

**OFFICIAL MINUTES OF July 10, 2017 REGULAR COUNCIL MEETING**  
**NO. 17-13**

The Council meeting of the Town of Sykesville was held on Monday, July 10, 2017. Mayor Shaw called the meeting to order at 7:00 P.M. in the Council Meeting Room at the Town House. Mayor Shaw led the Pledge of Allegiance and a moment of silence.

**PRESENT:** Mayor Ian Shaw, Council President Julia Betz, and Council Members Anna Carter, Alan Grasley, Chris True, and Stacy Link.

**ABSENT:** Council Member Leo Keenan

**STAFF:** Dawn Ashbacher, Town Manager  
Police Chief Michael Spaulding  
Sergeant Shawn Kilgore  
Evelyn Sweet, Town Treasurer  
Kerry Chaney, Town Clerk  
Julie Della-Maria, Main Street Coordinator  
Dennis Hoover, Town Attorney

Mayor Shaw swore in Police Officer Richard Green and Auxiliary Officers Kevin Cox, Michael Stains, and Johnathan Cleghorn.

**PUBLIC**

**CONCERNS:** Kyle Hiteshew, a resident and member of the Sykesville Parks and Recreation committee, expressed concern that a trash can near the snack shack in Millard Cooper Park was not emptied prior to one of their events. He asked if it was potentially an issue with the amount of staff or the quality of those people that are employed. It was explained that it could be a lack of direction because the new Public Works Director hadn't officially started yet. It could also have been a citizen, who emptied the trash can by removing the liner and did not replace the liner. There is a very strong Public Works staff, and they are all very hardworking and do a good job.

There was a request to add a discussion about 7610 Main Street (see number 11) and a discussion about picnic tables (see number 12) to the agenda.

**MINUTES:** June 12, 2017

**MOTION:** Council President Betz motioned and Council Member Carter seconded to approve the June 12, 2017 minutes with the revisions provided.

The motion carried unanimously.

**TREASURER'S**

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**REPORT: May 2017**

**MOTION: Council President Betz motioned and Council Member True seconded to approve the May Treasurer's Report.**

**The motion carried unanimously.**

Evelyn Sweet, Town Treasurer, announced that the auditors will begin the week of July 25.

## PUBLIC SAFETY

**REPORT:** Chief Spaulding presented the Public Safety Report for the period of June 9, 2017 through July 5, 2017. There were a total of 823 reports including 134 Calls for Service, 14 Community Policing events, 435 Patrol Checks, and 87 Traffic Enforcement Initiatives.

Chief Spaulding reported that there were some complaints of radio frequency interference in the Hawk Ridge area. There are no complaints of anything missing from houses, so Chief Spaulding does not believe it is criminal related activity. A link was posted on the Police Department's Facebook page with tips on how to reduce radio frequency interference.

Chief Spaulding also reported that thanks to good, proactive policing, a patrol check of the Warfield Complex ended with two people found in the cafeteria building. After the two men were detained, Jonathan Herman was contacted, and it was determined that the two men had permission to be in the building. Chief Spaulding will be following up with Jonathan Herman to contact the Police Department notifying them of people allowed to be in the Warfield buildings.

Chief Spaulding also commended Sergeant Shawn Kilgore for the impressive job done while conducting the very complicated and extensive investigation necessary to discover and charge an embezzler who targeted Baldwin's Station.

Chief Spaulding also presented a report from the speed trailer. He pointed out the high percentage of drivers over the speed limit for certain roads but said this includes everyone driving above the speed limit, even if it is just one mile per hour over the limit.

## COUNCIL COMMITTEE

### REPORTS:

- **Sykesville Parks and Recreation (SPARC)** – Council Member Carter announced that Soulflower performed on July 7. About 30 people attended the *Hunger Games* during the Movies in the Park. Sykesville Well Nest has partnered with SPARC for Yoga in the Parks; the next one will be help on July 27. The next SPARC meeting is on July 29 at 7 P.M.
- **Businesses and Merchants** – Council Member Grasley announced that he attended the Merchants meeting, and was very happy to meet everyone in attendance. They brainstormed ideas for next year, including the possibility of fireworks on the Fourth of July. Some of the merchants would like to have a sidewalk sale on Sundays during the Farmers' Markets. One merchant will be the

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point person and will put together an application for use of the sidewalks for all the merchants who wish to participate. The next Merchants meeting is on July 28.

- **Historic District Commission (HDC)** – Council Member Link announced that the next HDC meeting is on July 13 at 7 P.M.
- **Planning Commission** – Council President Betz announced that the next Planning Commission meeting is on July 17 at 7 P.M. There is a work session at 6 P.M. before the meeting.
- **Warfield Development Corporation** – Mayor Shaw announced that the WDC had a meeting with the County for contract negotiations as part of the sixth amendment to sale.
- **Sustainable Communities** – Council Member True announced that Mary Kendall from the Department of Housing and Community Development attended the Sustainable Communities meeting on June 20. The Town has submitted a notification requesting to push the submission of the application back until September 2017. Applications for grant money under this designation may still be submitted, but they will be paused until the renewal of the designation.
- **Streetscape** – Council Member True announced that there are still concept phase monies from this project that the Town is trying to use. Maryland Route 32 south of Interstate 70 will be widened by the State Highway Administration in the next few years.
- **Main Street Association (MSA)** – Council Member Keenan and Julie Della-Maria, Main Street Coordinator, announced that the Carroll Business Academy has classes on August 16, September 13, October 12, and November 8. Every class will be held at Integrate from 8 A.M. to 10 A.M.

The First Friday Block Party went well. Volunteer training allowed for an emergency response time of under five minutes when a medical emergency occurred. Walk Carroll signs were placed on Main Street pointing visitors in the direction of the Historic Colored Schoolhouse, the Gate House Museum, and other locations of interest in Town.

The Coolest Mile on Main Street is on August 12. A foam machine will be placed near Woodside Home or at Centennial Fountain Park for participants to run through. The foam is environmentally friendly and should not cause a slipping hazard for the runners.

The snack shack at Millard Cooper Park will have renderings completed for the mural soon.

- **Maryland Municipal League Convention Reports** – Julie Della-Maria reported that she learned how to bring a community closer together, be stronger neighbors, and be inclusive in the community. She suggested creating a program to connect the people of Integrate with the students at Sykesville Middle School for an after school tutoring program.

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Council Member Carter reported that she attended the Small Town Forum and learned that other towns similar in size face the same issues and bumps in the road that Sykesville faces.

Mayor Shaw reported that there were lots of networking opportunities at the Convention. He attended the Smart Cities TED Talk about how to become more linked through technology. He also attended the Emergency Preparedness class and will bring more information about that later.

Kerry Chaney, Town Clerk, announced that she made contacts with the Maryland Clerks Association and will be mentored by a past-president of that association, Lou Ann Crook from Laurel. She also attended a social networking class about how to make better use of social media.

Dawn Ashbacher, Town Manager, reported that she went to a roundtable discussion with utilities providers, such as BGE, and received the regional contact person for the different providers. She also attended a class on regulating signs and what is and isn't allowed to be regulated.

### ANNOUNCEMENTS:

- At the June 12, 2017 meeting, Richard Green was hired as a full-time Police Officer, Derek Shreves was hired as the full-time Public Works Director, and Marc Fisher was appointed as a Warfield Development Corporation Board member
- Concert in the Park, July 14 – Joey D Cares Rock Orchestra will be performing at Millard Cooper Park. Non-perishable food items will be collected for Carroll Food Sunday
- Historic Colored Schoolhouse Open House, July 30, 1 P.M. to 4 P.M. – stop by to meet some graduates of the Historic Schoolhouse! This open house is included in the Carroll County Celebrating America Summer Adventure Passport Program
- Farmers' Market and Little Sykes, every Sunday, 9:00 A.M to 1:00 P.M.

### OPEN SESSION:

#### Consent Agenda:

1. **Authorization of Mayor to Sign FY 2018 Town-County agreement**
2. **Planning Commission appointments**
3. **Approval of Resolution NO. 2017-05 allowing alcohol at the Coolest Mile on Main Street**
4. **Approval of Resolution NO. 2017-06 changing HDC guidelines to allow for removal of trees less than 12" instead of 6" caliper without HDC approval**
5. **Authorization to award a contract in the amount of up to \$138,806 to CPE, Inc. to complete the patching, paving, crack filling, and other work including but not limited to the Scope of Services and Contract Documents dated June 19, 2017**
6. **Authorization to use assigned fund balance to purchase a server**
7. **Authorization of Mayor to sign professional services contract with David H. Gleason Associates, Inc. to assist the Historic District Commission with the Warfield Development Review**

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**MOTION:** Council Member True motioned and Council President Betz seconded to approve the items on the Consent Agenda with the exception of numbers five and seven.

The motion carried unanimously.

**5. Authorization to award a contract in the amount of up to \$138,806 to CPE, Inc. to complete the patching, paving, crack filling, and other work including but not limited to the Scope of Services and Contract Documents dated June 19, 2017.**

Council President Betz asked to remove this item for further discussion. Even though the bid amount came in at \$138,806, the total amount may be more than that. Mark Onheiser, Special Projects Coordinator, will be tracking the receipts from asphalt used to keep track of the total cost of this project. The Mayor and Council don't want to spend the budgeted money just because it was budgeted.

**MOTION:** Council Member True motioned and Council Member Carter seconded to authorize to award the contract in the amount of up to \$150,025 to CPE, Inc. to complete the patching, paving, crack filling, and other work including but not limited to the Scope of Services and Contract Documents dated June 19, 2017.

The motion carried unanimously.

**7. Authorization of Mayor to sign professional services contract with David H. Gleason Associates, Inc. to assist the Historic District Commission (HDC) with the Warfield Development Review**

Council President Betz asked for this to be removed for further discussion. She wanted to hear Council Member Link's opinion on this, as she is the Liaison to the HDC. Council Member Link's opinion that is not necessarily shared by the other members of the HDC is that Mr. Wagner is not needed at this stage in the review process. Mayor Shaw expressed his concern about not hearing the viewpoints of the other HDC members. Steve McCleaf, Langley Realty Partners, LLC, explained that there is currently a contract with Mr. Wagner, but The Warfield Collaborative (TWC) asked him to renew the contract with a specific dollar amount. TWC is willing to pay for his services through the next HDC meeting on July 13 under the existing contract.

**MOTION:** Council Member Grasley motioned and Council Member True seconded to authorize the Mayor to sign professional services contract with David H. Gleason Associates, Inc. to assist the Historic District Commission with the Warfield Development Review.

The motion failed in a 3-3 tied vote with Mayor Shaw and Council Members Grasley and True supporting and Council President Betz and Council Members Carter and Link opposing.

**Business:**

**8. Introduction of wetlands mitigation plans for Warfield**

Sean Davis, Morris and Ritchie Associates, presented the wetlands mitigation plans for the Warfield Complex. The applicant is proposing to impact the

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stream and wetlands in Parcels A and C. Areas will be minimized, but exact numbers for the area impacted will be determined by the Maryland Department of the Environment.

They are proposing to get rid of the pipe between the pond and the Piney Run stream. They will create a stream in its place and remove the hard concrete edge of the pond to create a wetlands area. A riparian bench will be created the unnamed tributary, and it will be a natural buffer area. A new bridge will be created.

Neither dam would be removed with this plan, however it could come up as a request in the future.

All of this would occur separate from the \$200,000 that has been set aside for park improvements.

**MOTION:** Council Member True motioned and Council Member Grasley seconded to approve the use of Town parkland for wetland mitigation in Warfield, subject to review by the Planning Commission and limited to the plans presented.

The motion carried unanimously.

