



## *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 NOVEMBER 24, 2014 REGULAR COUNCIL MEETING** **NO. 14-18**

The regular Council meeting of the Town of Sykesville was held on Monday, November 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 Julia Betz, Anna Carter, Al Grasley, and Stacy Link

**STAFF:** Dawn Ashbacher, Town Manager  
Janice Perrault, Town Clerk  
Michael Spaulding, Chief of Police  
Linda Quinn, Town Treasurer

**ABSENT:** Council Member Leo Keenan

**PUBLIC CONCERNS:** None

**MINUTES:** November 10, 2014

**MOTION:** Council Member Grasley motioned and Council President Robert seconded to approve the November 10, 2014 minutes as written.

The motion carried unanimously.

#### **PUBLIC SAFETY REPORT:**

Chief Spaulding reported on the period from November 6 through November 19. There were a total of 375 calls for service which included 5 assists to other police agencies/departments outside the Town.

#### **TREASURER'S REPORT: October 2014**

**MOTION:** Council Member Grasley motioned and Council Member Betz seconded to approve the October 2014 Treasurer's Report as written.

The motion carried unanimously.

## COUNCIL MEETING MINUTES

November 24, 2014

Cont.

### COUNCIL COMMITTEE

#### REPORTS:

- **Parks and Recreation Committee** – Council Member Carter announced that the Parks and Recreation Committee are putting together the schedule for 2015, and they talking with the Nathan Christopher foundation to assist with renovation of a park.
- **Historic District Commission** – Council Member Link announced at the Gate House the exhibit on display is “Open the Doors: Sykesville’s Places of Worship”. In the spring there will be a walking tour on one of the area’s historic mines. The Historic District Commission will meet on December 9.
- **Warfield Development Corporation (WDC)** – Mayor Shaw announced the WDC met to review steps remaining before closing on the sale of the Warfield complex. Also, the State of Maryland Board of Public Works approved the amendment to the disposition agreement, which affects the sale price.
- **Military Memorial** – Council President Robert indicated this project is progressing and waiting on a contractor to start the work.
- **Planning Commission** – Council Member Betz announced the Planning Commission met on November 18, to further discuss the Zoning Ordinance amendment.
- **Main Street Association, Promotions Committee** – Council Member Grasley announced the next event will be Merry Main Street and they will meet on December 3 to finalize all the tasks.

#### ANNOUNCEMENTS:

- Friday, December 5, 12 hours of Christmas Shopping on Main Street.
- Merry Main Street will take place on Saturday, December 6 with a new tree lighting location at Centennial Park.
- Friday, December 12, Cookies on Main Street at all the stores.
- Monday, December 15, Holiday Lighting and Decorating Contest. The Mayor and Council will select homes as winners of the contest.
- Through December 15 Toys for Tots collection

#### BUSINESS:

1. **Maryland Main Street Program** – Amy Seitz, Director, Community Access and Partnerships, MD Department of Housing and Community Development was present to explain the Main Street Program. She indicated the structure is based on the needs of the Town. Specifically she mentioned the Main Street Manager role can be with a nonprofit group that would report to a Board of Directors, or this position can be a paid position with the Town. The Main Street Manager does need to know about economic development, running events, and communicating with the Board, Mayor and Town Council, committees, and the Town Manager. Ms. Seitz did suggest contacting other municipalities with a

**COUNCIL MEETING MINUTES**

**November 24, 2014**

**Cont.**

Main Street Manger to find out how they have worked out this position in their Town.

- 2. Master Plan Text Amendment** – On November 4, the Master Plan Text Amendment was approved by the Planning Commission and this amendment was introduced to the Mayor and Town Council on November 10. This Amendment designates the Warfield and surrounding area as a Planned Employment Center.

**MOTION:** Council Member Betz motioned and Council Member Carter seconded to approve the Master Plan text amendments and changes to the Designated Land Use map, Comprehensive Plan map, and Warfield Planning area map by Resolution NO 2014-07.

The motion carried unanimously.

- 3. Introduction of Zoning Ordinance NO 288** – This Ordinance amends the Zoning Ordinance to provide regulations for the new Planned Employment Center District. The Planning Commission recommends adoption of the amendments to some sections of the Code and repeal of Article XXI (Employment Campus District) and adoption and enactment of a new Article XXII (Planned Employment Center District).

**MOTION:** Council Member Betz motioned and Council Member Carter seconded to introduce Ordinance 288 and to hold a Public Hearing on December 8.

The motion carried unanimously.

- 4. FY 2016 – 2020 Capital Improvement Program (CIP) requests** – The FY 2016-2020 CIP request were presented to the Council for review. This list is more comprehensive than in prior years and includes more facility and infrastructure needs. In the last several years, the Town has budgeted a total of \$270,000 - \$340,000 for capital projects annually.
- 5. Payroll outsourcing** – As part of the FY 2015 budget, it was approved to have payroll outsourced for all Town employees. Linda Quinn, Town Treasurer, provided information outlining the cost associated with three companies and the recommendation to use KTBS.
- 6. Authorization for State Highway Administration Hydrology boring on Spout Hill Road** – The State Highway Administration (SHA) is preparing to do a hydrology study along Main Street and Springfield Avenue to determine if they need to dewater the trenches for the repairs under MD 851. The borings should be completed by the end of January.

**COUNCIL MEETING MINUTES**

November 24, 2014

Cont.

**MOTION:** Council Member Grasley motioned and Council Member Betz seconded to authorize the Town Manager to sign a permission letter giving the State Highway Administration access to Spout Hill Road for borings as part of the hydrology study.

The motion carried unanimously.

7. **Authorization of funding for various items** – Dawn Ashbacher requested funding for the following items: storm drain cover for the inlet near Warfield pond at a cost of \$1,000, No trespassing signs for Warfield at a cost of \$1,000, and a survey of lot and property lines for Baldwin’s parking lot and parking lot near the Post Office/Visitor Center at a cost of \$1,400.

**MOTION:** Council Member Grasley motioned and Council Member Betz seconded to authorize the Town Manager for expenditures of the storm drain cover, no trespassing signs and survey of lot and property lines for Baldwin’s parking lot and the parking lot near the Post Office/Visitor Center.

The motion carried unanimously.

**MOTION:** Mayor Shaw motioned and Council President Robert seconded to take a 5 minute recess at 9:34 p.m.

The motion carried unanimously.

**CLOSED SESSION:** Council Member Betz motioned and Council Member Grasley seconded to go into closed session at 9:43 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 and (7) to consult with legal counsel to obtain legal advice on a legal matter.

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

**Absent: Council Member Keenan**

**Items discussed were:**

**COUNCIL MEETING MINUTES**

**November 24, 2014**

**Cont.**

Consult with Legal Counsel - Open Meetings Act – no action

Consult with Legal Counsel - Warfield Contract Negotiations- no action

Personnel - Employee appointment - confidential personal information - action

Personnel - Employee compensation - confidential personal information - action

Personnel - Employee compensation - donation of sick leave - confidential personal information – no action

Personnel - Main Street Manager position - confidential personal information – no action

**ADJOURN:**       **There being no further business to come before the Council, Mayor Shaw motioned and Council Member Betz seconded to adjourn meeting at 11:27 p.m.**

**The motion carried unanimously.**

**Respectfully submitted**

**Janice Perrault**

**Town Clerk**