



Town of Sykesville

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Town House

Ian Shaw, Mayor

Dawn M. Ashbacher, Town Manager

Linda S. Quinn, Town Treasurer

Janice M. Perrault, Town Clerk

APPROVED

OFFICIAL MINUTES OF DECEMBER 8, 2014 REGULAR COUNCIL MEETING **NO. 14-19**

The regular Council meeting of the Town of Sykesville was held on Monday, December 8, 2014. 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 to the flag and a moment of silence.

PRESENT: Mayor Ian Shaw, Council President Frank Robert, and Council Members Julia Betz, Anna Carter, Al Grasley, Leo Keenan, and Stacy Link

STAFF: Dawn Ashbacher, Town Manager
Janice Perrault, Town Clerk
Michael Spaulding, Chief of Police

PUBLIC CONCERNS: Trash Pick-up – Council Member Link

PUBLIC SAFETY REPORT: Chief Spaulding reported on the period from November 20 through December 6. There were a total of 356 calls for service which included 8 assists to other police agencies/departments outside the Town.

COUNCIL COMMITTEE REPORTS:

- **Parks and Recreation Committee** – Council Member Carter announced that the Committee did not show the movie during Merry Main Street due to the weather. The next meeting is scheduled for January 23.
- **Historic District Commission** – Council Member Link announced the next meeting will be held on December 9.
- **Warfield Development Corporation (WDC)** – Mayor Shaw indicated there has not been a meeting.
- **Military Memorial** – Council President Robert indicated this project is progressing and he is waiting on a contractor to start the work.
- **Planning Commission** – Council Member Betz indicated the December meeting was cancelled.
- **Main Street Association, Promotions Committee** – Council Member Grasley announced Merry Main Street was successful even though it rained.

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- **Main Street Organizational Committee** – Council Member Keenan announced that Merry Main Street went well. The next meeting is scheduled for December 11. It was also announced that there was a ribbon cutting at Time Warp.

ANNOUNCEMENTS:

- Friday, December 12, Cookies on Main Street at all the stores.
- Monday, December 15, Holiday Lighting and Decorating Contest.
- Through December 15 Toys for Tots collection
- Wednesday, December 17, Menorah lighting

BUSINESS:

1. **Public Hearing: Planned Employment Center District Zoning Ordinance NO 288** – Sean Davis with Morris and Ritchie Associates presented an overview of the Ordinance to the Mayor and Town Council and the public for comment. Mayor Shaw opened the Public Hearing.
 - A merchant submitted a letter of concern to the Mayor and Town Council and also spoke about the Warfield property and indicated the merchants on Main Street want the Warfield property owners not to replicate Main Street in Sykesville.
 - Questions from the Council related to the principal permitted uses including whether public recreational facilities such as ball parks would be allowed on the Warfield property.

MOTION: Council Member Grasley motioned and Council Member Keenan seconded to close the Public Hearing for Ordinance NO 288 – Planned Employment Center District Zoning Ordinance Amendment.

The motion carried unanimously.

MOTION: Council Member Grasley motioned and Council President Robert seconded to amend Ordinance NO 288, §180-137, A(1)(d) by adding the words “Public and” at the beginning.

The motion carried with Mayor Shaw opposing.

MOTION: Council Member Grasley motioned and Council President Robert seconded to amend Ordinance NO 288, §180-136 by removing (zz) Tattoo parlors and body piercing salons.

The motion did not carry with Mayor Shaw, Council Members Carter, Betz, Link and Keenan opposing.

MOTION: Council Member Betz motioned and Council Member Grasley seconded to approve the Planned Employment Center District Zoning Ordinance NO 288 with the amendment outlined above.

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The motion carried unanimously.

- 2. Town of Sykesville Audit FY 2014 –** Wanda Lynn, Partner from Rager, Lehman & Houck presented the audit for the year ending June 30, 2014. The Mayor and Town Council approved the restricted fund balances at year ending June 30, 2014 as listed below:

○ Military Memorial	15,522
○ Public Works Agreements	<u>3,842</u>
	\$19,364

MOTION: Council Member Betz motioned and Council Member Keenan seconded to approve the restricted fund balance for the Military Memorial and the Public Works Agreement in the amount of \$19,364.

The motion carried unanimously.

The Mayor and Town Council approved the assigned fund balances at year ending June 30, 2014 as follows:

Capital Reserve	250,000
Police Department Computer Hardware	19,160
Gate House Museum	43,152
Historic District Commission	1,617
Historic Schoolhouse	23,050
Impact Fees	159,919
Little Sykes Railroad	8,508
Parks and Recreation	8,694
Police Auxiliary	1,365
Street Patching	17,000
Storm Water Infrastructure	21,988
Unemployment Reserve	18,430
Warfield Complex	<u>68,000</u>
	\$640,883

MOTION: Council Member Betz motioned and Council Member Grasley seconded to approve the assigned fund balances listed above for the Capital Reserve, Police Department Computer Hardware, Gate House Museum, Historic District Commission, Historic Schoolhouse, Impact Fees, Little Sykes Railroad, Parks and Recreation, Police Auxiliary, Street Patching, Storm Water Infrastructure, Unemployment Reserve, and Warfield Complex for a total of \$640,883.

The motion carried unanimously.

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3. **Raincliffe Subdivision** – Raincliffe Properties, LLC, the developer of the Raincliffe Subdivision, provided the Town with a Letter of Credit in the amount of \$4,510,000.00 as part of the Public Works Agreement which is the projected costs to develop the subdivision. Raincliffe Properties, LLC has provided the Town with its third request for a reduction of the Letter of Credit in the amount of \$1,186,618.15 leaving a balance of \$846,126.45.

MOTION: Council Member Grasley motioned and Council Member Betz seconded to approve the third reduction of \$1,186,618.15 from the Raincliffe Letter of Credit leaving a balance of \$846,126.45.

The motion carried unanimously.

4. **State Highway Administration Trails Grant Award** – The Town was awarded a \$20,000 grant from the State Highway Administration to replace the lower Linear Trail bridge, stabilize the slope and resurface and widen approximately 10 feet of trail on both sides of the bridge. As part of the application process, the Town needs to provide a 20% match, \$4,000 in cash or in-kind. The Town needs to sign a memorandum of understanding (MOU) with the state to proceed with the project.

MOTION: Council Member Keenan motioned and Council Member Carter seconded to add the Linear Trail bridge replacement project to the FY 2015 Capital budget.

The motion carried unanimously.

MOTION: Council Member Carter motioned and Council President Robert seconded to authorize the Town Manager to sign a Memorandum of Understanding between the State Highway Administration and the Town of Sykesville for a \$20,000 Recreational Trail Program FY 2015 award requiring a \$4,000 Town match.

The motion carried unanimously.

5. **Draft Calendar for 2015** – A proposed meeting schedule for 2015 was presented and there are two dates that need to get changed from Monday to Tuesday. On May 25, the office is closed in observance of Memorial Day and on October 12, the office is closed in observance of Columbus Day.

MOTION: Council Member Betz motioned and Council Member Grasley seconded to approve the 2015 calendar as presented.

The motion carried unanimously.

MOTION: Council Member Betz motioned and Council Member Grasley seconded to take a 5 minute recess at 9:03 p.m.

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The motion carried unanimously.

- 6. Public Concerns**—Council member Link asked about trash, yard waste, and recycling collection on November 26 and was concerned that the items had been co-mingled in the same truck.

**CLOSED
SESSION:**

Council Member Keenan motioned and Council Member Link seconded to go into closed session at 9:11 p.m.

The motion carried unanimously.

The meeting was proposed to be closed pursuant to the State Government Article of the Annotated Code of Maryland, Section 10-508(a) to discuss (1)(i) the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, designation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction, (ii) Any other personnel matter that affects one or more specific individuals and (7) to consult with legal counsel to obtain legal advice on a legal matter.

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

Items discussed were:

- Consult with Legal Counsel – property acquisition – no action
- Personnel - Main Street Manager position - confidential personal information – no action
- Personnel - Employee appointment - confidential personal information -action

ADJOURN: There being no further business to come before the Council, Mayor Shaw motioned and Council Member Betz seconded to adjourn meeting at 9:59 p.m.

The motion carried unanimously.

**Respectfully submitted
Janice Perrault
Town Clerk**