



Commissioners of Leonardtown

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DANIEL W. BURRIS
Mayor

LASCHELLE E. MCKAY
Town Administrator

Town Council Meeting Minutes November 8, 2021

**Live streamed video of the meeting can be found on
YouTube – Town of Leonardtown Channel**

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; Jada Stuckert, Planning; Teri Dimsey, Executive Secretary; Beth Sandberg, Office Manager; Joe Kurley, The Rex; 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.

Mayor Burris stated that Ms. Sothoron is unable to attend today's meeting due to a family emergency. We will continue with the Auditor's report which will be provided virtually.

Approval of Minutes

Mayor Burris entertained a motion to approve the minutes of October 12, 2021 as presented.

Mayor Burris entertained a motion to approve the minutes.

Councilmember Mattingly moved to approve the minutes of October 12, 2021 as presented; seconded by Councilmember Colvin, motion passed unanimously.

Treasurers Report – Absent

Auditor's Report

Ms. McKay introduced Mr. Karl Hogan of BBD, LLP to discuss and explain the Audit Report for Fiscal Year 2021.

Mr. Hogan thanked Council for having him attend virtually and will provide a quick synopsis of the 2021 Audit Report with highlights suggested from Ms. Sothoron that she asked to be particularly addressed and some additional items that should be brought to your attention.

Mr. Hogan stated that when you were preparing this budget there were a lot of unknowns but the good news is that in reviewing the Audit report you can see that many of the unknowns did not have a negative impact especially in light of Covid 19 and other pandemic conditions which did have an impact to the budget but in a variety of conditions for different departments.

Independent Auditor's Report

This basically outlines what management's responsibilities are, what the auditor's responsibilities are and the most important thing is the opinion paragraph which basically states that the numbers presented by management for the year ended 2021 were fairly presented.

Management's Discussion and Analysis

Mr. Hogan encouraged the Council to read this section as it puts a lot of information into a condensed version of 2020 and 2021. It is also a historical document as it gives management the opportunity to think about the impacts of 2021/2022 and beyond as you look back at what happened in the previous years.

Budgeted Revenues

Mr. Hogan noted that Ms. Sothoron was concerned about the impact of Income Tax from the State and was very conservative in her approach as there was a lot of unknowns but the Town managed the outcome in a positive way.

The expenditures were affected a bit by Covid 19 and having to outlay money for items not budgeted but the Town was able to mostly maintain their expenses and keep a balanced budget throughout the year.

Proprietary Funds

These funds account for all assets and liabilities related to operations, both short-term and long-term. Impact fees are collected here on a cash basis and maintained as a one-time future capital expenditure and are considered restricted funds.

Balance Sheet Items

This is a comparison to the budget items which in your case shows a positive increase and shows where your assets are, where your liabilities are and it is right in line with what the Town wants in accordance with your fund balance policy which is in the 50% range of the next year's expenditures.

Conclusion

Mr. Hogan stated that as of June 30, 2021, the Town, as a whole, is in very good and enviable condition.

Mayor Burriss stated that under the Discussion and Analysis, page 8, it reads that the Town's debt decreased by \$429,000 and it states at the bottom that the tax rate has remained unchanged since July 1, 2013.

Mr. Hogan remarked that the Town's growth, the assessment growth and the Town's money management has allowed the Town to not have to raise the property taxes since 2013.

Mr. Hogan did reiterate that during their audit process, they did not find any internal control issues, no disagreements or adjustments needed to be made to the financials. Everything is in very good order and the internal controls that the Town does have in place are more than adequate to meet the requirements.

Mayor Burris thanked Mr. Hogan and BBD, LLC for their audit findings.

Ms. McKay stated that Ms. Sothoron was unable to be here during the audit due to a family emergency but Ms. Post provided exceptional support as did Ms. Sandberg to comply with your staff's requests and keep the audit process running smoothly. We have enjoyed working with BBD, LLC, thank you for all your help.

Planning & Zoning Report – Jada Stuckert

The Planning and Zoning Commission last met on September 20th with one item on the agenda, Wendy's renovation, which was approved.

No meeting will be held in November as there are no items on the agenda but the December meeting will have a full agenda and that is planned to be held on Monday, December 20th.

Police Report

A new Deputy has been assigned to the Town, Deputy Roszell. She is unable to attend tonight's meeting. We welcome her and look forward to introducing her to our community. We also thank Corporal Nelson for her service and wish her all the best in her new position.

Town Administrators Report – Laschelle McKay

Proclamation - Municipal Government Works Month

Councilmember Mattingly read the Proclamation and you can find this Proclamation on the Town's Facebook page and website.

Review Outdoor Seating Design for Fenwick Street at Duke Building

At last month's Town Council meeting, outdoor seating for Social Coffeehouse was approved on Washington Street and Fenwick Street, pending the Fenwick Street seating comes back to Council to review enhanced safety design. Council has been given a revised design showing bumping out to the 7-foot parking space line with concrete planters to create a pathway wide enough to accommodate pedestrians and tables. The first planter at least could have bollards for additional protection at the end closest to the Square. Having an elevated platform even with the sidewalk would keep ADA accessibility.

Additionally, the original SHA design showed a 13-foot eastbound lane and an 11-foot westbound lane. However, it appears they reversed it. We could restripe to have a 13-foot lane to better accommodate the Fire Dept using the eastbound lane for calls. This would give an additional 2 feet of clearance.

