

**OFFICE OF THE MAYOR AND CITY COUNCIL  
TANEYTOWN, MARYLAND**

**Council Meeting Minutes - 2010**

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**OFFICE OF THE MAYOR AND CITY COUNCIL**

**TANEYTOWN, MARYLAND**

**Council Workshop**

**January 6, 2010**

The Mayor and City Council met Wednesday, January 6, 2010 at 7:30 P.M. in the City Council Chambers. Mayor McCarron, Mayor Pro Tem Boisvert and Council members Ebaugh, Zambetti, Heine and Foster were present. Also present were City Manager Schumacher, City Attorney Gullo, Clerk-Treasurer Quinn, Zoning Administrator Wieprecht, Parks and Recreation Director Mitchell, Chief of Police Tyler, and City Consultant Engineer Dave Stewart.

Mayor Pro Tem Boisvert led the pledge of allegiance.

The minutes of December 9<sup>th</sup> and December 14<sup>th</sup>, 2009 were reviewed.

Mayor McCarron introduced Richard Moale, a citizen of Taneytown, who presented information regarding existing dog parks in Reisterstown and Walkersville. Information included rules and regulations, hours of operation, membership, and maintenance. Mr. Moale also presented information on the cost to fence in an area for a dog park. A discussion followed.

Mayor McCarron stated Ordinance No. 08-2009: Floodplain Management-City is on the agenda for introduction. A discussion followed. Mayor and Council directed City Attorney Gullo to remove the ordinance from his primary focus for the current time.

Mayor McCarron stated that Monday's agenda includes adoption of Resolution No. 2009-16: Water Allocations through February 1, 2010.

Mayor McCarron stated Fiscal Year 2010 Budget Amendments are on the agenda for adoption. City Clerk/Treasurer Quinn responded to questions presented by the Mayor and Council regarding line item changes.

City Manager Schumacher provided an update on his monthly report (made part of these minutes), including proposed MDE funding applications for infiltration and inflow corrections, the status of the sidewalk improvement program construction agreements, the Streetscape Project, and the new City Comprehensive Plan.

City Attorney Gullo reviewed his legal report (made part of these minutes) for the Mayor and Council. Items highlighted included the parking lot owned by the Antrim 1844 Inn, the York Street Pumping Station project, scheduling for the Planning Commission Comprehensive Plan public hearing and how the City would notify property owners of potential rezoning of their properties.

**Mayor McCarron stated Zoning Administrator Wieprecht prepared two possible draft zoning text amendments to chose from that would allow indoor sports facility as a special exception in general business and restricted industrial areas.**

**Mayor McCarron advised that the accounts payable and financial report for December 2009 will be considered for approval at Monday's meeting.**

**Councilmember Zambetti stated the Main Street Committee is reviewing maintenance standards currently in place at other cities and will develop a maintenance standards ordinance that will be considered for adoption by the City.**

**Councilmember Foster stated Parks and Recreation director Mitchell has secured a company to launch fireworks this year for the Fourth of July celebration at a cost of \$8,000.00. Councilmember Foster stated local businesses will be approached for corporate sponsorship. Councilmember Foster stated she would like the Mayor and Council to approve the City entering into the contract.**

**The Mayor and Council heard concerns and comments from the audience.**

**Mayor McCarron stated a flyer has been printed and will be published in the Taneytown Record next month requesting citizens to nominate volunteers for their outstanding service in the community. A recognition event will be held during National Volunteer Month.**

**With no other business, the open meeting was adjourned at 9:19 P.M. to enter into a closed session pursuant to section 10-508 (a) (1) Personnel, of the annotated code of Maryland on motion by Councilmember Heine.**

**Respectfully Submitted by:**

**Linda Quinn  
Clerk-Treasurer**

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**OFFICE OF THE MAYOR AND CITY COUNCIL  
TANEYTOWN, MARYLAND  
Council Meeting  
January 11, 2010**

The Mayor and City Council met Monday, January 11, 2010 at 7:30 P.M. in the City Council Chambers. Mayor McCarron and Council Members Ebaugh, Foster, Zambetti, Heine and Mayor ProTem Boisvert were present. Also present were City Manager Schumacher, City Clerk-Treasurer Quinn, Zoning Administrator Wieprecht, Parks and Recreation Director Mitchell and City Engineer Stewart.

Councilmember Foster led the pledge of allegiance.

City Manager Schumacher stated Leonard Matarese; representative from the International City Managers Association had to postpone his attendance due to illness.

The minutes of December 9<sup>th</sup> and December 14<sup>th</sup>, 2010 were unanimously approved, on motion by Councilmember Ebaugh.

Resolution No. 2010-01, Water Allocations through February 1, 2010 was passed unanimously on motion by Mayor ProTem Boisvert.

Councilmember Heine motioned to adopt FY 2010 Budget Amendments with the following changes: increase police department gasoline expense to \$40,000.; increase police department training expense to \$6,000.; increase police department materials and supplies to \$17,000., elimination of a grants writer at \$18,500., leaving \$2,500. in the budget for development of a grants master plan. The motion passed unanimously.

Councilmember Foster motioned to approve the proposed fireworks display for the City's Fourth of July celebration. Funding would come from sponsorship and private donations and the shortfall will come from park impact fees. The motion passed unanimously. Councilmember Foster stated she would be working with Parks and Recreation Director Mitchell to solicit the community for donations to offset the cost of the fireworks.

Councilmember Foster motioned to amend the zoning text with option B in reference to proposed sports complexes. The motion passed unanimously. The ordinance with the text amendment will be presented at February's City Council meeting for introduction.

City Manager Schumacher updated the Mayor and Council on items included in his monthly report, which were discussed at the prior week's workshop.

Attorney Gullo updated the council on items included in his monthly legal report which were discussed at the prior week's workshop, including the draft 2010 City Comprehensive Plan public hearing, and zoning changes notice to property owners.

The Accounts Payables were approved unanimously on motion by Mayor Pro-tem Boisvert.

The Monthly Financial Report was unanimously approved on motion by Councilmember Heine.

**Mayor McCarron appointed Dwayne Rogerson to fill the vacancy of James May, who resigned from the Board of Zoning Appeals. Mr. Rogerson's term will expire June 11, 2010. The Council consented unanimously.**

**Mayor McCarron appointed Judith Archie as an alternate member to the Planning and Zoning Commission. Ms. Archie's term will expire January 2015. The Council consented unanimously.**

**Mayor McCarron reappointed Sonya Hand to the Parks and Recreation Advisory Board. The Council consented unanimously.**

**Mayor McCarron appointed Ron Bollon to serve on the cable TV advisory board.**

**Councilmember Ebaugh stated he would like to thank the public works department for all their hard work in clearing the roads during the snow storm.**

**Councilmember Zambetti stated there is a meeting scheduled for January 22, 2010 with State Highway Administration to finalize efforts to replace the water lines on Frederick and York Streets**

**The Mayor and Council heard concerns and comments from the audience.**

**With no other business, the open meeting was adjourned at 8:14 P.M on motion by Council member Heine.**

**Respectfully submitted by:  
Linda S. Quinn  
Clerk-Treasurer**

**OFFICE OF THE MAYOR AND CITY COUNCIL**

**TANEYTOWN, MARYLAND**

**Council Workshop**

**February 3, 2010**

**The Mayor and City Council met Wednesday, February 3, 2010 at 7:30 P.M. in the City Council Chambers. Mayor McCarron, Mayor Pro Tem Boisvert and Council members Ebaugh, Zambetti, Heine and Foster were present. Also present were City Manager Schumacher, City Attorney Gullo, Clerk-Treasurer Quinn, Zoning Administrator Wieprecht, Public Works Director Weaver, Chief of Police Tyler, and City Consultant Engineer Dave Stewart.**

**Councilman Ebaugh led the pledge of allegiance.**

**The minutes of January 6<sup>th</sup>, January 11<sup>th</sup> and January 25<sup>th</sup> were reviewed. Mayor McCarron requested the January 6<sup>th</sup> minutes be changed to state National Volunteer Month instead of Week.**

**Mayor McCarron read a proclamation declaring February 4, 2010 Boy Scouts of America Day in recognition of the 100<sup>th</sup> anniversary of scouting in Carroll County.**

**Mayor McCarron stated that Monday's agenda includes introduction of Ordinance No. 01-2010: Comprehensive Re-Zoning of 2010 and Ordinance No. 02-2010: Commercial Sports Facility.**

**Mayor McCarron stated that Monday's agenda includes adoption of Resolution No. 2010-02: Water Allocations through March, 2010.**

**Mayor McCarron stated Public Works Director Weaver has requested the Mayor and Council approve the extension of the contract for mowing with Eckerd's Lawn Care, LLC for one year and the contract for trash removal with Hughes Trash Removal for two years at the current costs.**

**City Manager Schumacher provided an update on his monthly report (made part of these minutes), including proposed MDE funding applications for infiltration and inflow corrections, a project priorities list, the fiber optic network, the 2010 Census, the confirmation of new employees and the Streetscape Project. A discussion followed.**

**City Attorney Gullo reviewed his legal report (made part of these minutes) for the Mayor and Council. Items highlighted including the City Comprehensive Plan, the upcoming May 5<sup>th</sup> deadline to enact a storm water ordinance and charter changes.**

**City Attorney Gullo stated that park impact fees cannot be used to fund the cost of fireworks. A discussion followed.**

**Police Chief Tyler updated the Mayor and Council on the progress of the stop sign traffic surveys.**

**Mayor McCarron advised that the accounts payable and financial report for January 2010 will be considered for approval at Monday's meeting.**

**Councilmember Heine stated the City may have the opportunity to be part of an additional crime statistics data base.**

**A discussion took place regarding placement of left turn lanes at the intersection of Route 140 and Route 194.**

**Councilmember Zambetti stated he would like to address the department project priority lists at the upcoming Mayor and Council meetings.**

**Mayor McCarron reported on key items covered at the Maryland Municipal League's Legislative Committee meeting.**

**The Mayor and Council heard concerns and comments from the audience.**

**With no other business, the open meeting was adjourned at 9:24 P.M. to enter into a closed session pursuant to section 10-508 (a) (1) Personnel, and (a) (7) Legal of the annotated code of Maryland on motion by Councilmember Heine.**

**Respectfully Submitted by:**

**Linda Quinn  
Clerk-Treasurer**

**OFFICE OF THE MAYOR AND CITY COUNCIL  
TANEYTOWN, MARYLAND  
Council Meeting  
February 08, 2010**

The Mayor and City Council met Monday, February 8, 2010 at 7:30 P.M. in the City Council Chambers. Mayor McCarron and Council Members Ebaugh, Foster, Heine and Mayor Pro Tem Boisvert were present. Also present were City Manager Schumacher, City Clerk-Treasurer Quinn, City Attorney Gullo, Zoning Administrator Wieprecht, Parks and Recreation Director Mitchell and City Engineer Stewart.

Councilmember Heine led the pledge of allegiance.

Mayor McCarron stated in lieu of reading the 2009 state of the City report, he would like to request the report be made part of the minutes. Councilmember Heine motioned to submit the report as part of the minutes. The motion passed unanimously. Mayor McCarron stated his annual address has also been printed in the Taneytown Record and on our website.

The minutes of January 6<sup>th</sup>, January 11<sup>th</sup> and January 25<sup>th</sup>, 2010 were unanimously approved, after revisions on motion by Mayor Pro Tem Boisvert.

Mayor McCarron stated the agenda includes introduction of Ordinance No. 01-2010: Comprehensive Re-Zoning of 2010 and Ordinance No. 02-2010: Commercial Sports Facility.

Resolution No. 2010-02, Water Allocations through March 1, 2010 was passed unanimously on motion by Councilmember Ebaugh.

The Mayor and Council gave their unanimous consent to confirm the new employees hired by the City.

Councilmember Heine motioned to approve the extension of the contract for mowing with Eckerd's Lawn Care, LLC for one year and the contract for trash removal with Hughes Trash Removal for two years at the current costs. The motion passed unanimously.

City Manager Schumacher updated the Mayor and Council on items included in his monthly report, which were discussed at the prior week's workshop.

Attorney Gullo updated the council on items included in his monthly legal report which were discussed at the prior week's workshop, including the draft 2010 City Comprehensive Plan public hearing on March 3<sup>rd</sup>, 2010 and Antrim Mini Storage Line of Credit reduction.

City Attorney Gullo state he has reviewed the fireworks contract presented to the City and he believes it is inadequate. City Attorney Gullo stated he will amend the contract and present it to the fireworks company for their consideration. A discussion followed.

The Accounts Payables were approved unanimously on motion by Councilmember Heine.

The Monthly Financial Report was unanimously approved on motion by Councilmember Ebaugh.

City Council minutes 02/08/2010



**Parks and Recreation Director Mitchell addressed the Mayor and Council regarding a feasibility study to locate an indoor sports facility in the City. Parks and Recreation Director Mitchell stated the cost of such a study could range from \$30,000. to \$150,000. The Mayor and Council gave their consensus not to use City money to fund a study or to use public land for a commercial facility.**

**Councilmember Ebaugh stated he would like to thank the public works department for all their hard work in clearing the roads during the snow storm.**

**The Mayor and Council heard concerns and comments from the audience.**

**With no other business, the open meeting was adjourned at 8:52 P.M. to enter into a closed session pursuant to section 10-508 (a) (7) Legal of the annotated code of Maryland on motion by Councilmember Ebaugh.**

**Respectfully submitted by:  
Linda S. Quinn  
Clerk-Treasurer**

**OFFICE OF THE MAYOR AND CITY COUNCIL**

**TANEYTOWN, MARYLAND**

**Council Workshop**

**March 3, 2010**

**The Mayor and City Council met Wednesday, March 3, 2010 at 7:30 P.M. at the Taneytown Volunteer Fire Company Meeting Hall. Mayor McCarron, Mayor Pro Tem Boisvert and Council members Ebaugh, Zambetti, Heine and Foster were present. Also present were City Manager Schumacher, City Attorney Gullo, Clerk-Treasurer Quinn, Zoning Administrator Wieprecht, Chief of Police Tyler, and Economic Development Director McCormick. Councilman Zambetti led the pledge of allegiance.**

**Mayor McCarron opened the public hearing on Ordinance No. 01-2010: Comprehensive Re-Zoning of 2010 and Ordinance No. 02-2010: Commercial Sports Facility. Mayor McCarron gave a synopsis of both ordinances.**

**The public addressed the Mayor and Council with comments, questions and opinions.**

**The Mayor and Council gave their consensus to retain the Restricted General Business designation for several properties in the proposed Comprehensive Re-Zoning Ordinance rather than changing them to General Business. The properties included 464, 454, 460, 458,454, and 448 E. Baltimore Street.**

**The Mayor and Council gave their consensus to have 446 E. Baltimore Street remain zoned as R-7500.**

**The public hearing on Ordinance No. 01-2010: Comprehensive Re-Zoning of 2010 and Ordinance No. 02-2010: Commercial Sports Facility was closed at 8:55 PM.**

**The minutes of February 3<sup>rd</sup>, February 8<sup>th</sup>, regular meetings, February 3<sup>rd</sup> closed session and February 8<sup>th</sup>, 2010 closed session were reviewed.**

**Mayor McCarron stated that Monday's agenda includes introduction of Resolution No. 2010-04: Taneytown Community Comprehensive Plan.**

**Mayor McCarron stated that Monday's agenda includes introduction of Ordinance No. 01-2010: Comprehensive Re-Zoning of 2010 and Ordinance No. 02-2010: Commercial Sports Facility.**

**Mayor McCarron stated that Monday's agenda also includes adoption of Resolution No. 2010-03: Water Allocations through April 1, 2010.**

**City Manager Schumacher reviewed highlights of his monthly report (made part of these minutes), including the Maryland Energy Administration Grant Agreement, a project**

priorities list, the fiber optic network, the sidewalk program, and the Taneytown Greenway Project (Antrim Boulevard Extension). A discussion followed.

City Attorney Gullo reviewed his legal report (made part of these minutes) for the Mayor and Council. Items highlighted include the upcoming May 5<sup>th</sup> deadline to enact a storm water ordinance, and the Development Right and Responsibility Agreements for Meadowbrook and Copperfield Developments.

Mayor McCarron advised that the accounts payable and financial report for February 2010 will be considered for approval at Monday's meeting.

Councilwoman Foster stated the firework presentation will be postponed until 2011; the decision based largely on the ongoing Streetscape Project.

Councilmember Zambetti stated he and Economic Development Director McCormick met with representatives from the archeological department from the state interested in researching areas of the City. Councilmember Zambetti also stated the architect's drawings for the Chinese restaurant at York and Baltimore Streets have been provided to the owner.

Councilmember Ebaugh thanked the public works department for their excellent efforts during the winter snow storms.

Mayor Pro Tem Boisvert stated the Planning and Zoning Commission recommended the City annex Bollinger Park before further development take place.

Mayor McCarron reported on the Maryland Municipal League's Legislative Committee meeting.

Councilmember Heine stated he completed an on-line emergency management course.

The Mayor and Council heard concerns and comments from the audience.

With no other business, the open meeting was adjourned at 9:30 P.M on motion by Councilmember Foster.

Respectfully Submitted by:

Linda Quinn  
Clerk-Treasurer

**OFFICE OF THE MAYOR AND CITY COUNCIL  
TANEYTOWN, MARYLAND**

**Council Meeting  
March 08, 2010**

The Mayor and City Council met Monday, March 08, 2010 at 7:30 P.M. in the City Council Chambers. Mayor McCarron and Council Members Ebaugh, Foster, Heine, Zambetti and Mayor ProTem Boisvert were present. Also present were City Manager Schumacher, City Clerk-Treasurer Quinn, City Attorney Gullo, Zoning Administrator Wieprecht, and City Engineer Stewart.

Mayor Pro Tem Boisvert led the pledge of allegiance.

The minutes of February 3<sup>rd</sup>, February 8<sup>th</sup>, regular meetings, February 3<sup>rd</sup> closed session and February 8<sup>th</sup>, 2010 closed session were unanimously approved on motion by Councilmember Foster.

Liza Frye, Director of Catholic Charities Head Start of Carroll County addressed the Mayor and Council. Ms. Frye stated she would like to thank the City of Taneytown for their continued efforts to make the Head Start Program a success. Ms. Frye stated the Head Start Program has recently received a grant to expand to include an early program in Taneytown. The program would serve 2-3 year old children. Ms. Frye stated they will be looking for volunteers to contribute their time to the programs.

Resolution No. 2010-03, Water Allocations through April 1, 2010 was passed unanimously on motion by Mayor Pro Tem Boisvert.

Resolution No. 2010-04: Taneytown Community Comprehensive Plan was unanimously passed on motion by Councilmember Ebaugh.

Councilmember Zambetti motioned to adopt Ordinance No. 01-2010: Comprehensive Re-Zoning of 2010. The motion passed unanimously.

Ordinance No. 02-2010: Commercial Sports Facility was passed unanimously on motion by Councilmember Foster.

Councilmember Ebaugh motioned to approve the Maryland Energy Administration Agreement. The motioned passed unanimously.

The Stop Sign and Crosswalk Typical Section plan was approved unanimously on motion by Councilmember Heine.

City Manager Schumacher updated the Mayor and Council on items included in his monthly report, which were discussed at the prior week's workshop.

Attorney Gullo updated the council on items included in his monthly legal report which were discussed at the prior week's workshop. Items highlighted including the upcoming May 5<sup>th</sup> deadline to enact a storm water ordinance, the Development Rights and Responsibility

**Agreements for Meadowbrook and Copperfield Developments, the York Street Pumping Station deed easement and Antrim Mini-Storage Line of Credit Reduction.**

**Mayor Pro Tem Boisvert motioned to reduce the Antrim Mini-Storage Line of Credit from \$132,900. to \$13,290. City Attorney Gullo stated this represents 90% of the water line portion of the line of credit. The motion passed unanimously.**

**City Engineer Stewart updated the Mayor and Council on the Sidewalk Improvement Program. A discussion followed.**

**The Mayor and Council scheduled the Fiscal Year 2011 Budget workshop for March 31, 2010 at 6:30 PM in the City Council chambers.**

**The Accounts Payables were approved unanimously on motion by Councilmember Heine.**

**The Monthly Financial Report was unanimously approved on motion by Councilmember Ebaugh.**

**Councilmember Ebaugh thanked everyone involved in the completion of the City Comprehensive Plan.**

**Mayor McCarron stated two new police officers will be sworn in on March 9, 2010 at the Taneytown Police Department.**

**The Mayor and Council heard concerns and comments from the audience.**

**With no other business, the open meeting was adjourned at 8:28 P.M. to enter into a closed session pursuant to section 10-508 (a) (1) Personnel of the annotated code of Maryland on motion by Councilmember Heine.**

**Respectfully submitted by:  
Linda S. Quinn  
Clerk-Treasurer**

**OFFICE OF THE MAYOR AND CITY COUNCIL  
TANEYTOWN, MARYLAND**

**Council Workshop  
April 7, 2010**

The Mayor and City Council met Wednesday, April 7, 2010, at 7:30 P.M. in the City Council Chambers. **Present:** Mayor McCarron, Mayor Pro Tem Boisvert, Council members Ebaugh, Zambetti, Heine, and Foster. **Also present:** City Manager Schumacher, City Attorney Gullo, Clerk-Treasurer Quinn, Zoning Administrator Wieprecht, Economic Development Director McCormick and City Engineer Stewart. Councilmember Foster led the pledge of allegiance.

Mayor McCarron opened the public hearing on the Development Rights and Responsibility Agreements for Meadowbrook Development and Copperfield Development. The public had no comments or questions.

The minutes of March 3 and March 8, 2010, regular meetings and March 8, 2010, closed meeting were reviewed. Councilmember Foster requested the tense of the word "including" be corrected in the March 3<sup>rd</sup> minutes.

Bob Sokolowski, Chairman of the Creamery Building Committee, addressed the Mayor and Council regarding the Committee's conclusion that the Creamery Building can be made safe and has historical and numerous usage possibilities. Mr. Sokolowski stated the Creamery Building Committee is now the Economic Restructuring Committee and partnering with the Main Street program. Their mission is assisting the City in developing a comprehensive strategy for the revitalization and economic recovery of the downtown area, including the Creamery Building. Mr. Sokolowski requested Council budget \$10,000 for a consulting agreement with MacKenzie Commercial Real Estate Company whose expertise is identifying firms to work with the City and make investments in restorations such as the Creamery Building. A discussion followed.

The public hearing on the Development Rights and Responsibility Agreements for Meadowbrook Development and Copperfield Development was closed at 8:15 p.m.

Mayor Pro Tem Boisvert stated she would be chairing the meeting remainder as Mayor McCarron had to leave unexpectedly. Mayor Pro Tem Boisvert stated Monday's agenda includes introduction of Ordinance No. 03-2010: Stormwater Management. City Attorney Gullo stated this ordinance addresses state requirements, must be approved by MDE in April, and adopted by Council in May 2010. He further stated Council can expect an amendment prior to the May adoption. Discussion followed regarding grandfathering the current City ordinance with stricter requirements of managing a 100-year flow or adopting the model ordinance requiring management of 2- and 10-year flows. City Engineer Stewart stated his support of the City accepting the state's guidance, ensuring consistency with the county.

Mayor Pro Tem Boisvert stated Monday's agenda also includes introduction of Ordinance No. 04-2010: Fiscal Year 2010-2011 Operating Budget.

Mayor Pro Tem Boisvert stated that Monday's agenda includes adoption of Resolution No. 2010-05: Water Allocations through May 1, 2010.

**Mayor Pro Tem Boisvert stated Monday's agenda includes adoption of Development Rights and Responsibility Agreements for Meadowbrook Development and Copperfield Development.**

**City Manager Schumacher reviewed highlights of his monthly report (made part of these minutes), including the LGIT report card for the City; town square street lights and parking; upcoming water rates increase; and grants update. A discussion followed.**

**City Attorney Gullo reviewed his legal report (made part of these minutes) for the Mayor and Council. Items highlighted include City Charter amendment in June 2010; an election procedures ordinance and reference in the Charter; and transfer of York Street Pumping Station easement to the City.**

**Mayor Pro Tem Boisvert advised that the accounts payable and financial report for March 2010 will be considered for approval at Monday's meeting.**

**City Manager Schumacher stated the lease renewal agreements for the Chamber of Commerce and Catholic Charities Head Start program will be prepared by City Attorney Gullo and requested Council authorize Mayor McCarron to sign and execute the agreements.**

**Economic Development Director McCormick gave an update on the Volunteer Recognition Event scheduled for April 24, 2010, in Roberts Mill Park. Nominee deadline is April 20, 2010.**

**City Manager Schumacher stated staff will be meeting with MDE at the end of April regarding water appropriations.**

**Councilmember Zambetti requested the following department report clarifications: Public Works: Mill Avenue sewer line replacement work award, and Baptist Church well and water main extension; Economic Development: Streetscape pavement work at Roth St. and east end.**

**Councilmember Ebaugh thanked the Public Works Department and Director Weaver, Economic Development Director McCormick, and City Manager Schumacher for their work on finding and solving leak problems in the City water lines.**

**Councilmember Foster suggested the Council Actions Items list be implemented with this meeting to be recorded by Clerk-Treasurer Quinn, and added two items to the list.**

**Mayor Pro Tem Boisvert discussed the proposed one-way access road to the multi-purpose field behind the bleachers at Memorial Park.**

**The Mayor and Council heard concerns and comments from the audience.**

**With no other business, the open meeting was adjourned at 9:30 P.M on motion by Councilmember Foster, to enter into closed session pursuant to Section 10-508 (a) (1) Personnel of the annotated code of Maryland.**

**Respectfully Submitted by:**

**Linda Quinn  
Clerk-Treasurer**

**OFFICE OF THE MAYOR AND CITY COUNCIL  
TANEYTOWN, MARYLAND**

**Council Meeting  
April 12, 2010**

The Mayor and City Council met Wednesday, April 12, 2010, at 7:30 P.M. in the City Council Chambers. **Present:** Mayor McCarron, Mayor Pro Tem Boisvert, Council members Ebaugh, Zambetti, Heine, and Foster. **Also present:** City Manager Schumacher, City Attorney Gullo, Clerk-Treasurer Quinn, Zoning Administrator Wieprecht and City Engineer Stewart. Councilmember Ebaugh led the pledge of allegiance.

The minutes of March 3 and March 8, 2010, regular meetings and March 8, 2010, closed meeting were unanimously approved on motion by Councilmember Ebaugh.

Mayor McCarron stated the agenda includes introduction of Ordinance No. 03-2010: Stormwater Management.

Mayor McCarron stated the agenda includes introduction of Ordinance No. 04-2010: Fiscal Year 2010-2011 Operating Budget.

Resolution No. 2010-05: Water Allocations through May 1, 2010 was passed unanimously on motion by Councilmember Foster.

Resolution No. 2010-06: Personnel Manual, amended to state Section 5.1 (B) water, wastewater, maintenance employee work hours as 7:00 a.m. to 3:30 p.m., and Section 5.1 (C) police work hours to consist of four 10-hour shifts, passed unanimously on motion by Councilmember Heine.

Development Rights and Responsibility Agreement – Meadowbrook was passed unanimously on motion by Councilmember Ebaugh.

Development Rights and Responsibility Agreement – Copperfield was passed unanimously on motion by Councilmember Ebaugh.

Approval of Contract for Grants Funding Source Project was passed unanimously on motion by Councilmember Foster.

City Manager Schumacher updated the Mayor and Council on items included in his monthly report, which were discussed at the prior week's workshop, and expanded on the City's good report card from LGIT.

City Attorney Gullo updated the council on items included in his monthly legal report which were discussed at the prior week's workshop, including the Stormwater Management ordinance being sent to MDE for approval and obtaining Meadowbrook and Copperfield developments water easements after execution of their respective Development Rights and Responsibility Agreement.



**The Accounts Payables were approved unanimously on motion by Councilmember Heine.**

**The Monthly Financial Report was unanimously approved on motion by Mayor Pro Tem Boisvert.**

**The Chamber of Commerce Lease Renewal was unanimously approved on motion by Councilmember Zambetti.**

**The Catholic Charities Head Start Lease Renewal was unanimously approved on motion by Councilmember Heine.**

**Mayor McCarron gave an update on the Volunteer Recognition Event scheduled for April 24, 2010, in Roberts Mill Park and thanked the volunteers in all areas of service to Taneytown.**

**The Funding for Economic Restructuring Strategic Plan, as requested by Economic Restructuring Committee Chair Bob Sokolowski at the March 3, 2010 Council Workshop, was introduced and expanded upon by Councilmember Zambetti who stated his support for the City providing the requested funding. Following discussion, a motion was made to allocate \$10,000 for funding the Economic Restructuring Strategic Plan by Councilmember Foster. The motion passed 4 in favor, with Councilmember Ebaugh casting the dissenting vote.**

**Councilmember Zambetti stated at the monthly progress meeting, State Highway Administration advised that Streetscape is on schedule for completion. SHA plans to add a completion date to posted construction signs of August 2011; however, the heavy construction on Routes 140 and 194 will be completed long before that with the completion date reflecting the time allotted for end project items such as landscaping, seeding, and parking meter installation. Construction will be moving to the downtown area in May 2010.**

**Councilmember Foster added watching the Public Officials Liability DVD to the Action Items list.**

**Councilmember Heine reported the Police Department auction was a success.**

**Mayor McCarron reported on the legislative session in Annapolis. Funding from highway user revenues has been greatly impacted through at least the next fiscal year. Stormwater management grandfathering was passed allowing projects already on the books to be developed.**

**There were no comments from the audience.**

**With no other business, the open meeting was adjourned at 8:37 P.M on motion by Councilmember Foster, to enter into closed session pursuant to Section 10-508 (a) (1) Personnel of the annotated code of Maryland.**

**Respectfully Submitted by:**

**Linda Quinn  
Clerk-Treasurer**

**OFFICE OF THE MAYOR AND CITY COUNCIL  
TANEYTOWN, MARYLAND**

**Council Workshop  
May 5, 2010**

The Mayor and City Council met Wednesday, May 5, 2010, at 7:30 P.M. in the City Council Chambers. **Present:** Mayor McCarron, Mayor Pro Tem Boisvert, Council members Ebaugh, Zambetti, and Heine. **Absent:** Council member Foster. **Also present:** City Attorney Gullo, Clerk-Treasurer Quinn, Zoning Administrator Wieprecht, Economic Development Director McCormick, Parks & Recreation Director Mitchell, City Engineer Stewart, and Hydrogeologist Fisher. Councilmember Zambetti led the pledge of allegiance.

The minutes of April 7 and April 12, 2010, regular meetings and April 7 and April 12, 2010, closed meetings were reviewed. Councilmember Ebaugh stated the duplicate words "Attorney Gullo" should be removed from the last paragraph on page 1 of the April 12<sup>th</sup> minutes; Council member Zambetti stated "August 20, 2011" should read "August 2011" on page 2 of the April 12<sup>th</sup> minutes.

Mayor McCarron stated Monday's agenda includes introduction of Ordinance No. 03-2010: Stormwater Management. City Attorney Gullo gave an update stating that MDE has reviewed the ordinance and provided their comments, which he is addressing. If the final version is not ready by the May 12<sup>th</sup> meeting, adoption will be scheduled for the June 12<sup>th</sup> meeting. MDE has given their reassurance that the May 5<sup>th</sup> deadline will not be an issue for the City.

Mayor McCarron stated Monday's agenda also includes introduction of Ordinance No. 04-2010: Fiscal Year 2010-2011 Operating Budget.

Mayor McCarron stated that Monday's agenda includes adoption of Resolution No. 2010-07: Water Allocations through June 1, 2010.

City Clerk-Treasurer Quinn reviewed highlights of her monthly report (made part of these minutes) including an update on the City's eligibility for the January/February 2010 snow removal reimbursement by FEMA and the upcoming MML Quarterly Dinner in Mount Airy.

City Attorney Gullo reviewed his legal report (made part of these minutes) for the Mayor and Council including the Stumptown Annexation and related issue involving the Carroll County Health Department; and Creekside development and related issue of transferring Break Iron Street and Chevro Drive deeds to the City. A discussion followed. Councilmember Heine requested the status of the Benefit Assessment ordinance, which has not been enacted.

Mayor McCarron advised that the accounts payable and financial report for April 2010 will be considered for approval at Monday's meeting. Clerk-Treasurer Quinn clarified several entries.

Clerk-Treasurer Quinn provided background information on the approval of proposal for personnel manual update. This update would be provided by the Five L Company, HR consultant, which would review the manual, incorporate the new resolution, and insure the City's HR compliance. A discussion followed, which included the City's comp time policy and its impact on employees.

**Parks and Recreation Director Mitchell provided background information on the Funding of Merry Go Round replacement at Memorial Park, stating that upon inspection the current equipment was found to be deficient. Council agreed the existing Merry Go Round should be removed immediately and quotes provided for a new replacement at the May 10<sup>th</sup> meeting.**

**Economic Development Director McCormick presented new branding developed by the Economic Restructuring Committee and stated the Committee's preference is that of the tree logo with the phrase "Taneytown Rooted in History *Growing into the Future*". A discussion followed with Council agreeing with the Committee's preference. Councilmember Ebaugh stated a reminder of the water rates increase should be placed in the Taneytown Record. Director McCormick replied that the notice would be placed in The Record and the City's monthly handout, and broadcast on the cable Bulletin Board. Councilmember Zambetti stated the reminder should be placed on the web.**

**Councilmember Heine stated there will be a class on Homeland Security funding requirements at the MML Convention.**

**Economic Development Director McCormick stated that SHA Streetscape project is 74% complete with crews aggressively working toward completion. A discussion followed regarding the SHA archeology dig with emphasis on excavation of the Opera House.**

**There were no comments from the audience.**

**With no other business, the open meeting was adjourned at 8:37 P.M on motion by Councilmember Heine, to enter into closed session pursuant to Section 10-508 (a) (7) Legal of the annotated code of Maryland.**

**Respectfully Submitted by:**

**Linda Quinn  
Clerk-Treasurer**

**OFFICE OF THE MAYOR AND CITY COUNCIL  
TANEYTOWN, MARYLAND**

**Council Meeting  
May 10, 2010**

The Mayor and City Council met Wednesday, May 10, 2010, at 7:30 P.M. in the City Council Chambers. **Present:** Mayor McCarron, Mayor Pro Tem Boisvert, Council members Ebaugh, Zambetti, Heine, and Foster. **Also present:** City Attorney Gullo, Clerk-Treasurer Quinn, Zoning Administrator Wieprecht, Police Chief Tyler, Parks & Recreation Director Mitchell, and City Engineer Stewart. Councilmember Heine led the pledge of allegiance.

The minutes of April 7 and April 12, 2010, regular meetings and April 7 and April 12, 2010, closed meeting were unanimously approved on motion by Mayor Pro Tem Boisvert.

Mayor McCarron stated the agenda includes introduction of Ordinance No. 03-2010: Stormwater Management.

Mayor McCarron stated the agenda includes introduction of Ordinance No. 04-2010: Fiscal Year 2010-2011 Operating Budget.

Resolution No. 2010-07: Water Allocations through June 1, 2010 was passed unanimously on motion by Councilmember Ebaugh.

City Clerk-Treasurer Quinn updated the Mayor and Council on items included in her monthly report, which were discussed at the prior week's workshop, and stated that FEMA announced federal disaster aid would be provided for snowstorms which occurred between February 5, 2010 and February 11, 2010. She was contacted by a FEMA representative and a meeting scheduled for May 12, 2010.

City Attorney Gullo gave an update on items in his monthly legal report which were discussed at the prior week's workshop, including the implementation of the water plan; a planned meeting with Antrim Mini Storage attorney, a planned meeting with Creekside attorney; and a recommendation that Council take action to rescind the grant writer contract and place it on hold. Councilmember Foster made a motion to put the grant writer on hold until further notice. The motion passed unanimously.

The Accounts Payables were approved unanimously on motion by Councilmember Zambetti.

The Monthly Financial Report was unanimously approved on motion by Councilmember Ebaugh.

Councilmember Foster made a motion to postpone the approval of proposal for personnel manual update until the Personnel Committee meets. The motion passed unanimously.

Parks and Recreation Director Mitchell gave an update on the Funding of Merry Go Round replacement at Memorial Park, stating the existing Merry Go Round was removed immediately as directed by Council at the May 5<sup>th</sup> meeting. Director Mitchell provided quotes for new 8- and 10-ft. Merry Go Rounds and recommended funding the larger 10-ft. size due to the popularity of this

**piece of equipment. A discussion followed. Councilmember Heine made a motion for funding a 10-ft. Merry Go Round at a cost of \$7,770. The motion passed unanimously.**

**Mayor McCarron stated the MML Chapter quarterly meeting in Mount Airy is scheduled for June 2. An attendance head-count was taken by Clerk-Treasurer Quinn.**

**Mayor McCarron reported that Sheetz has approached the City about relocating its property in Taneytown and the placement of a car wash on adjacent property, and advised Council that the plan is entering the Planning & Zoning process. A brief discussion followed.**

**Councilmember Zambetti reported that the Economic Development Department of Carroll County will be sponsoring a meeting on BRAC on May 11, 2010.**

**There were no comments from the audience.**

**With no other business, the open meeting was adjourned at 7:55 P.M on motion by Councilmember Heine, to enter into closed session pursuant to Section 10-508 (a) (1) Personnel of the annotated code of Maryland.**

**Respectfully Submitted by:**

**Linda Quinn  
Clerk-Treasurer**

**OFFICE OF THE MAYOR AND CITY COUNCIL  
TANEYTOWN, MARYLAND**

**Council Workshop  
June 9, 2010**

**Opening:**

The Mayor and City Council met Wednesday, June 9, 2010, at 7:30 P.M. in the City Council Chambers. **Present:** Mayor McCarron, Mayor Pro Tem Boisvert, Council members Ebaugh, Foster, Zambetti, and Heine. **Also present:** City Attorney Gullo, Clerk-Treasurer Quinn, Zoning Administrator Wieprecht, Economic Development Director McCormick, Police Chief Tyler, and City Engineer Stewart. Councilmember Heine led the pledge of allegiance.

Mayor McCarron introduced Chief Tyler who recognized Corporal Brian Jestes for receiving the Knights of Columbus–Officer of the Year award, as well as being voted the year’s “Unsung Hero” by Police administrative staff for actions he took during a shooting incident.

**Public Hearing:**

Mayor McCarron opened the public hearing on the Fiscal Year 2010-2011 Operating Budget and constant yield tax rate. The public had no comments or questions. Mayor McCarron closed the public hearing at 8:00 P.M.

**Approval Of Minutes:**

The minutes of May 5 and May 10, 2010, regular meetings and May 5 and May 10, 2010, closed meetings were reviewed.

**Adoptions, Resolutions, Ordinances and Agreements:**

Mayor McCarron stated Monday’s agenda includes

- **Adoption of Resolution No. 2010-08: Water Allocations through July 1, 2010.**
- **Introduction of Ordinance No. 03-2010: Stormwater Management.** City Attorney Gullo gave an update stating that adoption may not be possible at the June 12<sup>th</sup> meeting due to receiving a second round of comments from MDE that need to be reviewed and addressed, which will require subsequent approval from MDE.
- **Introduction of Ordinance No. 04-2010: Fiscal Year 2010-2011 Operating Budget.**

**Clerk/Treasurer Report:**

City Clerk-Treasurer Quinn reviewed highlights of her monthly report (made part of these minutes) including **FEMA snow removal reimbursement** and the City’s eligibility for \$21,021.64 for a 48-hour period; raising **Pavilion rental fees** from \$60 to \$75 and alcohol permit fee from \$25 to \$40; and the need for a **Flag bearer at the MML Conference**. Mayor McCarron volunteered for the honor.

**Legal Report:**

City Attorney Gullo reviewed his legal report including the recommendation to review **Elections** procedures before next year’s election and suggested Council form a committee to review the issues with goal to enact a section of Code pertaining to elections.

City Attorney Gullo gave an update on water issues including the need to **enact a Memorandum of Agreement for County recharge land** that was missed last year when the MOU was enacted; no permits will be issued for **Wells 15/16** until the County gives the City recharge; and Meadowbrook and Copperfield developers are agreeable to a **Developers recharge contribution**. He stated that research was completed on City water allocations and documentation sent to CCHD and that City staff has identified infill lots in the process of asking CCHD to exempt commercial/industrial from the formula and reserve only for residential. He will explore a possible MOU. He also said the **Well 10 renovation** project was placed on hold after receiving notice from MDE not to proceed. He will be meeting with John Grace for clarification.

Mayor McCarron thanked Zoning Administrator Jim Wieprecht and Attorney Gullo for all their work on the water allocations issue.

**Unfinished Business:**

Mayor McCarron gave an update on the **City Manager search**; Council will meet on June 23 to review and discuss candidates. Mayor McCarron stated the City has received floodplain information and mapping and asked Council to review and consider adopting the **County Floodplain ordinance**.

**New Business:**

Mayor McCarron advised that **Accounts payable and monthly financial reports** for May 2010 will be considered for approval at Monday's meeting.

Mayor McCarron advised that **Pavilion rental fees** will be considered for approval at Monday's meeting. Zoning Administrator Wieprecht recommended the City Fee Schedule be amended as well to reflect the increase. Clerk-Treasurer Quinn stated the City Fee Schedule will be revised and emailed to Council before the Monday meeting. A discussion followed regarding park use by sports groups and related fees.

Zoning Administrator Wieprecht explained the **Grass Citation** process and recommended reducing the violation height to ten (10) inches. Clerk-Treasurer Quinn recommended adding an administrative fee due to related enforcement process. Wieprecht will make text amendment and add administrative fee to the ordinance. Zoning Administrator Wieprecht also updated the Council on the meaning of **Landlord Licensing and Maintenance Standards** legislation and enforcement of it. A discussion followed.

City Attorney Gullo gave a brief background on the **Bean Zoning Waiver Request** stating that Carroll County originally denied the request due to the City being in the midst of its Master Plan update. He has met with County Attorney and Planning staff which seemed positive for the City to resubmit the zoning waiver request. If approved, Mr. Bean could move forward with the agreed-upon project.

City Attorney gave an update on the **Creekside Development Public Works Agreement Amendment** including background on a proposal to amend the PWA allowing the developers to obtain building permits for 18 months while they pursue the deeds, and if unsuccessful with obtaining the deeds in that time period, a \$200,000 fine levied. Draft language will be given to Council at Monday's meeting. Mayor Pro Tem Boisvert gave an update on the Planning Commission's action relating to the issue. Attorney Clark Shaffer asked Council to consider this offer as a reasonable compromise and stated his client would be paying the total expense to pursue the deeds while generating estimated revenues of \$410,000 school fund/\$332,000 water/\$506,000 sewer/\$34,000+ parks/\$40,000+ permits.

Mayor McCarron introduced the **MD 194 Water Line bid selection** and said one bid has been received. A discussion followed regarding the bid amount and proposed work.

Mayor McCarron stated that in 2009 the Legislature passed a requirement for all Planning and Zoning boards to be certified. Studies can be done online or from a CD.

**Council Member/Committee Reports:**

Economic Development Director McCormick reported on the Economic Restructuring Committee who met to review the proposal from T. Fiddler and will be meeting again on June 23. She stated that SHA and Kibler Construction are working on the Streetscape downtown construction plan and business and parking accommodations. A discussion followed.

Councilmember Ebaugh thanked the staff for all their hard work. Councilmember Heine stated the Special Olympics torch run came through the City today, which the Police participates in running and biking the leg from Taneytown to Westminster. Mayor McCarron stated he participated in the Cancer Walkathon (Relay for Life) in Carroll Vista the previous Saturday. He made a commitment for City participation in 2011.

A statement was made from an audience member regarding Streetscape construction and problems with no sidewalk and erosion in front of his house. ED Director McCormick replied that she would get someone to look at it on Tuesday.

**Adjournment:**

With no other business, the meeting was adjourned at 9:40 P.M. on motion by Councilmember Ebaugh.

**Respectfully Submitted by:**

**Linda Quinn  
Clerk-Treasurer**



**OFFICE OF THE MAYOR AND CITY COUNCIL  
TANEYTOWN, MARYLAND**

**Council Meeting  
June 14, 2010**

**Opening:**

The Mayor and City Council met Wednesday, June 14, 2010, at 7:30 P.M. in the City Council Chambers. **Present:** Mayor McCarron, Mayor Pro Tem Boisvert, Council members Ebaugh, Foster, Zambetti, and Heine. **Also present:** City Attorney Gullo, Clerk-Treasurer Quinn, Zoning Administrator Wieprecht, and Police Chief Tyler. Mayor Pro Tem Boisvert led the pledge of allegiance.

**Approval Of Minutes:**

The minutes of May 5 and May 10, 2010, regular meetings and May 5 and May 10, 2010, closed meetings were unanimously approved on motion by Councilmember Zambetti.

**Adoptions, Resolutions, Ordinances and Agreements:**

- **Adoption of current tax rate of .32 cents:** Passed unanimously on motion by Councilmember Zambetti.
- **Ordinance No. 03-2010: Stormwater Management:** Action postponed until July meeting.
- **Ordinance No. 04-2010: Fiscal Year 2010-2011 Operating Budget:** Passed unanimously on motion by Mayor Pro Tem Boisvert.
- **Ordinance No. 05-2010: Fiscal Year 2010-2011 Health and Sanitation:** Mayor McCarron stated that he had suggested changing the 10-inch height in the ordinance to 8-inches at time of citation, due to how rapidly grass can overgrow that height before enforcement takes place. A discussion followed. Councilmember Zambetti asked if there were a way to pass this measure before formal introduction. City Attorney Gullo advised the ordinance could be passed as an emergency measure with four affirmative votes under the City Charter Section C-209 (B). A motion was made by Councilmember Ebaugh to suspend the rules and consider adoption of Ordinance No. 05-2010 as an emergency; motion passed unanimously. A motion was made by Mayor Pro Tem Boisvert to adopt the ordinance with the grass height set at 8-inches; motion passed unanimously.
- **Resolution No. 2010-08: Water Allocations through July 1, 2010:** Passed unanimously on motion by Councilmember Zambetti.
- **Resolution No. 2010-09: Park Use Fees** Passed unanimously on motion by Councilmember Foster.
- **Resolution No. 2010-10: City Fee Schedule:** Passed unanimously on motion by Councilmember Foster.

Mayor McCarron advised that **Police Fees** will be discussed at the next workshop.

**Clerk/Treasurer Report:**

City Clerk-Treasurer Quinn stated there were no additional updates to her monthly report as presented at the prior week's workshop. Councilmember Ebaugh asked when the Council's **one-on-one session with department heads** would begin; Quinn replied she would add that to next month's workshop agenda, starting with Public Works Director Rick Weaver.

**Legal Report:**

City Attorney Gullo gave an update on items in his monthly legal report which were discussed at the prior week's workshop, specifically the water situation. He spoke with MDE who confirmed the City is on the right track in redrilling/rehabbing of **Well 10**. Once confirmed in writing by MDE, the City can proceed with the project. Gullo reported that Carroll County Health Department has not replied to Zoning Administrator Wieprecht regarding the **Allocations** issue yet and advised Mayor McCarron to speak with Ed Singer, should it become necessary for the Mayor to place a call. Gullo reported that MDE needs to approve the **Stormwater Management** draft before Council can adopt.

### Unfinished Business:

Mayor McCarron stated that Council will meet in closed session regarding the **City Manager search** on June 23 as planned. Mayor McCarron asked Council if they had reviewed the **County Floodplain ordinance** information and mapping. A discussion followed regarding review of the maps. Councilmember Zambetti made a motion for CDM to review FEMA floodplain maps, provide comments, and if warranted to pursue the ordinance. After discussion regarding the ordinance, motion passed unanimously.

### New Business:

The **Accounts Payables** were approved unanimously on motion by Mayor Pro Tem Boisvert. The **Monthly Financial Report** was unanimously approved on motion by Councilmember Heine.

**Landlord Licensing and Maintenance Standards:** Discussion was postponed until July.

**Bean Zoning Waiver Request:** City Attorney Gullo advised with completion of the City Master Plan and the Bean property annexation, a letter may be submitted by the City requesting the zoning waiver. A motion was made by Mayor Pro Tem Boisvert to send the Zoning Waiver Request letter to the County; motion passed unanimously.

**Creekside Development Public Works Agreement Amendment:** City Attorney Gullo gave a summary on the history of the negotiation process of the agreement in arriving at the terms of the current proposal. After discussion, a motion was made by Councilmember Zambetti to accept the Public Works Agreement Amendment; motion passed 3-2 with Councilmember Ebaugh and Mayor Pro Tem Boisvert dissenting.

**MD 194 Water Line bid selection:** A motion was made by Councilmember Foster to reject the bid received from Kibler Construction Co. City Attorney Gullo advised that Council has 90-days before action is required. A discussion followed regarding related construction matters. A motion to table the previous motion to reject the bid was made by Councilmember Foster; motion passed unanimously.

### Council Member/Committee Reports:

Councilmember Foster said Economic Development Director McCormick would like to know how many volunteer jackets to order. After discussion, a motion was made by Mayor Pro Tem Boisvert to provide a volunteer Taneytown jacket to all department heads at no cost, and made available to staff for purchasing at City's cost; motion passed 3-2 with Councilmembers Ebaugh and Zambetti dissenting.

Councilmember Ebaugh asked about the status of the **Landlord Licensing and Maintenance Standards**. Councilmember Zambetti commented on an article by Carroll County Times regarding Total Maximum Daily Load (TMDL) and ensuing regulations, and the potential impact on the City. A discussion followed.

Tamar Ostperman, government affairs director with the Carroll County Association of Realtors spoke regarding the Landlord Licensing and Maintenance Standards issue urging Council to put together a task force on issues of concern around rental housing and to explore ramifications, issues, and solutions. She stated many tools are available, short of another licensing program, including tenant responsibility education and formal evaluation of codes. She expressed a cost issue concern with creating new regulatory requirements and said CCAR stands to be a constructive part of this discussion.

An additional comment was made from the public regarding Bob Ehrlich's attendance at the last Taneytown Business Breakfast where he made mention of slot machines. A suggestion was made to turn the old Creamery building into a casino.

### Adjournment:

With no other business, the meeting was adjourned at 8:37 P.M. on motion by Councilmember Heine.

**Respectfully Submitted by:**

**Linda Quinn, Clerk-Treasurer**

**OFFICE OF THE MAYOR AND CITY COUNCIL  
TANEYTOWN, MARYLAND**

**Council Workshop  
July 7, 2010**

**Opening:**

The Mayor and City Council met Wednesday, July 7, 2010, at 7:30 P.M. in the City Council Chambers. **Present:** Mayor McCarron, Mayor Pro Tem Boisvert, Council members Ebaugh, Foster, Zambetti. **Also present:** City Attorney Gullo, Clerk-Treasurer Quinn, Zoning Administrator Wieprecht, Economic Development Director McCormick, Parks Director Mitchell, Public Works Director Weaver, and City Engineer Stewart. Councilmember Foster led the pledge of allegiance.

Mayor McCarron stated that Council has approved the hiring of former Councilmember Henry Heine for the **position of City Manager**, who will begin employment on July 9, 2010. Council plans to name and approve the replacement for the vacant Council seat in August 2010.

**Approval Of Minutes:**

The minutes of June 9, and June 14, 2010, regular meetings and June 23, 2010, closed meetings were reviewed. Council members voiced their approval of the reformatted minutes.

**Adoptions, Resolutions, Ordinances and Agreements:**

Mayor McCarron stated Monday's agenda includes

- **Ordinance No. 03-2010: Stormwater Management.** City Attorney Gullo advised the ordinance may not be ready for adoption at the July 12 Council meeting.
- **Adoption of Resolution No. 2010-11: Water Allocations through August 1, 2010.** Format to change.
- **Adoption of FY 2010 Budget Amendments.**
- **Approval of bond reduction request – TRV, LLC (Carroll Vista).**
- **Approval of Sarah's Choice Subdivision public works agreement.**
- **Approval of York Street Pumping Station and Force Main & Gravity Sewer Bid.** City Engineer Stewart presented CDM's report and recommendations for the bids.
- **Approval of Memorial Park Playground Bid.** Parks Director Mitchell presented a report on the bid and CDM's recommendation.

**Clerk/Treasurer Report:**

City Clerk-Treasurer Quinn reviewed highlights of her monthly report (made part of these minutes) including **LGIT Recommendations** and decrease in policy cost due to the City's excellent loss record; **MEA grant** and upcoming field audit; **FY 2010 audit**; and status of the **FEMA snow expenses reimbursement**. A discussion followed regarding **Employee Health Insurance**.

**Legal Report:**

City Attorney Gullo reviewed his legal report and gave an update on **water issues** including Zoning Administrator Wieprecht's work with CCHD in resolving water allocation discrepancies and shortfalls; **Well 10 renovation** package received from MDE and conference call with John Grace; the **Antrim Mini Storage LOC**; and **194 Water Line Bid**, with recommendation for official action on the bid.

**Unfinished Business:**

Zoning Administrator Wieprecht gave an update on the **County Floodplain ordinance** and CDM's review of the preliminary maps. Councilmember Foster stated approval of the amended **Fee Schedule** with inclusion of additional Police fees needs to be added to the Council agenda. City Attorney Gullo advised Council of the procedure which will include redoing the entire ordinance; he said it could possibly be ready for the August Council meeting. Councilmember Zambetti stated the **Election Ordinance** needs to be addressed; he and Mayor McCarron volunteered to work on the committee.

### **New Business:**

Mayor McCarron advised that **Accounts payable and monthly financial reports** for June 2010 will be considered for approval at Monday's meeting.

### **Council Member/Committee Reports:**

#### **Department Reports**

- Councilmember Foster advised that she and Parks Director Mitchell will proceed with grant applications with the assistance of a grants specialist contact she made at MML. Councilmember Zambetti asked about the merry-go-round height issue; Director Mitchell said the issue has been resolved, and the merry-go-round is now in use.
- Economic Development Director McCormick reported on the upcoming "Pumpkin People Council" project and gave an update on Streetscape and its affect on businesses.
- Councilmember Zambetti commented that the stated Bowling Brook facility in the Parks and Recreation report means the existing facility – Silver Oak Academy. Discussion followed regarding parents' concerns being alleviated as the facility is well-managed.
- Councilmember Foster asked Zoning Administrator Wieprecht to clarify the date on the Planning Commission's draft minutes, which should read "June 28, 2010" instead of "June 7, 2010".
- Councilmember Zambetti asked Public Works Director Weaver about the status of the Meade's Crossing well pump test. A discussion followed.
- Mayor McCarron stated he has received two applications for the vacant seat on the Parks and Recreation Board; appointment of the new Board member will be added to the June 12 agenda.

