

Dear

OFFICIAL MINUTES OF AUGUST 12, 2019 REGULAR COUNCIL MEETING
NO. 19-11

The Council meeting of the Town of Sykesville was held on Monday, August 12, 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 Anna Carter, Mark Dyer, Leo Keenan, Stacy Link, and Jeremiah Schofield.

STAFF: Franklin Schaeffer, Interim Town Manager
Police Chief Michael Spaulding
Evelyn Sweet, Town Treasurer
Kerry Chaney, Town Clerk
Derek Shreves, Public Works Director
Dennis Hoover, Town Attorney

PUBLIC COMMENTS: There were no public comments

TREASURER'S REPORT: Evelyn Sweet, Town Treasurer, presented the June 2019 Treasurer's Report. She announced that all departments were under budget for FY2019.

MOTION: Council President Grasley motioned to approve the June 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 July 8, 2019 through August 4, 2019. There was a total of 649 reports including 28 assist other agencies, seven community policing events, 43 foot patrols, 22 incident reports, 360 patrol checks, and 65 traffic enforcement initiatives. Chief Spaulding announced that there were a few Warfield trespassing and vandalism incidents during this period. The owners of the property are planning on putting up fences as their first security measure. The graffiti is not hate filled or gang related at all, however, some is slightly obscene.

Council Member Schofield thanked the police for their help with assisting the Department of Natural Resources on River Road.

Chief Spaulding announced that he is still underway with recruitment for a new officer. He has two potential candidates that he is vetting currently.

Lt. Kevin Cox is back from deployment and will present an update on the Auxiliary unit at the September 23 meeting.

Chief Spaulding thanked Paula Shiloh and Don Champ for their hard work in planning the National Night Out. It was a huge success.

Chief Spaulding announced that the Junior CSI camp will be held on September 17, September 25, October 2, and October 9, 2019. It is designed for middle school aged kids. He thanked Sykesville Middle School for the use of their space for the 11th year in a row!

Chief Spaulding announced that the speed trailer is out on Springfield Avenue and is part of their strong presence for the first day of school.

**COUNTY
COMMISSIONER
REPORT:**

Commissioner Ed Rothstein was in attendance. He explained that he is going to try to get to a Council meeting once a month to give an update from the County.

Commissioner Rothstein thanked the Sykesville Police for the presence at National Night Out and explained that after the armed robbery of the Walmart in Eldersburg, he and the Sheriff will be meeting with corporate Walmart to discuss how to keep people safe and deter future robberies.

He also announced that Route 32 is currently being widened by the National Guard Readiness Center. After that, he is making Route 851 his number one priority including the intersection of Oklahoma Avenue and Main Street.

He has been talking with the builders, developers, and economic development to help keep the Warfield Complex moving forward.

Commissioner Rothstein is part of the group working on South Branch Park and finding opportunities for the Apple Butter Building. He will continue working with Senator Hester and the group for finding grants and opportunities.

Commissioner Rothstein explained that he is attending the Maryland Association of Counties conference, and if the Council has anything for him to bring up with any of the different groups there, they should send it to Frank Schaeffer, interim Town Manager, so he can compile the information and send it to Commissioner Rothstein.

**COUNCIL COMMITTEE
REPORTS:**

- **Historic District Commission (HDC)** – Council Member Carter announced that the next HDC meeting is on August 27 at 7 PM.
- **Sykesville Parks and Recreation (SPARC)** – Council Member Link announced that the Movies in the Park all had excellent weather. The next movie is on October 12 and is a double feature of *It's the Great Pumpkin, Charlie Brown* and *BeetleJuice*. The Concerts in the Park series was also a huge success. Yoga in the Park is on September 15. She also thanked the Police Auxiliary for their hard work during the different events.
- **Main Street Merchants** – Council President Grasley announced that the merchants group discussed their First Fridays, the Cider Stroll, and their Christmas events. There is a meeting with the merchants, DSC, and Warfield on August 19.
- **Downtown Sykesville Connection (DSC)** – Council Member Keenan announced that there is a Promotions Committee meeting on August 19 at 7 PM. There will also be a meet and greet/volunteer drive at that meeting.
- **Planning Commission** – Council Member Dyer announced that there was not a meeting in August. The next meeting is scheduled for Tuesday, September 3.
- **Gate House Museum and Historic Schoolhouse** – Mayor Shaw announced that there are Porch Talks at the Gate House during the summer. He is working on meeting with Jack White, Gate House Curator, and Pat Greenwald, Schoolhouse Curator.
- **Raincliffe Home Owners' Association** – Council Member Schofield announced that he attended the HOA meeting on July 17 which included a tour of the property. He discussed eight action items with the HOA including the trash pickup, the tot lot, drainage, sidewalks, the pavilion, a FIOS connection, and welcome package ideas. Their next meeting is September 18.

