

Dear

OFFICIAL MINUTES OF JULY 15, 2019 REGULAR COUNCIL MEETING
NO. 19-10

The Council meeting of the Town of Sykesville was held on Monday, July 15, 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 Alan Grasley, and Council Members Mark Dyer, Leo Keenan, Stacy Link, and Jeremiah Schofield.

ABSENT: Council Member Anna Carter

STAFF: Franklin Schaeffer, Interim Town Manager
Police Chief Michael Spaulding
Evelyn Sweet, Town Treasurer
Kerry Chaney, Town Clerk
Jared Schumacher, Circuit Rider and Grants Manager
Mark Onheiser, Projects Coordinator

PUBLIC COMMENTS: There were no public comments.

TREASURER'S REPORT: Evelyn Sweet, Town Treasurer, presented the Treasurer's Report for May 2019. She explained that there was nothing out of the ordinary, and everything was on track with the budget.

MOTION: Council President Grasley motioned to approve the May 2019 Treasurer's Report. Council Member Link seconded the motion.

The motion carried unanimously.

PUBLIC SAFETY

REPORT: Chief Spaulding presented the Public Safety Report for the period of June 3 through July 7. There was a total of 768 reports including 28 assist other agencies, 4 community policing events, 54 foot patrols, 11 house checks, 25 incident reports, 376 patrol checks, and 65 traffic enforcement initiatives.

Chief Spaulding announced that everything was on track for National Night Out on August 6 at the Sykesville Freedom District Fire Department grounds.

Chief Spaulding also explained that they are still in the process of recruiting for an officer. They went through one stage of applicants with 50 applicants and five interviews, but all five backed out of the process. One backed out after the medical and drug tests. Council Member Link asked if another barracks could buy the medical and drug test results from us to mitigate our losses. Chief Spaulding explained that in the future applicants will have to sign to agree to pay for tests if they back out of the process after they take place. They have expanded their search and are hoping for more success.

Chief Spaulding announced that he has been planning the tabletop exercise for the emergency plan. It will occur in early to mid-October. Any feedback regarding the plan should be shared with Chief Spaulding prior to the exercise.

COUNCIL COMMITTEE REPORTS:

- **Sykesville Parks and Recreation (SPARC)** – Council Member Link announced that SPARC had their meeting on June 27 where they debriefed the June movie. She announced that they are making a profit at the snack shack and thanked the police auxiliary for their support. There is a concert on July 19.
- **Planning Commission** – Council Member Dyer announced that the Planning Commission met with the Warfield Developers about parking lots. They also discussed use in common driveways because three properties in Town are looking into using them.
- **Downtown Sykesville Connection (DSC)** – Council Member Keenan announced that the DSC had their June board meeting. In August, Roger Conley will be attending with the Main Street merchants to discuss shops and connectivity between Main Street and the Warfield Complex.

Council Member Keenan also announced that although the DSC received approval for the two wine strolls, they have decided to not move forward with them due to threats of bad weather.

Council Member Keenan also thanked the Police and Auxiliary for all their work during the parade, race, and all day.

A coalition is being formed to determine how to move forward and what the best use is for the Apple Butter Building. It is being spearheaded by a nonprofit looking at creating a makerspace and community center. Council Member Link is on the coalition.

- **Raincliffe Home Owners' Association** – Council Member Schofield announced that he has reached out to the president. There is a meeting on July 17 with a tour of the property preceding it.
- **Gate House and Schoolhouse** – Mayor Shaw announced that he has not been in contact with the Gate House or Schoolhouse curators as of yet. He is hoping to have an update for the next meeting.

Mayor Shaw announced that staff and Council Members attended the Maryland Municipal League's summer conference where they networked and attended classes designed to improve their skills.

- **Merchants** – Council President Grasley announced that a representative from the MD Retail Association attended the last Merchant's meeting to discuss what she could help them with. Council President Grasley also discussed social media mishaps with the Merchants. Events were discussed as well as more collaboration with the DSC.

