



Commissioners of Leonardtown

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J. HARRY NORRIS
Mayor

LASCHELLE E. MILLER
Town Administrator

Commissioners of Leonardtown **Town Council Meeting Minutes** **March 10, 2008 ~ 4:00 P.M.**

Attendees: J. Harry Norris, Mayor
Walter Wise, Vice President
Thomas Collier, Councilmember
Robert Combs, Councilmember
J. Maguire Mattingly, III, Councilmember
Leslie E. Roberts, Councilmember

Also in attendance were: Laschelle Miller, Town Administrator; Rebecca Sothoron, Town Treasurer; DeAnn Adler, Plans Reviewer; Teri Dimsey, Recording Secretary; Jackie Post, Fiscal Clerk, Howard Wathen, Videographer. A complete list of attendees is on file at the Leonardtown Town Hall.

Mayor Norris called the regularly scheduled meeting to order at 4:05 p.m. After the recitation of the Pledge of Allegiance, Mayor Norris proceeded to take up the first item of business.

Approval of Minutes:

The meeting minutes for the February 11, 2008 Town Council meeting were presented for approval.

Mayor Norris entertained a motion to approve the February 11, 2008 Town Council meeting minutes; Councilmember Collier moved to approve the minutes as corrected; seconded by Councilmember Roberts; motion passed unanimously.

Mayor Norris stated that he is pleased that Mr. Jon Burrell is here today from the Local Government Insurance Trust and with him is Mr. Wilson Parran, who serves on the LGIT Board. Mr. Burrell introduced Mr. Parran who is also the Commissioner President for Calvert County Commissioners and took time to join him today to meet with various LGIT members.

Mr. Burrell noted that Local Government Trust was founded in 1987 by the Maryland Municipal League and County governments. It is a non-profit organization and has 174 members and that includes 3,000 police officers and over 800 elected officials. They have also awarded over \$370,000 in grants.

Mr. Burrell explained that he and Mr. Parran are here today to acknowledge the fact that the Town of Leonardtown has been a member of good standing for twenty years and to thank the Commissioners of Leonardtown for being an active and committed member.

Mayor Norris offered his appreciation to Mr. Burrell and gave a special thanks to Mr. Parran for his presence today and asked Councilmember Mattingly to come forward as his father and Mr. Burrell were very good friends.

Mayor Norris came forward to accept the award on behalf of the Town and Council members. A photo was taken of the presentation with Mr. Burrell and Mr. Parran presenting the plaque to Mayor Norris and Councilmember Mattingly.

Mayor Norris moved on to the next order of business the American Red Cross Month Proclamation.

Ms. Miller commented that Mr. Mike Zabko was not in attendance at the moment and asked Mayor Norris to hold the presentation until he arrived.

Mayor Norris asked Ms. Sothoron to present the Treasurer's Report.

Treasurer's Report – Rebecca Sothoron

Ms. Sothoron reported that at the table today she provided financial information as of February 29. During the month \$25,000 was transferred to the checking account. We are 67% through the budget year. Also at the table is a draft of the Recommended Budget, not for discussion tonight, but there is a budget workshop scheduled for Tuesday, March 18 at 4:00 p.m. There is still work to be done on the CIP budget and a copy will be placed in your mailbox for your review before the budget workshop meeting.

Ms. Sothoron stated she is introducing Ordinance #134 to Adopt the Budget for FY09 which our Charter requires it be introduced prior to its adoption. It is here today before the Council for introduction and is scheduled for adoption at the April Council meeting or later if necessary. As written it keeps the tax rate at .15 cents per \$100. The tentative schedule for the public hearing for the budget will be at the April Council meeting. If the tax rate stays at .15 cents per \$100 we will also have to have a constant yield tax rate public hearing which will be tentatively scheduled for the same day. We will hold the constant yield tax rate first and then the budget public hearing second. It will be advertised in the paper as the State constant tax yield notice has certain requirements which we will follow.

Police Report – Deputy Simonds

Deputy Steve Simonds reported that mid-way through February he was reassigned to community policing here in Leonardtown. Prior to that he was working in a pilot program on the northern end of the county and in conjunction with that he has a K-9 partner, Kyra, who has been with him for six and half years. She is an explosive detection dog and is the only bomb dog at the Sheriff's office and as such gets a fair amount of work. I have been with the Sheriff's office for eight years and prior to that was in Prince George's County for a year.

