



Commissioners of Leonardtown

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DANIEL W. BURRIS
Mayor

LASCHELLE E. MCKAY
Town Administrator

Commissioners of Leonardtown **Town Council Meeting Minutes** **January 15, 2019**

Attendees: Daniel W. Burris, Mayor
Tyler Alt, Council Member
Hayden T. Hammett, Council Member
Christy Hollander, Council Member

Absent: J. Maguire Mattingly IV, Council Member
Mary Maday Slade, Council Member

Also, in attendance were: Laschelle McKay, Town Administrator; Rebecca Sothoron, Treasurer; Teri Dimsey, Executive Secretary; Jackie Post, Fiscal Clerk; Brandy Blackstone, Events Coordinator; Ken Held, Slice House; Guy Leonard, County Times. A complete list of attendees is on file at the Town Hall.

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

Approval of Minutes

Meeting minutes for the December 10, 2018 Town Council were presented for approval.

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

Councilmember Hollander moved to approve the December 10, 2018 minutes as presented; seconded by Councilmember Hammett.

Mayor Burris moved on to the next order of business.

Treasurers Report – Rebecca Sothoron

Ms. Sothoron reported that \$300,000 was transferred from the Operating account to the LGIP. We did receive a much greater return on investment at the MLGIP. We are 50% through the budget year.

There is no update on the status of the Accommodations Tax issue as we have reached out to the county attorney but have not heard back on the hearing schedule.

Mayor Burris noted that he also checked on this and heard that we are just waiting on the Judge to make a decision on the last appeal.

A complete street list was sent to the Comptroller and that street list is used to ensure that when Maryland Income Tax Returns are filed that the residents who have a Leonardtown incorporated address are actually identified in the calculations so that when the local taxes are apportioned, they will have the complete street listing for their calculations. This list also includes all the streets that are planned to come into Town, as well as, the Meadows at Town Run development.

The annual tax rebate budget request was calculated and sent to the county which was for \$43,487 with a six-dollar difference from last year.

We did report three unpaid tax accounts to the County Treasurer and fortunately that's a very low number and that tax sale happens in March.

Between now and the end of the fiscal year, we will need to finalize and the council will have to approve any modification to the water or sewer impact fee, which, as you know, we are working through the water supply capacity management plan with the engineers working on the treatment plant expansion. When all these numbers come together, then we will be able to come to you with a recommendation.

There is a need to replace the main network server here in the Town office which is almost 10 years old and the software version will not be compatible to run the newer software that the office requires. We will work with our IT consultants, JusTech, for the switch over. This replacement has been budgeted.

Recently, we were informed verbally, with a written letter arriving soon, that the audit firm of Murray, Walmsley and Schrader has merged with a larger firm effective January 1, 2019, with local accounting company HeimLantz CPAs and Advisors, out of Annapolis. They will no longer provide all the services collectively which will require us to rebid the audit services for the fiscal year end.

We will put out an RFP and start a committee to assist with evaluating the proposals with a plan to have that done before the end of May so that at the June meeting, Council can approve the recommended firm. There are not a lot of local firms doing this type of specialized audit work, so it's unlikely we'll have a fee as low as we have maintained over these past years. We will incorporate an estimated increase into the FY20 budget.

We also are in the final year of the first five years of the trash contract that was awarded to Affordable Refuse and the contract document stipulates that we meet in January to discuss any extensions and on whether we want to continue the relationship. There is a possibility of a price increase which may be due to recycling as it has become difficult to manage. We are not sure how it will affect the pricing. The contract calls for two two-year extension, if all parties agree, so what we would look at right now is the first two-year extension. Please feel free to provide any feedback or comments we can take to the meeting with the contractor.

Yesterday the final construction payment was made to MEB for the ENR upgrade and the final request for reimbursement to MDE and then all the grant fund money will be in hand. It's not the end of the expenses because the engineers are working on the communication with the computerized O&M manual and there is training still to be done. So, we are still paying engineering invoices but, they've assured me that all that will be done by the end of the fiscal year and then all the final accounting can be completed.

A recommended budget schedule has been distributed and with your consensus we can provide the budget schedule to all the department heads and staff.

A consensus was received by all Council Members.

Councilmember Hammett suggested that during the discussion with Affordable Refuse, we should try to negotiate a fixed rate for our commercial customers as there are some commercial customers that would really like to have recycling but have not have not taken advantage of that because it is an extra charge.

Planning & Zoning Report – Jada Stucket

The last Planning & Zoning meeting was held on October 15, 2018 with one item on the agenda:

Case No. 66-18 - St. Mary's County Adult Detention Center Expansion - 23110 Leonard Hall Drive - Request for Concept Plan Approval for an approximately 9,500 sq. ft. addition

The next P&Z meeting will be held on Tuesday, January 22, 2019 as Monday, January 21 is a federal holiday. There is one case on the agenda:

Case No. 23-15 - The Shoppes at McIntosh – 25805 Point Lookout Road - Request for Final Site Plan Approval for an approximately 9,500+ sq. ft. addition

Police Report

Deputy Moses reported that he continues to make rounds around Town doing control checks and there are no incidents to report at this time.

Town Administrator's Report – Laschelle McKay

Liquor License Letter of Support for The Slice House, LLC

Mr. Ken Held is in attendance today seeking a letter of recommendation for a Class B restaurant beer, wine, liquor license at 41565 Park Avenue. The license will include outdoor seating and a growler (similar to growler except in aluminum) license as well.

Mr. Held remarked that they will offer pizza by the slice along with salads for eat in and carry out. There will be some tables and booths with approximately seating for 40. They are working on some renovations and hope to open March 1st.

Councilmember Alt moved to approve a Class B beer, wine and liquor license letter of support for The Slice House, LLC. The letter includes outdoor seating and a growler license; seconded by Councilmember Hollander, no further discussion, motion passed unanimously.

Approval of Facade Improvement Grant Guidelines

As previously announced the Town has been awarded a Community Legacy Grant in the amount of \$50,000 to regrant to local building and or business owners for facade improvements. The guidelines need approval to get the program started. A committee is recommended to be made up of a Town Council member, resident, professional, the Town Administrator and the Town Planner.

We have prepared Façade Improvement Guidelines and a Façade Improvement Application for those businesses that are interested. We already have a number of businesses that have told us they have projects in mind. We want to see how this year goes and then apply again and our hope is that we receive these grant funds annually. There are a few Maryland towns that receive these funds yearly.

Councilmember Alt inquired about the size of the improvement request.

Ms. McKay noted that the maximum is \$5,000 per request but we would take a look at the guidelines which outlines the historical integrity and retail uses over other businesses to determine which will help the committee determine which projects we give more weight too.

Councilmember Hammett asked that a Planning and Zoning Commission member also be included as a committee member.

Councilmember Hollander moved to approve the Façade Improvement Program grant guidelines and the recommended membership make up, to include a Planning Commission member, for the grant committee; seconded by Councilmember Hammett, no further discussion, motion passed unanimously.

Ms. McKay noted that during the last few snow storms, the company that handles the Town's sidewalk snow removal have been unable to provide enough manpower. We are in discussions with Bay Country to see if they would be able to provide this service again in the contract, so we may be moving in that direction if Bay Country does have an interest. It will depend if we can get similar pricing and if they have enough manpower. It would be better to manage coordination if they handled both snow removal and sidewalk removal. We will keep you informed of our progress.

Mayor's Report – Mayor Burris

Mayor Burris remarked that the Hamptons have received their final approval from the Fire Marshall and MDIA for their first building and are starting the Use and Occupancy procedures with the Town. Model apartments are open for viewing and they have begun leasing. There is a total of 142 apartments, with each building housing 71 apartments each.

Seymour Town building now has a new restaurant that is currently in design planning.

Mayor Burris asked Ms. McKay to provide an update on the Downtown Strategic Plan.

Ms. McKay responded that we continue moving forward. Council were briefed and we are waiting to receive the final analysis from the Mahan Rykiel Consultants to begin identifying priorities.

Mayor Burris noted that he attended, along with Councilmember Hammett, the Leonardtown Volunteer Fire Department Installation and wanted to say it was a wonderful event and we very much appreciate what all the members do to support the Town and our events. The Leonardtown Rescue Squad Installation is also coming up this weekend too and we very much appreciate their services and support.

Events – Tyler Alt

Councilmember Alt reported that Santa & Mrs. Claus was held on Saturday, December 15th. Winegardner Motor Company generously allowed the event to be held inside their showroom, so everyone could visit with Santa & Mrs. Claus out of the rain. We estimate that approximately 100 families attended. We also did something new this year with the event. In response to a parent who reached out to our office to ask if it would be possible to have extended hours for Santa & Mrs. Claus on the Square for children with disabilities who have difficulties with crowds and waiting in line, we set up a separate Meet-and-Greet with Santa before the event. Families with a child or even an adult with a disability were able to meet privately with Santa in a calm and welcoming environment. The meetings were held on the second floor of Town Hall. The Town Council meeting room was transformed into Santa’s living room where he met with the families who attended. An added surprise is that Mrs. Claus greeted the families when they stepped off the elevator on the second floor. She then read stories to the guests to help them get accustomed to the surroundings, and when they were ready, they went in to visit with Santa. Seven families participated in the event.

January’s First Friday was held on Friday, January 4th with a New Year, New You theme.

Ms. Blackstone noted that work continues on the 2019 Calendar of Events. We are excited to announce the summer concerts are being blended into a new consolidated concert series. We are working in conjunction with the Potomac Jazz Seafood Festival on a joint venture to help them extend the festival into a long weekend series.

Upcoming Events of Interest/Meeting Reminders:

<u>Date</u>	<u>Event/Meeting</u>	<u>Time</u>
Saturday, January 5 th , 12 th , 19 th & 26 th	Zumba Fitness Around Town @ Shepherd’s Old Field Market	8:30 a.m. – 9:30 a.m.
Friday, January 4 th	New Year, New You First Friday	5:00 p.m. – 8:00 p.m.
Friday, February 1 st	Mardi Gras First Friday	5:00 p.m. – 8:00 p.m.

Community Development and Planning – Hayden Hammett

No updates at this time.

Utilities – Christy Hollander

No updates at this time.

SMMA Update – Jay Mattingly – Absent

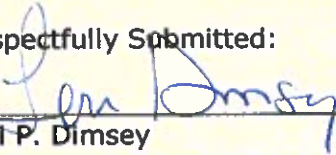
Ms. McKay remarked that the next SMMA meeting will be hosted by Leonardtown on Wednesday, March 23, 2019.

Business Development/Retention – Mary Maday Slade - Absent

Mayor Burris entertained a motion to adjourn.

Councilmember Hollander moved to adjourn the regular meeting at 4:44 p.m.; seconded by Councilmember Alt, motion passed unanimously.

Respectfully Submitted:


Teri P. Dimsey

Approved:


Daniel W. Burris, Mayor


Tyler Alt, Councilmember


Hayden T. Hammett, Councilmember


Christy Hollander, Councilmember

Absent

J. Maguire Mattingly IV, Councilmember

Absent

Mary Maday Slade, Councilmember