



## *Town of Sykesville*

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## *Town House*

*Stacy Link, Mayor*

*Joseph Cosentini, Town Manager*

*Craig Weaver, Town Treasurer*

*Kerry G. Kavaloski, Town Clerk*

**DRAFT**

### **OFFICIAL MINUTES OF FEBRUARY 13, 2023 REGULAR COUNCIL MEETING** **NO. 23-03**

The Council meeting of the Town of Sykesville was held on Monday, February 13, 2023. Mayor Link called the meeting to order at 7:00 P.M. in the Town House Council Chambers. Mayor Link led the Pledge of Allegiance and a moment of silence.

**PRESENT:** Mayor Stacy Link, Council President Anna Carter, and Council Members Alan Grasley, Elizabeth Guroff, Mark Dyer, Leo Keenan, and Jeremiah Schofield.

**STAFF:** Joseph Cosentini, Town Manager  
Police Lieutenant Shawn Kilgore  
Kerry Kavaloski, Town Clerk  
Derek Shreves, Public Works Director  
Craig Weaver, Town Treasurer  
Elissa Levan, Town Attorney

#### **PUBLIC COMMENTS:**

There were no public comments.

#### **CONSENT AGENDA:**

- I. **Minutes from January 23, 2023**
- II. **Reappointment of Chad Bederka to the Historic District Commission for a three-year term expiring February 2026**

**MOTION:** Council Member Grasley motioned to approve the items on the Consent Agenda. Council President Carter seconded the motion.

The motion carried unanimously.

#### **PRESENTATION**

- III. **Downtown Sykesville Connection Update Presentation**  
Julie Della-Maria, Executive Director of the Downtown Sykesville Connection (DSC), presented the annual update for the DSC. She highlighted the various committees and their accomplishments, and she explained the Justice, Equity, Diversity, and Inclusion premise for running the DSC moving forward.

Ms. Della-Maria also presented Community Youth Volunteer Excellence Awards to three youths who volunteered during the 2022 Farmers' Markets.

Council Member Guroff thanked the DSC for bringing back the Fall Festival this past year. Council Member Schofield thanked the DSC for their Christmas light banner and expressed that he is looking forward to the veteran banners. He suggested including high school seniors on the banners in the future. Council President Carter thanked the DSC and all of their volunteers for their hard work.

#### **UNFINISHED BUSINESS**

##### **IV. Public Hearing and Consider/Discuss/Act on Ordinance NO. 2023-01 for FY2023 Budget Revision**

Mayor Link explained that this Ordinance was introduced at the January 23 meeting. Since the introduction, an additional \$27,500 was added for the purchase of a used dump truck from the Town of Manchester.

**MOTION: Council Member Grasley motioned to open the Public Hearing on Ordinance NO. 2023-01 for FY2023 Budget Revision at 7:25 P.M. Council Member Schofield seconded the motion.**

**The motion carried unanimously.**

There were no public comments.

**MOTION: Council Member Grasley motioned to close the Public Hearing on Ordinance NO. 2023-01 for FY2023 Budget Revision at 7:26 P.M. Council Member Schofield seconded the motion.**

**The motion carried unanimously.**

There was no discussion from the Council.

**MOTION: Council Member Schofield motioned to approve Ordinance NO. 2023-01 for FY2023 Budget Revision. Council Member Grasley seconded the motion.**

**The motion carried unanimously.**

#### **NEW BUSINESS:**

##### **V. Consider/Discuss/Act on approval of night work on Main Street**

Joe Cosentini, Town Manager, explained that the contractor has requested night work to line the existing sewer pipes. This work requires the sewer pipes to be temporarily blocked off for curing the lining, and night work would allow for the least amount of disruption. It will not involve heavy machinery. The contractor has also requested night work to access the last manhole on Main Street before the train tracks. This manhole is the deepest, and they would like the night work to limit disruption of traffic. Contractors will reach out to the residents regarding minimizing their sewer use during the night work. Each project will need 7-10 days of night work each. There will not be work on the weekends.

There was a discussion of the impact on the residents and merchants if the work is done during the day. Council President Carter explained that she has spoken to a property owner who agreed with the night work to minimize the impact of the work.

Mr. Cosentini also explained that the contractors have been asked to clean up the Sandosky parking lot. They were not given approval to store things there.

**MOTION: Council Member Dyer motioned to approve the two sets of night work as proposed. Council Member Grasley seconded the motion.**

Council Member Schofield asked if there was a backup plan if the work needs to be extended. Mr. Cosentini explained that if the contractor asked for an additional day or two, they would continue working. If they needed longer, then it would come back before the Council for a vote.

**The motion carried unanimously.**

**VI. Consider/Discuss/Act on approval of Brennan & Company Architects as the firm to update the Historic District Commission Guidelines**

Mr. Cosentini explained that the Town was recently awarded a grant in the amount of \$12,500 to update the Historic District Guidelines. It is a 50/50 matching grant. The Historic District Commission (HDC) has been consulted on the firm, and they have agreed with staff recommendation. The Brennan & Company Architects came recommended, and their current projects are similar to what the HDC is looking for for their update. The update will only be for the downtown Historic District. The Warfield Guidelines will not be updated during this process.

Council President Carter explained that the HDC is highly looking forward to the rewrite, specifically for updated materials.

**MOTION: Council Member Keenan motioned to approve the agreement with Brennan & Company Architects and authorize the Mayor to sign any supporting documents. Council President Carter seconded the motion.**

**The motion carried unanimously.**

**ANNOUNCEMENTS/REPORTS**

- The next meeting is Monday, February 27, 2023
- We have volunteer opportunities available on the Historic District Commission and Police Auxiliary. Email [town@sykesville.net](mailto:town@sykesville.net) for more information about volunteering with the Town.
- Staff Updates
  - Mr. Cosentini announced that Candidacy Filing forms are available on the Town website. They must be submitted by noon on March 27. Mail-in ballots can also be requested. Ballots will be sent once they are available.

- He also announced that there is a Carroll County Economic Development and Land Use open house on Thursday at the maker space at the Westminster Public Library.
- The State Board of Public Works is meeting to discuss the grant received by the Town for the Cannery building in South Branch Park.
- Treasurer's Report  
Craig Weaver, Town Treasurer, presented the January 2023 Treasurer's Report. Revenues are over expenditures by about \$300,000. The budget revisions that were approved at this meeting will be incorporated for the next Treasurer's Report.
- Public Safety Report  
Lieutenant Kilgore presented the Public Safety Report for the period of January 17 through February 5. There was a total of 662 reports, including 18 assist other agencies, 11 community policing events, 36 foot patrols, 10 incident reports, 354 patrol checks, and 41 traffic enforcement initiatives.

Lt. Kilgore explained that he is not sure if Chief Spaulding was able to meet with the administration of the Central Correctional Facility. The individual who escaped cut the fence, but it was originally believed that he crawled under a truck and escaped that way. Council Member Dyer asked if it would be possible to get notice of possible escapees faster than it occurred in this instance. Lt. Kilgore explained that their process is in the event of a suspected escape, the Facility brings everyone into their cells and does a count to verify the escape.

Council Member Schofield thanked the officers for their detailed descriptions of community policing events.

Council Member Guroff asked for an update on a report regarding incidents and activities at Sykesville Station. Mayor Link explained that she has the report and will disseminate it to the rest of the Council.

Mayor Link thanked Officer Pichardo for taking the time to play basketball with a younger member of the community. She was sent Ring Doorbell footage of the pickup game. She thanked him and the other officers for their ongoing community policing efforts.

- Council/Committee Reports
  - Council Member Guroff announced that she was accepted into the Leadership Maryland 2023 Class.
  - Council President Carter announced that the Historic District Commission meets on the fourth Wednesday of the month, and they have openings.
  - Council Member Schofield announced that the Planning Commission met on February 6, voted Phil Singleton as Chairperson, and Brandon Smith as vice-chairperson. Also, the July 3 meeting was moved to July 5.
  - Council Member Dyer announced that he attended the Planning Commission meeting, and they were efficient.

- Mayor Link announced that she will be meeting with the fourth grade class at Piney Ridge Elementary School for the “If I Were Mayor” essay contest.

**CLOSED SESSION:**

The meeting is proposed to be closed pursuant to the General Provisions of the Annotated Code of Maryland, Section 3-305(b): (4) To consider a preliminary matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State. (7) to consult with counsel to obtain legal advice on a legal matter.

**MOTION:** Council Member Grasley motioned and Council Member Schofield seconded to go into closed session at 8:09 P.M.

The motion carried unanimously.

Those in attendance were: Mayor Link, Council President Carter, Council Members Dyer, Grasley, Guroff, Keenan, and Schofield, Town Manager Joseph Cosentini, Town Clerk Kerry Kavaloski, and Town Attorney Elissa Levan

Items discussed were:

- Consult with Legal Counsel – Open Meetings Act
- Business Location – Town Owned Property

**MOTION:** Council Member Grasley motioned and Council Member Keenan seconded to go back into open session at 9:07 P.M.

The motion carried unanimously.

**ADJOURN:** There being no further business to come before the Council, Council Member Grasley motioned and Council President Carter seconded to adjourn meeting at 9:08 P.M.

The motion carried unanimously.

Respectfully submitted  
Town Clerk Kerry Kavaloski