

APPROVED

OFFICIAL MINUTES OF JUNE 8, 2015 REGULAR COUNCIL MEETING
NO. 15-12

The Council meeting of the Town of Sykesville was held on Tuesday, June 8, 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 Leo Keenan, and Council Members Julia Betz, William Bleam, Anna Carter, Stacy Link, and Christopher True

STAFF: Dawn Ashbacher, Town Manager
Janice Perrault, Town Clerk
Michael Spaulding, Chief of Police
Linda Joyce, Town Treasurer
Dennis Hoover, Town Attorney

WELCOME: Mayor Shaw recognized Jillian Conway with a certificate for her participation with the Maryland Municipal League Essay Contest, "If I Were Mayor".

PUBLIC CONCERNS: **Park Pavilions – Council Member Betz**
Norwood Ave. water issue – Concerned Citizen

MINUTES: **May 26, 2015**

MOTION: **Council Member True motioned and Council President Keenan seconded to approve the May 26, 2015 minutes as written.**

The motion carried unanimously.

PUBLIC SAFETY REPORT:

Chief Spaulding presented the Public Safety Report on the period from May 21, 2015 through June 2, 2015. There were a total of 252 calls for service, and 9 assists to other police agencies/departments outside the Town. Chief thanked Mayor Shaw for attending the Public Safety Awards Night honoring PFC Nick Betcher on June 4 at the Carroll County Community College.

TREASURER'S REPORT:

May 2015 Treasurer's Report

MOTION: **Council Member Betz motioned and Council Member Carter seconded to approve the May 2015 Treasurer's Report as written.**

The motion carried unanimously.

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COUNCIL COMMITTEE REPORTS:

- **Historic District Commission** – Council Member Link announced the next meeting will be held on June 23.
- **Warfield Development Corporation (WDC)** – Mayor Shaw indicated the next meeting is scheduled for July 2. There is a TV show that will be filming in June at Warfield.
- **Main Street Association (MSA)** – Council Member Keenan announced the Organizational Committee will meet on June 10 to discuss the Fall and Chili and Beer Festival. The Farmers Market is doing well. The Carroll County Liquor Board will meet on June 10 to discuss the Art and Wine Festival.
- **Parking** – Council Member Link mentioned a meeting is scheduled with St. Paul's on June 10 to discuss the parking at the McElroy parking lot during the Farmers Market.
- **Parks and Recreation** – Council Member Carter announced the second movie "Night at the Museum 2" will be shown in the park on June 13. Concerts in the park will begin on Friday night July 10, and the Committee is working on some other activities. The next meeting will be held on June 25.
- **Planning Commission** – Council Member Betz announced the next meeting will be held on July 6.

ANNOUNCEMENTS:

- At the last meeting on May 26, in closed session, the Mayor and Town Council appointed Jana Antrobus as Executive Assistant with a start date of May 27.
- Justin Smith and Jimmy Case from Boy Scout Troop 716 were in attendance to earn a merit badge.

NEW BUSINESS:

1. **Norwood Avenue and Spout Hill Road water concern** – Several citizens were in attendance to discuss the drainage issue on Norwood Ave. and Spout Hill Rd. At 7509 and 7515 Norwood Ave. there are many soft spots in the ground and there is a broken drain that is not draining the way it should. It is unclear who is responsible since the drain is not in Town records. Citizens living on Spout Hill Road requested the Mayor and Town Council review the drainage that is behind their houses. The outfall overflowed on June 1. Mayor Shaw indicated the Town will research these issues and report back to the residents.
2. **Gate House Visitor Experience Analysis** – Andra Dennett, Gate House Museum Curator, announced we did not get the grant to fund the Gate House Visitor experience analysis and indicated she would still like to pursue this

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endeavor. The cost is approximately \$5,000 and the funds could come from the Gate House assigned fund balance. An amount of \$2500 has already been approved in the FY 16 budget.

MOTION: Council President Keenan motioned and Council Member Carter seconded to authorize the use of an additional \$2,500 from the Gate House Museum Assigned Fund Balance to fund the Gate House Visitor Experience Analysis.

The motion carried unanimously.

- 3. FY 2015 Budget Amendments** – Linda Joyce, Town Treasurer, outlined the net effect of the Budget Amendments are as follows:
Capital Outlay - Streets and Roads Budget Line is reduced by \$28,545.97. Most of that is Public Works - Snow, Parks Maintenance and Street Light related repairs.
The Capital Reserve is reduced by \$35,119 - Police Car Replacement, and Cooper Park Wall (will be replenished in FY16).
The Restricted Fund Balance is reduced by \$15,393 - Military Memorial Project.
The Schoolhouse Assigned Fund Balance is reduced by \$27,596 – Schoolhouse Road Site Improvement.
For the complete list see attached.

MOTION: Council Member True motioned and Council Member Betz seconded to approve the FY 15 Budget Amendments as outlined.

The motion carried unanimously.

MOTION: Council Member Link motioned and Council Member Carter seconded to release the restricted fund balance for the Military Memorial in the amount of \$15,393 plus interest for the completion of the Military Memorial.

