



## *Town of Sykesville*

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[www.sykesville.net](http://www.sykesville.net)

## *Town House*

*Ian Shaw, Mayor*

*Dawn M. Ashbacher, Town Manager*

*Linda S. Quinn, Town Treasurer*

*Janice M. Perrault, Town Clerk*

**APPROVED**

### **OFFICIAL MINUTES OF MARCH 24, 2014 REGULAR COUNCIL MEETING** **NO. 14-05**

The regular Council meeting of the Town of Sykesville was held on March 24, 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 Leo Keenan, Julia Betz, Anna Carter, Stacy Link and Al Grasley

**STAFF:** Dawn Ashbacher, Town Manager  
Sgt. Shawn Kilgore, Interim Police Chief  
Janice Perrault, Town Clerk  
Ivy Wells, Main Street Manager

**PUBLIC CONCERNS:** Nothing

**MINUTES:** February 24, 2014 and March 10, 2014

**MOTION:** Council Member Betz motioned and Council Member Link seconded to approve the minutes for February 24, 2014 and March 10, 2014 as written.

The motion carried unanimously.

**PUBLIC SAFETY REPORT:** Sergeant Kilgore reported on the period from March 6 through March 19. There were a total of 100 calls for service which included 4 assists to other police agencies/departments outside the Town.

**TREASURER'S REPORT:** January 2014

**MOTION:** Council Member Betz motioned and Council Member Keenan seconded to approve the Treasurer's report as written.

The motion carried unanimously.

## COUNCIL MEETING MINUTES

March 24, 2014

Cont.

## COUNCIL COMMITTEE

### REPORTS:

- **Main Street Association Board (MSA)** – Council Member Keenan announced that the board is working on a lot of projects for Main Street. In addition Mr. Keenan announced that the Town was awarded Community Legacy grants totaling \$100,000. A grant in the amount of \$50,000 will assist the Town with downtown lighting and the other grant in the amount of \$50,000 will be available for a new downtown matching Façade Improvement Program.
- **Historic District Commission** – Council Member Link announced the next meeting will be held on March 25. Ms. Link also mentioned the Schoolhouse will host an open house with the Dorseys on Sunday, March 30.
- **Warfield Development Corporation (WDC)** – Mayor Shaw announced the WDC is still working on the contract details. The next meeting for WDC is scheduled on April 2.  
Mayor Shaw announced he went to Piney Ridge elementary school and spoke with the fourth graders about “If I were Mayor” for the Maryland Municipal League Banner City contest.
- **Military Memorial** – Council President Robert announced the sale of bricks ended and it appears that Mayor Shaw and his wife will purchase 5 bricks based on their challenge to purchase a brick for every 5 bricks sold since March 10, 2014.
- **Planning Commission** – Council Member Betz announced the next meeting is scheduled for April 7. The Planning Commission will participate with the Mayor and Town Council retreat on March 29.
- **Main Street Association, Promotions Committee** – Council Member Grasley announced the next meeting will be held on April 2. Wine glasses were ordered for the Wine & Art Festival on May 4.
- **Parks & Recreation Committee** – Council Member Carter indicated the next meeting will be held on March 27.

### ANNOUNCEMENTS:

**Part time employee** – On March 10, in closed session, the Mayor and Town Council approved hiring Joseph McCrae as a part time driver for the Public Works Department with a pay rate of \$20.00 per hour contingent on successfully passing a physical and drug screen.

**Warfield Update** – On March 10, the Mayor and Town Council voted unanimously to approve the sale of the Warfield property and to authorize the Mayor and the Town Manager to conclude negotiations of an agreement for the sale and purchase of such property. The Mayor was authorized to execute the final agreement for the sale of the property on behalf of the Town.

**COUNCIL MEETING MINUTES**

**March 24, 2014**

**Cont.**

**Community Legacy Grants** – The Town of Sykesville received \$100,000 in Community Legacy funding from the Dept. of Housing and Community Development. A grant of \$50,000 will be available to assist the Town with Downtown lighting and the other \$50,000 will be available for a new downtown Façade Improvement Program. More information to come.

**Maryland Municipal League** – The Carroll County Chapter of the Maryland Municipal League will offer three \$1,000 scholarships to Carroll County high school students. Applicants must live in one of the eight municipalities and adhere to the listed criteria on the application. The application is due May 2.

**Mayor and Town Council retreat** – the Mayor and Town Council retreat is scheduled for Saturday, March 29.

**Mimosas on Main Street** – On Sunday, April 6, Main Street merchants will be serving mimosas to shoppers.

**South Branch Park** – On Saturday, April 12 from 9:00 a.m. to 1:00 p.m., the Town will host a charrette to discuss the buildings at South Branch Park.

