



# Commissioners of Leonardtown

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DANIEL W. BURRIS  
Mayor

LASCHELLE E. McKAY  
Town Administrator

## **Commissioners of Leonardtown** **Town Council Meeting Minutes** **April 14, 2014**

Attendees: Daniel W. Burris, Mayor  
Leslie Roberts, Vice President  
Thomas R. Collier, Councilmember  
Hayden T. Hammett, Councilmember  
J. Maguire Mattingly IV, Councilmember  
Roger L. Mattingly, Councilmember

Also in attendance were: Rebecca Sothoron, Treasurer; Teri Dimsey, Secretary; DeAnn Adler, Plans Reviewer; Dick Myers, The BayNet; Nicole Clark, The Enterprise; John Dorsey, Andrew Dorsey, Jacquelyn Cody, Ian Cody, Garrett Cody, Troop 420; Kay Piro, County Times; Lynn Collier, Florence Collier, Residents; Adam Lindholm, Ross Lindholm, Troop 303. A complete list of attendees is on file at the Leonardtown Town Hall.

Mayor Burris stated that the first order of business was the Invocation and then the Pledge of Allegiance.

Mayor Burris noted that we are expecting Mr. Reynolds of Reynolds Pharmacy to present a proclamation but as he is not yet in attendance we will proceed with the agenda.

### **Approval of Minutes**

Meeting minutes for the April 14, 2014 Town Council meeting were presented for approval.

**Mayor Burris entertained a motion to accept the minutes as presented.**

**Councilmember Roger Mattingly moved to approve the April 14, 2014 minutes as presented; seconded by Councilmember Collier; motion passed unanimously.**

Mayor Burris reported that there is a Public Hearing scheduled at 4:15 p.m. and asked Ms. Sothoron for the Treasurer's report.

**Treasurer's Report** – Rebecca Sothoron

Ms. Sothoron reported that the March financials were provided. A total of \$250,000 was transferred to the operating account. We are 75% through the budget year.

Ms. Sothoron noted that the trash contract was put out to bid and after reviewing the bids, staff has made a recommendation to Council to award the municipal solid waste and recycling collection contract to Affordable Refuse and Recycling Inc. The new contract would begin July 1<sup>st</sup>. We are now moving into the transition and planning period due to a change in contractor. The customer bills will be effective in September, which will be their first quarterly bill. Service charges have not yet been calculated but they will be presented during the May meeting for Council's approval.

Councilmember Roberts asked Ms. Sothoron to explain why the Town was switching to another trash contractor.

Ms. Sothoron explained that the current contractor, Goode, was awarded the bid back in 2007 and we switched from Waste Management. Goode was given two one year extensions so their total contract period was seven years and it was up for re-bid this year. We had five companies submit bids. Affordable can provide a less expensive service as they work with the waste to energy plant and they haul the waste to be burned to the state facility in Alexandria, VA; the per ton fee for disposal is lower than the landfill. Recycling will still be done in Prince Georges County.

There will be a significant amount of transition work to be done. They will be maintaining the twice a week trash pickup but in the future if Council votes to go to once a week pick up, they did provide a price in their bid proposal.

**Councilmember Hammett moved to approve the awarding of the trash removal contract to Affordable Refuse and Recycling for a five year contract with two two-year options; seconded by Councilmember Roger Mattingly; no further discussion, motion passed unanimously.**

Councilmember Roberts noted that we budget our snow removal at \$15,000 a year, which is based on an eighteen year average and our snow removal came in at \$32,000 this year.

### **Planning & Zoning Report** – DeAnn Adler

Last month's Planning and Zoning meeting had no items on the agenda and was canceled.

This month's Planning and Zoning meeting will be held on April 21, 2014 with one case to be heard:

**Case No. 20-13 – The building known as the Marcey House**, located on the west side of the hospital grounds. This building now houses the hospital's Educational Simulator, and the hospital is looking to expand the parking lot by 19 spaces to accommodate this new use.

Ms. Adler noted that she is currently working on an update to the Floodplain Ordinance.

### **Police Report**

Mayor Burris reported that Deputy Smolarsky provided Council with a written report as she is unable to attend today's meeting. She is still conducting traffic enforcement around town.

### **Town Administrator Report** – Mayor Burris

Mayor Burris remarked that Ms. McKay is out and he will be providing the Town Administrators report on her behalf.

**Update of Engineering and Inspection Bid for ENR Upgrade** – The bids were opened on March 11, 2014. We received two proposals: GHD, Inc. and Whitman, Reardon & Associates. Their proposals were reviewed to make sure they both met the RFP requirements. The committee has reviewed the proposals and has now requested a final proposal from GHD, Inc., who had the overall lowest hourly prices. The final proposal will come to the Council for award.

**Award Port of Leonardtown Bathroom Design/Build Contract** – This RFP was publicly advertised and the bids were opened on March 28, 2014. The proposal is for design/build of public restrooms in the end unit of the storage building at Port of Leonardtown. We received two bids: WM Davis, Inc. and Wm. Gibson Construction, LLC. WM Davis' bid was for \$52,325 and Wm. Gibson's bid was for \$68,000. Staff recommendation is to award the bid to WM Davis as the lowest bidder. The project is to be complete within 60 days of Notice to Proceed. We will place port-a-potties on site from May 1<sup>st</sup> until completion. We anticipate a lot more usage of the park with the expansion of Patuxent Adventure's business this year.

This portion of the project is part of an overall larger project known as Phase 2 of Port of Leonardtown Park. We received a \$163,000 grant from Community Parks and Playgrounds and have the same amount in matching funds. The parking lot and retaining wall has already been completed. There is \$231,097.48 remaining from the grant. The town would be responsible for putting in a grinder pump using our contractor for the project at an estimated cost of \$7,720. The town's electrical contractor will be doing the electrical work for the building outside of the RFP for an estimated cost of \$7,218.

\$231,097.48	remaining in grant
-52,235	Davis bid
-7,720	Grinder pump
<u>-7,218</u>	Electric Work
\$163,834.48	Balance remaining

The next portion of the project would be to construct a pavilion using the Church Street Water Tower roof.

**Councilmember Roger Mattingly moved to accept the WM Davis contract for the Port of Leonardtown Park Bathroom Design/Build; seconded by Councilmember Collier.**

*Discussion:*

*Councilmember Hammett inquired as to the balance of the work remaining on this project.*

*Mayor Burris remarked that there are funds still available for some additional work that has already been planned for the future.*

**No further discussion, motion passed unanimously.**

**Mayor Burris stated that the time is 4:15 p.m. and entertained a motion to close the regular meeting and open the public hearing.**

**Councilmember Roberts moved to close the regular meeting and open the public hearing; seconded by Councilmember Hammett, motion passed unanimously.**

Mayor Burris opened the public hearing and asked Ms. Sothoron to provide a brief background.

Ms. Sothoron stated that on March 18, 2014, Council held a budget workshop and reviewed the recommended budget at that time. The notice of today's Public Hearing was published in two newspapers and published on the Town's website. We have not received any comments from the public. A few items of note:

The recommended budget includes a tax rate the same as the current fiscal year, which is \$.1266, that is lower than the constant yield rate as calculated by the Department of Assessment and Taxation. It does not include any cost of living increases. Merit increases are incorporated. Health insurance premiums have been received from our broker and adjustments were made. There were savings from what was projected. The savings that were allocated in the General Fund have been allocated to additional sidewalk and storm drain maintenance. Savings in the Enterprise Fund have been allocated to contingency items. This budget does recommend using the fund balance to pay for part of the Park improvements at the Wharf, along with the sidewalk and road improvements on Washington Street.

The fund balance is projected to fall to 41% of operating expenses and that is in comparison to what Council generally tries to keep at the 50% reserve. That number is subject to change because at the end of FY14 when we have all the revenue sources accounted for and all the expenses paid then we will know exactly what that number is.

This budget does not recommend any changes in the water rates but does recommend a 2% increase in the sewer rates. There was no increase in the trash rates because the bid was not available at the time but now we know that they will decrease for July 1<sup>st</sup>.

Mayor Burriss stated that since we are keeping the same tax rate and as assessments have come down some people may see a reduction.

Councilmember Hayden inquired as to where Ms. Sothoron feels the Town budget will be at the end of the fiscal year.

Ms. Sothoron responded that we generally see some surpluses on the revenue side and we see some savings on the expenditure side. Every year varies there is no normal but she does anticipate, barring any emergencies or another heavy winter snow period, that the number should come up and give us an increase above the 41%.

Mayor Burriss opened the floor up to the public and asked for any comments or concerns.

There being none, Mayor Burriss closed the public hearing and opened the regular meeting.

**Councilmember Roberts moved to approve Ordinance #165 – Adopting the Budget and Setting the Tax Rate for FY2015; seconded by Councilmember Jay Mattingly, no further discussion, motion passed unanimously.**

## **Mayor's Report**

Mayor Burris reported that it appears Mr. Reynolds is unable to attend today's meeting and will table the presentation until the May meeting.

Mayor Burris continued with the Town Administrators Report.

**Raider's and Invaders Grant Award** – We have received a supplemental grant in the amount of \$19,000 for the Raiders and Invaders event. This is a grant from the 1812 Bicentennial Commission, which makes the grant total from them \$35,000.

