

**STAFF REPORT FOR
MONDAY, APRIL 10, 2017
MAYOR AND TOWN COUNCIL OF SYKESVILLE**

7:00 PM CALL TO ORDER:

7:05 PM PUBLIC CONCERNS:

7:10 PM MINUTES: March 27, 2017

7:15 PM REPORTS:

- February Treasurer's Report
- Council Committee Reports

7:30 PM ANNOUNCEMENTS:

- At the March 27 Mayor and Town Council meeting, Julie Della-Maria was appointed as the Main Street Coordinator, Ian Cornelius-Rommel was appointed as a full-time Maintenance Worker, and Jeff Sandosky and Kevin Rommel were appointed as part-time Maintenance Workers
- Budget Workshop – April 11
- Voter Registration closes on April 14. . Registration forms may be picked up at the Sykesville Town House, at Carroll County Board of Elections or on the website at <http://ccgovernments.org/ccg/electionboard>
- The Candidate Forum will be held on April 17 at 7 p.m. at the Town House. It will be broadcast by the Community Media Center.
- Spring Cleaning Day will be April 29. Please place your items for pickup curbside on the night of Friday, April 28. Appliances will be picked up on Monday, May 1.
- Election Day is May 2

7:35 PM OPEN SESSION:

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***, Mayor Shaw 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—not necessary to read each one):

Consent Agenda:

- 1. Authorization to execute environmental covenant for 7520 Main Street**

Parking Lot, contingent on review and approval by the Town Attorney.

As part of an August 2002 Brownfields Site Assessment by the Maryland Department of the Environment (MDE), surface soil samples of arsenic and mercury were detected at 7520 Main Street under the public parking lot. In order to close out this Brownfields case, MDE would like the Town to execute an environmental covenant requiring the Town to maintain the parking lot and repair any cracks or potholes in the asphalt within 30 days. See attached.

2. Authorization to release voter registration information to candidates after the registration period closes

Voter Registration closes on April 14, 2017. The Board of Elections has asked if the Town wants voter registration information released after the close of voter registration. At a state level, information is not allowed to be released after the close of registration; municipalities are allowed to decide whether or not the information can be released. The primary reason for closing the voter registration is to give the Board of Elections enough time to compile the voter list for the municipality.

Business

3. Update on 714 Sandosky Request For Proposals

A pre-proposal meeting was held on April 5, 2017. As part of that meeting, interested parties requested a change in the requirements for the proposal due on May 31, 2017. Dennis Boyle will be present to provide an update. All present agreed that it makes sense to request that the proposal be for a concept plan rather than a more detailed development plan. The proposed changes to the RFP are shown in the attached. In addition, interested parties requested access to copies of the environmental assessment, a property survey, and the appraisal the Town received.

Recommended action: Motion to make the proposed changes to the RFP.

4. Public Hearing on Ordinance NO. 300 – FY18 Operating and Capital Budget and FY18-22 Capital Improvement Program

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 March 27, 2017.

Recommended Action: The Public Hearing will remain open until the next meeting on Monday, April 24, at which time the Public Hearing will close.

5. Public Hearing on the proposed FY 2018 Real and Personal Property Tax Rates (same as FY 2017)

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 2.5% resulting in \$35,001 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 be included when the budget ordinance is adopted at the April 24 meeting.

Recommended Action: The Public Hearing will remain open until the next meeting on Monday, April 24, at which time the Public Hearing will close.

6. Consideration of Ordinance NO. 300 – FY18 Operating and Capital Budget and FY 18-22 Capital Improvement Program

The budget ordinance will not be adopted until the April 24 meeting. This is the time for Council input, questions, and recommendations regarding the budget prior to adoption. Topics that come up may be discussed further at the budget workshop on April 11.

7. Consideration of the proposed FY 2018 Real and Personal Property Tax Rates (same as FY 2017)

The Real and Personal Property Tax Rates must be set at the constant yield tax rate hearing, or at a later time if the day, time, and location of the hearing is announced.

Recommended Action: Announce that the Real Tax Rate and Personal Property Tax Rate will be set at the next Mayor and Town Council meeting on April 24, 2017 at 7:00 P.M., held at 7547 Main Street, Sykesville, MD 21784.

8. Introduction of FY 2017 Budget Amendments

Evelyn Sweet, Treasurer, will present the budget amendments needed for FY 2017. See attached. This is only for questions and comments. The budget amendments are scheduled to be approved at the April 24 MTC meeting

8:30 PM RECESS:

8:35 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; and (7) to consult with counsel to obtain legal

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advice on a legal matter.

- **Consult with Legal Counsel** – Warfield Contract Negotiations
- **Consult with Legal Counsel** – Warfield Maryland Historical Trust Review Process
- **Personnel** – Public Works – Confidential personal information
- **Personnel Appointments** – Compensation Adjustments – Confidential personal information

ADJOURNMENT: