

DRAFT

OFFICIAL MINUTES OF APRIL 10, 2017 REGULAR COUNCIL MEETING
NO. 17-07

The Council meeting of the Town of Sykesville was held on Monday, April 10, 2017. 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
Evelyn Sweet, Town Treasurer
Kerry Chaney, Town Clerk
Julie Della-Maria, Main Street Coordinator

PUBLIC CONCERNS: Dan Andersen, a candidate for Mayor, asked that the election be kept fair and clean as everyone will still be neighbors after the election is over. Mayor Shaw agreed that he wanted the same thing.

The Council will send the letter they received from a resident at 759 Central Avenue to the staff.

MINUTES: **March 27, 2017**

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

The motion carried unanimously with Council Member Link abstaining.

TREASURER'S

REPORT: Evelyn Sweet, Town Treasurer, announced that there was a rumor that the Town is in a bad financial position. This rumor is unfounded, and the Town is in a great financial situation.

February 2017

MOTION: **Council President Keenan motioned and Council Member Carter seconded to approve the February 2017 Treasurer's Report as written.**

The motion carried unanimously.

COUNCIL COMMITTEE

REPORTS:

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- **Historic District Commission (HDC)** – Council Member Link announced that the Maryland Historical Trust (MHT) has approved the revisions to the *Warfield Commercial Center: Design Guidelines and Standards for Signs and Energy Efficiency*. The Warfield PEC Plan and Pattern Book will be submitted to the (MHT) for their review and comments. The next HDC meeting is on April 25 at 7 P.M.
- **Sykesville Parks and Recreation (SPARC)** – Council Member Carter announced that SPARC is hosting an Easter Egg Hunt in Millard Cooper Park on Friday, April 14 starting at 10 A.M. This event is for children eight years old and under. The next SPARC meeting is on April 27 at 7 P.M.
- **Main Street Association** – Council President Keenan announced that the Design Committee has a meeting on April 11 at 6 P.M. and the Promotions Committee has a meeting on April 11 at 7 P.M.

Julie Della-Maria, Main Street Coordinator, announced that she is still gathering specifics about the ATM proposed to be placed at the Post Office. She will update the Mayor and Council when she has more information.

Ms. Della-Maria also announced that the garden sign was approved by the HDC and work will begin on it soon. She also introduced the Farmers' Market Manager, Beth Currence, and the Junior Farmers' Market Manager, Julia Lehew.

Mimosas on Main Street was a successful event except for the number of people walking out of stores with open containers. In the future, something will need to be done to either prevent this or to make it safer and legal to have an open container in the streets. It was also suggested to start the event later in the day so as to not interfere with church. There is a Flying Dog Pub Crawl on Saturday, April 15 from 12 P.M. to 5 P.M. There is also a car show at Baldwin's Station on April 29.

- **Planning Commission** – Council Member Betz announced that the last Planning Commission meeting was cancelled. The next meeting is on May 71 at 7 P.M.
- Council Member True offered his congratulations to Council Member Betz, whose son recently achieved the rank of Eagle Scout.

ANNOUNCEMENTS:

- At the March 27 Mayor and Town Council meeting, Julie Della-Maria was appointed as the Main Street Coordinator, Ian Cornelius-Rommel was appointed as a full-time Maintenance Worker, and Jeff Sandosky and Kevin Rommel were appointed as part-time Maintenance Workers
- Budget Workshop – April 11 at 5:30 P.M.
- Voter Registration closes on April 14. Registration forms may be picked up at the Sykesville Town House, at Carroll County Board of Elections or on the website at <http://ccgovernments.carr.org/ccg/electionboard>
- The Candidate Forum will be held on April 17 at 7 P.M. It will be broadcast by the Community Media Center.
- Spring Cleaning Day will be April 29. Please place your items for pickup curbside on the night of Friday, April 28. Appliances will be picked up on Monday, May 1.

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- Election Day is May 2.

OPEN SESSION:

Consent Agenda:

1. **Authorization to execute environmental covenant for 7520 Main Street Parking Lot contingent on review and approval by the Town Attorney**
2. **Authorization to release voter registration information to candidates after the registration period closes**

MOTION: Council Member Link motioned and Council Member True seconded to approve the Consent Agenda with the removal of item two for further discussion.

The motion carried unanimously.

2. **Authorization to release voter registration information to candidates after the registration period closes**

The State does not allow the release of voter registration information after the registration period closes. Municipalities are allowed to release this information to candidates if they agree to it. This information is obtained through the County Board of Elections, not from the Town.

MOTION: Council Member Link motioned and Council Member True seconded to authorize the release of voter registration information after the voter registration period closes.

The motion carried unanimously.

Business:

3. **Update on 714 Sandosky Request For Proposals**

Dennis Boyle of Lee and Associates was in attendance to discuss the Request for Proposals (RFP) for 714 Sandosky Road. There was a pre-bid meeting on April 5. Five people from three interested groups attending the meeting. Their concerns included the amount of time and money that needed to go into a full engineering plan. The timeline in the RFP would not allow that. It has been proposed to only have a concept plan required by May 31, not the full plan. Also, the interested groups would like a Phase I Environmental Study, a survey of the property, and an appraisal of the property. A survey is currently being conducted. The surveyors were on the property on Wednesday, April 5. The survey should be finished soon. Dawn Ashbacher, Town Manager, will consult with the Town Attorney about which documents legally have to be released.

Ms. Ashbacher also reported that a question arose about the parking requirement for the building. Her understanding is that if the entire building is turned into a single store, it would require additional parking because it is above 2,000 square feet. If the building is divided into multiple stores that are each below 2,000 square feet, it would not require any additional parking. The Mayor and Council agreed with this understanding of the parking requirements. However, the Mayor and Town Council recently requested that Town staff conduct a downtown parking study and make a recommendation about changes that may be needed to the Town code for retail parking

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requirements. This study is expected to be completed by December 2017. Given that this study will not be completed by May 31, the Mayor and Town Council reserves the right to discuss parking requirements further with the successful applicant. It should also be noted that a parking requirement of 5 spaces per 1,000 sq. ft. for retail was approved in concept by the Sykesville Planning Commission for the proposed Warfield development.

A citizen, Wayne Glenn, expressed his concern for the amount of parking currently in Town. He does not want to see a reduction in the amount of parking as a result of this proposal. Council Member Link explained that the purpose of the RFP is to allow for creativity and to allow for both economic development and parking. The goal of the RFP is to have a net gain of parking spaces in Town.

The RFP does not include the sale of the Town House and Police Station. The Public Works Maintenance Shop is included, but if that area is used, the proposal must include an alternate location for the Shop. The parcel of land that includes the entrance into the Maintenance Shop also includes a portion of the Little Sykes Railroad track on it. This land can be used, however a plan for Little Sykes needs to be included. The rest of the land that Little Sykes is on cannot be used, as there is an Open Space easement on it.

MOTION: Council Member Betz motioned and Council Member Link seconded to approve the proposed changes to the Request for Proposals for 714 Sandosky, contingent upon discussions with the Town Attorney, and the discussed changes including the removal of the Town House and Police Department from the parcels, and the need to accommodate for Little Sykes Railroad.

The motion carried unanimously.

4. Public Hearing on Ordinance NO. 300 – FY18 Operating and Capital Budget and FY18-22 Capital Program

The Mayor opened the public hearing on Ordinance NO. 300 – FY18 Operating and Capital Budget and FY18-22 Capital Improvement Program. The hearing will remain open until the next meeting on April 24.

Wayne Glenn asked about sidewalk maintenance and if the Town would be repairing sidewalks in the future. He has a sidewalk near his house that, in his opinion, is not safe. The Council explained that there is not a sidewalk policy in place yet. Money has been set aside for it to occur in the future, but a plan needs to be created first. Some issues include whether the sidewalks will be repaired all at once or piecemeal, and who owns the sidewalks. In some cases, the property lines extend to the middle of the street. Homeowners who live within one mile of Sykesville Middle School should call the County and see if the school buses can pick up the children that they currently do not, citing that some of the roads leading to and from the school do not have sidewalks for the children to walk.

5. Public Hearing on proposed FY18 Real & Personal Property Tax Rates (same as FY17)

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The Mayor opened the public hearing on the proposed FY 2018 Real and Personal Property Tax Rates. The only comment was to show appreciation that the rates were not raised. The hearing will remain open until the next meeting on April 24.

6. Consideration of FY18 Operating & Capital Budget & FY18-22 Capital Program

Council Member Betz asked why there was an increase in the Public Safety Computer Software line item of the budget. Evelyn Sweet, Town Treasurer, explained that there are some subscriptions, such as the Power DMS and the Interact system, that fall into this line item.

Council Member Betz also asked about the increase in the Parks Maintenance line item. It includes a match for two grants and concession stand paint, along with the same budget as the previous year.

In answer to another question, Ms. Sweet said the Property Maintenance for South Branch Park line item has increased from last year because of an issue with the port-a-pots. Other items have decreased because of the port-a-pots issue.

Ms. Sweet will bring more information about each of these items to the budget meeting, which will be held on April 11 at 5:30 P.M. and is open to the public.

7. Consideration of the proposed FY18 Real and Personal Property Tax Rates (same as FY17)

Mayor Shaw announced that the Real Tax Rate and Personal Property Tax Rate will be set at the next Mayor and Town Council meeting on April 24, 2017 at 7:00 P.M., held at 7547 Main Street, Sykesville, MD 21784.

8. Introduction of FY17 Budget Amendments

Ms. Sweet presented the FY 2017 Budget Amendments. An additional amendment will be needed for the payouts to Public Works employees who are retiring or leaving. Also, an amendment will be needed for the landscaping. The past few years have included landscaping without mulch. Mulch is needed this year. The landscaping budget will need to be increased between \$5,000 and \$6,000. The plan is to use the unused funds from the snow removal item to fund the payouts and mulch. Beechfield will be used for the landscaping this year, but in the future bids will be sought for FY18.

MOTION: Council Member Link motioned and Council Member True seconded to take a five minute recess at 8:11 P.M.

The motion carried unanimously.

MOTION: Council Member Betz motioned and Council Member True seconded to go back into open session at 8:25 P.M.

The motion carried unanimously.

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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 Member Carter seconded to go into closed session at 8:27 P.M.

The motion carried unanimously.

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

Items discussed were:

- **Consult with Legal Counsel** – Warfield Contract Negotiations – not discussed
- **Consult with Legal Counsel** – Warfield Maryland Historical Trust Review Process – not discussed
- **Personnel Appointments** – Public Works – Confidential Personal Information – action
- **Personnel** – Compensation Adjustments – Confidential Personal Information – no action

MOTION: Council President Keenan motioned and Council Member Blem seconded to go back into open session at 9:55 P.M.

The motion carried unanimously.

ADJOURN: There being no further business to come before the Council, Council Member Blem motioned and Mayor Shaw seconded to adjourn meeting at 9:56 P.M.

The motion carried unanimously.

Respectfully submitted
Town Clerk Kerry Chaney