



Town of Sykesville

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Town House

Ian Shaw, Mayor

Dawn M. Ashbacher, Town Manager

Linda S. Quinn, Town Treasurer

Janice M. Perrault, Town Clerk

APPROVED

OFFICIAL MINUTES OF APRIL 27, 2015 REGULAR COUNCIL MEETING **NO. 15-08**

The regular Council meeting of the Town of Sykesville was held on Monday, April 27, 2015. 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 to the flag and a moment of silence.

PRESENT: Mayor Ian Shaw, Council President Frank Robert, and Council Members Anna Carter, Al Grasley, Leo Keenan, and Stacy Link

ABSENT: Council Member Julia Betz

STAFF: Dawn Ashbacher, Town Manager
Janice Perrault, Town Clerk
Carl Bird, Corporal
Linda Joyce, Town Treasurer
Steven Colella, Director of Economic Development

PUBLIC CONCERNS: Town resident inquired about the damage at the railroad crossing behind Linear Trail. It was mentioned CSX owns this train track and they will be notified.
Dawn Ashbacher, Town Manager, would like to add a grant application for Safe Routes to Schools to the agenda.
Council President Robert presented gifts to staff and Council Members thanking them for the job they do since he will no longer be on the Council.

MINUTES: April 13, 2015

MOTION: Council Member Grasley motioned and Council President Robert seconded to approve the April 13, 2015 minutes as written

The motion carried unanimously.

PUBLIC SAFETY REPORT:

Chief Spaulding reported on the period from April 9, 2015 through April 22, 2015. There were a total of 293 calls for service, and 10 assists to other police agencies/departments outside the Town.

COUNCIL MEETING MINUTES

April 27, 2015

Cont.

COUNCIL COMMITTEE

REPORTS:

- **Historic District Commission** – Council Member Link announced at the next meeting on April 28, the Commission has 7 applications to review. The next meeting will be held on May 27.
Gate House Museum – The museum has had some small projects with Springfield Hospital and the Boy Scouts. A 5K fundraiser is being planned for the fall. Friendship Baptist Church hosted their spring event at Millard Cooper Park which brought a lot of foot traffic to the museum.
- **Warfield Development Corporation (WDC)** – Mayor Shaw indicated the Warfield purchase is moving forward and the water and sewer allocations have been resolved with the County and Maryland Environmental Services (MES). The next meeting is scheduled for May 6.
- **Military Memorial** – Council President Robert announced the bricks should be installed next week and then the final landscaping will be done soon.
- **Main Street Association (MSA)** – Council Member Keenan announced the Art and Wine Festival is in the final planning stages. A meeting prior to the event will take place on Wednesday, April 29. There will be 11 wineries, art vendors and live music.
Steven Colella, Director of Economic Development, announced Amy Seitz, State Coordinator for the Main Street Association, visited Sykesville, met with the merchants and Main Street volunteers, and discussed ideas with him to build the MSA program in Town.
- **Parks and Recreation** – Council Member Carter announced the first movie “The Lorax” will be shown in the park on May 9. The Parks and Recreation Committee would like to have volunteers get together once or twice a month and clean a park. The Committee would like to have Four Square courts painted on the basketball courts, and they are working with the Town. It was mentioned that the court at Caracara near the spring house is already painted and could serve as a model. That design seems to work well and there is minimal conflict between Four Square and basketball players. The Committee changed co-chair positions and currently Katie Johnson will serve one year and Judy Campanella will serve 2 years. The next meeting will be held on May 28.

ANNOUNCEMENTS:

- On April 13, in closed session, the Mayor & Town Council approved the promotion of Police Officer Carl Bird to the rank of Corporal. Congratulations!
- We are pleased to announce that the Town has been accredited as a 2015 National Main Street Program.
- Spring Clean-up Day will be held on Saturday, May 2.

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- On Sunday, May 3 the annual Art and Wine Festival will take place on Main Street (rain or shine).
- Tuesday, May 5, is the Town Election.
- Mayor and Town Council meeting schedule. Due to the election, and in accordance with the Town Charter, the May meeting schedule is different than normal. May 11 will be with the outgoing Council. All new Council Members will be sworn in on Monday, May 18, the THIRD Monday of the month. A Council President may also be elected at that meeting. All current Council Members will continue their service to the Town until May 18. The next meeting will be held on Tuesday, May 26. This is a change due to Memorial Day.

NEW BUSINESS:

1. **Public Hearing for Public Facilities for Historic Carriage House subdivision, 7526 Main Street** - The property owner of 7526 Main Street, has requested to subdivide the lot into five lots - one for a new three-story mixed use building, one for the log cabin, and three for town homes (or possibly a mixed use building.). The Planning Commission reported its written findings and recommendations regarding the adequacy of public facilities at its April 6 meeting. The only concern is that this development will challenge Town parking facilities. The Planning Commission has already agreed to allow the developer to pay a parking fee in lieu of providing the required parking due to space limitations. The fee is \$1,000/space. The project has a deficit of 17 spaces if town homes are built. The deficit will increase if a mixed use building is built along Main Street. The Mayor and Town Council are required to hold a public hearing on the adequacy of public facilities.

