

**STAFF REPORT FOR
TUESDAY, NOVEMBER 29, 2016
MAYOR AND TOWN COUNCIL OF SYKESVILLE**

7:00 PM CALL TO ORDER:

7:05 PM PUBLIC CONCERNS:

7:10 PM MINUTES: November 14, 2016

7:20 PM REPORTS:

- Public Safety Report
- Council Committee Reports
- Main Street Association Report

7:30 PM ANNOUNCEMENTS:

- Recycling will be picked up on November 28 instead of on November 24 and December 1.
- 12 Hours of Christmas, December 2, 10 A.M. to 10 P.M.
- Santa's Arrival, December 3, 6 P.M. to 9 P.M.
- An Old-Fashioned Christmas at the Sykesville Historic Colored Schoolhouse, December 4, 2 P.M. to 4 P.M.
- Cookies on Main Street, December 9, all day inside the shops
- Merry Main Street, Dec 10, 12 P.M. to 4 P.M.
- Holiday Decorating Contest December 13—Ready, Set, Decorate!

7:35 PM OPEN SESSION:

CONSENT AGENDA:

The Council will not discuss the agenda items and will vote on the Consent Agenda in the form of one motion. However, ***before making a motion***, Mayor Shaw will ask if any of the Council Members request the removal of an item from the Consent Agenda for separate consideration.

Motion to adopt the Consent Agenda (which consists of the following items—not necessary to read each one):

Consent Agenda

- 1. Approval to surplus Public Works equipment**
- 2. Approval of FY 2016 Assigned Fund Balances and Restricted Funds as of June 30, 2016.**

Background

1. Approval to surplus some Public Works equipment

Ron Esworthy, Director of Public Works, has recommended to surplus the following equipment:

Make	Model	Serial	Value
EZ-GO Cart	F0388	480541	\$ 150.00
1998 Chevrolet Pickup truck	¾ ton	1GCGK24F5WE186827	\$1,000.00

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2. Approval of FY 2016 Assigned and Restricted Fund Balances

Please see the attached breakdown of the Assigned Fund Balances and Restricted. This is from the FY 2016 audit. The activity of individual items and the overall fund balance analysis is also included for your reference.

BUSINESS:

1. Consideration of Resolution NO. 2016-12 allowing alcohol to be sold at Main Street Events

Julie Della-Maria, Interim Main Street Coordinator, will present the Resolution for approval to allow alcohol on public property within the Town for the 2017 Main Street Events. The Farmers Market has been added to 2017. Julie will provide more info.

2. Warfield Development – Stormwater facility and park improvements negotiations and forest conservation easement

The proposed preliminary development plan for Warfield calls for the use of Warfield Park property for a stormwater management pond. It appears that the stormwater management facility would be deeded to the Town. In exchange, The Warfield Collaborative proposes completing a Warfield Park Master Plan and implementing at least some of it. At the October 11 meeting, Sean Davis from Morris & Ritchie Associates reported that the contract purchaser was willing to pay \$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 and Millard Cooper Park in return for keeping the stormwater management facility on Town property. The Town asked if that could be considered a \$200,000 lump sum to be divided into the plan and implementation to meet the Town's needs. While there was agreement to support this approach, there was not agreement on the dollar amount. There was also a request to receive feedback from the Planning Commission and

Scott Scarfone, Oasis Design. Scott's comments are attached. The Planning Commission likes the idea of a maintenance reserve.

In addition, the stormwater management pond is located in an area currently covered by a forest conservation easement. The trees displaced by the new pond will have to be replaced. Morris & Ritchie Associates would like input from the Town about whether there is interest in planting more trees on site and furthering encumbering the park property or allowing the developer to contribute to an offsite tree bank. The pond on the park property is also being contemplated for mitigation of other wetland issues on Parcels A/B and C on the site.

3. Introduction of new Historic District sandwich board and street furniture guidelines

The HDC has been working on creating sandwich board sign guidelines. Currently, the sandwich board signs are not under the HDC's purview, however, they would like to regulate the signs so they will fit with the overall Town's historic character.

Street furniture is the general term used to describe elements such as benches, trash receptacles, parking meters, telephone and electrical poles, street lights, bulletin boards, and the like found in the Historic District. There are limited guidelines pertaining to street furniture currently. These new guidelines would clarify the existing guidelines and allow the HDC to better regulate street furniture to match the Town's overall aesthetic.

Per Town Code <http://ecode360.com/6569611>, amendments to the guidelines must be approved by Mayor and Town Council resolution. The guidelines are being introduced only to give the public notice that the changes are being considered. If in agreement, the MTC can request that a resolution be brought to the next meeting.

Recommended action: Action as determined by the MTC.

4. Approval of Resolution NO. 2016-10 setting the sidewalk clearance width to 3'

On July 11, the MTC passed an ordinance regulating business use of sidewalks. The ordinance states that the Town shall not approve any proposed use of sidewalk unless such use shall provide for a continuous, unobstructed sidewalk path with a width that is set by Mayor and Town Council resolution. This resolution sets the width at three feet from the street side of the curb.

Recommended action: Action as determined by the MTC.

- 5. Review of the Town's Commercial Refuse Collection Service**—Town Manager Dawn Ashbacher will present an analysis conducted by staff. The Town provides opt-in commercial refuse collection twice a week for a fee. Effective July 1, 2016, Carroll County increased their tipping fees by 3 percent (from \$62/ton to \$64/ton). This prompted staff to review Town commercial service. Some questions included: Do our fees cover our costs? How do our fees compare with other commercial providers? Is our fee structure working? Is the physical structure for downtown dumpsters adequate? An attachment is provided with the financial analysis. In addition, it is apparent that our current fee structure does not provide clear and equitable guidelines for charging customers. If the Town continues to provide this service, these guidelines would have to be revamped. Staff would like feedback from the Mayor and Town Council about whether to revamp our current service or to turn this service over to a private company.

Recommended action: Provide direction for further research or further action.

9:00 PM RECESS:

9:05 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 and (7) to consult with counsel to obtain legal advice on a legal matter.

- Consult with Legal Counsel – Raincliff Homeowners' Association trash collection responsibilities
- Personnel – Public Works staffing update – confidential personal information

ADJOURNMENT: