

**STAFF REPORT FOR
MONDAY, NOVEMBER 14, 2016
MAYOR AND TOWN COUNCIL OF SYKESVILLE**

7:00 PM CALL TO ORDER:

7:05 PM PUBLIC CONCERNS:

7:10 PM WELCOME: Wanda Lynn, Partner from Rager, Lehman & Houck
FY 16 Town Audit presentation

7:15 PM MINUTES: October 24, 2016

7:20 PM REPORTS:

- Treasurers Report
- Public Safety Report
- Council Committee Reports
- Main Street Association Report

7:30 PM ANNOUNCEMENTS:

- Town Offices will be closed for Thanksgiving on November 24 and 25.
- Recycling will be picked up on November 28 instead of on November 24 and December 1.
- The next Mayor and Town Council Meeting is on Tuesday, November 29, 7 P.M.
- 12 Hours of Christmas, December 2, 10 A.M. to 10 P.M.
- Santa's Arrival, December 3, 6 P.M. to 9 P.M.
- Cookies on Main Street, December 9, all day inside the shops
- Merry Main Street, Dec 10, 12 P.M. to 4 P.M.

7:35 PM OPEN SESSION:

CONSENT AGENDA:

The Council will not discuss the agenda items and will vote on the Consent Agenda in the form of one motion. However, *before making a motion*, Council President Keenan will ask if any of the Council Members request the removal of an item from the Consent Agenda for separate consideration.

Motion to adopt the Consent Agenda (which consists of the following items—not necessary to read each one):

Consent Agenda

- 1. Approval of 2017 Meeting and Holiday Schedule**
- 2. Proclamation of Municipal Government Works Month**

Background

- 1. Approval of 2017 Meeting and Holiday Schedule**

This was sent out to everybody with the meeting documents. It follows the standard schedule and only varies when there is a holiday on that Monday.

- 2. Proclamation of Municipal Government Works Month**

Mayor Shaw will present the proclamation for the Town of Sykesville to proclaim November 2016 as Municipal Government Works Month (MGW) in Sykesville. Since 1993, Maryland's cities and towns have celebrated MGW each November in an effort to promote citizens' awareness of and interest in the government in their communities. Through school visits, MML members have educated over 27,000 students and their teachers about how municipal government works. Town staff members are sharing examples of how the Town of Sykesville adds to the community's quality of life through newsflashes and Facebook throughout the month.

BUSINESS:

- 3. Public Hearing on Ordinance NO. 297 - Amend Chapter 140, Article I, §140-2 (Exhibit A) of the Code of the Town of Sykesville to designate an additional Snow Emergency Route - Willow Bottom Road**

Mayor Shaw will announce the Public Hearing is open to the public and ask for questions and concerns.

- 4. Consideration of Ordinance NO. 297 - Amend Chapter 140, Article I, §140-2 (Exhibit A) of the Code of the Town of Sykesville to designate an additional Snow Emergency Route - Willow Bottom Road**

- 5. Willow Bottom Road Speed Limit**

Town staff propose for declaring a speed limit on Willow Bottom Road to 20 MPH.

- 6. Norris Avenue Speeding Issue Report**

Chief Spaulding will give an update on what they have done to try to slow down drivers along this road.

- 7. Town Decorating Contest Judging Date**

Each year the Mayor and Town Council host the Holiday Decorating Contest in the Town. Please discuss a date when this will happen. Possible dates include December 13, 14, 15, and 19.

- 8. Update on Circuit Rider Program**

**Council Staff Report
November 14, 2016**

We now have more information about how the program works. The state program will pay salary and benefits only for a contractual employee and the employee has to be shared by a sponsor agency and at least two towns. There is \$200,000 available for Carroll County through June 2018. This could provide for two people at \$25/hour or \$52,000/year. The sponsoring agency would pay the contractor. Each Town would provide other in-kind funds for items such as training, travel, phone and computer usage. We have to create an overall work plan to be approved, conduct a hiring process, and then create a contractual agreement with the successful candidates. The goal is to have the plan approved by the State by the end of December 2016. Financial and activity reports have to be submitted by the sponsoring agency each quarter.

Dawn Ashbacher, Town Manager met with Frank Schaeffer, Town Manager of New Windsor, and Perry Jones, Mayor of Union Bridge. Neither Union Bridge nor New Windsor have the staffing for the additional administrative work. Therefore, Sykesville would have to be willing to serve in the sponsor role. The towns have agreed that we could hire one person to serve as a Grants Manager, a need we all have. The Grants Manager would rotate among the towns depending on grant needs. The second person could be a special projects coordinator. The projects are still being determined, as well as the work schedule. The person could do rotations in each town (e.g. 4 months in each town) or spend a certain number of days each week in each town. Dawn will be attending a Circuit Rider training on November 16 to try to get more information.

9:00 PM RECESS:

9:05 PM 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.

- Consult with Legal Counsel – Warfield Contract negotiations
- Personnel – Compensation – confidential personal information

ADJOURNMENT: