



Commissioners of Leonardtown

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DANIEL W. BURRIS
Mayor

LASCHELLE E. MCKAY
Town Administrator

Commissioners of Leonardtown **Town Council Meeting Minutes** **February 8, 2016**

Attendees: Daniel W. Burris, Mayor
Leslie Roberts, Vice President
Thomas M. Combs, Councilmember
Hayden T. Hammett, Councilmember
J. Maguire Mattingly IV, Councilmember
Roger L. Mattingly, Councilmember

Also in attendance were: Teri Dimsey, Secretary; Laschelle McKay, Town Administrator; Rebecca Sothoron, Treasurer; Jackie Post, Fiscal Clerk; Maria Fleming, Events Coordinator; Cindy Williams, Planning Assistant; Jada Stuckert, HR/Planning; Evan Poay, UMUC; Chris Jeys, Resident; John Wharton, The Enterprise. A complete list of attendees is on file at the Leonardtown Town Hall.

Mayor Burris asked Ms. Dimsey to lead the Pledge of Allegiance.

Mayor Burris moved on to the first order of business.

Approval of Minutes

Meeting minutes for the January 11, 2016 Town Council meeting were presented for approval.

Mayor Burris entertained a motion to accept the minutes as presented.

Councilmember Roger Mattingly moved to approve the January 11, 2016 minutes as presented; seconded by Councilmember Hammett; motion passed unanimously.

Treasurer's Report – Rebecca Sothoron

Ms. Sothoron reported that the January financial information was distributed. During the month, \$250,000 was transferred to the Operating Account. We are 58% through the Budget year. We are waiting on the final snow removal and salt invoices, both of which are not reflected in these financials and without those figures these add up to about \$37,000. Two properties were reported to the County Treasurer for the tax sale that is scheduled for March 4th and the County budget requests have been submitted. This year, the total is \$43, 943, which is a \$970 increase over last year. Half-year tax accounts were billed. We had 31 new half-year construction

accounts go on the tax roll with an assessment of about 8.5 million dollars which amounts to approximately \$5,400 in revenue.

One payment was tested on the online bill payment system and there are a number of website adjustments that need to be made with the vendor such as property policy issues, security policy issues and a few others that we will have to work through in conjunction with our Town attorney. We did discover an issue with the data transfer that happens between their system and our system. The goal was to be up by the middle of the month but will not happen that soon. We plan to put a notice in the Beacon to say we are close to offering the service.

Planning & Zoning Report – Laschelle McKay

Ms. McKay reported that we will be losing Mrs. Cindy Williams who is moving to North Carolina and she will be greatly missed. We have hired a new Planning/HR Assistant, Mrs. Jada Stuckert and today is her first day.

Council Members all welcomed Mrs. Stuckert.

The next Planning & Zoning meeting will be held on Tuesday, February 16, 2016 due to the Presidents Day holiday and we currently have two items on the agenda:

Case #2-16 - St. Aloysius Catholic Church, 22800 Washington Street – request for concept plan approval. The church is proposing an addition (160-person capacity) which will include a 32-person adoration chapel, conference room, music room, youth activity space, a warming kitchen and restrooms.

Case #4-16 -Leonardtwn Firefighters Museum, Lawrence Avenue; Map 133 Parcel 490 - Request for concept plan approval - The Fire Department is proposing a 10,072 s.f. museum (6,500 s.f.) and garage (3,572 s.f.) to be built on the carnival lot.

Councilmember Roberts inquired about the grant the Fire Department was hoping to receive.

Ms. McKay remarked that they did not get the grant but they did raise enough funds to move forward on the building.

Police Report – Mayor Burris

Deputy Smolarsky is not available to attend today's meeting but has submitted a written report. She did inform us that there were some recent burglaries and they were able to apprehend the suspects.

Town Administrator's Report – Laschelle McKay

Award Annual Event Portable Toilet Bid- The annual contract for portable toilets to service town events was publicly advertised. The bid opening was held on January 29, 2016 and two bids were received. These services are incorporated into the Community Development event budget.

United Site Services (last years' supplier) - \$2,830
T&T Sweeping and Port-O-Let Services - \$3,315
United Site Services is the low bidder by - \$485.00

Councilmember Roger Mattingly moved to award the annual event portable toilet services contract to United Site Services; seconded by Councilmember Roberts; no further discussion, the motion passed unanimously.