#### **Council Member Reports**

- Mayor McCarron stated the MML Convention was very successful where he met and discussed water issues with the MDE secretary. Mayor McCarron stated that a request has been received from a resident on Middle Street for an on-street handicapped parking spot; a discussion with Zoning Administrator Wieprecht followed.
- Councilmember Zambetti said the Taneytown Lions Baseball and Softball League should be recognized for their success of bringing the Babe Ruth 16/18 Playoffs Tournament to Taneytown; he will raise the matter at the June 12 meeting.
- Mayor McCarron stated that Taneytown resident and businessman Larry Heltebridle, who has recently retired, will be recognized by the Mayor at a dinner to be held in his honor.

#### **Public Comment**

- City Attorney Gullo addressed a question regarding the CVS street deed and City water allocations.
- Economic Development Director McCormick addressed a question regarding Streetscape construction, sidewalks, and replacement of utility poles, with discussion following.
- Parks Director Mitchell addressed a comment regarding cracking of the cement slab inside the new pole barn at Roberts Mill Park.
- A member of the audience thanked Mayor and Council for their support of the Farmers Market and local farmers and suggested drawing more attention with more advertising and signage. Economic Development Director McCormick addressed his concerns about addition and placement of signage.

### **Adjournment:**

With no other business, the meeting was adjourned at 8:53 P.M. on motion by Councilmember Foster.

**Respectfully Submitted by:**

**Linda Quinn**  
**Clerk-Treasurer**

**OFFICE OF THE MAYOR AND CITY COUNCIL  
TANEYTOWN, MARYLAND**

**Council Meeting  
July 12, 2010**

**Opening:**

The Mayor and City Council met Wednesday, July 12, 2010, at 7:30 P.M. in the City Council Chambers. **Present:** Mayor McCarron, Mayor Pro Tem Boisvert, Council members Ebaugh, Foster, Zambetti. **Also present:** City Manager Heine, Clerk-Treasurer Quinn. Ebaugh led the pledge of allegiance.

**Approval Of Minutes:**

Motion to approve the minutes of June 9, and June 14, 2010, regular meetings and June 23, 2010, closed meetings by Ebaugh carried 4-0.

**Reception of Delegates:**

Mayor McCarron introduced Francis Scott Key High School (FSKHS) Principal John Baugher. Principal Baugher introduced Assistant-Principals Julie Chandler and Ken Fischer and stated their wish to assist the City as they can, build a relationship with the community, and build excellence into all areas of FSKHS. His hope is that FSKHS students will be seen at future meetings presenting material. McCarron stated Council would make themselves available should they need help with citizenship issues or speakers for events.

**Adoptions, Resolutions, Ordinances and Agreements:**

- **Ordinance No. 03-2010: Stormwater Management:** Motion to table by Zambetti carried 4-0.
- **Resolution No. 2010-11: Water Allocations through August 1, 2010:** Mayor McCarron asked Council to review the new format. Councilmember Ebaugh asked for clarification on Carroll Vista Phase IV allocations. A discussion followed. Motion to approve by Zambetti carried 4-0.
- **FY 2010 Budget Amendments.** Motion to approve by Boisvert carried 4-0.
- **Approval of bond reduction request – TRV, LLC (Carroll Vista).** Motion to accept recommended reduction made by Foster. After discussion, motion failed with Foster in favor of the motion and 3 against the motion.
- **Approval of Sarah's Choice Subdivision public works agreement.** Motion to table by Ebaugh carried 4-0.
- **Approval of York Street Pumping Station and Force Main & Gravity Sewer Bid.**
  - Motion to award Contract No. 1 to Callas Contractors Inc. of Hagerstown, MD, for \$1,109,730.00 made by Ebaugh carried 4-0.
  - Motion to award Contract No. 2 to Burgemeister-Bell Inc. of Owings Mills, MD for \$637,193.75 made by Foster carried 4-0.
  - Motion to accept CDM recommendations Nos. 1-4 (see attached CDM memorandum, made part of these minutes) made by Ebaugh carried 4-0.
- **Approval of Memorial Park Playground Bid.** Motion to award contract to Playground Specialists for \$116,013.00 made by Zambetti carried 4-0.
- **MD 194 Water Line bid selection.** Motion to reject the bid by Zambetti carried 4-0.

**Clerk/Treasurer Report:**

City Clerk-Treasurer Quinn stated there were no additional updates to her monthly report as presented at the prior week's workshop.

**Legal Report:**

There were no additional updates or discussion of the Legal Report.

**Unfinished Business:**

Mayor McCarron stated that he has been meeting with the Personnel Committee to study **Overtime and Comp Time Issues** and advised that City Attorney Gullo has recommended an accountant be hired to look at City records for accuracy. McCarron said that Hull Company Accountants offered to conduct this outside audit at \$70/hour, and will look at comp time records from 2003 to present and include spot-checking of overtime records. Motion to authorize Mayor McCarron to sign the engagement letter with Hull Company Accounting made by Boisvert carried 4-0.

**New Business:**

Motion to approve the **Accounts Payables** by Zambetti carried 4-0.

Motion to approve the **Monthly Financial Report** by Boisvert carried 4-0.

**Appointment to Parks and Recreation Advisory Board:** Motion to appoint Jerome Shwartz as a member, reappoint Kelly Buie as a member, and appoint Amy Murphey as an alternate member to the Parks and Recreation Advisory Board made by Zambetti, carried 4-0.

**Council Member/Committee Reports:**

Councilmember Zambetti reported on the monthly Streetscape meeting with SHA and upcoming construction details including marking of the Fire Company's curb and SHA following up with subcontractors on improving the condition of the road at Trevanion Terrace. Zambetti expressed thanks to the Taneytown Lions Club Baseball and Softball League for their work in bringing the 16/18 Babe Ruth statewide tournament to Taneytown, which was well-attended and a success.

Councilmember Ebaugh reported that Public Works Director Weaver said the City water well levels were remaining stable during the current drought. Ebaugh said he has noticed the community practicing conservation, and encouraged continuation of those water conservation practices.

An audience member asked the status of filling the Council's vacant seat and was advised by Mayor that résumés were being accepted through July 14, with two submitted as of today's meeting date.

**Adjournment:**

With no other business, motion made to adjourn meeting at 8:19 P.M by Boisvert carried 4-0.

**Respectfully Submitted by:**

**Linda Quinn, Clerk-Treasurer**

**OFFICE OF THE MAYOR AND CITY COUNCIL  
TANEYTOWN, MARYLAND**

**Council Workshop  
August 4, 2010**

**Opening:**

The Mayor and City Council met Wednesday, August 4, 2010, at 7:30 P.M. in the City Council Chambers. **Present:** Mayor McCarron, Mayor Pro Tem Boisvert, Council members Ebaugh, Foster, Zambetti. **Also present:** City Manager Heine, City Attorney Gullo, Clerk-Treasurer Quinn, Zoning Administrator Wieprecht, City Engineer Stewart. Councilmember Zambetti led the pledge of allegiance.

**Approval Of Minutes:**

The minutes of July 7, and July 12, 2010, regular meetings were reviewed.

**Adoptions, Resolutions, Ordinances and Agreements:**

Mayor McCarron stated Monday's agenda includes

- **Ordinance No. 03-2010: Stormwater Management.** City Attorney Gullo stated comments have been received from MDE which need to be incorporated into the document and returned to MDE for final approval before Council can adopt. The ordinance may not be ready for the August 9 Council meeting.
- **Adoption of Resolution No. 2010-12: Water Allocations through September 1, 2010.**
- **Approval of bond reduction request – TRV, LLC (Carroll Vista).** City Attorney Gullo gave an update stating that repair of loose stormwater and sewer manhole lids is in progress but not completed. Gullo advised the repairs be fully completed before reduction is approved.
- **Approval of Sarah's Choice Subdivision public works agreement.** City Attorney Gullo gave an update and recommended Council approve the agreement for Mayor's signature.

**City Manager Report:**

City Manager Heine reviewed highlights of his monthly report (made part of these minutes) including **Route 194 water line bid** follow-up; **LGIT Hazard Evaluation Survey** follow-up and the need for developing a safety policy; **MEA energy grant** status; and **Administration Project Priorities**. Mayor McCarron raised the question whether the monthly rotational meetings with Department Heads were necessary. A discussion followed regarding relay of communication between Council and Department Heads. Councilmember Foster asked if Heine would like to be copied on Council correspondence to staff. Mayor Pro Tem Boisvert suggested a meeting between Council and Department Heads be held in six months. Heine continued his report update on **Fiber optic network** conduit routing and installation, related costs, and the possibility of future lease options; **Financial audit** on schedule for completion; meeting with a representative for **"Go 21", a short line railroads lobbyist**, who is asking the City to support their effort to send letters to House and Senate delegates requesting railway infrastructure repair and expansion; and **Streetscape** construction update.

**Legal Report:**

City Attorney Gullo reviewed his legal report and gave an update on **Water issues**; **Rental issues**; and **Stumptown annexation**. Gullo answered questions on the status of the Ikex land issue; \$30 sewer fee; MD Society of Accountants; and Antrim Mini Storage issues.

**Unfinished Business:**

Mayor McCarron asked if there were any discussion on the résumés received for the vacant City Council seat and advised that Council could vote on the issue at the Monday, August 9, 2010 meeting.

**New Business:**

Mayor McCarron advised that **Accounts Payable** and the **Monthly Financial Report** will be considered for approval at Monday's meeting, as well as the **Wastewater Treatment Plant Enhanced Nutrient Removal Upgrade recommendation from City Engineer**. City Engineer Stewart reviewed the background on the increased nutrient removal mandates by the state; technical details of the Biomag pilot process; and introduced Bob Bachman of Cambridge Water Technologies. Stewart stated the agreement with Cambridge Water Technologies and pilot process will initially be forward funded by the City, then rolled into the treatment plant upgrade costs which will be covered by the Bay Restoration grant. A discussion followed. Stewart suggested Council schedule a visit to the plant for an overview of the process as this pilot program could become a model for the State's program.

**Council Member/Committee Reports:**

- Mayor Pro Tem stated the Planning and Zoning Commission is very concerned about the water allocation issue.
- Councilmember Ebaugh reported that Public Works is monitoring the City wells closely through the drought.
- Councilmember Zambetti asked Zoning Administrator Wieprecht for clarification on the Zoning Department Report regarding issuance of zoning certificates.
- Mayor McCarron stated that Councilmember Foster has been appointed to the MML Communications Committee and City Manager Heine is continuing his service on the MML Emergency Committee.
- Councilmember Foster stated that she is also serving on Carroll County's Economic Development Committee.

**Public Comment:**

None.

**Adjournment:**

With no other business, motion to adjourn the meeting at 8:42 P.M. by Ebaugh carried 4-0.

**Respectfully Submitted by:**

**Linda Quinn  
Clerk-Treasurer**



**OFFICE OF THE MAYOR AND CITY COUNCIL  
TANEYTOWN, MARYLAND**

**Council Meeting  
August 9, 2010**

**Opening:**

The Mayor and City Council met Monday, August 9, 2010, at 7:30 P.M. in the City Council Chambers. **Present:** Mayor McCarron, Council members Ebaugh, Foster, Zambetti. **Absent:** Mayor Pro Tem Boisvert. **Also present:** City Manager Heine, City Attorney Gullo, Clerk-Treasurer Quinn. Foster led the pledge of allegiance.

**Approval Of Minutes:**

Motion to approve the minutes of July 7, and July 12, 2010, regular meetings by Ebaugh carried 3-0.

**Adoptions, Resolutions, Ordinances and Agreements:**

- **Ordinance No. 03-2010: Stormwater Management:** City Attorney Gullo stated the ordinance is not ready for Council action as it is currently in review by MDE. Mayor McCarron stated the ordinance is carried forward to the September meeting.
- **Resolution No. 2010-12: Water Allocations through September 1, 2010:** Motion to approve the resolution by Zambetti carried 3-0.
- **Approval of bond reduction request – TRV, LLC (Carroll Vista).** City Attorney Gullo advised the postponement of this request be continued until concerns and repair list are addressed. Gullo recommended Council authorize his drafting of a letter to TRV, LLC for City Manager's signature stating the City's technical requirements and plan of action for the repairs including the stormwater and sewer manhole lids. Motion to approve the City Attorney drafting said letter for City Manager's signature to be sent to TRV, LLC by Ebaugh carried 3-0.
- **Approval of Sarah's Choice Subdivision public works agreement.** Motion to accept Sarah's Choice public works agreement by Zambetti carried 4-0.

**City Manager Report:**

City Manager Heine stated the new **Town/County Agreement** has been distributed to Council, and he will send Council the last Town/County Agreement for reference. Heine said he received a letter from Carroll County regarding the **Bean zoning waiver request** and water recharge. City Attorney Gullo updated Council on the request and clarified that the water recharge issue is not related to the Bean zoning waiver request. Heine said he received a letter from MDE outlining the TMDL information which is available on the MDE web site, and included a copy of the Biomag process for Council's information.

**Legal Report:**

There were no additional updates or discussion of the Legal Report.

**Unfinished Business:**

Mayor McCarron reviewed the three candidates for the Council seat vacancy and recommended Rick Hess be appointed because of his previous experience. Motion to appoint Rick Hess to fill the Council seat vacancy by Foster carried 3-0. Mayor McCarron swore-in Richard Hess to the City Council. Councilmember Hess took his seat with Council for the remainder of the meeting.

**New Business:**

Motion to approve the **Accounts Payables** by Zambetti carried 4-0.

Motion to approve the **Monthly Financial Report** by Zambetti carried 4-0.

**Wastewater Treatment Plant Enhanced Nutrient Removal Upgrade recommendation from City engineer:** Motion to approve the upgrade by Foster carried 4-0.

Mayor McCarron stated Mayor Pro Tem Boisvert is recuperating from an injury and unable to attend Council meetings and recommended Council appoint an **Acting Mayor Pro Tem**. Motion for Councilmember Ebaugh to be Acting Mayor Pro Tem by Zambetti passed 3-0.

**Council Member/Committee Reports:**

Councilmember Ebaugh stated City well levels are being monitored and encouraged continuation of water conservation practices.

