

**OFFICIAL MINUTES OF NOVEMBER 13, 2006 REGULAR COUNCIL MEETING NO. 06-19**

The regular Council meeting of the Town of Sykesville was held on November 13, 2006. Jonathan Herman, Mayor of the Town of Sykesville, called the meeting to order at 7:00 p.m. in the Council Meeting Room at the Town House. Mayor Herman led the pledge of allegiance to the flag and a moment of silence.

**PRESENT:** Debby S. Ellis Mark Rychwalski Russell G. Vreeland

**EXCUSED**

**ABSENCE:** Eugene E. Johnson, Sr. Jeannie M. Nichols

**STAFF:**

Matthew H. Candland, Town Manager  
John R. Williams, Jr., Chief of Police

**ADDITIONS TO  
THE AGENDA:**

Mayor Herman called for additions to the agenda.  
Mayor Herman Public Concerns CSX Letter  
Harlan Lane Letter  
Laura Lindberg Business Accounting Manual

**BUSINESS:**

**Audit Report – FY2005-2006** - Laura Lindberg introduced the Representative from Rager, Lehman and Houck, P.C., Wanda Lynn.

Ms. Lynn presented and reviewed the FY05/06 Financial Statements.

There was some discussion in this regard, and it was decided to set up a committee meeting to review the auditor's recommendations for applicability.

**MOTION:**

**Councilmember Vreeland motioned to accept the FY05/06 Financial Statements as presented.**

**The motion carried unanimously.**

**PUBLIC**

**CONCERNS:**

**Harlan Lane Letter** - Mayor Herman stated he received a letter regarding installation of traffic calming devices on Harlan Lane.

There was some discussion in this regard, including the police departments efforts in this area, and some other possible remedies.

**CSX Letter** – Mayor Herman stated that a few times each year there is a “grinding maintenance car’ that pulls onto the spur and runs continuously for several days. He requested a letter be written to CSX re: this, and ways to eliminate the noise from this machine in the Town.

**BUSINESS:**

**Public Safety Report – Chief Williams** – Chief Williams presented the Public Safety Report.

There was some discussion in this regard, including placement of ‘Road Closed’ signs at Spout Hill Road, and signage at the new intersection and roundabout.

**New Town Council Member – Appointment** – Mayor Herman stated he received applications from, and interviewed, eight candidates. He stated that he recommends the appointment of James Kelley to the position of Councilmember.

**MOTION:** Councilmember Rychwalski motioned to appoint James Kelley to the position of Councilmember, to complete an unexpired term.

The motion carried unanimously.

**Proposed Employee Handbook Update – Discussion/Adoption** – Matthew Candland presented the Proposed Employee Handbook. He stated that he has noted a few changes/corrections to the Handbook, as follows: 1) Section 8-3, remove the option to send accrued leave to a 457K account; 2) Section 9-1D, remove the COBRA requirement, and change to 'Continuation of Health Coverage', 3) Section 9-4, add requirement that Reimbursement Requests for Education/Tuition Reimbursement, be submitted within 30 days of class completion/grade.

**MOTION:** Councilmember Ellis motioned to approve the Proposed Employee Handbook, as presented, with the above noted three changes/corrections, and the provision for Laura Lindberg and Dinah Riley to continue their full-time status at 35 hours per week until 7/1/2007, after which time their full-time status will be 40 hours per week.

The motion carried unanimously.

**Route 32 Intersection – Update** – Mayor Herman stated this was covered in the Public Safety Report earlier in the meeting.

**Police Station Addition – Update** – Matthew Candland reported the Addition is progressing and Chief Williams reported that the operation would be partially moving into the addition 'next week'.

**Accounting Manual** – Matthew Candland stated the Accounting Manual has never been formally adopted, and recommends this be done, as per auditors previous request.

It was suggested that it be reviewed by the committee meeting to discuss the auditors' recommendations, and this be deferred to the next Council Meeting.

**OTHER:** **Carroll County Chapter of MML Dinner at Olde World Catering in Hampstead – Wednesday, December 13, 2006 at 6:30 p.m.** – Matthew Candland requested a head count for this event. Confirmation was received by Councilmembers Rychwalski and Ellis, with one guest.

**MINUTES**

**APPROVED:** The minutes of the October 23, 2006 meeting were read and approved as presented.

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**MOTION:** Councilmember Ellis motioned to approve the minutes of the October 23, 2006 Official Council Meeting Minutes.

The motion carried unanimously.

**TREASURER'S REPORT:**

The Treasurer presented the Financial Report of September 2006 for approval.

**MOTION:** Councilmember Rychwalski motioned to approve the September 2006 Financial Report and file for audit.

The motion carried unanimously.

**MOTION TO RECESS:**

Councilmember Vreeland motioned to take a short recess at 8:04 p.m.

The motion carried unanimously.

**CLOSED SESSION**

**MOTION:** Councilmember Vreeland motioned to close the session at 8:12 p.m.

The motion carried unanimously.

Those in attendance were: Mayor Herman, Councilmembers Ellis, Vreeland, and Rychwalski, Matthew Candland, Dennis Hoover, and Laura Lindberg.

Brad Rees and Jay French were in attendance for one discussion item.

Items discussed were: Warfield Complex Management Proposal Summary, Greenberg Parking Lot Parcel, Dearie Kitchen Issue, Sulewski Fence

**REOPEN SESSION**

**MOTION:** Councilmember Ellis motioned to reopen the meeting at 9:42 p.m.

The motion carried unanimously.

**ADJOURNMENT:** There being no further business to come before the Council, Councilmember Ellis motioned to adjourn at 9:43 p.m.

Laura L. Lindberg  
Clerk/Treasurer

/III