Update regarding Critical Area Mapping- Ms. Williams and I met with the CAC staff this month to review the draft maps that are in the process of being updated for the entire state. CAC has been working on this since 2008. The existing maps are based on 1972 mapping. The new maps will use 2008 data and aeriels from St. Mary's County. There will need to be a public hearing, which we can hold in conjunction with the County or on our own. I recommend we hold a separate hearing as we will get lost in the County hearing as it will cover so many properties. There are slight changes here and there on the 1,000 foot buffer and the shoreline and the only major change is adding in the Port of Leonardtown area as a Critical Area. The field work done in 2009/2010 indicated wetlands in this area, therefore, they are adding it to the Critical Area maps (MDE has the call on wetlands). They are going to change the designation from LDA to IDA at our request so there won't really be any impact to the property owners. There is a two year timeline for adopting the maps.

Award Purchase of Wharf Playground Equipment and Pavilion- We received a Community Parks and Playground grant in the amount of \$30,000 with a match of \$30,000 last fall. A copy of the grant budget for the project is attached. A few months ago I showed you some playground equipment that we had priced that was very expensive. We also found some local equipment that was more compact and economical. You indicated the local equipment was the best option. There are several pieces to this package to consider. The grant does not require a bid Council process, just authorization. I have met with several playground companies and an overview of pricing follows:

<i>**Everything Amish (Hughesville)</i>	<i>\$7,594 plus \$5,000-\$6,000 for rubber mulch</i>
<i>Tiger Structures (Charlotte Hall)</i>	<i>\$5,320 approx. (smaller and all wood structure)</i>
<i>Playworld</i>	<i>\$31,767 (surface not included)</i>
<i>Gametime Recreation</i>	<i>\$36,757 (includes surface)</i>

Surface

A local company, Forever Lawn, who does a playground grass surface. This is natural looking, safe and easy to maintain. Photos attached.

Forever Lawn \$12/sq foot x 1,035 sq foot = \$12,420 Reducing to \$10,000

Pavilion

We are recommending a pre-built local structure that could be moved more easily. I requested pricing of a 12' by 16' oval vinyl structure with a metal roof to match the concession building for:

<i>J&M Gazebos- Charlotte Hall</i>	<i>\$7,650</i>
<i>Tiger Structures- Charlotte Hall</i>	<i>\$11,235</i>

These are estimates and do not include the cost of delivery and site work. I would like to work with both of these companies to get the best pricing for everything and stay within the \$26,000 budget. I would use AB&H for the site work and Woodlawn for the landscaping.

Councilmember Roberts moved to approve the following equipment based on the comparative pricing by staff for the Community Parks and Playground Grant project at Leonardtown Wharf:

Playground equipment - The Space Walk by Everything Amish at \$7,594

Playground surface- Forever Lawn in the amount of \$10,000

Pavilion- lowest price for either J&M Gazebos or Tiger Structures, site work by AB&H and landscaping by Woodlawn within the \$26,000 budget for the pavilion portion of the project.

Seconded by Councilmember Combs; no further discussion; motion passed unanimously.

Sludge Removal Update- MDE requires sludge to be stored between 50-60 days prior to being applied to land. Also land application is only allowed at certain times of the year. We do not have enough storage to meet the requirements and land application is not allowed during this time of the year. Therefore, we have been hauling to landfills which is very expensive. The current price for King George is \$82.79 per wet ton and Charles County is \$93.91 per wet ton. Old Line Environmental was able to offer us another facility, Curtis Bay, MD at \$74.85 per wet ton. I have added this option to the existing sludge hauling contract.

Mayor's Report

Mayor Burris reported that he attended the Maryland Mayors Association Conference in Annapolis. During the Governor's Reception he met Governor Hogan and his wife. He presented him a letter in regards to the urgent need of a traffic light along Rt. Several of the cabinet secretaries were also copied. It was also mentioned that Governor Hogan would be making a trip down to Southern Maryland this month. He had dinner and breakfast with Senator Waugh and others from the Southern Maryland Delegation during the event and brought up a couple of items, one in particular being the grant that is still outstanding for the piers at the Wharf.

On another note, we are pleased to announce that the First National Bank building has been sold. The owner plans to demolish the inside and create approximately 7 apartments. He has said that he is not planning on making any changes to the façade.