There have been a few changes in the Sheriff's office, we have a new statistical program called Comstat which is a program to allocate resources to determine problem areas.

In February there was a rash of motor vehicle break ins for stolen goods on the Leonardtown CSM campus and a few other locations in California and the southern end of the county. The culprits were looking for any high end items such as iPods and GPS systems. Many times these items are in plain sight. Citizens need to make sure these items are not in plain view. These are professionals and they look for

suction cups or the rings left behind and they know these telltale signs that you have these items in your car. Please take a moment to conceal or place items in your trunk to deter these thefts.

Deputy Simonds commented that there are two programs he would like to highlight. One is Project Lifesaver and we have been participating in this program for three years. This program helps to mainly bring elderly people home who have wandered off due to mental illness. This program is very simple. The participant wears a watch and we have the receiver information. If this person happens to wander off, we respond, lock into their frequency and locate the person.

The next program is brand new called STOP which is to help notify parents if their kids get stopped while driving and any citations they receive. They will be notified why this vehicle was stopped, who was in the car and what was the violation if any. This is a voluntary program and parents can register on line or come to the Sheriff's office to fill out the form.

There was a rash of destruction of community property involving spray painting the water tower and the side of a recreation center and three juveniles were caught and charged and are awaiting juvenile services to determine the type of sentencing. This graffiti was indicative of being gang related but this was basically a band writing their band logo and not a gang.

There were also a few assaults at the hospital and a prisoner escape at the detention center but they were captured.

Deputy Simonds asked the Council if they had any specific questions.

Mayor Norris stated that the Council members will pass along any specific problems they may hear directly to the Deputy. Everyone is always concerned about speeding along Washington Street and Route 5.

Deputy Simonds responded that their laser guns are out for calibration and once they are returned we can set up radar. We are making arrangements to use the speed sign periodically and follow up with radar to get people to slow down.

Mayor Norris also noted that he has discussed placing surveillance cameras around the square and has discussed this with Deputy Simonds.

Planning Department – DeAnn Adler

Case # 45-05 – Ellenborough Ridge Concept Approval Request for the Medical Office Building.

There was a public hearing held for the Town Council on January 14, 2008, a final decision was tabled for surrounding neighbors to provide additional comments.

Mr. Darren Myers, resident of Academy Hills, commented that they held a meeting and elected him as President of the Home Owners Association. It was a unanimous decision that we desire complete separation from our housing areas from the parking lot and medical building as they move forward with their plan. We also discussed that they would not like to see a wet or dry pond for the water run off and

Town Council Minutes March 10, 2008

hope some other sort of rain water run off control or other measures can be taken. We also request to relocate the building itself as far away from residential houses as they can possibly put on the lot. The main concern of the residents of Academy Hills was that we do not want overflow, we do not want people coming out of the parking lot into our yards or living areas. We have a limited amount of privacy and are looking to protect it and total separation is desired.

Mayor Norris commented that these are the goals that will need to be discussed with the Planning and Zoning Commission, along with Mr. Davis and Dr. Wilkinson

Mr. Davis stated that originally the plan was suggested by the Town Council to encourage pedestrian walkways but if the residents feel differently we will work it out with the HOA.

Ms. Adler commented that a motion is needed.

Councilmember Mattingly moved to accept the Concept Approval for Ellenborough Ridge Medical Office Park, seconded by Councilmember Roberts, no further discussion, motion passed unanimously.

Planning and Zoning Meeting – February 18, 2008

Ms. Adler reported that last month three cases were heard:

- **Case # 10-08 – True Value Hardware Store Parking Lot Expansion at the Shops of Breton Bay.** Applicant was asking for approval to expand the parking lot at the north end of the Shops of Breton Bay by twenty spaces and have a fenced enclosed area to store rental equipment. This rental area will incorporate a privacy type fence and adequate lighting. The application was approved pending DPW and Soil Conservation comments.
- **Case #64-04- Leonard’s Grant Phase I.** The applicant was asking for approval to make two minor changes to the confirmatory plat and those changes were approved.
- **Case #4-05 – McIntosh Run Shopping Center.** The applicant was requesting re-approval of the concept plan because the original approval had expired. Nothing had changed on this request and the request was approved.

