary's and the marketing committee to come up with a new map for Leonardtown to update the kiosks presently located at the Hurry Parkette, the old Library and the Md Antique Center. We plan to relocate the kiosk at the library down to the Wharf and move the Md. Antique Center kiosk over to the Port of Leonardtown. We will hold off until we get the new map completed. We would like to proceed with the vehicular and pedestrian signage immediately.

Mayor Burris noted that this new signage is all part of the Downtown Plan and has been in progress for some time and we are excited to see the new signage installed.

Councilmember Colvin asked if there was a start date?

Ms. McKay remarked that Beltway Striping has already designed most of the signage which they presented at the bid opening and are hoping to start immediately.

Councilmember Mattingly stated that he feels this project is important to the Town and not only for folks from the area but as our tourism is increasing and those moving into Town not as familiar will appreciate the new signage.

Councilmember Slade commented that she too likes the new signage and how easy it is to read and very visual.

Councilmember Colvin moved to award the Wayfinding Signage bid to Beltway Striping and Traffic Control in the amount of \$25,401.08; seconded by Councilmember Slade, no further discussion, motion passed unanimously.

Resolution 2-21 Outdoor Seating Guidelines

In May 2021, Council passed Ordinance No. 206 requiring any obstructions to sidewalks in town be approved by the Council. The next step is to adopt the guidelines for outdoor seating that we have been working on over the last several months as a guidance document.

Ms. McKay stated that she will be attending the Alcohol Beverage Board meeting this week, along with several restaurant Owners/Managers, to support them to receive approval to continue the outdoor seating.

Mr. Joe Kurley of the Rex, noted that this July has been bigger than the summers they have had in the past compared to the December holiday month which is traditionally our biggest month which is during the holiday season but we have seen a big increase with the outdoor seating and along with a combination of other conditions such as tourism and social media have helped tremendously.

Ms. McKay stated that we are working on a temporary license agreement to be signed by the property and business owner(s).

Councilmember Slade remarked that David's Flowers is not in agreement with signing. Mayor Burris stated that he had received an acknowledgement from Mr. David Mattingly that he would sign. It was determined that another conversation is needed to determine the issue. It may then need to be addressed at the September Council meeting.

Councilmember Colvin inquired if this Resolution can be updated and changed in the future if necessary.

Ms. McKay responded yes it can be as things move forward there may be changes that need to be made. We will be sending this out to all the restaurants and businesses so they will be well informed of the guidelines.

Councilmember Alt moved to approve Resolution 2-21 to adopt the Outdoor Seating Guidelines for Leonardtown; seconded by Councilmember Slade, no further discussion, motion passed unanimously.

Mayor's Report – Mayor Burris

Mayor Burris invited the LBA members in attendance to report.

Mr. Kurley stated that LBA did not meet this month so nothing to report at this time.

Mayor Burris reported that the apartments along Lawrence Avenue slated for demolition are still waiting on some environmental reports to be received which will then sent to the State of MD and who will then have ten days to sign off on.

Events – Tyler Alt

The Leonardtown Butterfly Ribbon Cutting was very well attended on July 11th and the Town Council attended revealing this new attraction in Leonardtown that marks exciting historic landmarks, beautiful outdoor spaces, hidden works of art and fun activities throughout Leonardtown.

The new, monthly Leonardtown Arts & Entertainment virtual show premiered on Friday, July 16th with between 1,000-11,000 viewers.

The Southern Maryland Boat Regatta was held last weekend with a great crowd in attendance at the Wharf.

Sunday, August 22nd, Sam Grow will perform on the square then the following Sunday, August 29th, Phillip Michael Parsons returns to perform at the Port of Leonardtown Winery.

Community Development and Planning – Nick Colvin

Councilmember Colvin stated that we have had 16 permits and 16 U&Os issued. He attended the Fox 5 Zip Trip which was an amazing event and a special shout out to the staff especially to Ms. Sandberg and Ms. Dimsey for doing a great job. National Night Out was a great event as well and I hung out at Leonard's Grant neighborhood.

Utilities – Christy Hollander

Councilmember Hollander reported that she has no updates at this time. She too noted that the events have been great and staff is doing a wonderful job.

SMMA Update – Jay Mattingly

Councilmember Mattingly reported that the next SMMA meeting is scheduled to be held on September 8th but will be moved to September 15th due to a conflict with the MML Board of Directors retreat. The meeting will be here at the Town Hall, Ms. Dimsey will be coordinating the meeting. The Fox 5 Zip Trip went extremely well with a big thanks to the staff and Ms. Donna Page for all the great signage and our facilities staff for all the behind the scene work involved to make sure it ran smoothly. He attended the services for the Town's former Deputy Peggy Smolarsky and extends his sympathy to the family.

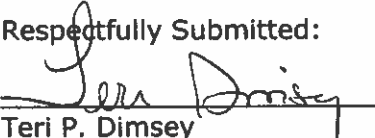
Business Development – Mary Maday Slade

Councilmember Slade commented to Council Member Mattingly that he did an excellent job as the lead during the Fox 5 Zip Trip interview revealing all the exciting happenings in Leonardtown. All the small businesses are holding their own and working steady on staying open and keeping up with all the changing covid precautions. Action Billiards is one place that is doing well and they were packed with patrons when she stopped by.

Mayor Burris noted that both he and Ms. McKay were on planned vacations during the Fox 5 Zip Trip.

Councilmember Mattingly moved to adjourn the meeting at 4:35 p.m.; seconded by Councilmember Colvin, motion passed unanimously.

Respectfully Submitted:


Teri P. Dimsey

Approved:

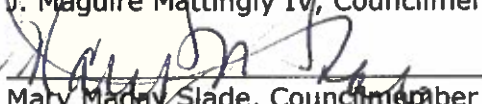

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