**Easter Egg Hunt** – On Friday, April 18, the Parks and Recreation Committee will host the Easter Egg hunt at Millard Cooper Park at 10:00 a.m.

**BUSINESS:**

1. **Schoolhouse Road escrow account for Stormwater Management** – The Town of Sykesville has held an escrow account to help fund the maintenance of the storm water management pond at the Schoolhouse Road housing development. It was confirmed that Schoolhouse Road Associates, LP, owns the pond and is responsible for the maintenance of the storm water management pond in perpetuity. There is a balance of \$3,064.54 in the escrow account and Schoolhouse Road Associates, LP have requested the balance for the ongoing maintenance of the storm water management pond located on the property.

**MOTION:** Council Member Keenan motioned and Council Member Carter seconded to approve the return of the escrow account balance at the time it is closed to Schoolhouse Road Associates, LP.

**The motion carried unanimously.**

2. **FY 2015-2016 Capital Improvement Plan (CIP)** – Dawn Ashbacher, Town Manager, presented the updated FY 2015-2016 CIP for discussion. Ms. Ashbacher indicated that the full 5 year plan will be completed in the fall and right now the focus is on 2015-2016. Discussion took place and requests were

## COUNCIL MEETING MINUTES

March 24, 2014

Cont.

made from the Mayor and Town Council to have some additional information at the retreat on Saturday, March 29.

### 3. **FY 2015 Revised Budget Process** – Dawn Ashbacher, proposed the following revised budget process:

- March 24: Discuss FY 2015-2016 CIP
- March 29 (Retreat): Present draft FY 2015 budget
- April 14: Present FY 2015 proposed budget
- Present FY 2014 mid-year budget adjustments
- April 28: Public Input on FY 2015 budget
- Vote on FY 2014 mid-year budget adjustments
- May 12: Vote on FY 2015 budget
- May 23: Verify adopted tax rates to County

### 4. **Maryland State Retirement Plan** – Dawn Ashbacher announced the Town received the preliminary new entrant valuation for joining the Maryland State Retirement Plan effective July 1, 2014. Ms. Ashbacher indicated that if the Town would like to join by July 1, a Resolution must be passed by the Mayor and Town Council meeting on April 28. The Maryland State Retirement Advisors were invited to attend the Mayor and Town Council meeting on April 14 to discuss the plan and answer any questions. The Advisors will also meet with Town employees on Monday, April 14.

**MOTION:** Council Member Grasley motioned and Council President Robert seconded to take a five minute recess at 8:15 p.m.

The motion carried unanimously.

**CLOSED SESSION:** Council Member Grasley motioned and Council Member Betz seconded to go into closed session at 8:32 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, (7) to consult with counsel to obtain legal advice on a legal matter.

**Those in attendance were: Mayor Shaw, Council President Robert, Council Members Betz, Carter, Grasley, Keenan, Link, Town Attorney, Dennis Hoover and Town Manager Dawn Ashbacher.**

**COUNCIL MEETING MINUTES**

**March 24, 2014**

**Cont.**

**Items discussed were:**

- Consult with legal counsel to discuss waste oil contract negotiations – No action
- Personnel – Appointment of employee - confidential personal information – Action
- Personnel – Police Chief Search – confidential personal information – No action

**MOTION:** **Council Member Link motioned and Council President Robert seconded to go back into open session at 9:28 p.m.**

**The motion carried unanimously.**

**MOTION:** **Council Member Grasley motioned and Council Member Carter seconded to the following:**

- Motion to authorize the Town Manager to sign the agreement between Maryland Environmental Service and the Town of Sykesville to continue participation in the state oil recycling program contingent upon approval of the agreement by the Town Attorney and the Town Manager.
- Motion to authorize the Town Manager to sign the agreement between FCC Environmental LLC, Maryland Environmental Service and the Town of Sykesville regarding payments for oil collected as part of the state oil recycling program.
- Motion to authorize the payment of \$7,000 to FCC Environmental LLC or Maryland Environmental Service. Two payments of \$3,500 each will be made. One payment is to be made in FY14 by 6/30/2014 and one payment is to be made in FY15 by 12/31/2014. Funding for payments will come from the cash fund balance.

**The motion carried unanimously.**

**MOTION TO  
ADJOURN:**

**There being no further business to come before the Council, Council Member Betz motioned and Council Member Keenan seconded to adjourn meeting at 9:30 p.m.**

**The motion carried unanimously.**

**Respectfully submitted  
Janice Perrault  
Town Clerk**