

Dear

DRAFT

OFFICIAL MINUTES OF SEPTEMBER 9, 2019 REGULAR COUNCIL MEETING
NO. 19-12

The Council meeting of the Town of Sykesville was held on Monday, September 9, 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
Corporal Carl Bird
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
Jana Antrobus, Executive Assistant
Dennis Hoover, Town Attorney

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

TREASURER'S

REPORT: Evelyn Sweet, Town Treasurer, presented the Treasurer's Report for July 2019. She explained that the first real estate tax payment came in August. Community outreach for the Police Department was covered under a grant they received; it will require a budget amendment. A budget amendment will be needed for the Town House boiler replacement. Budget amendments will be in January or February. Capital Improvement Program purchases have started including a new vehicle for the Police Department.

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

The motion carried unanimously.

PUBLIC SAFETY

REPORT: Corporal Carl Bird presented the Public Safety Report for the period of August 5 through September 2. There was a total of 579 reports including 20 assist other agencies, seven community policing events, 47 foot patrols, 21 incident reports, 298 patrol checks, and 56 traffic enforcement initiatives. Corporal Bird explained that the overdose incident was not fatal and the woman went to rehab following the incident.

Mayor Shaw announced that he had worked with The Partnership for a Healthier Carroll to develop a condensed resource book for the officers to hand out during overdose or addiction related events. The books will be given to each of the towns in Carroll County and are available at the Town House for anyone who wants one. There will also be beds opening in the Springfield Center for anyone in crisis to receive help.

Council Member Keenan asked about the incidents at Birch Manor and if anyone had reached out to the new management there. Corporal Bird explained that most of the incidents are occurring on the dementia and Alzheimer patient floor. The nursing home is required to report any incidents, however most are unsubstantiated.

COUNCIL COMMITTEE

REPORTS:

- **Sykesville Parks and Recreation (SPARC)** – Council Member Link announced that SPARC met on August 22. They discussed a volunteer shortage. The Sykesville Middle School Parent Teacher Association provided SPARC contact info for 160 background check adults who are on their volunteer list. They also discussed moving the concerts to Saturdays next year instead of Fridays and ways to reduce plastic at their events. Eric Valenstein was appointed Co-Chair of SPARC.
- **Planning Commission** – Council Member Dyer announced that there was no Planning Commission meeting in September.
- **Downtown Sykesville Connection (DSC)** – Council Member Keenan announced that there was a meeting between the Warfield developers and the DSC Board. The Board also discussed general housekeeping. There is a Promotions Committee meeting September 10 at 7 PM at Baldwin's Station. The Craft Beer Festival is November 9.
- **Main Street Merchants** – Council President Grasley announced that there was a Merchants meeting on August 30. There were some new business owners in attendance. Derek Shreves, Public Works Director, explained the regulations regarding the recycling dumpsters now located in the Mac Lot. The DSC was at the meeting to discuss projects involving the merchants including a basket for the Police Department, volunteer recruitment, and more.
- **Gate House and Schoolhouse Museums** – Mayor Shaw announced that he talked with Jack White, Curator of the Gate House Museum, regarding the

kitchen renovation, porch talks, and more. The next porch talks are September 15 and 22 and October 13. Mayor Shaw has not yet met with Pat Greenwald, Curator of the Schoolhouse.

- **Historic District Commission (HDC)** – Council Member Carter announced that the HDC met on August 27 and reviewed one application for a hanging sign and window sign at a new business on Main Street. The hanging sign was approved. The HDC asked for more information regarding the window sign before deciding.
- **Raincliffe Home Owners' Association (HOA)** – Council Member Schofield announced that there was not an HOA meeting since the last Council meeting. The next meeting is scheduled for September 18.

Council Member Schofield explained that he joined the Maryland Municipal League Legislative Committee. He has identified three items for legislative action; full restoration of the Highway User Revenues, Small Cell Legislation, and Electrical Utility Legislation.

ANNOUNCEMENTS:

- Next Mayor and Town Council Meeting is on September 23, 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.
- Mayor Shaw announced that the Smith family won #SykesvilleBingo! They filled the card three times over!
- Plastic bags cannot be placed in curbside recycling. A notice went out to all households regarding plastic in recycling.

OPEN SESSION:

Consent Agenda:

- I. **(2019-64) Minutes from August 12, 2019**

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

The motion carried unanimously.

Business:

- II. **(2019-65) Presentation of the 2020 DSC Event Schedule**
Jana Antrobus, Executive Assistant, presented the event schedule. She explained that there are currently two pending events for 2020, but staff has a meeting scheduled with Julie Della-Maria, Executive Director of the DSC, to finish reviewing those events. There are also two pending 2019 events, a food truck at the parklet, and Santa's Arrival. The food truck event is pending due to the need for barriers between the roadway and where people will gather.

Council thanked Ms. Antrobus for all her work reviewing the events permits. They also thanked the Police Department for working on July 4 for the events.

Council also said they don't see the broken glass from the Art and Wine Festival and the Craft Beer Festival to be an issue.

III. (2019-66) Award of the Economic Impact Analysis

Jared Schumacher, Circuit Rider and Grants Manager, presented this item. He explained that Carroll County is providing funding for this project. The Town solicited bids from three companies for this analysis; one returned a proposal. Mr. Schumacher also explained that the Warfield developers are getting their own economic development study done through a different company, although they might focus on different aspects than what the Town study will be focusing on.

Dennis Hoover, Town Attorney, explained that the original economic impact study is still available as well.

MOTION: Council President Grasley motioned to award the Economic Impact Analysis to Sage Policy Group in the amount of \$26,800. Council Member Carter seconded the motion.

The motion carried unanimously.

IV. (2019-67) Approval of the Capital Improvement Program (CIP) Policy

Evelyn Sweet, Town Treasurer, presented the policy. She explained that the Council had already voted to tie the CIP funding to the real estate taxes. The Town auditors explained that it should be in a formal policy that the Council adopts. 25% of the real estate taxes collected annually will be put towards the CIP.

MOTION: Council President Grasley motioned to approve the Capital Improvement Program policy as written. Council Member Carter seconded the motion.

The motion carried unanimously.

V. (2019-68) Approval of the bid award for the Gate House

Mr. Schumacher presented this item. He explained that there are two grants for the Gate House, one for kitchen repairs and one for structural repairs. This bid award is for the structural repairs only.

MOTION: Council President Grasley motioned to award the bid for the Gate House structural repairs to Colossal Contractors in the amount of \$28,690. Council Member Carter seconded the motion.

The motion carried unanimously.

VI. (2019-69) Introduction of Charter Amendment Resolutions NO. 2019-01 through 2019-06

These resolutions were shown to the Council at their previous meeting. They allow for hiring and termination abilities to rest with department

heads and the Town Manager. A section was changed in each of the resolutions to reflect a possibility of the Council getting involved if the department head and Town Manager do not agree on the hiring or termination of an employee.

Dennis Hoover, Town Attorney, also suggested having two people at each exit interview.

These resolutions were introduced. A public hearing will be held at the first meeting in October.

**COUNCIL AND
MANAGER
COMMENTS:**

- Mayor Shaw announced that Joe Cosentini will be starting at the Town Manager on October 1.
- Council Member Link explained that she had been contacted by representatives from PIE3, the robotics team that had previously spoke to Council about the use of 714 Sandosky Road for their meeting location. Frank Schaeffer, interim Town Manager, explained that there has been some preliminary research into the building and what it would need to bring it up to useable standards. Structurally it is sound, but it has lead paint, asbestos, mold, and no air conditioning or heating. Staff will continue to look into the matter more.
- Mr. Schaeffer thanked Jana Antrobus, Executive Assistant, for her hard work on the exterior landscaping of the Town House. Ms. Antrobus coordinated Public Works, the DSC, and the Town landscapers to make sure everything was being taken care of correctly.
- Mr. Schaeffer also announced that the CIP process has started internally. Staff will be submitting their requests and if Council has any requests, they should let Mr. Schaeffer know so he can assign a staff person to them.
- The Phase II report will be at the first meeting in October.
- The memorial bench for Bob Bond, Town Engineer, has come in. Staff has decided to place it in front of the Town House near the gazebo and garden area. Mark Onheiser, Projects Coordinator, will be picking up all of the materials from Mr. Bond's office.
- The new recycling bins in the Mac Lot are in place thanks to Derek Shreves, Public Works Director.

MOTION: Council President Grasley motioned and Council Member Link seconded to take a five minute recess at 8:35 P.M.

The motion carried unanimously.

MOTION: Council President Grasley motioned and Council Member Carter seconded to go back into open session at 8:44 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

MOTION: Council President Grasley motioned and Council Member Schofield seconded to go into closed session at 8:45 P.M.

The motion carried unanimously.

Those in attendance were: Mayor Shaw, Council President Grasley, Council Members Carter, Dyer, Keenan, Link, and Schofield, Interim Town Manager Frank Schaeffer, and Town Clerk Kerry Chaney.

Items discussed were:

- **Personnel** – Post Office Employee Hiring – confidential personal information

MOTION: Council President Grasley motioned and Council Member Link seconded to go back into open session at 8:50 P.M.

The motion carried unanimously.

Council discussed the MML Fall conference briefly. Mayor Shaw, Council President Grasley, and Council Member Schofield will all be attending a portion or all of the conference.

The MML Fall conference is during the first October Council meeting. Council agreed that if Police Chief Spaulding can reschedule his briefing for the Emergency Operations Plan, they would like to reschedule the first October meeting to October 7.

ADJOURN: There being no further business to come before the Council, Council President Grasley motioned and Mayor Shaw seconded to adjourn meeting at 9:00 P.M.

The motion carried unanimously.

Respectfully submitted
Town Clerk Kerry Chaney