**9. Consideration of Bike Rack in Centennial Park**

The Main Street Association Design Committee has been working to place a bike rack shaped like a train in the Centennial Fountain Park. It will be placed on the existing train tracks. Due to concerns about the size of the concrete pad, it was suggested to only pour the concrete between the rails where the rack will be placed. The bikes in the front “cow catcher” portion of the rack will not block access to bikes placed in the sides of the rack. Future maintenance only includes painting the rack to prevent rust. The existing railroad ties will be exposed to lay a proper footer for the rack, and the rails will be exposed.

**MOTION:** Council Member Link motioned and Council Member Carter seconded to approve the bike rack in Centennial Park.

The motion carried unanimously.

**10. FY 19 Community Parks and Playground grant application**

It was decided to remove Warfield Park from this application because of the uncertainty of what will happen in the park after the sale of the property. Council Member Carter met with representative from Game Time about pricing to update the grant from last year. This grant will be for Play Pods along the Linear Trail from Gray Way to Kalorama Road. There will be three to four Play Pods for toddlers to stop and learn as they walk along the Trail.

**MOTION:** Council Member Carter motioned and Council Member True seconded to approve the FY 19 Community Parks and Playground application for Play Pods along the north section of the Linear Trail.

The motion carried unanimously.

**11. 7610 Main Street Sidewalk**

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To meet the Americans with Disabilities Act requirements, the owners of 7610 Main Street need to provide a continuous sidewalk along the south side of the building, facing Baldwin's Station. They proposed a five foot sidewalk from the end of the existing sidewalk at the edge of the Centennial Park property to the bottom of the outside stairs. After the stairs, it will become a four foot wide sidewalk including the curb. Because this will primarily be on Town property, the owners are asking for a cost sharing with the Town. Dawn Ashbacher, Town Manager, has already asked the owners to record an easement detailing that they will be responsible for the maintenance of the sidewalk.

**MOTION:** Council Member True motioned and Council Member Grasley seconded to approve up to \$1500 for the sidewalk construction contingent upon Planning Commission approval and an easement with the owners being responsible for all maintenance of the sidewalk.

The motion carried unanimously.

**12. Picnic Tables at South Branch Park**

Council President Betz reported that the picnic tables at South Branch Park are looking bowed and broken. She asked to have Public Works take a look at them and make a recommendation.

**MOTION:** Council President Betz motioned and Council Member Grasley seconded to take a five minute recess at 9:25 P.M.

The motion carried unanimously.

**MOTION:** Council President Betz motioned and Council Member Grasley seconded to go back into open session at 9:36 P.M.

The motion carried unanimously.

**CLOSED SESSION:**

The meeting is proposed to be closed pursuant to the General Provisions of the Annotated Code of Maryland, Section 3-305(b): (1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction; or any other personnel matter that affects one or more specific individuals; and (7) to consult with counsel to obtain legal advice on a legal matter.

**MOTION:** Council President Betz motioned and Council Member Grasley seconded to go into closed session at 9:37 P.M.

The motion carried unanimously.

Those in attendance were: Mayor Shaw, Council President Betz, Council Members Carter, Grasley, Link, and True, Town Manager Dawn Ashbacher, and Town Attorney Dennis Hoover. Dennis Boyle, Jonathan Herman, Jim Melonas, Rachael Beck, Scott Beck, Fred Gossage, and Elaine Gossage were present during the second item discussed.

**Council Member Keenan was absent.**

**Items discussed were:**

- **Personnel** – Public Works Director appointment – Confidential Personal Information – action
- **Consult with Legal Counsel** – 714 Sandosky Road disposition – no action
- **Consult with Legal Counsel** – Environmental issue – no action
- **Consult with Legal Counsel** – Update on Warfield Contract Negotiations – action
- **Personnel** – Personnel Updates – Confidential Personal Information - action

**MOTION:** Council President Betz motioned and Council Member Grasley seconded to go back into open session at 12:49 A.M.

The motion carried unanimously.

**ADJOURN:** There being no further business to come before the Council, Council President Betz motioned and Council Member Grasley seconded to adjourn meeting at 12:50 A.M.

The motion carried unanimously.

Respectfully submitted  
Town Clerk Kerry Chaney