

**STAFF REPORT FOR
MONDAY, MARCH 24, 2014
MAYOR AND TOWN COUNCIL OF SYKESVILLE**

CALL TO ORDER:

PUBLIC CONCERNS:

MINUTES: February 24 and March 10, 2014

**REPORTS: Public Safety Report
Treasurer's Report – January 2014
Council Committees
Mayor's Report on "If I Were Mayor" School Visit**

ANNOUNCEMENTS:

- On March 10, in closed session, the Mayor and Town Council approved hiring of Joseph McCrae as a part time driver for Public Works Department with a pay rate of \$20.00 per hour contingent on successfully passing a physical and drug screen.
- **WARFIELD UPDATE:** Whereas the Town has previously declared the following parcels of land within the Warfield complex as shown on the Warfield plat: Parcels A, B, C, D, D-1, E, F, G, H, and I as surplus to the Town's needs, on March 10, the Mayor and Town Council voted unanimously to approve the following motions regarding the sale of the Warfield property:
 1. To approve the sale by the Town of Sykesville and Warfield Development Corporation to The Warfield Collaborative, LLC of the following parcels of land within the Warfield complex as shown on the Warfield plat: Parcels A,B,C,D,D-1,E, F, G,H, and I (I only--subject to option of purchaser in first 90 days) in accordance with the terms summarized;
 2. To authorize the Mayor and Town Manager to conclude negotiations of an agreement for the sale and purchase of such property; and
 3. To authorize the Mayor to execute the final agreement for the sale and purchase of such property on behalf of the Town.
- We are pleased to announce that the Town of Sykesville received \$100,000 in Community Legacy funding from the Dept. of Housing and Community Development. Specifically, \$50,000 will be available in FY 14 to assist the Town with Downtown Lighting and \$50,000 will be available for a new downtown Façade Improvement Program. Special appreciation to Main Street Manager Ivy Wells for spearheading the effort. More details to come.

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- The Carroll County Chapter of the Maryland Municipal League will offer three \$1,000 scholarships to Carroll County high school students. Applicants must live in one of the eight municipalities and comply with the other listed criteria on the application. The application is due May 2.
- The Mayor and Town Council retreat will be held on March 29 from 9:00 a.m. to 3:00 p.m. Potential agenda items include introduction of the FY 2015 budget, update on stormwater requirements and funding options, discussion about joining the MD State Retirement System, and time with the Planning Commission to discuss a vision for the Town, updating the Master Plan for the Warfield project, and the Schoolhouse Road development proposal.
- Mimosas on Main Street will take place on Sunday, April 6. Main Street merchants will be serving Mimosas to shoppers.
- South Branch Park Charrette will be on Saturday, April 12 from 9:00 a.m. to 1:00 p.m. to discuss the buildings at the park. The public is invited to attend and it will take place at the Town House. For anyone who would like to walk the property in advance of the Charrette should meet at the Town House at 8:30 a.m.
- On Friday, April 18, the Parks and Recreation Committee will host the Easter Egg hunt at Millard Cooper Park at 10:00 a.m.

OPEN SESSION:

1. **Schoolhouse Road escrow account for Stormwater Management** – The Town of Sykesville has held an escrow account to help fund the maintenance of the storm water management pond at the Schoolhouse Road housing development. Recently, it was confirmed that Schoolhouse Road Associates, LP, owns the pond. This organization is responsible for the maintenance of the pond and is expected to maintain it in perpetuity. There is a balance of \$3,064.54 in the escrow account and Schoolhouse Road Associates, LP have requested the balance be returned.

Recommended Action: Motion to be provided.

2. **FY 2015-2016 Capital Improvement Plan (CIP)** – Dawn Ashbacher, Town Manager, will present the updated FY 2015-2016 CIP for discussion. Due to the time constraints this year, the focus is on FY 15-16. The full FY 15 - 19 plan is expected to be presented by September 2014.

Recommended Action: Provide input or questions to be researched before the retreat.

3. **FY 2015 Revised Budget Process** – Dawn Ashbacher, Town Manager, proposes the following revised budget process:

March 24: Discuss FY 2015-2016 CIP

March 29 (Retreat): Present draft FY 2015 budget

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- April 14: Present FY 2015 proposed budget
Present FY 2014 mid-year budget adjustments
- April 28: Public Input on FY 2015 budget
Vote on FY 2014 mid-year budget adjustments
- May 12: Vote on FY 2015 budget
- May 23: Verify adopted tax rates to County

Recommended Action: No action required. This process will be used unless modifications are requested by the Mayor and Town Council.

4. **Maryland State Retirement Plan** – The Town just received the preliminary new entrant valuation for joining the Maryland State Retirement Plan effective July 1, 2014. Dawn Ashbacher will provide information about the actuarial estimate received and the time frame if the Town wants to join by July 1. Maryland State Retirement Advisors have been invited to attend the Mayor and Town Council meeting on April 14.

Recommended Action: Provide any questions to be researched.

RECESS:

CLOSED SESSION:

The meeting was 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, (ii) 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.

- Consult with legal counsel to discuss waste oil contract negotiations
- Personnel - Appointment of employee - confidential personal information
- Personnel - Police Chief Search - confidential personal information

ADJOURNMENT: