

DRAFT

OFFICIAL MINUTES OF SEPTEMBER 25, 2017 REGULAR COUNCIL MEETING
NO. 17-18

The Council meeting of the Town of Sykesville was held on Monday, September 25, 2017. 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 and a moment of silence.

PRESENT: Mayor Ian Shaw, Council President Julia Betz, and Council Members Anna Carter, Alan Grasley, Leo Keenan, Chris True, and Stacy Link.

STAFF: David Deutsch, Interim Town Manager
Police Chief Michael Spaulding
Kerry Chaney, Town Clerk
Julie Della-Maria, Main Street Coordinator
Dennis Hoover, Town Attorney

PUBLIC CONCERNS: Claire Kafka was in attendance to discuss the Sykesville Sidewalk Initiative; this discussion took place during number 1 in the open session.

Dan Andersen asked for an update on the property at 714 Sandosky Road and the plans for it. Mayor Shaw explained that there was a proposal that they are prepared to accept, but the applicants will be coming back with information about how many net parking spaces the Town will gain.

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MOTION: **Council Member True motioned and Council Member Grasley seconded to approve the minutes with the revisions provided.**

The motion carried unanimously.

PUBLIC SAFETY

REPORT: Chief Spaulding presented the Public Safety Report for the period of September 7, 2017 through September 20, 2017. There was a total of 479 reports, including 48 calls for service, 11 community policings, 245 patrol checks, and 55 traffic enforcement initiatives. Chief Spaulding addressed a recent shoplifting event from one of the Main Street merchants. He can provide information on what a store or employee should do in the event of a shoplifting incident.

Chief Spaulding also demonstrated the PowerDMS now used by the Police Department. This document management system houses the policies and procedures that Chief Spaulding has been updating. He has updated about 75% of the policies and procedures so far. Once they have been updated, they are

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uploaded to the website for public access. Once Chief Spaulding finishes with the policies and procedures, he will begin updating the emergency response plan for the Town. The PowerDMS is a web-based service, so the police officers can access any of the documents from their patrol cars.

COUNCIL COMMITTEE

REPORTS:

- **Written reports were provided.**
- **Maryland Municipal League (MML) Chapter Meeting** – Mayor Shaw announced that he and three two Council Members attended the most recent MML Chapter meeting. There was a presentation about cyber security and a Maryland Environmental Services presentation.

ANNOUNCEMENTS:

- The Harvest Festival is on October 8 from 9 A.M. to 4 2 P.M.
- There is an Open House at the Historic Colored Schoolhouse on October 8 from 2 P.M. to 4 P.M. Learn how to use nature's bounty to craft woodland animals!
- Town Offices are closed on October 9 for Columbus Day.
- The next Mayor and Town Council Meeting is on Tuesday, October 10.
- Farmers' Market and Little Sykes, every Sunday 9:00 A.M to 1:00 P.M.
- At the September 11, 2017 Mayor and Town Council Meeting, David Deutsch was hired as the Interim Town Manager.
- Mayor Shaw graduated from the Academy of Excellence in Local Governance.

OPEN SESSION:

Business:

1. Discussion of Safety Concern on Springfield Avenue

David Deutsch, Interim Town Manager, explained that he conducted some research into the matter and summarized it all in a memo to the Mayor and Town Council. There is currently a grant in the works for replacement of deteriorated sidewalks and construction of new sidewalks. This project should go to bid this fall with work to begin in the spring. The State Highway Administration (SHA) has been asked to consider repaving the area, but so far there has been no response from them. Council Member True will be attending a Streetscape meeting on September 29, 2017. Once the Streetscape project is completed, the Town will regain control of Main Street and Springfield Avenue.

Chief Spaulding announced that he is looking for volunteers to take the position of crossing guard for the crosswalk in this location. He would prefer if the position went through the Police Department rather than the school system, so he can ensure the volunteer receives the proper training.

Chief Spaulding also announced the results of having the speed trailer placed along both sides of Springfield Avenue. During the period of September 15 through September 19, the trailer was placed on the northbound side of Springfield Avenue. It recorded 7,567 cars with the average speed at 21.6 miles per hour (MPH) and 16.63% of the cars exceeding the speed limit.

During the period of September 20 through September 25, the trailer was placed on the southbound side of Springfield Avenue. The average speed of cars recorded was 25.45 MPH with 21.3% of cars above the speed limit. Chief Spaulding pointed out that this percentage included all cars going over 30 MPH, including those traveling only one MPH over the limit.

Corporal Bird had spoken to a SHA representative about adding a flashing light and lowered speed sign for the school zone. SHA reported that this area was already properly signed and did not warrant any additional signage. Chief Spaulding contacts SHA whenever the crosswalk signs are in need of replacing, such as after a snowstorm.

2. Authorization for the Mayor to sign a Memorandum of Understanding with Carroll County for their help with the Warfield Complex

Dennis Hoover, Town Attorney, explained that, although the Planning Commission asked for this MOU to extend past the development of Parcels E/F, at this point in time the County is offering their assistance for free only through the development of Parcels E/F. If assistance is needed in the future, another MOU can be drafted and agreed upon, but he recommends not changing the length of time without first discussing it with the County.

MOTION: Council Member True motioned and Council Member Grasley seconded to authorize the Mayor to sign the Memorandum of Understanding with Carroll County for their help with the Warfield Complex Development, as updated by Dennis Hoover, Town Attorney.

The motion carried unanimously.

3. Discussion of the Draft position announcement for the Town Manager position and the recruitment calendar

Lee Szymborski from GovHR USA was present via phone conference to discuss these documents with the Mayor and Town Council. The Mayor asked Mr. Szymborski to remove the line that says "assistant administration administrator experience in a larger community will be considered." Assistant administration administrators will apply without this line. Eliminating the line will not eliminate the applications, but including it would invite the applications. The salary information came from the MML Compensation Survey and from other towns offering similar positions. The Mayor and Town Council agreed to leave the salary at \$85,000 to \$100,000. They also agreed to leave in the duties including serving as the Zoning Administrator, even though Mark Onheiser has been doing this work. The future Town Manager can delegate the job to Mr. Onheiser. It was also decided to include that there is no public water and sewer to handle within the Town.

The schedule provided is a traditional schedule used by GovHR for their services. The International City/County Management Association's yearly conference is during the application acceptance period, which will allow Mr. Szymborski the ability to network and draw attention to the position announcement.

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MOTION: Council President Betz motioned and Council President Link seconded to take a five minute recess at 8:36 P.M.

The motion carried unanimously.

CLOSED SESSION:

The meeting is proposed to be closed pursuant to the General Provisions of the Annotated Code of Maryland, Section 3-305(b): (7) to consult with counsel to obtain legal advice.

MOTION: Council Member True motioned and Council Member Grasley seconded to go into closed session at 8:46 P.M.

The motion carried unanimously.

Those in attendance were: Mayor Shaw, Council President Betz, Council Members Carter, Grasley, Keenan, Link, and True, Interim Town Manager David Deutsch, and Town Attorney Dennis Hoover.

Items discussed were:

- **Consult with Legal Counsel – Warfield Update to include financial arrangements with State and County Entities**
- **Consult with Legal Counsel – Site Plan Approvals in Historic District**

MOTION: Council Member True motioned and Council Member Keenan seconded to go back into open session.

The motion carried unanimously.

ADJOURN: There being no further business to come before the Council, Council Member True motioned and Council Member Grasley seconded to adjourn meeting.

The motion carried unanimously.

**Respectfully submitted
Town Clerk Kerry Chaney**