

DRAFT

OFFICIAL MINUTES OF MARCH 13, 2017 REGULAR COUNCIL MEETING
NO. 17-05

The Council meeting of the Town of Sykesville was held on Monday, March 13, 2017. 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 Leo Keenan, and Council Members Julia Betz, Anna Carter, William "Chip" Bleam, Chris True, and Stacy Link.

STAFF: Dawn Ashbacher, Town Manager
Kerry Chaney, Town Clerk
Police Chief Spaulding
Julie Della-Maria, Interim Main Street Coordinator

PUBLIC CONCERNS: Fred Gossage was present to discuss the Request for Proposals for the 714 Sandosky Road property. See Open Session number 4.

MINUTES: February 27, 2017

MOTION: Council Member Betz motioned and Council Member Carter seconded to approve the minutes with the revision provided.

The motion carried unanimously.

TREASURER'S REPORT: January 2017

MOTION: Council Member Betz motioned and Council Member Bleam seconded to approve the January 2017 Treasurer's Report.

The motion carried unanimously.

PUBLIC SAFETY

REPORT: Police Chief Spaulding presented the Public Safety Report for the period of February 23 through March 8, 2017. There were a total of 402 reports including 76 Calls for Service, three Community Policing, and 56 Traffic Enforcement Initiatives.

Chief Spaulding reported that the officers have increased their patrols of the Warfield Complex. The reported incidents at the Warfield Complex are new damage that was not previously recorded by the officers. No arrests have been made yet. Chief Spaulding is looking into the possibility of setting up trail cameras to catch vandals.

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The speed trailer has been fixed. The replacement computer chip was covered under the warranty. Officers Kirkner and Schlaerth have been learning how to use the trailer and all of its features. The average speed that it has been recording is below the posted speed limits.

Chief Spaulding announced that the Maryland State Police have put a Snow Emergency in effect as of 6:00 P.M. Officers have been going over the snow emergency routes in an attempt to have people move their cars prior to the snow plows coming through. A storm warning is in effect from 7:00 P.M. on Monday, March 13 to 2:00 P.M. on Tuesday, March 14. Public Works employees will arrive at 10:00 P.M. and the Police Department will be fully staffed. Carroll County Government, and the Town offices, are closed on Tuesday, March 14.

COUNCIL COMMITTEE

REPORTS:

- **Historic District Commission (HDC)** – Council Member Link announced that the HDC will have a special meeting on Thursday, March 16 at 6:30 P.M. to discuss a written response to the Maryland Historical Trust's (MHT) denial of the proposed guideline revisions for the new construction on the Warfield Complex. They will be discussing the plan to move forward and possibly an appeal of the decision. The HDC's next regularly scheduled meeting is on March 28 at 7:00 P.M. The Mayor and Council Members asked Council Member Link to convey to Jack White, Curator of the Gate House Museum, their thanks for the tour and appreciation of all the work that has been done at the museum.
- **Sykesville Parks and Recreation (SPARC)** – Council Member Carter announced that the next SPARC meeting is on March 23 at 7:00 P.M. The SPARC Easter Egg Hunt is on April 14 at 10:00 A.M. for children under eight years of age.
- **Warfield Development Corporation (WDC)** – The Mayor announced that the WDC met on March 1 to discuss the sixth amendment to the sale of the property, the response from the MHT, and the possibility of coordinating a meeting with the Department of Planning.
- **Main Street Association (MSA)** – Council President Keenan announced that the MSA did not lose as much money on Ice Fest as they expected. They are working on the Gala and have considered having it every other year. They have decided to limit the MSA Board to nine members and welcomed Mary Ellen Will as the Organization Committee Chair. A large portion of what they will be focusing on is volunteer recruitment.

The Promotions Committee meeting on March 14 is cancelled due to the weather.

Julie Della-Maria, Interim Main Street Coordinator, presented the plan for the Farmers' Market location. She has proposed using the building and parking lot at 714 Sandosky Road for the location of the Farmers' Markets. The Council Members expressed concerns about safety. Ms. Della-Maria reported that all the equipment is locked away. Seating would not take up the entire garage so the vendors can move inside in case of rain. The bathrooms in the building would be for vendors only, and Ms. Della-Maria is obtaining a quote for a port-a-pot.

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MOTION: Council Member True motioned and Council President Keenan seconded to allow the Farmers' Market to use 714 Sandosky Road for the 2017 season.

The motion carried unanimously.

Ms. Della-Maria announced that she, Mark Onheiser, and David Guiney did a walkthrough of where the exhibits will be located. The Town House exhibit will be moved to the other side of the house so it will not be blocked by cars in the parking lot. It will be placed by the fourth step down. There are currently two bushes there that are sick. The recommendation is to remove the bushes and replace them with something better looking and healthy. Ms. Della-Maria will coordinate with the HDC, the Green Committee, and Town staff for this.

Ms. Della-Maria also announced that she will be applying for a non-matching grant through the Art Council for the bike rack project. It will be on the agenda in the future for the Mayor and Town Council to approve.

