



Commissioners of Leonardtown

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J. HARRY NORRIS
Mayor

LASHELLE E. MCKAY
Town Administrator

Commissioners of Leonardtown **Town Council Meeting Minutes** **January 11, 2010 ~ 4:00 P.M.**

Attendees: Walter Wise, Vice President
Dan Burris, Councilmember
Thomas Collier, Councilmember
Robert Combs, Councilmember
Leslie E. Roberts, Councilmember

Absent: J. Harry Norris, Mayor

Also in attendance were: Rebecca Sothoron, Town Treasurer; DeAnn Adler, Plans Reviewer; Teri Dimsey, Recording Secretary; Tony Wheatley, Capital Project Coordinator; Rick Bailey, Marrick Homes; Keith Ulrich, COA. A complete list of attendees is on file at the Leonardtown Town Hall.

Councilmember Wise called the regularly scheduled meeting to order at 4:00 p.m. and called for the recitation of the Pledge of Allegiance.

Councilmember Wise proceeded to take up the first item of business.

Approval of Minutes:

The meeting minutes for December 11, 2009 Town Council meeting were presented for approval.

Councilmember Burris moved to approve the December 11, 2009 Town Council meeting minutes; seconded by Councilmember Collier; no further discussion, motion passed unanimously.

COUNCIL: WALTER WISE, *Vice President* DANIEL W. BURRIS
THOMAS R. COLLIER ROBERT C. COMBS LESLIE E. ROBERTS

Treasurer's Report – Rebecca Sothoron

Ms. Sothoron reported that the December financial information is provided in your packet for your review. During the month \$75,000 was transferred to the operating account. We are 50% through the budget year. Our next income tax distribution will be at the end of February. A draft Budget Calendar has been distributed for your review and comments. The next date is February 5 and any departmental budget requests are due at that time.

The next item is a draft of the Debt Management Policy which was discussed at previous Council meetings. There is also a Resolution that will accompany the Debt Management adoption which is also included in your packet for Council' review.

The tax sale is handled by the County Treasurer and may be held sometime the end of February or early March; this year there were only two Leonardtown tax accounts on the tax sale list.

Councilmember Roberts commented that she had read through the Debt Management Policy and noted that Ms. Sothoron spent a considerable amount of time preparing this document.

Planning Report – DeAnn Adler

Last month's Planning and Zoning meeting was held on December 21, 2009. Two cases were heard:

Case #79-09 Breton Marketplace/Ledo's Pizza - 25460 Point Lookout Road – Request for approval of final record plat for Lot's 1 & 2. Request was approved.

Case # 91-03 Foxwell Condominiums – Building 3 – 41820 Eastwick Lane – Request for condominium subdivision plat approval. Request was approved.

This month's Planning and Zoning meeting is scheduled for Tuesday, January 19, 2010 due to the Martin Luther King Holiday on Monday. One case is scheduled to be heard:

Case # 1-10 Mummaugh – 22645 Van Wert Lane – Request for concept approval for a warehouse/office building.

Ms. McKay noted that a draft schedule of the Comprehensive Plan Update was included in their packets. A committee meeting is planned for January 13 to finalize the draft for submittal at the February meeting. At that time we will introduce the Ordinance to move through the public hearing process to eventually adopt the Comprehensive Plan and the Comprehensive Zoning Map. The Board will then refer it to the Planning and Zoning Commission to begin the public hearing process and then send it on to the County and State agencies that are mandated to review the plan before adoption. The first public hearing will be March 15 at the Planning Commission and then move onto the Town Council for a public hearing at the April 12th meeting and at that time you will have the comments back from the committee, the Planning Commission, the County and the State agencies, hold a public hearing and it will be ready to be voted on.

This still puts us about 60 days past our deadline. We did request another extension which was granted and we have until June 1, 2010.

Councilmember Roberts remarked that a workshop will be scheduled to review the plan.

Ms. McKay responded that is correct.

Deputy Report - Deputy Smolarsky

Deputy Smolarsky reported that the past month had no outstanding incidents. She has done some traffic enforcement along Rt. 5 as requested by some residents and business owners. Council can refer to the written report for more detailed information.

Town Administrator Report – Laschelle McKay

Ms. McKay reported that this year is an election year and an election judge needs to be appointed. We need Council's consensus to ask Mr. Ernie Bell if he would again serve as Election Judge. Mr. Bell is prepared to serve; we will send a letter requesting his services and await his confirming response.

Councilmember Wise asked the Council Members for a consensus. The Council Members consented to requesting Mr. Bell's services as Election Judge.

Ms. McKay remarked that in Mayor Norris' discussion with the Clarks Rest and Tudor Hall property owners, the idea came up regarding placing a roundabout instead of a stop light for the new intersection that would flow from Clark's Rest across Rt. 5 to the future Tudor Hall Development. This is just a conceptual idea as we would need to go to the State but before we did that we wanted to get Council's thoughts. During the Rt. 5 widening study, alternative ideas were proposed; one of the ones they were strongly pushing was the stream avoidance alternative which really severely impacted a lot of properties on the south side of Rt. 5. This may help to alleviate that situation.