ANNOUNCEMENTS:

- Next Mayor and Town Council Meeting is on August 12, 2019.
- The Town is conducting interviews of Town Manager candidates. There will be a meet and greet on Friday, July 26 beginning at 7 P.M. It is open to everyone to attend and meet the candidates for the position!
- We have volunteer opportunities available on the Historic District Commission, Police Auxiliary, and Crossing Guard. Email town@sykesville.net for more information about volunteering with the Town.
- The Gate House Museum is hosting Porch Talks again this year. The next one is July 21.

OPEN SESSION:

Consent Agenda:

- I. **(2019-56) Minutes from June 10, 2019**

MOTION: Council Member Keenan motioned to approve the item on the Consent Agenda. Council President Grasley seconded the motion.

The motion carried unanimously with Council Members Link and Schofield abstaining.

Business:

- II. **(2019-57) Award of FY 2020 Paving Contract to CPE, Inc. in the amount not to exceed \$120,000**

Mark Onheiser, Projects Coordinator, presented this item. He explained that this is the fifth year where CPE, Inc. was the lowest bid. He has had great experiences with them in the past. He explained that they keep coming in low because their estimator "swings for singles, not homeruns".

Mr. Onheiser explained that there is a street list in the Capital Improvement Program that orders the streets by wear and tear. Mr. Onheiser pays attention to the condition of the roads and updates the list as needed. Main Street and Springfield Avenue are State Highway Administration roads, so the Town does not handle the paving of them. Repairs to Oklahoma Avenue from the sewer pump construction will be handled by Carroll County.

MOTION: Council President Grasley motioned to approve item (2019-57) to award the FY2020 paving contract to CPE, Inc. in the amount not to exceed \$120,000. Council Member Schofield seconded the motion.

The motion carried unanimously.

III. (2019-58) FY2019 Budget Amendments

Evelyn Sweet, Town Treasurer, presented this item. She explained that an amendment was needed for an excess vacation time payout for an employee of the Police Department, and the Department's overtime was over budget as well. She explained that the money will come from the unrestricted fund, but revenues were greater than expected this year.

She also explained that the Burkett Park playground was completed in FY2019. Funds were budgeted for it in FY2020. This amendment will allow the funds to be borrowed from the Capital Reserve and repaid in FY2020.

MOTION: Council President Grasley motioned to approve the FY2019 budget amendments. Council Member Link seconded the motion.

The motion carried unanimously.

**COUNCIL AND
MANAGER
COMMENTS:**

- Condolences were given to Julie Della-Maria, Executive Director of the DSC, for the passing of her grandmother.
- Condolences were given to the family of Bob Bond, Town Engineer for over 40 years, who also recently passed away. The Town will be creating a bench in Mr. Bond's memory along the Linear Trail.
- Frank Schaeffer, Interim Town Manager, announced that he met with S&P Railway, and they want to continue the same setup as before with the Town owning the Pullman Car and S&P Railway renting it. They asked for a letter of understanding regarding the situation. Mr. Schaeffer asked them for a projects list.
- The parklet is currently under construction with a hopeful completion date of Wednesday, July 17.
- The new parking changes to better accommodate St. Paul's United Methodist Church were implemented this week. Mr. Schaeffer explained that he has received one positive email and one resident who was not as happy but understood the difficult parking situation. A small code adjustment might need to take place for the ticketing of unpermitted cars in those spaces.
- County review is being implemented again for the Warfield Development.
- Mr. Schaeffer also announced that there is \$10,000 currently in the capital budget for maintenance of equipment along the Linear Trail. Mr. Onheiser will be looking at the equipment and determining what needs to be and can be fixed. Anything that cannot be fixed and is dangerous will be removed.

ADJOURN: There being no further business to come before the Council, Council President Grasley motioned and Council Member Keenan seconded to adjourn meeting at 7:54 P.M.

The motion carried unanimously.

Respectfully submitted
Town Clerk Kerry Chaney