

**STAFF REPORT FOR
MONDAY, JANUARY 26, 2015
MAYOR AND TOWN COUNCIL OF SYKESVILLE**

7:00 PM CALL TO ORDER:

7:05 PM PUBLIC CONCERNS:

7:10 PM MINUTES: January 12, 2015

7:15 PM REPORTS:

- Public Safety Report
- Treasurer's Report - December
- Public Works Report
- Council Committee Reports

7:45 PM ANNOUNCEMENTS:

- On January 12, in closed session, the Mayor and Town Council approved appointing Barbara Prawdzik, Linda Quinn, Sandy Cazares, Jeremy Lindamore, Brad Tarka, Lori Do and Jen Brzeczko as permanent employees since they have successfully completed their probationary periods.
- The Town is seeking candidates to fill three, two-year terms and two alternates on the Board of Election Supervisors for the election that will take place on May 4. Contact Janice Perrault for further information. 410-795-8959.
- The interview process for the Economic Development/Main Street Coordinator will begin on Tuesday, January 27. The panel will have representatives from the Town Council, Main Street merchants, and the Main Street Association.
- On February 16, the Town Offices will be closed in observance of Presidents Day.
- On Saturday, March 28, the Mayor and Town Council Retreat will be held at the Town House. The public is invited to attend.

7:50 PM NEW BUSINESS:

1. **Appointment of Ethics Commission members** – Mayor Shaw would like to appoint Ginny Campbell and Mark Dyer, new members to the Ethics Commission, and reappoint Julie Wehrle, current member of the Commission, through December 31, 2017. Section 12-2 of the Town Ordinance gives the Mayor the authority to appoint the members of the Ethics Commission. Ethics Commissioners report to the State Ethics Commission that the

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Town is in compliance with state regulations related to financial disclosures that must be completed by elected and some appointed officials each year.

Recommended Action: Opportunity for discussion before the Mayor appoints the Commissioners.

- 2. Introduction of FY 2016 budget process** - Linda Quinn and Dawn Ashbacher will review the process and calendar. See attached.

Recommended Action: Provide input or ask questions about the process and proposed calendar.

- 3. Introduction of the Zoning Map change** – On February 9, the Mayor and Town Council will hold a Public Hearing to change the land use designation of the Warfield Planning Area on the Town’s Zoning Map. The Warfield complex is proposed to be changed from Business Local with an Employment Campus Overlay to Planned Employment Center. Also, the adjacent 23-acre property owned by Integrate Inc. is proposed to be changed from its existing zoning to Planned Employment Center. This implements the Town’s Master Plan, which was recently amended in a similar manner.

Recommended Action: No action required.

- 4. Location of Art and Wine Festival** – Council Member Keenan will discuss the location of the festival. The Main Street Association has requested that a portion of Main Street be closed for this year’s event.

Recommended Action: Action, if needed, as determined by the Mayor and Town Council

- 5. Upcoming Grant request** – Dawn Ashbacher will outline the following grants that the Town is considering applying for.

Heart of the Civil War Heritage Area Grant

This program is a 50/50 cash match program. A grant in the amount of \$50,000 (plus \$50,000 match) will be requested for the Gate House Museum. The cash match is contingent on receipt of donated funds to the Museum. This grant is to request funding for a consultant to better determine the ways in which the museum can better serve visitors and improve their overall experience. The Town will tie in ADA improvements with this request for funding. Applications are due by February 10, 2015 for review by the County with a final deadline of February 27, 2015. Please see attached description. The Intent to Apply is due January 30, 2015.

Preservation Maryland Heritage Fund

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Funding requests can be up to \$5,000. We would like to apply for funding for the tar and chip pathway for the Sykesville Historic Colored Schoolhouse. Applications are due by February 17, 2015.

Recommended Action: Motion to authorize the Town Manager to apply for the grants noted.

- 6. Lease for Warfield Engine House** –The Warfield Collaborative would like to lease the Engine House that is next to the underground storage building. This will add 480 square feet to the leased premises and \$480 per year to the annual rent. This Engine House is referred to as the shed on the attached drawing.

Recommended Action: Motion to authorize the Mayor to sign a lease agreement with The Warfield Collaborative for the Engine House, subject to the Warfield Development Corporation approval.

8:30 PM Recess

8:35 PM CLOSED SESSION:

The meeting is proposed to be closed pursuant to the State Government Article of the Annotated Code of Maryland, Section 10-508(a) to discuss (1)(i) the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, designation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction, or (ii) Any other personnel matter that affects one or more specific individuals, (3) To consider the acquisition of real property for a public purpose and matters directly related thereto, and (7) to consult with counsel to obtain legal advice on a legal matter.

- Consult with Legal Counsel – Main Street Association process
- Consult with Legal Counsel - Property acquisition – for a public purpose
- Personnel – Personnel concerns – confidential personal information
- Personnel – Introduction of Town Manager performance evaluation – confidential personal information

ADJOURNMENT:

ADMINISTRATIVE SESSION:

Mayor and Town Council communication protocol