



# Commissioners of Leonardtown

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DANIEL W. BURRIS  
Mayor

LASCHELLE E. MCKAY  
Town Administrator

## Town Council Meeting Minutes August 12, 2024

Live streamed video of the meeting can be found on  
YouTube – [www.youtube.com/c/TownofLeonardtown](http://www.youtube.com/c/TownofLeonardtown)

Attendees: Daniel W. Burris, Mayor  
J. Maguire Mattingly IV, Vice President  
Nick Colvin, Council Member  
Heather M. Earhart, Council Member  
Christy Hollander, Council Member

Absent: Mary Maday Slade, Council Member

Also, in attendance were: Laschelle McKay, Town Administrator; Teri Dimsey, Executive Secretary; Mike Bailey, Planning; Will Morehead, JustTech; Emily Stagner, Main Street Manager; Roger Mattingly, LVFD; Laura Clarke, Clarke Consulting; SoMDNews; A complete list of attendees is on file at the Town Hall.

Mayor Burris asked Councilmember Colvin to give the invocation and Ms. Dimsey to lead the Pledge of Allegiance.

### Approval of Minutes

Mayor Burris entertained a motion to approve the meeting minutes of July 8, 2024.

**Councilmember Mattingly moved to approve the minutes of July 8, 2024 as presented; seconded by Councilmember Colvin; motion passed unanimously.**

### Treasurers Report – Angie Graves

Ms. Graves reported that the final postings for FY24 are being posted in preparation of the final audit which is scheduled for September 9 through 13.

### Planning and Zoning Report – Laschelle McKay

Ms. McKay reported that Mr. Bailey submitted the required annual report to the Maryland Department of Planning. He also sent a favorable recommendation from the Planning and Zoning Commission on the amended Zoning Map which is before the Town Council today for a public hearing for final approval. There is one case scheduled to be heard at the next PZ meeting regarding the Child Care Facility at the Governmental Center.

### Police Report – Cpl. Roszell

Cpl. Roszell provided a written report for activities the month of July but is in attendance for any questions.

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

Ms. McKay stated that we just received a call from SHA informing us that the new traffic light located at the intersection of Hollywood Road and Leonard's Grant Parkway will not be activated until a new re-design has been finalized and equipment ordered. The original design did not take into account the small homes entrance/exit. This could take approximately four or more months.

### **Splash In Car Wash- Case No. 05-05A- Additional EDU Confirmation**

At the September 11, 2023 Town Council meeting, the Splash-In Car Wash at 40874 Merchants Lane was allocated 6 additional EDUs until the completion of the WWTP expansion. The building permit is currently ready to be issued. Due to delays with the expansion, and that the project is expected to be ready to open in January or February, the owners would like to make sure that when the project is complete, they will be able to open the carwash even if the WWTP is not quite finished. We believe this is a reasonable request. We have around 100 EDUs remaining and several projects that have not moved forward. For example, the SO MD Orthopedic facility was allocated 17 EDUs in December 2022 and that project has not moved forward and is currently on hold.

**Council gave consensus to approve additional EDUs to Splash-In Car Wash at the time construction is completed. The expansion should be almost complete by then.**

### **Meadows At Town Run I - Acceptance of Streets in Phase 1 and 2**

The streets have been completed and all homes have been built. At this time, we can accept all the streets (Phase 1 and 2) in Meadows at Town Run into the town system.

**Councilmember Mattingly moved to accept the streets in Meadows at Town Run I, Phase 1 and 2 into the Town system; seconded by Councilmember Colvin, no further discussion, motion passed unanimously.**

### **Request to Award Construction for Town Hall Second Floor Offices**

WM Davis did the construction of the elevator and fire sprinkler system in 2017. At that time, they did floor plan drawings of the entire building. We asked them to design and furnish the cost to add three additional office spaces on the second floor of town hall. We are reorganizing and restructuring some departments in light of some recent employee changes and need additional offices to help run the operations more efficiently. We propose taking funds from the end year fund balance to then bring a budget amendment forward next month if approved to proceed.

**Councilmember Mattingly moved to award the build out of additional office space in Town Hall to WM Davis, Inc in the amount of \$26,708; seconded by Councilmember Colvin, no further discussion, motion passed unanimously.**

### **FY24 Audit Letter of Engagement with Withum (formerly BBD, LLP)**

Our auditors at BBD, LLP have joined Withrum Company. Mr. Carl Hogan, one of the partners, will continue to be the Town's point of contact. They have agreed to a 5% increase for this year's audit from \$21,000 to \$22,050. They also prepare the financial statements and handle the Single Audit for the ARPA funding for \$5,000 each. BBD, LLP was awarded the audit contract in 2019 when Murray and Wamsley, who had done the town audit for over 20 years, stopped doing government audits.

