

Dear

DRAFT

OFFICIAL MINUTES OF MARCH 9, 2020 REGULAR COUNCIL MEETING
NO. 20-05

The Council meeting of the Town of Sykesville was held on Monday, March 9, 2020. Mayor Shaw called the meeting to order at 7:00 P.M. in the conference room of 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, and Stacy Link.

ABSENT: Council Member Jeremiah Schofield

STAFF: Joseph Cosentini, Town Manager
Police Chief Michael Spaulding
Craig Weaver, Town Treasurer
Kerry Chaney, Town Clerk
Derek Shreves, Public Works Director

CONSENT AGENDA

Minutes from February 24, 2020
Reappointment of Al McEvoy to the BZA

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

The motion carried unanimously.

PUBLIC COMMENTS:

There were no public comments.

UNFINISHED BUSINESS

I. **Public hearing on and Consider/Discuss/Act on Ordinance NO. 2020-03 for the FY2020 Budget Revisions**
There were no public comments regarding Ordinance NO. 2020-03

MOTION: Council President Grasley motioned to approve Ordinance NO. 2020-04 – FY2020 Budget Amendments. Council Member Carter seconded the motion.

The motion carried unanimously.

NEW BUSINESS

I. Consider/Discuss/Act on Employee Sick Leave Advance

Joe Cosentini, Town Manager, explained that the Personnel Handbook has a process for sick time to be advanced to employees who need additional sick time. Jana Antrobus, Executive Assistant, recently had two procedures and has run out of sick leave.

MOTION: Council Member Link motioned to approve the sick leave advance for Jana Antrobus. Council Member Carter seconded the motion.

The motion carried unanimously.

There was a discussion about a sick leave bank policy. Discussion had occurred in the past, but the policy was never brought before the Council for approval.

II. Consider/Discuss/Act on Master Plan Scope of Work

Joe Cosentini, Town Manager, explained that a Request for Proposals was released, and staff narrowed the resulting firms down to two. One firm was selected by Mr. Cosentini and was asked for a scope of work.

Council Member Carter asked about the cost and if the overall cost included mileage and other reimbursable fees. Mr. Cosentini believes it does include that. He would like Council to approve the scope of work in an amount not to exceed \$95,000.

Council President Grasley asked how they were planning on keeping the survey monkey to just Town residents. Mr. Cosentini explained that the survey will be a minor piece, but there are ways to filter the responses.

Planning Commission will be a large part of the Master Plan update. There is a steering committee too and plenty of public meetings .

MOTION: Council Member Grasley motioned to approve the Michael Baker International Scope of Work for the Master Plan update in an amount not to exceed \$95,000. Council Member Carter seconded the motion.

The motion carried unanimously.

The goal is to have the Master Plan update be completed by March 2021 and then brought before Council for approval.

7:45 PM ANNOUNCEMENTS/REPORTS

- Next Mayor and Town Council Meeting is on Monday, March 23, 2020.

- We have volunteer opportunities available on the Historic District Commission, BZA, SPARC, Police Auxiliary, and Crossing Guard. Email town@sykesville.net for more information about volunteering with the Town.
- Staff Updates
 - o Mr. Cosentini announced the MML Summer Conference is June 28 – July 1.
 - o South Branch Park work will be starting next week. The plan is to have the parking lot half open at a time.
 - o Property maintenance regarding graffiti on Springfield Avenue was discussed. The property will be painting over the graffiti. The Town does not have an ordinance regarding graffiti, so there is no way currently to enforce painting over graffiti.
 - o BGE started replacing the lighting in the Police Department today. They have placed two more external samples, and the addresses will be emailed to the Council. The goal is a low Kelvin but a large footprint.
 - o Treasurer's Report
Craig Weaver, Town Treasurer, presented the January 2020 Treasurer's Report. He explained that this does not include the budget amendments. There was a large real estate tax payment received as well.

MOTION: Council President Grasley motioned to approve the January Treasurer's Report. Council Member Keenan seconded the motion.

The motion carried unanimously.

- o Public Safety Report
Chief Spaulding presented the Public Safety Report for the period of February 18 through March 1. There was a total of 302 reports including 10 assist other agencies, one community policing event, 16 foot patrols, seven incident reports, 155 patrol checks, and 42 traffic enforcement initiatives. Chief Spaulding explained the 13 house checks are the officers driving past houses whose owners asked for a drive by check.

Chief Spaulding commended Sergeant Kilgore for getting in touch with the owner of Joy Automotive on Springfield Avenue. The owner will be painting over the graffiti, repairing the broken windows, and is considering putting a camera on the building. The neighbors were upset, and many complaints were received regarding the graffiti.

Chief Spaulding explained that all of his officers have gloves, masks, and sanitizer to keep themselves as safe as possible from COVID-19.

A virtual joint info center is up and running in the county with a hotline to report any suspected cases. Staff will be working on a continuity of operations plan in case staff members contract COVID-19.

- Council/Committee Reports
 - o Council Member Carter announced the Historic District Commission (HDC) met in February with Lennar regarding the limitations of lofts on some of the townhomes in Parkside. The HDC did not agree to allow lofts on the units they had already determined should not have the lofts. The next HDC meeting is scheduled for March 24.
 - o Council President Grasley announced the Merchants met to discuss the Harry Potter themed first Friday event. They discussed the April first Friday event, Mimosas on Main Street, and the Cocoa Crawl. They had questions about the South Branch parking lot, Oklahoma Avenue and Main Street intersection, and the Splash Pad. Their next meeting is March 27.
 - o Mayor Shaw announced he is planning on talking to the Homework Club and Pat Greewald at the Schoolhouse. He is talking with Jack White at the Gate House regarding setting up a Board and a plan for fundraising.
 - o Council Member Keenan announced the Wine Festival is scheduled for May 3. Troy Welsh is the new event coordinator for the Downtown Sykesville Connection, and there is a Promotions Committee meeting March 10 beginning at 7 P.M. at Market Tavern.
 - o Council Member Dyer announced Planning Commission has not met since the last Council meeting.
 - o Council Member Link announced that Parks and Recreation (SPARC) met on February 27 and discussed the event schedule including Movies in the Park and Yoga in the Park. They will have volunteers at the Farmers' Markets and recycling containers in the parks soon.

ADJOURN: There being no further business to come before the Council, Council President Grasley motioned and Council Member Link seconded to adjourn meeting at 8:08 P.M.

The motion carried unanimously.

Respectfully submitted
Town Clerk Kerry Chaney