



# Commissioners of Leonardtown

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LASCHELLE E. MCKAY  
Town Administrator

## **Commissioners of Leonardtown** **Town Council Meeting Minutes** **July 11, 2011 ~ 4:00 P.M.**

Attendees: J. Harry Norris, Mayor  
Walter Wise, Vice President  
Daniel W. Burris, Councilmember  
Thomas R. Collier, Councilmember  
Leslie E. Roberts, Councilmember  
Roger L. Mattingly, Councilmember

Also in attendance were: Laschelle McKay, Town Administrator; Rebecca Sothoron, Treasurer; Teri Dimsey, Recording Secretary, Dick Myers, The Bay Net; Jay Friess, The Enterprise; Jean Marie Hansen, Resident; Judy Atkins; HTRE. A complete list of attendees is on file at the Leonardtown Town Hall.

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

Vice President Wise proceeded to take up the first item of business.

### **Approval of Minutes**

The meeting minutes for the June 13, 2011 Town Council meeting were presented for approval.

**Vice President Wise entertained a motion to accept the minutes as presented.**

**Councilmember Mattingly moved to approve the June 13, 2011 Town Council meeting minutes; seconded by Councilmember Collier; no further discussion, the motion passed unanimously.**

### **Treasurer's Report** – Ms. Sothoron

Ms. Sothoron reported that Council has before them the June financial information. During the month \$150,000 was transferred to the Operating Account. Your statements are marked draft as there are revenue and expense accruals that will affect those numbers. The final ones will not be available until October 31<sup>st</sup> and at that time the auditors will come in November for their final presentation. We received the fourth quarter income tax payment and did meet our budget projections.

On today's agenda there are three Budget Amendments:

BJ03-11- McIntosh Lift Station Generator. This confirms a previous council action and does relate to the FY11 budget. At the June Council meeting you did approve a bid award for replacement of the McIntosh Run Generator and this just formalizes that action. It did need to be funded by retained earnings and if the FY11 actual numbers flush out, we may not need to use retained earnings.

BJ01-12 – Stormwater Fund. This is to take money we had collected in the prior year for stormwater fees in lieu and to allocate that to correct some drainage issues near Washington Street.

BJ02-12 – General Code Update. After the budget cycle was finished we did receive confirmation from our General Code publisher that in order to incorporate all the most recent changes, the biggest ones being the changes to the zoning ordinance that fee was higher than we anticipated. This takes the money from professional services in the Planning and Zoning department and reallocates to the General Government department to pay for these services.

**Councilmember Burris moved to accept Budget Amendments 03-11, 01-12 and 02-12, seconded by Councilmember Collier, no further discussion, motion passed unanimously.**

Ms. Sothoron reported that the auditors will begin audit work next month. Also tax billing happens this month and there will be the final June water bill meter reading which will be incorporated into the database to begin the water rate analysis. The Beacon will have an update for everyone so that they are aware that October 1<sup>st</sup> is when the new rate will take effect but that invoice does not get mailed until the end of December. The plan is that we will have some workshops in August and at Council's regular meeting in September you would approve the new rates.

**Planning Report** – DeAnn Adler

Last month's Planning & Zoning meeting was canceled as there were no cases to be heard.

This month the Planning and Zoning meeting is scheduled for July 18, 2011. We have one case on the agenda:

**Case #18-11 – 22490 Breton Bay Drive** – The applicant is seeking a recommendation from the P & Z Board regarding a request to the Board of Appeals for a variance to construct a home within the 100' Critical Area Buffer. The Critical Area Commission has reviewed the plan and has no objections to the request as long as fairly extensive mitigation plantings are performed.

Councilmember Mattingly inquired about the types of new businesses who recently received Use and Occupancy permits.

Ms. Adler provided more detail as to the types of businesses.

**Deputy Report** – Laschelle McKay

Ms. McKay reported that we do not have an official police report as Deputy Smolarsky is still out on light duty but she does check in with us periodically. Mayor Norris will be meeting with Sheriff Cameron soon to discuss our options.

Councilmember Burris remarked that he would like Ms. McKay to inform everyone about the new cameras installed at the Wharf.

