

DRAFT

OFFICIAL MINUTES OF APRIL 24, 2017 REGULAR COUNCIL MEETING
NO. 17-08

The Council meeting of the Town of Sykesville was held on Monday, April 24, 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" Bleam, Chris True, and Stacy Link.

STAFF: Dawn Ashbacher, Town Manager
Police Chief Michael Spaulding
Evelyn Sweet, Town Treasurer
Kerry Chaney, Town Clerk
Julie Della-Maria, Main Street Coordinator
Dennis Hoover, Town Attorney

PUBLIC CONCERNS: Dawn Ashbacher asked to add a discussion of upcoming events on Town Property, see number 9.

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

The motion carried unanimously.

PUBLIC SAFETY

REPORT: Chief Spaulding announced that four people were detained for trespassing at Warfield, which was connected to the breaking and entering activity there. It is hard to tell if they committed any prior offenses at the property. There have been 17 incidents at Warfield since January 1, 2017.

Chief Spaulding also announced that Officer Schlaerth was the Officer of the Quarter for the department.

COUNCIL COMMITTEE

REPORTS:

- **Historic District Commission (HDC)** – Council Member Link announced that the Gate House Curator, Jack White, hopes to have all of the big items up soon. He is also going to try to purchase more aesthetic things, such as curtains, in the coming fiscal year. There are still some minor repairs needed, but he is planning

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to re-open the museum on May 12. The next HDC meeting is on April 25 at 7 P.M.

Sykesville Parks and Recreation (SPARC) – Council Member Carter announced that there was a park clean-up on April 22 in South Branch Park. They collected 10 to 12 large bags of trash from the area, as well as larger items like tires. She also announced that the Maryland Department of Natural Resources stocked the river with trout recently, so there should be plenty for people to fish.

There will be another clean-up on April 30 at 9 A.M. along the south end of the Linear Trail. Mark Onheiser, Special Projects Coordinator, built a bench for the Linear Trail.

The Sykesville Cinema will begin on May 13 with *Finding Dory*.

The next SPARC meeting will be held on April 27 at 7:30 P.M.

- **Warfield Development Corporation** – Mayor Shaw announced that there will be a meeting with the County on April 25. The next meeting is tentatively scheduled for April 26.
- **Main Street Association (MSA)** – Council President Keenan announced that they are still looking for volunteers for the Art and Wine Festival on May 7. There will be a port-a-pot on site for the Farmers' Markets, which will begin on May 14. The Coolest Mile on Main Street will happen again in August. Planning has begun for the Fall Festival and the Chili and Beer Festival with consideration going to changing the Chili and Beer Festival so it no longer includes chili.

Council President Keenan provided financial statements for the MSA to the Council. There will be a breakdown provided after each festival.

Julie Della-Maria, Main Street Coordinator, presented signs to the Mayor and Town Council. These signs would be temporary and are designed to encourage people to walk to locations nearby instead of driving. They have the approximate number of minutes it would take to walk to landmarks, outside areas like parks, and a healthy store in Town. The QR Codes on the signs pull up Facebook and a map to the location listed on the sign. Ms. Della-Maria will look into adding "at South Branch Park" to the skating sign. These signs are temporary and will not have to go before the HDC for approval.

Ms. Della-Maria also presented a letter she received from St. Joseph's Church regarding an event they would like to plan in 2018 for their 150 year anniversary. They would like to incorporate Main Street and reached out to the Town for help. The Church is also thinking of holding a mass on Sundays in Town and then volunteering at the Farmers' Markets.

- **Planning Commission** – Council Member Betz announced that the next meeting is on May 1 at 7:00 P.M.

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- Council Member True thanked all of the candidates running during this election. The newly elected officials will be sworn in on or before the second Monday following the election, which will be the third Monday of May, May 15.

ANNOUNCEMENTS:

- At the April 10 Mayor and Town Council meeting, Jeff Sandosky was appointed as a full-time Maintenance Worker, and Andrew Stickles was hired as a part-time Maintenance Worker.
- 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.
- It's May Day! at the Historic Colored Schoolhouse on April 30 from 2 P.M. to 4 P.M. Children can create May baskets of flowers.
- Election Day is May 2. The polling place is the Town House, 7547 Main Street, and polls are open from 8 A.M. to 8 P.M. Absentee ballots must be received by the close of polls.
- First Friday, May 5 from 6 P.M. to 9 P.M. This month's theme is Cinco de Mayo on Main. Spin the roulette wheel to win.
- The seventh annual Art and Wine Festival is on May 7 from 12 P.M. to 5 P.M.

OPEN SESSION:

Consent Agenda:

1. Designation of No Parking on Mellor Avenue and College Avenue for Art and Wine Festival

This was removed from the Consent Agenda to allow for public comment. Two residents from Mellor Avenue were in attendance. According to their measurements, the street in front of one of the houses is 16 feet wide. An average passenger car is 6 feet and 3 inches wide. They are concerned that during an event when cars are parked along the street, a firetruck or ambulance would not be able to navigate the road to an emergency. They also said that it was difficult or impossible to get in and out of their driveways when cars are parked along the sides of the street and that some of the people who parked along the street in the past have been rude in the past. Maple Avenue is also used for parking during events. It was suggested to have the MSA volunteers place caution tape along the roads' edges before the events. Another suggestion was to give the homeowners' signs to place before events.

Chief Spaulding expressed his worry that temporary signs may be overlooked by people searching for places to park. Also, he is concerned about not having the manpower to enforce the no parking areas during events. The State Police and the County Sheriff will help if Chief asks for their assistance.

Temporary no parking signs will be placed on Mellor Avenue, Maple Avenue, and College Avenue, for the Art and Wine Festival. Ms. Della-Maria will advertise that there is very little downtown parking for events and will emphasize the shuttles to and from the events.

MOTION:

Council Member True motioned and Council Member Link seconded to designate Mellor Avenue, College Avenue, and Maple Avenue as no parking for the Art and Wine Festival.

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The motion carried unanimously.

Business:

2. 714 Sandosky RFP

Dawn Ashbacher, Town Manager, reported that the survey showed the lot line limiting the access to the rear of the building. The Mayor and Council agreed that they would be willing to negotiate or work out a lot line adjustment or easement to allow sufficient space to access the rear of the building on the 714 Sandosky Road property.

Ms. Ashbacher also reported that the Town Attorney, Dennis Hoover, did recommend releasing the site appraisal to those interested. A summary of the appraisal and the environmental report can be obtained for free. The full appraisal and report can be obtained at a cost of \$0.25 per page.

3. Raincliffe Memorandum of Understanding

A set amount of \$14,490 a year was proposed (corresponding with the actual refuse collection costs per household) for three years unless the trash collection costs are lower than this amount. A representative of the Raincliffe Home Owners' Association (HOA) said the HOA was happy with the fixed amount. The Memorandum of Understanding will be sent to the HOA for signatures prior to the Mayor signing it.

MOTION:

Council Member True motioned and Council Member Blean seconded to authorize the Mayor to sign the Memorandum of Understanding with the Raincliffe Homeowners' Association for the fixed amount of \$14,490 per year.

The motion carried unanimously.

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

Mayor Shaw announced that this public hearing was opened at the meeting on April 10, 2017. He asked for any additional comments. There were none, so Mayor Shaw closed the public hearing.

5. Public Hearing on the proposed FY 2018 Real and Personal Property Tax Rates (same as FY 2017)

Mayor Shaw announced that this public hearing was opened at the meeting on April 10, 2017. He asked for any additional comments. One person thanked the Mayor for keeping the tax rate steady. With no further comments, Mayor Shaw closed the public hearing.

