

**OFFICIAL MINUTES OF FEBRUARY 13, 2017 REGULAR COUNCIL MEETING**  
**NO. 17-03**

The Council meeting of the Town of Sykesville was held on Monday, February 13, 2017. Mayor Shaw called the meeting to order at 7:03 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 after the Public Safety Report, and Council Members Julia Betz, Anna Carter, William "Chip" Blead, Chris True, and Stacy Link.

**STAFF:** Dawn Ashbacher, Town Manager  
Kerry Chaney, Town Clerk  
Dennis Hoover, Town Attorney  
Police Chief Spaulding  
Julie Della-Maria, Interim-Main Street Coordinator

**PUBLIC**

**CONCERNS:** Dawn Ashbacher, Town Manager, asked to add a discussion about the Mayor and Town Council Retreat, see number 11.

**MINUTES:** January 23, 2017

**MOTION:** Council Member Betz motioned and Council Member True seconded to approve the January 23, 2017 minutes with the revisions provided.

The motion carried unanimously.

**MINUTES:** January 30, 2017

**MOTION:** Council Member Betz motioned and Council Member True seconded to approve the January 30, 2017 minutes with the revisions provided.

The motion carried unanimously with Council Member Link abstaining.

**TREASURER'S**

**REPORT:** December 2016

**MOTION:** Council Member True motioned and Council Member Carter seconded to approve the December 2016 Treasurer's Report.

The motion carried unanimously.

**PUBLIC SAFETY**

**REPORT:** Police Chief Spaulding presented the Public Safety Report for the period of January 19 through February 8. There were a total of 575 reports including 69

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Calls for Service and 54 Traffic Enforcement Initiatives. The Council asked about a report from 2/8/2017 that said “destruction of Sykesville Police Department property.” Chief Spaulding explained that this was destruction of evidence that was old and of no use to the Police Department anymore. Officer Betcher disposed of it properly.

Chief Spaulding expressed that he wasn't happy with the way the Community Policing section printed. He would like to provide more information for the Mayor and Town Council if they would like it. He also asked if the Mayor and Town Council wanted all of the pages of Patrol Checks. The Mayor and Town Council agreed that there was no benefit to them receiving all the pages of the Patrol Checks, however they would still like them documented by the Officers.

Chief Spaulding reported that the speed trailer has been out on Norris Avenue. It recorded 425 vehicles driving an average of 16.43 MPH. Of the vehicles, 385 were driving at or below the speed limit, 40 were above the speed limit, and eight were driving above 30 MPH. It was noted that the speed would display as cars turned the corner and perhaps that led to some of the slower speeds that were recorded. The trailer was also deployed on Obrecht Road, however due to a glitch the data was not recorded.

The Mayor suggested turning off the display but continuing to record the speeds. It could lead to better data, however it wouldn't have the same deterrent effect as displaying the speeds.

Chief Spaulding noted that even though this trailer doesn't record what car is driving past, it still shows the volume of cars over time, so the Police Department will know when there is a large number of cars in a certain area, and they can focus their patrols and Traffic Enforcement Initiatives.

## COUNCIL COMMITTEE

### REPORTS:

- **Historic District Commission (HDC)** – Council Member Link announced that at the last HDC meeting on January 24 there was a public hearing for feedback from merchants on the proposed sandwich board sign and street furniture guidelines. It was decided to not include street furniture or sandwich board signs on private property. There is an orientation session for Historic District Commissioners on February 16 at 6:30 P.M. that is open to the public. The Gatehouse Museum is hoping for a target opening date in May.
- **Sykesville Parks and Recreation (SPARC)** – Council Member Carter announced that SPARC has decided which movies to play for Movies in the Park this summer. They will not have a rain date for their movies, but instead will have a Halloween themed movie in October. The movies are:
  - May 13 – Finding Dory
  - June 10 – Ferris Bueller's Day Off
  - July 8 – Hunger Games
  - August 12 – Secret Life of Pets
  - October 14 – Blair Witch Project
- **Warfield Development Committee (WDC)** – No update as the WDC has not met since the last Mayor and Town Council meeting.