The motion carried unanimously.

- 4. Council Member Orientation** – Linda Joyce, Town Treasurer, provided an overview of the budget process.
- 5. Park Pavilion** – Council Member Betz indicated she would like signage put up in the Pavilions with contact information if someone wants to rent the Pavilion. This information could be put on a current sign.

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MOTION: Council Member Betz motioned and Council Member Carter seconded to take a 5 minute recess at 9:03 p.m.

The motion carried unanimously.

MOTION: Council Member Betz motioned and Council Member Link seconded to go back into open session at 9:14 p.m.

The motion carried unanimously.

MOTION: Council Member Betz motioned and Council Member Carter seconded to go into closed session at 9:15 p.m.

The motion carried unanimously.

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, and (7) to consult with legal counsel to obtain legal advice on a legal matter.

Those in attendance were: Mayor Shaw, Council President Keenan, Council Members Betz, Blead, Carter, Link, True and Town Attorney Dennis Hoover, and Town Manager Dawn Ashbacher.

- **Consult with Legal Counsel** – potential litigation – no action
- **Personnel Appointments** - Post Office - action

ADJOURN: There being no further business to come before the Council, Council Member True motioned and Council Member Blead seconded to adjourn meeting at 10:51 p.m.

The motion carried unanimously.

Respectfully submitted

Janice Perrault

Town Clerk

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FY 15 Year end Budget Amendments for Adoption

	<u>Increase</u>	<u>Decrease</u>
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Revenues		
	\$	
State Aid for Police Protection	16,321	
		\$
Fund Balance		16,321
<i>Increase in FY 15 Funding</i>		
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Expenditures		
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Public Safety		
	\$	
Vacation Time Payout	1,501	
Employee Benefits		
		\$
Excess Vacation Payout		1,501
<i>Excess Vacation Accrual Payout</i>		
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Public Safety		
	\$	
Building Maintenance	2,173	
		\$
FY15 Fund Balance		2,173
<i>Bullet Resistant Glass in Front Office of PD</i>		
<i>Use of additional FY15 SAAP</i>		
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Public Safety		
	\$	
Computer Hardware	19,160	
		\$
Assigned Fund Balance FY14		19,160
<i>6 Toughbooks and 3 Arbitrators</i>		
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Public Safety		
	\$	
Computer Maintenance	4,500	
FY15 Fund Balance		\$

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4,500

Toughbooks Maintenance Agreements
Use of additional FY15 SAAP

Public Safety

	\$	
Subscriptions	750	
		\$
FY15 Fund Balance		750

Nixle Enhanced Notification Subscription
Use of additional FY15 SAAP

Public Safety

	\$	
Auxiliary Police	2,000	
		\$
FY 15 Fund Balance		2,000

3 Segway Batteries and Cyclist Course
Donation received in amount of \$4,800.

Administration

	\$	
Computer Hardware	2,000	
		\$
Capital Outlay Streets and Roads		2,000

Desktop for EDC office

Public Works

	\$	
Comp Time Payout	4,183	
	\$	
Vacation Time Payout	4,662	

Employee Benefits

		\$
Excess Vacation Payout		8,845

Excess
Vacation
Accrual Payout

Public Works

Gasoline and Oil		\$
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10,000

Vehicle Maintenance \$ 16,258

\$ 6,258

Capital Outlay Streets and Roads

Truck # 1 \$6,588. transmission, skid loader \$5,682., Truck #15 telecylinder\$3,988.

Streets and Roads

Overtime Snow Removal \$ 5,527

Snow Removal Supplies \$ 10,728

Street Lighting Electric Service and Repairs \$ 4,500

\$ 20,754

Capital Outlay Streets and Roads

Snow Related and increased in streetlight repairs of \$4,150

Park Maintenance

Tree Care Maintenance \$ 3,725

\$ 3,725

Capital Outlay Streets and Roads

Removal of 6 trees at Cooper Park

Main Street/ Downtown

Military Memorial \$ 15,393

\$ 15,393

Use of Restricted Fund Balance

Completion of Project

Visitor Center/PO

Building Maintenance \$ 4,000

\$ 4,000

Contingency

MC Approved use for Gutters

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Debt Service

		\$
Charger Principal		5,912
		\$
Charger Interest		390
	\$	
FY15 Fund Balance	6,302	
<i>Loan Paid of in FY2014</i>		

Capital Reserve

		\$
		35,119
	\$	
Parks	8,500	
	\$	
Public Safety	26,619	
<i>Repair Cooper Park Wall</i>		
<i>Replace PD vehicle in accident -use of FY16</i>		
<i>Replenish Capital Reserve with FY16 Funds</i>		

Capital Outlay

	\$	
Schoolhouse Site Improvements	27,596	
		\$
Use of FY14 Assigned Fund Balance		27,596

Additional Notes- No Budget Amendments Done

Approved to spend in FY15 but will not be spent until FY 16 - Assign the Fund Balance at 6/30/2015

	\$	
Springfield Sidewalk	5,000	
	\$	
Schoolhouse Site Improvements	10,000	
		\$
Fund Balance		15,000
