

**STAFF REPORT FOR
MONDAY, APRIL 25, 2016
MAYOR AND TOWN COUNCIL OF SYKESVILLE**

7:00 PM CALL TO ORDER:

7:05 PM PUBLIC CONCERNS:

7:10 PM MINUTES: April 11, 2016

7:15 PM REPORTS:

- Public Safety Report
 - ◆ Auxiliary Officer Recognition
 - ◆ Mayor administer Oath of Office to new Auxiliary Officers
Mayor Shaw will administer the Oath of Office to all the new Auxiliary Officers in attendance.
- Council Committee Reports
- Main Street Association Report

7:45 PM ANNOUNCEMENTS:

- Sunday, May 1, Annual Art and Wine Festival. This event starts at noon and runs until 5:00 p.m. on Main Street. There will be wines to taste and many artists to see.
- Thursday, May 5, will be Town recycling pick up. Please note that effective May 5, the Town is changing recycling pick up from Friday to Thursday. Recycling should be placed curbside Wednesday night.
- Saturday, May 14, the first movie in the park. The Lego Movie is the first movie and will be shown at **dusk**. Bring your chairs and blankets. The snack shack will be open for business.
- Sunday, May 15, Farmers Market. This is the first day of the Farmers Market. The market will be open from 9 am to 1 pm.

7:50 PM CONSENT AGENDA:

The Council will not discuss the agenda items and will vote on the Consent Agenda in the form of one motion. However, before making a motion, the Mayor will ask if any of the Council Members request the removal of an item from the Consent Agenda for separate consideration.

Motion to adopt the Consent Agenda (which consists of the following items):

- 1. Authorization of expenditure of up to \$15,000 in FY 2016 for the repair of Baldwin's Station roof and other structural repairs that may be needed.**

2. **Award a contract to purchase a bridge for the Linear Trail to _____ in the amount of \$_____ and to authorize expenditures of \$_____ for the 5 percent match. (Still review bids)**
3. **Authorization of the Mayor to sign Groundwater Easement (Warfield)**

Background

Use of Capital Reserve for Baldwin's Station roof repair

We have received a favorable estimate to repair the roof on Baldwin's Station (see attached). Funding is included in the FY 2017 budget. However, it has been difficult to find contractors at a reasonable price. We are concerned that if we wait until July 1 to award the contract, the contractor will be unavailable. This is to request authorization to hire this contractor so work can begin immediately. The Capital Reserve will be repaid with FY 17 funds.

Linear Trail Bridge

In FY 2015, the Town received a Program Open Space (POS) Grant in the amount of \$32, 664 to repair the Linear Trail Bridge (application was submitted in May 2014). This grant has a 5 percent match. Due to the recommended design at the time, the Town also applied for a State Highway Administration Recreation Trails grant and was awarded \$20,000 for this project. We have a new design which is less costly. Our plan is to use the POS grant to purchase the bridge and the SHA grant for the labor to install it. Because the cost of the bridge was greater than \$10,000, the Town advertised a request for bids. We received two bids. The low bid was \$22,560 from MAADI Group Inc. However, there are some other factors being considered. More information about bidders is attached. A recommendation on who to award the contract to will be made by Monday.

Groundwater Easement (Warfield)

Recently Carroll County was made aware from the Maryland Department of the Environment that wells that were drilled in and around the Springfield property were up for renewal for water allocations. It was thought that the permits expired and the appropriations were no longer available. However, the County was able to renew the allocation permits for approximately 1 million gallons a day of water and the State is allowing the County to get acceptance of the easements for future treatment buildings and water supply lines. One of the easements includes a 70 foot section +/- of Town of Sykesville property. The actual wells are north of the easement area on state property. The Perpetual Easement and Plat documents for the well water line easement that crosses the future Warfield property are attached.

8:00 PM OPEN SESSION:

4. **Public Hearing on Ordinance NO. 295 – FY 2017 Operating and Capital Budget and Tax Rate** – Mayor Shaw will open the Public Hearing to the public and ask for questions and concerns. Public comment will be in response to the budget proposed on April 11, 2016.

Recommended Action: The Public Hearing will remain open until the next meeting on Monday, May 9, at which time the Public Hearing will close.

5. **Public Hearing on Proposed Real Property Tax Rate** – Mayor Shaw will open the Public Hearing on the Proposed Real Property Tax Rate to the public for questions and concerns. The Mayor’s proposed budget has the Tax Rate remaining the same at \$0.35 per \$100 of Real Property Assessment. However, the assessable base will increase by 1.9% resulting in \$26,036 of additional revenue to the Town. ***The real property tax rate must be set at the constant yield tax rate hearing, or at a later time if the day, time, and location the tax rate will be set is announced at the hearing.*** The Personal Property tax rate is also proposed to remain the same at 2.5 times the rate for real property or \$0.875 per \$100 of assessed property value. The tax rate will also be included when the budget ordinance is adopted at the May 9 meeting.

Recommended Action: Close the public hearing.

6. **Discussion of FY 2017 Operating Budget, FY 2017-2021 Capital Improvement Plan (CIP), and FY 2017 Tax rate** – Mayor Shaw will open the discussion of the FY 2017 Operating Budget, FY 2017-2021 Capital Improvement Plan (CIP), and the FY 2017 Tax rate to the Council. At the April 18 Budget Work Session, there were several changes recommended by Council members. The revised budget is attached for consideration. Of specific note are changes in the FY 17 capital budget.

Recommended Action: Discuss all items as outlined and announce the Public Hearing will close at the next meeting on May 9 at which time the Mayor and Town Council will vote on the FY 2017 Operating Budget and FY 2017 Tax rate. The CIP will be reviewed by the Planning Commission on May 2.

If in agreement, motion to adopt the Town’s FY 2017 tax rates at \$0.35 per \$100 of Real Property Assessment and \$0.875 per \$100 of Personal Property Assessment.

7. **FY 2017 Program Open Space grant application** – Contrary to earlier information, the Town of Sykesville is in the rotation for POS funding in FY 2017. The application is due May 20, 2016. After consulting with Council Member Carter, Parks and Recreation Liaison, and staff, the top recommendation is to fund improvements to Cooper Park to make it more accessible to those with mobility issues.

Recommended Action: Make a recommendation to the staff as to what project the Town should focus on and apply for this grant.

9:00 PM Recess

9:05 PM

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, (3) to consider the acquisition of real property for a public purpose and matters directly related to the acquisition, and (7) to consult with counsel to obtain legal advice

- **Legal Consult** – Disposition agreement for 7610 Main Street
- **Acquisition of Real Property** – Contract implementation for 714 Sandosky Road
- **Personnel**—Public Works Compensation

ADJOURNMENT: