

**STAFF REPORT FOR  
MONDAY, SEPTEMBER 22, 2014  
MAYOR AND TOWN COUNCIL OF SYKESVILLE**

**CALL TO ORDER:**

**OPEN SESSION:**

- 1. MD 851 Community Safety and Enhancement Project design discussion** – Mark Crampton, District Engineer, and Ayende Thomas, Project Manager, from the Maryland State Highway Administration (SHA) and Dawn Ashbacher will discuss the MD 851 Sykesville Community Safety and Enhancement Project and the streetscape design phase. The purpose of this project is to rehabilitate the roadway and accommodate pedestrians along MD 851 - Main Street and Springfield Avenue.

**Recommended Action: Towns typically create a task force to work on the streetscape design. It may be useful to have a Council member serve as a liaison.**

**RECESS:**

**PUBLIC CONCERNS:**

**MINUTES:           September 8, 2014**

**REPORTS:           Public Safety Report  
                          Treasurers Report - August  
                          Council Committee Reports**

**ANNOUNCEMENTS:**

- On September 8, in closed session, the Mayor and Town Council voted to appoint Robert Reed as a Police Officer for the Town of Sykesville.
- The Town of Sykesville is soliciting community minded individuals to serve as members of the Town's Ethics Commission. The Ethics Commission will meet as needed. Notice will be provided for those meetings which will be open to the public. The Ethics Commission is responsible for annual reviews of the financial disclosure and conflict of interest forms completed by Town officials, employees, and members of boards and commissions. The Commission also reviews requests for advisory opinion on conflicts of interest and complaints of violations of the ethics laws. Town residents interested in serving on the board are welcome to contact Town Treasurer Linda Quinn at the Town Office 410-795-8959.
- On Saturday, October 4, the Historic Colored Schoolhouse will have an Apple Open House from 1:00 to 4:00 p.m. Adults will enjoy a tour and refreshments, while the kids might try their hand at Fall Crafts and Games.

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- The Planning Commission will have a Public Hearing on Monday, October 6, at 7:00 p.m. at the Town House on the Warfield Master Plan Amendment and Zoning Ordinance Amendment.
- The Fall Festival will take place on Saturday, October 11 on Main Street from 10:00 a.m. to 5:00 p.m.
- The next Mayor and Town Council meeting will be held on Tuesday, October 14.
- The Planning Commission will hold a Workshop on the Zoning Ordinance Amendment on Monday, October 20.
- Pumpkin Carving and Trick or Treat on Main Street, Thursday, October 30 from 5-7 p.m.
- A Farmers Market is being held every Sunday, from 9- 2 on Baldwin's Drive until November 23.

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2. **Linear Trail contract** – Dawn Ashbacher will review the bid received on September 16 for the repair and widening of the Linear Trail. The bid amount was \$23,576 and was submitted by SFMS, LLC. This is to implement the SHA Recreational Trails grant of \$20,000 received in FY 2014. The Town is required to provide a match of \$4,000. The Town has already spent about \$3,800 on engineering. To complete this project would require the Town to absorb the engineering costs or appropriate additional funding.

**Recommended Action: If in agreement make a motion to accept the bid as written.**

3. **Process for the Capital Improvement Plan FY 2016 to 2020** – Linda Quinn has proposed a schedule for review to develop the Capital Improvement Plan for FY 2016 – 2020.
  - **October 3** - Staff complete FY2016 -2020 Capital Budget Request Forms
  - **Mid October** - Linda and Dawn meet to formulate draft Capital Improvement Plan.
  - **Mid November** - Plan Capital Improvement Plan work session with department heads and representatives from groups such as the MTC, P/Z and P&R to finalize Capital Improvement Plan.
  - **January** - Present completed FY 2016-2020 Capital Improvement Plan to Mayor and Town Council.

**Recommended Action: Provide feedback regarding the proposed process and schedule.**

4. **Joint Stormwater Operating Agreement** – Dawn Ashbacher  
In April 2014, the Mayor signed a Memorandum of Intent (MOI) with Carroll County and the other municipalities in Carroll County to participate in a joint Phase I National Pollutant Discharge and Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) permit. This is to work together to collectively meet state requirements and to institute a cost sharing arrangement for the associated costs. The cost sharing

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agreement is that the County pays 80 percent and municipalities pay 20 percent of the capital costs for mitigation projects in municipalities. The MOI indicated that the County and Municipalities would work cooperatively to formalize an operating agreement to implement the MOI. The Water Resources Coordination Council (WRCC) drafted an operating Memorandum of Agreement (MOA). An overview of the draft will be presented at the meeting. The goal is to have it signed by the Board of County Commissioners and the Mayors on October 23. The following summarizes the proposed timeframe:

- Sept 22** Introduce MOA to Sykesville Mayor and Town Council
- Sept 24** Comments from municipalities due back to the County
- October 14** Town Council authorization for Mayor to sign the MOA, if agreeable
- October 23** MOA signed by Commissioners and Mayors
- July 1** Town required to begin funding its contribution

**Notes:**

- This replaces the Town's Phase II permit. We are assuming the Phase II permit will also require the same mitigation projects, but the Phase II permit has not been released yet to confirm.
- The MOA is for a minimum of five years.
- The Town's required FY 2016 contribution would be \$32,910.
- The Town's contribution will increase 5 percent each of the first four years with an adjustment (increase or decrease) for actual expenditures made in the fifth year.
- At least 50 percent of the mitigation required for the Town will be completed within the five year period.
- The Town's payment will be deducted from the Town/County payment each year.
- The WRCC will be the coordinating body providing oversight of projects. The Town Manager attends the WRCC meetings.

The Mayor and Town Council discussed funding the first several years from the Town reserves. The long term funding strategy has not been determined.

**Recommended Action: Provide feedback and/or questions.**

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**CLOSED SESSION:**

The meeting is 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, or (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 – Disciplinary issue - confidential personal information

**ADJOURNMENT:**