Councilmember Hess recommended the lines be repainted in the main parking lot at Memorial Park.

Mayor Flickinger asked the status of the Lorien project. A member of the audience raised a concern about the amount of stop signs added on Roberts Mill Road due to the Streetscape project. Ollie Glass raised a concern about the length of time his driveway and sidewalks have been closed due to the Streetscape project.

**Adjournment:**

With no other business, motion made to adjourn meeting at 8:05 P.M by Ebaugh carried 4-0.

**Respectfully Submitted by:**

**Linda Quinn, Clerk-Treasurer**

**OFFICE OF THE MAYOR AND CITY COUNCIL  
TANEYTOWN, MARYLAND**

**Council Workshop  
September 8, 2010**

**Opening:**

The Mayor and City Council met Wednesday, September 8, 2010, at 7:30 P.M. in the City Council Chambers. **Present:** Mayor McCarron, Council members Ebaugh, Hess, Zambetti. **Absent:** Mayor Pro Tem Boisvert; Council member Foster. **Also present:** City Manager Heine, City Attorney Gullo, Clerk-Treasurer Quinn, City Engineer Stewart. Council member Hess led the pledge of allegiance.

**Approval Of Minutes:**

The minutes of August 4, and August 9, 2010, regular meetings were reviewed.

**Adoptions, Resolutions, Ordinances and Agreements:**

Mayor McCarron stated Monday's agenda includes:

- **Ordinance No. 03-2010: Stormwater Management.** City Attorney Gullo stated the ordinance, now ready for adoption, is based on updated best management policies set by MDE mandating the capture and control of stormwater at site. The biggest policy change is the type of storm the City is required to capture (from "100-year storm" to "one-in-ten-year storm") allowing for smaller ponds. Existing developments and those with preliminary approval including Carroll Vista, Meadowbrook, Copperfield, and Meades Crossing are exempted through a transition provision; however, new developments and projects will be required to address the updated policy.
- **Adoption of Resolution No. 2010-13: Water Allocations through October 1, 2010.**
- **Adoption of Resolution No. 2010-14: Community Legacy Project.**
- **Adoption of Resolution No. 2010-15: Reinstatement of Shared Revenue.**
- **Approval of Taneytown Shopping Center Public Works Agreement.**
- **Fiscal Year 2011 Town/County Agreement.**

**City Manager Report:**

City Manager Heine reviewed highlights of his monthly report (made part of these minutes):

- **#1 LGIT Hazard Evaluation Survey:** Currently 50% complete.
- **#3 MEA energy grant:** Met with consultant who assessed all City buildings resulting in the Rod and Gun Club building being identified as the primary candidate for energy upgrades.
- **#5 Fiber optic network:** Received estimate from Kibler to run the conduit; awaiting cost breakout.
- **#6 Financial audit:** Field work is complete.
- **#12 York Street Pumping Station:** Awaiting contractor response on both Notice of Awards.
- **Other: Well 10** drilling currently at 400 ft, will be completed soon; **Code Change** to be done in conjunction with Election Procedure (see Legal Report); **Snow Expenses** reimbursement received.

**Legal Report:**

City Attorney Gullo reviewed his legal report and gave an update on issues including:

- **Stumptown annexation:** Surveyor provided necessary material for completion of petition. If signed by property owner, petition will be introduced to Council next month.
- **Election Procedure:** Draft to be created and distributed to review committee; completion target is by end of year (2010). Discussion followed regarding potential Code changes.
- **Park Stormwater:** Pending meeting with Kibler and State representatives. Council member Zambetti asked status of proposed letter to SHA by Mayor regarding State Highway's design; Gullo replied to his knowledge no letter was sent.

### Unfinished Business:

No discussion.

### New Business:

Mayor McCarron advised that the following will be considered for approval at Monday's meeting:

- **Accounts Payable and Monthly Financial Report.**
- **Adoption of Public Works Agreement (PWA) Execution and Ratification Policy:** City Attorney Gullo explained this policy allows for more timely execution by allowing the Mayor to sign a PWA that has been agreed upon by the City Attorney, City Manager, and Mayor. The agreement is then ratified by Council at the monthly scheduled meeting subsequent to the signing. Gullo said copies of summary sheets with bond amounts will be distributed to Council, with paper copies provided only when necessary or upon request.
- **Approval of Letter to Food Lion regarding Creekside access issue:** Gullo presented a draft letter, as requested by Food Lion's Counsel, stating the City's interest in the execution of Chevro Drive/Breakiron Street deeds which dedicates certain right of way areas to the City.
- **MML Fall Conference October 21-23, 2010:** Mayor McCarron encouraged Council's attendance.
- **Harris Pump Repair:** City Manager Heine stated that Mr. Jerry Harris has requested an audience before Council to plead his case regarding a well pump failure.

### Council Member/Committee Reports:

- Council member Hess thanked the City crew for a job well done on line painting.
- Council member Ebaugh reported on well levels and requested continued water conservation. Ebaugh said he attended the MD Society of Accountants ribbon-cutting and encouraged Council to visit the facility.
- Council member Zambetti reported that retired SHA project manager Eric Biggs has been replaced by Dave James, and the State-funded archeology dig has been abandoned with funds used instead to provide brochures and signs to encourage tourism. Zambetti said upcoming Business Breakfasts will feature MD Senator David Brinkley – September 10<sup>th</sup>, O'Malley Economic Development Team – October 8<sup>th</sup>, and U.S. Representative Roscoe Bartlett - November 13<sup>th</sup>.
- Mayor McCarron gave an update on the MML Legislative Committee and their state-wide effort to develop criteria to allow local government to establish different forms of tax codes rather than relying on state funding.

### Public Comment:

A member of the audience commented on the poor timing of the recent one-way street established on Roberts Mill Road from Middle Street to Church Street, due to Streetscape in progress and limited sight distance for motorists. Zambetti replied that after traffic observation and analysis, SHA deemed this route unsafe and made the decision to install the one-way. A discussion followed with Council encouraging motorists to be patient.

### Adjournment:

With no other business, motion was made by Zambett to adjourn the meeting at 8:50 P.M. to enter into closed session pursuant to Section 10-508 (a) (1) Personnel; Section 10-508 (a) (7) Legal; and Section 10-508 (a) (3) Acquisition of real property, of the annotated code of Maryland Closed Session. Motion carried 3-0.

**Respectfully Submitted by:**

**Linda Quinn**  
**Clerk-Treasurer**

**OFFICE OF THE MAYOR AND CITY COUNCIL  
TANEYTOWN, MARYLAND**

**Council Meeting  
September 13, 2010**

**Opening:**

The Mayor and City Council met Monday, September 13, 2010, at 7:30 P.M. in the City Council Chambers. **Present:** Mayor McCarron, Council members Ebaugh, Foster, Hess, Zambetti. **Absent:** Mayor Pro Tem Boisvert. **Also present:** City Manager Heine, City Attorney Gullo, Clerk-Treasurer Quinn. Council member Foster led the pledge of allegiance.

**Approval Of Minutes:**

Motion to approve the minutes of August 4, and August 9, 2010 regular meetings by Ebaugh carried 4-0. Motion to approve the minutes of August 23, 2010 closed meeting by Hess carried 4-0.

**Reception of Delegates**

Cancelled.

**Adoptions, Resolutions, Ordinances and Agreements:**

- **Ordinance No. 03-2010: Stormwater Management:** Motion to approve the ordinance by Ebaugh carried 4-0.
- **Resolution No. 2010-13: Water Allocations through October 1, 2010:** Motion to approve the resolution by Zambetti carried 4-0.
- **Resolution No. 2010-14: Community Legacy Project.** Motion to approve the resolution by Hess carried 4-0.
- **Resolution No. 2010-15: Reinstatement of Shared Revenue.** Mayor McCarron commented on an editorial published in today's Carroll County Times regarding the resolution. Mayor said he felt the editorial distorted the facts about the resolution's goal and purpose, and he plans to write a rebuttal letter. Motion to approve the resolution by Foster carried 4-0.
- **Approval of Taneytown Shopping Center Public Works Agreement.** Motion to approve the agreement by Ebaugh carried 4-0.
- **Fiscal Year 2011 Town/County Agreement:** Motion to approve agreement by Hess carried 4-0.

**City Manager Report:**

City Manager Heine gave an update on his monthly report (made part of these minutes) including:

- **Evapco:** A large international contingency (8 bus loads) will be visiting the Taneytown plant. Due to construction, a police escort has been arranged for the buses to pass through the City.
- **Water/sewer billing system training:** Staff began training this week on the billing system and its enhanced reporting capabilities.
- **York Street Pumping Station:** Contracts have been signed; project start date is October.
- **Fiber optic network:** Heine said State Highway (SHA) advised him that the Streetscape contract contains pricing for the fiber optic conduit at \$12 per linear ft, which may be slightly higher now due to the age of the quote. Heine said the approximate cost for the conduit would be \$35K to \$40K, and that SHA wants an answer within two weeks. Heine requested Council give him the authority to engage in a contract to a stated limit. Motion to allow City Manager to enter into a contract with Kibler for installation of conduit for the City at a price not to exceed \$40K, by Zambetti carried 4-0.

**Legal Report:**

There were no additional updates or discussion of the Legal Report.

**Unfinished Business:**

None.

**New Business:**

- Motion to approve the **Accounts Payables** by Ebaugh carried 4-0.
- Motion to approve **Monthly Financial Report** by Zambetti carried 4-0.
- Motion to approve the **Adoption of Public Works Agreement (PWA) Execution and Ratification Policy** by Foster carried 4-0.
- **Approval of Letter to Food Lion regarding Creekside access issue:** Motion to approve said letter by Foster carried 4-0.
- **MML Fall Conference October 21-23, 2010:** Mayor will attend; Ebaugh may possibly.
- **Harris Pump Repair:** City Manager Heine stated that after researching the matter, the City has no responsibility for the pump repair due to the pump being one year out of warranty when it failed and the problem occurring in an area in which the City did no work. Heine recommended Council deny the request by Mr. Harris to come before Council regarding the matter. City Attorney Gullo advised it would be unusual to allow a contractual dispute be heard by Council, and by doing so, could set a precedent. Motion to deny the hearing and authorizing City Manager Heine to write a letter to Harris stating the denial, by Foster carried 4-0.
- **October Council meeting:** Mayor stated a request has been made to reschedule the October Council meeting to the second Tuesday due to the Columbus Day holiday. Motion to move the meeting from Monday, October 11 to Tuesday, October 12, 2010 by Ebaugh carried 4-0.

**Council Member/Committee Reports:**

- Council member Zambetti reported on the first SHA meeting with the new manager, Dave James, where it was announced that Stella May will complete their work and be out of Taneytown by the end of October. The SHA meeting will now be held the second Thursday of the month, instead of the second Friday.
- Council member Ebaugh reported City well levels are holding. Mayor stated the message to conserve water still applies.
- Council member Foster reported she attended the Carroll County Farm Association dinner on September 4<sup>th</sup>. Foster said the new Neos playground in Memorial Park is almost finished with a ribbon cutting planned upon its completion, as it is the first one installed in a municipal park in the state. Foster commended Parks Director Mitchell for putting a very nice play area together. Foster said the last Movie in the Park for 2010 is Saturday, September 18<sup>th</sup>.
- Mayor reminded Council that Tuesday, September 14<sup>th</sup> is the MD primary election and encouraged everyone to vote.
- A member of the audience asked the status of Well 10 drilling. City Attorney Gullo read a report stating the drilling is at 730 ft to be finished at a depth of 800 ft with a blown yield of 200 gpm.

**Adjournment:**

With no other business, motion made to adjourn meeting at 7:59 P.M by Ebaugh carried 4-0.

**Respectfully Submitted by:**

**Linda Quinn, Clerk-Treasurer**

**OFFICE OF THE MAYOR AND CITY COUNCIL  
TANEYTOWN, MARYLAND**

**Council Workshop  
October 6, 2010**

**Opening:**

The Mayor and City Council met Wednesday, October 6, 2010, at 7:30 P.M. in the City Council Chambers. **Present:** Mayor McCarron, Councilmembers Ebaugh, Foster, Hess, Zambetti. **Absent:** Mayor Pro Tem Boisvert. **Also present:** City Manager Heine, City Attorney Gullo, Clerk-Treasurer Quinn. Councilmember Ebaugh led the pledge of allegiance.

**Approval Of Minutes:**

The minutes of September 8, and September 13, 2010, regular meetings and September 8, 2010 closed session were reviewed. Zambetti asked for clarification on who said "no letter was sent" (last sentence of pg. 1, Legal Report – Park Stormwater). Clerk-Treasurer Quinn to double check.

**Reception of Delegates:**

Audit partner Michelle Mills of Draper & McGinley, P.A., accompanied by audit manager Eva Webb, gave an overview of the **Fiscal Year 2010 audit draft report** and said it went very well. Mills said with Council approval, the final audit report will be printed and submitted to the State, whose deadline is October 31<sup>st</sup>. When asked about the previous year's late notice, Mills replied a State contact told her it was because the report wasn't sent certified, nor accompanied by a cover letter. She was advised, since the State does not have a date stamp and does not consider a postmark adequate, it would be best for the report to include a cover letter AND be sent certified, in order to avoid a repeat of the late incident.