Part of the Downtown Plan talked about the Fenwick District and the strategy moving forward to making it more pedestrian friendly and creating its own sense of place. All of these strategies help move us in that direction as this is where a bulk of our retail is located.

Ms. McKay stated that a consensus is needed to move forward.

Mayor Burris inquired as to when the new signage will arrive?

Ms. McKay responded that they are having some trouble getting some of the supplies to make the signs but they are really very close.

Councilmember Slade remarked that she reached out to the Fire Department about this plan and they thanked us for working with them. On the way in today, she received a letter addressed to the Council from the Leonardtown Rescue Squad indicating that they have concerns about the safety along Fenwick St. and Councilmember Slade would like to have this letter put in the record of the minutes.

Council Members gave consensus to approve the design plan with the new presented changes.

Updates

The two murals in LTown Alley are moving forward and we are excited to see the progress as they have begun painting the walls. We also have a themed art fundraiser planned for May 5th taking point from the Alice in Leonardtown theme mural on the storage building wall. We hope to plan an unveiling of the mural during the fundraiser and a movie night on Saturday featuring Alice in Wonderland.

We are working to shoot some grades to look at the stormwater management within LTown Alley to make sure that we correct any issues now before the project gets started.

Mahan Rykiel were here recently to work on the Waterfront Plan and held a number of meetings with various stakeholders and also with the Council. They will be returning November 30th with a public meeting held Tuesday night at 6:00 p.m. for the public to come to give input on the waterfront plan.

Mayor's Report – Mayor Burris

Mayor Burris noted that Corporal Rachael Roszell just arrived and asked her if she had any comments or questions.

Corporal Roszell stated that she is looking forward to working with the Town and is being brought up to speed on the events and other happenings.

LBA Report

Mr. Kurley reported that they have an LBA Board meeting coming up and will be focusing on preparing for the holidays.

Mayor Burris stated that the Rotary is holding an event "Flags for Heroes" on Friday and is a fundraiser and you can name your hero on an individual flag. Hope you can make it out.

Events – Tyler Alt

Leonardtown Summer Music Festival

In spite of the rain causing a delay, it was a thrilling finale for the Leonardtown Summer Music Festival when the Amish Outlaws performed in Leonardtown Square on Saturday, October 16th. Over 1,000 attendees gathered in Leonardtown Square to enjoy the high-energy concert that featured a wide range of music styles from Rock, Country R&B and more! The evening was a terrific close to an amazing season of music!

Mr. Joe Kurley remarked that this event was also a fundraiser for a local, well-known resident, Danny Norris, who has serious medical needs and he was also a past LBA President and we raised close to \$15,000.

Trick-or-Treat on the Square

There was beautiful weather, amazing costumes (We saw superheroes, witches, dinosaurs, larger than life characters, an airplane, rockets and a mad hatter too!), delicious food and yummy treats, spooktacular decorations and an exciting pet costume contest that even featured a baby goat! It was a thrilling day!

Plans continue for the Fall and Holiday events in Leonardtown. Please mark your calendars and plan to join us for:

- The Veterans Day Parade & Memorial Ceremony Thursday, November 11, 2021
- Christmas on the Square Friday, November 26, 2021
- Tuesday Meet-and-Greet with Santa Tuesday, December 14, 2021
- Saturday Meet-and-Greet with Santa, Saturday, December 18, 2021
- Santa & Mrs. Claus on the Square, Saturday, December 18, 2021

Community Development and Planning – Nick Colvin – No Report

Utilities – Christy Hollander

Councilmember Hollander stated that she did attend the Benjamin Hance ceremony which was very moving and encourages everyone to visit the marker there at the Old Jail.

SMMA Update – Jay Mattingly

Councilmember Mattingly attended the MML Fall Conference and the MML Board of Directors and there was a great turnout of members. He attended the orientation for new officials to the conference and a member from Highland Beach was in attendance and he recruited her to attend the SMMA meeting which was being held on conjunction with the MML Fall Conference.

He will be attending the upcoming Veterans Day Parade and a big thanks to our entire staff for making this event run smoothly and efficiently and is also looking forward to attending Christmas on the Square.

Business Development – Mary Maday Slade

Councilmember Slade reminded everyone that we have Small Business Saturday coming up the day after the tree lighting and the businesses have lots of wonderful things planned for their customers. We also have a new restaurant opening up and please check out Above Par for the kids and adults alike. A huge shout out to our local businesses who pitched in to help Leonardtown High School drama when they had a show planned and due to Covid was unable to perform and lost money last year and our businesses helped raise \$4,500 of the \$6,000 they had lost. They were able to get the costumes and stage props they needed to run the show.

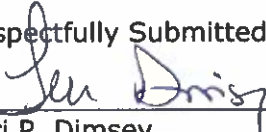
Ms. McKay noted that the Trolley will be running that day too.

Ms. McKay reported that she attended the Historical Society Annual dinner and they expressed their appreciation to the Town for the assistance with installing new lighting around Tudor Hall and we received compliments from the residents too.

Mayor Burris entertained a motion to adjourn.

Councilmember Mattingly moved to adjourn the meeting at 4.42 p.m.; seconded by Councilmember Slade, motion passed unanimously.

Respectfully Submitted:



Teri P. Dimsey

Approved:



Daniel W. Burris, Mayor



Tyler Alt, Councilmember



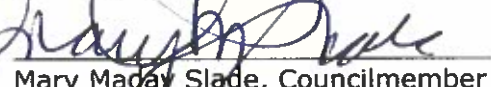
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