

DRAFT

OFFICIAL MINUTES OF DECEMBER 12, 2016 REGULAR COUNCIL MEETING
NO. 16-19

The Council meeting of the Town of Sykesville was held on Monday, December 12, 2016. 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 and a moment of silence.

PRESENT: Mayor Ian Shaw, Council President Leo Keenan, and Council Members Julia Betz, Anna Carter, William "Chip" Blead, Chris True, and Stacy Link.

STAFF: Dawn Ashbacher, Town Manager
Kerry Chaney, Town Clerk
Evelyn Sweet, Town Treasurer
Dennis Hoover, Town Attorney
Police Chief Michael Spaulding
Sergeant Shawn Kilgore

PUBLIC CONCERNS: None
Dawn Ashbacher, Town Manager, asked to give an update on the Circuit Rider Program (see number 9 in Open Session).

MINUTES: November 29, 2016

MOTION: **Council Member Betz motioned and Council Member Carter seconded to approve the minutes with the revision provided.**

The motion carried unanimously.

TREASURER'S REPORT: October 2016

MOTION: **Council Member Betz motioned and Council Member True seconded to approve the October Treasurer's Report.**

The motion carried unanimously.

PUBLIC SAFETY

REPORT: Police Chief Spaulding presented the Public Safety Report for the period of November 23 to December 6. There were a total of 381 reports including 34 calls for service, 246 patrol checks, and 47 traffic enforcement initiatives. Chief Spaulding will have the officers document how many tickets and warnings they give out during their traffic enforcement initiatives. During this period, there were 9

COUNCIL MEETING MINUTES

December 12, 2016

Cont.

citations, 43 warnings and 1 SERO given out during the traffic enforcement initiatives.

Chief Spaulding announced that the radar speed trailer has been delivered. He will start using it when the inclement winter weather has passed.

COUNCIL COMMITTEE

REPORTS:

- **Historic District Commission (HDC)** – Council Member Link announced that revisions to the *Warfield Commercial Center: Design Guidelines and Standards for Signs and Energy Efficiency* have been approved by the HDC and will be sent to the Maryland Historical Trust for approval. The sandwich board and street furniture guidelines have been emailed to the merchants for their comments. There will be a public discussion regarding these new guidelines in January. The Historic Colored Schoolhouse has had lots of recent activities for the students in the after school homework club.
- **Sykesville Parks and Recreation (SPARC)** – Council Member Carter announced that the next meeting will be January 26 at 7 P.M., location to be determined.
- **Warfield Development Committee** – Mayor Shaw announced that there was a meeting on December 7 to discuss the sixth amendment to the contract of sale.
- **Main Street Association (MSA)** – Council President Keenan presented financial information for MSA. Commendation was given to Julie Della-Maria, Interim Main Street Coordinator, who organized the Sykesville Happy-Thon, a party for underprivileged children who all received gifts for Christmas. There was also a request for a shed to be used for the Farmers' Market. This will need to be discussed more, as it would be placed in the Historic District and would need HDC approval.
- **Planning Commission** – Council Member Betz announced that the Planning Commission approved the Warfield Development Preliminary Plan, Pattern Book, and Concept Plan at their December 5 meeting. The site plan for 7610 Main Street was also approved at this meeting. Their next meeting is on January 3 at 7 P.M.

ANNOUNCEMENTS:

- Holiday Decorating Contest, December 13
- The Town Offices will be closed on December 23 and December 26. The Town Offices will be open half a day on December 30 and will be closed on January 2
- First Friday, January 6
- Ice Fest, February 4

OPEN SESSION:

Consent Agenda

Number 7 under the Consent Agenda on the printed agendas was a typo and should be removed.

