

Dear

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OFFICIAL MINUTES OF SEPTEMBER 23, 2019 REGULAR COUNCIL MEETING
NO. 19-13

The Council meeting of the Town of Sykesville was held on Monday, September 23, 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
Auxiliary Lieutenant Kevin Cox
Kerry Chaney, Town Clerk
Derek Shreves, Public Works Director

PUBLIC
COMMENTS: There were no public comments

PUBLIC SAFETY

REPORT: Chief Spaulding presented the Public Safety Report for the period of September 3 through September 15. There was a total of 323 reports including 13 assist other agencies, three community policing events, 32 foot patrols, nine incident reports, 157 patrol checks, and 33 traffic enforcement initiatives. In regards to the two suspended registration incidents at the same location, Chief Spaulding explained that they were different violators but in the same area.

Chief announced that Sergeant Kilgore is back to full duty following his minor elbow surgery.

Chief Spaulding also announced that the Department is still trying to find someone to fill the police officer vacancy. A grant from the Governor's Office has been applied for to bolster recruitment and retention of officers. The Department will be at the Carroll County Job Fair with both the police officer opening and the auxiliary openings.

Council Member Link explained that the Sykesville Middle School Parent Teacher Association provided Parks and Recreation with a list of volunteers who

are willing to help. The list will be provided to Chief Spalding in hope of filling the crossing guard vacancy.

Chief Spaulding announced that the Junior CSI Academy has begun with 35 students have enrolled. Chief Spalding is planning on renaming it after Police Chief John Williams who started the program.

The Carroll County Sherriff's Office has placed a Student Resource Officer in Sykesville Middle School and other area schools. The Sykesville Police Department does patrol checks of Sykesville Middle School daily.

COUNCIL COMMITTEE REPORTS:

- **Historic District Commission (HDC)** – Council Member Carter announced that the next HDC meeting will be on October 1.
- **Gate House and Schoolhouse** – Mayor Shaw announced that there will be a porch talk on October 13. The Gate House reached out to the Carroll County Historical Society to form a relationship. The Schoolhouse will be holding a birthday party for Warren Dorsey's 99 birthday on November 17, beginning at 2:00 PM
- **Sykesville Parks and Recreation (SPARC)** – Council Member Link announced that SPARC is obtaining quotes for volunteer vests, working on getting recycling bins for the parks, focusing on reducing plastic usage, and getting a self-serve water dispense for the snack shack in Millard Cooper Park for during events. The next SPARC meeting is on September 26.
- **Downtown Sykesville Connection (DSC)** – Council Member Keenan announced there was no DSC meeting in September. Council Member Keenan also announced that the DSC has received a grant from the Civil War Heritage Area to fund a Main Street Coloring Book. The Happython has been fully funded by the Impact Association. The Carroll Arts Council will be funding the Main Street Flags.
- **Merchants** – Council President Grasley announced there will be a Merchants meeting on September 27.
- **Planning Commission** – Council Member Dyer announced there was not a September meeting; the next meeting is scheduled for Tuesday, October 8.
- **Raincliffe Homeowners Association (HOA)** – Council Member Schofield announced there was a meeting on September 18; there is one open item; discussing fiber optic connections with Ting. Council Member Schofield explained that there were two new follow-up questions asked about who the Town uses for picnic tables and concrete and when the crosswalks in the HOA will be restriped.

Council Member Schofield is also on the Maryland Municipal League Legislative Action Committee. He announced they had a meeting on September 11, but he was not able to attend. Their next meeting will be at the fall conference, October 14.

ANNOUNCEMENTS:

- Next Mayor and Town Council Meeting is on Monday, October 7, 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. (2019-70) Minutes from September 9, 2019
- II. (2019-71) Appointment of Laura Scheiner to the Ethics Commission

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

The motion carried unanimously.

Business:

III. (2019-72) Presentation from Lt. Kevin Cox, SPD Auxiliary

Auxiliary Commander, Lieutenant Kevin Cox presented an update from the Sykesville Police Department Auxiliary. There have been 14 events in the most recent quarter that the Auxiliary have staffed. The seven current members have also attended numerous different trainings throughout the quarter. In total, there were 307.75 hours worked by all Auxiliary Police Officers during the third quarter with 22.5 more hours predicted.

Lt. Cox explained that he is working on implementing an Auxiliary Police Officer of the Quarter award, creating mission and vision statements, and getting OC Spray (pepper spray) training for the auxiliary officers. He is also working on interdepartmental operations with other auxiliary units in the state. He wants to implement things that work for them and share what works for the Sykesville Auxiliary Police.

Lt. Cox also explained that there is a constant struggle for recruitment. The auxiliary will be joining the other Police Officers at the Carroll County Job Fair to increase their recruitment.

Council thanked Lt. Cox for all of his hard work with the Auxiliary unit.

IV. (2019-73) Presentation of the DSC Quarterly Report

Julie Della-Maria, Executive Director of the Downtown Sykesville Connection (DSC), presented the quarterly report. She explained that the Economic Vitality and Business Community Projects (part of the Economic Development group) have been working on collecting the material to re-print the Downtown Sykesville visitor guide, the programming of the 2019 Carroll Business Academy, starting on

September 27 and with a special guest speaker from Google on November 7. They have joined the Sykesville Hive Coalition for the restoration and development of the Apple Butter Warehouse and are continuing the Façade Improvement Program administration.

The Design Committee has completed their urban transformation program including many different public art spaces. They are currently working on creating a story tour application for the Snallygaster mini-mural project, applying for a mini-grant to develop a Main Street Coloring book, and they have received funding from the Carroll County Arts Council.

The overall impressions of the parklet were positive. They have also figured out a storage space at no cost to the DSC.

The Organization Committee has purchased a management software, created a volunteer handbook and incentive program, and has worked on partnering with other nonprofits for the different events.

The Green Committee has kept up the maintenance of gardens, met with Town staff to determine the use and management of the Town grounds, maintained the planters on Main Street and at the parklet, and has hosted summer gardening and educational programs.

The Promotions Committee has created volunteer meetings at different local restaurants, created a marking campaign with Comcast, begun planning and meeting with the Sykesville Police and Carroll County Liquor Board for the Craft Beer Festival and Trick or Treat on Main Street, along with adding the planning of Santa's Arrival.

The Farmers' Market had 44 vendors this season. They provided free programming for children every Sunday, and they would like to stay at the same location for the 2020 season.

Council thanked Julie for her thorough report.

V. (2019-74) Consider/Discuss/Act on Document Management Solutions

Kerry Chaney, Town Clerk, presented this item. She explained that the physical records are currently kept in the attic of the Town House in a mostly unorganized fashion. There was money allocated in the budget to air condition the attic for better document retention. Ms. Chaney started looking into document management solutions as an alternative. ShoreScan came in as the most cost effective option that had everything staff requested for document management. It is a cloud based system with one flat fee per month, and they do not charge for the storage space for the scanned documents. They will provide the setup and training for staff on the scanners and the system.

There were questions about the security of the documents scanned. Staff will look into the full extent of the security of ShoreScan but plan to only scan in public documents. Personnel files will be kept physical, locked away, and safe.

MOTION: Council President Grasley motioned to approve ShoreScan as our document management company based on the quote provided. Council Member Carter seconded the motion.

The motion carried unanimously.

VI. (2019-75) Introduction of Ordinance NO. 304 for Stormwater Management

Carroll County handles stormwater management review and enforcement for the Town. For purposes of clarity and consistency, the County has asked that the all the towns enter into a Memorandum of Understanding regarding these services. The Town Code needs to be amended to update several sections of the Code to properly do this.

Council introduced Ordinance NO. 304 for stormwater management. A public hearing will be held on October 7.

ADJOURN: There being no further business to come before the Council, Council Member Link motioned and Council Member Schofield seconded to adjourn meeting at 8:21 P.M.

The motion carried unanimously.

Respectfully submitted
Town Clerk Kerry Chaney