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- **Planning Commission** – Council Member Betz announced that the Planning Commission met on February 6. They discussed the County bike/pedestrian plan and using the dinky line as a possible path. We asked that the plan map be updated to show bike and pedestrian connectivity from the Governor Brown Trail to Main Street. On March 21 there is an outreach meeting being held by the County about the Bicycle-Pedestrian Master Plan.. The next Planning Commission meeting is on March 6 at 7 P.M.  
**Streetscape** – Council Member True and Bleam announced that Dawn Ashbacher, Town Manager, spoke with the State Highway Administration. They are doing an analysis of the Oklahoma Avenue and Main Street intersection and the Town House area using some of the remaining concept funds.

### ANNOUNCEMENTS:

- Town Offices will be closed on February 20, 2017 for President's Day
- The Town is looking for people to serve as Board of Election Supervisors and alternates. These people would serve two year terms. The election judges shall be registered voters of the Town and shall not hold or be candidates for any elective office during their term of office. Election Judges will be compensated for time worked on regular and special Town election days. Please send a letter of interest to town@sykesville.net by Wednesday, February 22 or call 410-795-8959 for more information
- There are three Council seats and the Mayor up for election this year. Nominations will be taken at the March 27 Mayor and Town Council Meeting. Only registered voters of the Town of Sykesville may nominate, second, or be nominated for office

### OPEN SESSION:

#### Consent Agenda:

1. **Approval for striping of 714 Sandosky Road**
2. **Approval of deconstruction of 7610 Main Street**
3. **Authorization for the Main Street Association to apply for Maryland Heart of the Civil War Certified Heritage Area grant**
4. **Authorization for up to \$1,000 of funding for Historic District Commission orientation**

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

The motion carried unanimously.

#### Business

5. **Public Hearing on Ordinance NO. 298 – An ordinance to amend, adopt, and enact sections of the Town Code of Sykesville to amend sections 19-1 and 19-2 to increase Compensation of the Mayor and Members of the Town Council**

Mayor Shaw opened the public hearing on Ordinance NO. 298. There was no public in attendance to comment on this ordinance. Mayor Shaw closed the public hearing

6. **Consideration of Ordinance NO. 298 – To increase the compensation of the Mayor and members of the Town Council**

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Council Member True explained that he did not think the penalty for missing meetings was necessary to add. He believes that it is addressing an issue that does not exist and overcomplicates the Town Code. He would like to see it removed. Council President Keenan disagreed and explained that the only other option if a Council Member misses meetings is to have the residents petition for the removal of the Council Member. Council Member Betz agreed with Council President Keenan and added that it is best to be proactive instead of reactive. It was further explained that the Town Clerk will be responsible for tracking the attendance. This explanation of how the pay works for Council Members and the Mayor will be added to the orientation that will take place after the election. It was also decided by the Mayor and Council that the pay increase will start on July 1 with the budget year and the start of the attendance tracking.

**MOTION:** Council President Keenan motioned and Council Member Carter seconded to approve Ordinance NO. 298 – An ordinance to amend, adopt, and enact sections of the Town Code of Sykesville to amend sections 19-1 and 19-2 to increase Compensation of the Mayor and Members of the Town Council with the amendment that the pay increase will take effect on July 1.

The motion carried unanimously.

### **7. Consideration of new Historic District street furniture and sandwich board sign guidelines**

No one was in attendance to comment on the proposed guidelines. Council President Keenan asked if it was necessary to be redundant with the recommended and not recommended guidelines. Council Member Link explained that the Town guidelines are modeled after the Secretary of the Interior's Guidelines, which have both recommended and not recommended guidelines. It emphasizes what is and is not recommended. Dennis Hoover, Town Attorney, would like to have a resolution to add the guidelines. This will allow for a record of how the guidelines should be amended in the future. There were no further comments from the Mayor and Town Council, and it was agreed to add the resolution for the amendment of the guidelines to the next Mayor and Town Council agenda.

### **8. Introduction of Ordinance NO. 299 – An ordinance to (1) Adopt and enact a new Article V in Chapter 165 regarding speed limits on Town roads – Willow Bottom Road; and (2) Amend Chapter 80, Article II on parking impact fees to add provisions on setting the amount of a parking impact fee by resolution**

Mayor Shaw introduced this ordinance. A public hearing will be held at the next meeting on February 27.

