

APPROVED**OFFICIAL MINUTES OF SEPTEMBER 14, 2015 REGULAR COUNCIL MEETING
NO. 15-15**

The Council meeting of the Town of Sykesville was held on Monday, September 14, 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, Anna Carter, William “Chip” Blead, Stacy Link, and Christopher True.

STAFF: Dawn Ashbacher, Town Manager
Dennis Hoover, Town Attorney
Janice Perrault, Town Clerk
Steven Colella, Director of Economic Development

WELCOME:

- 1. Cyclocross race and beer garden** – Mike Neary, V.P. Western Howard County Cycling was in attendance to discuss the Cyclocross event on October 4. He indicated the permit application was filed, contact was made with the business at Warfield, certificate of insurance was provided and the deposit check of \$500 will be mailed this week. He is requesting to have a beer garden at the event.

MOTION: Council President Keenan motioned and Council Member Betz seconded to approve the event with a beer garden.

The motion carried unanimously.

- 2. Workforce Housing** – Mayor Shaw made a statement to the public in reference to the parcel of land in Carroll County that the Town is interested in annexing. He indicated a developer was interested in building workforce housing on this piece of property. In order to pursue this development, the developer would have to address environmental concerns and transportation issues. The Mayor and Town Council thought the developer, would be able to address these issues. There was a grant and a tax credit application available to pursue this endeavor. The Mayor and Town Council agreed to apply for this grant knowing there would still be many steps in the review process before this project would become a reality. As the Town learned more, the Mayor and Town Council decided that they were not comfortable moving forward in the short time available before the tax credit application was due. The Town has decided to withdraw its grant application and requested Enterprise

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Homes not to pursue the tax credit application. This is not a reflection on Enterprise, they are a highly regarded development group. The Town is still interested in pursuing the annexation of the property. This also highlights the need for the Town to undertake a visioning and strategic planning process to clarify goals and priorities.

- 3. State Highway Administration (SHA) Streetscape Concept –** Ayende Thomas, Moveshwar Kulkarni and Vivian Berra-Figueroe were in attendance from SHA to discuss the status of the concept plan. The presentation was to allow the Mayor and Town Council to review the concept and provide feedback on the proposed sidewalk and parking on Main Street. The concept that was presented showed 7'-8' sidewalks with 10' travel lanes. It included parking and sidewalks on both sides of the street. Parking will be on the south bound side from Church to Sandosky and on the north bound side from Sandosky to the edge of the Town House property. The concept plan also included an enlargement area from the gazebo past the Town House to make the sidewalk either 15' or 20'. This area could be used as a gathering area for events. The Mayor and Town Council liked the concept.

PUBLIC CONCERNS:

- Overhanging trees on roads in Town – Town resident
- A Town resident expressed his thanks to the Chief of Police for going to many of the bus stops on the first day of school and complained about speeding on Second Avenue.

MINUTES: July 13, 2015

MOTION: Council Member Betz motioned and Council Member True seconded to approve the July 13, 2015 minutes as written.

The motion carried with Mayor Shaw abstaining.

MINUTES: August 10, 2015

MOTION: Council Member Betz motioned and Council Member True seconded to approve the August 10, 2015 minutes as written.

The motion carried with Council Member Carter abstaining.

TREASURERS REPORT:

June 2015

MOTION: Council Member Betz motioned and Council Member Link to approve the Treasurers Report as written.

The motion carried unanimously.

**COUNCIL COMMITTEE
REPORTS:**

- **Historic District Commission** – Council Member Link announced the Gate House Museum will be having a meeting to discuss the visitor experience on October 3. The pathway at the Schoolhouse has been completed with tar and chip. Council Member Link announced the HDC did not meet in August and the next meeting will be held on September 22.
- **Parks and Recreation** – Council Member Carter announced that due to the weather the last movie in the park was cancelled. The next meeting for this committee will be held on September 24 and they will be discussing cleaning up the parks and future events. Council Member Carter also mentioned that an application for the grant through Community Parks and Playgrounds was submitted to continue the pathway at Warfield.
- **Warfield Development Corporation (WDC)** – Mayor Shaw indicated a meeting was held and discussion included the Cyclocross event and the steps needed for the sale of the property. Mayor Shaw mentioned the closing of the sale should be by the end of the year. The next meeting is scheduled for October 7.
- **Main Street Association (MSA)** – Council Member Keenan announced the Harvest Festival was held even though it rained. The Farmers Market has been extended for an additional two weeks and will end on October 18. The Promotion Committee is working on the Chili and Beer Festival that will be held in November. Tri Sport Junction opened a couple of weeks ago and The Sports Nut will open soon.
- **Planning Commission** – Council Member Betz announced the Planning Commission has requested the Zoning Text amendment for a Microdistillery be presented to the Mayor and Town Council. Council Member Betz also mentioned that the Planning Commission is reviewing zoning text amendments for businesses with a Class D liquor license and outdoor seating for establishments within Local Business Zoning. It was mentioned food trucks are allowed to park on public roads as long as the vehicle is legal. The Town is looking into a possible permit for food trucks to park in a public parking lot. Council Member Betz announced that the Planning Commission and the County are trying to schedule a joint meeting. The next meeting will be held on October 5.
- **Streetscape** – Council Members Bleam and True mentioned State Highway's discussion earlier brought everyone up to date with the concept plan. The next meeting with SHA will be held on October 6.

ANNOUNCEMENTS:

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- Farmers Market continues through October 18, 9 -2
- The Town is seeking to fill vacancies on the Planning Commission, Historic District Commission and an alternate for the Board of Zoning Appeals. These are good opportunities to learn about the Town and get more involved. For more information, contact the Town at 410-795-8959.

