

**STAFF REPORT FOR
MONDAY, FEBRUARY 12, 2018
MAYOR AND TOWN COUNCIL OF SYKESVILLE**

7:00 PM CALL TO ORDER:

7:05 PM PUBLIC CONCERNS:

7:10 PM MINUTES: January 22, 2018

7:15 PM REPORTS:

- Treasurer's Report
- Public Safety Report
- Council Committee Reports – written reports were provided

7:30 PM ANNOUNCEMENTS:

- Town Offices will be closed for Presidents' Day on Monday, February 19, 2018

7:35 PM OPEN SESSION:

Business:

1. Blue Caboose Update – John Frank (Howard County Living Farm Heritage Museum) will be in attendance

David Deutsch provided a memo detailing his conversations with the Howard County Living Farm Heritage Museum. Mr. Frank will be present to explain what has happened and the plan for moving forward.

2. Debt Payoff Proposal

Evelyn Sweet will explain the debt payoff proposal to the Mayor and Town Council. Also, it has been detailed in the memo provided by David Deutsch via Aretha Adams.

Recommended Action: If in agreement, make a motion to approve the debt payoff proposal.

3. Investment Strategies

Evelyn Sweet will be in attendance to explain and answer questions.

It is proposed that the Town invest \$800,000 into new tiered Certificates of Deposit, using cash that is currently in the Savings for Checking Funds account.

The Town would earn \$9,500 more in annual interest by doing so. Here are the details of the proposed investment:
6 month CD – 1.50% - \$100,000

9 month CD – 1.55% - \$100,000
12 month CD - 1.75% - \$600,000

Recommended Action: If in agreement, make a motion to approve the investment of \$800,000 in tiered Certificates of Deposit using cash in the Savings for Checking Funds account.

4. CIP Summary Presentation

Evelyn Sweet sent the CIP Summary to the Mayor and Council. She will be in attendance to discuss and answer any questions.

5. June MTC Meeting Date

The MML Conference is being held June 10 – 13, 2018 in Ocean City. The June MTC meeting is scheduled for June 11. Since there is only one meeting in June, it has been proposed to move the June 11 meeting to June 25, the fourth Monday.

Recommended Action: If in agreement, make a motion to move the June meeting to June 25.

6. Downtown Sykesville Connection request for Location of Farmers' Market at 714 Sandosky for 2018 Season

A committee was formed of some of the market vendors along with the volunteers who ran the market last year, to discuss location and logistics, particularly since the Sandosky Road lot might not be available if construction begins on the building. Also included in the discussion were the Dearies (Baldwins). The general consensus was that, if a move from the Sandosky lot is inevitable, the group would prefer to be back in the original location, near The French Twist and the fountain park, but we would need to utilize much more space, including taking more space from the parking in front of Baldwins. The Dearies opposed this notion, so Plan A is to continue the market in the Sandosky lot this year; Plan B is to utilize the fountain park area. The request from the group is for the MTC to allow the Farmer's Market to utilize the Sandosky lot and building again for 2018.

Recommended Action: If in agreement, make a motion to allow the Farmers' Market to utilize the parking lot and building at 714 Sandosky Road for the 2018 season.

7. Update on Outlook 365 Proposal

Staff and others on the email service have experienced numerous issues with accessing and overall email service. Most recently, neither Jana nor Kerry could access their email from home to send out a newsflash about the delayed opening on February 7. Jared

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Schumacher has been researching options for new email providers. He found two different services, both recommended by the IT provider Sel Tec, Office 365 and Network Solutions. There are currently 30 emails used by the Town.

Office 365 offers 50 GB mailboxes for \$5 an email address per month. This would cost \$1800 a year. There are also other features such as online access to Outlook, Word, Excel, and PowerPoint, file storing and sharing up to 1 TB, and more.

Network Solutions offers 20 GB mailboxes for a flat rate of \$100 a month (\$1200 annually). They also offer 30 GB of sharing and storage and online versions of word processing, spreadsheet, and presentation tools.

A one-time cost associated with this switch would be the setup done by Sel Tec. They quoted us \$2000 for the switchover.

8. Surplus of Public Works Items

Derek Shreves recommends the surplus of the following items. The Ford Dump Truck is the one that was totaled in 2017.

Make	Model	Serial	Value
Pro 150	Walk Behind Mower	988088	\$500
2002 Ford	Dump Truck	1FDXF47F12EB79455	\$1500-2000 salvage

Recommended Action: If in agreement, make a motion to surplus the Pro 150 Walk Behind Mower and the 2002 Ford Dump Truck.

8:00 PM RECESS:

8:05 PM CLOSED SESSION:

The meeting is proposed to be closed pursuant to the General Provisions of the Annotated Code of Maryland, Section 3-305(b): (1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction; or any other personnel matter that affects one or more specific individuals.

- **Personnel** – Police Officer – Confidential Personal Information

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- **Personnel** – FY 2019 Personnel Budget Review – Confidential Personal Information

ADJOURNMENT: