



## *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 NOVEMBER 10, 2014 REGULAR COUNCIL MEETING** **NO. 14-17**

The regular Council meeting of the Town of Sykesville was held on Monday, November 10, 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:** None

**MINUTES:** October 27, 2014

**MOTION:** Council Member Betz motioned and Council Member Link seconded to approve the October 27, 2014 minutes as written.

The motion carried unanimously.

#### **PUBLIC SAFETY REPORT:**

Chief Spaulding reported on the period from October 23 through November 5. There were a total of 313 calls for service which included 7 assists to other police agencies/departments outside the Town.

#### **COUNCIL COMMITTEE REPORTS:**

- **Main Street Organizational Committee** – Council Member Keenan mentioned they are working on Merry Main Street.
- **Parks and Recreation Committee** – Council Member Carter announced that the Parks and Recreation Committee will meet on November 20.
- **Historic District Commission** – Council Member Link indicated at the last meeting 2 applications were reviewed for the façade restoration grant program. The next meeting will be held either December 2 or 9.

## COUNCIL MEETING MINUTES

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- **Warfield Development Corporation (WDC)** – Mayor Shaw announced negotiations of the sale of Warfield with the County and State are still progressing. The Mayor also mentioned people are entering the buildings, and security steps need to get taken to protect the interior of the buildings.
- **Military Memorial** – Council President Robert indicated this project is waiting for the contractor to start construction.
- **Parking** – Council President Robert indicated that they are looking at restructuring the Baldwin lot to allow for more parking.
- **Planning Commission** – Council Member Betz announced on November 4, the Planning Commission held a Public Hearing on the Master Plan amendment and on the Zoning Ordinance amendment. There were substantial changes made at that meeting to the Zoning Ordinance amendment, so another workshop on the Zoning Ordinance amendment will be held on Tuesday, November 18.
- **Main Street Association, Promotions Committee** – Council Member Grasley announced the next event will be Merry Main Street and they will meet on November 12 to review all the tasks.

### ANNOUNCEMENTS:

- Veterans Day on Tuesday, November 11. The Mayor will host a flag raising ceremony with the American Legion at noon at the Town House with refreshments.
- Friday, December 5, 12 hours of Christmas Shopping on Main Street.
- Merry Main Street will take place on Saturday, December 6 with a new tree lighting location at Centennial Park.
- Friday, December 12, Cookies on Main Street at all the stores.
- Monday, December 15, Holiday Lighting and Decorating Contest. The Mayor and Council will select homes as winners of the contest.

### BUSINESS:

1. **Cable Franchise Agreement with Comcast** – Marion Ware, Director from the Carroll Community Media Center (CMC) was present to discuss the franchise agreement and the importance of this agreement to the Town and the CMC. Ms. Ware indicated that the CMC has provided all the municipalities with many resources and they currently need to upgrade their equipment to continue to offer these services. She asked the Mayor and Town Council to request that the Cable Regulatory Commission share a draft copy of the agreement with CMC. The Mayor and Town Council requested that CMC provide a list of what is important to them.
2. **Eloperments from Springfield Hospital Center** – Due to the elopement on September 14, Chief Spaulding initiated contact with some of the key officials at Springfield Hospital to better improve the Town's response to these incidents,

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through communication and notification procedures. The following has been accomplished:

- SPD Special Order 2014-004 was created to address improved response and communications/notifications internally
- Nixle was implemented as an additional mode of mass notification by texting your zip code to 888777
- The Maryland Community Escape Alert System website was announced to Town residents as a means to be notified in the event of an escape from the Central Maryland Correctional facility [www.dpscs.state.md.us](http://www.dpscs.state.md.us) click on escape notification.
- A meeting was held with the Central Maryland Correctional Facility Administrator to foster continued cooperation between our two agencies
- An Emergency Contact List was distributed to all agencies in the Springfield Hospital/Warfield Complex and neighboring businesses for updating. The list has now been updated and redistributed to all agencies
- MOU between SETT and other law enforcement agencies (last signed in 2008) was located and is being reviewed by all agencies for renewal

- 3. Authorization of expenditures for Visitor Center/Post Office gutters –** Dawn Ashbacher indicated the Post Office/Visitor Center is in need of a gutter/downspout system. Currently, in the winter ice forms and drips on the sidewalk causing a safety issue for patrons and employees. An estimate has been received in the amount of \$3,800 and this includes 185' 6" half-round galvanized gutter.

**MOTION:** Council Member Link motioned and Council Member Keenan seconded to authorize funding up to \$4,000 for gutters and downspouts at the Visitor Center/Post Office.

The motion carried unanimously.

- 4. Warfield Master Plan text amendment –** Council Member Betz and Dawn Ashbacher presented the Warfield Master Plan text amendment as recommended by the Planning Commission through a Resolution. Comments were received from the Maryland Department of Planning and Maryland Historical Trust. Public input has been publicized for the November 24 meeting. Substantive changes to the proposed text will have to be referred back to the Planning Commission.

**COUNCIL MEETING MINUTES**

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- 5. Alcohol exception** – Mayor Shaw announced that alcohol was served at the farewell reception for Ivy Wells and the Mayor and Town Council have to approve this.

**MOTION:** Council Member Keenan motioned and Council Member Link seconded to approve having alcohol served at the farewell reception for Ivy Wells that was held on Friday, November 7.

The motion carried unanimously.

- 6. Holiday Event** – Dawn Ashbacher requested authorization from the Mayor and Town Council on hosting a holiday luncheon for employees again this year.

**MOTION:** Council Member Betz motioned and Council Member Carter seconded to authorize funding up to 25% more than FY 14, for a Holiday Luncheon for Town Employees.

The motion carried unanimously.

**MOTION:** Council Member Grasley motioned and Council President Robert seconded to take a 5 minute recess at 8:15 p.m.

The motion carried unanimously.

**CLOSED  
SESSION:**

Council Member Grasley motioned and Council Member Carter seconded to go into closed session at 8:40 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.

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

**Items discussed were:**

- Personnel – Compensation for personnel – No action
- Personnel - Main Street Manager position - confidential information – No action

**COUNCIL MEETING MINUTES**

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**Cont.**

**ADJOURN:**           **There being no further business to come before the Council, Mayor Shaw motioned and Council Member Betz seconded to adjourn meeting at 9:39 p.m.**

**The motion carried unanimously.**

**Respectfully submitted**

**Janice Perrault**

**Town Clerk**