



Commissioners of Leonardtown

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J. HARRY NORRIS
Mayor

LASCHELLE E. MILLER
Town Administrator

Commissioners of Leonardtown **Town Council Meeting Minutes** **July 13, 2009 ~ 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 McKay, Town Administrator; Rebecca Sothoron, Town Treasurer; DeAnn Adler, Plans Reviewer; Teri Dimsey, Recording Secretary; Jackie Post, Fiscal Clerk; Tony Wheatley, Capital Projects Coordinator; Rick Bailey, Marrick Properties; John Oliff and Keith Ulrich, COA; Mike Mummaugh, Paragon Properties. 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. and called for 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 June 8, 2009 and June 16, 2009 Town Council meetings were presented for approval.

Councilmember Collier moved to approve both the June 8, 2009 and June 16, 2009 Town Council meeting minutes; seconded by Councilmember Burris; no further discussion, motion passed unanimously.

Mayor Norris stated that he recently attended the County's Planning and Zoning Board meeting and thought that the presentation given by Mr. Schaller would be of interest to the Town Council and introduced Bob Schaller, Director of Economic and Community Development for St. Mary's County Government.

Mr. Schaller stated that he was delighted to be invited to present the Economic Development presentation to the Town Council. He explained that the County is in the midst of updating their

Comprehensive Plan and has been holding public hearings to share this information with the residents and businesses. This was the catalyst behind this presentation, to look at the economy of the County, where it is particularly in growth. Mr. Schaller provided Council with a hard copy of the powerpoint presentation and proceeded with the presentation.

Mr. Schaller's presentation focused on the County's growth, noting the numbers provided by the Census Bureau. He provided information on St. Mary's County growth compared to the surrounding counties and how it relates with the state of Maryland. He also detailed the transportation, traffic and housing concerns and the types of industry within St. Mary's County and explained how these concerns all affect St. Mary's County and the surrounding counties.

Mr. Schaller brought up the County's Destination Guide and the idea of featuring Leonardtown in 2010. The cost is around \$5,000 for the Town's share but is far reaching and would complement the Town's recent efforts for Economic Development.

Mayor Norris asked the council members for a consensus to move forward to look for funding; consensus was reached.

Mayor Norris thanked Mr. Schaller for presenting and also recognized his accomplishments in assisting the County and the wonderful job you and your entire department do for the Town.

Treasurer's Report – Rebecca Sothoron

Ms. Sothoron reported there is preliminary financial information for the month of June. During the month \$175,000 was transferred to the LGIP which is a direct result of receiving a large reimbursement payment from the county for the Port of Leonardtown. We do have some items that will need to carry over to 2010 fiscal year which means I will bring some budget amendments to the table to carry that money forward to complete those projects. We are very close to reaching our projected budget. We did receive a \$10,000 reimbursement insurance check for damage sustained at the treatment plant. We have tax billing coming up in August and beginning work on the audit until October.

Police Report – Deputy Simonds

Deputy Simonds provided Council with a written report of the incidents for the month of June 2009. Mayor Norris asked Council if they had any questions for Deputy Simonds. Deputy Simonds noted that the past month had very few incidents and those were minor.

Planning Report – DeAnn Adler

Planning and Zoning meeting July 13th - Was canceled, no cases to be heard at that time.

Planning and Zoning meeting July 20, 2009 –The Hospital may be on the agenda for final site plan approval; this has not been confirmed. Mr. Bob Schaller, St Mary's County's Economic Development Director, is scheduled to make a presentation on the Economic Development of St. Mary's County.

Case # 14-05 – Clark’s Rest – Request for Revised Concept Approval:

Applicant: Rick Bailey, Marwick Homes Inc.
Engineer: John Oliff, Collinson, Oliff & Associates, Inc.
Location: Tax Map 127, Parcel 514, Grid 1 - 177.86 acres off Point Lookout Road (MD Rt. 5).
Zoning: Planned Unit Development (PUD-M)

Ms. Adler reported that the applicant Marrick Homes, received concept approval for a revised site plan they submitted to the P & Z Board back on June 18, 2007. This site plan had 328 homes with 10 homes left unresolved because of concerns with the placement of these homes. It was decided at that June 18th meeting that alternative options for these 10 homes, incorporating options discussed at the meeting, would be examined. This project has moved forward slowly for two years while approval from regulatory agencies was sought, particularly Md. Dept. of the Environment and State Highway Administration. The concept plan’s two year expiration date is June 18, 2009.

At this time a new site plan, substantially similar to the one presented back in 2007 but with some changes to 7 of the lots in question, is being brought forward today for Town Council approval. Mr. John Oliff, the engineer for the project and Mr. Rick Bailey are in attendance to discuss these changes. A copy of that original drawing, submitted to P & Z in June 2007, is enclosed in your packet to compare the two plans.

Mr. Rick Bailey gave a brief description of the changes made over the last several years as requested both by the Planning and Zoning Commission and the Town Council. Also in attendance to address any questions are Mr. John Oliff and Mr. Keith Ulrich.

Council members asked several questions regarding the traffic pattern, storm water management and homeowners association for clarification.

Ms. Adler reported that at the Planning and Zoning meeting on May 18, 2009, this project was presented to the Commission. A vote was taken and a recommendation of approval of the site plan presented, with the changes presented, was sent to the Town Council by a unanimous vote. There were no objections to any of the changes presented in the new site plan. The applicant is requesting concept approval from the Town Council for a new site plan incorporating minor changes as submitted today. The Town Council can vote to approve, approve with conditions, deny or delay a decision.

Councilmember Roberts moved to approve the request for revised concept plan for Case #14-05, seconded by Councilmember Burris;

Mayor Norris noted that the 24.6 acres of public space will be deeded to the Town for potential future public use.

Councilmember Roberts remarked that the plan as presented today are a total of 335 units, which is as presented today a total of 205 single family detached homes, 130 townhomes for a total of 335 units.

There being no further discussion, motion passed unanimously.

Town Administrator Report – Laschelle McKay

Academy Hills Asphalt Bid – The bid advertisement was run in the Enterprise and the County Times. Walter Wise and Tony Wheatley held an onsite pre bid meeting on Tuesday, July 7, which was attended by 7 paving contractors. Bids are due on July 24, 2009. The work is to be completed within 30 days of bid award. If Town Council is comfortable with giving Walter Wise and Mayor Norris authority to award the bid prior to the next meeting then the work could be completed by the end of August. Walter and Tony will be overseeing the project as the work is done. The last estimate we received was for approximately \$57,000 and the homeowners association has agreed to contribute \$15,000 toward the project.

Councilmember Collier moved to authorize Mayor Norris and Councilmember Wise to award the bid prior to the next meeting; seconded by Councilmember Roberts;

Councilmember Burris inquired if the Academy Hills HOA is contributing \$15,000. Are we pursuing taxing the remaining lots for reimbursement to the Town?

Mayor Norris responded that there is no guarantee but we have put procedures in place to obtain the funds.

There being no further discussion, motion passed unanimously.

Recreation and Park Usage Permit – At the April Town Council meeting staff was directed to draft a rental agreement for usage of the public parks for their review. Attached are draft agreements for your review. There is currently a block party scheduled for August 2nd at the Wharf. We would like to get the agreement in place prior to that event.

Council consented to charge a set fee and obtain a signed contract for use of the Leonardtown Wharf Public Park.

Mayor Norris stated that even with events taking place at the Leonardtown Wharf, it is still a public park with open access to everyone.

Water Meter Project: Approval of final phases: Mr. Wheatley has completed Phase 2 of the water meter project and will be giving the council an update. He is moving into Phase 3 which is the Singletree area. Staff is requesting approval of the remaining phases. Your packet includes information from the February 9, 2009 Town Council meeting minutes to refresh you on the last discussion.

Mr. Wheatley reported that Phase III began on July 7th in Singletree and is reviewing Phases IV and V. The total days remaining for the residential meter project will take approximately 70 days which will take us into mid-October.

Ms. McKay noted that we have received very nice comments regarding Mr. Wheatley's handling of the project and his responsiveness to the residents in regard to their concerns.

Councilmember Collier moved to approve the remaining phases of the water meter project; seconded by Councilmember Burris, no further discussion, motion passed unanimously.

Ms. McKay reported that on the table for the council members is the new first Friday brochure highlighting the event. We also have a new brochure labeling Leonardtown as the "Most Convenient Place" focusing on promoting the businesses in Leonardtown.

Ms. McKay reported that the Town was approached by an Amish and Mennonite family to set up a farmer's market one day a week. It was determined to have them come into Town on Fridays and during special events. They will set up in the square in the open area next to Jeannie's Flowers. If it looks like they become very popular, we will move them into the environmental parking lot across from Good Earth.

