

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

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

**Council Workshop  
January 5, 2011**

**Opening:**

The Mayor and City Council met Wednesday, January 5, 2011, at 7:30 P.M. in the City Council Chambers. **Present:** Mayor McCarron; Mayor Pro Tem Boisvert; Councilmembers Foster, Hess, Zambetti. **Absent:** Councilmember Ebaugh. **Also present:** City Manager Heine, Clerk-Treasurer Quinn, City Attorney Gullo, City Engineer Stewart, Zoning Administrator Wieprecht, and Economic Development Director McCormick. Councilmember Zambetti led the pledge of allegiance.

Mayor McCarron informed Council of the passing of Councilmember Ebaugh's father and advised City Manager Heine to allow staff to stagger schedules for visitation and memorial service attendance.

**Approval Of Minutes:**

The minutes of December 8 and December 13, 2010, regular meetings and December 8, 2010 closed session were reviewed.

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

Mayor McCarron stated Monday's agenda includes:

- **Adoption of Resolution No. 2011-01: Water Allocations through February 1, 2011.**

**City Manager Report:**

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

- **#1 Water:** Still awaiting word from MDE on status of 6-month-old funding applications.
- **#2 Grant MEA:** Report recommendations were reviewed and will be added to Monday's agenda for Council approval.
- **#3 Fiber Optic Network:** In progress with the north side of Baltimore Street installation completed; awaiting installation on south side of Baltimore Street.
- **#4 York St. Pumping Station:** City Engineer Stewart gave the project update.
- **#5 Employee Manual:** First draft expected the following week.
- **#6 Memorial Park Outfall:** Stewart gave the project update.
- **#7 Antrim Mini Storage:** Foster asked Heine to make the **Status** wording of this item consistent with Gullo's report by using the term "*conditional* approval".

**Legal Report:**

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

- **Ethics Law:** Awaiting State's adoption of proposed regulations. Recommended Council begin review of this issue in smaller work sessions prior to October's compliance deadline.
- **Election Law:** Reviewed the Election Procedures Discussion Items chart (included in these minutes) and timeline. Council to discuss items further at Monday's meeting.

**Unfinished Business:**

- **MacKenzie Contract Approval:** Gullo reviewed his recommendations for the MacKenzie Contract and clarified the contract's tangible deliveries. A discussion followed. Gullo recommended an amendment to the contract that says *to include the timeline as December 8, 2010 presentation points attached as Exhibit B*. ED Director McCormick to work with MacKenzie to amend the contract by Monday's Council meeting.

**New Business:**

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

- **Accounts Payable and Monthly Financial Report.**
- **MEA Grant Audit:** See *City Manager's Report #2*.

- **Carroll Cable Regulatory Commission:** Mayor McCarron said with the resignation of Taneytown representative, Ron Bolton, from the commission, he is seeking a volunteer to serve on the committee. Mayor requested this announcement be placed on the City web page and in Carroll County Times

**Council Member/Committee Reports:**

- Mayor Pro Tem Boisvert reported that citizens are asking her if the road striping at Trevanion Road and East Baltimore Street can be moved closer to the intersection. Zambetti said he has spoke with State Highway, and they have already moved it as far as they can. A discussion followed. McCormick asked Council to ask concerned persons to email their comments to her, which she will then submit to SHA.
- Foster reported that the Governor's Blue Ribbon Commission on Transportation Funding on which she sits has met several times and will be recommending that State Highway User Revenues be reinstated.
- Foster requested Heine send Council an agenda for the upcoming retreat. Heine gave an overview of the Retreat agenda. Foster asked Heine to send Council a follow-up report of the meeting
- Zambetti asked the status of staff's work on the \$30 Sewer Fee.
- Mayor reported that the MML Legislature will convene next Wednesday. Mayor, Heine, and McCormick attended a chamber meeting in New Windsor.
- Mayor commented on the good job the Police Department has done particularly over the last 30 days in handling numerous incidents, and thanked them for their hard work and diligence.
- Heine announced that Marvin Flickinger will be honored with a proclamation at Monday's meeting for his 50 years of business in Taneytown.

**Adjournment:**

With no other business, motion made by Hess to adjourn the meeting at 9:07 P.M. carried 4-0.

**Respectfully Submitted by:**

Linda Quinn, Clerk-Treasurer

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

**Council Meeting  
January 10, 2011**

**Opening:**

The Mayor and City Council met Wednesday, January 10, 2011, at 7:30 P.M. in the City Council Chambers. **Present:** Mayor McCarron, Mayor Pro Tem Boisvert, Councilmembers Ebaugh, Foster, Hess, Zambetti. **Absent: Also present:** City Manager Heine, Clerk-Treasurer Quinn, and City Attorney Gullo. Councilmember Hess led the pledge of allegiance.

**Proclamation: Marvin E. Flickinger:**

Mayor McCarron issued a proclamation and plaque to Marvin Flickinger, owner and operator of one of the oldest continued small business in Taneytown, in recognition and appreciation for his contributions and dedication to the community and his support of Taneytown's business development for 50 years.

**Approval of Minutes:**

Motion to approve the minutes of December 8, and December 13, 2010 regular meetings and December 8, 2010 closed meeting by Boisvert carried 5-0.

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

- **Resolution No. 2011-01: Water Allocations through February 1, 2011:** Motion to approve the resolution by Ebaugh carried 5-0.
- **Advisory Services and Marketing Plan contract – MacKenzie Commercial Real Estate Services, LLC:** Motion to approve the resolution by Foster carried 5-0.

**City Manager Report:**

Heine gave the following updates to his monthly report:

- **#1 Water:** Heine is looking into the MDE grant funding decision for last year's applications and will remove them from the City Manager report, if unfunded. He said upcoming new grant applications made this January will be added to the report as well.
- **#11 Water:** MDE informed Heine that the original MOU document, now in their legal department, will have to be altered with a pen notation due to a discrepancy between the amount of gallons described in the document and what the County has stated.

**Legal Report:**

- **Carroll Vista PWA:** Draft documents have been circulated and returned to the developer with comments. Gullo said in addressing Carroll Vista's Clubhouse water usage (EDU), the developer stated it's not their responsibility to pay for the Clubhouse's capacity. A discussion followed.
- **Election Procedures:** Gullo reviewed the election procedure issues and associated law changes and the proposed 2011 Election Schedule. A discussion followed. Zambetti recommended making the schedule available to the public via the City website. McCarron said he'd like the schedule advertised in the Carroll County Times as well. Gullo advised Council could adopt the election schedule for this year, as is, prior to the proposed ordinance and charter changes. Motion to adopt the proposed 2011 Election Schedule, made by Zambetti carried 5-0.

**Unfinished Business:**

None.

**New Business:**

1. Motion to approve the **Accounts Payables** by Boisvert carried 5-0.
2. Motion to approve **Monthly Financial Report** by Ebaugh carried 5-0.
3. **MEA Grant – approval to procure recommended energy saving equipment:** Motion to utilize grant funds made by Hess carried 5-0.

4. **Election Ordinances:** See *Legal Report*.
5. **Change order approval:** Change order #1 for Callas Contractors in the amount of \$11,846.39 for widening the driveway at the York Street Pumping Station was brought before Council for approval by Heine. Motion to approve Change Order #1 by Ebaugh carried 5-0.