Events – Roger Mattingly

Upcoming Events of Interest/Meeting Reminders:

<u>Date</u>	<u>Time</u>	<u>Meeting</u>
Friday, Feb. 12	7:30 AM	LBA, Inc. State of the Town Breakfast MedStar St. Mary's Hospital, Outpatient Pavilion, Health Connections Classroom, 2 nd Flr
Monday, Feb. 15	HOLIDAY	Town Office CLOSED - Presidents' Day
Monday, Feb. 22	7:30 AM	Southern MD Legislative Breakfast (RSVP) Olde Breton Inn, Leonardtown
Wednesday, Feb. 24	5:00 PM	Chamber Business after Hours Hosted by UofMD UAS Test Site/Research Hangar
Thursday, Feb. 25	7:00 PM	So. MD Legislative Reception (RSVP) Loews Annapolis Hotel
Thursday, Mar. 3 – Saturday, March 6 (3/5 Matinee 1 PM) (3/6 Start at 11 AM)	7:00 PM (3/4 dinner 5:30 PM) Romuald Hall Theatre	St. Mary's Ryken Spring Musical The Sound of Music
Friday, Mar. 4	5-8 PM	Youth First Friday's in Leonardtown Featuring the So MD Youth Orchestra & Choir
Thursday, Mar. 10	5:30 PM	Joint Business after Hours (RSVP) Hilton Garden Inn, Solomons, MD
Friday, Mar. 11	8:30 AM	LBA Meeting
Tuesday, March 22	6:30 PM	Code Home Rule Public Hearing Hosted by SMC Government @ Leonardtown Volunteer Fire Department

Community Development and Strategic Planning - Hayden Hammett

Councilmember Hammett reported that he would like to share the good news that the First National Bank building was sold. Also, a number of projects are underway in Town right now such as the Dunkin Donuts and the retail market complex. A number of other approved projects will begin to get underway in the spring. We welcome Mrs. Stuckert to assist us in keeping on track with the present and future projects. We will miss Cindy Williams, immensely. We wish her the best and thank her for all her hard work and warm personality.

Councilmember Roberts inquired about the status of The Shops at McIntosh.

Ms. McKay noted that she spoke with Mr. Wayne Davis who received comments back from State Highway and DPW, which means he should be coming forward very soon for final approvals.

ENR Upgrade – Tom Combs

Councilmember Combs noted that Ms. McKay covered this information earlier in her report.

Councilmember Roberts inquired about the possibility of an additional expansion at the plant.

Ms. McKay responded that GHD has been working on a report after receiving additional future growth information from us and they are looking into what may be available.

Councilmember Combs asked about the progress on the water line out on Rt. 5 near Academy Hills.

Ms. McKay noted that she had just received the final report from them and Mr. Wheatley has reviewed it and walked the site and it is moving forward.

SMMA Update – Leslie Roberts

Councilmember Roberts reported that Mayor Burris attended the Mayor's Conference and we just received a message today that the Highway Revenue User bills are going through the House and the Senate and moving forward. The next SMMA meeting is scheduled for March 2 at the Town of Chesapeake Beach.

Safety and Emergency Preparedness – Jay Mattingly

Councilmember Mattingly reported that snow removal went smoothly considering that a huge amount of snow had to be hauled out. The contractors were here for 34 hours straight and did a great job. We are waiting to receive the salt bill.

Mayor Burris remarked that we received a resignation letter from Joan Ritchie from the Board of Appeals, as she is moving out of town. We will be looking for new committee members to serve.

Ms. McKay reminded everyone that the State of the Town, sponsored by the LBA, will be held on Friday at 7:30 a.m. in the St. Mary's MedStar Outpatient Pavilion and she hoped to see everyone there.

Mayor Burris entertained a motion to close the regular meeting.

Councilmember Combs moved to close the public meeting at 4:48 p.m., seconded by Councilmember Roger Mattingly; motion passed unanimously.

Respectfully Submitted:

Teri P. Dimsey

Approved:

Daniel W. Burris, Mayor

Leslie E. Roberts, Vice President

Thomas M. Combs, Councilmember

Hayden T. Hammett, Councilmember

J. Maguire Mattingly IV, Councilmember

Roger L. Mattingly, Councilmember