Upcoming Planning and Zoning Meeting – March 17, 2008

Ms. Adler reported that two cases will be heard:

- **Case #88-06 – Emergency Operation Center Equipment Shelter.** This is located on Baldrige Street at the Governmental Center and they are asking for re-approval of this concept plan due to the impending expiration of their previously approval.
- **Case #17-08 – Ryken High School.** They are asking for preliminary concept plan approval for new athletic fields and new parking area.

Ms. Miller noted that the last item under the Planning Department was removed and the Tom McKee discussion was removed from the agenda.

Town Administrator's Report – Laschelle Miller

St. Mary's Hospital MRI Temporary Permit Renewal for Case #8-02. Mr. Frank Fearn is present today if Council has any questions. It is up for renewal in April and they are requesting a six-month renewal.

Mr. Fearn stated that construction ran a little behind and the new MRI is behind schedule getting people in and we would like to use both MRI to get the schedule back on track. The plan is to sell the modular unit in the fall.

Councilmember Roberts asked if this would be the last extension on this trailer.

Mr. Fearn replied yes.

Councilmember Collier moved to grant the hospital a six-month extension for the temporary trailer, seconded by Councilmember Roberts, no further discussion, motion passed unanimously.

Introduction of Ordinance #132 - Sewer Allocations for New Construction which would result in new and additional connections to the Town sewer system. Because we have delayed the expansion temporarily, we have a limited amount of capacity left for new projects coming forward. The Ordinance outlined the criteria for projects to move forward, until we have the expansion completed, that would require additional sewer capacity. Page two outlines specifically how the process would work. The priority would be to reserve EDUs for the Leonard's Grant subdivision, which we have commitments for and projects that are within the map are attached to the Ordinance, which would be mainly the downtown area. If the project is located in the downtown area and would be a catalyst for revitalization and provide economic development to the Town they would be able to move forward. Infill development as per the PIRD requirements or projects upon a majority vote of the Town Council with concurrence by the Mayor as necessary to protect the health, welfare, safety and future economic viability of the Town and public projects within the municipal boundaries could move forward. The process starts with the staff receiving applications; we would go through to see if they meet the criteria and if they do not, they go into a queue for processing once we have capacity. A report will be brought to you every month to see if you agree with the interpretation that they meet the criteria or not. If they do they will be placed on the Planning and Zoning Commission agenda and if not they will be placed in the queue.

This Ordinance was introduced last month and if enacted today, it will become effective twenty days from date of passage.

Councilmember Collier moved to accept and approve Ordinance #132, seconded by Councilmember Roberts, no further discussion, motion passed unanimously.

Introduction of Ordinance #133 – Annual Salary for the Mayor and Stipend for the Council person. This ordinance would, per the Town Charter, allow for a salary for the Mayor and the council persons would receive a stipend for attending meetings. At this time, neither receives compensation. The Mayor's salary would go into effect after the election in May 2008, in the amount of \$18,000 and the Council

person stipend would not go into effect until May 2010 and would be a total per annum of \$2,400 for attendance at the twenty-four meetings that we would have throughout the year.

Mayor Norris stated that he has resisted a salary for the Mayor for some time but, whether I am the Mayor or whoever may be in the future, the job of Mayor has gotten to the point that it is impossible to do without some reimbursement.

Councilmember Collier moved to amend Ordinance #133 to remove the Council person stipend from the Ordinance.

Mayor Norris asked for a second, no second was received. There being no second, the motion is not carried and the Ordinance stays intact as introduced.

Wharf Public Park Signage Bids- While the signage budget and off setting grants are incorporated in the overall park budget, it was decided early on to bid the signage separately from the construction contract. The public bid process was completed for the park identity sign over the last month. We need make sure that the local companies received bid packet information. Four bids were received as shown below:

Company	Identity sign construction	Identity Installation	Installation/Interpretive signage
Belsinger Sign Works	\$10,480	\$3,700	\$1,920
*Environmental Sign	\$20,044	\$2,560	\$1,920
*Bunting Graphics	\$19,294	\$4,123	\$11,400
**Gable Signs & Graphics	\$19,310	\$14,500	\$1,550

*There was an irregularity in the bid process, the company faxed or emailed their bid at the deadline instead of sending a sealed bid.

**There was an irregularity in the bid total, the company did not deduct the brick work from their price per addendum #1 issued to all bidders after the pre bid conference.

Staff recommendation is to award the bid to Belsinger Sign Works for a total contract of \$16,100. The brick base of the sign is being coordinated with Stepping Stone, LLC as part of the brick work that was done on the rest of the project.