6. Consideration of Ordinance NO. 300 – FY18 Operating and Capital Budget and FY 18-22 Capital Improvement Program

There was one adjustment to the proposed budget from Council Member Carter, which was painting of the weigh station in South Branch Park. Howard County will be contacted, and a mural will possibly be painted on the station. Council Member Link indicated that this had come up before and that she may still have the original mock-ups of murals from that discussion.

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The Mayor and Council thanked Evelyn Sweet, Town Treasurer, for all her hard work on the budget.

MOTION: Council Member True motioned and Council Member Bleam seconded to adopt Ordinance NO. 300 – Fiscal Year 18 Operating and Capital Budget.

The motion carried unanimously.

MOTION: Council Member True motioned and Council President Keenan seconded to adopt the Fiscal Year 2018-2022 Capital Improvement Program.

The motion carried unanimously.

7. Consideration of the proposed FY 2018 Real and Personal Property Tax Rates (same as FY 2017)

The Mayor's proposed budget has the Tax Rate remaining the same at \$0.35 per \$100 of Real Property Assessment. However, the assessable base will increase by 2.5% resulting in \$35,001 of additional revenue to the Town. The Personal Property Tax Rate is also proposed to remain the same at 2.5 times the rate for real property, or \$0.875 per \$100 of assessed property value.

MOTION: Council Member Betz motioned and Council Member True seconded to adopt the Real Property Tax Rate of \$0.35 per \$100 of Real Property Assessment and the Personal Property Tax Rate of \$0.875 per \$100 of assessed property value.

The motion carried unanimously.

8. FY17 Budget Amendments

The FY17 amendments were introduced at the April 10 meeting. They have since been updated with additional necessary amendments for contract landscaping services for mulch and for personnel payouts. In addition, the amendment for 714 Sandosky has been changed to reflect the revenue from the purchase of 7610 Main Street.

MOTION: Council Member Betz motioned and Council Member Carter seconded to approve the Fiscal Year 2017 Budget Amendments.

The motion carried unanimously.

9. Events on Town Property

Ms. Ashbacher announced that Spring Break in Cooper Park, an event held by the Friendship Baptist Church in Millard Cooper Park, is on April 30.

Baldwin's Station is hosting two car shows on April 29. Stewart Dearie asked for the parking lot in front of Baldwin's Station to be closed for cars to be parked there. Spots will be reserved for the merchants who regularly use that parking lot. He has also asked to park cars on the grassy area in front of the Apple Butter Building in South Branch Park. The Mayor and Council expressed their concern about liability and asked to have Mr. Dearie add Howard County to his Certificate of Insurance as an additional insured.

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MOTION: Council Member Link motioned and Council President Keenan seconded to authorize Chief Spaulding to close off the parking lot in front of Baldwin's Station with the exception of service business spots and to authorize the use of the grassy area in front of the Apple Butter Building in South Branch Park as parking.

The motion carried unanimously.

Ms. Ashbacher also announced that Sykelocross has asked to have their race again using the Warfield Complex. This race will be held in September.

MOTION: Council Member Betz motioned and Council President Keenan seconded to take a five minute recess at 8:25 P.M.

The motion carried unanimously.

MOTION: Mayor Shaw motioned and Council Member Link seconded to go back into open session at 8:36 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 Member True seconded to go into closed session at 8:37 P.M.

The motion carried unanimously.

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

Items discussed were:

- **Consult with Legal Counsel** – Warfield Negotiations – no action
- **Personnel** – Personnel Compensation – Confidential personal information – action
- **Personnel** – Staff updates – Confidential personal information – action

MOTION: Council True motioned and Council Member Bleam seconded to go back into open session at 9:45 P.M.

The motion carried unanimously.

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ADJOURN: There being no further business to come before the Council, Council Member True motioned and Council Member Bleam seconded to adjourn meeting at 9:46 P.M.

The motion carried unanimously.

Respectfully submitted
Town Clerk Kerry Chaney