



Commissioners of Leonardtown

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J. HARRY NORRIS
Mayor

LASCHELLE E. MILLER
Town Administrator

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

Attendees: J. Harry Norris, Mayor
Walter Wise, Vice President
Dan Burris, Councilmember
Thomas Collier, Councilmember
Robert Combs, 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; Tony Wheatley, Capital Projects Coord.; Mary Ann Murray, Murray, Wamsley & Schrader. A complete list of attendees is on file at the Leonardtown Town Hall.

Mayor Norris called the regularly scheduled meeting to order at 4:00 p.m. After the recitation of the Pledge of Allegiance, Mayor Norris stepped out and asked Councilmember Wise to proceed to take up the first item of business.

Approval of Minutes:

The meeting minutes for the October 12, 2008 Town Council meeting were presented for approval.

Councilmember Wise entertained a motion to approve the October 12, 2008 Town Council meeting minutes; Councilmember Burris moved to approve the minutes; seconded by Councilmember Collier; no further discussion, motion passed unanimously.

Proclamation – Maryland Municipal Government Works Month

Councilmember Roberts announced that the month of November is Maryland Municipal Government Works month. She presented and read the Proclamation:

The Commissioners of Leonardtown proclaim November to be Municipal Government Works Month.

WHEREAS, the Town of Leonardtown was incorporated in 1708; and

WHEREAS, Maryland is home to 156 other municipalities; and

WHEREAS, municipal government represents the most responsive level of government, allowing citizens to have direct access to elected officials; and

WHEREAS, in an effort to educate citizens about municipal government and the importance of their participation, the Town of Leonardtown is proud to promote municipal government awareness; and

WHEREAS, municipalities have enhanced the quality of life for their respective residents maintaining natural and historic sites and structures and helping to make Maryland a great place to live, work, play and explore.

NOW, THEREFORE, BE IT PROCLAIMED that the Commissioners of Leonardtown, Maryland hereby join the Maryland Municipal League in declaring November to be Municipal Government Works Month in Leonardtown.

Mayor Norris resumed the meeting and asked for the Audit Report.

Audit Report – Financial Statement

Ms. Sothoron introduced Mary Ann Murray of Murray and Wamsley to present to Council a full financial statement, a summary prepared by Ms. Sothoron and two of the required communications that came from Murray and Wamsley.

Ms. Murray reported that Ms. Sothoron has provided a financial summary for your review and will refer to it from time to time. Ms. Murray remarked that the Town of Leonardtown received an unqualified opinion, which is also referred to as a clean opinion, which means the financial statements are properly stated in accordance with generally accepted accounting principles, and is the best report that you can get.

Ms. Murray explained the components that comprise the financial statements. Her ensuing presentation included a detailed analysis of the Basic Financial Statements. She also summarized the Report on Internal Controls which highlights the issue of lack of segregation of some duties; a reportable condition that repeats from prior years. There is no one to review the Treasurer's work. The management's response to this deficiency is that the Mayor will assign some review responsibility to a qualified staff member; this will be done on a quarterly basis.

Ms. Murray also reported that a second issue, which was an isolated event, involved a transfer made from the checking account to the LGIP account. Unfortunately, LGIP did not post it properly and it did not go to the Town's account. This was not detected for seven months, as bank reconciliations were not being done timely, as the treasurer had too many administrative duties during the past year. This was corrected.

She briefly summarized the required communication letter which addresses the responsibilities of management and the scope of the audit. The final management letter highlighted lack of the following 1) fixed asset inventory, 2) a formal fraud risk management program and 3) updating of the Personnel Manual. None of these are serious enough to be considered reportable conditions, but processes that the Town should strive to implement.

Mayor Norris remarked that he had personally asked Ms. Sothoron to step in and assist with some of the duties, causing her to have an increased workload.

Ms. Murray commented that it is always a pleasure working with Ms. Sothoron and thanked Ms. Miller, Ms. Post and the whole staff for all their assistance with the audit and to please feel free to contact her with any questions.

Mayor Norris thanked Ms. Murray for her presentation and for providing such good service to the Town of Leonardtown for the past eleven years.

Treasurer's Report – Rebecca Sothoron

Ms. Sothoron reported that Council's packet includes October financial information; no transfer of money was made from the checking account to the LGIP. We are 33% through the budget year. We have seen more legal expense than we budgeted. If that continues, it may be necessary to do a budget amendment. In Capital Outlay, we have not talked about this, but we did purchase a new truck which was not budgeted and I will need to bring a budget amendment forward to cover the cost of the new truck. It is also time to initiate the tax sale process.

Planning Department – DeAnn Adler

Last month our Planning and Zoning meeting was held on October 27, 2008. We had four cases to be heard, they were:

- **Case # 93-08 22699 Washington St. – Old Hospice Bldg./Washington Street Partners** – Request for Concept Plan approval for a redevelopment and expansion project for this site. This project was tabled for one month to re-consider the architecture of the building to possibly keep it more in line with the historic feeling of the downtown area.
- **Case # 48-08 SMECO – 23365 Hollywood Road** – Request for Concept Plan Approval for their proposed expansion project. This project was approved with a few conditions regarding the buffer plantings and possibly revising the architecture of the building.

- **Case # 162-04 22750 Longmore St.** – Recommendation to BOA for a request for a side yard setback variance. This project received an unfavorable recommendation from the P & Z Board and was subsequently withdrawn from the BOA hearing that had been scheduled for it.
- **Case # 92-07 Dr. Luke’s Office Building Expansion** – Located at 26220 Point Lookout Road - Request for final site plan approval. This project was approved with a couple of conditions regarding the handicap parking and changing the architecture to add bigger gables to the front of the building.