**Council Member/Committee Reports:**

Zambetti reported the next SHA meeting will include the topic of the intersection at East Baltimore Street and Trevanion Road. Ebaugh expressed his appreciation for everyone's support during this time of his father's passing and commended the Police Department for their assistance. Hess reminded residents to keep their vehicles locked in light of recent thefts in the Copperfield subdivision. A community member commented on the issue of the County's priority ranking of the proposed Taneytown bypass.

**Adjournment:**

With no other business, motion made to adjourn meeting at 8:40 P.M. to enter into closed session pursuant to Section 10-508 (a) (1) Personnel and (a) (7) Legal of the annotated code of Maryland Closed Session. Motion by Foster carried 5-0.

**Respectfully Submitted by:**

Linda Quinn, Clerk-Treasurer

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

**Council Workshop  
February 9, 2011**

**Opening:**

The Mayor and City Council met Wednesday, February 9, 2011, 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, Clerk-Treasurer Quinn, City Attorney Gullo, and Zoning Administrator Wieprecht. Mayor Pro Tem Boisvert led the pledge of allegiance.

**Approval Of Minutes:**

The following minutes were reviewed: January 5 and January 10, 2011 regular meetings; January 10, 2011 closed meeting; January 29, 2011 Mayor and Council Retreat. Mayor McCarron identified the following January 10<sup>th</sup> revision [denoted by *italics*]: Pg. 1 – Proclamation – Marvin E. Flickinger, should read, "...owner and operator of *one of* the oldest continued small business in Taneytown,...".

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

Mayor McCarron stated Monday's agenda includes:

- **Introduction of Ordinance No. 01-2011: Elections**
- **Introduction of Ordinance No. 02-2011: Off Street Parking and Loading:** The Public Hearing will take place in March.
- **Adoption of Resolution No. 2011-02: Water Allocations through March 1, 2011**
- **Adoption of Resolution No. CR2011-01: Board of Election Supervisors**
- **Adoption of Resolution No. CR2011-02: Voter Registration**
- **Adoption of Resolution No. CR2011-03: Election Related Appeals**
- **Adoption of Resolution No. CR2011-04: Voter Registration**
- **Adoption of Resolution No. CR2011-05: Conduct of Elections**
- **Adoption of Resolution No. CR2011-06: Special Elections**
- **Adoption of Resolution No. CR2011-07: Vote Count**
- **Adoption of Fiscal year 2011 Budget Amendments:** Clerk-Treasurer Quinn reviewed the Budget schedule and stated after the Budget Workshop and Ordinance Introduction takes place in March, the Public Hearing is scheduled for April 6 with adoption by Council on April 11 if all goes well.

**City Manager Report:**

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

- **#3 Fiber Optic Network:** Approximately 50% complete; south-side installation on Baltimore Street will commence with the construction of the sidewalks.
- **#4 York St. Pumping Station:** Construction of the force main has been completed; Callas Contractors has begun construction on the pumping station.
- **#5 Employee Manual:** Review and corrections are proceeding with final draft expected to be ready for Council review in March.
- **Mill Avenue Sewer Project:** Working with Antrim 1844 property owner to establish a timeframe for work to commence.

**Legal Report:**

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

- **Board Appointments:** Reminder that Mayor McCarron must make appointments to the Ethics Board and Elections Board prior to the March Council meeting.

- **Carroll Vista Clubhouse Water:** Verified that water usage has been documented to greatly increase in the “summer months” and recommended the City address the usage by meeting with the CV Association to discuss these concerns. Council agreed that Gullo begin this process by preparing a letter to CV Association.
- **Antrim Bypass:** Gullo gave the background on past action taken on this project and asked for Council’s direction on proceeding further. A discussion followed. Council agreed that further action should be taken by City staff and directed Heine to contact the property owners.

**Unfinished Business:**

None.

**New Business:**

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

- **Accounts Payable and Monthly Financial Report.**
- **Ratification of Carroll Vista Phase 4 Public Works Agreement:** Gullo said the PWA is standard and recommended that Council approve the agreement at Monday’s meeting.
- **Reduction of Carroll Vista Bond:** Issues with the manhole covers and storm drain inlets have been satisfactorily addressed. Gullo recommended that Council approve the bond reduction at Monday’s meeting.
- **Letter of Credit reduction for MD Accountants:** Gullo recommended Council approve the LOC reduction from \$20,650 to \$7,600.
- **Approval of one year extension of grass mowing contract:** Heine asked Council to approve extending the contract of the existing contractor for an additional year.
- **MML Summer Conference:** Heine advised Council the City will be reserving three spots for the summer conference for the City’s newly elected officials, and asked if anyone else is planning to attend. Foster and McCarron confirmed they will attend.

**Council Member/Committee Reports:**

- Zambetti thanked Ebaugh and the Heritage Committee for the work they’ve done in support of the SHA Archeology project and pointed out the project details listed in the Economic Development Department report. Zambetti recommended placing an announcement on the web about the seats coming up for election in May.
- Ebaugh commended the Public Works Streets crew for their well done job of snow and ice removal.
- Hess added his commendation of the Public Works Streets crew for snow removal.
- McCarron said he will be attending the MD Mayors Association Conference February 10-11.
- A member of the audience commented that she received a parking ticket in the City lot at 8 P.M. She said it was her understanding that the policy allowed leniency and asked for clarification on parking meters enforcement. Mayor said with parking at a premium at this time, the meters were being enforced more stringently in the City lot which is 24-hour metered parking. A discussion followed.

**Adjournment:**

With no other business, motion to adjourn the meeting at 8:58 P.M. – by Foster carried 5-0.

**Respectfully Submitted by:**

Linda Quinn, Clerk-Treasurer

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

**Council Meeting  
February 14, 2011**

**Opening:**

The Mayor and City Council met Monday, February 14, 2011, 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. Councilmember Foster led the pledge of allegiance.

**Mayor's State of the City Address:**

Mayor McCarron delivered the annual State of the City address. Highlights included summaries of completed projects and those in progress, the potential of Streetscape having a positive impact on business development and its expected completion in June 2011, budget outlook, and his appreciation for citizen involvement and volunteers. Address will be posted to the website.

**Approval of Minutes:**

Motion to approve the minutes of January 5, 2011 and January 10, 2011 (as revised) regular meetings, January 10, 2011 closed meeting, and January 29, 2011 Mayor and Council Retreat – by Ebaugh carried 5-0.

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

**Introductions:**

- **Ordinance No. 01-2011: Elections:** Motion to approve the introduction of ordinance – by Boisvert carried 5-0.
- **Introduction of Ordinance No. 02-2011: Off Street Parking and Loading:** Motion to approve the introduction of ordinance – by Ebaugh carried 5-0.

**Adoptions:**

- **Resolution No. 2011-02: Water Allocations through March 1, 2011:** Motion to approve the resolution – by Hess carried 5-0.
- **Resolution No. CR2011-01: Board of Election Supervisors:** Motion to approve the resolution – by Ebaugh carried 5-0.
- **Resolution No. CR2011-02: Voter Registration:** Motion to approve the resolution – by Boisvert carried 5-0.
- **Resolution No. CR2011-03: Election Related Appeals:** Motion to approve the resolution – by Zambetti carried 5-0.
- **Resolution No. CR2011-04: Voter Registration:** Motion to approve the resolution – by Foster carried 5-0.
- **Resolution No. CR2011-05: Conduct of Elections:** Motion to approve the resolution – by Ebaugh carried 5-0.
- **Resolution No. CR2011-06: Special Elections:** Motion to approve the resolution – by Hess carried 5-0.
- **Resolution No. CR2011-07: Vote Count:** Motion to approve the resolution – by Foster carried 5-0.
- **Fiscal Year 2011 Budget Amendments:** Motion to approve the Fiscal year 2011 budget amendments – by Zambetti carried 5-0.

**City Manager Report:**

No updates.

**Legal Report:**

No updates; City Attorney Gullo was not present.

**Unfinished Business:**

None.

**New Business:**

1. Motion to approve the **Monthly Financial Report** – by Ebaugh carried 5-0.
2. Motion to approve **Accounts Payables** – by Zambetti carried 5-0.
3. **Ratification of Carroll Vista Phase 4 Public Works Agreement:** Motion to approve the Carroll Vista Phase 4 Public Works Agreement – by Zambetti carried 5-0.
4. **Reduction of Carroll Vista Bond:** Motion to approve the reduction of Carroll Vista Phases 1-3 Bond from \$371,142.11 (deduction of \$348,884.81) to \$22,257.30 – by Foster carried 5-0.
5. **Letter of Credit reduction for MD Accountants:** Motion to grant the Letter of Credit reduction for MD Society of Accountants from \$20,650 to \$7,600 – by Ebaugh carried 5-0.
6. **Approval of one year extension of grass mowing contract:** Heine explained the contract extension includes a 1.5% increase over the original contract, as broken down by work item: 1x/week mowing from \$1,685 to \$1710.28; 1x/month mowing from \$455 to \$461.83; pond mowing from \$48/hr to \$48.72/hr; and additional mowing charges as requested from \$38/hr to \$38.57/hr. Motion to extend the grass mowing contract for one year with a 1.5% price increase – by Ebaugh carried 5-0.
7. **Other:** Boisvert said a request has been made to transfer \$4,000 from the Parks and Recreation events budget to the Media Foundation for paying expenses related to the community's End of Streetscape Celebration fund. Motion to approve transfer of \$4,000 from the Events fund of Parks and Recreation to the Community End of Streetscape Celebration fund – by Foster, carried 5-0.

**Council Member/Committee Reports:**

- Boisvert reported that she saw a dead duck at Roberts Mill Park and called Parks and Recreation Director Mitchell who said he would take care of its removal.
- Foster said she attended a Transportation Funding meeting earlier today. The group has completed an initial report draft to General Assembly and Governor. Discussion included specific initiatives for the return of State Highway User Revenues funds and the possibility of locking the funding for transportation only.
- Ebaugh commended the Mayor on his opening address.
- Zambetti said Tom Fidler of McKenzie group has met with the Economic Restructuring Committee and group of business people and has prepared his first report. Zambetti said Mr. Fidler has put in a lot of work and is impressed with Mr. Fidler's insight.
- McCarron reported on his attendance of the MD Mayors Association Conference and MML Legislative Committee meeting. He said much of the conversation is regarding the impact of the loss of the Highway User Revenues to municipalities and the hopeful restoration of all or a portion of the funds this year. In a conversation with the Governor, McCarron spoke with him about MDE's lack of cooperation regarding development and water allocation. The Governor assured him the new acting MDE director will be more open and responsive to these concerns.

**Adjournment:**

With no other business, motion to adjourn meeting at 8:14 P.M. to enter into closed session pursuant to Section 10-508 (a) (1) Personnel of the annotated code of Maryland Closed Session – by Ebaugh carried 5-0.

**Respectfully Submitted by:**

Linda Quinn, Clerk-Treasurer

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

**Council Workshop  
March 9, 2011**

**Opening:**

The Mayor and City Council met Wednesday, March 9, 2011, 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. Councilmember Zambetti led the pledge of allegiance.

**Approval Of Minutes:**

The minutes of February 9 and February 14, 2011 regular meetings were reviewed. Mayor Pro Tem Boisvert identified the following February 9<sup>th</sup> revision [denoted by *italics*]: Pg. 2 – Council Member/Committee Reports, first bullet, should read, “Zambetti thanked Ebaugh and the *Heritage* Committee for the work they’ve done...”.

**Reception of Delegates: Draper and McGinley, P.A. – GASB 54 (The New Fund Balance)**

Clerk-Treasurer Quinn introduced Michele Mills and Eva Webb from the auditing firm of Draper and McGinley who gave an overview of the new standard for fund balance reporting. The delegates explained the changes in fund categories and terminologies. A discussion followed on how the standard will affect the City’s general fund and the budgeting process.

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

Mayor McCarron stated Monday’s agenda includes:

- **Introduction of Ordinance No. 02-2011: Off Street Parking and Loading**
- **Introduction of Ordinance No. 03-2011: Fiscal Year 2012 Budget**
- **Adoption of Ordinance No. 01-2011: Elections.** Zambetti asked if the language under Section 103-13 Absentee Voting, A.1. should read, “Upon receipt of a properly completed application and no ~~sooner~~ *later* than three (3) weeks prior to the election,...”. Clerk-Treasurer said she would check with Attorney Gullo.
- **Adoption of Resolution No. 2011-03: Water Allocations through April 1, 2011**

**City Manager Report:**

Heine thanked Clerk-Treasurer Quinn for the good job she has done on the budget. He reviewed highlights of his monthly report (made part of these minutes) including:

- **#4 York St. Pumping Station:** Four-week delay in project due to wet weather.
- **#10 County recharge land:** Process has been completed and agreements ratified.
- **#2 MEA Grant Funding:** Mayor asked the reason for the delay in the grant award. Heine replied that the funds have been allocated and will be available after a final meeting with MEA.

**Legal Report:**

No update; City Attorney Gullo was not present. Foster said she emailed the Parks Advisory Board information to Gullo.

**Unfinished Business:**

None.

**New Business:**

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

- **Accounts Payable and Monthly Financial Report.**
- **Appointments to the Board of Supervisors of Elections:** McCarron said he’d like to appoint the following to the Board at Monday’s meeting: Jean Harmon, Harry Dougherty Jr., Sam Foster, Dorothy Rue, and Francis Krajzewski.

- **Appointments to the Ethics Board:** McCarron is proposing to appoint the following to the Board at Monday's meeting: Msgr. Martin Field, Jim Fair, Tony Ott, Nancy Keifer, and William Kirby.
- **Appointment to the Carroll Cable Regulatory Commission:** McCarron said he'd like to select Doug Heck for this appointment, which is pending attorney approval since Heck lives outside the City limits. McCarron said this seat has been vacant since last year and felt Heck would be a good fit for this commission.
- **Carroll County Chapter MML dinner:** McCarron said the dinner will be held March 24.

**Council Member/Committee Reports:**

- Zambetti said Economic Development Director McCormick asked him to inform Council that out of 41 letters sent to homeowners asking their permission to plant trees on or near their property for the landscaping portion of Streetscape, there have been only seven responses—three of which said No.
- Zambetti asked about the TAA wish list stated on the Recreation & Parks Advisory Board minutes. A discussion followed on the development of new field use policies for outside groups. Foster said she and Director Mitchell were working on this with Attorney Gullo.
- McCarron said he testified in Annapolis for Senator Brinkley's Firewall Bill (Senate Bill 677) which proposes that funds generated by highway user and transportation fees are to be used for the purpose of roads, streets, etc. The next legislative meeting will be held the following week.

**Adjournment:**

With no other business, motion to adjourn the meeting at 8:48 P.M. – by Ebaugh carried 5-0.

**Respectfully Submitted by:**

Linda Quinn, Clerk-Treasurer

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

**Council Meeting  
March 14, 2011**

**Opening:**

The Mayor and City Council met Monday, March 14, 2011, at 7:30 P.M. in the City Council Chambers. **Present:** Mayor McCarron; Mayor Pro Tem Boisvert; Councilmembers Ebaugh, Foster, Hess, and Zambetti. **Also present:** City Manager Heine, City Attorney Gullo, and Clerk-Treasurer Quinn. Councilmember Hess led the pledge of allegiance.

**Approval of Minutes:**

Motion to approve the minutes of February 9 (as revised) and February 14, 2011 regular meetings – by Ebaugh carried 5-0.

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

**Adoptions:**

- **Ordinance No. 01-2011: Elections:** Motion to approve the ordinance – by Foster carried 5-0.
- **Resolution No. 2011-03: Water Allocations through April 1, 2011:** Motion to approve the resolution – by Hess carried 5-0.

**City Manager Report:**

Heine said he had the Memorial Park drainage monitored during the two major rain events that occurred in the past 10 days, and said no problems were reported. He said there will be a meeting with SHA next Wednesday to resolve any remaining issues.

**Legal Report:**

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

- **Election Law Changes:** The changes are on schedule with Council having completed their required actions. Gullo and Quinn are working on the procedures manual to be done by the May election.
- **Ethics Board:** The compliance plan is almost complete. The BZA portion will be completed at their meeting on Wednesday, and Gullo will work with Director Mitchell to finish up the Parks side.
- **Legal session:** Needed in April to discuss two issues involving Well 17 and the sewer situation by New Windsor State Bank property.
- **York Street Pumping Station:** City Engineer to issue a change of work direction.
- **MDE meeting:** A meeting with MDE to follow-up on several issues will be set up for April. Heine said he met with the MDE Water Administration director regarding City well monitoring and found him very willing to work with the City. Heine has an email from the director stating the MDE well monitoring will be for scientific purposes only and will not affect the City's water allocations.

**Unfinished Business:**

Heine said the unused trees from the Streetscape will be used to resolve an outstanding reforestation issue with the County.

**New Business:**

1. Motion to approve the **Monthly Financial Report** – by Boisvert carried 5-0.
2. Motion to approve **Accounts Payables** – by Ebaugh carried 5-0.
3. **Appointments to the Board of Supervisors of Elections:** Motion to approve the nomination of Jean Harmon, Harry Dougherty Jr., Sam Foster, Dorothy Rue, and Francis Krajzewski to the Board of Supervisors of Elections – by Hess carried 5-0.
4. **Appointments to the Ethics Board:** Motion to approve the nomination of Msgr. Martin Field, Jim Fair, Tony Ott, Nancy Keifer, and William Kirby to the Ethics Board– by Foster carried 5-0.
5. **Appointment to the Carroll Cable Regulatory Commission:** McCarron asked City Attorney Gullo if Doug Heck could be nominated since he did not live within the City limits. Gullo said since

this isn't a Code position, residency within the City is not a requirement. Motion to accept the appointment of Doug Heck to the Carroll Cable Regulatory Commission – by Ebaugh carried 5-0

6. **Carroll County Chapter MML dinner:** McCarron reminded Council of the upcoming Chapter dinner on March 24<sup>th</sup>.
7. **Other:** None.

**Council Member/Committee Reports:**

- Hess asked how long the regrading work on the football field would take. Heine replied it should be done by Friday, weather permitting.
- Zambetti said he attended a recent SHA meeting and gave an update on Streetscape landscaping. He said a decision is needed on where parking meters are to be installed. Heine said the Public Works Department will handle meter placement. Zambetti said reinstallation of street signs has been overlooked and needs to be addressed.
- Ms. Barbara Cook, a member of the audience who lives in the Carroll Vista community, expressed her concern about the proposed Sheetz station near the circle and how its lights and canopy size could impact her street. She asked Council to drive through her area after dark to see the lighting conditions as they are now. Ms. Cooke said she'd like to give her input on the Sheetz design. Heine replied that the Sheetz project will be addressed by the Planning and Zoning Commission (PC). Council members encouraged her to attend the PC meetings as the project develops. Ms. Cook also encouraged the Streetscape installation of blooming trees to help revitalize the town's appearance.

**Adjournment:**

With no other business, motion to adjourn meeting at 8:25 P.M. – by Foster carried 5-0.

**Respectfully Submitted by:**

Linda Quinn, Clerk-Treasurer

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

**Council Workshop  
April 6, 2011**

**Opening:**

The Mayor and City Council met Wednesday, April 6, 2011, 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, Clerk-Treasurer Quinn, Zoning Administrator Wieprecht, Chief Bill Tyler, City Attorney Gullo, and City Engineer Stewart. Mayor Pro Tem Boisvert led the pledge of allegiance.

**Public Hearings:**

Mayor McCarron introduced the following and opened the floor for questions and comments from the audience.

- **Ordinance No. 02-2011: Off Street Parking and Loading.** Staff answered questions regarding the storing/parking of major recreational equipment in back yards and temporary parking in front of a residence for the purpose of loading/unloading.
- **Constant Yield Tax Rate and Ordinance No. 03-2011: Fiscal Year 2012 Budget:** No comments.

**Approval Of Minutes:**

The minutes of March 9 and March 14, 2011 regular meetings were reviewed. Mayor Pro Tem Boisvert and Councilmember Ebaugh identified the following revisions to the names of Board appointees [correction in *italics*]:

- March 9<sup>th</sup> on Pg. 1 – New Business, Appointments to the Board of Supervisors of Elections, should read, “... *Harry Dougherty Jr.* ...”.
- March 9<sup>th</sup> on Pg. 2 – New Business, Appointments to the Ethics Board, should read “... *Msgr. Martin Field, Jim Fair,* ...”.
- March 14<sup>th</sup> on Pg. 1 – New Business, Appointments to the Board of Supervisors of Elections, should read, “...*Harry Dougherty Jr.* ...”.
- March 14<sup>th</sup> on Pg. 1 – New Business, Appointments to the Ethics Board, should read “... *Jim Fair,* ...”.

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

Mayor McCarron stated Monday’s agenda includes:

- **Introduction of Ordinance No. 02-2011: Off Street Parking and Loading**
- **Adoption of current tax rate of .32 cents**
- **Adoption of Ordinance No. 03-2011: Fiscal Year 2011-2012 Budget**
- **Adoption of Resolution No. 2011-04: Water Allocations through May 1, 2011**

**City Manager Report:**

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

- **Taneytown Lions Baseball and Softball:** All are invited to Opening Day on April 9<sup>th</sup> at Field 1.
- **#9 Water Tower Inspection:** Standpipe will be inspected on or about April 22nd.
- **#10 Sewer – Mill Avenue:** The property owner is indicating more cooperation.
- **Parks & Recreation – Lights at Football Field:** Opportunity for lights to be supplied and installed by the Football Program at the practice field, along with a dedicated electric meter. The City would monitor the usage, and the Football Program would pay the energy bill
- **Recharge Land:** Approached by Blaine Harman who is interested in selling his recharge land located close to Meade's Crossing. Council expressed an interest in investigating the opportunity.

**Legal Report:**

City Attorney Gullo will present his report at closed session.

**Unfinished Business:**

None.

**New Business:**

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

- **Accounts Payable and Monthly Financial Report.**
- **Police Department purchase of equipment:** Heine said the following items were in need of replacement and asked Council to approve funds for the following projects at Monday's meeting:
  1. **Bullet-proof vests** for \$8,227 which would be paid out of the reserve fund. A grant application has been made which, if awarded, would then repay the City 50% of the cost.
  2. **Police vehicle radar/camera units** can no longer be repaired due to system obsolescence. Bids were solicited with the low bid totaling \$65,540 for the replacement of ten units.
- **Other – Phone contract:** Heine reported on the status of the City's phone system and the cost savings that can be realized by replacing it.
- **Other – Election info:** Quinn gave a status report on the election process.

**Council Member/Committee Reports:**

- Zambetti said Congressman Bartlett will be sponsoring a seminar for small business on Tuesday, April 12<sup>th</sup> at Carroll Community College.
- Hess said Kevin Mcleod of Silver Oak Academy is sponsoring a Streetscape Writing Contest for the schools and provided copies of the flier.
- McCarron said a flag bearer volunteer is needed for the MML convention.
- A member of the audience commented on the yellow striping that denotes the parking distance from fire hydrants, various Streetscape issues, and animal control concerns.

**Adjournment:**

With no other business, motion to adjourn the meeting at 8:27 P.M. – by Ebaugh carried 5-0.

**Respectfully Submitted by:**

Linda Quinn, Clerk-Treasurer

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

**Council Meeting  
April 11, 2011**

**Opening:**

The Mayor and City Council met Monday, April 11, 2011, at 7:30 P.M. in the City Council Chambers.

**Present:** Mayor McCarron; Mayor Pro Tem Boisvert; Councilmembers Ebaugh, Foster, Hess, and Zambetti. **Also present:** City Manager Heine, City Attorney Gullo, Clerk-Treasurer Quinn, and Chief Tyler. Councilmember Foster led the pledge of allegiance.

**Approval of Minutes:**

Motion to approve the minutes of March 9 and March 14, 2011 regular meetings (as amended) – by Ebaugh carried 5-0.

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

- **Introduction of Ordinance No. 02-2011: Off Street Parking and Loading.** This ordinance will be presented for adoption in May.

**Adoptions:**

- **Adoption of current tax rate of .32 cents:** Motion to adopt the current tax rate of .32 cents – by Foster carried 5-0.
- **Ordinance No. 03-2011: Fiscal Year 2011-2012 Budget:** Motion to approve the ordinance – by Zambetti carried 5-0.
- **Resolution No. 2011-04: Water Allocations through May 1, 2011:** Motion to approve the resolution – by Hess carried 5-0.

**City Manager Report:**

Heine said the Mill Avenue project meeting that Council had requested was scheduled for the following week.

**Legal Report:**

City Attorney Gullo said there was a legal notice in the Carroll County Times regarding a water appropriations permit for the ESAB Property. The appropriations process will include a public hearing and public comment. Gullo said the City's response needs to be determined before the next Council meeting in April, so he will email this information to Council. Foster asked about the training for the Board of Elections Supervisors. Quinn replied that letters have been sent out to the Board stating that training will be on Election Day at 6 a.m.

**Unfinished Business:**

None.

**New Business:**

1. Motion to approve the **Monthly Financial Report** – by Foster carried 5-0.
2. Motion to approve **Accounts Payables** – by Ebaugh carried 5-0.
3. **Approval of Police Department purchase of equipment:** Motion to approve the purchase of body armor vests in the amount of \$8,227 from the Unrestricted Fund balance – by Zambetti carried 5-0. Motion to approve the purchase of vehicle video equipment in the amount of \$65,540 from the Unrestricted Fund balance – by Hess carried 5-0.
4. **Other:** Quinn reported that the State Highway User Revenue replenishment was approved which restored approximately 25% of the revenue. Taneytown's portion of \$80,442 amounts to an increase of \$51,940 to the Fiscal Year 2011-2012 budget.

**Council Member/Committee Reports:**

- Foster said she would be in Annapolis the next day to read “If I Were Mayor Contest” essay entries.
- A member of the audience, Ms. Barbara Cook, said she plans to speak at future meetings about her ideas for revitalizing the community’s appearance and adding jobs. She spoke of her ongoing concerns with the proposed Sheetz store’s including its proximity to Carroll Vista, its appearance, and storm water management. She said she is encouraged over news that the company is willing to work with the community. Ms. Cook said she had attempted to attend a Planning Commission meeting but found the door locked. Gullo asked her to give her contact information to the Clerk, and he will contact her when the Sheetz plan is placed on the Planning Commission agenda.

**Adjournment:**

With no other business, motion to adjourn meeting at 7:55 P.M. – by Boisvert carried 5-0.

**Respectfully Submitted by:**

Linda Quinn, Clerk-Treasurer

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

**Council Workshop  
May 4, 2011**

**Opening:**

The Mayor and City Council met Wednesday, May 4, 2011, 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, Clerk-Treasurer Quinn, Zoning Administrator Wieprecht, and City Attorney Gullo. Councilmember Ebaugh led the pledge of allegiance.

Mayor McCarron called Council's attention to a handcrafted wooden plaque of the American Flag with 50 state quarters representing the stars, hanging in the Council Chambers. The plaque was created by Meadowbrook resident, George Smorse, who also handcrafted the City Seal hanging in the lobby of City Office. A thank you note will be sent to Mr. Smorse in appreciation of the gifts.

**Approval Of Minutes:**

The minutes of April 6 and April 11, 2011 regular meetings and April 6 closed meeting were reviewed. Councilmember Foster identified the following revision [correction in *italics*]:

- April 6<sup>th</sup> on Pg. 1 – Approval of Minutes, should read, “~~Councilmember Foster~~ *Mayor Pro Tem Boisvert* identified the following revisions...”.

Councilmember Zambetti identified the following revision [correction in *italics*]:

- April 6<sup>th</sup> on Pg. 1 – Approval of Minutes, second bullet, should read “... Msgr. Martin ~~Field~~ *Feild*, ...”.

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

Mayor McCarron stated Monday's agenda includes:

- **Adoption of Ordinance No. 02-2011: Off Street Parking and Loading**
- **Adoption of Resolution No. 2011-05: Water Allocations through June 1, 2011**

**City Manager Report:**

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

- **#4 York St Pumping Station:** CDM is addressing remaining issue of ADA-compliant sidewalk.
- **#5 Employee Manual:** May be ready for Council review in June. The draft will be distributed upon its completion to allow Council adequate time for review.
- **#9 Tower Inspection:** Standpipe was drained and inspected; awaiting inspection results.
- **#10 Mill Avenue Project:** Negotiations with the property owner are progressing.
- **#11 Davenport:** Reevaluation and final report will be presented to Council in July.
- **#12 Celebrate End of Streetscape:** Event will be delayed to spring or summer of 2012, rather than risking last-minute cancellation.

