

**STAFF REPORT FOR
MONDAY, MARCH 14, 2016
MAYOR AND TOWN COUNCIL OF SYKESVILLE**

7:00 PM CALL TO ORDER:

7:05 PM PUBLIC CONCERNS:

7:10 PM MINUTES: February 22, 2016

7:15 PM REPORTS:

- Public Safety Report
- Treasurer Report – December 2015 / January 2016
- Main Street Association Report—Council President Leo Kennan will provide the report and update on plan for the grant position.
- Council Committee Reports—Starting with the March 28 MTC, Council members will be submitting written committee reports by the Wednesday before the meeting (March 23) so that reports can be printed with the agenda and will take less time during the meeting.

7:45 PM ANNOUNCEMENTS:

- Friday, March 25, Annual Easter Egg Hunt, at Cooper Park at 10:00 a.m.
- Saturday, April 16, Annual Spring clean-up day
 - It is requested to move this clean-up day to April 16 this year so as not to conflict with Passover (April 23), the Art and Wine Festival (May 1), and Mother's Day (May 8). Public Works prefers to do this event when the weather is cooler. If there are any concerns about this date change, please let us know.
- Sunday, May 1, Annual Art and Wine Festival

7:50 PM BUSINESS:

1. **Authorization for Mayor to sign letter of support for Carroll County grant** - This letter is for the DNR – Chesapeake & Atlantic Coastal Bays Trust Fund grant which is due March 31. Carroll County will be requesting half of the estimated construction cost for construction of the Shannon Run/Hawk Ridge Farms stormwater management facility; \$600,000. This grant will be entitled Non-Point Source Pollution Reduction in Municipal Areas of Carroll County and will be presented to the County Commissioners on March for their approval to submit the application. The draft letter is attached.

Recommended Action: Motion to authorize Mayor to sign a letter of support for Carroll County's proposal to the Department of Natural Resources, the Chesapeake & Atlantic Coastal Bays Trust Fund; Cost-Effective Non-Point Source Pollution Reduction Grant.

2. **Mayor and Town Council retreat report and follow up** – Mayor Shaw will outline the next steps following the MTC retreat held on Saturday, March 5. The Mayor and Town Council is reviewing the draft vision statement, a blueprint for action, and action steps. Once these are finalized, the MTC expects to meet with staff and then invite key stakeholders to a public input session and the public to a MTC meeting to learn about the direction proposed by the MTC. Special thanks to Sean Davis for facilitating the retreat.

Recommended Action: No action needed.

3. **Resolution No. 2016-01 - Declare 7610 Main Street as Surplus to the Town**
The Mayor and Town Council does not have a need to use this building for Town purposes. This is in preparation for announcing the Town's intent to sell this building.

Recommended Action: If in agreement, make a motion to approve Resolution No. 2016-01 to declare and confirm certain property commonly known as 7610 Main Street surplus to the needs of the Town.

4. **FY 2016 Mid-Year Budget Amendments** –
The Town Manager will provide an overview of amendments that will be needed. Once the new Treasurer is in place, we will prepare a request for official action.

One of the items requiring an amendment is Police Salaries and Overtime. Currently officers who work on a holiday are paid 11.5 hours for the holiday (in lieu of being able to take the day off), 11.5 hrs x 1.5 overtime, and 11.5 hours for working that day. Officers who do not work that day, are paid 11.5 hours in lieu of being able to take off a work day for the holiday. We are not sure when this practice started but it has a significant budget impact when the department is fully staffed.

After careful consideration, Chief Spaulding recommends anyone working during a Holiday will be paid at a rate of 2.5 times (regular hours plus 1.5 x holiday hours) versus 3.5 times that they are currently being paid effective July 1, 2016.

While is a difficult position to be in--having to reduce the benefits of employees at a time when he is hoping to increase and/or improve their benefits in order to reward good performance and longevity and stem the flow of attrition that has plagued this police department for the past 15 years—all seem to agree that the holiday pay policy was overly generous. It is recommended that the Chief continue considering monetary and non-monetary benefits to help with staff retention.

Council Staff Report
March 14, 2016

Recommended Action: No action required.

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9:30 PM Recess

9:35 PM 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. (3) to consider the acquisition of real property for a public purpose and matters directly related to the acquisition.

- **Property Acquisition** – Update
- **Personnel** – personnel appointments – confidential personal information

ADJOURNMENT: