

DRAFT

OFFICIAL MINUTES OF APRIL 8, 2019 REGULAR COUNCIL MEETING
NO. 19-06

The Council meeting of the Town of Sykesville was held on Monday, April 8, 2019. 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 Julia Betz, and Council Members Anna Carter, Alan Grasley, Leo Keenan, Chris True, and Stacy Link.

STAFF: Franklin Schaeffer, Interim Town Manager
Police Chief Michael Spaulding
Evelyn Sweet, Town Treasurer
Kerry Chaney, Town Clerk
Derek Shreves, Public Works Director
Jana Antrobus, Executive Assistant
Jared Schumacher, Circuit Rider and Grants Manager

Presentation of FY2020 Budget

Evelyn Sweet, Town Treasurer, presented the changes to the FY2020 budget that have been made since the last meeting. There will be a public hearing regarding the budget at the April 22 Council meeting.

Discussion of Fee Schedule

Evelyn Sweet, Town Treasurer, presented the FY2020 Fee Schedule. She explained the three changes that Town staff recommend which are adding a fee of \$50 for food trucks (not applicable to the Downtown Sykesville Connection), changing the police report fee from \$25 to \$15, and adding the wording "7 units or less" to define Minor Subdivisions.

There were questions regarding the food truck permit. Sykesville Parks and Recreation Committee (SPARC) will be having a couple events in conjunction with the Downtown Sykesville Connection (DSC). Staff explained that the original permitting idea came about due to the proposed food trucks at SPARC events. The permit would allow staff to verify that the food truck has all the proper licenses and registrations. The DSC already has a permit and charges food trucks a fee for their events. The merchant events would also be required to have the food truck permits completed.

Chief Spaulding explained that he receives several requests for police reports a week. He believes that \$25 is too high of a price compared to surrounding jurisdictions. There is a way for the fee to be waived if a person does not have the means to afford it.

Discussion of Schoolhouse Road Development Zoning

Ryan Humphrey presented this on behalf of the property owners. He is a developer who has been working on the project. He explained that the land is 17 acres but is half split between the Town and

COUNCIL MEETING MINUTES

April 8, 2019

Cont.

the county and is zoned conservation. The owner and developer are proposing to build 55+ age restricted housing. They are planning at least 100 units, so the height of the building would change depending on the footprint. Mr. Humphrey explained that Carroll County allows age restricted housing in their conservation areas, but the Town does not have it defined and written in the Town code.

Mayor Shaw and Council President Betz explained that the Planning Commission has concerns about traffic particularly on Oklahoma Avenue which is narrow and one-way at points.

Council Members Carter, Keenan, and Link expressed their opposition to a zoning text amendment to allow for age restricted housing on conservation zoned land. Council Member Grasley expressed his support of the text amendment. Mayor Shaw, Council President Betz, and Council Member True did not express support or opposition.

Discussion of Council Federal Emergency Management Agency (FEMA) Courses

Chief Spaulding presented the Council with copies of the Town's Emergency Action Plan. He explained that the Council should become familiar with the plan and that there will be a presentation in September and a drill in October.

Chief Spaulding also explained that the Council needs to take FEMA courses ICS100 and ICS700 so they are better prepared for emergency situations that may occur in Town. This is the only way that the Town will qualify to receive funding assistance in the event an emergency occurs.

Discussion of the Town/Downtown Sykesville Connection (DSC) Memorandum of Understanding (MOU)

Council reviewed the changes to the MOU from the joint Town Council/DSC work session.

Mayor Shaw asked for clarification on number one on page two. It was decided to add in language to specify new businesses on Town owned property.

Number two on page two was missing an entire paragraph that should be reinserted. The paragraph is "By virtue of the Main Street Maryland Letter of Agreement (a requirement for state designation as a Main Street community) signed by the Connection Board President and the Mayor of the Town, the Town acknowledges its awareness of the recommendation by Main Street Maryland (MSM) that MSM local Main Street programs should follow the following model for funding: a third from local government, a third from grants and foundations, and a third from the private sector. Additionally, the Connection acknowledges its roles and responsibilities to meet the requirements of the State's Letter of Agreement." It will be added back in to the MOU.

Also in number two, it was explained that the Town will find quarterly reports showing that the Town payments only account for less than 50% of the total funding sufficient. The DSC will not need to show that the Town is only providing a third of their revenue each quarter because of where events and fundraising may occur in the year.

In number seven, the sentence does not make sense. It should only talk about the quarterly updates and not the yearly joint meeting. Mayor Shaw asked for the word "inform" to be changed to "communicate". He also asked for written reports as well as verbal reports.

In number nine, the wording should be changed to "Mayor and Town Council" so it is one group responsible rather than individuals.

COUNCIL MEETING MINUTES

April 8, 2019

Cont.

The appendix needs to agree with the MOU regarding the events permitting process. The Town staff will receive the permits for review and potential approval prior to the joint Council/DSC meeting in June of each year.

Town Staff will make the appropriate changes and will send it to Council and to the DSC for review.

Discussion of Charter Modification – Town Manager Authority

Council discussed changing the Town Charter to allow the Town Manager with the Mayor or the Town Manager and Department Heads to hire and terminate employees as needed. The Council wanted to retain the ability to hire and terminate the Clerk, Treasurer, Public Works Director, Police Chief, and Town Manager. The Council also wanted to have the ability to determine if an opening needed to be filled.

Council was in agreement to move forward; staff will look into the process and will consult with the Town Attorney.

MOTION: Mayor Shaw motioned and Council President Betz seconded to take a five minute recess at 8:40 P.M.

The motion carried unanimously.

MOTION: Council Member Grasley motioned and Council Member True seconded to go back into open session at 8:55 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): 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; (13) To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter.

MOTION: Council Member Grasley motioned and Council Member True seconded to go into closed session at 8:55 P.M.

The motion carried unanimously.

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

Items discussed were:

- Minutes – March 25, 2019
- Personnel – Post Office

COUNCIL MEETING MINUTES

April 8, 2019

Cont.

- Personnel – Public Safety Salaries

MOTION: Council Member Grasley motioned and Council Member True seconded to go back into open session at 9:20 P.M.

The motion carried unanimously.

ADJOURN: There being no further business to come before the Council, Council Member Grasley motioned and Council Member True seconded to adjourn meeting at 9:20 P.M.

The motion carried unanimously.

Respectfully submitted
Town Clerk Kerry Chaney