

**STAFF REPORT FOR
MONDAY, OCTOBER 24, 2016
MAYOR AND TOWN COUNCIL OF SYKESVILLE**

7:00 PM CALL TO ORDER:

7:05 PM PUBLIC CONCERNS:

7:10 PM MINUTES: October 11, 2016

7:15 PM REPORTS:

- Public Safety Report
- Council Committee Reports
- Main Street Association Report

7:30 PM ANNOUNCEMENTS:

- At the October 11 meeting, Michael Schlaerth was appointed as a Police Officer.
- Halloween on Main Street, October 27, 5 P.M. – 7 P.M.
- The last day of the year for the Farmers' Market and the Little Sykes Railway is October 30.
- Halloween trick or treating throughout the Town will be Monday, October 31, 6 P.M. – 8 P.M.
- Chili and Beer Festival, Saturday, November 5, 12 P.M. – 5 P.M.
- Town Offices closed for Veteran's Day, November 11.

7:35 PM OPEN SESSION:

BUSINESS:

1. Swearing in of new Police Officer

Michael R Schlaerth was appointed as a police officer at the October 11 Mayor and Town Council meeting. Today is his first day. Chief Spaulding has prepared the swearing in document.

2. Appointment of Ken Johnson to the Board of Zoning Appeals

Mayor Shaw has met with Ken Johnson regarding his request to join the Board & Zoning Appeals and is recommending him to be appointed for a three-year term that expires September 30, 2019.

3. Introduction of Ordinance NO. 297 to amend Chapter 140, Article I, §140-2 (Exhibit A) of the Code of the Town of Sykesville to designate an additional Snow Emergency Route - Willow Bottom Road

Council Staff Report
October 24, 2016

Mayor Shaw will introduce Ordinance NO. 297. It was recommended by Ron Esworthy, Director of Public Works, to add Willow Bottom Road as a Snow Emergency Route. At the October 11 MTC meeting, it was decided to create additions to the Snow Emergency Routes by amendment instead of resolution in order to allow the public a chance for input.

4. Presentation of FY 2018-2022 Capital Improvement Program Requests

The list of all capital requests will be presented. This list has not been vetted; it is to show the range of needs. This list does not include an updated plan for paving and patching Town roads. That will be presented later. It is important to note that there are a larger than normal number of large ticket items projected for the next five years.

5. Authorization to purchase an HVAC unit for the Post Office

The FY 17 capital budget included \$9,000 for snow stops for the roof of the Old Main Line Visitors Center and Post Office. The snow stops have been installed and the actual price was \$1,585. This left \$7,415 remaining. Also, expenditures of less than \$5,000 do not qualify as a capital item. A budget amendment will be done at a later date to move the snow stop expenditure to the Post Office Building Maintenance line item in the operating budget.

Late this summer, the Post Office air conditioning stopped working. A new system was needed including both the interior wall unit and the outdoor heat pump. This was installed at a cost of \$5,420, knowing there was unspent funds for the snow stops. This is to authorize the expenditure.

Recommended action: Motion to authorize the addition of the Post Office HVAC system to the FY 17 capital budget in the amount of \$5,420.

6. Authorization to participate in the Circuit Rider Program

At this time, the State has about \$200,000 available from the Maryland Circuit Rider Town Manager Program for a circuit in Carroll County. This program will allow for managerial help, investigating funding sources and grant opportunities, preparation of required reports to government entities, working on town plans and grant applications, assisting with updating towns' financial program, and any other help the Town may need, through June 2018. This program would be in conjunction with the Towns of Union Bridge and New Windsor, with the Town of Union Bridge as the sponsor.

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): (7) to consult with counsel to obtain legal advice on a legal matter.

- Consult with Legal Counsel – Trash removal obligations
- Consult with Legal Counsel – Warfield Contract negotiations

ADJOURNMENT: