



# Commissioners of Leonardtown

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DANIEL W. BURRIS  
Mayor

LASCHELLE E. MCKAY  
Town Administrator

## **Commissioners of Leonardtown** **Town Council Meeting Minutes** **August 14, 2017**

Attendees: Daniel W. Burris, Mayor  
Leslie Roberts, Vice President  
Hayden T. Hammett, Council Member  
Roger Mattingly, Council Member

Absent: Thomas Combs, Council Member  
J. Maguire Mattingly IV, Council Member

Also in attendance were: Laschelle McKay, Town Administrator; Rebecca Sothoron, Treasurer; Jada Stuckert, Planning Assistant; DanDan Zou, The Enterprise; Guy Leonard, County Times; Gretchen Hardman, So. Md. Liaison for Governor; Deputy Kristi Nelson. A complete list of attendees is on file at the Town Hall.

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

### **Approval of Minutes**

Meeting minutes for the July 10, 2017 Town Council were presented for approval.

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

**Councilmember Roger Mattingly moved to approve the July 10, 2017 minutes as presented; seconded by Councilmember Roberts; motion passed unanimously**

### **Treasurer's Report** – Rebecca Sothoron

Ms. Sothoron reported that she has prepared two different financial statements. One is the preliminary for FY17 and the other for FY18.

On FY17, we do have some revenue sources that are not complete yet and we will get August receipts that are eligible to be accounted for FY17. We will continue to get straggling accounts payable invoices so expenditures will be modified as they get paid. We do have large expenditure surpluses in two accounts. Law enforcement position was vacate and has not been filled. There is also road maintenance and snow removal that looks to be a surplus but the paving project that took place was not until July. All of that is showing on the FY18 report and

these may require a Budget Amendment to bring those funds forward. There are also additional journal entries adjustments that need to be posted that will modify a few of these accounts.

In July \$125,000 was transferred from the Operating Account. We are 8.3% through the budget.

On today's agenda is the approval of the FY17 Auditing Services. You have before you a letter of engagement from Murray, Wamsley and Schrader. We receive this letter every year but it is important to note that this engagement letter has grown and it is important to read what is covered and what is not covered. The auditors are not here to find fraud, they rely on management to provide all the information.

Ms. Sothoron noted that the amount adopted in the budget was an estimate of \$23,100. This engagement letter is \$23,800. The requirements of the audit scope continue to grow.

**Councilmember Roberts moved to approve the annual audit engagement letter from Murray, Wamsley, Schrader for the audit for year ending June 30, 2017; seconded by Councilmember Hammett, no further discussion, motion passed unanimously.**

Ms. Sothoron provided an update on the tax billing. The final steps have been processed, working closely with Printing Press who does the collating and mailing preparation.

#### **Planning & Zoning Report** – Jada Stuckert

The last Planning & Zoning meeting was held on June 19, 2017. No agenda items in July, the meeting was cancelled.

There is one item scheduled for the August 21<sup>st</sup> Planning & Zoning agenda.

**Case No. 100-15      The Meadows at Town Run, 107 Lot Subdivision**  
Request for Final Site Plan approval.

#### **Police Report** - Deputy Nelson

Deputy Nelson provided Council with a written report but she reported that she has been running radar out on the main roads, specifically, the Leonard's Grant neighborhood. It was determined that the majority of speeders were the residents themselves and she did meet with their HOA in regards to her findings. She attended Project Lifesaver Training, worked the Child Safety Seat event, Prescription take back day, and National Night Out. Met with the HOA at Academy Hills as they have had quite a few vehicle burglaries. Worked Downtown Tunes and started a new ROCK Find and Historical Challenge which begins next week.

#### **Town Administrator's Report** – Laschelle McKay

**Rt. 5 Water Loop Update and Material Purchase Discussion** - We are moving forward on the Rt. 5 water loop project. We have submitted the final application for the SHA permit. SHA has already approved the plans. We are working with AB&H to finalize the schedule to be able to complete the project before bad weather moves in. A copy of the approved project in the capital budget is enclosed in your packet. We feel the estimated cost of \$540,000 is a good working number.

The work is being performed under AB&H's contract and the Town is purchasing the materials directly from our suppliers to save money. Because of the large dollar amount of the materials we wanted to bring the purchase to the Council for approval since it is outside of the normal bid guidelines. All three of our suppliers were asked for estimates.

HD Supply- \$97,035

Belair- \$97,045

Ferguson- No response since May

Staff recommends buying the materials for the project from HD Supply as they deliver to the office and will accept returns for material not used.

**Councilmember Roberts moved to approve utilizing the account with HD Supply to purchase materials for the Rt. 5 water loop project outside the bid process; seconded by Councilmember Roger Mattingly, no further discussion, motion passed unanimously.**

**Town Hall Elevator Update-** Elevator equipment has been awarded to Thyssen Krupp and all documentation has been approved by DHCD. We have a requirement to spend 5% of the grant by September 5<sup>th</sup>. The elevator order requires a 50% deposit so we should be able to meet this deadline.

Request for Proposals for the construction of the hoistway went out August 3<sup>rd</sup>. Bid packets were approved by DHCD. Proposals are due August 25<sup>th</sup>.

We plan to complete the Request for Proposals for the fire sprinkler this month.

**Wharf Slips/Pier Update -** GHD is finalizing the engineering drawings working with staff and DNR. Staff had a site visit with MDE for the pre permit application meeting required. The permit application is being completed. We are breaking the project into 2 phases- Phase 1 is the straight pier (160' plus 30' gangway) and Phase 2 is the 200' T-section at the end. Engineering estimates are at approximately \$350,000 including engineering and contingency. We have the first Waterway Improvement grant for \$99,500 and budgeted \$87,700 in the capital budget for a total of \$187,200 for Phase 1. We submitted a second grant on August 7<sup>th</sup> of another \$100,000 for Phase 2. Once the project is bid later in the fall we will have a better idea on costs and how we will phase it for construction. The pump out design and grant application is being done as a separate project.

#### **Mayor's Report** – Mayor Burris

Mayor Burris noted that he attended the opioid crisis announcement by the local law enforcement and our State's Attorney and attended by Governor Hogan. It is affecting all of us and we appreciate their help in getting a strong message out to our community.

We have Gretchen Hardman, Governor's Liaison with us again today and asked Ms. Hardman if she would like to say a few words. We had a meeting with her recently about some projects and she will be working on providing us with a follow-up from that meeting.

Ms. Hardman responded that all the Lt. Governor's across the country are charged with building a database of women mentors for Million Women Mentors which is a national movement with the goal of providing one million Science, Technology, Engineering, and Math (STEM) mentoring relationships to girls and women, helping them to choose, persist and succeed in STEM programs and careers.

Mayor Burris remarked that he attended the Law Enforcement Appreciation Day which was very well attended by the community. We very much appreciate their services.

Councilmember Roberts asked Mayor Burris if he would provide an update on the opening of the Clark's Rest entrance.

Mayor Burris responded that the guard rails have been installed and the bike lane markers are to be painted and once that is completed they will then open up the entrance. We have asked SHA to open the entrance without the bike lane markers but we have not yet gotten a response from State Highway. Route 5 is owned by State Highway and not the Town so we have to abide by their schedule.

Councilmember Roberts remarked that there were two roads recently paved, one of which, was Key Way and they did a marvelous job. Mr. Wheatley was there every day walking the project to ensure it was done correctly. Mr. Wheatley keeps a prioritized list of the roads that needs to be worked on and we budget funds specifically to do as many roads as we can on a yearly basis.

### **Events** – Roger Mattingly

With heavy storms blowing in fast, July Downtown Tunes with GrooveSpan was unfortunately rained out just before intermission. The final Downtown Tunes of 2017 will feature a triple billing of Katelyn Boothe, Drivin' Muzzy acoustic and headliner Robbie Boothe, Saturday, August 26 from 6 – 9 p.m.

The inaugural Regatta Block Party got rained out Friday night, July 28, as well as some of the racing Saturday afternoon, but The Southern Maryland Boat Club hosted a full day of racing on Sunday, July 30, with an estimated crowd of about 400 people. Many thanks to the Boat Club for running a safe, unique, and well-organized event.

National Night Out on Tuesday, August 1 provided several communities – including Leonard's Freehold and Breton Bay – the opportunity to enjoy a safe neighborhood event while socializing with local officials, law enforcement and first responders. The Leonard's Freehold Management provided food, games and finger painting, while Maria and Cpl. Nelson handed out dozens of giveaway items. State Trooper Manning played football with the kids, and the LVFD provided much needed relief with a fire truck hose down.

Thanks to a team effort, the Commissioners of Leonardtown and the Leonardtown Business Association hosted a fun-filled Beach Party weekend. Rockin' First Friday with The Lucky Few drew a huge crowd in the Square and included a costume contest and a free photo booth. Beach Party on the Square drew thousands of people with activities such as The Running of the Balls, the firetruck hose down, sand volleyball and tug-o-war, face painting, pony rides, Zumba, a roving stilt walker (who was

also doing Zumba – a huge crowd pleaser!), a giant waterslide, belly dancing and so much more! Thanks to the entire Commissioners staff, but particularly those who put in between 9 and 14 hours the day of the event. The weekend was capped off by a Concert at CSM on Sunday, August 6 from 1:00 to 3:00 p.m.

