

**STAFF REPORT FOR
MONDAY, MAY 12, 2014
MAYOR AND TOWN COUNCIL OF SYKESVILLE**

CALL TO ORDER:

PUBLIC CONCERNS:

SWEARING IN CEREMONY: On April 28, in closed session, the Mayor and Town Council voted unanimously to appoint Michael A. Spaulding as Chief of Police for the Town of Sykesville. Mayor Ian Shaw will introduce and welcome Michael Spaulding as the new Chief of Police and officiate the swearing in ceremony.

In addition, Mayor Shaw will present Sergeant Shawn Kilgore with a certificate of appreciation for serving as the interim Chief of Police since October.

MINUTES: April 14, and April 28, 2014

REPORTS: Public Safety Report
Treasurer's Report - March
Council Committees

ANNOUNCEMENTS:

- On Monday, May 26, the Town Offices will be closed for Memorial Day.
- The Mayor and Town Council meeting will be held on Tuesday, May 27.
- The Historic District Commission meeting will be held on Wednesday, May 28.

OPEN SESSION:

1. **Appointment of Board of Zoning Appeals (BZA) alternate** – Mayor Ian Shaw would like to appoint Richard Barry as an alternate on the Board of Zoning Appeals for a term of three years that will expire on May 30, 2017. Attached is his resume.

Recommended Action: If in agreement, motion to appoint Richard Barry as an alternate to the Board of Zoning Appeals with an expiration date of May 30, 2017.

2. **Historic Tax Credit and Historic District Grant for 7625 Mellor Avenue** – Dawn Ashbacher and Council Member Link will speak to this item.

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Article II of Chapter 150 of the Town Code allows for a Historic Tax Credit of five percent for the construction of an architecturally compatible new structure in the Historic District. (More information about the Code can be found at <http://ecode360.com/6570068> under Historic Tax Credits.)

Michael and Sharon Johnston, 7625 Mellor Avenue, demolished and rebuilt an existing garage near their home in the Historic District at a cost of \$68,850. On April 22, 2014, the Historic District Commission (HDC) determined the property is an eligible property, the work is eligible work, and that the amount spent is fair and reasonable, and the work was done in accordance with the initial approval by the HDC. The HDC recommends the Mayor and Town Council approve the tax credit.

The Mayor and Town Council have the authority to approve or disapprove the tax credit. If approved, the property owner would receive a tax credit of \$3,443 and it will be implemented starting in the next tax year in accordance with the provisions of the Code.

In addition, Section 150-11 of the Town Code allows the Mayor and Town Council to approve grants for historic preservation purposes. Persons eligible to receive grants shall be owners of owner-occupied residential property for whom the requirement to conform with the historic preservation standards represents a hardship, as determined by the Commission. The Johnstons have requested a grant of \$750 for their garage. On April 24, 2014, the HDC recommended approval.

The Mayor and Council are authorized to award all grants for historic preservation upon the recommendation of the HDC.

It should be noted that the HDC does not have a clear definition of what constitutes a hardship. In this case, the HDC determined that the hardship was that more expensive materials were required because of the Historic District guidelines. For example, wood window frames are more expensive than vinyl; Hardi board siding is more expensive than vinyl siding. However, this means that most work done to meet HDC guidelines could be considered a hardship. Currently, the Town's budget only includes funds for one grant per year for the HDC. The MTC may want to recommend that the HDC further refine its procedures for the application, approval and disbursement of grants, including a clear definition of what constitutes a hardship, before future grants are awarded.

Recommended Action: If in agreement, motion to approve a five percent historic tax credit for 7625 Mellor Avenue.

Historic Preservation Grant: Action as determined by the Mayor and Town Council.

- 3. Adoption of Ordinance No. 287: Fiscal Year 2014-2015 Budget and Tax Rates for the Town of Sykesville, Maryland** – The Public Hearing was opened at the last meeting on April 28. As a result of the discussion at that meeting, the Capital Outlay – Streets

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and Roads line item was increased by \$17,000 for a new total of \$197,000. This was offset by the use of unspent funds in the amount of \$15,500 from FY 2013 assigned funds for patching and the use of \$1,500 from unrestricted fund balance. The proposed FY 2015 budget maintains tax rates at their current rate. Mayor Shaw will request public discussion and comments from Council. Then the Public Hearing will be closed.

Recommended Action: If in agreement, motion to approve Ordinance No. 287 Fiscal Year 2014-2015 Budget and Tax Rates for the Town of Sykesville, Maryland.

- 4. Approval of FY 2014 Mid-Year Budget Amendments** – Dawn Ashbacher introduced the amendments to the FY 2014 Budget on April 14, and the amendments were discussed at the last meeting on April 28.

Recommended Action: If in agreement, motion to approve the FY 2014 budget amendments.

- 5. Resolution for participation in the Employees' Reformed Contributory Pension System of the Maryland State Retirement and Pension System** – In the employee election, 97 percent of employees voted in favor of the Town joining the Maryland State Retirement and Pension System. This exceeds the requirement that 60 percent vote in favor. In order for the Town to join the Maryland State Retirement and Pension System on July 1, 2014, the Mayor and Town Council must pass a resolution. The resolution indicates the purchase of 75 percent prior service credit due to a law that was passed for Sykesville in the past. It is the intention of the Town to request new legislation during the 2015 legislative session to purchase 100 percent prior service credit retroactive to July 1, 2014.

Recommended Action: If in agreement, motion to approve the Resolution No. 2014-03 approving the participation of the Town of Sykesville in the Employees' Pension System – Reformed Contributory Pension Benefit of the Maryland State Retirement and Pension System with the purchase of 75 percent of prior service credit, effective July 1, 2014.

- 6. Authorization to fund a property survey of the Girls Shelter property** – Dawn Ashbacher will discuss this item.

The Town has expressed interest to the Maryland Department of Juvenile Services (DJS) in the former Girls Shelter property near the Gate House Museum. The Department of Juvenile Services has expressed willingness to surplus the property. DJS has requested that the Town draft the deed and complete a property survey. Since there is not an existing deed or description, this requires deed research to prepare a deed composite of the subject property and adjoining properties in addition to the field survey. Preliminary work in the amount of \$925 has already been completed. A not-to-exceed estimate of \$2,800 was received for the property survey services. There will be legal expenses in addition to this cost.

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Recommended Action: Motion to authorize expenditures not to exceed \$2,800 to design and draft a certified plat of the Girls Shelter property and property description using funds from the assigned balance for impact fees.

- 7. Update of the Master Plan and Zoning Ordinance for the Warfield Complex – Town Attorney Dennis Hoover and Dawn Ashbacher will provide an overview of the proposed method to update the Master Plan and Zoning Ordinance for the Warfield Complex.**

Recommended Action: No action required.

ADJOURNMENT: