



Commissioners of Leonardtown

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DANIEL W. BURRIS
Mayor

LASCHELLE E. MCKAY
Town Administrator

Commissioners of Leonardtown **Town Council Meeting Minutes** **September 14, 2015**

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

Also in attendance were: Teri Dimsey, Secretary; Laschelle McKay, Town Administrator; Rebecca Sothoron, Treasurer; Cindy Williams, Planning Assistant; Chris Jeys, Resident; Steve Woodburn, Resident; Dick Myers, The Bay Net. A complete list of attendees is on file at the Leonardtown Town Hall.

Mayor Burris asked that Councilmember Hammett lead the invocation and Ms. Dimsey lead the Pledge of Allegiance.

Mayor Burris moved on to the first order of business.

Approval of Minutes

Meeting minutes for the August 10, 2015 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 August 10, 2015 minutes as presented; seconded by Councilmember Jay Mattingly; motion passed unanimously.

Treasurer's Report – Rebecca Sothoron

Ms. Sothoron reported that during the month of August \$700,000 was transferred from the checking account to the LGIP account. This is a result of the deposit of the loan proceeds for the first cash withdrawal for the ENR loan of \$623,000. We will be wiring the payments to the contractor from the LGIP.

We are 16% through the budget year and all the departments look good. We did receive the final income tax distribution during August and we did meet and exceed the budget.

Budget Amendment BJ 03-16 – GHD Task Order #12

Ms. Sothoron reported that in July, the Council approved an engineering task order to be split amongst the collection and water system for the study that needs to be done before the water line gets installed on Route 5. This is to formalize the approval.

Councilmember Hammett moved to approve Budget Amendment BJ 03-16 as presented; seconded by Councilmember Roberts, no further discussion, motion passed unanimously.

Approval of Continental Utility Solutions Online Payment Proposal

Ms. Sothoron is asking for a sole source procurement to utilize our current utility billing vendor who offers a very robust online payment option for customers. They provided two separate proposals. We can choose A without choosing B but if we choose B we have to choose A. The first one is to accept online payments and eliminate bank checks. Customers already use their online banking to send in their payment but it is a bit more burdensome on staff as it does not come with a customer receipt and they need to look up the account and get it ready for data entry. We could eliminate that by not having to handle the check, not look up the account and don't have to deposit the payment because overnight the electronic file will update the customer account automatically. That is a \$4,000 upfront cost and an ongoing maintenance fee of \$1,500 per year of web hosting fee.

The second component is that if a customer walks in and wants to pay with a credit card we will have a pay station available. We do not want our staff people to have to handle a credit card because there are all types of regulations and security issues involved. That is an additional \$3,000 upfront and it does include the implementation and training.

Ms. Sothoron recommends that if we do both we will be able to have our system update in real time. This will also help in the process of doing water shut-offs.

This is only for utility billing and not for property tax billing, which will require additional research into another system which is not as big of an issue because the majority of those are paid by mortgage companies.

Councilmember Roberts moved to approve proceeding with both options A and B and waiving the bid process for a sole source procurement for our current utility billing company and going forward with the web hosting service with the Town responsible for customer fees; seconded by Councilmember Hammett, no further discussion, motion passed unanimously.

Ms. Sothoron reported that the financial statement auditors are scheduled to arrive next Tuesday.

Planning & Zoning Report – Laschelle McKay

The last Planning & Zoning meeting was held on August 17, 2015 with the following cases on the agenda:

Case #78-14 –Leonardtwn Rescue Squad addition – request for final site plan approval. The Planning & Zoning Commission approved the final site plan and a building permit for the addition has been issued.

Case #14-05 – Clark’s Rest Subdivision, Phase Two – subdivision plat approval. The Planning & Zoning Commission approved the plat for Phase Two, which will include 57 single family homes only – no townhomes.

