



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 MAY 12, 2014 REGULAR COUNCIL MEETING **NO. 14-08**

The regular Council meeting of the Town of Sykesville was held on May 12, 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
Janice Perrault, Town Clerk
Linda Quinn, Town Treasurer
Michael Spaulding, Chief of Police
Shawn Kilgore, Sergeant

SWEARING IN CEREMONY: Mayor Shaw introduced Michael A. Spaulding and stated he is retired from the Maryland State Police and was selected from an initial group of 74 candidates to serve as Chief of Police for the Town of Sykesville. Mayor Shaw swore Michael A. Spaulding into office as the Chief of the Sykesville Police Department.

Mayor Shaw presented Sergeant Kilgore with a Certificate of Appreciation as Interim Chief for the past few months.

DELEGATE RECEPTION: Mayor Shaw introduced Cathy Allison who is a candidate for County Commissioner for District 5.

PUBLIC CONCERNS: Trees overhanging on the street right-of-ways.

MINUTES: April 14, and April 28, 2014

MOTION: Council Member Betz motioned and Council Member Carter seconded to approve the minutes from April 14 and April 28, 2014 as written.

The motion carried unanimously.

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PUBLIC SAFETY

REPORT:

Sergeant Kilgore reported on the period from April 10 through May 7. There were a total of 161 calls for service which included 16 assists to other police agencies/departments outside the Town.

Michelle Holcomb, Executive Director of ABATE of Maryland, Inc. was in attendance to bring awareness to motorcycle safety.

TREASURER'S

REPORT:

March 2014

MOTION:

Council Member Betz motioned and Council Member Grasley seconded to approve the March Treasurer's report as written.

The motion carried unanimously.

COUNCIL COMMITTEE

REPORTS:

- **Main Street Association Board (MSA)** – Council Member Keenan announced the board met on May 6, and discussed the success of the Art and Wine festival. Once he has all the financial information he will provide it to the Mayor and Council.
- **Historic District Commission** – Council Member Link announced the next meeting will be held on May 28.
- **Warfield Development Corporation (WDC)** – Mayor Shaw announced there have been informal meetings with the county. The Town needs to update the Master Plan for Warfield.
- **Military Memorial** – Council President Robert announced they are getting ready to order bricks and he has met with a contractor that will build the memorial.
- **Planning Commission** – Council Member Betz announced at the last meeting, discussion took place on the Carroll 2030 Project, Carroll County's 2013 Planning Annual Report Warfield and the Program Open Space. The next meeting is scheduled for June 2.
- **Main Street Association, Promotions Committee** – Council Member Grasley announced the next meeting will be held on Wednesday, June 4.
- **Parks & Recreation Committee** – Council Member Carter announced the Movie How to Train Your Dragon was canceled due to weather and will be shown on Saturday, September 13. The movie Despicable Me will be shown on Saturday, June 14. Concerts in the Park will start in July. The next meeting will be held on May 22.
Mayor Shaw mentioned that after the Town joined the Healthy Eating Active Living (HEAL) campaign, he was contacted about sponsoring a walk on June 14.

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ANNOUNCEMENTS:

Memorial Day - 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.

BUSINESS:

1. **Appointment of Board of Zoning Appeals (BZA) alternate** – Mayor Shaw has met with and recommends appointing Richard Barry as an alternate on the BZA for a term of three years.

MOTION:

Council President Robert motioned and Council Member Grasley seconded to appoint Richard Barry as an alternate on the Board of Zoning Appeals with term expiration on May 30, 2017.

The motion carried unanimously.

2. **Historic Tax Credit and Historic District Grant** – Council Member Link and Dawn Ashbacher explained that the Historic District Commission has recommended that the home owners, Michael and Sharon Johnston, at 7625 Mellor Avenue be granted a 5% historic tax credit for the architecturally compatible garage they built in the historic district.

MOTION:

Council Member Link motioned and Council Member Keenan seconded to approve the 5% tax credit of \$3,443 that will be implemented starting in the next tax year in accordance with the provisions of the Code. A letter of eligibility will be sent to Carroll County with the approval of the Mayor and Town Council.

The motion carried unanimously.

The Historic District Commission (HDC) recommended the Mayor and Town Council approve a Town grant in the amount of \$750 to Michael and Sharon Johnston, for the garage that was built in accordance to the Historic District Guidelines. Grants are available for owner-occupied residential property for whom the requirement to conform with the historic preservation standards represents a hardship, as determined by the Commission. A question was raised about the definition of hardship. According to the homeowners, the cost of materials for historic properties is more than materials for homes not in the Historic District and this constitutes a hardship. It was noted, the Town budget only includes funds for one grant per year. A suggestion was made to have 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. The Mayor and Town Council requested the HDC

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also review this current application again once they have determined the clear definitions needed to make a decision.

- 3. Authorization to fund a survey of the Girls Shelter property** – Dawn Ashbacher outlined the process of obtaining the Girls Shelter property located near the Gate House Museum. The Department of Juvenile Services (DJS) is working on obtaining a survey of the property. Per the initial instructions from DJS, the Town started this process at a cost of \$975 for the preliminary work. It is requested the Mayor and Town Council approve the cost of the preliminary work and use funds from impact fees to pay the cost. The state provided the following schedule to obtain the property: property survey by the end of June, Board of Public Works will surplus the property by the end of July, complete two appraisals and provide 45 days for comment, receive final approval by the Board of Public Works by the end of October. The goal is for the process to be completed by mid-November.

MOTION: Council President Robert motioned and Council Member Carter seconded to authorize to fund a property survey of the Girls Shelter in the amount of \$975 with the impact fee line item.

The motion carried unanimously.

- 4. Adoption of Ordinance No. 287: Fiscal Year 2014-2015 Budget and Tax Rates for the Town of Sykesville, Maryland** – Mayor Shaw indicated the Public Hearing is still open from April 28. As a result of the discussion at that meeting, the Capital Outlay – Streets and Roads line item was increased by \$17,000 for a new total of \$197,000. The proposed FY 2015 budget maintains the real property tax rates at their current rate of \$0.35 per \$100 of assessed property value. The tax rate applicable to personal property will stay at \$0.875 per \$100 of assessed property value. The public asked some questions about a few items in the budget.

MOTION: Council Member Grasley motioned and Council Member Betz seconded to close the Public Hearing on Ordinance No. 287: Fiscal Year 2014-2015 Budget and Tax Rates.

The motion carried unanimously.

MOTION: Council Member Betz motioned and Council Member Link seconded to approve Ordinance No. 287: Fiscal Year 2014-2015 Budget and Tax rates.

The motion carried unanimously.

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- 5. FY 2014 Mid-Year Budget Amendments** – On April 14, Dawn Ashbacher introduced the Budget Amendments and on April 28 the amendments were discussed.

MOTION: Council Member Keenan motioned and Council Member Grasley seconded to approve the Mid-Year Budget Adjustments as written.

The motion carried unanimously.

- 6. Resolution for Participation in the Employees' Reformed Contributory Pension System of the Maryland State Retirement and Pension System** – Dawn Ashbacher explained in the employee election, 97 percent voted in favor of the Town joining the Maryland State Retirement and Pension System. This vote exceeds the requirement that 60 percent vote in favor. The next step is to pass the Resolution to join the State Retirement System with 75 percent prior service credit in accordance with current state law. The Town will request new legislation during the 2015 legislative session to recognize 100 percent prior service credit.

MOTION: Council Member Link motioned and Council Member Carter seconded 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.

The motion carried unanimously.

- 7. Over hanging trees on street right-of-ways** – A concerned citizen came to the meeting to request the Town respond to his request to trim the trees overhanging the streets. Mayor Shaw and Council Member Keenan indicated they are in receipt of his request and the Town's attorney is reviewing it.

MOTION: Council Member Grasley motioned and Council Member Link seconded to take a 10 minute recess at 8:20 p.m.

The motion carried unanimously.

**CLOSED
SESSION:**

Council Member Grasley motioned and Council Member Betz seconded to go into closed session at 8:44 p.m.

The motion carried unanimously.

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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.

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

Items discussed were:

- Personnel – personnel appointments - confidential personal information – Action

MOTION: Council Member Link motioned and Council Member Betz seconded to go back into open session at 8:52 p.m.

The motion carried unanimously.

ADJOURN: There being no further business to come before the Council, Council President Robert motioned and Council Member Grasley seconded to adjourn meeting at 8:53 p.m.

The motion carried unanimously.

**Respectfully submitted
Janice Perrault
Town Clerk**