

OFFICIAL MINUTES OF OCTOBER 11, 2016 REGULAR COUNCIL MEETING
NO. 16-15

The Council meeting of the Town of Sykesville was held on Tuesday, October 11, 2016. 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 and a moment of silence.

PRESENT: Mayor Ian Shaw, Council President Leo Keenan, and Council Members Julia Betz, William "Chip" Blead, Christopher True, and Stacy Link.

ABSENT: Council Member Anna Carter

STAFF: Dawn Ashbacher, Town Manager
Evelyn Sweet, Town Treasurer
Kerry Chaney, Town Clerk
Police Chief Spaulding
Dennis Hoover, Town Attorney
Julie Della-Maria, Interim Main Street Coordinator

PUBLIC CONCERNS: Dennis Karr was in attendance to show his support of the purchase of a speed monitoring trailer.
Chief Spaulding asked to add a declaration of a police car as surplus to the agenda. It was addressed after his Public Safety Report.

MINUTES: September 26, 2016

MOTION: Council Member Link motioned and Council Member Betz seconded to approve the September 26, 2016 minutes with the revisions provided.

The motion carried unanimously.

TREASURER'S REPORT: August 2016

MOTION: Council Member Betz motioned and Council Member Link seconded to approve the August 2016 Treasurer's Report as written.

The motion carried unanimously.

PUBLIC SAFETY

REPORT: Chief Spaulding presented the new and revised Public Safety Report (PSR) for the period of September 1, 2016 through September 30, 2016. There were a total of 110 calls for service. The new system has greatly reduced the time spent making the PSR. They are still working out all of the kinks, and the next version will have some revisions. This new system is interoperable with other jurisdictions so data

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can be shared. It was mentioned that reading the positive reports of community policing, such as scout troops touring the station or similar items, was something the Council enjoyed seeing on the PSR. Chief Spaulding hopes to get those in the officer daily logs in future PSRs.

Declaration of Police Car as Surplus

Chief Spaulding asked the Mayor and Town Council to declare the 2010 Dodge Charger police car as surplus to the Town needs. The Police Department recently acquired a new police car that will be replacing the 2010 Dodge Charger once it has been outfitted by the County. Chief Spaulding has been talking with the Maryland Police Training Center, who would like to buy the 2010 Dodge Charger and use it to train new officers. The excess equipment, such as the light bar, would not have to be stripped at the expense of the Town. The 2010 Dodge Charger has not been used since the camera system was removed about a week prior to the meeting. A fair market price would be around \$5,000.

MOTION: Council Member True motioned and Council President Keenan seconded to declare the 2010 Dodge Charger Police Car as surplus.

The motion carried unanimously.

MOTION: Council Member True motioned and Council Member Blean seconded to allow the Chief to sell the surplus police car for no less than \$3,000.

The motion carried unanimously.

COUNCIL COMMITTEE

REPORTS:

- **Streetscape** – Council Member True announced that he attended the Howard County Maryland Department of Transportation Consolidation Program Annual Tour. In September, The Deputy Secretary of Transportation asked for a follow up letter, which was sent. The Town's project is currently in the concept phase. A decrease in taxes collected from gasoline has caused the Department of Transportation to decrease their budget by \$750 million over six years, so they are not funding any new projects, such as the Town's. Carroll County has plans to replace the water and sewer pipes along Main Street, and it would be beneficial to only dig up the street once. In addition, there are safety concerns with pedestrians crossing the bridge from Howard County into Carroll County. The Carroll County Maryland Department of Transportation Consolidation Program Annual Tour has been rescheduled for November 3, 2016 in Westminster.
- Council Member True wanted to thank the members of the Planning Commission and the Historic District Commission for all of the hard work they are putting in for the Warfield Development Project.
- **Planning Commission** – Council Member Betz announced that the Planning Commission held a public hearing on October 3 to discuss the Warfield Development Project. There is another public hearing scheduled for October 27. They hope to see a larger public turnout at the upcoming hearing.

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- **Historic District Commission (HDC)** – Council Member Link announced that Jack White has been doing a lot of work on the Gatehouse. He has also started to create a newsletter, which will be distributed through the mail or electronically, as Council Member Betz suggested. He has also done a lot to establish a working relationship with Springfield Hospital Center and the Carroll County Farm Museum for items that can be used in displays. Richard Wagner, who wrote the Sykesville Historic District Guidelines, has been working with the HDC to better review the pattern book for the Warfield Development. He has also provided insight into what other towns have as guidelines for sandwich board signs. The next HDC meeting is October 25, 2016 at 6 P.M. The HDC is still looking for additional members and has expanded the search to outside Town limits. This is because the HDC needs certain qualified individuals, such as architects or structural engineers, and there may be qualified candidates outside of Town.
- **Main Street Association** – Council President Keenan announced that they had a meeting on October 4. They discussed Harvest Festival, which has gotten away from what it used to be. There are talks of how to bring it back to what it once was or to cancel it. There are 30 beer vendors and 6 food vendors signed up for the Chili and Beer Festival. Santa's Arrival is on December 3, and Merry Main Street is on December 10. They are discussing having the daytime portion of the Ice Fest on February 4. The next meeting is on November 10.

ANNOUNCEMENTS:

- At the September 26 MTC meeting, Enrico Liberto was appointed as a full-time Public Works Maintenance Worker.
- Halloween on Main Street, October 27, 5 P.M. – 7 P.M.
- Halloween trick or treating throughout the Town will be Monday, October 31, 6 P.M. – 8 P.M.
- Chili and Beer Festival, Saturday, November 5, 12 P.M. – 5 P.M.
- Sunday's Farmers' Market, 9 A.M. – 1 P.M.
- Little Sykes Railway is also open Sundays 9 A.M. – 1 P.M. to coincide with the Farmers' Market.

MOTION: Council Member Betz motioned and Council Member Bleam seconded to make it the policy going forward that, for money making events for the Main Street Association, the Town will not be responsible for paying overtime for Police and Public Works staff needed to support the events.

The motion carried unanimously.

OPEN SESSION:

CONSENT AGENDA:

1. Authorize Mayor to enter into a contract with SelTec
2. Approve road closure for Chili and Beer Festival
3. Authorization to purchase radar speed trailer in FY 17

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MOTION: Council Member Betz motioned and Council Member Link seconded to approve the items on the consent agenda with the exception of number three.

The motion carried unanimously

3. Authorization to purchase radar speed trailer in FY 17

Council Member True asked for this to be removed from the Consent Agenda for further discussion. He was wondering if there was a possibility of a multipurpose sign; one that could be used for road closure announcements as well as monitoring speed. The Chief considered portability, ease of setup, and maintenance when deciding which to propose purchase of to the Town Council. The speed monitoring signs that hang from existing road signs were also considered, however they are not as portable and require more setup work. A data acquisition package was added to the sign proposed to the Town Council at the September 26 Mayor and Town Council meeting. This package will allow the Police Department to analyze the data recorded by the sign. The warranty does not cover vandalism, and there were concerns about the trailer being stolen or damaged. The trailer will be covered by insurance, however we will have to check if it is covered for the full replacement value. The Mayor asked the Chief to look into the best security system or features to add to the speed trailer.

MOTION: Council President Keenan motioned and Mayor Shaw seconded to authorize the Chief and Dawn Ashbacher to purchase a speed trailer for no more than \$7,000 using FY17 Capital Reserve funds, to be paid back with FY18 Capital Reserve funds.

The motion carried unanimously

4. Snow Emergency Route – Add Willow Bottom Road

This was to discuss the process of adding a road to the snow emergency routes. There was concern that adding a route through resolution would not allow the public any way to access the list of emergency routes. In order to be as transparent as possible with the public, the addition to the snow emergency routes should be kept as an ordinance. This will allow people to voice their opinions and hear the reasoning behind the recommendation to add a road to the snow emergency route. To add Willow Bottom Road, the Mayor and Town Council would want to amend §140-2 of the Town Code.