ANNOUNCEMENTS:

- Next Mayor and Town Council Meeting is on September 9, 2019.
- We have volunteer opportunities available on the Historic District Commission, BZA, Police Auxiliary, and Crossing Guard. Email town@sykesville.net for more information about volunteering with the Town.

OPEN SESSION:

Consent Agenda:

- I. **(2019-59) Minutes from July 15, 2019**
- II. **(2019-60) Appointment of Eric Valenstein to SPARC for a 1 year term expiring August 12, 2020**
- III. **(2019-61) Reappointment of Alexander Ries, Chris Sevick, Nick Sheets, Billy Shifflett, and Bryan Troast to the Parks and Recreation Committee for a 1 year term expiring August 12, 2020**

IV. **(2019-62) Reappointment of Al McEvoy to the BZA for a term of 3 year expiring August 12, 2022**

MOTION: Mayor Shaw motioned to approve the items on the Consent Agenda with the exception of (2019-59). Council Member Carter seconded the motion.

The motion carried unanimously.

(2019-59) Council Member Carter asked for this item to be removed from the Consent Agenda because she needs to abstain from the vote.

MOTION: Council President Grasley motioned to approve item (2019-59) Minutes from July 15, 2019. Council Member Link seconded the motion.

The motion carried unanimously with Council Member Carter abstaining.

Business:

V. **(2019-63) Introduction of a charter amendment for employee hiring**
Frank Schaeffer, interim Town Manager, explained that this was discussed briefly in April. He worked with Dennis Hoover, Town Attorney, to draft six amendments to the Charter. It includes adding the Town Clerk position and the Public Works Director position to the Charter, as they were not included previously. The Clerk/Treasurer was changed to Treasurer.

Dennis Hoover explained that there needs to be six amendments because State law requires an amendment per section. They establish the different departments and department heads and assigns the ability for hiring and termination of employees. Mr. Hoover recommended the Council review the termination process and grievance process in the employee handbook.

The official introduction of the six amendments will be in September and the hearing and adoption will be in October.

**COUNCIL AND
MANAGER
COMMENTS:**

- Frank Schaeffer, Interim Town Manager, explained that he would like to give an update for each employee.
 - Jana Antrobus, Executive Assistant, is working on three different development projects currently as well as some code violations.
 - Evelyn Sweet, Town Treasurer, has worked with the auditors recently. She is also working on the 25% stabilization and CIP policy.
 - Mark Onheiser, Projects Coordinator, has been working a lot on tree trimming recently with the storms. He is also working on reviewing the bids for the Gate House Museum structural review bids. He and Chief Spaulding are working on Town House updates.
 - Derek Shreves, Public Works Director, spoke with the State Highway Administration, and they will be sweeping Route 851. Final grades are happening at the Shannon Run stormwater pond, and the County is

planning for tree replanting. He and Mr. Schaeffer received quotes from a trash service to place 4-yard dumpsters in the Mac Lot specifically for recycling. It is part of a pilot program to try to increase the recycling and decrease the mess in the dumpster area of the Mac Lot. They are also considering a compactor in the space instead of multiple trash dumpsters, but that will come in the future.

- o Kerry Chaney, Town Clerk, is working on recruiting an employee for the Post Office, finding a document management solution for the Town House, and working on a technology evaluation for the Town House.
- Council thanked Mr. Schaeffer for the detailed report and thanked the staff for their hard work.

MOTION: Council President Grasley motioned and Council Member Link seconded to take a five minute recess at 7:58 P.M.

The motion carried unanimously.

MOTION: Council President Grasley motioned and Council Member Carter seconded to go back into open session at 8:00 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): (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 President Grasley motioned and Council Member Carter seconded to go into closed session at 8:00 P.M.

The motion carried unanimously.

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

Items discussed were:

- Minutes of July 15, 2019 Closed Session
- Town Manager Employment Agreement.

MOTION: Council President Grasley motioned and Council Member Schofield seconded to go back into open session at 8:40 P.M.

The motion carried unanimously.

ADJOURN: There being no further business to come before the Council, Council President Grasley motioned and Council Member Schofield seconded to go back into open session at 8:41 P.M.

The motion carried unanimously.

Respectfully submitted
Town Clerk Kerry Chaney