The next Planning & Zoning meeting will be held on September 21, 2015 with cases:

Case #42-14 – The Hamptons at Leonardtown, Hampton Blvd. – for recommendation to Council re: final site plan approval

Case #61-14 – Old Line Bank, 23152 Newtowne Neck Road – final site plan approval

Case #6-15A – Dunkin Donuts, 22841 Washington Street – final site plan approval for Phase One of the Washington Street Retail Complex

Police Report

Mayor Burris reported that Deputy Smolarsky is unable to attend today’s meeting but she provided Council with a written report.

Town Administrator Report – Laschelle McKay

Approval of Bylaws for Leonardtown Ethics Commission – Phil Dorsey, acting as Chairman of the Leonardtown Ethics Commission, has worked with the commission to prepare bylaws to provide guidelines for the Board to function. It is not a state requirement and can be amended as needed without state approval. The current Ethics Commission members are Phil Dorsey, Chris Jeys and Terry Bonnevier. Ms. Dimsey acts as recording secretary. Approval of the Council is needed.

Councilmember Roger Mattingly moved to approve the By-Laws for the Ethics Commission Committee as presented; seconded by Councilmember Jay Mattingly, no further discussion, motion passed unanimously.

Resolution 7-15 – Support of the Joint Land Use Study – Since 2012 the Town along with many other partners has been working with a consultant to prepare a Joint Land Use Study. In February 2015 we sent a letter of support for the study. The final recommendations from the study have been completed and we have been asked to approve a resolution supporting the recommendation to ensure development around Patuxent River Naval Air Station is compatible with continued operations there.

Councilmember Hammett moved to approve Resolution 07-15 as presented; seconded by Councilmember Roberts, no further discussion, motion passed unanimously.

Update on the Rt. 245 Sidewalk Project – SHA plans to go out to bid on Phase 1 of the project at the end of 2015. There is a number of outstanding Right of Entry Agreements. Cindy and I have taken over the follow up with the owners in the area and are trying to coordinate with SHA to get all of the forms returned.

GHD Task Order No. 13 – Rt. 5 Water Loop Design and Engineering – This Task Order in the amount of \$12,516 is to move forward with the Rt. 5 water loops design. This will look at the alignment on Rt. 5 and what constraints with easements might be apparent. They will also look at what permits will be necessary. This is the next step in the process. It does not design and engineer the pipe. Mr. Wheatley has reviewed the plans and feels that it is outside of the magnitude to construct and design in the field.

Councilmember Roberts moved to approve moving forward on Task Order No. 13 to begin the design of the Rt. 5 water loop; seconded by Councilmember Hammett, no further discussion, motion passed unanimously.

Mayor's Report

Mayor Burris stated that he met with Quality Built Homes to begin discussions in regard to the Wathen Farm. Looking forward to enjoying the fall weather and the many upcoming events.

Events – Roger Mattingly

The SMBC put on a quite a show at the Wharf, and many people who came for nostalgia also brought their kids and grandkids to experience the exhibition regatta. Patient crowds of about 250 people waited as the boats were loading into and out of the water, and were thrilled by the competition as the boats really opened up around the course.

Thanks to Town businesses and residents for their cooperation with all three events. The Zip Trips information spread like wildfire on social media, and we had a very supportive group in the Square.

The Town Office will once again be raising money for Breast Cancer Awareness month in October, partnering with the First Friday Committee in giving the money to the local efforts of MedStar St. Mary's hospital for breast cancer diagnosis and treatment.

Sponsored by the SMC Chamber of Commerce, Taste of St. Mary's will be next Sunday the 20th, from 12 noon – 4:30 p.m. and will include old favorites like Nicoletti's and our own Café des Artistes, as well as new restaurants in the area like Avenue 54 in Wildewood.

A reminder that on Saturday, September 26 at 10:30 a.m. is the SMC Fair Parade. Parade formation starts at Leonardtown High School.