The September First Friday on the 1st will be a special Arts & Entertainment District Celebration, featuring artists around the Square, live music by Higher Standards, and the 5<sup>th</sup> Annual Art Walk competition. Thanks to Nell Elder, The St. Mary's County Arts Council and the First Friday Committee for once again spearheading and managing this event.

Reminder that Taste of St. Mary's is on Saturday this year instead of Sunday – September 16<sup>th</sup> from 1:00 p.m. until 5:30 p.m. The Square will be closed for this event which draws about 20-25 food establishments and over 2,700 guests to Town. Maria and Laschelle are working with the Chamber and the Taste Planning Committee on a modified set up in order to minimize the impact to the residents and non-participating businesses.

The summer 2017 edition of the Leonardtown “Beacon” newsletter will be distributed by the end of the month.

Fair Weekend is September 21<sup>st</sup> – 24<sup>th</sup>. Maria has already registered the Mayor and the Commissioners (with golf cart) for the parade on Saturday the 23rd at 10:30 a.m., so please mark your calendars for that.

The following changes to the events program are being implemented immediately:

1. Event organizers wishing to borrow Town equipment must be prepared to pick it up during regular business hours, store it safely before their event and return it within a timely manner during regular business hours.
2. All third-party events must be sufficiently staffed by the organizing body, and they must provide their own signage.
3. Those who do not adhere to the rules and guidelines set forth in the Permit Agreement may, at the Commissioners discretion, be declined from holding another event at our venue.

Ms. Fleming noted that we are expecting a large crowd for Downtown Tunes and we will be closing down the roads around the upper square for safety. Also, tomorrow is Selfie Day sponsored by Engaging Leadership in partnership with the Maryland Municipal League. This is to encourage and acknowledge the work of local government. All staff, local business and residents are encouraged to come by Town Hall and take a quick selfie.

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

<b><u>Date</u></b>	<b><u>Time</u></b>	<b><u>Event</u></b>
Saturday, August 19	7:30 – 8:30 AM	Sunrise Yoga at Leonardtown Wharf
Saturday, August 19	9 AM – 3 PM	Coastal Arts Market @ the Wharf
Wednesday, August 23	5:00 – 6:30 PM	SMC Chamber of Commerce Business After Hours Hosted by St. Mary’s Landing Apartments 21590 Pacific Drive Lexington Park, MD
Saturday, August 26	6 – 9:00 PM	Downtown Tunes with Robbie Boothe, Drivin’ Muzzy acoustic, and Katelyn Boothe
Friday, Sept. 1	5 – 8:00 PM	Arts & Entertainment First Friday & Art Walk
Monday, Sept. 4	HOLIDAY	Town offices CLOSED - Labor Day
Friday, September 8	8:30 AM	LBA meeting @ The NEW Clarke’s Rest Clubhouse
Saturday, September 9	8:30 AM	CareNet Pregnancy Center Fundraiser 5K @Ryken HS and Town roads
Saturday, Sept. 16	1 - 5:30 PM	Taste of St. Mary’s in Leonardtown Square
Thursday, Sept. 21	3 - 9 PM	St. Mary’s County Fair @ Fairgrounds
Fri., Sept. 22, Sat., Sept. 23	9 AM – 9 PM	<i>Parade – Commissioners invited to Participate</i>
Saturday, Sept. 23	10:30 AM	
Sunday, Sept. 24	9 AM – 6 PM	

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

Councilmember Hammett noted that there continue to be a number of on-going projects, residential renovations, new accessory structures, decks, etc. and thank you Ms. Stuckert for keeping track and informing us of these projects.

**ENR Upgrade** – Laschelle McKay

Ms. McKay reported that by September they should have substantial completion and will take a few months to wrap up the details. We plan to schedule tours for the staff and Council along with an open house for the public so that they can see first-hand how the treatment plant works.

**SMMA Update** – Leslie Roberts

Councilmember Roberts reported that the next SMMA meeting will be held on Wednesday, September 13, 2017 hosted by the Town of La Plata. North Beach is now the principal Town running SMMA for the 2017-2108 term.

**Safety and Emergency Preparedness** – Laschelle McKay

Ms. McKay reported that Metrocast did some work to get Wi-Fi to enable us in installing surveillance camera viewing to better capture and view activity at the Wharf.

Councilmember Hammett added that in reading through the events he wanted to point out that CareNet Pregnancy will be holding their first fundraiser 5K on Saturday, September 9, starting at 8:30 a.m. at Ryken HS and proceeding through the streets of Town. They will be following the same USATF certified course that the Ryken 5K uses.

**Councilmember Hammett moved to adjourn the meeting at 4.40 p.m. seconded by Councilmember Roberts, no further discussion; 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

Absent  

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Thomas M. Combs, Councilmember

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Hayden T. Hammett, Councilmember

Absent  

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J. Maguire Mattingly IV, Councilmember

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Roger L. Mattingly, Councilmember