**Adoptions, Resolutions, Ordinances and Agreements:**

Mayor McCarron stated Monday's agenda includes:

- **Adoption of Resolution No. 2010-16: Water Allocations through November 1, 2010.**
- **Fiscal Year 2010 Audit Report.**

**City Manager Report:**

City Manager Heine reviewed highlights of his monthly report (made part of these minutes):

- **#1 LGIT survey:** Foster recommended establishing a target date for survey response before the end of the year. Heine agreed and said his target was the 1<sup>st</sup> week of December.
- **#5 Fiber optic network:** Received email stating Kibler will run the conduit for \$13.25/linear ft. (LF) and \$10,800 for end boxes, for total of \$45,250. The LF price was derived from cost averaging by SHA after review of all their projects in the state. Heine advised Council he will request authorization of an increase in the conduit installation contract maximum from \$40K to \$45K.
- **#13 Memorial Park outfall:** Park was monitored closely during recent heavy rainfall of 2+ inches with no impact to report. Heine said SHA has offered to televise the lines to pinpoint any problem for correction. Ebaugh stated that the rainfall impact may have been negligible due to the dryness of the ground from drought and advised that future rains may have more consequence.
- **#14 Antrim Mini Storage (AMS):** Heine said AMS was advised their deed must state that AMS will maintain their own system at their cost since the City doesn't maintain low pressure systems.
- **#19 Well 10:** Drilling is currently at 800 ft according to the Public Works report.
- **Other:** ▫ Heine said he received an **inquiry from City resident Paul Capriola** (Carroll Heights area) into the possibility of obtaining a deed to a small parcel of land he's been maintaining adjacent to his property. Mr. Capriola will make a formal request to Council for this deed, in which he will pay all associated costs. ▫ Mayor McCarron commented on the **BioMag process** at the wastewater treatment plant and upcoming tour for state/municipal officials, with Council's tour scheduled for October 21. ▫ Heine advised Council of the **Streetscape Completion Celebration** kick-off meeting with Econ. Dev. Director McCormick and Parks & Rec. Director Mitchell. ▫ Heine recommended a closer look at the City's operating revenue and expenses based on the **FY2010 Audit Report** due to

his concern of a revenue shortfall. Clerk-Treasurer Quinn stated that past revenue included developer fees based on projections of 35 units per fiscal year, which the City hasn't realized.

#### Legal Report:

City Attorney Gullo reviewed his legal report and gave an update on issues including:

- **Sheetz:** If upcoming meeting goes well, Council may have the DRRRA in December. Gullo commended City Manager Heine's stakeholder process which has helped facilitate the project.
- **Meades Crossing Well:** Gullo briefly explained the impact on the City of developers handling their own well development in areas such as water allocation. He said a meeting with MDE is scheduled for October 13 with the goal of resolving the issues and finalizing the water plan.
- Ebaugh asked the status of the **Baptist Church well**, Gullo replied the surface water infiltration test will not be required; and negotiations are in process with the Baptist Church regarding property layout. Gullo reported on the **York Street Pumping Station** project and said a request has been made of Cranemaster for use of an open field on their property as a short-term staging area.

#### Unfinished Business:

No discussion.

#### New Business:

Mayor McCarron advised that the following will be considered for approval at Tuesday's meeting:

- **Accounts Payable and Monthly Financial Report.**
- **City of Taneytown/Silver Oak Academy partnership discussion:** Foster said Kevin with Silver Oak Academy approached the City regarding painting the Head Start Building and providing a list of things the Academy can offer in return such as work in the parks. Foster asked Mayor to consider a proclamation to make Silver Oak Academy an official partner. Mayor said it could make a positive impact and help further education and asked if there were any liability issues. Gullo replied that typically volunteers are covered, within reason, and should be looked at on a task basis. Mayor recommended City officials meet with Academy representatives which Foster agreed to arrange.

#### Council Member/Committee Reports:

- Hess reported that he and the Mayor attended the Potomac River Trash Summit on September 22. A discussion followed regarding recycling containers, procedures, and a review of the current contract.
- Foster reported that the new NEOS playground is in operation with the official opening on October 16. Foster said Parks & Rec Director Mitchell is supporting a proposed concussion law for organized sports (see Parks & Rec report); next year's Movie in Park will probably not include a September event due to low attendance; and parks events should be sent to Econ. Dev. Director McCormick for publishing in The Record. Foster said she attended the Blue Ribbon Commission on Transportation meeting in Annapolis, and will also be attending an upcoming LGIT meeting.
- Ebaugh said he'd like to thank Clerk-Treasurer Quinn for the job the Clerk's Office did on the audit report. Heine said he appreciates the way Clerk's Office staff handles the public, even difficult ones during water/sewer billing. Ebaugh said the Baltimore Street water laterals are almost complete.
- Zambetti reported that the Ice Cream Shack has been sold and the Business Breakfasts is October 8<sup>th</sup>. Foster said that Carroll Vista had an expo with an attendance of 100+ and thanked the efforts of Econ. Dev. Director McCormick for her work and handling of Streetscape questions. Heine said The Old Havilah Inn is closed.
- Mayor McCarron reported MML will celebrate its 75<sup>th</sup> anniversary in 2011 and will run a special feature in the Jan/Feb issue of MD Magazine; he suggested including a Taneytown ad in the feature.

#### Adjournment:

With no other business, motion was made by Ebaugh to adjourn the meeting at 9:27 P.M. Motion carried 4-0.

#### Respectfully Submitted by:

**Linda Quinn, Clerk-Treasurer**



**OFFICE OF THE MAYOR AND CITY COUNCIL  
TANEYTOWN, MARYLAND**

**Council Meeting  
October 12, 2010**

**Opening:**

The Mayor and City Council met Wednesday, October 6, 2010, at 7:30 P.M. in the City Council Chambers. **Present:** Mayor McCarron, Councilmembers Ebaugh, Foster, Hess, Zambetti. **Absent:** Mayor Pro Tem Boisvert. **Also present:** City Manager Heine, City Attorney Gullo, Clerk-Treasurer Quinn. Councilmember Zambetti led the pledge of allegiance.

**Approval Of Minutes:**

Motion to approve the minutes of September 8, and September 13, 2010 regular meetings and September 8, 2010 closed meeting by Ebaugh carried 4-0.

**Adoptions, Resolutions, Ordinances and Agreements:**

- **Resolution No. 2010-16: Water Allocations through November 1, 2010:** Motion to approve the resolution by Zambetti carried 4-0.
- **Fiscal Year 2010 Audit Report:** Motion to approve report by Ebaugh carried 4-0.

**City Manager Report:**

There were no additional updates or discussion of the City Manager Report.

**Legal Report:**

Gullo said the stakeholders meeting with Sheetz was held, and the project is on track and expected to be on the next Planning Commission agenda. Timeline estimate for the DRRA is introduction at November Council meeting and finalization of agreement details in November with possible adoption in December.

**Unfinished Business:**

City Manager Heine polled Council members as to their attendance plans and menu choices for the upcoming MML Legislative Dinner.

**New Business:**

- Motion to approve the **Accounts Payables** by Foster carried 4-0.
- Motion to approve **Monthly Financial Report** by Hess carried 4-0.
- **City of Taneytown/Silver Oak Academy partnership discussion:** Meeting set for 10 a.m. Oct. 28.
- **Other: Paul Capriola** was in attendance to bring his request to Council. Mayor McCarron invited audience comment. Mr. Capriola asked if he could acquire the right-of-way property adjacent to his property. A discussion followed regarding current ownership and past history of such transfers. Gullo commented on the procedure required to convey the land including Council approval, title search for clear ownership, and notification time/procedures. Heine said he would contact Mr. Capriola after further research of the matter. Council had no objections to the process going forward.

**Council Member/Committee Reports:**

- Mayor recommended the Council Retreat, typically held in December, be moved to January, and reminded Council of the upcoming Harvest Fest on October 16.
- A member of the audience asked the status of Streetscape. A discussion followed with input from additional audience members on their concerns. Zambetti said he would follow-up with SHA. A member of the audience asked about recycling containers for local business. A discussion followed.

**Adjournment:**

With no other business, motion made to adjourn meeting at 8:04 P.M by Ebaugh carried 4-0.

**Respectfully Submitted by:**

Linda Quinn, Clerk-Treasurer

**OFFICE OF THE MAYOR AND CITY COUNCIL  
TANEYTOWN, MARYLAND**

**Council Workshop  
November 3, 2010**

**Opening:**

The Mayor and City Council met Wednesday, November 3, 2010, at 7:30 P.M. in the City Council Chambers. **Present:** Mayor McCarron, Councilmembers Ebaugh, Foster, Hess, Zambetti. **Absent:** Mayor Pro Tem Boisvert. **Also present:** City Manager Heine, City Attorney Gullo, Clerk-Treasurer Quinn, Zoning Administrator Wieprecht, and Economic Development Director McCormick. Councilmember Hess led the pledge of allegiance.

**Approval Of Minutes:**

The minutes of October 6, and October 12, 2010, regular meetings were reviewed.

**Adoptions, Resolutions, Ordinances and Agreements:**

Mayor McCarron stated Monday's agenda includes:

- **Adoption of Resolution No. 2010-17: Water Allocations through December 1, 2010.**
- **Ordinance No. 06-2010 Water System Regulations.** City Attorney Gullo stated this ordinance allows Council to adopt changes in the water section of the City Code.
- **Resolution No. 2010-18: Water and Sewer Specifications.** Gullo stated this resolution updates construction specifications, as prepared by CDM, for connecting to the City water/sewer system.
- **Second Amendment to Creekside Public Works Agreement.** Gullo stated the original PWA was established 3 yrs ago when the development plats were recorded. This amendment will extend the PWA three additional years. A discussion followed.

**City Manager Report:**

City Manager Heine reviewed highlights of his monthly report (made part of these minutes):

- **#1 LGIT survey:** Insurance survey will be completed in December.
- **#5 Fiber optic network:** Fiber optic design is in place. At Monday's meeting, Council will consider authorization of an increase in the conduit installation contract maximum from \$40K to \$45.5K.
- **#6 Garden Plots:** Director McCormick said an interested group is willing to take on the project beginning in January, and will work in conjunction with Farmers Market organizers. This group will devise a plan, create a plat and lay-out the plots using examples from other municipalities. McCarron recommended the organizers reference an article in the current issue of *City and County Magazine* regarding Montgomery County's handling of garden plots.

**Other:** Heine said he met with **Utilities Service (US), who provides water tank infrastructure maintenance** and painting, emergency calls response, and annual inspections. US will inspect both tanks in December and present a cost proposal to the City in January. Heine stated the tank maintenance and service is now handled on a need basis, and by using a service contractor, the cost can be factored into the budget over a 10-yr period. A discussion followed.

**Legal Report:**

City Attorney Gullo reviewed his legal report and gave an update on issues including:

- **Sheetz:** The Board of Appeals (BZA) is likely to take place in January. Gullo plans to incorporate the BZA findings into the DRRA.
- **Carroll Vista Sec. 4:** Carroll Vista's Club House water usage (EDU) needs to be reviewed. Since actual use has been higher than the allocated amount, the cost overrun of the impact fees needs to be resolved. This will be addressed in the PWA process. Heine commented on the status of the manhole and storm water grates repairs, which are ongoing and yet to be satisfactorily resolved.
- **Meades Crossing Well:** Gullo said he met with the developer and issues were resolved.

- **Election Laws:** Language needs to be added for ballet write-ins. An informal review committee consisting of Boisvert and Zambetti will meet with Gullo.

#### Unfinished Business:

- **City of Taneytown/Silver Oak Academy partnership discussion:** McCarron stated a proclamation should be issued in consideration of the Academy's history of service within the community. Gullo is reviewing the draft. A discussion followed regarding development of a working schedule between the City and Academy's workforce. Director McCormick asked Council to tour the Academy; Ebaugh requested McCormick set up the tour for Council.
- **Capping steel rods:** Zambetti said State Highway Administration (SHA) is ensuring the contractor is placing caps on the steel rods in the concrete forms as this is a safety issue.
- **One-way on Roberts Mill Road:** Zambetti said that according to SHA, the City is free to relocate or remove the one-way signs. He said Chief Tyler recommended the one-way be left as is. A discussion followed.

#### New Business:

Mayor McCarron advised that the following will be considered for approval at Tuesday's meeting:

- **Accounts Payable and Monthly Financial Report.**
- **Memorial Park Football Field regrading and sod project:** Heine said bids received for regrading and resodding the field came in over budget. The consulting firm who wrote the RFP agreed to amend it with new specifications. The RFP was resent to bidders with a new deadline.
- **Parking Meters on Baltimore Street:** Heine said a decision needs to be made regarding the installation of parking meters. McCormick said the cost for replacing the current 68 meters at \$490 each would total ~\$33K to \$34K. A discussion followed. Clerk-Treasurer Quinn will research historical revenue generated from meters.
- **Proclamation – Municipal Government Month.** Mayor McCarron said he'd like to issue a proclamation declaring November as Municipal Government month. He said this would help call attention to the fact that municipal government works as it's highly responsive to the citizens.
- **Proclamation – Silver Oak and City Partnership.** (See **Unfinished Business** above)

#### Council Member/Committee Reports:

- Director McCormick reported that the Economic Restructuring Committee (ERC) has received a copy of consultant Tom Fidler's marketing study as well as receiving a \$20K Legacy Grant for trash and recycling containers, banners, and signage. McCormick said the ERC will be broken into subcommittees based on Mr. Fidler's recommendations.
- Zambetti reported a meeting has been held to start the process of organizing the City Celebration to mark the end of Streetscape in Sept 2011. McCormick added that Celebration subcommittees are being formed and fundraising efforts begun.
- Foster reported the Recreation Advisory Board has begun exploring the possibility of entering into a contract with the Carroll Cannons for a pay-per-game fee to help offset upkeep of the Memorial Park field.
- Hess commended the Police Department for their efforts in keeping Halloween trick or treaters safe.
- Heine said he reviewed the trash contract which states the City gets 30 gallon receptacles with lids.
- Mayor McCarron issued reminders that the MML Chapter meeting dinner is December 6, and the City Christmas Party is December 10<sup>th</sup>. McCarron said there is an upcoming meeting with MDOT Secretary Beverley Swaim-Staley regarding future projects and Highway User Revenues.

#### Adjournment:

With no other business, motion was made by Ebaugh to adjourn the meeting at 9:27 P.M. to enter into closed session pursuant to Section 10-508 (a) (1) Personnel of the annotated code of Maryland Closed Session. Motion carried 4-0.