Our next Planning and Zoning meeting is scheduled for November 17, 2008. We have three cases to be heard, they are:

- **Case # 136-04 A – Courthouse Square Project – Map 133, Block 11, Parcel 367** – The applicant is seeking approval for some minor changes to the plats.
- **Case # 38-06 A – Sterling House Project – 22750 and 22770 Washington Street** - The applicant is seeking approval for some minor changes to the plats.
- **Case # 105-08 College of Southern Maryland** - Request for a Temporary Parking Lot

We also had a Board of Appeals Hearing on Nov. 3, 2008 for St. Mary’s Hospital’s request for a 4th floor variance for the future expansion of the hospital. The request was approved for a 4th and 5th floor variance.

Mayor Norris stated that the report received from Mr. Tony Wheatley, Capital Projects Coordinator, was very detailed and thorough.

Police Report – Deputy Simonds

Deputy Simonds reported that he received a request to provide Council with more detailed statistics than his written report provides of incidents that occur within the Town of Leonardtown and will do so periodically. Much of the detail is sensitive information that cannot be shared but he will break down the information into the number of major incidents that occur to keep Council informed and he proceeded to inform Council of the previous month’s incidents.

Councilmember Burris inquired if Deputy Simonds could reinstate periodic premise checks when necessary.

Mayor Norris asked if Council would agree to send a letter requesting more attention be focused on radar along Route 5. The Council members agreed.

Deputy Simonds responded that he would work on trying to get more attention focused on that area.

Town Administrator's Report – Laschelle Miller

Port of Leonardtown Winery – Ms. Miller reported that she provided Council with a draft of the lease agreement for the Winery for review. The winery is scheduled to open in the fall of 2009 and will need to be put out to bid; there are many items that need to be finalized per the MOU with the County.

Taste of St. Mary's – Ms. Miller remarked that we have received many wonderful comments that this was a successful event.

Jail Expansion Public Hearing – Ms. Miller stated that the county is holding a public hearing Thursday night at 6:30 p.m. at the Governmental Center to hear comments regarding the proposed jail expansion.

Mayor's Report

Mayor Norris reminded everyone that tomorrow is the Veterans Day Parade. It begins at 10:00 a.m. with the welcome reception at 8:00 a.m. at the Mayor's home.

Council Reports:

Events – Councilmember Burris

Upcoming Events of Interest/Meeting Reminders:

<u>Date</u>	<u>Time</u>	<u>Meeting/Event</u>
Tuesday, Nov 11	10:00 AM	Veterans Day Parade
Friday, Nov 14	8:30 AM	LBA Meeting @ Corbels
Wednesday, Nov 12	5:30 PM	Chamber Business After Hours Hosted by Blair's Jewelry & Gifts 22861 Three Notch Rd., California
Wednesday, Nov. 19	11:30 AM	State of the County Public Schools @ JT Daugherty Conference Center
Friday, Nov. 28	5 PM-9 PM	Christmas on the Square & Tree Lighting
Mon-Wed. Nov. 24-26	9 AM-4 PM	LVRS Christmas Festival
Friday, Nov. 28	9 AM-9 PM	@ Bell Motor Co. Showroom
Sat, Nov. 29	9 AM – 2 PM	
Sun, Nov. 30	Noon-6 PM	Wreath Laying Ceremony @ Noon
Wednesday, Dec. 10	6:30 PM	MML Legislative Dinner (Southern Maryland Chapter) @ Rod & Reel, Chesapeake Beach

Wednesday, Dec. 17	TBD	Town Christmas Party Open House @ Town Hall
Tuesday, Dec. 9	9:00 AM	Chamber Tourism Meeting @ SMC Airport Conference Room
Friday, Dec. 12	8:30 AM	LBA Meeting
Saturday, Dec. 13	11AM-1PM	Santa & Mrs. Claus on the Town Square
Saturday, Nov. 29	11 AM – 3 PM	Hospice of St. Mary's Festival of Trees And Tree of Light Ceremony @ JT Daugherty Conference Center

Parks – Councilmember Combs:

Councilmember Combs reported that when we review the Town Codes that consideration be given to writing in that any replacement or additional utility lines be directed to be buried underground and the current lines be put underground within 10 years.

Streets and Roads – Councilmember Wise:

Mayor Norris did want to note that there has been additional construction along Fenwick Street, besides the State Highway work. Mr. Jay Johnson identified some lines that were in very poor shape and in need of immediate attention; they were replaced before they paved the highway.

MML/SMMA – Councilmember Roberts:

Councilmember Roberts reported that she attended MML's Fall Legislative Conference in Cambridge, MD. The SMMA Legislative dinner will be held on Wednesday, December 10 at the Rod n' Reel in Chesapeake Beach, spouses are invited, please rsvp to Ms. Dimsey. Their number one priority is the speed camera bill. Last year it made it, but did not come out of committee in time, and they are hoping it comes out this year.

Councilmember Collier inquired as to the status of the water tower.

Ms. Miller responded that Mr. Johnson will be providing a proposal to paint the entire tower, not just the legs, for the Greenbrier water tower.

Adjournment:

Councilmember Wise moved to adjourn the meeting. Councilmember Burris seconded the motion, which passed unanimously. The meeting adjourned at 5:25 p.m.

Respectfully Submitted:

Teri Dimsey, Recording Secretary

Approved:

J. Harry Norris, III, Mayor

Walter Wise, Vice President

Daniel W. Burris, Councilmember

Thomas R. Collier, Councilmember

Robert C. Combs, Councilmember

Leslie E. Roberts, Councilmember