

**STAFF REPORT FOR
MONDAY, JULY 10, 2017
MAYOR AND TOWN COUNCIL OF SYKESVILLE**

7:00 PM CALL TO ORDER:

Swearing in of new police officer and auxiliary officers

7:15 PM PUBLIC CONCERNS:

7:20 PM MINUTES: June 12, 2017

7:25 PM REPORTS:

- Treasurer's Report – May 2017
- Public Safety Report
- Council Committee Reports
- Main Street Association Report
- MML Conference Reports—Ian, Anna, Chief, Julie, Kerry, Dawn

7:30 PM ANNOUNCEMENTS:

- At the June 12, 2017 meeting, Richard Green was hired as a full-time Police Officer, Derek Shreves was hired as the full-time Public Works Director, and Marc Fisher was appointed as a Warfield Development Corporation Board member
- Concert in the Park, July 14 – Joey D Cares Rock Orchestra will be performing at Millard Cooper Park. Non-perishable food items will be collected for Carroll Food Sunday
- Historic Colored Schoolhouse Open House, July 30, 1 P.M. to 4 P.M. – stop by to meet some graduates of the Historic Schoolhouse! This open house is included in the Carroll County Celebrating America Summer Adventure Passport Program
- Farmers' Market and Little Sykes, every Sunday, 9:00 A.M to 1:00 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***, Mayor Shaw 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. Authorization of Mayor to Sign FY 2018 Town-County agreement

The Town/County Agreement sets a County tax rebate to Carroll County municipalities. The formula for this rebate is based on the services the municipalities provide that the County consequently does not have to provide. A copy is attached for review.

2. Appointment of Phil Singleton and Steve Enslow to the Planning Commission

The Mayor recommends appointing Phil Singleton and Steve Enslow to the Planning Commission, each for a term expiring on August 31, 2022.

3. Approval of Resolution NO. 2017-05 allowing alcohol at the Coolest Mile on Main Street

This event was not included in Resolution NO. 2016-12, which approved alcohol at Main Street events during 2017. Julie Della-Maria will present the resolution for approval of alcohol on public property at the Coolest Mile on Main Street on August 12, 2017 starting at 5 P.M. This will occur in the Centennial Park.

4. Approval of Resolution NO. 2017-06 changing HDC guidelines to allow for removal of trees less than 12” instead of 6” caliper without HDC approval

After discussions between the Historic District Commissioners, it was decided to increase the caliper of the trees needing approval for removal. The current requirement is 6” caliper. The HDC is recommending this be change to 12” caliper.

5. Authorization to award a contract in the amount of up to \$138,806 to CPE, Inc. to complete the patching, paving, crack filling, and other work including but not limited to the Scope of Services and Contract Documents dated June 19, 2017

The low bid of \$138,806 is under the amount of \$150,025 budgeted. Since funds allow, we may be able to add another street. The amount of Highway User Revenue (HUR) allocated to the Town is \$136,995. HUR funds can only be used for the cost of transportation facilities or the construction, reconstruction, or maintenance of roads or streets. The paving and patching bid is for the unit cost. The total cost may vary depending on the actual work needed. Another option is for the Mayor and Council to authorize payment of up to \$150,025 to CPE, Inc. to allow for additional roads to be added. Depending on when the paving is completed (in July or August), the need for an additional allocation may fall between MTC meetings.

6. Authorization to use assigned fund balance of \$5,700 to purchase a server

There is \$5,700 allocated to purchase a server in the assigned fund balance for this purpose. This is from the FY 16 Capital Improvement Program. The server was ordered in FY 18 with a quote of \$6,805 plus installation costs estimated to be around \$860. The difference will be paid from the FY 18 Administration budget line item for computer hardware.

7. Authorization of Mayor to sign professional services contract with David H. Gleason Associates, Inc. to assist the Historic District Commission with the Warfield Development Review

This contract will allow Richard Wagner, the consultant from David H. Gleason Associates, Inc., to provide his best advice on the process, the review of submissions, compliance with the guidelines, and be available if requested by developers and builders to insure submissions are consistent with the guidelines. He will work specifically through the conclusion of steps 3 and 4 of the Design Review Process as articulated in the guidelines. The rate is the Preferred Client Rates of \$150 per hour for the principal and \$90 per hour for staff. The estimated not to exceed professional fees for this work is \$10,000.

Business

8. Introduction of wetlands mitigation plans for Warfield

In order to address waters of the U.S. on Parcels A/B and Parcel C of the Warfield Complex, the developer needs to submit a request to the Maryland Department of the Environment to fill those areas. As part of the application, the developer has to propose other sites where wetlands will be added. Since the mitigation proposed is on Town property, Mayor and Town Council approval is needed. The Preliminary Wetlands Mitigation Plan is attached. Sean Davis will present the plan.

9. Consideration of Bike Rack in Centennial Park

The Main Street Association Design Committee has been working to place a bike rack shaped like a train in the Centennial Fountain Park. It will be placed on the existing train tracks. Due to concerns about the size of the concrete pad, it was suggested to only pour the concrete between the rails where the rack will be placed. One of the Historic District Commissioners was concerned as a resident, about the amount of paving being proposed for a small downtown park as well as a potential danger of having bicyclists ride into the park with young children playing. Pavers, matching the ones currently in the park, may

be placed around the rack. More information will be provided as it becomes available.

Recommended Action: Approve the plans for the bike rack in Centennial Park.

10. FY 19 Community Parks and Playground grant application

This application is due August 16, 2017.

Last year, SPARC would like to apply for a grant to 1) add play pods along the northern portion of the trail, and 2) replace equipment along the southern portion of the trail. After discussion by the Mayor & Town Council about the need for play pods and exercise equipment along the Linear Trail, it was decided that because maintenance for these pods and equipment by Public Works is extremely difficult along the trail and a needs analysis has not been done, it was decided that the Town would not apply for this grant for FY 18..

This year SPARC discussed again adding play pods, replace exercise equipment, fixing Linear Trail and a new playground near Kalorama swing set for this grant. There is also a need to improve Warfield Park. The Mayor and Town Council should select a project for the Town's application.

8:15 PM RECESS:

8:20 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.

- **Personnel** – Public Works Director appointment – Confidential Personal Information
- **Consult with Legal Counsel** – 714 Sandosky Road disposition –
- **Consult with Legal Counsel** – Environmental issue
- **Consult with Legal Counsel** – Update on Warfield Contract Negotiations
- **Personnel** – Personnel Updates – Confidential Personal Information

ADJOURNMENT: