

DRAFT

OFFICIAL MINUTES OF SEPTEMBER 10, 2018 REGULAR COUNCIL MEETING
NO. 18-15

The Council meeting of the Town of Sykesville was held on Monday, September 10, 2018. Mayor Shaw called the meeting to order at 7:00 P.M. in the Council Meeting Room at the Town House.

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.

MOTION: Council Member Grasley motioned and Council Member Link seconded to go into closed session at 7:09 P.M.

The motion carried unanimously.

Those in attendance were: Mayor Shaw, Council President Betz, Council Members Carter, Grasley, Keenan, Link, and True, and Town Manager Aretha Adams.

Items discussed were:

- **Personnel** – Town Manager Duties – Confidential Personal Information

MOTION: Council Member Grasley motioned and Council Member True seconded to go back into open session at 7:37 P.M.

OPEN SESSION:

PRESENT: Mayor Ian Shaw, Council President Julia Betz, and Council Members Anna Carter, Alan Grasley, Leo Keenan, Chris True, and Stacy Link.

STAFF: Aretha Adams, Town Manager
Evelyn Sweet, Town Treasurer
Kerry Chaney, Town Clerk
Derek Shreves, Public Works Director
Corporal Carl Bird, Sykesville Police Department
Mark Onheiser, Special Projects Coordinator
Jana Antrobus, Executive Assistant

ANNOUNCEMENTS:

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- Mayor Shaw drew the names of the winners of the inaugural Sykesville Summer Bingo. Kerry Chaney, Town Clerk, reported that only four people turned in completed bingo cards, however merchants said they saw many more bingo players in their stores and restaurants. Stacie Morris and Daniel Smith were drawn as the winners of the bingo. The Town plans on having another bingo game next summer.
- The next Mayor and Town Council Meeting is September 24, 2018.
- The Farmers' Market is every Sunday from 9 A.M. to 1 P.M.

PUBLIC

COMMENTS: There were no public comments.

TREASURER'S

REPORT: Evelyn Sweet, Town Treasurer, presented the Treasurer's Report for July 2018. She explained that the Police Department purchased five radar systems and the Town House landscaping were both part of the Capital Outlay for FY2017.

MOTION: Council President Betz motioned to approve the July 2018 Treasurer's Report. Council Member Link seconded.

The motion carried unanimously.

PUBLIC SAFETY

REPORT: Corporal Carl Bird presented the public safety report for August 6 through September 2. There were a total of 574 reports including 19 assist other agencies, five community policing events, 20 incident reports, 287 patrol checks, and 62 traffic enforcement initiatives. One community policing event was missing from the report, National Night Out, which was a huge success despite being moved inside. Mayor Shaw thanked Ellen Dix for all her hard work organizing the event.

Corporal Bird announced that Governor Hogan has declared a State of Emergency for Maryland preceding Hurricane Florence.

Officer Jason Kirkner has resumed his full job duties. The Police Department is still looking for Auxiliary Police and Crossing Guard volunteers. Those Interested should contact the Police Department for more information.

Mayor Shaw also thanked Derek Shreves, Public Works Director, for helping to get 120 LED streetlights installed at no cost through BGE. It will help the Town save 30% or more and provides better lighting. The Town will explore getting the rest of the streetlights switched to LEDs.

OPEN SESSION:

Consent Agenda:

I. (2018-61) Town Council Minutes from August 13, 2018

MOTION: Council Member True motioned to approve the item on the Consent Agenda with the changes from Council President Betz. Council Member Carter seconded the motion.

The motion carried unanimously with Council Member Link abstaining.

Business:

II. (2018-62) Discussion of and Action on the Ghost Tours in the Town House

Mayor Shaw explained that the Council will be deferring to the recommendation of the Town Manager on this item. The Town Manager's recommendation is to allow the Town House to be a stop on the tour outside of the building, but no access to the inside of the building.