1. **Approval of Shiver Shuffle alcohol use at event on Town property**
2. **Approval of Hanukkah celebration on Town Property**
3. **Authorization to allow the Main Street Association (MSA) to apply for garden tools and supplies through the 2017 Youth Garden Grant**
4. **Authorization to allow MSA to apply for a \$2,500 grant from the Walmart Foundation to support local programs about recycling, healthy eating,**

COUNCIL MEETING MINUTES

December 12, 2016

Cont.

and education

- 5. **Appointment of Melissa Clark to the Historic District Commission**
- 6. **Appointment of Michael Johnston to the Historic District Commission**

MOTION: Council Member Betz motioned and Council Member Blead seconded to approve the items on the Consent Agenda.

The motion carried unanimously.

Business

7. Discussion on Parking Impact Fees

At the September 12, 2016 Mayor and Town Council meeting, the Council Members asked for additional information on this topic.

A copy of Chapter 80, Article II, pertaining to parking impact fees was shared with the Mayor and Council Members.

There have only been a couple new businesses that are impacted by this fee in recent years. Evelyn Sweet, Town Treasurer, presented the numbers for the cost of parking spaces. Including 714 Sandosky, which the Town will be purchasing soon, the average cost per space is \$3,700. Without 714 Sandosky, the average cost per space is \$2,000. Currently, the impact fee charged is \$1,000 a space. The average cost of maintenance each year per space is \$70, including Town snow removal services but not the cost of hiring a contractor for snow removal.

It has been difficult to find data on when the fee has been waived and who has credits for what parking spaces. Dennis Hoover, Town Attorney, believes that he has copies of the agreements with some merchants that gives them credits for parking spaces. He will attempt to find them.

Westminster has a parking impact fee, but Dawn Ashbacher, Town Manager, will formally ask other towns if they have a fee or another structure in place that has similar results to the parking impact fees.

This fulfills the request for information. No action was proposed at this time.

8. Proposed FY 2018 Budget Process

Mayor Shaw announced that the FY 2018 Budget Process Schedule will be as follows:

Monday, February 6, 2017 Present FY 18-2022 CIP Priorities to Mayor and Council

Monday, March 20, 2017 Mayor Introduces Budget at Town Council Meeting

Monday, April 10, 2017 Public Hearing – FY 2018 Capital Improvement and Operating Budget

Monday, April 24, 2017 Adoption of FY 2018 Capital Improvement and Operating Budget

COUNCIL MEETING MINUTES

December 12, 2016

Cont.

Monday, May 22, 2017 FY 17 Year End Budget Amendments

9. Update on Circuit Rider Program

Dawn Ashbacher, Town Manager asked that this be added to the agenda. She announced that the Maryland Rural Development Corporation agreed to be a sponsor for the program. A proposed plan would have one worker full-time at Sykesville and the other two towns will split a person. The Town's cost will be somewhere around \$5,000, and the Circuit Rider employee would work through June of 2018, with the possibility of renewal. This will also allow for a good connection to the Maryland Rural Development Corporation, which helps with infrastructure projects. This will be brought before the Mayor and Town Council again in January.

MOTION: **Council Member Betz motioned and Mayor Shaw seconded to take a five minute recess at 7:53 P.M.**

The motion carried unanimously.

MOTION: **Council Member True motioned and Council Member Bleam seconded to go back into open session at 8:03 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 and (7) to consult with counsel to obtain legal advice on a legal matter.

MOTION: **Mayor Shaw motioned and Council Member True seconded to go into closed session at 8:04 P.M.**

The motion carried unanimously.

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

Items discussed were:

- **Consult with Legal Counsel** – Warfield Contract Negotiations
- **Consult with Legal Counsel** – Trash Collection Responsibilities
- **Personnel** – Compensation Review – confidential personal information

MOTION: **Council Member Betz motioned and Council Member Bleam seconded to go back into open session at 8:53 P.M.**

COUNCIL MEETING MINUTES

December 12, 2016

Cont.

The motion carried 6-1 with Council Member True opposing unanimously.

ADJOURN: There being no further business to come before the Council, Council President Keenan motioned and Council Member Betz seconded to adjourn meeting at 8:54 P.M.

The motion carried unanimously.

**Respectfully submitted
Town Clerk Kerry Chaney**