5. Warfield Development – Stormwater facility and park improvements

Sean Davis from Morris Ritchie Associates (MRA) was in attendance to speak on this issue. The proposed residential development will require a stormwater management facility. MRA is asking for a stormwater facility/pond on Town owned property, near the edge of Warfield Park and Parcel E/F. There will also need to be a small grading easement along the proposed main road in Parcel E/F and some lot lying adjustments in Parcel G/D-1. According to the County, the Town will be responsible for owning and maintaining a stormwater management facility that serves a multi-lot residential area. Mr. Davis proposed that the Home Owners Association could put an annual lease payment into escrow for the maintenance of the facility. In return for keeping the pond on Town property, MRA will pay up to \$50,000 for the development of a master plan for the park, in collaboration with the Town's landscape architect, and up to \$150,000 for improvements in Warfield Park

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and Millard Cooper Park. The park improvements will be mostly, if not completely, finished by the time the first tenant moves into Parcel E/F. There were concerns over the amount not being enough to improve the parks, and this amount will not cover future maintenance. The pond would be designed and constructed before the \$150,000 is used. The money would be used for things that are not necessary to serve the neighborhood of E/F. MRA has to consider the forest conservation easement as well. They will have to get approval to designate other forest conservation area on the property or buy offsite mitigation. They may also have to improve the stream and do wetland mitigation as part of the requirements for Parcels A, B, and C. The Mayor and Town Council agreed that MRA is heading down the right path, however the biggest concern at this point is the dollar amount, which is not agreed upon yet.

6. Consideration of a Cigar Lounge at the Chili and Beer Festival

Julie Della-Maria has had talks with Davidus Cigars about being a vendor at the Chili and Beer Festival. Her idea is to have a cigar lounge in the Centennial Fountain Park, near the post office. This area already has clearly defined boundaries, a fence, and the local residents and tenants are all open to the idea. This could help limit the smokers to one section of the Festival. It would also allow Julie access to 13 Facebook pages and an email list of over 20,000 people for advertising of the Festival. There were concerns of the current lack of seating and the loss of the four benches in the park for people to sit down. Julie will be looking into replacement benches to be placed outside of the cigar lounge. There is also a policy against money making events in Town parks, however, for this event vendors would be placed in the park anyway and they have been for other events such as the Farmers' Markets. The park is within the footprint that the Mayor and Town Council already approved for the Chili and Beer Festival. There is no special permit needed for the cigar lounge.

MOTION: Council Member Betz motioned and Council Member True seconded to take a five minute recess at 9:15 p.m.

The motion carried unanimously.

MOTION: Mayor Shaw motioned and Council Member True seconded to go back into open session at 9:25 p.m.

The motion carried unanimously.

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, (7) to consult with counsel to obtain legal advice on a legal matter.

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MOTION: Council Member Betz motioned and Council Member True seconded to go into closed session at 9:26 p.m.

The motion carried unanimously.

Those in attendance were: Mayor Shaw, Council President Keenan, Council Members Betz, Bleam, Link, True, Town Attorney Dennis Hoover, Town Manager Dawn Ashbacher, and Chief Spaulding.

Council Member Carter was absent.

Items discussed were:

- Personnel – police appointment – confidential personal information – **action**
- Personnel Updates – Main Street position update – confidential personal information – **no action**
- Property Acquisition – 714 Sandosky Rd—**advertised but not discussed**

MOTION: Council Member True motioned and Council Member Bleam seconded to go back into open session at 10:30 p.m.

The motion carried unanimously.

ADJOURN: There being no further business to come before the Council, Council member True motioned and Council Member Bleam seconded to adjourn meeting at 10:31 p.m.

The motion carried unanimously.

Respectfully submitted
Town Clerk Kerry Chaney