

**DRAFT**

**OFFICIAL MINUTES OF MARCH 25, 2019 REGULAR COUNCIL MEETING**  
**NO. 19-05**

The Council meeting of the Town of Sykesville was held on Monday, March 25, 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:** Aretha Adams, Town Manager  
Police Chief Michael Spaulding  
Evelyn Sweet, Town Treasurer  
Kerry Chaney, Town Clerk  
Derek Shreves, Public Works Director  
Mark Onheiser, Special Projects Coordinator  
Jared Schumacher, Circuit Rider and Grants Manager

**PUBLIC**  
**COMMENTS:** There were no public comments.

**TREASURER'S**  
**REPORT:** Evelyn Sweet, Town Treasurer, presented the January 2019 Treasurer's Report. She explained that there was a large real estate tax payment, likely the last one of the year.

**MOTION:** **Council President Betz motioned to approve the January 2019 Treasurer's Report. Council Member Carter seconded the motion.**

**The motion carried unanimously.**

**PUBLIC SAFETY**

**REPORT:** Chief Spaulding presented the Public Safety Report for the period of February 19 through March 17. There were a total of 706 reports including 29 assist other agencies, 11 community policing events, 27 foot patrols, 23 incident reports, 381 patrol checks, and 68 traffic enforcement initiatives.

Chief Spaulding explained that the speed trailer is placed based on complaints. If there are no complaints, the police try to move it around.

Chief Spaulding announced that the department has interviewed three candidates for police auxiliary and is hoping to add them to the force soon.

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### COUNCIL COMMITTEE

#### REPORTS:

- **Sykesville Parks and Recreation (SPARC)** – Council Member Carter announced that the Easter Egg Hunt will be taking place on Friday April 19 at 10 A.M. The May movie will be skipped this year due to past rain outs. Concerts in the Park will be in July, and Yoga in the Park will be in August. There will also be a Park Clean Up and picnic on April 27.
- **Merchants** – Council Member Grasley explained that he and Aretha Adams, Town Manager, attended the last Merchant's meeting. The business owners had many questions about 714 Sandosky Road and the request for proposals process. Mimosas on Main Street is on April 14, and First Fridays are still continuing.
- **Historic District Commission (HDC)** – Council Member Link announced that she met with the curator of the Gate House Museum to discuss upcoming events and plans. The HDC will be meeting on March 26 to review applications.
- **Planning Commission** – Council Member Betz announced that the Planning Commission hasn't met since the last Council meeting. Their next meeting will be April 1.
- **MD 851 Planning Report** – Mayor Shaw reported that he and staff had met with representatives from the State Highway Administration to discuss what can be done now that Streetscape is no longer possible.
- **Connectivity** – Council Member True announced that a new connectivity study group has been formed to review options.
- **Downtown Sykesville Connection** – Council Member Keenan announced that the DSC had a board meeting on March 18. He sent notes from that to the Council. The DSC is planning on having a kid friendly event at most of the Farmer's Markets, such as live animals, circus performers, Lego building, and more.

#### ANNOUNCEMENTS:

- Next Mayor and Town Council Meeting is on April 8, 2019.
- The election is May 7.
- The deadline to register to vote is April 12.
- We have volunteer opportunities available on the Historic District Commission, Police Auxiliary, and Crossing Guard. Email [town@sykesville.net](mailto:town@sykesville.net) for more information about volunteering with the Town.

#### OPEN SESSION:

##### Consent Agenda:

- I. (2019-15) Town Council Minutes from January 28, 2019
- II. (2019-16) Town Council Minutes from February 25, 2019
- III. (2019-17) Town Council Minutes from March 11, 2019

It was decided to vote on each set of minutes separately because not all of the Council Members attended each meeting.

**MOTION:** Mayor Shaw motioned to approve the minutes from January 28, 2019. Council President Betz seconded the motion.

**The motion carried unanimously with Council Member Keenan abstaining.**

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**MOTION:** Mayor Shaw motioned to approve the minutes from February 25, 2019. Council Member Grasley seconded the motion.

The motion carried unanimously with Council President Betz and Council Member True abstaining.

**MOTION:** Mayor Shaw motioned to approve the minutes from March 11, 2019. Council Member True seconded the motion.

The motion carried unanimously.

**Business:**

**IV. (2019-18) Call for Nominations for Council Members**

Mayor Shaw called for nominations for the three open Council positions. The nominees are:

- o Mark Dyer, nominated by Richard Reed and seconded by Nancy Dyer
- o Jeremiah Schofield, nominated by Chris True and seconded by Al Grasley
- o Mike Miller, nominated by Al Grasley and seconded by Ian Shaw
- o Anna Carter, nominated by Ian Shaw and seconded by Al Grasley
- o Julia Betz, nominated by Ian Shaw and seconded by Anna Carter
- o Chris True, nominated by Ian Shaw and seconded by Anna Carter

**MOTION:** Mayor Shaw motioned to take a recess at 7:25 P.M. to allow for candidates to receive nomination packets. Council Member True seconded the motion.

The motion carried unanimously.

**MOTION:** Mayor Shaw motioned to return to open session at 7:37 P.M. Council Member True seconded the motion.

The motion carried unanimously.

**V. (2019-19) Consider/Discuss/Act on the Town Ballot Format**

Council discussed the current ballot format. The incumbent candidates have been marked with a bullet or asterisk to the left of their names on previous ballots. During the 2017 election, a candidate expressed dislike of the format.

Council was mostly in agreement that incumbents should be denoted on the ballot.

**MOTION:** Council President Betz motioned to change the ballot format to include to the right of a candidate's name the word "incumbent" in parenthesis, italics, and smaller font than the name itself. Council Member Grasley seconded the motion.

The motion passed 6-1 with Mayor Shaw, Council President Betz, and Council Members Carter, Grasley, Link, and True for the motion and Council Member Keenan opposing.

**VI. (2019-20) Presentation of Town Sidewalk Policy**

Mark Onheiser, Special Projects Coordinator, presented the proposed sidewalk policy and portions of the sidewalk that are in desperate need of repair. The proposed policy is to repair the sidewalks and then turn maintenance over to the homeowners. There would also need to be an ordinance created around the planting of trees in proximity to the sidewalks. It would also require homeowners to clear the snow from their sidewalks within 24 hours after the snow stops.

It was explained that the Town cannot shift liability to the homeowners, but maintenance can be shifted. There was discussion regarding how to ascertain ownership of the sidewalks.

There was discussion regarding whether the Town could continue to maintain responsibility for the sidewalks. It is feasible and possible. The Town can maintain the responsibility. Once the critical areas are repaired to usable standards, it should not be an exorbitant amount again to maintain the sidewalks. Policies will have to be drafted regarding tree planting and snow removal, and if the sidewalk is damaged due to construction work or other issues, it will be the company or homeowner's responsibility to fix the sidewalk based on Town standards.

**VII. (2019-21) Consider/Discuss/Act on Maryland Energy Administration's Smart Energy Grant Program**

Jared Schumacher, Circuit Rider and Grants Manager, announced that the Town has been awarded a \$25,000 grant to assist with energy efficiency policies, renewable energy resources, or the reduction of dependence on petroleum. BGE has replaced streetlights and bulbs with high efficiency LED lights. The Town is proposing to use the grant funding to continue the project by replacing Town owned lights with high efficiency LEDs and to work with BGE and the Maryland Energy Administration (MEA) to find cost saving and energy efficient ideas and projects such as lowering energy usage in the Town House.

The Town would need to adopt two of three policies regarding energy efficiency and meet other requirements before the funding is released.

There is no match for the program. Council liked the idea of adding solar panels with the grant money.

**VIII. (2019-22) Presentation of the FY2020 Budget**

Evelyn Sweet, Town Treasurer, presented the proposed FY2020 Budget. She explained that income tax is down across the state. The revenues however, will still be increasing by 32%. This increase includes a decrease to the tax rate of \$0.02 per \$100 of assessed property proposed by the Mayor.

The Capital Improvement Program (CIP) has increased by 271% from FY2019 including grant funding. \$510,000 would be from the Town, the rest will come from other funding sources.

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There was discussion on how the donation policy works. Currently, any donations under the yearly budget amount are placed in the general funds. This will be looked at in the future to ensure that donations are being used by the proper department.

The Town is proposing a balanced budget.

There will be a public hearing on April 8 and on April 22 regarding the budget if the ads can be placed in the paper in time.

### **IX. (2019-23) Consider/Discuss/Act on the FY2020 CIP**

The CIP had been presented to the Council at a previous meeting. There were not changes made since that meeting.

**MOTION: Mayor Shaw motioned to approve the funding for items on the FY2020 CIP. Council Member Carter seconded the motion.**

**The motion carried unanimously.**

**MOTION: Council Member True motioned to create a funding policy earmarking 25% of property tax revenues annually to the CIP. Council President Betz seconded the motion.**

**The motion carried unanimously.**

### **COUNCIL AND MANAGER COMMENTS:**

- Aretha Adams, Town Manager, announced that the Council has approved a Phase II Assessment of the Farm and Home Town property by Total Environmental Concepts.
- Ms. Adams thanked all staff for presenting their work during the meeting
- Mayor Shaw thanked Ms. Adams for her hard work over the past year.
- Ms. Adams thanked everyone for the opportunity, honor, and trust of the Council, staff, and community.
- Council Member Carter's birthday is Tuesday!

Mayor Shaw asked for any additional nominations for Council. Those nominated are:

- o Jack White, nominated by Stacy Link and seconded by Leo Keenan
- o Jane Mergler, nominated by Stacy Link and seconded by Leo Keenan.

**MOTION: Mayor Shaw motioned and Council Member Grasley seconded to take a five minute recess at 9:25 P.M.**

**The motion carried unanimously.**

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

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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 President Betz motioned and Council Member Grasley seconded to go into closed session at 9:36 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. Police Chief Michael Spaulding was present for the first item discussed.

Items discussed were:

- Minutes – January 28, February 25, and March 11
- Town Property – 714 Sandosky Road
- Town Property – Girls Shelter
- Personnel – Post Office
- Personnel – Police Department
- Personnel – Town Manager Transition

**MOTION:** Council Member Grasley motioned and Council Member True seconded to go back into open session at 11:12 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 11:13 P.M.

The motion carried unanimously.

Respectfully submitted  
Town Clerk Kerry Chaney