There is a proposal for Carroll Community Bank to place an ATM at the Post Office. It would be placed inside for safety. It is more sophisticated than a normal ATM and would be able to accept checks for deposit as well. Carroll Community Bank will provide all necessary security and maintenance for the ATM. Currently, seven downtown merchants use Carroll Community Bank. The bank and Ms. Della-Maria will work with Dawn Ashbacher, Town Manager, for this project.

- **Planning Commission** – Council Member Betz announced that the Planning Commission had a meeting on March 6. The updated draft Sykesville bike-ped map was presented from the County, and it will be displayed to the public at the Citizen Outreach meeting on March 21. In response to the request to remove the trail from the Raincliffe plans and instead have the Home Owners' Association accept \$15,000 from the developer, the Planning Commission proposed that a path be built from the corner of Northup Grumman to the access road and additional money be given to the HOA for their use. However, Carroll County indicated that the trail cannot be approved on their utility easement, so this will have to be revisited. The next Planning Commission meeting will be on April 4 at 7:00 P.M.
- Council Members True and Bleam announced that a proposal will be brought to the Mayor and Town Council soon for the Police Department compensation.

ANNOUNCEMENTS:

- Nominations for Council Members and Mayor will be taken at the March 27 Mayor and Town Council meeting
- Voter Registration closes on April 14
- Election Day is May 2

OPEN SESSION:

1. Farmers' Market Location

This was discussed during the Council Committee Reports. Nothing more was discussed.

2. Approval of Resolution NO. 2017-02, Maryland Assurance of Compliance, and Memorandum of Agreement for the Circuit Rider Program

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There will be two Circuit Riders for the Carroll County program. One will be based in Sykesville and the other will rotate between Union Bridge and New Windsor.

MOTION: Council President Keenan motioned and Council Member Betz seconded to authorize the Mayor to execute both the Memorandum of Agreement between the Town and the Maryland Rural Development Corporation and the Maryland Assurance of Compliance, and to approve Resolution NO. 2017-02 authorizing the Town to participate in the Circuit Rider Program.

The motion carried unanimously.

3. Presentation of FY18 Capital Improvement Program priorities to the Mayor and Town Council

Evelyn Sweet, Town Treasurer, presented the priorities to the Mayor and Town Council. Not everything can be funded. Ms. Sweet will be meeting with the Mayor to discuss the budget. The Town Council asked if the air conditioning for the Gate House is necessary for the preservation of the artifacts. Mark Onheiser will be asked to look into it. Council Member Betz mentioned that the Girl's Shelter notes changed from one spreadsheet to another. Ms. Sweet will look into this.

Dawn Ashbacher, Town Manager, mentioned that the road paving list was given to the Mayor and Town Council. The highlights have changed from last year. Mark Onheiser is looking into changing the ratings from one through ten to one through five. More information will be given at a later date.

4. Request for Proposals for 714 Sandosky Road

Several citizens had questions about this Request for Proposals. It was noticed that the lot line for the 714 Sandosky Road parcel was near the building. It was asked if this was correct. The lot line should be the same from the previous sale. Nothing has been resurveyed since then. Ms. Ashbacher will look into resurveying this.

Ms. Ashbacher will also look into why there is a red line across the map near the Town House and the Police Department.

Scott Beck was concerned about the possible development of the parking lot behind E.W. Beck's included in this Request for Proposals. The Mayor assured him that the plan behind this Request for Proposals was to see what develops and to hopefully have more parking than there currently is. There will also be a chance for public input before any development takes place. The intention of including the Town House, Police Department, Maintenance Shop, and surrounding properties is to allow for some creativity in the proposals rather than limiting it to only one lot.

A review will take place with Dennis Boyle, of Lee and Associates, to discuss the timeframe and deadlines for proposals. There is a pre-proposal meeting on April 5.

MOTION: Council Member Betz motioned and Council President Keenan seconded to take a five minute recess at 8:30 P.M.

The motion carried unanimously.

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MOTION: Council Member Betz motioned and Council Member True seconded to go back into open session at 8:38 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; and (7) to consult with counsel to obtain legal advice on a legal matter.

MOTION: Council Member Betz motioned and Council Member True seconded to go into closed session at 8:39 P.M.

The motion carried unanimously.

Those in attendance were: Mayor Shaw, Council President Keenan, Council Members Betz, Blean, Carter, Link, and True, Town Attorney Dennis Hoover by phone, and Town Manager Dawn Ashbacher.

Items discussed were:

- **Consult with Legal Counsel – Warfield Contract Negotiations – not discussed**
- **Consult with Legal counsel – Maryland Historical Trust Review Process – no action**
- **Personnel Updates – Confidential Personal Information – no action**

MOTION: Council Member True motioned and Council Member Betz seconded to go back into open session at 9:00 P.M.

The motion carried unanimously.

ADJOURN: There being no further business to come before the Council, Council Member True motioned and Mayor Shaw seconded to adjourn meeting at 9:01 P.M.

The motion carried unanimously.

**Respectfully submitted
Town Clerk Kerry Chaney**