The St. Mary's Ryken Blaine Whorl Memorial 5K is Saturday, October 3. Roads are not closed for this event, but there may be short traffic delays at intersections. Please drive carefully.

The Annual Tractor Parade will be held on Sunday, October 11 from 1 – 3 p.m. A majority of the Square will be closed from 12:30 – 2:30, with a partial closure from 2:30 – 3:30.

This year's Oyster Festival is the weekend of October 17 – 18, the LHS Football Boosters will be having a bonfire at the Fairgrounds on Wednesday, October 21, and Trick-or-Treat on the Square will be held on Saturday, October 24 from 1 – 3 p.m.

Upcoming Events of Interest/Meeting Reminders:

<u>Date</u>	<u>Time</u>	<u>Meeting</u>
Sunday, Sept. 20	12 Noon – 4:30 PM	Taste of St. Mary's in Leonardtown Square
Thursday, Sept. 24	3 - 9 PM	St. Mary's County Fair @ Fairgrounds
Fri., Sept. 25, Sat., Sept. 26	9 AM – 9 PM	
Saturday, Sept. 26	10:30 AM	Parade – Commissioners scheduled to Participate
Sunday, Sept. 27	9 AM – 6 PM	
Tuesday, September 29	9:00 AM	Capt. Walter Francis Duke Elementary Dedication
Friday, October 2	5 – 8:00 PM	Pink Friday for Breast Cancer Awareness
October 3-4	SAT 12 PM - 10 PM SUN 11 AM – 5:30 PM	Blessing of the Fleet @ St Clement's Island Museum, Colton's Point
Tuesday, October 6	11:30 AM	SMC Chamber of Commerce State of the County Luncheon @ Bay District Fire Hall
Friday, Oct. 9	8:30 AM	LBA Meeting @ Ledos Pizza
Sunday, October 11	1 – 3:00 PM	Antique Tractor & Truck Parade
October 17 - 18	SAT 10 AM-6 PM SUN 11 AM-6 PM	SMC Oyster Festival @ Fairgrounds
Saturday, October 24	1 – 3:00 PM	Trick-or-Treat on the Square

Community Development and Strategic Planning - Hayden Hammett

Councilmember Hammett reported that we are looking at the final site plans for the Old Line Bank, Dunkin Donuts and the Hamptons. We have a couple of small sub-divisions and PNC Bank is still under negotiations. The Art Center has a new retail shop opening the first weekend of October and will be vintage furniture.

ENR Upgrade – Tom Combs (absent)

Ms. McKay remarked that things are moving along with steady construction going on.

SMMA Update – Leslie Roberts

Councilmember Roberts reported that both Councilmembers Tom Combs and Jay Mattingly graduated from the Academy of Excellence in Local Government. The last SMMA meeting was hosted by Leonardtown and held at the Leonardtown Volunteer Fire house and the Auxiliary ladies provided an excellent meal. The next meeting is November 4 at North Beach, in between Mayor Burris is attending the Fall Conference in Cambridge, Maryland.

Mayor Burris congratulated Councilmember Roberts on her retirement from teaching.

Safety and Emergency Preparedness – Jay Mattingly

Councilmember Mattingly reported that Mr. Wheatley has been working with AB&H to obtain pricing on repaving Drs. Crossing from Miss Bessie to Rt. 245.

Ms. McKay remarked that the Maintenance Contract will be going out to bid sometime in September. Also the Charles Street slip lining project and sewer line is starting in the next two weeks.

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

Councilmember Roger Mattingly moved to adjourn the regular meeting at 4:38 p.m.; seconded by Councilmember Roberts, no further discussion; motion passed unanimously.

Respectfully Submitted:

Teri P. Dimsey

Approved:

Daniel W. Burris, Mayor

Leslie E. Roberts, Vice President

Absent
Thomas M. Combs, Councilmember

Hayden T. Hammett, Councilmember

J. Maguire Mattingly IV, Councilmember

Roger L. Mattingly, Councilmember