

Dear

OFFICIAL MINUTES OF MAY 28, 2019 REGULAR COUNCIL MEETING
NO. 19-10

The Council meeting of the Town of Sykesville was held on Tuesday, May 28, 2019. 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 Alan Grasley, and Council Members Anna Carter, Mark Dyer, Leo Keenan, Stacy Link, and Jeremiah Schofield.

STAFF: Franklin Schaeffer, Interim Town Manager
Police Chief Michael Spaulding
Kerry Chaney, Town Clerk
Derek Shreves, Public Works Director
Jana Antrobus, Executive Assistant
Dennis Hoover, Town Attorney

PUBLIC COMMENTS: There were no public comments

TREASURER'S

REPORT: The March 2019 Treasurer's Report was given to the Council. Evelyn Sweet, Town Treasurer, was not in attendance to discuss. There were no questions.

MOTION: Council President Grasley motioned to approve the March 2019 Treasurer's Report. Council Member Link seconded.

The motion carried unanimously.

PUBLIC SAFETY

REPORT: Chief Spaulding presented the Public Safety Report for the period of April 15 through May 19. There were a total of 776 reports including 21 assist other agencies, 14 community policing events, 27 incident reports, 376 patrol checks, and 53 traffic enforcement initiatives. Chief Spaulding explained that he would not be able to comment on any incidents involving juveniles or on-going investigations.

Chief Spaulding announced that he is moving forward with the tabletop exercise for emergency preparedness. He is also working on hiring a new officer. They are currently going through background investigations and are hoping to have the new officer in place in early July.

Approved – June 10, 2019

COUNCIL COMMITTEE REPORTS:

- **Downtown Sykesville Connection (DSC)** – Council Member Keenan announced that he sat in on a Promotions Committee meeting. They are looking to modify their approach. The Farmers' Markets have begun, and they need volunteers to help with setup and breakdown. The signup genius is online.
- **Historic District Commission (HDC)** – Council Member Link announced that the last HDC meeting was in April. There was one residential application. The next meeting is on Wednesday, May 29 at 7 P.M.
- **Planning Commission** – Council Member Dyer announced that he has not yet been to a Planning Commission meeting.
- **Merchants** – Council President Grasley announced that the Merchants will be meeting in June.
- **Sykesville Parks and Recreation (SPARC)** – Council Member Carter announced that the next SPARC meeting will be in June.
- **Raincliffe Home Owners' Association** – Council Member Schofield announced that he has not yet been to a Raincliffe Home Owners' Association meeting.

ANNOUNCEMENTS:

- Next Mayor and Town Council Meeting is on June 10, 2019.
- We have volunteer opportunities available on the Historic District Commission, Planning Commission, Ethics Commission, Police Auxiliary, and Crossing Guard. Email town@sykesville.net for more information about volunteering with the Town.

OPEN SESSION:

Consent Agenda:

- I. **(2019-39) Minutes from April 22, 2019**
- II. **(2019-40) Minutes from May 13, 2019**
- III. **(2019-41) Minutes from May 20, 2019**

Council requested to remove item 2019-41 from the Consent Agenda, as the two new Council Members will have to abstain from the vote on items 2019-39 and 2019-40 but can vote on 2019-41.

MOTION: Council Member Link motioned to approve items 2019-39 and 2019-40. Council Member Carter seconded the motion.

The motion carried unanimously with Council Members Dyer and Schofield abstaining.

MOTION: Council President Grasley motioned to approve item 2019-41. Council Member Carter seconded the motion.

The motion carried unanimously.

Business:

IV. (2019-42) Presentation of Town House Intern Volunteer Spreadsheet and Website

Kerry Chaney, Town Clerk, introduced the intern she has been mentoring this semester. Maria Padula is a senior at Liberty High School and has been working on compiling a volunteer spreadsheet and flowchart for the website. She has also created a volunteer contact list for the Town to reach out to different organizations in search of volunteers. Ms. Padula showed the Council the website. They suggested adding the number of open positions to the spreadsheet and links to the DSC sign-up geniuses. Ms. Padula will make those changes and then will launch the website page.

Mayor Shaw presented Ms. Padula with a certificate of accomplishment and a proclamation for her hard work as the Town House intern.

V. (2019-43) Consider/Discuss/Act on Strategic Demolition Grant Resolution – Warfield

Dennis Hoover, Town Attorney, explained that there is grant money available from the Department of Housing and Community Development through their Strategic Demolition Grant. It is a matching grant, and all matching monies would come from the developer of the property. The Town is applying for the same grant for the demolition of the Girls' Shelter building. Mr. Hoover explained that if the grant was awarded for the Warfield buildings, the money would be received by the Town and then dispersed to the developer. It is done on a reimbursement process, so the developer would have to prove they spent money before getting the grant money.