**Geocache Update** – We were notified by MML that the MML GeoTrail is ending on March 31, 2014. We have removed both of our caches. It was a great tourism draw. They had been notified by the MD Geocache Society that they were closing it due to a slowdown in visits. The trail has had over 9,000 visitors and 234 people completed the two sites per district to get the commemorative coin. It has been active for about five years.

Mayor Burris remarked that we received a note from Captain Reinhardt of the US Navy thanking us for all we do for Southern Maryland veterans and service members, specifically for the Veterans Day Parade we sponsor every year. The parade is top notch and makes me proud to be part of the Southern Maryland and Leonardtown communities. I look forward to returning home at the end of my Afghanistan deployment. He asked that we take a picture of the Council and send it back to him.

Council stood for a photograph which will be sent to Capt. Reinhardt.

Mayor Burris noted that we have quite a few Boy Scouts in the audience today. He welcomed them and asked them to introduce themselves.

Mayor Burris stated that this is Council Member Collier's last official meeting as elections are next month. He thanked him for his service to the Town and the other Council members did the same.

Mayor Burris moved on to the Council reports.

## **Events** – Roger Mattingly

Councilmember Mattingly reported that the Hospice Walk was a huge success and the new route worked out extremely well.

Earth Day was a great success, with beautiful weather and lots of wonderful comments about Leonardtown.

Election Day is Tuesday, May 6, 2014 and we encourage everyone who lives within the corporate limits of Leonardtown to come out to vote. Military families, who live within the Town boundaries, can register with the Town to vote using a Provisional Ballot.

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

<b><u>Date</u></b>	<b><u>Time</u></b>	<b><u>Event/Meeting</u></b>
Sunday, Apr. 20 Easter Sunday	7:30 AM	Leonardtwn Church of the Nazarene Easter SonRise Service @ the Wharf
Wednesday, April 23	5:30 -7:00 PM	Chamber Business After Hours (RSVP) Hosted by Comfort Inn & Suites 21885 Three Notch Road, Lexington Park
Sunday, Apr. 27 (Rain Date: May 4)	8 AM – 4 PM	St. Mary’s Rod & Classic Spring Fling Car Show Leonardtwn Square
Thurs. & Fri., May 1, 2 Sat., May 3 Sun., May 4	5:00 PM – 11:00 PM 10:00 AM – 11:00 PM 10:00 AM – 6:00 PM	So. Md. 20 <sup>th</sup> Annual Spring Festival @ SMC Fairgrounds
Friday, May 2	5:00 PM	Merry Go Round Leonardtown First Friday
Tuesday, May 6	12 – 7:00 PM	ELECTION DAY at Town Office
Friday, May 9	8:30 AM	LBA Meeting @ TBD
Friday, May 9	6:00 PM	LHS Jazz Band Spring Concert @ the Wharf
Saturday, May 10	6:00 PM	The Commodores U. S. Navy Jazz Band In the Square
Wednesday, May 14	11:30 AM	2014 Business Showcase & Awards Luncheon So. Maryland Higher Education Center
Saturday, May 17	12:00 Noon	Cystic Fibrosis Walk @ Leonardtown Wharf
Saturday, May 24	6 – 9:00 PM	Downtown Tunes with Gretchen and Randy Richie and Higher Standards

Councilmember Collier remarked that his family is in attendance for his last meeting and that on August 9<sup>th</sup> everyone is invited to stop by and wish his Aunt, who turns 100 this year, a Happy Birthday.

**Community Development and Strategic Planning** - Hayden Hammett

Councilmember Hammett reported that he noticed on the Permits list this month that we have five new businesses at the Antique Center. Clark’s Rest has also pulled some permits to begin building. The Duke Elementary School is also beginning to build their infrastructure in the next few months. There has been some new business interest and we hope to see that happen in the

near future. Also, a new restaurant will be opening in the old theater, appropriately called The Rex and they hope to open in June or July.

**Capital Projects** - Tom Collier

Councilmember Collier reported that he looks forward to the Washington Street sidewalk project being completed.

**SMMA Update** - Leslie Roberts

Councilmember Roberts reported that the next SMMA meeting will be held on Wednesday, May 14<sup>th</sup> hosted by the Town of LaPlata. The MML Convention is earlier this year and will be held on June 8 to 11.

**Safety and Emergency Preparedness** – Jay Mattingly

Councilmember Mattingly reported that he participated in the Hospice Walk and the Sheriff's office did a great job of keeping traffic moving all around Town.

**Mayor Burris reminded everyone that he will be available for discussion after the close of this meeting and entertained a motion to adjourn the meeting.**

**Councilmember Hammett moved to adjourn the meeting at 4:45 pm; seconded by Councilmember Roger Mattingly, motion passed unanimously.**

Respectfully Submitted:

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Teri P. Dimsey

**Approved:**

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Daniel W. Burris, Mayor

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Leslie E. Roberts, Vice President

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Thomas R. Collier, Councilmember

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