

Dear

OFFICIAL MINUTES OF NOVEMBER 12, 2019 REGULAR COUNCIL MEETING
NO. 19-16

The Council meeting of the Town of Sykesville was held on Tuesday, November 12, 2019. Council President Grasley called the meeting to order at 7:00 P.M. in the Council Meeting Room at the Town House. Council President Grasley led the Pledge of Allegiance and a moment of silence.

PRESENT: Council President Alan Grasley, and Council Members Anna Carter, Mark Dyer, Leo Keenan, Stacy Link, and Jeremiah Schofield.

ABSENT: Mayor Ian Shaw

STAFF: Joseph Cosentini, Town Manager
Police Chief Michael Spaulding
Evelyn Sweet, Town Treasurer
Kerry Chaney, Town Clerk
Derek Shreves, Public Works Director

PUBLIC
COMMENTS: There were no public comments

Consent Agenda:
(2019-86) Approval of minutes from October 28, 2019

MOTION: Council Member Keenan motioned to approve the item on the Consent Agenda. Council Member Schofield seconded the motion.

The motion carried unanimously.

Business:

- I. **(2019-87) Presentation of Shadowbox to the family of Chief Millard Cooper**
Chief Spaulding presented this item. He explained he found Chief Millard Cooper's old uniform hanging in a closet in the Police Department. He worked with Bryant Brambeck, owner of Liberty Emblem, and Dave Heck, a retired sergeant from the Howard County Deputy Sheriff's Department, to fix the badge and reproduce the patches that would have been worn on the uniform during Chief Cooper's time with Sykesville. Mr. Brambeck

also put together the entire shadowbox. The Cooper family was in attendance for the presentation of the shadowbox. It will be hung permanently in the Police Department for all visitors to see.

II. (2019-88) Audit presentation for FY2019

Wanda Lynn and Ashley Hershey, Brown Schultz Sheridan & Fritz (BSSF), CPAs, were in attendance to present the audit findings for FY2019. They explained that the Town received a clean or unmodified finding for the audit. This is mostly due to the Warfield Development Corporation, a non-profit associated with the Town, closed and was audited. There were no material weaknesses. BSSF does recommend updating the signature cards for the Town banking. One of the larger changes from 2018 to 2019 was in the debt services line. This change was due to the payoff of the loan for 714 Sandosky Road.

The stabilization reserve is also over the required funding amount. The reserve is required to be at least 20% of average actual General Fund audited expenditures, excluding Capital Outlay Expenditures, for the preceding five years which the audit is available.

It was explained that the Assigned Fund Balances consists of previous years' Capital Improvement Program items that were never completed. The funding remains marked for the specific projects but can be released back into the general fund.

ANNOUNCEMENTS/REPORTS

- Next Mayor and Town Council Meeting is on Monday, November 25, 2019.
- We have volunteer opportunities available on the Historic District Commission, BZA, SPARC, Police Auxiliary, and Crossing Guard. Email town@sykesville.net for more information about volunteering with the Town.
- Staff Updates
 - o **Treasurer's Report**
Evelyn Sweet, Town Treasurer, presented the Treasurer's Report for September 2019. Ms. Sweet explained that the Town received a real estate tax payment, State Aid for Police Protection payment, and a couple Façade Grant reimbursements during the month.

MOTION: Council Member Carter motioned to approve the September 2019 Treasurer's Report. Council Member Link seconded the motion.

The motion carried unanimously.

- o **Public Safety Report**
Chief Spaulding presented the Public Safety Report for the period of October 21 through November 3. There was a total of 344 reports including 13 assist other agencies, two community policing events (although Chief Spaulding explained that six of the special assignments should have been classified as community policing), five incident reports, 191 patrol checks, and 28 traffic enforcement initiatives.

Chief Spaulding explained that a traffic enforcement initiative is a specific duty where an officer chooses a location and monitors the traffic. These do not always result in traffic stops and tickets issued. Chief Spaulding also explained that payment for citations other than parking citations goes to the State. The Town does receive the parking citations fines.

Chief Spaulding explained that the incident with an eight year old calling to report her older brother while they were home alone did not require enforcement, as eight is the age when children can be left alone. The responding officer did counsel the kids on appropriate use of 9-1-1 and called for a Child Protective Services check on the children.

The Beer Festival went well from an officer standpoint. There were a couple people who passed out or threw up, but there were no arrests made during the Festival. There was also a record crowd. Chief Spaulding thanked the Carroll County Sheriff's deputies and the Sykesville Auxiliary officers who worked the event. The Baldwin's Drive detour was not horrible. The same detour will be used during Santa's Arrival as well.

Chief Spaulding announced that Officer Nick Betcher was recognized at a Business Advocates for Veterans even though he is not a veteran.

- **Council/Committee Reports**

- o **Historic District Commission (HDC)** – Council Member Carter announced that the HDC is rescheduling their November meeting. The date will be announced once plans are finalized.
- o **Sykesville Parks and Recreation (SPARC)** – Council Member Link announced that there was not a SPARC meeting since the last Council meeting. The November SPARC meeting will be rescheduled due to Thanksgiving.
- o **Downtown Sykesville Connection (DSC)** – Council Member Keenan announced that the DSC Board will be meeting next Monday, November 18, and the Promotions Committee is meeting tonight, November 12.
- o **Planning Commission** – Council Member Dyer announced that the Planning Commission met and discussed County updates, Building F of the Warfield Center including stormwater plans and lighting, and the next Warfield submissions for Parcel D including parking and pervious surfaces. There was a discussion regarding sidewalks on both sides of Warfield Drive. The plan is to connect the sidewalks to the trail system.
- o **Merchants** – Council President Grasley announced that the Merchants have not met since the last Council meeting.
- o **Raincliffe Home Owners' Association (HOA)** – Council Member Schofield announced that there was an HOA meeting on November 7 with low turnout.

- Council President Grasley announced that the holiday decorating contest will be on December 10.
- Joseph Cosentini, Town Manager, thanked the staff who worked the Beer Festival. He also thanked Evelyn Sweet for her hard work as Treasurer and wished her a happy retirement; the Council echoed the sentiment. Mr. Cosentini also announced that he is working to find a consulting firm for the Master Plan update.

ADJOURN: There being no further business to come before the Council, Council Member Link motioned and Council Member Schofield seconded to adjourn meeting at 7:52 P.M.

The motion carried unanimously.

Respectfully submitted
Town Clerk Kerry Chaney