



## *Town of Sykesville*

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## *Town House*

*Stacy Link, Mayor*

*Joseph Cosentini, Town Manager*

*Craig Weaver, Town Treasurer*

*Kerry G. Chaney, Town Clerk*

## **OFFICIAL MINUTES OF AUGUST 9, 2021 REGULAR COUNCIL MEETING** **NO. 21-12**

The Council meeting of the Town of Sykesville was held on Monday, August 9, 2021. Mayor Link called the meeting to order at 7:00 P.M. via Zoom.us. Mayor Link led the Pledge of Allegiance and a moment of silence.

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

**STAFF:** Joseph Cosentini, Town Manager  
Police Chief Michael Spaulding  
Kerry Chaney, Town Clerk  
Derek Shreves, Public Works Director  
Craig Weaver, Town Treasurer  
Dennis Hoover, Town Attorney

### **PUBLIC COMMENTS:**

There were no public comments.

### **MINUTES:**

July 12, 2021

**MOTION:** Council Member Dyer motioned to approve the minutes from July 12, 2021. Council Member Keenan seconded the motion.

The motion carried unanimously.

### **BUSINESS**

#### **II. Consider/Discuss/Act on Awarding the FY2022 Paving Contract**

Town Manager Joe Cosentini presented the bids received for the FY2022 road paving. Two companies were tied at the lowest bid, and after checking recommendations, Mr. Cosentini recommends awarding the contract to JEMS Contracting.

Council Member Keenan explained that CPE Inc. has been the low bid for numerous years, and he would prefer to go with them, even though they bid slightly higher than JEMS Contracting. Council Member Grasley agreed with Council Member Keenan and asked for the background of JEMS Contracting. Mr. Cosentini explained that

they have been in business for decades but only recently began paving. CPE Inc. spoke highly of them and were not angry or upset about not being the low bid. They are planning on submitting a bid for next year's contract.

Public Works Director Derek Shreves knows how to manage the paving contractors and discussed the bids with Mr. Cosentini.

**MOTION: Council Member Grasley motioned to award the FY2022 Paving Contract to JEMS Contracting in an amount not to exceed \$84,084. Council Member Dyer seconded the motion.**

**The motion carried 5-2 with Mayor Link, Council President Carter, and Council Members Dyer, Grasley, and Guroff voting for the motion and Council Members Keenan and Schofield voting against the motion.**

**III. Consider/Discuss/Act on the Town Planner Job Description**

Mr. Cosentini presented this item. He explained the Council approved this position with the FY2022 budget. A job description was created, and due to it being a new position, Mr. Cosentini wanted to get feedback from the Council regarding it.

Council President Carter explained she would like to see a master's degree and experience instead of a master's degree or experience. Mr. Cosentini will change it to three years' experience required and a master's degree preferred.

Council Member Grasley asked if the salary was enough for this position. Mr. Cosentini explained that other towns have been hiring around this range. One has been trying to hire at a lower amount and has had difficulties.

Mr. Cosentini will conduct the interviews and selection and will bring the final choice to Council.

**MOTION: Council Member Schofield motioned to approve the Town Planner Job Description with the changes made tonight. Council Member Guroff seconded the motion.**

**The motion carried unanimously.**

**IV. Consider/Discuss/Act on the Rules of Council policy**

Mr. Cosentini presented this item. He explained that it was based off of numerous discussions with the Council. It is a policy and will not be incorporated into the Town Code yet.

**MOTION: Council Member Guroff motioned to approve the Rules of Council Policy. Council Member Grasley seconded the motion.**

**The motion carried unanimously.**

**V. Consider/Discuss/Act on the Memorandum of Agreement for Cost-Sharing of Stormwater Mitigation Projects and Co-Permittee Responsibilities in Complying with the National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Requirements**

Mr. Cosentini explained that this item is a continuation of a partnership between the County and all the municipalities. The original permit was designed to follow the five-year cycle of the NPDES permit. The Town does have a seat on the Water Resource Coordination Committee with this partnership. The biggest change is the cost sharing portion; this year the Town will be paying almost \$20,000 less than before. It will also be a perpetual memorandum of agreement unless there are significant changes to the cost share analysis.

Council Member Grasley asked if the next five years cost analysis is expected to be stable. The County provided an analysis showing a 5% increase and any dramatic change above that would come back to the Council for approval.

**MOTION: Council Member Grasley motioned to approve the Memorandum of Agreement for Cost-Sharing of Stormwater Mitigation Projects and Co-Permittee Responsibilities in Complying with the National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Requirements. Council Member Schofield seconded the motion.**

**The motion carried unanimously.**

**ANNOUNCEMENTS:**

- The next meeting is September 13, 2021. This will be held via Zoom.
- We have volunteer opportunities available on the Historic District Commission, SPARC, Board of Zoning Appeals, Police Auxiliary, and Crossing Guard. Email [town@sykesville.net](mailto:town@sykesville.net) for more information about volunteering with the Town.
- Staff Updates
  - There is a workshop on August 23 at 7 PM regarding the Warfield fiscal and economic studies.
  - Mr. Cosentini announced that:
    - The CMC is continuing to work on the wiring in the conference room to allow for streaming of in-person meetings.
    - BGE is scheduled to do electrical work for the Splash Pad on August 14. There is a time crunch to try to open it before the end of the summer.
    - The zip line is still in testing to stop the line from failing.
  - Treasurer's Report  
Town Treasurer Craig Weaver presented the July 2021 Treasurer's Report. There was a low revenue intake which is expected to increase through the fall. 50% of the American Rescue Plan Act funding has been received already.

Council Member Keenan asked if the income tax and highway user revenue numbers are expected. The highway user revenues always adjust slightly down, and the road paving is well under what the Town expects to receive.

- Public Safety Report  
Chief Spaulding presented the public safety report for the period of July 6 through August 1. There was a total of 631 reports including 19 assist other agencies, 27 community policing events, 19 foot patrols, 10 incident reports, 389 patrol checks, and 45 traffic enforcement initiatives.

Chief Spaulding announced the Sippin' on Summer event occurred with no issues. National Night Out was well attended, and the Auxiliary was able to

recruit and received an application during the event. Auxiliary Police Lieutenant Jeff Queen has increased the social media presence. A Homeland Security grant was received and will be used to provide every police officer in the county with a tactical helmet. The Junior CSI is scheduled for September 11; this event is geared towards middle schoolers and applications are still being received.

- Council/Committee Reports

- Council Member Schofield announced he met with the Raincliffe Home Owners' Association and will continue attending their meetings even though he is not an official liaison. The HOA president asked about getting a crosswalk painted at Sandosky Road and Village Avenue.

He also thanked Council Member Dyer for his work as the Planning Commission Liaison. The Planning Commission reviewed a concept plan for the DunnRite buildings. Council Member Schofield encouraged the rest of the Council to watch the discussion. There was an issue with parking related to the buildings and use.

Council Member Schofield asked if any ARPA funding could be used for studies or if those would wait for the Planner position to be filled. Mr. Cosentini explained that there are grants being pursued for some of the studies.

- Council Member Guroff announced 95 people were in attendance at the Parks and Recreation Commission movie. There are additional movie nights and the band Here Til Sunday will be performing on October 2.
- Council Member Keenan announced Sippin' on Summer was a success and thanked the volunteers, Police Department, and Public Works. The Green Committee is hosting an event called Let Us Bug You to educate about beneficial insects in a garden. The Farmers' Market is continuing. The Golf Tournament is on August 20. The Beer Festival is on November 13 and the DSC received a grant from M&T Bank. Two pallets of hand sanitizer and cleaning wipes were received for the Police Department. They are looking into a paranormal video experience of the Town.
- Council President Carter announced the HDC met on July 27 to review two applications. One was for an awning on a townhome on Warfield. There will be a special meeting on Monday, August 16 at 6 PM.
- Mayor Link announced she had a productive meeting with Howard Council Commission Ball and their Parks and Recreation regarding South Branch Park and the safe pedestrian connection as well as some details with the Comprehensive Plan.

**MOTION:** Council Member Grasley motioned and Council Member Keenan seconded to take adjourn the public meeting at 8:09 P.M.

**CLOSED SESSION:**

The meeting is proposed to be closed pursuant to the General Provisions of the Annotated

Code of Maryland, Section 3-305(b): (1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction; or 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.

Legal – Warfield Contract Discussions

Personnel – Personnel Issues – confidential personal information

**MOTION:** Mayor Link motioned and Council Member Grasley seconded to go into closed session at 8:12 P.M.

The motion carried unanimously.

Those in attendance were: Mayor Link, Council President Carter, Council Members Dyer, Grasley, Guroff, Keenan, and Schofield, Town Manager Joseph Cosentini, Town Attorney Dennis Hoover, and Town Clerk Kerry Chaney.

Items discussed were:

- Legal – Warfield Contract Discussions
- Personnel – Personnel Issues – confidential personal information

**ADJOURN:** There being no further business to come before the Council, Council Member Grasley motioned and Council Member Schofield seconded to adjourn the closed meeting at 9:25 P.M.

The motion carried unanimously.

Respectfully submitted  
Town Clerk Kerry Chaney