

**STAFF REPORT FOR
MONDAY, NOVEMBER 10, 2014
MAYOR AND TOWN COUNCIL OF SYKESVILLE**

CALL TO ORDER:

PUBLIC CONCERNS:

MINUTES: **October 27, 2014**

REPORTS: **Public Safety Report
Council Committee Reports**

ANNOUNCEMENTS:

- Merry Main Street will take place on Saturday, December 6.

OPEN SESSION:

1. **Cable Franchise Agreement with Comcast** – Marion Ware, Director, from the Carroll Community Media Center will be in attendance to discuss the Agreement and its importance to the Town and the Carroll Community Media Center.

Recommended Action: Action as determined by Mayor and Town Council.

2. **Elopedments from Springfield Hospital Center** – After the most recent elopement on September 14, Chief Spaulding initiated contact with the key officials at Springfield Hospital in an effort to better improve the Town’s response to these incidents as well as improve communication and notification procedures. As a result, 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
- 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
- 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

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- MOU between SETT and other law enforcement agencies (last signed in 2008) was located and is being reviewed by all agencies for renewal

Recommended Action: No action required.

- 3. Authorization of expenditures for Visitor Center/Post Office gutters --** The Old Main Line Visitors Center and Post Office is in need of a gutter and down spout system. This will help keep the patrons and their mail from getting wet. This will also prevent ice buildup on the sidewalks, which is a major safety issue. Estimate total is \$3800 for the installation of 185' of 6" half- round galvanized gutter. This is the entire leading edges of the roof. There will be two drops at the rear to direct the water away from the door areas. Funding will be addressed as a mid-year budget adjustment. Funding is currently available in building maintenance for the post office and the contingency line item.

Recommended Action: Authorize expenditure of funds not to exceed \$4,000 to install a gutter system for the Old Main Line Visitors Center and Post Office.

- 4. Warfield Master Plan text amendment –** There were three fundamental steps in the Master Plan update process:
 - Build on the existing “Planned Employment Center” from the current Master Plan. Adjust language for clarity and add description of residential uses permitted.
 - Update the existing Comprehensive Plan for consistency with the text on Planned Employment Center.
 - Comb through remaining Master Plan text and exhibits to validate references to the Warfield property.
 - Update the Comprehensive Plan, Land Use, and Warfield Planning Area maps

The Planning Commission passed a resolution recommending approval of the Master Plan text amendment as provided. Comments were received from the Maryland Department of Planning and Maryland Historic Trust. Those are also included and are addressed in the version presented. While it is not required, an opportunity for public input has been publicized for the November 24 meeting. The proposed text will only be introduced at this meeting. It is not recommended that the Mayor and Town Council make substantive changes to the proposed text without referring it back to the Planning Commission.

Recommended Action: Ask questions as needed. No action required.

RECESS:

CLOSED SESSION:

The meeting is proposed to be closed pursuant to the State Government Article of the Annotated

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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 counsel to obtain legal advice on a legal matter.

- Consult with Legal Counsel - Warfield Contract Negotiations
- Personnel - Main Street Manager position - confidential information

ADJOURNMENT: