



Commissioners of Leonardtown

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DANIEL W. BURRIS
Mayor

LASCHELLE E. McKAY
Town Administrator

Commissioners of Leonardtown **Town Council Meeting Minutes** **November 13, 2017**

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

Absent: Thomas Combs, Council Member
Roger Mattingly, Council Member

Also in attendance were: Laschelle McKay, Town Administrator; Rebecca Sothoron, Treasurer; Jada Stuckert, Planning Assistant; Maria Fleming, Events Coordinator, Mary Ann Murray, Murray, Wamsley & Schrader; DanDan Zou, Enterprise; Guy Leonard, County Times. A complete list of attendees is on file at the Town Hall.

Councilmember Hammett gave the invocation and Ms. Dimsey lead the Pledge of Allegiance.

Approval of Minutes

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

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

Councilmember Jay Mattingly moved to approve the October 10, 2017 minutes as presented; seconded by Councilmember Roberts; motion passed unanimously

Treasurer's Report – Rebecca Sothoron

Ms. Sothoron reported that no transfers were made to or from the Operating Account. We are 33% through the budget. There are no major items to bring to Council's attention. Audit Report has been finalized. The delinquent tax notices are the next order of business with about ten or twelve customers that will receive those final notices and they have until March 2018 to make those payments.

Mayor Burris introduced Mary Ann Murray of Murray, Wamsley and Schrader to present the audit report.

Audit Report – Mary Ann Murray

Ms. Murray acknowledged the Council and thanked them for having their firm conduct the audit again.

Ms. Murray noted that Ms. Sothoron provided the Mayor and Council with a summary of the audit report and she will be providing additional details of the summary during her review.

This is an independent auditors report with an unmodified opinion which means that your financial statements are fairly presented. In the supplemental information we do provide an opinion in relation to the financial statements. Finally, in our report we reference you to the second report at the end of this packet which is our report on internal control and compliance.

Ms. Murray proceeded to provide an overview of the Audit Report.

At the end of the review, Ms. Murray noted that the report includes letters they provide on internal controls and on compliance of other matters. This report is required in accordance with Government Auditing Standards which you are subject to a governmental entity. We do not give an opinion on internal financial reporting or on compliance as we do not do enough work on these areas to give an opinion. For a standard audit, we do look at and consider all the internal controls along with how they are designed and operating. We do some sampling of certain parts of the internal controls. There was no non-compliance to be reported.

The next letter is a required communication after an audit has been completed to tell the Governance Board, the Mayor and Commissioners what occurred in the audit and notes any significant audit findings. We state that Management is responsible for using appropriate accounting policies and they are disclosed to the reader and Note A to the financial statements. Also, that you did not change any accounting policies and no new accounting policies were adopted during this fiscal year. In regards to depreciation, you are estimating the useful lives of your assets and management looks at them to determine if there has been any change.

Each year during the Audit, Ms. Sothoron posts everything to give them final numbers and through our audit procedures we only suggested one change and that was to break out the land from the building portion of the purchase of the Town Hall and this was adjusted. Management did provide a Management Representation letter and it was signed by Mayor Burris, Ms. McKay and Ms. Sothoron.

The final letter we provide is not required but we put this in writing as a matter of policy. These are just a few deficiencies that we feel should be noted and two of them have been on previously.

Accounting Policy and Procedure Manual Update - The Town is getting more complex and this manual becomes more critical.

Purchase Orders - To remain the same amount as discussed by Council.

Time sheets – We do not always look at payroll but we did this year as we do change up the procedures all the time. Payroll is not necessarily a risky area because it is set in the budget. There were some inconsistencies so we recommend that there be some type of training for consistency.

Ms. Murray thanked Ms. Sothoron, Ms. McKay, Mayor, Council and staff for their helpfulness during this process. Please feel free to contact us if you have any additional questions or concerns.

Mayor Burris thanked Ms. Murray for her presentation and the companies audit work for the Town.

Proclamations

Mayor Burris noted that we have two Proclamations for presentation.

Small Business Saturday – Councilmember Hammett read the Proclamation.

Municipal Government Works Month – Councilmember Jay Mattingly read the Proclamation.

Planning & Zoning Report – Jada Stuckert

The last Planning & Zoning meeting was held on August 21, 2017 with two items on the agenda.

Case No. 91-01A Moulds Accessory Apartment– 22534 Washington Street
Favorable Recommendation to Board of Appeals

Case No. 70-09A PJ’s Towing – Van Wert Lane
Favorable Recommendation to Board of Appeals

There are tentatively no items on the November 20, 2017 agenda. The Board of Appeals will meet on Wednesday, November 29, 2017 at 5:00 p.m. to discuss both cases.

Police Report

Mayor Burris stated that Deputy Nelson is unable to attend today but she provided Council with a written report.

Town Administrator’s Report – Laschelle McKay

Critical Areas Commissions Map Update Public Hearing - Scheduled for 6:00 p.m. on December 5th to be held in the Town Hall. They have been working with us for a few years on redrawing the critical area boundary and the public hearing is for anyone but specifically for the properties that are impacted. Letters did go out to 52 property owners that were affected and there is only one that is significantly affected. The Port of Leonardtown is affected. It was listed in the floodplain but will now be included in the critical areas.

Grants Update – We were not able to get the strategic demolition fund grant as there were limited funds from the State and they had numerous requests. The Elevator Equipment and Fire Sprinkler and Hoist way construction were all bid separately and the sprinkler bid is due on Friday and we should be approving the Elevator drawings this week with W.M. Davis. The Wharf Slips and Pier just went out today for the MDE permit and plan to put this out to bid in the spring. There is a meeting this week with the Public Art Committee to pursue a second public art grant to be due in January.