Ms. McKay reported that recently surveillance cameras were installed at the Wharf which we hope will help deter and/or observe any vandalism as has happened in the past.

**Town Administrator Report** – Laschelle McKay

Ms. McKay reported that Mr. Beck, Home Builders Inc., in attendance today to present to Council the architectural discussion for the two homes that will be built facing Tudor Hall. The entire parcel was rezoned to Residential Single Family last year and there was discussion at that time about the architectural design of the two homes facing Tudor Hall. It was also presented to the Board of Directors of Tudor Hall and they were satisfied with what Mr. Beck was proposing.

Mr. Beck began by pointing to a board showing models of the homes with the brick on the full front of the homes and along the foundation. They will have a beaded colonial look siding. They are proposing two types of homes for Lots 1 and 2 which are depicted on the board. He described the square footage and design of each of the homes.

Council Members inquired about the amount of brick on the homes, the type of brick, the type of siding, and the plantings. They also wanted to see a plan showing the elevation to get a better picture of what the back of the homes will look like from Courthouse Drive.

Mr. Beck noted that the homes will be built with a brick front, which will be standard but paid for by the home buyer and there will be brick along the foundation and vinyl siding over the garage, sides and back of the homes.

Councilmember Collier remarked that he is concerned about the back side of the home as it will be three stories covered in vinyl and look like a big mass of wall structure and cannot really visualize without seeing some drawings.

Mr. Beck remarked that he does have some other drawings showing elevation and could step out and bring them back.

Councilmember Collier responded that he would like to see them.

Councilmember Mattingly asked if the Tudor Hall Board of Directors had reviewed the plans and were satisfied with the brick front.

Mr. Beck confirmed that they were and that they requested that there be colonial brick on the front as well as on the foundation.

Ms. McKay confirmed this and commented that they wrote down full brick front face, brick face foundation, including enclosed basement in the rear, off white or earth tone vinyl siding with beaded edge on the sides and rear.

Mayor Norris took over the meeting and stated that when he met with Mr. Beck he stressed that the most important aspect of this project was that the Historical Society at Tudor Hall be in approval of the style and materials used in the construction of these homes and conform to the other homes in the neighborhood.

Councilmember Wise inquired as to Mr. Beck's timeline.

Mr. Beck stated that he has a customer who is ready to sign a contract immediately after this meeting.

Councilmember Roberts stated that her biggest concern was also the approval of the Historical Society and if they have reviewed and given their okay then she is also in agreement.

Councilmember Mattingly concurred with Councilmember Roberts and Mayor Norris.

Mr. Beck stepped out to retrieve the elevation plans for Council's review.

Mayor Norris tabled the Home Builders Inc. Architectural Discussion until Mr. Beck returned and asked Ms. McKay to continue her report.

Ms. McKay reported that during the budget process it was agreed to purchase a new event stage. We planned to purchase the trailer and have the folding stage customized and have found a trailer dealer who can do the customization for us and this will save us several thousand dollars over what was planned to spend. We budgeted for \$10,000 and the trailer cost is \$5,300 which is \$300 over the requirement for a bid process. We did get three prices from three different dealers and this local dealer, right here in town, was the lowest. We would like to move forward in ordering the trailer without going through the bid process because it is only \$300 over the normal requirement. We hope to have the stage and trailer in time for Beach Party.

**Councilmember Roberts moved to waive the bid requirement for the new event stage due to the fact that it is only \$300 over our bid requirement and also because we did get the three bid prices; seconded by Councilmember Collier, no further discussion, the motion passed unanimously.**

#### **Mayor's Report**

Mayor Norris reported that Ms. Adler has recently sent out letters regarding illegal signage around Town, informing the businesses that they have a period of time to remove their illegal signage and/or come into the Town office to be informed of the proper procedures.