NEW BUSINESS:

4. **Award of Vantage Point contract** – Dawn Ashbacher presented the bids to the Mayor and Town Council. The low bid was from C. Bruce Carlson General Contractor, LLC at \$46,499.31. Currently, there is \$41,988 authorized for this project and the total cost of the project may vary depending on the actual work needed. A request was made to authorize up to an additional \$5,000 for expenditures on this project.

MOTION:

Council President Keenan motioned and Council Member Link seconded to award the contract in the amount of \$46,499.31 to C. Bruce Carlson General Contractor, LLC to complete the storm drainage channel reconstruction at the end of Vantage Point Drive and other work according to the Scope of Services and Contract Documents dated August 12, 2015.

The motion carried unanimously.

MOTION:

Council President Keenan motioned and Council Member Bleam seconded to authorize up to an additional \$5,000 for expenditures for the Vantage Point project.

The motion carried unanimously.

5. **Resolution NO. 2015-05** – Mayor Shaw announced that the Main Street Association would like to have the Chili and Beer Festival on Main Street. The Liquor Board indicated that if the Town passes an ordinance that permits the sale of alcohol on Main Street during special events with road closure and submits a map outlining the controlled area for the event, than our events should be acceptable to the Liquor Board. The SHA indicated they would like to be held harmless in any resolution that is adopted.

MOTION:

Council Member Link motioned and Council President Keenan seconded to approve Resolution NO. 2015-05 to allow alcohol on Main Street during the Chili and Beer Festival.

The motion carried unanimously.

6. **Withdrawal of FY 2016 Strategic Demolition and Smart Growth Grant** – Mayor Shaw indicated this grant was part of his statement above about the workforce housing. This is officially withdrawing the Town of Sykesville application.

MOTION: Council President Keenan motioned and Council Member Carter seconded to authorize withdrawal of the Town's FY 2016 Strategic Demolition and Smart Growth Fund application.

The motion carried unanimously.

7. **Introduction of Ordinance No 291, Microdistillery Zoning Text amendment** – Council Member Betz introduced this ordinance that will change the Zoning Code to add a Microdistillery as a conditional use allowed within the B-L Local Business District. A public hearing will be held on Monday, September 28, 2015.
8. **Resolution NO. 2015-04** – This Resolution outlines the agreement with the Town of Sykesville and Carroll County Commissioners to delegate responsibility for floodplain management to Carroll County and designates the Town Manager to be responsible for the implementation of floodplain management for the Town.

MOTION: Council Member True motioned and Council Member Blead seconded to approve Resolution NO. 2015-04, an agreement between the County Commissioners of Carroll County and the Mayor and Council of the Town of Sykesville to enforce Sykesville's Flood Plain Management Ordinance.

The motion carried unanimously.

9. **Introduction of Ordinance NO. 292, Floodplain Management** – Dawn Ashbacher introduced this ordinance as it pertains to the national flood insurance program, adopting by reference revised flood insurance study and flood insurance rate maps, and floodplain management regulations; providing for repeal of conflicting ordinances; providing for severability; and providing penalties. A public hearing is scheduled on Monday, September 28, 2015.
10. **Warfield Water and Wastewater Allocation Agreements** – Dawn Ashbacher indicated that when the State owned Warfield, it was allocated capacity for water and sewer service for the entire Springfield Hospital complex. With the sale of this property to a private developer, it will be Carroll County's responsibility to provide water and sewer service. Therefore, the State and the County have agreed to transfer the water and sewer allocations to Carroll County. The Town wants to enter into an agreement with the County stating that the County will dedicate its increased allocations to the Town for Warfield.

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MOTION: Council Member Betz motioned and Council Member True seconded to authorize Mayor Shaw to sign the Water and Wastewater Allocation Agreements with Carroll County.

The motion carried unanimously

11. Tree cutting within the Town – A community resident indicated the trees in the Town have grown and overhang the public roads which can cause damage to vehicles and anything on a trailer. He indicated the Town should be responsible to trim the trees so they would not be a hazard while driving on the Town roads. Dennis Hoover, Town Attorney, indicated that the Town Charter does not give the enforcement authority to the Mayor and Town Council; an Ordinance needs to be enacted in order to implement the authority. It was mentioned that recently, the Carroll County Public School (CCPS) Transportation Services Department contacted Dawn Ashbacher to see if several trees could be trimmed since school buses are hitting the low hanging branches. The Town sent out letters requesting that some residents voluntarily trim their trees. It was noted that this issue will be reviewed soon so it can be resolved for everyone in the Town.

MOTION: Council Member Betz motioned and Council Member Link seconded to take a 5 minute recess at 8:51 p.m.

The motion carried unanimously.

MOTION: Mayor Shaw motioned and Council Member Carter seconded to go back into open session at 9:00 p.m.

The motion carried unanimously.

MOTION: Council Member Link motioned and Council Member Bleam seconded to go into closed session at 9:01 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. (3) to consider the acquisition of real property for a public purpose and matters directly related to the acquisition, and (7) to consult with counsel to obtain legal advice.

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

Items discussed were:

- **Consult with Legal Counsel** – acquisition of property – No action
- **Personnel** – Personnel updates – confidential personal information – No action

MOTION: Council Member Link motioned and Council Member Blead seconded to go back into open session at 10:20 p.m.

The motion carried unanimously.

ADJOURN: There being no further business to come before the Council, Council Member Link motioned and Mayor Shaw seconded to adjourn meeting at 10:21 p.m.

The motion carried unanimously.

**Respectfully submitted
Janice Perrault
Town Clerk**