

**Commissioners of Leonardtown
Town Council Meeting Minutes
February 11, 2019**

Attendees: Daniel W. Burris, Mayor
Tyler Alt, Council Member
Hayden T. Hammett, Council Member
Christy Hollander, Council Member
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; Brandy Blackstone, Events Coordinator; Jada Stuckert, Planning; Mike Hewitt, Commissioner, St. Mary's County; Chris Kaselemis, Economic Development Director, Bennett Wilson, Deputy Director, Katherine Stormont, Economic Development Specialist, Economic Development, St. Mary's County Government; Taylor Deville, Enterprise; 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 January 15, 2019 Town Council were presented for approval.

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

Councilmember Hollander moved to approve the January 15, 2019 minutes as presented; seconded by Councilmember Slade.

Mayor Burris noted that today's agenda was amended to include additional items; he moved on to the next order of business.

Treasurers Report – Rebecca Sothoron

Ms. Sothoron reported that during the month of January \$350,000 was transferred to the operating account. There was a large ENR debt service due February 1st. We are 59% through the budget year. New construction property tax was billed at the end of January. There were 26 accounts which yielded about \$4,700 worth of revenue and that is reflected on the current report.

The accommodations tax is expected to come in at zero dollars this year. We should get an update now that the hotel is not currently in operation and we're not quite sure when it will begin operating again.

Approval of Procurement of Server Replacement

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 Town office requires. Just Tech is the Town's IT provider (from competitive bid). The server replacement was budgeted at \$10,000. Just Techs quote is for \$7,775.00 plus an additional \$1,800 for a new tape back-up device.

We would like to move away from the physical tape back-up option to a cloud-based backup option offered by Just Tech. This would be a monthly fee of \$65 or \$780 annually. Each batch of three rotating tapes costs \$500 to replace, so there would be some offset of cost, although not 100%.

The current tape system is not ideal since we take the tapes home to ensure they are not here at the office if a physical disaster were to happen. This would complicate disaster recovery if the tapes are needed after a server failure. Additionally, a cloud option would require no intervention from staff on a daily basis.

Obviously for FY19 we would have only three to four months of that service and the full year would be incorporated into the next year's budget process when we start that.

Councilmember Hammett inquired if there is a dual backup system that we can look into in addition to the cloud.

Ms. Sothoron replied that we currently have an outside external hard drive that will continue.

Although the FY20 budget process has not begun, we do believe this additional expense of \$250 to \$300 is valuable and can likely be funded as a recurring operating expense.

Ms. McKay remarked that one of the reasons we bid the IT services previously was that Ms. Sothoron had been doing a lot of this over the years and she did not have the time, so we went through a competitive bid process to find a company that would be able to have consistent knowledge of our system and make recommendations so that we would not have to continually seek outside sources.

Councilmember Slade asked how long is the contract?

Ms. McKay responded that she did not know off-hand but it was at least a three-year contract.

Ms. Sothoron noted that we are generally happy, they know our network environment at this point, they can dial in, don't have to come on-site and monitor our workstations and server with needed protection. They keep our virus protection up-to-date. At this point, we feel comfortable that they are giving us fair pricing and fair service, which has previously been hard to maintain. They are also in the process of providing policies and procedures for their data farm to include security and disaster recovery.

Councilmember Alt moved to approve the purchase of the server replacement from Just Tech, the Town IT provider, in the amount of \$7,775.00 and to transition from a tape back up to a cloud-based back-up system through Just Tech; Councilmember Hammett seconded, no further discussion, motion passed unanimously.

The contract extension for Trash Collection is coming up and as you know, Affordable is now owned by Goode companies and they have been providing service since last year under the same contract terms that existed. This contract expires June 30th of 2019, so this is the time of year when we would negotiate an extension and the contract does allow for two (2) two-year extensions. We had a meeting with the contractor and Council has been supplied with the requested pricing that they would like to take effect on July 1st of this year. It would be for the two-year extension, but the contract does call for an escalation on July 1, 2020, which would be tied to the February 2019 CPI. This pricing will be in effect for one year. The worksheet shows the comparison between what the same contractor was charging us in June of 2014. Most of the changes have to do in the recycling components of all those services. The residential and most of the commercial customers had very small changes and what those per unit prices are compared to five years ago, which at that time, we were able to decrease residential pricing by 23% and commercial pricing by 34%.

Ms. Sothoron noted that the initial estimate of what the effect for customers would be is around 19% increase for residential and 27% to 37% percent increase for commercial, depending on the level of service. A 25% to 44% percent increase in recycling which is just a product of the recycling environment now and how much more it costs to handle those materials. Some materials don't have markets anymore and that is seen in the price that they are requesting.

Mayor Burris remarked that you'll be looking to bring this before Council next month.

Ms. Sothoron remarked yes, between now and the March meeting, you can take an opportunity to look at the contract and pricing. We would like to bring this to Council for approval or denial of the two-year contract extension at the March meeting.

Mayor Burris noted that when we last put the contract out to bid it was reduced by 20% so basically, we're back going to where we were five years ago. And the CPI is standard in our contracts, right?

Ms. Sothoron responded, yes.

Ms. Sothoron noted that we have received 26 requests for fiscal note response from the legislature this year. She will be working on the audit RFP because that definitely has to go out before year end and shooting for Council to approve that at the May meeting. Continuing work on the water impact fee study and adjustment.

Mayor Burris moved onto the next order of business.

Planning & Zoning Report – Jada Stucket

The last Planning & Zoning meeting was held on January 22, 2019 with one item on the agenda.

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

There being no items on the February agenda the next P&Z meeting will be held on Monday, March 18, 2019.

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-Leonardtown Wine and Spirits

Mr. Malak Singh and Ms. Karlee Kettles are purchasing Guenther's Fine Wine and Spirits located at 25470 Point Lookout Road, Unit B. They are requesting a Class A Package Store license. They are abandoning the bistro restaurant license that Mrs. Guenther also had in the same location.

Councilmember Mattingly moved to send a liquor license letter of support for a Class A Package Store for Leonardtown Wine and Spirits located at 25470 Point Lookout Road, Unit B; seconded by Councilmember Hollander, no further discussion, motion passed unanimously.

Liquor License Letter of Support-Action Lounge and Billiards, LLC

Ms. Jeannie Suite and Mr. Charles Mattingly are requesting a liquor license letter of support for a Class B Restaurant License for their new business to be located at 25470 Point Lookout Road, Unit F (Breton Marketplace). If the restaurant Class B license is not available, they will apply for a Class D license.

Mr. Mattingly explained that this will not be a typical bar but a billiard venue with plans to host high-end pool league tournaments and hope to use the facilities during the day for types of activities for children too.

Councilmember Slade moved to send a liquor license letter of support for a Class B liquor license for Action Lounge and Billiards, LLC. The business is located at 25470 Point Lookout Road, Unit F; seconded by Councilmember Mattingly, no further discussion, motion passed unanimously.

Liquor License Letter of Support for Wine and Design

Anne Ryan and Laurie Wassink are purchasing Wine and Design located at 41610 Fenwick Street. The business currently has a Class D license, as the AE license was not available at the time the business opened. The new owners will be applying for an AE license under the Grateful Artists of SO MD, LLC.

Councilmember Mattingly moved to send a letter of support for an Arts and Entertainment (AE) liquor license for Wine and Design, trading as Grateful Artists of Southern Maryland, LLC, Laurie Wassink; seconded by Councilmember Slade, no further discussion, motion passed unanimously.

Introduction of Ordinance No. 189 Public Ethics

An ordinance adding provisions to Chapter 9- Ethics of the Code of the Town of Leonardtown as required by Public Integrity Act of 2017. Action can be taken at next month's meeting.

Resolution 1-19- Adoption of the Downtown Strategic Plan

As you know, we've gone through over a year long process with the updating of our downtown plan. We have now the final report which will be available on our website after this Resolution is adopted today. We are doing this by Resolution as it is a working document and Ms. McKay read the Resolution out-loud.

We also would like to bring forward a working group with some of the members in attendance today who are Chris Kaselemis, Bennett Wilson, and Katherine Stormont. We compiled a recommended list for a work group for moving forward with the Strategic Plan and would also bring in other groups such as the Marketing Committee for specific focus items.

Mayor Burris asked Mr. Kaselmis to say a few words.

Mr. Kaselmis remarked that we support the Town's efforts and continuing the re-development of downtown Leonardtown. We also support the idea of a steering committee as it is a good idea to have a group a bit wider than just the Town to reach out to other areas of the county and get some new and fresh ideas.

Councilmember Hammett moved to approve Resolution 1-19 - Adoption of the Downtown Strategic Plan as a guidance tool for economic development of downtown Leonardtown; seconded by Councilmember Mattingly, no further discussion, motion passed unanimously.

LVFD Letter of Support for Fire Boat

Letter from Jared Trossbach-LVFD

Just wanted to expand on our previous conversation. Since the Town's goals are to expand the wharf and water traffic to the wharf, as the committee Chairman I'd like to see us move towards an actual fire boat. In order to help this effort, we wanted to ask a couple things of the Town before we start pursuing a grant and presenting to the department. Of the slips the Town plans to build would the Town be willing to provide one slip to keep the LVFD fireboat in the water to create a more rapid response to the wharf as well any other water rescue emergency that we should be alerted for. We would also like to ask that since the Town is for expansion of the wharf if they would be willing to convey this in a letter format,

and that they also support the further investigation and purchase to provide further fire suppression and rescue resources to the water ways of Leonardtown.

Mayor Burris remarked that we certainly want to support the Fire Department in this endeavor. We did let them know that there will be no electrical or water hookup available.

Councilmember Mattingly agreed as the activities at the Wharf have increased and will only continue to increase in the future.

Ms. McKay noted that when there is a water emergency it takes too much time and if they have any difficulties getting into the water there may be a significant delay that could be costly to the rescue. This will help facilitate a faster rescue.

We also just received the DNR permits along with the drawings and we should be wrapping up the bid packets shortly to proceed with publication sometime in early March.

Councilmember Slade moved to send a letter of support for LVFD in their pursuit of a fire boat for water rescues and further support allowing the boat to be stored and docked at the new proposed slips at Leonardtown Wharf for rapid response; seconded by Councilmember Mattingly, no further discussion, motion passed unanimously.

Extension of Street Sweeping Contract

The Leonardtown street sweeping contract was publicly bid in Fall of 2015 and was awarded to T&T Sweeping for 3 years, expiring November 30, 2018. There are two one-year options remaining and T&T is not requesting any revisions to pricing. Staff recommends extending the contract for another year. There have been no complaints. They have always extended their services when we have been in need.

Councilmember Mattingly moved to extend the Leonardtown street sweeping contract with T&T Sweeping for an additional year, expiring November 30, 2019; seconded by Councilmember Hollander, no further discussion, motion passed unanimously.

Extend Contract for 2019 Event Portable Toilets

The event portable toilet contract was bid in January 2017 for one year with two one-year extensions. An extension was granted January 8, 2018. One extension remains. T&T Port-a-Lets has done a great job with the event contract and are really good to work with on events. Staff is recommending extending this contract for a year.

Councilmember Hollander moved to extend the Event Portable Toilet contract for an additional year to T&T Sweeping and Port-O-Let; seconded by Councilmember Mattingly, no further discussion, motion passed unanimously.

Contract for Sale of Condo Unit #301 at 41660 Courthouse Drive

We received an offer from Steven and Paula Decker for the remaining condo in the amount of \$197,000. We would net \$182,664.50. We are scheduled to net \$182,360 from a sale price of \$188,000 on Unit #300 (previously approved to sell). If accepted, we would finalize by Ordinance next month. We continue to pay the condo association monthly fee and utilities. We do have a tenant in Unit #301 and the new owners will take over that lease. We thought the units would have been sold by now.

Mr. Gordy Stellway, Realtor for the Town, commented that this is an all cash offer with no contingencies. We hope they accept the Town's counter-offer and the contract can be accepted for purchase.

Councilmember Mattingly moved to authorize Mayor Burris to sign the contract for the sale of the condo unit #301 at 41660 Courthouse Drive in the amount of \$197,000 to Steven and Paula Decker and to move forward the process for final sale; seconded by Councilmember Alt. Councilmembers Slade and Hammett abstained, Councilmembers Alt, Mattingly and Hollander voted in favor.

Mayor's Report – Mayor Burris

Mayor Burris thanked Commissioner Hewitt for attending today's meeting. He remarked that he attended the Maryland Mayor's Association in Annapolis and the one major issue for the legislation is the small cell towers that are coming to Maryland which is the new 5G for internet services and will require a box about every hundred feet, so you're talking up to a thousand of these boxes stationed/placed above on something in our right of way. MML is pushing to have Towns prepare an ordinance to have in place before this becomes effective and the FCC is moving rapidly on this issue giving Towns only a short period of time to act. We have discussed this with the Town attorney as he prepared such for other Towns. We will be bringing this forward very soon. We are not trying to stop this but it is a concerning aesthetic issue and we want to have some sort of control or say about the placement of the small cells.

Mayor Burris asked Ms. McKay to report on the Facade Improvement Program.

Ms. McKay reported that we are currently promoting this on both our website and Facebook pages, along with the LBA with a May 30th deadline. Several people who are not LBA members are interested and we have provided them with information. We look forward to getting more interest and requests.

Mayor Burris reported that the Hamptons now have a model ready for viewing and are leasing out apartments. Some of us have taken a tour and the kitchens are top-notch, and the two-bedroom and three-bedroom units all have a balcony, there is a community Clubhouse and pool. It looks like they will be a big hit. The LBA is putting together packets of gift bags for each new occupant from many of our local businesses such as gift certifications and coupons to introduce and welcome them to the Leonardtown community.

The Executive Inn and Suites hotel was signed off by the Judge for foreclosure and the new owner will find an operator or put the hotel up for auction. Hopefully within the next couple months we'll have a fully operational hotel back in Town.

Events – Tyler Alt

Councilmember Alt reported that First Friday was held on February 1st with Loving Leonardtown theme, a lot of people came out and showed their love of Leonardtown by visiting the different restaurants and shops in town. Brandy continues planning for the spring and summer events by supplying information continually posting on our Facebook pages and updating the Town website and the 2019 Calendar of Events is out.

Upcoming Events of Interest/Meeting Reminders:

Friday, March 1st

Youth Art Month First Friday, 5:00 p.m. – 8:00 p.m.

Saturday's, March - April

Zumba Around Town, various locations alternating between Shepherd's Old Field Market, the Wharf and POL 8:30 a.m. – 9:30 a.m.

Friday, April 5th

First Friday (Taste of Leonardtown theme), 5:00 p.m. – 8:00 p.m.

Ms. Blackstone noted that the Town, in conjunction with the Potomac Jazz Festival and St. Mary's Tourism, has a special series we are calling the Leonardtown Summer Music Festival. It will kick off with a concert on May 18, and go through September 7th. So, we're excited to announce that we have some really exciting bands coming. We are really excited to launch this new series and working with the area restaurants to do a pre-order menu so people can order full meals. Sponsor logos and participating businesses will also be advertised as well as the partnership with the Potomac Jazz & Seafood Festival. It's their 20th anniversary of the event and they reached out to us to expand the event to a full weekend. We're launching this on Friday July 12th. There will be parties at local establishments throughout the weekend.

Community Development and Planning – Hayden Hammett

Councilmember Hammett thanked Ms. Stuckert for providing her report. Clark's Rest continues to add new homes. Shepherd's Old Field Market has opened the new Brudergarten.

Utilities – Christy Hollander

No updates at this time.

SMMA Update – Jay Mattingly

Councilmember Mattingly reported that in January, he attended both the SMMA meeting and the Board of Directors meeting and retreat. There was good discussion on the opioid crisis and the local Health Department provided instruction and certification on Narcan. Mayor Newton and her husband hosted dinner for everyone at their house and I thank them for their hospitality. The next Southern Maryland Municipal association meeting is March 13th to be held in LaPlata. The MML Summer Conference is coming up in June.

Mayor Burris announced that he is the incoming President for the Maryland Mayor's Association. As Councilmember Mattingly and myself are involved as active members with MML we should do the Main Street Booth during the summer conference.

Business Development/Retention – Mary Maday Slade

Councilmember Slade reported that she did visit and spend time at the new Brudergarten and also did some shopping at the SOF Market and encourages everyone to shop local. I'm also a member of the Leonardtown Marketing Committee and one of the things that they wanted me to bring forward was the suggestion to look into electronic signage in downtown Leonardtown. The directory signage we currently have is expensive to maintain with updates and changes.

Ms. McKay responded that we do not have the funding at this point. We can continue more discussion and research on the types of electronic signage and wayfinding available that would fit the needs and budget of the LBA and the Town and look into getting grants to cover these expenses.

Mayor Burris entertained a motion to adjourn.

Councilmember Hammett moved to adjourn the regular meeting at 5:14 p.m.; seconded by Councilmember Mattingly, motion passed unanimously.

Respectfully Submitted:

Teri P. Dimsey

Approved:

Daniel W. Burris, Mayor

Tyler Alt, Councilmember

Hayden T. Hammett, Councilmember

Christy Hollander, Councilmember

J. Maguire Mattingly IV, Councilmember

Mary Maday Slade, Councilmember