



Commissioners of Leonardtown

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DANIEL W. BURRIS
Mayor

LASCHELLE E. McKAY
Town Administrator

Town Council Meeting Minutes December 9, 2024

Live streamed video of the meeting can be found on
YouTube – www.youtube.com/c/TownofLeonardtown

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

Absent: J. Maguire Mattingly IV, Vice President

Also, in attendance were: Laschelle McKay, Town Administrator; Teri Dimsey, Executive Secretary; Mike Bailey, Planning; Will Morehead, JustTech; Jackie Post, Fiscal Clerk; Jennifer Misner, Main Street Manager, Roger Mattingly, LVFD; Laura Clarke, Clarke Consulting; Kristy Parker, LBA; SoMDNews; A complete list of attendees is on file at the Town Hall.

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

Approval of Minutes

Mayor Burris entertained a motion to approve the meeting minutes of November 12, 2024.

Councilmember Colvin moved to approve the minutes of November 12, 2024 as presented; seconded by Councilmember Hollander; motion passed unanimously.

Treasurers Report – Sharon Strand

Approve Budget Calendar for FY26

Consensus was given for the schedule for upcoming Budget for FY26.

Budget Amendment BD2025-001 Office Construction Expenses

Ms. Strand explained that this budget amendment is to bring forward outstanding Purchase Orders to allow us to use these funds in FY25 with the General Fund.

Councilmember Slade moved to approve Budget Amendment BD2025-003 to adjust budget record for outstanding purchase orders from FY24; seconded by Councilmember Earhart, no further discussion, motion passed unanimously.

Budget Amendment BD2025-004

Ms. Strand reported that this budget amendment pertains to the Enterprise Fund and is also to bring forward any outstanding Purchase Orders to be funded in FY25.

Councilmember Colvin moved to approve Budget Amendment BD2025-004 to adjust for outstanding purchase orders from FY24 for Enterprise Fund; seconded by Councilmember Slade, no further discussion, motion passed unanimously.

Planning and Zoning Report – Mike Bailey

Mr. Bailey reported that there was a P&Z meeting held on Monday, November 18th and approval was given for:

Case No. 03-24 Sheriff’s Evidence Storage Building - Request for Concept approval for a site development plan for a two-phase project, Phase 1 - Evidence Storage Facility (20,611 sq ft. Bldg.) with associated parking & utilities infrastructure. Phase two New Sheriff’s Headquarters (pad site only).

Councilmember Hollander inquired about the construction beginning for the car wash.

Mr. Bailey responded that they have all their approvals to begin. Once the contractor doing the work on the Dash In is completed, that same contractor, will then begin construction on the car wash project.

Police Report

Deputy Roszell provided a written report of the activities for the month of November.

Town Administrators Report – Laschelle McKay

Proclamation for Murray Retirement

Mary Ann Murray, formerly of Murray, Wamsley and Associates, was the Town’s financial auditor for 21 years and recently retired. In 2019 she sold and merged with HeimLantz Accounting Firm and they reached out to those who worked with Mary Ann to commemorate and recognize her achievements and retirement. Ms. McKay read aloud the Proclamation from the Mayor and Council.

Extension of Snow Removal Contract with Bay Country Contracting

The snow removal contract was bid in 2018 and awarded to Bay Country Contractors for a two-year period with two two-year extensions. The last couple of years fortunately there has been little expenditures for snow removal. The contract was due to be rebid in November but was inadvertently missed. Staff would like to request a one-year extension to get through the winter season and then we would rebid for next season. The contractor has not had an increase since 2022, at which time they received a 12% increase. They are requesting a 12% increase for this season to help cover increased fuel and labor costs.

Councilmember Slade moved to extend the snow removal contract with Bay Country Contractors until November 2025 with a 12% increase for increased fuel and labor costs; seconded by Councilmember Colvin, no further discussion, motion passed unanimously.

Leonardtwn Main Street Update - Jennifer Misner

Ms. Misner provided a review of the last quarter of Main Street activities and meetings and mentioned the upcoming items.

Mayor's Report – Mayor Burris

Appoint Councilmember to serve as PZ Board alternate

Ms. McKay remarked that in the past we have had an alternate serve on the P&Z Board so an alternate is available for a quorum if needed. Under Leonardtown Code-128, the Mayor, with the approval of Town Council, shall appoint a Planning and Zoning Commission consisting of five members plus one alternate of whom may be a member of Town Council which may serve along with their Town Council term.

Mayor Burris stated that he would like to appoint Council Member Heather Earhart, who was a P&Z member in the past, to the P&Z Commission.

Councilmembers Colvin, Earhart, Hollander and Slade all gave consensus.

Mayor Burris reported that there was excitement in the air at Christmas on the Square which was a great holiday event and it was also the 84th year of the Annual Christmas Tree Lighting by the Leonardtown Volunteer Fire Department.

LBA Report – Kristy Parker

Ms. Parker reported that the LBA holiday meeting will be held this Friday morning at the Town Hall and all are invited to attend. Also, during the month of November the LBA website had 10,000 visitors which is 81% more than this time last year. The QR Codes located around Town and on the Trolley had over 23,000 scans this year. This really shows that people are interested in Leonardtown and wanting to find out more information. There was great interest at the information table at Christmas on the Square but we want to recommend moving the information table further north located at Shadrick Street to be able to catch folks as they enter the square to provide directions and programs.

Councilmember Slade asked what has occurred to increase the website's presence?

Ms. Parker responded that LBA President Stotler has been updating the website and working on creating more interest so this may be helping drive people to check out Leonardtown.

Events – Heather Earhart

Councilmember Earhart reported two private Meet & Greets for special young people are scheduled at the Town Hall, reservations are required. This is now an annual event and a very popular one too. Thank you to all the volunteers who helped make Christmas on the Square and the Tree Lighting a great event. If you were not aware, there is a food pantry at Leonardtown Library so if you would like to donate there is an outside drop off set up.

Community Development and Planning – Nick Colvin

Councilmember Colvin reported that this is a slow time around the holidays although we continue to receive permit and U&Os applications. Thank you to the Town Staff and all the volunteers for putting in all their efforts to make Christmas on the Square a great success. There is a 25th Anniversary celebration at S-Kape Salon tonight and we plan to congratulate them and let them know we look forward to another 25 years here in Leonardtown. Merry Christmas and Happy New Year and see everyone in 2025!

Utilities – Christy Hollander

Councilmember Hollander reported that Comcast is wrapping up in the Leonard's Grant neighborhood and have started working in the Meadows of Town Run neighborhood. Every year Christmas on the Square and the Annual Tree Lighting seems to get better and better. So enjoyable. Happy holidays to everyone!

SMMA Update – No Report

Business Development – Mary Slade

Councilmember Slade stressed the reminder that any small businesses, LLC, Partnership, Corporation and HOAs, to apply as a Beneficial Ownership Information (BOI) which is due as of December 31st and make sure you are not in any violation of not applying as they will charge a fee of \$90.00 a day penalty for not doing it. But, as of last Monday, a judge in Texas has filed a lawsuit against the US Treasury saying this is unconstitutional so there is a moratorium on filing a BOI. Companies need to determine if they should file or be prepared to file to avoid penalty fees, so please keep an eye on this situation. Also, be on the lookout for Christine Trent’s new novel, she is a local author, mentions Leonardtown in her new book, which is sold here at Fenwick Books and Marie & Nash, it will make a great Christmas gift or a good winter read. Remember to hang out and enjoy Leonardtown with all the lights and music, simply a charming Town we live in, everyone have a wonderful holiday season.

Mayor Burris entertained a motion to adjourn.

Councilmember Colvin moved to adjourn the meeting at 4:29 p.m.; seconded by Councilmember Earhart, motion passed unanimously.

Mayor Burris will be available for any discussions for the next 30 minutes.

Respectfully Submitted:

Teri P. Dimsey

Approved:

Daniel W. Burris, Mayor

Nick Colvin, Councilmember

Heather M. Earhart, Councilmember

Christy Hollander, Councilmember

Absent

J. Maguire Mattingly IV, Councilmember

Mary Maday Slade, Councilmember