Mayor Shaw opened the Public Hearing and requested comments from the public. Comments from the public included:

- Will the Town be adding parking places somewhere? The Town is exploring options.
- Will the developer reserve the spaces that he is paying \$1000/space for? No, the fee is not to buy spaces but to help the Town fund parking improvements to support the increased development.
- Are the sewage facilities adequate? Yes, per review from Carroll County utilities.

Mayor Shaw closed the Public Hearing. Comments from Mayor and Council members:

- There is a preference for retail along Main Street, even if this adds to the parking deficit. Steven Colella, Director of Economic Development, is willing to do whatever he can to help increase the market for a mixed use building along Main Street.

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- The good thing about town homes with garages on Main Street is that they do not add to the parking deficit.
- Would the developer consider starting with the mixed use building along Main Street instead of the proposed location? Not at this time.

The Mayor and Town Council discussed the Public Facilities to determine if it is adequate.

MOTION: Council Member Grasley motioned and Council Member Keenan seconded to indicate that the Public Facilities for Historic Carriage House subdivision at 7526 Main Street are adequate.

The motion carried unanimously.

2. **Public Hearing – Ordinance NO. 290 – FY 2016 Operating and Capital Budget and Tax Rate**– Mayor Shaw indicated that the Public Hearing is still open from the last meeting. He requested comments from the public. A question was asked about the funding set aside for possible future sidewalk repair. An amount of \$30,000 has been added to the Capital Reserve. Mayor Shaw closed the Public Hearing. The Town Manager noted that the funding in the proposed budget for paving Baldwin’s parking lot may not be sufficient. However, there is no point in adjusting the budget until there is an actual estimate. The Mayor and Town Council discussed the FY 2016 Budget and Tax Rate, which is unchanged from FY 2015.

MOTION: Council Member Grasley motioned and Council Member Link seconded to approve Ordinance No. 290 – FY 2016 Operating and Capital Budget and Tax Rate.

The motion carried unanimously.

3. **Approval of the FY 2016-2020 Capital Improvement Plan** – This is a five-year plan for anticipated capital expenditures.

MOTION: Council Member Grasley motioned and Council Member Carter seconded to approve the FY 2016-2020 Capital Improvement Plan.

The motion carried unanimously.

4. **Resolution 2015-01 to purchase 7610 Main Street** – On January 26, the Mayor and Town Council voted to approve the purchase of 7610 Main Street. This Resolution authorizes Mayor Shaw to sign and finalize all documents associated with the sale of this property.

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MOTION: Council Member Keenan motioned and Council Member Carter seconded to approve Resolution 2015-01 to authorize Mayor Shaw to sign all the documents associated with the purchase of 7610 Main Street.

The motion carried unanimously.

5. **Park Pavilion Rental Clarification** – At the last meeting, discussion took place about the rental cost of the pavilions at Cooper Park and South Branch Park. A decision was not made about whether the Town Manger may grant waivers for Town partners. It is requested that the Mayor and Town Council grant the Town Manager discretion to apply discounts and waivers for pavilion rentals.

MOTION: Council Member Grasley motioned and Council Member Carter seconded to grant the Town Manager discretion to apply discounts and waivers for pavilion rentals.

The motion carried unanimously.

6. **Safe Routes to Schools Grant**—The Town Manager mentioned that the Town is planning to submit a Safe Routes to Schools Grant to help fund the sidewalk improvements along Springfield Avenue. It is a 20% matching grant. The property owner of 7270 Springfield Avenue will be responsible for the 20% match for sidewalk and apron enhancements along that property per the development agreement. The Town has already approved funding of up to \$5,000 for sidewalk improvements along Springfield. The total amount of the application has not been calculated yet. Once it is known, the Mayor and Town Council will be updated. The grant is due May 15.

MOTION: Council Member Grasley motioned and Council Member Link seconded to take a 5-minute recess at 8:15 p.m.

The motion carried unanimously.

MOTION: Council Member Grasley motioned and Council President Robert seconded to go back into open session at 8:24 p.m.

The motion carried unanimously.

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CLOSED

SESSION: Council Member Grasley motioned and Mayor Shaw seconded to go into closed session at 8:25 p.m.

The motion carried unanimously.

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.

Those in attendance were: Mayor Shaw, Council President Robert, Council Members Carter, Grasley, Keenan, Link, and Town Manager Dawn Ashbacher.

ABSENT: Council Member Betz

- **Personnel** – Public Works staffing— confidential personal information - action
- **Personnel** – Administration staffing – confidential personal information - action
- **Personnel** – Post Office staffing – confidential personal information – no action

MOTION: Mayor Shaw motioned and Council Member Carter seconded to go into open session at 9:31 p.m.

The motion carried unanimously.

ADJOURN: There being no further business to come before the Council, Council President Robert motioned and Council Member Grasley seconded to adjourn meeting at 9:32 p.m.

The motion carried unanimously.

Respectfully submitted

Janice Perrault

Town Clerk