**Councilmember Mattingly moved to approve Mayor Burris to sign the Letter of Engagement with Withrum for the FY24 Independent Audit; seconded by Councilmember Colvin, no further discussion, motion passed unanimously.**

**4:15 PM Public Hearing - Mayor Burris entertained a motion to close the regular meeting and open the public hearing on Ordinance No. 224- Amendment to Zoning Map to incorporate recently annexed properties.**

**Councilmember Mattingly moved to close the regular meeting and open the public hearing; seconded by Councilmember Colvin, motion passed unanimously.**

Ms. McKay reported that this ordinance was introduced at the July 8, 2024 Town Council meeting. The Planning and Zoning Commission sent a favorable recommendation on the Zoning map revisions at their July 15, 2024 meeting. This public hearing was advertised in the County Times on July 18th and 25th. Following the public hearing Council can take action on the ordinance.

To complete the annexation process for the Cedar Lane properties and the Alfred Mattingly property that we recently annexed, we need to update the zoning map to include these properties with their approved zoning category. The Cedar Lane parcels were annexed in as Residential Multi Family (R-MF) and the Mattingly property was annexed in as Institutional Office (I-O).

Mayor Burris asked for any comments.

**There being none, Mayor Burris entertained a motion to close the public hearing and open the regular meeting.**

**Councilmember Mattingly moved to close the public hearing and open the regular meeting; seconded by Councilmember Colvin, motion passed unanimously.**

Ms. McKay stated that Ordinance No. 224 was introduced last month and it describes the properties that were annexed and received zoning approval and this is the final step in finalizing with the State.

**Councilmember Colvin moved to approve Ordinance No. 224 Amendment to Zoning Map to include the recently annexed properties at Cedar Lane Road; seconded by Councilmember Mattingly, no further discussion, motion passed unanimously.**

### **Updates**

Ms. McKay stated that there was discussion about some directional signage to get folks to go one-way through the Wharf parking lot. It was decided instead to paint directional signage that we hope will facilitate drivers to follow those arrows to help direct traffic going one-way in and one-way out.

### **Main Street Update-** Emily Stagner

Ms. Stagner reported that last week we hosted a training session for our Main Street Advisory Council which the State office has coordinated which was very inspiring. The façade grants are coming along well. As you may have heard, we were awarded Project Restore 2.0 \$288,600 dollars. We were one out of the 55 awardees out of a sum of \$13 million, so we were very excited to be a recipient and these funds will be split between two properties.

**Mayor's Report** – Mayor Burris

Mayor Burris wanted to mention Fire and Rescue Appreciation Day and thank them for their services. Leonardtown was featured recently in the Business View Magazine as America's Best Managed Cities of under 10,000 people and we are the best of 2024.

Ms. McKay remarked that this is an on-line publication but it is distributed to 840,000 subscribers throughout the US and another 40,000 in the Caribbean.

Ms. McKay mentioned that staff stuffed 150 bags of goodies for the Teachers Appreciation event held at the Wharf.

**LBA Report** – No Report

**Events** – Heather Earhart

Councilmember Earhart noted that the Zip Trip was well coordinated and a phenomenal job by staff to keep everything running smoothly and keep the excitement up! The Fire Department vertical sign welcoming Fox 5 Zip Trip was outstanding. Thank you to Roger Mattingly and the LVFD for the sign and ladder truck. The Teachers Appreciation event was well-attended and a lot of fun too. Looking forward to fireworks on August 31<sup>st</sup> at Leonardtown Wharf.

**Community Development and Planning** – Nick Colvin

No report at this time.

**Utilities** – Christy Hollander

Councilmember Hollander reported that work at the plant continues.

Ms. McKay stated that we have a bid out for the Water Tower and we have some good interest and will be finalizing that next month.

**SMMA Update** – Jay Mattingly

Councilmember Mattingly reported that the MML Fall Conference is coming up November 6 through 8 and will be held in Cambridge, MD. Fox 5 Zip Trip was a great turnout and thanked the staff for a job well done. The concert at the Wharf was fun. He spent the day at the Port of Leonardtown Winery who were hosting an anniversary special in acknowledgement of the Duck which was a lot of fun with specialty drinks and activities. Looking forward to seeing the fireworks at the Wharf. It is also great to see that we have a lot of boat traffic for our events

**Business Development** – Absent – No report.

Ms. McKay remarked that Ms. Nazarova represented the Town and attended National Night Out at Leonard's Freehold. She did a great job and enjoyed time spent with all the kids.

**Mayor Burris entertained a motion to adjourn.**

**Councilmember Mattingly moved to adjourn the meeting at 4.29 p.m.; seconded by Councilmember Colvin, motion passed unanimously.**

Mayor Burris remarked that he will be available for any discussions for the next 30 minutes.

Respectfully Submitted:

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Teri P. Dimsey

Approved:

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Daniel W. Burris, Mayor

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Nick Colvin, Councilmember

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Heather M. Earhart, Councilmember

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Christy Hollander, Councilmember

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J. Maguire Mattingly IV, Councilmember

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Absent  
Mary Maday Slade, Councilmember

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