James Schumacher is writing the grant for the developer. He explained that this is a multiyear project and will need multiple grants to complete. They are hoping to focus on one or two buildings, but all buildings need remediation and stabilization. The developer is also thinking about trying for a Community Legacy grant for the wetlands remediation.

Mr. Schumacher explained that the developer is asking for a lot of money through the grant. They are asking for the money that they would need to stabilize the buildings. The grant is not an all or nothing award. The developers could receive a portion of the money for which they are applying.

Mr. Schumacher also explained that the name of the grant is slightly misleading. The developers would not be demolishing the buildings; they are working on asbestos removal, lead paint abatement, and stabilization of the buildings. Even if the grant is awarded, the developers would need to continue the process of going through the Historic District Commission and the Maryland Historical Trust for approvals.

The developer should know about the award of the grant within 60 days from submission. The Council asked for the developer to come to a Council meeting after the grant is awarded to give an update.

Resolution NO. 2019-02 will be brought to the Mayor and Town Council for review and approval at their June 10 meeting.

VI. (2019-44) Consider/Discuss/Act on Strategic Demolition Grant Resolution – Girls’ Shelter

Franklin Schaeffer, Interim Town Manager, presented this topic. He explained that the building has been vacant since 2003 and Town owned since 2015. The land must be used as public space, but the building can be demolished. The plan would be to demolish the building and use the land as parking for Cooper Park, however the grant does not require a formal plan for how the land will be used. The Planning Commission has reviewed and agreed that this grant is consistent with the Town’s Master Plan.

MOTION: Council President Grasley motioned to approve Resolution NO. 2019-03 for the Strategic Demolition Grant for the Girls’ Shelter property. Council Member Keenan seconded the motion.

The motion carried unanimously.

VII. (2019-45) Discussion regarding the Food Truck Permit

Jana Antrobus, Executive Assistant, presented this topic. She explained that since the Council had approved a \$50 fee for a food truck permit with their fee schedule, there have been some additional issues uncovered. She has been creating a draft permit for food trucks. The main issues are whether the \$50 fee is per permit or per event and if a food truck can apply for multiple events on the same permit.

Ms. Antrobus explained that staff is recommending that applicants can only apply for official Town events or events associated with a Special Event Permit, a single permit can have a list of events that will be held in a six month period and the fee will be a per permit fee.

Council was in agreement that the permit should be for six months and multiple events with the \$50 fee being for one permit. The permits would only be applicable to Town-owned property, such as the parks.

VIII. (2019-46) Discussion of FEMA Training for Council Members

Chief Spaulding explained that all Council Members, including the two new Members, should take FEMA courses ICS 100 and ICS 700 to prepare them for any emergency situation.

The tabletop exercise will be in September, and the training courses should be taken prior to the exercise.

IX. (2019-47) Formal Rejection of the Poured In Place Rubber Surfacing RFP Bids for Burkett Park

Frank Schaeffer, Interim Town Manager, explained that this item will be postponed so more ideas can be vetted. Jared Schumacher, Circuit Rider and Grants Manager, is currently working on alternatives and a counter proposal.

**COUNCIL AND
MANAGER
COMMENTS:**

- Frank Schaeffer, Interim Town Manager, announced the following:
 - o The forms have been signed and the Town now owns the Pullman Car.
 - o The staff is working on installing crosswalk bars and signs for the DSC street art across Baldwin's Drive. The funding deadline is the end of June, so Staff is working to keep things moving. Chief Spaulding will be working with the DSC for the road closure during the painting. The DSC will be maintaining the crosswalk annually.
 - o The parklet project from the DSC needs to be updated. The prior approval expired in 2018. The DSC would like to have the parklet in place for three months.

MOTION: Council Member Link motioned to extend the parklet approval for three months beginning once the parklet is installed. Council Member Carter seconded the motion.

The motion carried unanimously.

- o The State Highway Administration (SHA) is planning on widening State Route 32 from Main Street to Macbeth Road beginning in Spring 2019.
- o There is a regional transportation meeting on June 6 at 6 P.M., and they will be discussion two projects in the area.
- o Planning Commission heard an SHA presentation from A Better Maryland, but there was nothing about Main Streets that are also State Highways.
- o There is a SHA meeting with the Town scheduled for June 27 to discuss the stormwater and drainage. The SHA has acknowledged that the pipes and drains have decayed.

ADJOURN: There being no further business to come before the Council, Council President Grasley motioned and Council Member Link seconded to adjourn meeting at 8:36 P.M.

The motion carried unanimously.

**Respectfully submitted
Town Clerk Kerry Chaney**