



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 SEPTEMBER 22, 2014 REGULAR COUNCIL MEETING **NO. 14-14**

The regular Council meeting of the Town of Sykesville was held on September 22, 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, Al Grasley, Leo Keenan, and Stacy Link

ABSENT: Council Member Anna Carter

STAFF: Dawn Ashbacher, Town Manager
Janice Perrault, Town Clerk
Michael Spaulding, Chief of Police
Linda Quinn, Town Treasurer
Ivy Wells, Main Street Manager

PUBLIC CONCERNS: Nothing

MINUTES: September 8, 2014

MOTION: Council Member Betz motioned and Council Member Grasley seconded to approve the September 8, 2014 minutes as written.

The motion carried with Mayor Shaw abstaining.

PUBLIC SAFETY REPORT:

Chief Spaulding reported on the period from September 4 through September 17. There were a total of 119 calls for service which included 4 assists to other police agencies/departments outside the Town.

Chief Spaulding mentioned he has launched a new tool called Nixle to notify residents of an emergency public safety concern. All you need to do is text your zip code to 888777. Whenever there is an emergency public safety issue within the Town, a text message will be sent to you outlining the concern. Chief Spaulding indicated this is a better way to get emergency public safety information to the public.

Chief Spaulding announced there will be another Coffee with a Cop meeting on Saturday, October 18 from 9:30 a.m. to 11:30 a.m. at EW Becks Restaurant.

COUNCIL MEETING MINUTES

September 22, 2014

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TREASURER'S

REPORT: August 2014 – this report was deferred until October 14.

COUNCIL COMMITTEE

REPORTS:

- **Main Street Organizational Committee** – Council Member Keenan mentioned the committee is getting ready for the Fall Festival on October 11. They are also working on the phone booth, painting the park benches and the committee is looking for volunteers. The next meeting will be held on October 20.
- **Historic District Commission** – Council Member Link announced the Gate House Museum is looking for volunteers. The next meeting for the Historic District Commission will be on September 23.
- **Warfield Development Corporation (WDC)** – Mayor Shaw announced the negotiations of the sale of Warfield are still progressing. Mayor Shaw announced that the merchants on Main Street are concerned that the development at Warfield will impact their businesses. Mayor Shaw indicated that he will work together with the Main Street businesses and Warfield.
Mayor Shaw mentioned he attended the Maryland Municipal Fall Conference and indicated support for highway user funds from the state to be restored to the 2008 level. He also mentioned he would like to look into approving a budget for 6 years instead of the current 1 year. The next meeting will be held on Wednesday, October 1.
- **Military Memorial** – Council President Robert indicated we are waiting for the bricks and then the project will get scheduled to start. Parking Committee held their meeting and Council President Robert indicated a few ideas surfaced for proposed changes at no cost to the Town.
- **Planning Commission** – Council Member Betz announced the Planning Commission held a workshop on September 16, to discuss the Zoning Ordinance Amendment. On October 6, a Public Hearing will be held on the Master Plan Amendment and to discuss the Zoning Ordinance Amendment.
- **Main Street Association, Promotions Committee** – Council Member Grasley announced the limited edition Christmas Ornaments have arrived and the cost is \$20 donation to the MSA. The next meeting will be held on October 1 to discuss the Fall Festival.

COUNCIL MEETING MINUTES

September 22, 2014

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ANNOUNCEMENTS:

- On September 8, in closed session, the Mayor and Town Council voted to appoint Robert Reed as a Police Officer.
- The Town is looking for residents to serve on the Ethics Commission.
- Saturday, October 4, Apple Open House at the Schoolhouse.
- Monday, October 6, Planning Commission Public Hearing on Master Plan Amendment and Zoning Ordinance Amendment.
- Saturday, October 11, Fall Festival
- Tuesday, October 14, next meeting of the Mayor and Town Council
- Monday, October 20, Planning Commission Workshop on Zoning Ordinance Amendment
- Thursday, October 30, Trick or Treat on Main Street
- Tuesday, November 4, Planning Commission Public Hearing on Master Plan Amendment and Zoning Ordinance Amendment
- Farmers Market every Sunday until November 23

BUSINESS:

1. **MD 851 Community Safety and enhancement Project design discussion –** Mark Crampton, District Engineer, Ayende Thomas, Project Manager, and many others from the Maryland state Highway Administration (SHA) were present to discuss the this project to rehabilitate the roadway and accommodate pedestrians along MD 851 – Main Street and Springfield Avenue. Ms. Thomas explained this project will enhance pedestrian safety, improve roadway drainage and preserve the roadway infrastructure. It is anticipated that the sidewalks will be 5-foot wide, upgrade the ramps on the sidewalks and provide more pedestrian lighting. Roadway improvements will include resurfacing, landscaping, and pavement marking. The schedule includes forming a Task Force that will meet every couple of months to discuss the design of this project. It is expected that to develop a concept plan will take approximately one year. The Mayor and Town Council agree this will be a huge undertaking and would like to pursue this project and asked if anyone was interested in participating on the Task Force to sign up or let Dawn Ashbacher know as soon as possible.

MOTION: Council Member Grasley motioned and Council Member Link seconded to take a five minute recess at 7:54 p.m.

The motion carried unanimously.

MOTION: Council Member Grasley motioned and Council President Robert seconded to go back into open session at 8:05 p.m.

The motion carried unanimously.

2. **Linear Trail contract –** Dawn Ashbacher announced there was one bid received for the repair and widening of the linear Trail. The bid was submitted

COUNCIL MEETING MINUTES

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by SFMS, LLC in the amount of \$23,576. The Town received the SHA Recreational Trails grant of \$20,000 in FY 2014 and the Town is required to provide a match of \$4,000 to the project and the Town has already spent about \$3,600 on engineering.

MOTION: Council Member Link motioned and Council Member Betz seconded to accept the bid of \$23,576 from SMS, LLC as written.

The motion carried unanimously.

- 3. Process for the Capital Improvement Plan FY 2016-2020 –** Linda Quinn presented a proposed schedule to develop the Capital Improvement Plan.
 - **October 3** - Staff complete FY2016 -2020 Capital Budget Request Forms
 - **Mid October** - Linda and Dawn meet to formulate draft Capital Improvement Plan.
 - **Mid November** - Plan Capital Improvement Plan work session with department heads and representatives from groups such as the MTC, P/Z and P&R to finalize Capital Improvement Plan.
 - **January** - Present completed FY 2016-2020 Capital Improvement Plan to Mayor and Town Council.

- 4. Joint Stormwater Operating Agreement –** Dawn Ashbacher presented a draft of the Memorandum of Agreement (MOA) to the Mayor and Town Council and requested the Council authorize the Mayor to sign the agreement if agreeable at the next Mayor and Town Council meeting. Comments from municipalities were due back by September 24 and all the Commissioners and Mayors are scheduled to sign the MOA on October 23. The Town will be required to begin funding its contribution July 1, 2015.

In April 2014, Mayor Shaw signed a Memorandum of Intent (MOI) with Carroll County and the other municipalities in Carroll County to participate in a joint Phase I National Pollutant Discharge and Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) permit. This is to work together to collectively meet state requirements and to institute a cost sharing arrangement for the associated costs. The cost sharing agreement is that the County pays 80 percent and municipalities pay 20 percent of the capital costs for mitigation projects in municipalities. The MOI indicated that the County and Municipalities would work cooperatively to formalize an operating agreement to implement the MOI. The Water Resources Coordination Council (WRCC) drafted an operating Memorandum of Agreement (MOA).

MOTION: Council Member Link motioned and Council Member Grasley seconded to take a 5 minute recess at 9:16 p.m.

The motion carried unanimously.

CLOSED

COUNCIL MEETING MINUTES

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SESSION: Mayor Shaw motioned and Council Member Keenan seconded to go into closed session at 9:25 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 counsel to obtain legal advice on a legal matter.

Those in attendance were: Mayor Shaw, Council President Robert, Council Members Betz, Grasley, Keenan, Link, and Town Manager Dawn Ashbacher

Absent: Council Member Carter

Items discussed were:

- Consult with Legal Counsel - Warfield Contract Negotiations – no action
- Personnel - Disciplinary issue - confidential personal information – no action

MOTION: Mayor Shaw motioned and Council Member Keenan seconded to go back into open session at 11:01 p.m.

The motion carried unanimously.

Linear Trail discussion on the contract award.

ADJOURN: There being no further business to come before the Council, Council Member Link motioned and Council Member Betz seconded to adjourn meeting at 11:05 p.m.

The motion carried unanimously.

**Respectfully submitted
Janice Perrault
Town Clerk**