Authorize Workshop for Main Street Program from Mahan Rykiel – The Main Street Maryland staff had recommended this company as they have worked with several of the Main Street Programs and this is a workshop to be scheduled in January in which we would invite all Leonardtown Businesses to attend. The first part of the workshop is open and it focuses on façade improvements and how businesses can attract more visibility to the business along with other things they can do to make it more attractive. The second part of the day would be four or five businesses who have expressed an interest to have one-on-one with them. The consultant will then work with them individually. We did previously put

out an RPF for an Economic Development Plan but because it was so general without a specific range and we felt this would be a good way to see how this company fits in with our plan. It is for \$4,600 and we met with the consultant to discuss beforehand.

Councilmember Roberts moved to approve scheduling a workshop for businesses in Leonardtown with Mahan Rykiel Associates for the Main Street Program in the amount of \$4,600; seconded by Councilmember Hammett.

Discussion:

Mayor Burris noted that we are voting on this workshop because we are going outside of our regular procurement process.

Ms. Sothoron stated that between \$1,000 and \$5,000 generally we are required to get three competitive quotes. Over \$5,000 would be a sealed bid process.

Mayor Burris remarked that we did do that last year.

No further discussion, motion passed unanimously.

Rt. 5 Widening Break Out Project Update – This project is where Clark’s Rest and Marrick Homes ended their improvements down to the hospital entrance. It is scheduled to begin March 2018 and the first item to be completed is to cut down the hill on the corner of Abell Street and Rt. 5 on the south side of the road. This will require moving our water main. We have been working with the State to determine prior rights which dictates who pays for moving the utilities. The Town will pay one half of the design for the move of the water line and we would pay for the first phase of the water line relocation which will be the more inexpensive portion of the project. Everything south of Abell Street will be individual house connections and the State will pay for all of that section.

Mayor’s Report – Mayor Burris

Veterans Day Parade had a great turn out even with the colder day and Mayor Burris thanked all the Veterans for their service and involvement in the parade along with the organizer Connie Pennington and those who assist her.

Mayor Burris wished everyone a Happy Thanksgiving and see you at Christmas on the Square.

Events

Planning for “Christmas on the Square” on Friday, November 24th is in full swing. The LVFD will be putting up the tree.

Upcoming Events of Interest/Meeting Reminders:

Wednesday, November 15	5:00 PM	Chamber Business After Hours – Hosted by College of Southern Maryland 22650 Hollywood Road, Building A, Room 206
Thurs., November 16	11:30 AM	State of the St. Mary’s Public Schools Luncheon @ the Elks Lodge, 45779 Fire Department Lane California

Sat., November 18	TBD	Nolan Scully Memorial 5K Run @ LFVD and surrounding Town roads
Thurs., November 23 Fri., November 24	HOLIDAY	Thanksgiving weekend – OFFICE CLOSED
Fri., November 24 Lighting (Rain date: Sat., Nov. 25 @ 7 PM)	5 PM – 9 PM	Christmas on the Square & Annual Tree Leonardtown Square
Fri., November 24	5 PM – 9 PM	LVRSA Christmas Festival @ Winegardner
Saturday, November 25	11 AM – 4 PM	Small Business Saturday
Friday, December 1 Fridays	5 PM – 8 PM	Celebration of Keep the Cheer Here First Fridays
Sat., Dec. 16	11 AM – 1 PM	Santa & Mrs. Claus on the Square
Monday, December 25 OFFICE CLOSED Monday, January 1	HOLIDAY	Christmas Day & New Year’s Day –

Community Development and Strategic Planning – Hayden Hammett

The RFP for a restaurant at the Wharf is still active and we hope to have some new conversations soon.

The Board and Brush just picked up their Use and Occupancy and are hoping to open soon.

ENR Upgrade – Ms. McKay

Reported that staff had a conference call with GHD on November 6th to discuss the completion of the ENR project and it was agreed that we would issue a conditional substantial completion as most of the items were being worked on. MDE will have two months to take care of the punch list items. We are two months past the original contract date so there will be some negotiations about who pays for the delay but so far things have been going well and we are nearing the end of the project.

SMMA Update – Leslie Roberts

Reported that Sheriff Cameron gave a great presentation on the Opioid Crisis at the SMMA meeting held at the Port of Leonardtown. One of the Council Members from Indian Head is originally from Nepal and Nepal recently had major democratic elections. MML is going to Nepal with him along with representatives from the Academy of Excellence with University of Maryland and they are going to present some of the same classes that our Council Members have attended about budgeting, running open meetings, personnel and risk to representatives of the Nepal Government. Interesting in that what we do here in Maryland will be translated internationally to help educate their government officials. The next SMMA meeting will be the Legislative dinner December 13th at North Beach Town Hall.

Safety and Emergency Preparedness – Jay Mattingly

Thanked all of the Veterans and Town Staff for the exceptional Veterans Day Parade. Thanked all the Fire and EMS Volunteers, Sheriffs Office and State Police for the security and safety during the Veterans Day Parade and Memorial Ceremony.

Mayor Burris entertained a motion for adjournment.

Councilmember Jay Mattingly moved to adjourn at 5:00 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

Thomas M. Combs, Councilmember

Hayden T. Hammett, Councilmember

J. Maguire Mattingly IV, Councilmember

Roger L. Mattingly, Councilmember