### **9. Main Street Organization**

Julie Della-Maria, interim Main Street Coordinator, wanted to give a brief update on the grant that was approved in the Consent Agenda. The Main Street Association (MSA) was under the impression that the project would be cheaper. The quotes for installation were originally cheaper because they did not take into account the price of the pavers, the area needed is bigger than planned for, and there are three trees in the way. Unless the MSA finds a way to have the installation be cheaper or finds financial support, the project cannot happen. The

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trees should be looked at independently of the grant project, putting in a bike rack, because one is being crowded out by the others. It was asked if it is possible to separate the grant into two pieces, one being the State Farm History Window and the other being the bike rack so the window can still be funded. Ms. Della-Maria will check and will have the hard numbers and pictures at the February 27 meeting.

Ms. Della-Maria also would like to fix up the wooden sign on Main Street right in front of the Town House to use for the community garden. The Mayor and Town Council agreed to allow her to look into fixing the sign.

Dawn Ashbacher, Town Manager, presented a draft showing the Main Street organization in relation to the Town based on conversations with the Mayor and Town Council and MSA representatives. She indicated that the Main Street Coordinator position is proposed to be a department head position under the Town Manager and the Mayor and Town Council. In this scenario, the Town and the MSA will be closely connected. Ms. Ashbacher reported that this is a summary of conversations with Ms. Della-Maria. They have not resolved all of the issues. She is planning to meet with Ms. Della-Maria and members of the MSA board to discuss the MSA's finances and how the MSA would like them to be managed. Ms. Ashbacher shared a compilation of goals submitted thus far by the Mayor and Town Council and asked them to please submit their goals for the MSA. The purpose of having the Mayor and Town Council submit their MSA goals is to be on the same page with the MSA and to open a conversation between the two bodies.

Ms. Della-Maria shared her goals for the MSA. They include: supporting local businesses, strengthening the economic base of the MSA, building community, improving the quality of life for the residents, maintaining and developing the MSA identity, recognition and value.

### **10. Paving of Church Street**

The paving plan for 2017 is being drafted. Last year an overlay for Church Street was deferred to allow more time to work with St. Paul's to include their parking spaces. The estimated additional cost is \$3,000. This was originally offered as a goodwill gesture since St. Paul's United Methodist Church allows cars to travel through their parking lot when there is a road closure on Main Street. The Mayor and Council agreed that it is good to see the Church getting involved in the events, like hosting the penguin during the Ice Fest. Town representatives will talk to the Trustees at their next meeting on April 26. It was suggested that Council Member Link participate in the discussion.

### **11. Mayor and Town Council Annual Retreat**

Ms. Ashbacher announced that the annual retreat will take place on March 4. Topics to discuss include: the MSA program, a Public Works update, disposition of assets including their status, an update on Town projects, a Gate House overview with Jack White, and a vision planning session. The Mayor and Town Council agreed that they could facilitate themselves with a timer.

**MOTION:** Council Member Betz motioned and Council Member Carter seconded to take a five minute recess at 8:50 P.M.

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**The motion carried unanimously.**

**MOTION: Mayor Shaw motioned and Council Member True seconded to go back into open session at 8:58 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: Council Member Betz motioned and Council President Keenan seconded to go into closed session at 8:59 P.M.**

**The motion carried unanimously.**

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

**Items discussed were:**

- **Personnel – Police Compensation – Confidential Personal Information – no action**
- **Consult with Legal Counsel – Warfield contract negotiations – no action**

**MOTION: Council Member Link motioned and Council Member Bleam seconded to go back into open session at 9:47 P.M.**

**The motion carried unanimously.**

There was brief discussion about having the winner of the “If I were the Mayor” essay contest attend and participate during a Mayor and Town Council meeting.

It was mentioned that the wrong stationary was used for the ethics documents.

**ADJOURN: There being no further business to come before the Council, Council Member True motioned and Council Member Bleam seconded to adjourn meeting at 9:49 P.M.**

**The motion carried unanimously.**

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**Respectfully submitted**  
**Town Clerk Kerry Chaney**