#### Respectfully Submitted by:

Linda Quinn, Clerk-Treasurer

**OFFICE OF THE MAYOR AND CITY COUNCIL  
TANEYTOWN, MARYLAND**

**Council Meeting  
November 8, 2010**

**Opening:**

The Mayor and City Council met Wednesday, November 8, 2010, at 7:30 P.M. in the City Council Chambers. **Present:** Mayor McCarron, Mayor Pro Tem Boisvert, Councilmembers Ebaugh, Foster, Hess, Zambetti. **Also present:** City Manager Heine and Clerk-Treasurer Quinn. Mayor Pro Tem Boisvert led the pledge of allegiance.

**Approval of Minutes:**

Motion to approve the minutes of October 6, and October 12, 2010 regular meetings and November 3, 2010 closed meeting by Ebaugh carried 5-0.

**Proclamations:**

- **Municipal Government Month:** Mayor McCarron issued a proclamation stating that November is Municipal Government Works Month in order to promote municipal government awareness within the City of Taneytown and the importance of its citizens' participation.
- **Silver Oak and City Partnership:** Mayor McCarron issued a proclamation in recognition of the partnership forged between the City and Silver Oak Academy staff and students and in appreciation of the Academy's help with community activities. Proclamation accepted by Mr. Kevin McLeod.

**Adoptions, Resolutions, Ordinances and Agreements:**

- **Resolution No. 2010-17: Water Allocations through December 1, 2010:** Motion to approve the resolution by Hess carried 5-0.
- **Ordinance No. 06-2010 Water System Regulations.** Motion to approve the resolution by Zambetti carried 5-0.
- **Resolution No. 2010-18: Water and Sewer Specifications.** Motion to approve the resolution by Ebaugh carried 5-0.
- **Second Amendment to Creekside Public Works Agreement.** Motion to approve the amendment by Foster carried 5-0.

**City Manager Report:**

City Manager Heine said he met with a delegate from the office of Representative Barlett regarding obtaining grant money for improvements to portions of the water lines in the older parts of town.

**Legal Report:**

No updates.

**Unfinished Business:**

- **Approval of fiber optic connection:** Motion to authorize an increase in the spending amount to \$45,500 by Foster carried 5-0.

**New Business:**

1. Motion to approve the **Accounts Payables** by Ebaugh carried 5-0.
2. Motion to approve **Monthly Financial Report** by Zambetti carried 5-0.
3. **Status of One-Way Streets:** Following discussion and comments regarding safety concerns, motion to move the one-way from the corner of Roberts Mill Road and Middle Street to the corner of Roberts Mill Road and Riffle's Lane, by Zambetti carried 5-0. Heine said the signs would be moved accordingly the following day (11/9/2010).
4. **Parking Meters on Baltimore Street:** A discussion regarding meters cost, revenues generated from use and parking fines, and issues with parking enforcement was held. Members of the downtown business community in attendance voiced their strong support for installing the meters and said by

controlling parking, this would encourage business in the downtown area. Motion to install parking meters downtown by Foster carried 5-0.

**Council Member/Committee Reports:**

There were no updates. A member of the audience voiced her appreciation for the improvements in the look and smoothness of Baltimore Street.

**Adjournment:**

With no other business, motion made to adjourn meeting at 8:35 P.M. by Hess carried 5-0.

**Respectfully Submitted by:**

Linda Quinn, Clerk-Treasurer

**OFFICE OF THE MAYOR AND CITY COUNCIL  
TANEYTOWN, MARYLAND**

**Council Workshop  
December 8, 2010**

**Opening:**

The Mayor and City Council met Wednesday, December 8, 2010, at 7:30 P.M. in the City Council Chambers. **Present:** Mayor McCarron, Mayor Pro Tem Boisvert, Councilmembers Ebaugh, Hess, Zambetti. **Absent:** Councilmember Foster. **Also present:** City Manager Heine, Clerk-Treasurer Quinn, Zoning Administrator Wieprecht, and Economic Development Director McCormick. Councilmember Ebaugh led the pledge of allegiance.

Mayor McCarron announced the barrier wall detouring traffic onto Trevanion Road would be removed the following day by SHA and two-way traffic restored to East Baltimore Street. The temporary traffic signal on Trevanion Road will operate in flashing mode (yellow caution for Trevanion Rd./red stop for Antrim Blvd.). The detour will be temporarily reestablished in spring of 2011 when paving commences.

**Approval Of Minutes:**

The minutes of November 3, and November 8, 2010, regular meetings and November 8, 2010 closed session were reviewed. Councilmember Zambetti identified the following November 3<sup>rd</sup> revisions:

- Pg. 1 – City Manager Report, #5 Fiber Optic Network, the first sentence should read, “Fiber optic network *design* is in place.”
- Pg. 1 – Legal Report, Carroll Vista Sec. 4, first sentence: “CV’s *Club House* water usage (EDU) needs to be reviewed.”
- Pg. 1 – Legal Report, Carroll Vista Sec. 4, second sentence: “Since actual use has been higher than the ~~reserved~~ *allocated* amount...”

City Manager Heine gave an update on Police Chief Tyler who was released from the hospital and under light duty orders until his return to work on 12/13/10. Sergeant Etzler is in charge until Tyler’s return.

**Reception of Delegates**

**Tom Fidler of MacKenzie Commercial Real Estate Services:** Bob Sokolowski, Economic Restructuring Committee Chair, introduced Tom Fidler, Sr. Vice President of MacKenzie. Sokolowski gave a history of the committee’s involvement with MacKenzie and preliminary work completed by Mr. Fidler which was done at no cost to the City in advance of entering into the proposed advisory services and marketing plan agreement. The preliminary work included an inventory of downtown’s (from Mill to Church Street) space and building assets and meeting with downtown property owners. Mr. Fidler gave an overview of MacKenzie’s experience and marketing reach, and the project’s scope which is designed to bring business back to Main Street and help business owners to flourish. Fidler said project benchmarks include completing an accurate, detailed inventory assessment of the designated area within the first 30 days; completing GIS data analysis to create consumer profiles as part of the marketing plan; and developing the marketing booklet with a completion target of 90 days. The Mayor thanked Mr. Fidler, Bob Sokolowski, ED Director McCormick, and the Restructuring Committee and urged Council to consider the agreement. Sokolowski said Mr. Fidler could be available for future reports; Fidler agreed and said he would email progress reports and solicit Council’s feedback as well and looked forward to the project in collaboration with Taneytown.

**Adoptions, Resolutions, Ordinances and Agreements:**

Mayor McCarron stated Monday’s agenda includes:

- **Adoption of Resolution No. 2010-18: Water Allocations through January 1, 2011.**
- **Advisory Services and Marketing plan contract for “Main Street, Taneytown, MD”.**

**City Manager Report**

Heine reviewed highlights of his monthly report (made part of these minutes) including:

- **#1 LGIT survey:** completed and submitted.
  - **#3 Grant MEA:** Audit is complete and report is in, but has not been received by City yet.
  - **#6 Employee Manual:** Council will receive a Word document of the manual with the suggested changes included for their review. Once approved by Council, revisions will be incorporated.
  - **#13 Document Management:** Research has found that the existing software on the new server will handle most of the document management program. Existing hardware and software upgrades and training are needed before commencing with the program.
  - **#16 Well 10:** Preliminary tests show the well will require treatment. (See *Public Works Report*)
- Other: Utilities Service water tank infrastructure maintenance:** Zambetti requested this item be added to the report. Heine said the tank has been inspected, awaiting visual inspection on standpipe.

**Legal Report:**

None submitted. Heine said City Attorney Gullo, who is on vacation, will return December 15<sup>th</sup>.

**Unfinished Business:**

- **Floodplain insurance:** Zambetti said that an insurance agent for Carroll Vista Condominium One informed him she has written several policies for flood insurance and that Taneytown is in the Floodplain program. A discussion followed regarding Taneytown's actual status within the program. Zoning Administrator Wieprecht said CDM has reviewed the preliminary County floodplain maps that show the impact to Taneytown is very limited with no structures affected, and the maps are being finalized with the completion probably within one year. Wieprecht said the City is waiting for CDM's opinion on the impact to Taneytown before making a decision on formal participation in the program. Mayor requested follow-up on the issue.
- **Memorial Park Football Field regrading and sod project:** Heine said two bids were submitted in response to the rewritten RFP and reviewed with recommendation for awarding the project to Schott Nurseries for \$38,828. Bid award to be placed on Monday's agenda in consideration of approval.

**New Business:**

McCarron advised that the following will be considered for approval at Tuesday's meeting:

- **Accounts Payable and Monthly Financial Report.**
- **IWIF Longevity award:** Heine read a letter from Injured Workers Insurance Fund (IWIF) awarding Taneytown a commendation for its longstanding partnership with IWIF since January 1, 1985.

**Council Member/Committee Reports:**

- Hess commended Nancy McCormick and Tree Lighting committee on the success of the ceremony which was the best attended yet.
- Zambetti reported that as of the November 18<sup>th</sup> SHA meeting, Streetscape was 85.2% complete and well into the homestretch of completion. Zambetti commended Parks Director Mitchell for the Babe Ruth League's return to Taneytown in 2011.
- Mayor McCarron said the MML Legislative Dinner is 12/9/2010 at the Union Bridge Community Center and the City Christmas Party on 12/10/2010. McCarron said that he, along with Heine and McCormick, attended the County Commissioners' swearing-in and luncheon.
- Heine commented on the Zoning Report – Enforcement Note which states that of \$16K in fines levied for code violations, only \$50 had been collected. McCarron, Zambetti, and Ebaugh said the issue needed to be addressed. Clerk-Treasurer Quinn replied that City staff and City Attorney Gullo are reviewing the issue and working on a collection solution.
- An audience member asked about the start time for the Board of Appeals meeting.

**Adjournment:**

With no other business, motion was made by Zambetti to adjourn the meeting at 8:25 P.M. to enter into closed session pursuant to Section 10-508 (a) (1) Personnel of the annotated code of Maryland Closed Session. Motion carried 4-0.

**Respectfully Submitted by:**

Linda Quinn, Clerk-Treasurer  
*City Council Minutes 12/08/2010*

**OFFICE OF THE MAYOR AND CITY COUNCIL  
TANEYTOWN, MARYLAND**

**Council Meeting  
December 13, 2010**

**Opening:**

The Mayor and City Council met Wednesday, December 13, 2010, at 7:30 P.M. in the City Council Chambers. **Present:** Mayor McCarron, Mayor Pro Tem Boisvert, Councilmembers Ebaugh, Foster, Hess, Zambetti. **Also present:** City Manager Heine and Zoning Administrator Wieprecht. Councilmember Foster led the pledge of allegiance.

**Approval of Minutes:**

Heine said the amendments to the minutes as recorded vocally on Wednesday, December 8, 2010, have not yet been recorded on paper. They will be sent to Council by City Clerk-Treasurer Quinn who is not in attendance due to illness. Motion to approve the minutes of November 3, and November 8, 2010 regular meetings as amended and November 8, 2010 closed meeting by Ebaugh carried 5-0.

**Adoptions, Resolutions, Ordinances and Agreements:**

- **Resolution No. 2010-18: Water Allocations through January 1, 2011:** Motion to approve the resolution by Hess carried 5-0.
- **Approval of contract for “Main Street, Taneytown, MD” pending attorney review:** Mayor asked Council to include “pending attorney review” in any motion made, since City Attorney Gullo was absent. A discussion followed regarding proper phrasing of the motion. Heine stated the motion should include “pending favorable attorney review.” Zambetti stated Gullo has already reviewed the original contract and revision. Motion to approve the contract pending the attorney’s favorable review of the terms and conditions of the contract by Foster, was seconded by Zambetti. Questions and discussion followed the motion with Ebaugh raising concerns of approving the contract in the absence of Attorney Gullo. Heine recommended that Council not move forward until Gullo returns from vacation and reviews the current contract. Heine said after he spoke with Gullo on the phone who advised that he has not seen the current version, the agenda item was revised to include pending of attorney review. Several local business owners in attendance voiced their approval or disapproval of the contract and proposed work. Motion put to vote failed, 2-3 with Mayor Pro Tem Boisvert and Councilmembers Ebaugh and Hess dissenting.

A motion to table approval of contract until attorney review is complete made by Ebaugh was seconded by Hess. Zambetti expressed his concern over the delay in the six-month long project that tabling would cause. Motion put to vote carried 5-0.

- **Approval of Bid for resodding and grading of football field:** Motion to award the bid for resodding and grading of football field to Schott Nurseries for \$38,828 by Foster carried 5-0.

**City Manager Report:**

No updates. Foster expressed her appreciation over the completion of the insurance item.

**Legal Report:**

None submitted. Heine said Gullo was scheduled to arrive home tomorrow.

**Unfinished Business:**

None.

**New Business:**

1. Motion to approve the **Accounts Payables** by Ebaugh carried 5-0.
2. Motion to approve **Monthly Financial Report** by Zambetti carried 5-0.
3. **Mayor and Council mid-year retreat:** Heine asked Council to consider a date for scheduling the retreat on a Saturday at the end of January or beginning of February, to be held at the Police Station from 8 a.m. to 2 p.m., including lunch. First half emphasis of the retreat will be financial (history,



current status, Davenport report); second half will include discussion of wells. Foster suggested January 29<sup>th</sup>; Council members agreed and placed it on the schedule.

**Council Member/Committee Reports:**

Ebaugh expressed his appreciation to Heine for his smooth transition as City Manager, and commended the department heads, City staff, and the Police Department as they contended with the roadwork throughout the year. Hess commended the Police Department for their safe handling of the barricade event in the midst of onlookers. A member of the audience commented on Streetscape issues including lowering the height of the new streetlights and his concern over a worker breaking the caps over the shut-off valves.

**Adjournment:**

With no other business, motion made to adjourn meeting at 8:20 P.M. by Foster carried 5-0.

**Respectfully Submitted by:**

Linda Quinn, Clerk-Treasurer