Mr. Bailey commented that the idea came about as a result of collaborating to find out what is the best way to control the access to both of these subdivisions and allow the flow of traffic on Rt. 5 so that it can function with the increase in traffic to and from the subdivision and also be used as a traffic calming device. As mentioned, with MDE and the avoidance requirements for the alignment of the road, we are forced to avoid the stream, which means that any improvements to the road for an intersection would be forced on to the property on the south side; this is certainly a serious consideration.

Councilmember Roberts stated this is something she would support moving forward with discussions on this subject.

Council Members consented to move forward with further discussions.

Ms. McKay reported that bids were received for the Rt. 245 Traffic Planning Study contract. We received 12 bids and the low bid was \$22, 935 from Desman Associates. The Rt. 5 Traffic Study committee, which consists of members from St. Mary's County, Hospital, and CSM, agreed, after reviewing the bids, which Desman was the low bid and they met all the qualifications. All of the meetings are included, there is a 60 day completion time, and they have done two other projects in Town making them very familiar with the Town. This is being split four ways with St. Mary's County, St. Mary's Hospital, CSM and the Town for a total of \$5, 733.75 each. A copy of the draft MOU is before you, a copy of which the committee members are reviewing and requires Council approval.

Councilmember Roberts noted that we know going in that we have been pleased with the work Desman has done in the past.

Councilmember Roberts moved to award the Rt. 245 Traffic Study Contract to Desman Associates in the amount of \$22,935 and to authorize Mayor Norris to sign the Memorandum of Understanding to split the cost four ways between St. Mary's County Government, St. Mary's Hospital, the College of Southern Maryland and the Town in the amount of \$5,733.75 each; Councilmember Combs seconded.

Discussion:

Councilmember Collier noted that he would like to see, in writing, a letter noting that additional meetings may be required.

Councilmember Wise stated that there being no further discussion, motion passed unanimously.

Ms. McKay reported that the LBA is trying to increase their member base and will be holding a membership drive. They are focusing on forming a marketing group and are putting a brochure together to spell out the LBA member benefits. One of the benefits proposed is an annual round table with town businesses and Town Council.

Ms. McKay reported that she attended the Independent Business Roundtable that the County's Economic Development is doing and this will tie in nicely with the LBA efforts, as many Leonardtown businesses were in attendance.

Ms. McKay reported that Olde Towne Stitchery will be holding a ribbon cutting on Friday at 11:30 a.m.

Council Reports

Events - Councilmember Burris:

Upcoming Events of Interest/Meeting Reminders:

<u>Date</u>	<u>Time</u>	<u>Meeting</u>
Monday, Jan 18		Town Office closed
Monday, Jan 18	7-10 AM	Martin Luther King, Jr. Prayer Breakfast @ St. Mary's College
Wednesday, Jan. 20	11:30 AM	Chamber Membership Luncheon @ Outback Steakhouse (RSVP by Jan. 18 th)
Saturday, Jan. 23	6:00 PM	Leonardtown Vol. Rescue Squad And Auxiliary Dinner & Installation of Officers and Award Banquet @ Fire House
Wednesday, Jan 27	5:30 PM	Chamber Business After Hours Hosted by Town Place Suites, Lexington Park
Friday, Feb. 5 th	5-8 PM	First Friday in Leonardtown Special Giveaways & Prizes
Thursday, Feb. 11 & Friday, Feb. 12		Maryland Mayors Association Conference @ Loews Annapolis Hotel

Parks – Councilmember Combs:

Councilmember Combs reported that he will be meeting on Friday with the Garden Club regarding landscaping to begin sometime this spring for the Port of Leonardtown.

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

MML/SMMA – Councilmember Roberts:

Councilmember Roberts reported that she attended the SMMA meeting hosted by the Town of North Beach. The agenda items focused on the depletion of their streets/roads budget due to the last snow storm, stormwater/waste water management upgrades and working to submit the State mandated swm ordinance. MML is having an Opening Day Reception this Wednesday at the Maryland Inn. The next meeting will be held the first Wednesday in March.

Capital Projects – Councilmember Collier:

Councilmember Collier reported that the municipal parking lot is nearing completion, sometime around January 17th and looks great. He complimented Mr. Wheatley and Mr. Delahay on working to get the water meters in place.

Councilmember Wise entertained a motion to adjourn the meeting.

Councilmember Burris moved to adjourn the meeting; Councilmember Collier seconded the motion, which passed unanimously. The meeting adjourned at 4:35 p.m.

Respectfully Submitted:

Teri Dimsey, Recording Secretary

Approved:

Absent
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