## **Council Reports**

### **Events - Councilmember Mattingly**

#### ***Upcoming Events of Interest/Meeting Reminders:***

<b><i>Date</i></b>	<b><i>Time</i></b>	<b><i>Event</i></b>
Tuesday, July 12, 19 & 26	6:45 PM	CSM Twilight Performance Series @ the College of So. Md. – Leonardtown Campus
Saturday, July 16	8 AM	Sunrise Yoga at Leonardtown Wharf
Saturday, July 23	6 PM	Downtown Tunes – Dancehall Ghost
Wednesday, July 27	5:30 PM	Chamber Business After Hours @ Piney Point Lighthouse, Museum & Historic Park
Tuesday, August 2	5-8 PM	National Night Out Celebration @ Leonard’s Freehold
Friday, August 5	5 - 8 PM	Special “First Friday” Celebration to kick-off Beach Party on the Square
Saturday, August 6	4 - 9 PM	Beach Party on the Square
Thursday, August 11, Friday, August 12, & Saturday, August 13	4 - 10 PM 3 - 11 PM 9 AM-11 PM	“Lil” Margaret’s Bluegrass & Old Time Music Festival @ Goddard Farm
Friday, August 26	5:30 PM-8:30 PM	Blues Jam with Bob Schaller & Friends @ Town Square
Saturday, August 27	6 PM	Downtown Tunes with Geezer & 25th Hour Band @ Town Square
Saturday, Sept. 10	10 AM – 3 PM	Fall Follies - Leonardtown Square
Sunday, Sept. 11	TBD	9-11 event by SMC Public Schools – Details pending
Saturday, Sept. 17	8 AM	Sunrise Yoga at the Wharf
Saturday, Sept. 17	9 AM	Walk for the Poor @ Father Andrew White School proceeding into the downtown area

Sunday, Sept. 18      1 PM – 5 PM      Taste of St. Mary's - Leonardtown Square

**Economic Development – Councilmember Burris**

Councilmember Burris reported that they have a meeting with Bob Schaller soon and plan to pull some demographics using the new Census data for more current population information.

There will be a trial run of the Running of the Balls on July 18<sup>th</sup>.

**Streets and Roads – Councilmember Wise**

Councilmember Wise reported that they will begin street patching along Hollywood Road next week.

**MML/SMMA – Councilmember Roberts**

Councilmember Roberts reported that she and Council Members Mattingly and Wise attended the MML Convention and manned the Main Street Booth. They attended some very good workshops and will be sharing this information with Ms. McKay and Mayor Norris as some items require action this year. Councilmember Roberts noted that this year MML separated out the town forums into large towns and small towns which is important as many of the legislative priorities are different for the larger towns than the smaller towns.

**Capital Projects – Councilmember Collier**

Councilmember Collier reported that Mr. Wheatley's report provides an excellent update on the on-going projects. There is a workshop coming up with Council and our engineer regarding the ENR upgrade for the WWTP.

Mayor Norris stated that Mr. Dean Beck had returned and asked him to resume his discussion.

Mr. Beck remarked that he made a copy for each Council Member of a plan showing the elevation of the model homes.

Councilmember Collier asked Mr. Beck how much of the basement on Lot 1 he anticipates will be exposed at the rear?

Mr. Beck responded about half or less on Lot 1. He remarked that if Council was agreeable, when he turns in the building plans to get the building permit, he will initial off and write brick exactly where it will be directly on the plan.

Mayor Norris asked Mr. Beck that with the client he already has lined up, if he would bring the building plan to Ms. Adler, and she would review, contact Council to confirm and if they have any questions she would let Mr. Beck know.

Mr. Beck was agreeable.

Mayor Norris asked if Council had any additional questions, there being none, he asked Council if they had a consensus to accept Mr. Beck's concept of full brick on the front, brick foundation on the other three sides, and beaded earth tone vinyl siding as discussed. And to include the letter from the Historical Society agreeable to the materials as presented by Mr. Beck.

**Council Members gave their consensus.**

Mayor Norris entertained a motion to adjourn.

**Councilmember Wise moved to adjourn the meeting at 4:50 p.m.; Councilmember Burris seconded the motion, which passed unanimously.**

Respectfully Submitted:

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Teri Dimsey, Recording Secretary

**Approved:**

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J. Harry Norris, III, Mayor

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Walter Wise, Vice President

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Daniel W. Burris, Councilmember

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Thomas R. Collier, Councilmember

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Roger L. Mattingly, Councilmember

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Leslie E. Roberts, Councilmember