Council Reports

Events - Councilmember Burris:

Upcoming Events of Interest/Meeting Reminders:

<u>Date</u>	<u>Time</u>	<u>Meeting</u>
Fridays in July	7:00 PM	River Concert Series @ St. Mary's College
Friday, July 10	8:30 AM	LBA Meeting
Saturday, July 11	7-8 PM	Evening Concert on the Square performed by Rusty Spurs Bluegrass Band
Saturday, July 11	4-10 PM	Potomac Jazz & Seafood Festival @ St. Clements's Island Museum
Saturday, July 18	7-8 PM	Evening Concert on the Square performed by River Concert Series Brass Quintet
Tuesdays, July 14, 21, 28	7:00 PM	CSM's Twilight Concert Series @ Leonardtown Campus
Wednesday, July 15	11:30 AM	Chamber Members Luncheon @ Outback Steakhouse

Wednesday, July 22	5:30 PM	Business after Hours @ St. Clements's Island Museum
Saturday, July 25	6– 9 PM	Downtown Tunes/Country
Friday, August 7	5-8 PM	First Friday in Leonardtown 7:30-9:30 PM First Friday Celebrate 375 Celebration w/ kayak winner drawing @ 8:30 p.m.
Saturday, August 8	4- 9 PM	Beach Party on the Square *Fireworks at the Wharf at conclusion of BP
August 6 - August 8		Bluegrass & Country Music Festival @ Goddard Farm
Saturday, August 22	6-9 PM	Downtown Tunes/Rock n Roll

Councilmember Burris reported that there will be a fireworks display at Beach Party being shot off from a barge (which was donated) out on Breton Bay.

Parks – Councilmember Combs:

Councilmember Combs reported that he has been working on the MDE permit to develop the Port of Leonardtown public park. We are being required by MDE to have engineered drawings completed before the permit can be processed. There was a conference call with the MDE Secretary and she reviewed the permit application and said she did not see any red flags for what we were requesting. We received the following proposals and would like to move forward with the drawings.

NG&O Engineering - \$17,000

Mehaffey and Associates - \$41,450

DH Steffens Company - \$7,800 (did not resubmit proposal adding additional work needed for MDE permit as priced by the above firms). He verbally responded with a quote in the \$30,000 range but never submitted a written bid.

Councilmember Combs requested authorization to award the contract to NG&O to begin work.

Councilmember Roberts moved to award the contract to NG&O, seconded by Councilmember Collier, no further discussion, motion passed unanimously.

Mayor Norris stated that Councilmember Combs needs to move ahead with the project and understands that in most phases a bid process is involved but, as we are using Town contractors, I am asking Council to authorize Mr. Combs to move ahead without a vote each time in order to prevent any delays as time is of the essence.

Council members consented to Mr. Combs using Town contractors without using the bid process to complete the necessary work in the original scope of work at the Port of Leonardtown to meet the completion date in a timely manner.

Streets and Roads – Councilmember Wise:

Councilmember Wise stated that Mr. Wheatley is managing the work at Academy Hills efficiently.

Ms. McKay reported that we heard from Mr. Dorsey that he received the signed deed for the alley way for the town homes along Park Avenue and we can now proceed with the necessary work for that alley way.

MML/SMMA – Councilmember Roberts:

Councilmember Roberts reported that everyone enjoyed and learned a lot from attending the MML Convention. The Town of Leonardtown will be hosting the next SMMA meeting on Wednesday, September 16, 2009 to be held at the Executive Inn and Suites. More details to be provided at the next meeting.

Capital Projects – Councilmember Collier:

Councilmember Collier reported that he has some growing concerns regarding the streetscape project and would like to have a meeting arranged with SHA to clarify some of his concerns.

Councilmember Combs stated he also has some concerns and would also like to meet with SHA. He has noticed that some of the sidewalks and pavers are uneven and he has noticed a run off problem along Fenwick Street that we did not have before this work.

Councilmember Wise noted that some of the concrete and brick work may not be done correctly and he would like to talk with SHA about this work to clarify.

Mayor Norris noted that both the SHA project manager and Corinthian contractor met with Father Dakes to discuss the issue of the slope along the walkway and other issues which are being resolved.

Mayor Norris stated that we have met with SHA on a continuous basis but he will talk with Greta, the project manager, and ask to arrange a meeting with higher level management along with the district engineer to discuss the entire project and our concerns.

Mayor Norris remarked that as we have numerous projects and items that require Council's attention that he would like to suggest Council add an additional workshop meeting on Mondays every two weeks at 4:00 p.m. till we resolve some of these current issues, with the first one to take place on Monday, July 27th and on the fourth Monday thereafter.

Council members agreed.

Mayor Norris entertained a motion to adjourn the meeting.

Councilmember Wise moved to adjourn the meeting; Councilmember Burris seconded the motion, which passed unanimously. The meeting adjourned at 6:30 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