



Commissioners of Leonardtown

41660 Courthouse Drive • P. O. Box 1, Leonardtown, Maryland 20650

301-475-9791 • FAX 301-475-5350

J. HARRY NORRIS III
Mayor

leonardtown.commissioners@verizon.net
leonardtown.somd.com

LASCHELLE E. McKAY
Town Administrator

Commissioners of Leonardtown **Town Council Meeting Minutes** **November 14, 2011 ~ 4:00 P.M.**

Attendees: Walter Wise, Vice President
Daniel W. Burris, Councilmember
Roger L. Mattingly, Councilmember
Thomas R. Collier, Councilmember

Absent: J. Harry Norris, Mayor
Leslie Roberts, Councilmember

Also in attendance were: Laschelle McKay, Town Administrator; Teri Dimsey, Recording Secretary; Rebecca Sothoron, Treasurer; Jackie Post, Fiscal Clerk; Dick Meyers, Baynet, and Bob Schaller. 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.

Approval of Minutes

The meeting minutes for the October 10, 2011 Town Council meeting were presented for approval.

Councilmember Wise entertained a motion to accept the minutes as presented.

Councilmember Mattingly moved to approve the October 10, 2011 Town Council meeting minutes; seconded by Councilmember Collier; no further discussion, the motion passed unanimously.

Treasurer's Report – Rebecca Sothoron

Ms. Sothoron reported that during the month she did not need to transfer any funds to or from the Operating Account. We are 33% through the budget year. There are expense allocations she needs to make; she has not completed the insurance allocations to all the departments. The audit is complete, as is the financial statement. The presentation to be made by Murray and

Womsley is scheduled for the December meeting. She is working on final tax notices and counted 16 accounts not paid. She is working with Jackie on the new utilities billing format and transition. The new billing format will start with the January billing.

Planning – Laschelle McKay

Ms. McKay reported that the Planning and Zoning Commission meeting last month was held on October 17, 2011. There were two cases on the agenda; the first was the final approval of the First Saints Community Church parking lot expansion. That project was approved. The second case was the concept approval for the Adult Detention Center Expansion and Renovation Project. They also received concept approval. The next Planning and Zoning meeting will be held on November 28, 2011, because of the Thanksgiving holiday week. We have two cases on the agenda for this meeting also. The first is the St. Mary's Hospital variance request for new signage and the second is a Leonard's Grant boundary line adjustment plat request.

Police Report – Laschelle McKay

Ms. McKay stated that the council members have Sgt. Butler's report in their packets and he was present if there were any questions. Sgt. Butler reported that this month he participated in several warrant services, along with the Veteran's Day parade policing. He also met with the Newtowne Village residents regarding fraud prevention.

Town Administrator Report – Laschelle McKay

Municipal Government Works Month – Roger Mattingly read a proclamation promoting municipal government awareness for Leonardtown for the month of November.

Bob Schaller, Economic State of the County Presentation – Mr. Schaller gave a PowerPoint presentation highlighting new statistics and economic trends for St. Mary's County, highlighting Leonardtown specifically.

Fenwick Street Upgrade Update – Ms. McKay stated that this project is funded as a capital project in the FY12 budget. Originally the work was not priced to replace the curbs and the work was not quite as significant. After meeting on site with Tony, Chip and the contractors it became apparent that we need to replace all of the curbing and make an effort to get as close to ADA slopes as possible as well as correct some of the various issues that exist currently. The budget for the project was \$44,032. The new numbers are coming in at approximately \$75,000. Rebecca has prepared a budget amendment. Her recommendation is to take the funds from the prior year fund balance. The audit presentation next month will show a significant savings on a couple of projects that left us with a much higher undesignated fund balance than projected. We also need to authorize that we are using Stepping Stone and Bay Country as the contractors. We are saving on the project by piggybacking on the work that Mike Gardiner is doing with these contractors. Both have done a number of similar projects with us (Washington Street parking lot being one) in the past.

Councilmember Burris made a motion to approve Budget Amendment BJ03-12 and to use Stepping Stone and Bay Country as the contractors, outside of the bid process. Seconded by Councilmember Mattingly. No further discussion. Motion passed unanimously.

Annual Activity Report from the Patuxent Adventure Center – Ms. McKay gave a brief report regarding the Adventure Center’s first year managing the Canoe/Kayak Rental. They had 196 rentals this year and the number should increase next year. AB & H has cleaned out a few downed trees on the run that fell courtesy of Hurricane Irene.

Wastewater Treatment Plant Lighting Upgrade Bid- Ms. McKay stated that as previously discussed, the town received a \$13,000 Empower Energy Grant. We discussed either a lighting upgrade at the WWTP or an upgrade to some motors being used at the plant. Because we are in the process of upgrading and expanding the plant and the motors needed are still an unknown, we moved forward with the lighting upgrade. The project will replace 54 indoor light fixtures and 4 outdoor fixtures to energy efficient fixtures and add 3 occupancy sensors within the administrative building. The project was publicly bid and two bids were received: Powertech Electric, Hollywood, MD for \$15,165 and JWE Electrical Contractor, Valley Lee, MD for \$15,340. The project was advertised in the County Times and packets were sent to 31 local area contractors. The work is scheduled to be done by the end of the year. Staff is recommending awarding the bid to Powertech Electric. The additional \$2,165 over and above the grant funding will be funded from a budgeted line item or SMECO’s ICF program. I am scheduled to meet with them next week about the possibility of other energy efficiency upgrades.

Councilmember Collier made a motion to award the bid to Power Tech Electric for the Empower energy Grant Upgrade work. Seconded by Councilmember Mattingly. No further discussion. Motion passed unanimously.

Council Reports

Events – Councilmember Mattingly

Councilmember Mattingly reported that the Veteran’s Day Parade was huge again as usual. We had two new bands here this year that were fantastic. He read two complimentary letters from participants.

Councilmember Mattingly reported that the fall/winter Beacon is now out.

The LBA is now hosting “Second Sundays” from noon to four p.m., celebrating the arts, fine dining, shopping and entertainment in Leonardtown.

Councilmember Burris reported that a grand opening celebration will be held at the Leonardtown Arts Center this coming Sunday. This is a fund raiser for the artists, with a breakfast at the Café also. There are now currently 8 studios and 12 artists in the center. The event will begin at noon.

The antique tractor parade was held on Sunday, October 9th. They took in over \$4400 to benefit the Christmas in April foundation. They also had a decorated golf cart parade that day.

Prayer and Praise on the Square was held on Sat. October 15th, sponsored by Heavenly Presents. They had about 140 people participate throughout the day.

Trick or Treat on the Square, scheduled for October 29th, was cancelled due to bad weather.

The Boy Scouts of America's Potomac Heritage Century Bike Ride, with a rest stop at Leonardtown Wharf, took place on Sunday October 30th. This event attracted about 100 cyclists.

Christmas on the Square and Santa's Arrival will take place on Nov. 25th.

Upcoming Events of Interest/Meeting Reminders:

Wed., November 16	11:30 AM	State of the SMCPS Luncheon @ Olde Breton Inn
Wed., November 16	5:30 PM	Chamber Business Hours – @ Cedar Lane Apartments
Fri., Nov. 18	8:30 AM	LBA Meeting (rescheduled) @ The Craft Guild Shop
Sun., Nov. 20	Noon	Leonardtown Arts Center Gala Grand Opening Fund Raiser @ Café desArtistes
Fri., November 25	5 PM – 9 PM	Christmas on the Square & Tree Lighting Leonardtown Square
Fri., November 25	5 PM – 9 PM	LVRSA Christmas Festival Winegardner Showroom
Fri., December 2	5PM – 8 PM	Celebration of First Fridays in Leonardtown
Sun., December 11	Noon – 4 PM	Celebration of Second Sundays in Leonardtown
Sat., Dec. 17	11 AM – 1 PM	Santa & Mrs. Claus on the Square

Economic Development – Councilmember Burris

Councilmember Burris reported that he has had some inquiries regarding new businesses relocating or opening in Leonardtown. Joyce Donaldson is opening up a new antique store in the Old Breton House next to the Olde Town Pub.

Streets and Roads – Councilmember Wise - No Report

Capital Projects – Councilmember Collier -

Councilmember Collier reported that the waterline project is more than halfway done.

Councilmember Wise entertained a motion to adjourn.

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

Respectfully Submitted:

DeAnn Adler, Plans Reviewer

Approved:

Absent
J. Harry Norris, III, Mayor

Walter Wise, Vice President

Daniel W. Burris, Councilmember

Thomas R. Collier, Councilmember

Roger L. Mattingly, Councilmember

Absent
Leslie E. Roberts, Councilmember