Councilmember Roberts moved to award the bid to Belsinger Sign Works and approve the construction and installation of the identity sign for \$16,100; Councilmember Mattingly seconded, no further discussion, motion passed unanimously.

The bid includes installation only of 8 interpretive signs along the promenade and catwalk. These signs are part of the environmental mitigation as required by the Critical Area Commission and are very specific. The sign designer has identified a sole source for the construction of the interpretive signage. Staff recommends awarding the construction of the interpretive signs as a sole source contract in the amount of \$10,837 outside the bid process.

Councilmember Mattingly moved to approve the installation of the eight interpretative signs for \$10,837 to the outside source; seconded by Councilmember Wise, no further discussion, motion passed unanimously.

Mayor's Report

Mayor Norris reported that the developers for the second phase of Academy Hills had agreed to wait until we had an opportunity to meet with the Church, the School and Academy Hills (who have just formed their HOA and elected a President). I will set up a meeting and will inform Council members on my progress.

Council Reports:

Events – Councilmember Mattingly:

Upcoming Events of Interest/Meeting Reminders:

<u>Date</u>	<u>Time</u>	<u>Meeting</u>
Tuesday, March 11	9:00 AM	Chamber Tourism Council meeting @ SM Airport Conference Room
Wednesday, March 19	8:30 AM	LBA Meeting
Wednesday, March 21	6:30 PM	SMMA dinner and meeting @ North Beach
Saturday, March 15	11 AM – 2 PM	Open House @ Leonard Hall Jr. Naval Academy
Saturday, March 15	3-8 PM	St. Patrick's Day Dinner @ Father Andrew White School
Tuesday, March 18 & 24	4:00 PM	Budget Workshops @ Town Hall Conference Room
Saturday, March 22	10:00 AM	Annual Easter Festival @ Governmental Center Grounds
Sunday, March 23	7:30 AM	Easter Son Rise Service on the Square, Leonardtown Church of the Nazarene
Tuesday, March 25	5:00 PM	Maryland Day Program @ St. Clement's Island-Potomac River Museum
Wednesday, March 26	5:30 PM	Chamber Business After Hours

@ Metrocast Communications,
43920 Airport View Drive, Hollywood

Saturday, March 29	8:00 AM	5K Run sponsored by Community Mediation Center, in Leonardtown
Saturday, March 29	1-4 PM	Disability Awareness Day @ Leonard Hall Recreation Center
Friday, April 11, 2008		Last Day to Register to Vote
Monday, April 14, 2008		Last Day for Candidates to File
May 6, 2008	12-7 PM	Election Day

Streets and Roads – Councilmember Wise: **No report**

Capital Projects – Councilmember Collier:

Councilmember Collier reported that, throughout the Town, they are working on the water system in preparation of the streetscape with lots of road work. Also work should be beginning shortly on the pumping station.

MML/SMMA – Councilmember Roberts:

Councilmember Roberts reported that Council members Combs and Mattingly, along with herself, attended the Southern Maryland Legislative Reception in Annapolis and we got to meet and greet the Governor and other State Officials. The next SMMA meeting is next Wednesday in La Plata and I plan to attend. If anyone would like to join me, please let me know. I did hear at the reception that Leonardtown has been put on the tentative schedule to be Capital for a Day, no date just yet; they will be in touch shortly.

Councilmember Mattingly commented that he had received a list from Ms. Adler detailing the number of illegal banners and signs around Town and thanked Ms. Adler for doing a good job. He asked if there were any next steps.

Mayor Norris responded yes. They did a very thorough job but if you notice any you think are missing from the list please let Ms. Adler know. Once we have a complete list, the plan is to notify everyone at the same time.

Ms. Miller remarked that Mr. Zabko has not arrived so we will make sure he receives the American Red Cross Proclamation.

Adjournment:

Councilmember Mattingly moved to adjourn the meeting. Councilmember Collier seconded the motion, which passed unanimously. The meeting adjourned at 5:00 p. m.

Respectfully Submitted:

Teri Dimsey, Recording Secretary

Approved:

J. Harry Norris, III, Mayor

Walter Wise, Vice President

Thomas R. Collier, Councilmember

Robert C. Combs, Councilmember

J. Maguire Mattingly, III, Councilmember

Leslie E. Roberts, Councilmember