III. (2018-63) Discussion of Halloween on Main Street

Town Manager, Aretha Adams, explained that due to security and safety concerns, both she and Police Chief Spaulding recommend moving the event from October 25, 2018 to October 27, 2018. Julie Della-Maria, Executive Director of the Downtown Sykesville Connection (DSC) explained that this event has historically been on the Thursday before Halloween and that people may still show up on October 25 expecting the event. She also stated that having the event on a Thursday, during slower business hours, allows the business owners to participate without having to hire extra help to man their store while they hand out candy. The DSC is willing to purchase variable message signs to be placed on Maryland Route 32 alerting people of the event and to avoid Main Street, if the event remains on the original date of October 25, 2018.

The Town can put out the same signage on Route 32 if the event is changed or cancelled. The Town also takes full responsibility for not realizing the totality of safety concerns when previously approving the event last November. It is a matter of public safety. The same guidelines would apply for the event on a Saturday, and the same Town resources and support will be available.

Ms. Della-Maria asked if the Town had spoken with the Merchants as this is a shared event with them. Ridia Dearie explained that the merchants had voted to have it on the weeknight and that having the event on a weekend may conflict with Halloween parties.

The Mayor and Council agreed that the event will either have to be moved to Saturday, October 27, or it will have to be cancelled this year. Future events will be thoroughly vetted by Town staff prior to being presented to the Council.

IV. (2018-64) Discussion of Special Events Permit Guidelines

Ms. Adams presented drafts of the special event application and the special event guidelines. She explained that staff have noticed issues with the special events process, and these new forms will allow for a streamlined and fair process for everyone.

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Ms. Adams explained that with the new guidelines, event organizers will clearly understand when an application is necessary. The requirement for submitting an application when 100 or more people are expected at an event is in response to the merchants request to be notified when that number of people will be in Town. Council Member True asked for the word "or" to be inserted after the conditions on Town Property and 100+ people. Also, the Council asked for "alcohol" to be removed from the Town park list because alcohol is not allowed in the parks. A caveat will be added that a pavilion rental may still be necessary if it is an event held in a Town park.

Submission of the permit must be at least 90 days before the event. If it is submitted after that, the permit will be denied. The Council asked to include the insurance needed on the fees chart, as it may be an extra expense for event organizers.

Ms. Adams explained that if the health and safety of the public is threatened, the event permit may be revoked after being issued. This can also happen if a walk through doesn't occur as needed. The permit may also be revoked during the event if the safety officials on-site and or the Town Manager/designee determine it is not safe to continue.

The DSC has begun providing event applications for their events this year. They are expected to continue providing applications for events for review.

Public street closures will be limited to weekends and Federal holidays. Friday evenings count as the weekend, and language for such will be added. Another change allows for Town staff to determine the number of restroom facilities needed based on a widely used formula.

COUNCIL AND MANAGER COMMENTS:

- Council Member True asked for an update from Public Works at an upcoming meeting. He would like trash, recycling and yard waste percentages, upcoming dates for yard waste ending and Christmas tree pickups, and a winter weather preparation update.
- Council Member Keenan asked for an update regarding Farm and Home Services and their issues with the State and County.
- Council Member Carter announced that SPARC will be holding a volunteer BBQ on September 22 from 1 P.M. to 3 P.M. in Millard Cooper Park.
- Aretha Adams, Town Manager, thanked Kerry Chaney, Town Clerk, for all of her hard work on the Sykesville Bingo and also the rest of the Town staff. They are not seen much by the Council, but they work very hard to keep the Town running.
- Council President Betz asked if there was an update on the drive up mailbox in the Mac lot. There is no update. The Town has not heard back from the Post Office.

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- Mayor Shaw thanked Jennifer Turiano for all of the coverage in the Carroll County Times.

ADJOURN: There being no further business to come before the Council, Council Member Grasley motioned and Council President Betz seconded to adjourn meeting at 8:34 P.M.

The motion carried unanimously.

Respectfully submitted
Town Clerk Kerry Chaney