



Town of Sykesville

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Town House

Ian Shaw, Mayor

Dawn M. Ashbacher, Town Manager

Linda S. Quinn, Town Treasurer

Janice M. Perrault, Town Clerk

APPROVED

OFFICIAL MINUTES OF AUGUST 11, 2014 REGULAR COUNCIL MEETING **NO. 14-12**

The regular Council meeting of the Town of Sykesville was held on August 11, 2014. 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 to the flag and a moment of silence.

PRESENT: Mayor Ian Shaw, Council President Frank Robert, and Council Members Julia Betz, Al Grasley, Leo Keenan, and Stacy Link

ABSENT: Council Member, Anna Carter

STAFF: Dawn Ashbacher, Town Manager
Janice Perrault, Town Clerk
Michael Spaulding, Chief of Police
Ivy Wells, Main Street Manager

WELCOME: Mayor Shaw welcomed Scouts from Troop 224, 582 and 883. The Scouts were in attendance for a meritt badge.

PUBLIC CONCERNS: Nothing

MINUTES: July 14, 2014

MOTION: Council Member Betz motioned and Council Member Keenan seconded to approve the July 14, 2014 minutes as written.

The motion carried with Council Member Link abstaining.

PUBLIC SAFETY REPORT:

Chief Spaulding reported on the period from July 10 through August 6. There were a total of 262 calls for service which included 10 assists to other police agencies/departments outside the Town. Chief Spaulding announced that Coffee with a Cop was held on July 30, and several people attended and another coffee will be scheduled soon. National Night Out was held and it was a big success. Chief Spaulding mentioned that he is looking into the agreement with Springfield Hospital to find out what information is released when someone elopes from the campus.

COUNCIL MEETING MINUTES

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COUNCIL COMMITTEE

REPORTS:

- **Main Street Association Board (MSA)** –Council Member Keenan mentioned two new stores are opening on Main Street and the ribbon cutting is scheduled for September 5 at 7:00 p.m. The Chili and Beer Festival will be held on September 6.
- **Historic District Commission** – Council Member Link mentioned the Commission will review 4 applications at the next meeting on August 26.
Council Member Link also presented the Council with information about the HDC grant procedures. The procedures outline that each household may only make one application for the grant per fiscal year. For FY 2015, the HDC will notify grant applicants that final award amounts are contingent on the allocation of resources from the Mayor and Town Council. There is currently \$750 in the budget for the grant program and the FY 2015 demand will determine the amount of grant funds to request for the future.
- **Warfield Development Corporation (WDC)** - Mayor Shaw announced the next meeting is scheduled for Wednesday, September 3.
- **Military Memorial** – Council President Robert announced 118 bricks were ordered and the dedication should be soon.
Parking Committee will host a meeting on Monday, September 22 at 6:00 p.m. before the Mayor and Town Council Meeting.
- **Planning Commission** – Council Member Betz mentioned the Planning Commission met on August 4 and reviewed the Carroll County Master Plan. The Commission also reviewed the Master Plan Amendment and Zoning Ordinance Amendment process for revisions needed regarding Warfield. A work session with the Planning Commission will be held on August 19 and the next meeting will be held on September 2.
- **Main Street Association, Promotions Committee** – Council Member Grasley announced the next meeting will be held on August 19 to discuss the upcoming Chili and Beer Festival and the committee is looking for volunteers.
- **Skatepark** - Council Member Grasley mentioned that he and Dawn Ashbacher met with Kevin and Tyler from the skate park to discuss what their needs are.
- **Parks & Recreation Committee** – Council Member Carter was not in attendance for an update.

ANNOUNCEMENTS:

- On Saturday, September 6, The Chili and Beer Festival will take place in the Sandosky parking lot behind EW Beck's restaurant from noon until 5:00 p.m.
- A ribbon cutting will take place at South Branch Park for the opening

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of the Playground. Stay tuned for more details.

- Monday, September 8, next Mayor and Town Council Meeting.
- A Farmers Market is being held every Sunday, 9- 1 on Baldwin's Drive.
- The Town is making arrangements to re-stripe the McElroy Parking Lot this fall. Business and property owners will be notified in advance to remove all cars.

BUSINESS:

1. **Warfield Master Plan and Zoning Ordinance Amendment Schedule** – Sean Davis, Morris & Ritchie Associates, was present to discuss the revisions needed for the Master Plan regarding Warfield. The Planning Commission has reviewed the schedule and has approved it.

The proposed schedule is as follows:

- **August 19** Planning Commission Workshop to review the draft Master Plan Amendment
- **September 2** Planning Commission meeting to review and approve the Master Plan Amendment for Warfield.
- **September 16** Planning Commission Workshop to discuss the Zoning Ordinance Amendment.
- **October 6** Planning Commission Public Hearing on Master Plan Amendment and meeting to discuss the Zoning Ordinance Amendment.
- **October 20** Planning Commission Workshop on Zoning Ordinance Amendment.
- **November 4** Planning Commission Public Hearing on Master Plan Amendment and Zoning Ordinance Amendment.
- **November 10** Introduction of Zoning Ordinance Amendment and Master Plan Amendment at the Mayor and Town Council meeting.
- **November 24** Public Hearing on Zoning Ordinance Amendment and Master Plan Amendment at the Mayor and Town Council meeting.

Mr. Davis also presented 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.

The Mayor and Town Council requested that drafts be circulated to them.

2. **Raincliffe request for PWA Amendment** – Frank Potepan, Catonsville Homes was present to discuss the request for an extension to complete the intersection improvements at Sandosky and Raincliffe Road. Mr. Potepan also requested the release of additional permits at the Raincliffe Development site. Mr. Potepan outlined several issues causing the delay in the completion of the intersection and anticipates the completion should be by the end of September.

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MOTION: Council Member Grasley motioned and Council President Robert seconded to authorize Mayor Shaw to sign the amended Public Works Agreement amendment and also authorize the release of 7 building permits for the Raincliffe Development site.

The motion carried with Council Member Keenan opposing.

3. **FY 2015 Paving Contract** – Dawn Ashbacher presented the bids to patch, pave, seal and other work on Town streets, according to the scope of services outlined in the request for proposal. CPE, Inc. had the lowest bid at \$134,802.

MOTION: Council Member Grasley motioned and Council Member Keenan seconded to award a contract in the amount of \$134,802 to CPE, Inc. to complete the patching, paving, sealing and other work according to the Scope of Services and any amendments deemed necessary by the Mayor or Town Manager.

The motion carried unanimously.

4. **Personnel Manual changes** – On July 14, Dawn Ashbacher presented an overview of the Personnel Manual and proposed changes related to the retirement benefit. Per the request of the Mayor and Town Council, the years of service language for vesting for the defined contribution plan was clarified.

MOTION: Council President Robert motioned and Council Member Betz seconded to approve the proposed changes to the Personnel Manual.

The motion carried unanimously.

MOTION: Council Member Grasley motioned and Council Member Link seconded to take a 10 minute recess at 8:10 p.m.

The motion carried unanimously.

**CLOSED
SESSION:**

Council Member Betz motioned and Mayor Shaw seconded to go into closed session at 8:37 p.m.

The motion carried unanimously.

The meeting was 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, (ii) Any other personnel matter that affects one or more specific individuals.

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Those in attendance were: Mayor Shaw, Council President Robert, Council Members Betz, Grasley, Keenan, Link, Town Manager Dawn Ashbacher and Chief of Police Michael Spaulding.

Absent: Council Member Carter

Items discussed were:

- **Personnel – employee appointments - confidential personal information - action**

MOTION: Council Member Grasley motioned and Council Member Keenan seconded to go back into open session at 9:00 p.m.

The motion carried unanimously.

ADJOURN: There being no further business to come before the Council, Council Member Grasley motioned and Council Member Link seconded to adjourn meeting at 9:03 p.m.

The motion carried unanimously.

**Respectfully submitted
Janice Perrault
Town Clerk**