**Legal Report:**

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

- **Mill Avenue Sewer Rehab Project:** Oral agreement with property owner to be put in writing.
- **YSPS Issues:** ADA issue with sidewalks is still outstanding. Zambetti asked who will replace the broken curbs; Gullo said he will find out.
- **Election Issues:** New councilmembers will be sworn in at the next Council meeting on May 9<sup>th</sup> and the Mayor Pro Tem selected.
- **ESAB:** A public hearing for the discharge permit is scheduled for 6 p.m. on June 6<sup>th</sup> at the Taneytown Branch Library.

**Unfinished Business:**

None.

**New Business:**

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

- **Accounts Payable and Monthly Financial Report.**
- **Chamber of Commerce, Inc. – 24 E. Baltimore Street Lease Renewal:** Heine recommended Council renew the lease for two years and consider requiring the Chamber to pay the utilities.
- **Catholic Charities/Head Start Lease Renewal:** Heine recommended Council renew the lease for one year and consider requiring Catholic Charities/Head Start to pay the utilities.
- **Frederick-Carroll County Waste-to-Energy Facility Discussion:** Upon introduction of item, a discussion followed with Council expressing concern over the possibility of increased tipping fees and the need for Carroll County to pursue a review of the Authorities assumptions by an independent financial analyst. Mayor suggested surveying the other County municipalities regarding their thoughts on support of the facility.

**Council Member/Committee Reports:**

- Foster reported she and Zambetti attended the FSK Community Advisory Council whose goal is to partner with the surrounding communities to create a better image of FSK School. The Advisory Council's next meeting is May 19. Foster said she would attend these meetings as time permits. Foster said there will be a Public Hearing on continued funding of the Carroll County Regional Airport runway extension. Foster said she also attended the Governor's Roundtable on Transportation Funding where the Governor discussed his views on the Blue Ribbon Panel's recommendations.
- Ebaugh thanked the Police Department for how well they handled a situation the past weekend.
- Zambetti commented on an article about Carroll County rewriting their developer's policy and recommended the County's progress be followed.
- Mayor said he attended the final session of the Legislative Committee last week.
- A member of the audience commented on the City parking lot and suggested Council consider allowing free parking from 9 p.m. to 6 a.m. instead of 24-hr meters which are difficult to enforce. A discussion followed.

**Adjournment:**

With no other business, motion to adjourn the meeting at 9:07 P.M. – by Foster carried 5-0.

**Respectfully Submitted by:**

Linda Quinn, Clerk-Treasurer

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OFFICE OF THE MAYOR AND CITY COUNCIL  
TANEYTOWN, MARYLAND

**Mayor and Council Meeting**  
**May 9, 2011**

**Opening:**

The Mayor and City Council met Monday, May 9, 2011, 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. Councilmember Zambetti led the pledge of allegiance.

**Approval Of Minutes:**

**Motion** to approve the minutes of April 6 and April 11, 2011 regular meetings (as amended) and April 6 closed meeting – by Ebaugh carried 5-0.

**Reception of Delegates: Thomas L. Fidler, Jr. MacKenzie Retail, LLC**

Mayor McCarron introduced Thomas Fidler of MacKenzie Retail LLC, a consulting contractor for the City who presented their preliminary marketing analysis and recommendations for the Downtown business district. Mr. Fidler expressed his appreciation of the work done with local business owners, volunteers, and Economic Development Director McCormick. His report included property inventory findings, the proposed redevelopment zone, merchandising plan, and potential redevelopment incentives. Bob Sokolowski, Economic Restructuring Committee Chair, encouraged Council to address their questions and observations to Mr. Fidler for consideration in finalizing the report, with an expected completion date of mid-July. A brief discussion session followed.

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

**Adoptions:**

- **Ordinance No. 02-2011: Off Street Parking and Loading:** **Motion** to approve the ordinance – by Boisvert carried 5-0.
- **Resolution No. 2011-05: Water Allocations through June 1, 2011:** **Motion** to approve the resolution – by Ebaugh carried 5-0.

**City Manager Report:**

Heine reported that the negotiated agreement with Mrs. Robinson fell through, which will require the City to issue a notice of violation. He said the City now has a Streetscape schedule showing an expected completion of the project in October.

**Legal Report:**

No update; City Attorney Gullo was not present.

**Unfinished Business:**

None.

**Oath of Office for Councilmembers Ebaugh and Hess:**

Mayor McCarron issued the Oath of Office to Councilmembers Carl Ebaugh and Richard Hess who were elected to serve another term.

**Nominations for Mayor Pro Tem:**

Mayor McCarron said the first item of business for the new Council is to nominate a Mayor Pro Tem, and opened the floor for nominations. **Motion** to nominate Jacquelyn Boisvert as Mayor Pro Tem – by Ebaugh was seconded by Hess. No further nominations were made. **Motion** to close the nominations – by Hess carried 5-0.

**Election of Mayor Pro Tem:**

**Motion** to elect Jacquelyn Boisvert as Mayor Pro Tem – by Ebaugh carried 5-0.

#### New Business:

1. Motion to approve the **Monthly Financial Report** – by Zambetti carried 5-0.
2. Motion to approve **Accounts Payables** – by Ebaugh carried 5-0.
3. **Chamber of Commerce, Inc. – 24 E. Baltimore Street Lease Renewal:** Heine introduced the lease renewal and said Council will need to consider the issues of length of lease and cost sharing of utilities by the Chamber of Commerce. Clerk-Treasurer Quinn called Council's attention to a spreadsheet detailing the expenses for each leased facility. Motion to approve a final lease to the Chamber of Commerce for two-years – by Boisvert carried 5-0. Motion to charge the Chamber for at least 50% of the utilities – was made by Ebaugh. A discussion followed regarding the portion of utilities and expenses the Chamber of Commerce should be required to pay. Zambetti said it should be taken into account that the Museum also shares the building and occupies it on days when the Chamber doesn't. After discussion, motion failed 3-2 with Ebaugh and Boisvert in favor of the motion. Motion to determine a prorated value between the Museum and Chamber as to their usage, and use that formula to determine the percentage of the utilities and maintenance that each entity would pay, with the City covering the Museum's expenses. – was made by Zambetti. A discussion followed on the usage by each entity and cost-calculation formula. Amended Motion for the Chamber to pay two-thirds ( $\frac{2}{3}$ ) and the City to pay one-third ( $\frac{1}{3}$ ) of the actual expenses – by Zambetti carried 5-0.
4. **Catholic Charities/Head Start Lease Renewal:** Heine introduced the lease renewal and said Council will also need to consider the length of lease and cost sharing of utilities by Catholic Charities/Head Start. Motion to approve a one-year lease – by Boisvert carried 5-0. Council agreed that the lease terms will remain the same as the previous year's lease with the City paying for the utilities in support of the community's children.
5. **Frederick-Carroll County Waste-to-Energy Facility Discussion:** No additional comments.
6. **Approval of Release of Subdivision Bond for Antrim Mollett LLC:** McCarron asked if Heine recommended the release of this bond for the parking lot; Heine replied yes. Motion to approve the release of the subdivision bond in the amount of \$36,028.30 – by Zambetti carried 5-0.
7. **Other:** McCarron said the joint meeting of the MML Carroll and Frederick County Chapters is scheduled for 6/13/2011, creating a conflict with the next Council meeting. Motion to move the next Mayor and Council meeting from 6/13 to Tuesday, 6/14 – by Ebaugh carried 5-0.

McCarron asked Council to read an email he had received regarding the raising of chickens in Taneytown. This will be discussed at the June meeting.

#### Council Member/Committee Reports:

- No further comments by Council members.
- Two members of the audience introduced themselves as downtown residents and informed Council that they have been receiving parking tickets recently even though they have handicap parking permits. They said their condition limits their walking and stair climbing and asked Council to consider options to having to feed the meters every 4 hours. They asked Council to consider excusing the tickets, which McCarron did. A discussion followed. Heine said a committee is looking at the parking issue and may have a plan ready for Council review at the June meeting. Motion to grant free parking in the side lot from 5 p.m. to 7 a.m. – by Boisvert carried 5-0. Zambetti recommended that a clarification of handicapped parking regulations be posted in the Record and on the web.

#### Adjournment:

With no other business, motion to adjourn the meeting at 9:40 P.M. – by Ebaugh carried 5-0.

#### Respectfully Submitted by:

Linda Quinn, Clerk-Treasurer

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

**Council Workshop  
June 9, 2011**

**Opening:**

The Mayor and City Council met Thursday June 9, 2011, at 7:30 P.M. in the City Council Chambers.

**Present:** Mayor McCarron, Mayor Pro Tem Boisvert, Councilmembers Ebaugh, Foster, Hess, and Zambetti. **Also present:** City Manager Heine, Clerk-Treasurer Quinn, Zoning Administrator Wieprecht, Economic Development Director McCormick, Public Works Director Weaver, and City Attorney Gullo. Councilmember Hess led the Pledge of Allegiance.

**Reception of Delegates: Douglas Heck and Jennifer Helm: Taneytown History Museum and Taneytown Chamber of Commerce:**

Mayor McCarron introduced Heck from the Taneytown History Museum and Chamber of Commerce. Heck updated the Mayor and Council on the Chamber's search for a new location. Heck stated the Chamber of Commerce and the History Museum are one organization with a committee that runs the Museum. Heck also stated that as the Streetscape project nears completion, the Chamber of Commerce is committed to continuing to build a relationship with the City. George Naylor, also representing the Chamber of Commerce, highlighted the contributions the Chamber of Commerce has made to the City over the last fifty years.

**Approval of Minutes:**

The minutes of May 4<sup>th</sup> and May 9<sup>th</sup>, 2011 regular meetings were reviewed. Councilmember Ebaugh identified the May 9<sup>th</sup> minutes had the incorrect day as Wednesday instead of Monday and meeting type as workshop instead of meeting in the title.

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

Mayor McCarron stated Monday's agenda includes:

- **Adoption of Resolution No. 2011-06: Water Allocations through July 1, 2011**
- **Adoption of Resolution No. 2011-07: Consent to the Ninth Amended and Restated LGIT Agreement**

**City Manager Report:**

Heine stated he and Mayor McCarron met with the Governor's Intergovernmental Relationship Director today. Heine stated the City submitted funding applications to MDE in January 2011 and all projects identified in the applications have made the grant funding list. Heine reviewed highlights of his monthly report (made part of these minutes) including:

- **#2 MEA Grant:** moving ahead with this project and completing required paperwork.
- **#4 York St Pumping Station:** CDM is addressing remaining issue of ADA-compliant sidewalk.
- **#7 Water Tower and Standpipe Inspections:** Inspections complete and exploring possible maintenance contract.
- **#11 Davenport:** Re-evaluation and final report will be presented to Council in July.
- **#9 Training:** Annette has completed Microsoft training
- **#10 Cell Phone:** Poor connection and reception with new cell phone carrier; have returned to previous cell phone provider.
- **#11 Phone System Upgrade:** Installation and switch over to new service provider complete.

**Legal Report:**

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

- **Chamber of Commerce Lease Renewal:** The renewal for the lease of 24 E. Baltimore Street will be sent to the Chamber of Commerce. Revisions to the lease include renewal for a final two year period with the Chamber paying two thirds of the monthly utilities expense. The Chamber of Commerce will be billed monthly. The remaining one third of the utilities expense will be paid by the City on behalf of the Taneytown History Museum. A discussion followed.

- **New Windsor State Bank Sanitary Sewer Replacement Project:** The low bid of \$37,100. from Burgemeister-Bell for the replacement of the sewer line from the entrance on Baltimore Street to the grass triangle in front of the bank has been reviewed by CDM and will be placed on Monday's agenda for approval.
- **Enhanced Nutrient Removal Upgrade:** The state of Maryland has decided that towns who will receive grant funding for their ENR upgrade will be placed under consent order. Gullo requested councilmembers who will be attending the MML conference to inquire of other towns who will receive ENR upgrade grant funds if they will be required to be placed under consent order as well.

**Unfinished Business:**

None.

**New Business:**

- McCarron advised that the following will be considered for approval at Monday's meeting: Accounts Payable and Monthly Financial Report.
- City manager Heine gave a parking meter presentation. It addressed parking after the completion of Streetscape on the city lot, the municipal lot, and the city streets. Topics discussed included parking fees, handicapped parking and enforcement.

**Council Member/Committee Reports:**

- Hess commended the Design Committee and the Parks and Recreation Council for the choice of flags being displayed at Memorial Park.
- Foster reported the next meeting for the FSK Community Advisory Council whose goal is to partner with the surrounding communities to create a better image of FSK School is scheduled for June 23<sup>rd</sup>.
- Zambetti questioned an item in the Public Works Director's report stating the Taneytown Baptist Church is requesting that the City address the reforestation requirements for the church expansion and Well 17 that is part of the City's well project. Zambetti also questioned what steps need to take place to insure City code infractions are enforced.
- Mayor McCarron stated the Taneytown Relay for Life will be held at Carroll Vista on June 11<sup>th</sup> beginning at 10:00 AM. McCarron also stated he will be making appointments to various committees beginning July and he will be accepting nominations.
- A member of the audience said he is concerned the new sidewalks on the south side of Baltimore Street will cause the water lines running from the street to the properties to lie above the frost line.

**Adjournment:**

With no other business, motion to adjourn the meeting at 9:59 P.M. – by Foster carried 5-0.

**Respectfully Submitted by:**

Linda Quinn, Clerk-Treasurer

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

**Mayor and Council Meeting  
June 13, 2011**

**Opening:**

The Mayor and City Council met Monday, June 13, 2011, at 7:30 P.M. in the City Council Chambers. **Present:** Mayor McCarron, Mayor Pro Tem Boisvert, Councilmembers Ebaugh, Hess, and Zambetti. **Also present:** City Manager Heine, Clerk-Treasurer Quinn, City Attorney Gullo, and Public Works Director Weaver. Mayor Pro Tem Boisvert led the Pledge of Allegiance.

**Approval Of Minutes:**

Motion to approve the minutes of May 4<sup>th</sup> and May 9th, 2011 regular meetings (as amended) by Hess carried 4-0.

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

**Adoptions:**

- **Resolution No. 2011-06: Water Allocations through July 1, 2011:** Motion to approve the resolution – by Ebaugh carried 4-0.
- **Adoption of Resolution No. 2011-07: Consent to the Ninth Amended and Restated LGIT Agreement:** Motion to approve the ordinance – by Zambetti carried 4-0.
- **Fiscal Year 2011 Budget Amendments:** Motion to approve – by Ebaugh carried 4-0.

**City Manager Report:**

Heine reported the police department vehicle and recovered bicycle auction was held today. Proceeds from the auction totaled \$12,840.

Heine reported State Highway Administration crews have corrected the traffic flow pattern during construction that caused traffic pattern backups the past weekend.

**Legal Report:**

Gullo stated he will be distributing a memo to the Mayor and Council in the upcoming month that outlines the requirements for reporting sanitary sewer overflows.

**Unfinished Business:**

None.

**New Business:**

1. Motion to approve the **Monthly Financial Report** – by Hess carried 4-0.
2. Motion to approve **Accounts Payables** – by Zambetti carried 4-0.
3. **New Windsor State Bank Sanitary Sewer Replacement Project:** City Engineers CDM recommends approval of low bid of \$37,100. from Burgemeister-Bell. Motion to approve project-by Ebaugh carried 4-0.
4. **5 Spring Avenue Discussion:** Property owners Mr. and Mrs. Michael Ferrare addressed the Mayor and Council regarding repairs to their driveway located at the above address. A discussion followed. Motion to table decision – by Hess carried 4-0.  
**Other:** A gentleman from the audience addressed the Mayor and Council and stated he wrote a letter to the Mayor requesting the ordinance be changed to allow chickens in Taneytown. A discussion followed.

**Council Member/Committee Reports:**

No further comments by Council members.

**Adjournment:**

With no other business, motion to adjourn the meeting at 8:48 P.M. – by Ebaugh carried 4-0.

**Respectfully Submitted by:**

Linda Quinn, Clerk-Treasurer

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**OFFICE OF THE MAYOR AND CITY COUNCIL  
TANEYTOWN, MARYLAND  
Mayor and Council Workshop  
July 6, 2011**

**Opening:**

The Mayor and City Council met Wednesday, July 6<sup>th</sup> 2011, at 7:30 P.M. in the City Council Chambers.

**Present:** Mayor McCarron, Mayor Pro Tem Boisvert, Councilmembers Ebaugh, Hess, and Zambetti.

**Also present:** City Manager Heine, Clerk-Treasurer Quinn, and City Attorney Gullo. Councilmember Ebaugh led the Pledge of Allegiance.

**Reception of Delegates: Richard Frazier, American Legion Hesson-Snyder Post 120, 9/11 Event Chairperson**

Mayor McCarron introduced Richard Frazier, the American Legion 9/11 Event Chairperson. Mr. Frazier stated the American Legion has commissioned a memorial as a remembrance of the 9/11 terrorist attack on America. Mr. Frazier requested the memorial be placed in Taneytown's Memorial Park. Mr. Frazier stated the monument will be unveiled at the American Legion's "9/11 A Day to Remember Event" being held on that day of this year. Mr. Frazier described the appearance of the memorial and the desired location in Memorial Park. Mayor McCarron suggested the Council visit the Park to view the proposed location.

**Approval of Minutes:**

The minutes of June 9<sup>th</sup> and June 13<sup>th</sup>, 2011 regular meetings were reviewed. Councilmember Ebaugh identified the June 9<sup>th</sup> minutes be revised to state "above the frost line". Mayor Pro Tem requested noting the Chamber of Commerce will be billed monthly for their share of utility expenses. Councilmember Hess requested the approval of the minutes be changed to 4-0 in the June 13<sup>th</sup> minutes.

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

Mayor McCarron stated Monday's agenda includes:

- **Adoption of Resolution No. 2011-07: Water Allocations through August 1, 2011**

**City Manager Report:**

City Manager Heine stated the City submitted funding applications to MDE in January 2011 and gave an update on the funding applications. Heine reviewed highlights of his monthly report (made part of these minutes) including:

- **#2 MEA Grant:** moving ahead with this project and completing required paperwork.
- **#7 Water Tower and Standpipe Inspections:** Inspections complete and rehab contract will probably be put out to bid.
- **#11 Davenport:** Re-evaluation of water and sewer rates and final report will be presented to Council in August.
- **#9 Training:** Microsoft training ongoing.

**Legal Report:**

City Attorney Gullo reviewed his legal report and gave an update on code enforcement. Gullo stated the issues involving code enforcement are complex. City Manager Heine will set a date for a special work session to discuss the financial, political and practical aspects of aggressive code enforcement. Gullo also stated he spoke with the Mayor of Takoma Park. Takoma Park has an aggressive code enforcement program. The Mayor of Takoma Park invited representatives from Taneytown to visit his city.

**Unfinished Business:**

None.

**New Business:**

- McCarron advised that the following will be considered for approval at Monday's meeting: Accounts Payable and Monthly Financial Report.

**Council Member/Committee Reports:**

- Hess stated he attended the Maryland Municipal League Convention and found the workshops on: the impact of foreclosures on municipalities and emergency preparedness informative.
- Zambetti stated he attended the Taneytown Chamber of Commerce's "Summer Shaker" event. There were approximately 75 people in attendance.
- Mayor Pro Tem Boisvert stated she attended the Chamber of Commerce meeting and after much discussion they have agreed to sign the new lease.

**Adjournment:**

With no other business, motion to adjourn the meeting at 7:56 P.M. and reconvene at 8:10 P.M. for closed session – by Boisvert carried 4-0.

**Respectfully Submitted by:**

Linda Quinn, Clerk-Treasurer

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**OFFICE OF THE MAYOR AND CITY COUNCIL  
TANEYTOWN, MARYLAND  
Mayor and Council Meeting  
July 11, 2011**

**Opening:**

The Mayor and City Council met Monday, July 11, 2011, at 7:30 P.M. in the City Council Chambers.

**Present:** Mayor McCarron, Mayor Pro Tem Boisvert, Councilmembers Ebaugh, Foster, Hess, and Zambetti. **Also present:** City Manager Heine, and Clerk-Treasurer Quinn. Councilmember Zambetti led the Pledge of Allegiance.

**Approval Of Minutes:**

Motion to approve the minutes of June 9<sup>th</sup> and June 13<sup>th</sup>, 2011 regular meetings (as amended) by Hess carried 5-0.

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

**Adoptions:**

- **Resolution No. 2011-08: Water Allocations through August 1, 2011:** Motion to approve the resolution – by Ebaugh carried 5-0.

**City Manager Report:**

Heine stated he met with the Maryland Department of the Environment today and discussed the results of the Bio Mag Pilot Program.

**Legal Report:**

City Attorney not present.

**Unfinished Business:**

1. Motion to approve the placement of the 9/11 memorial commissioned by the American Legion in Memorial Park. The location is between the existing Civil War placards and the memorial to Taneytown war veterans - by Zambetti carried 5-0.
2. Motion to authorize the payment of \$23,714.00 to resolve the sewer matter with New Windsor State Bank in a manner to be determined by the City Attorney– by Boisvert carried 5-0.
3. Motion to support the proposal by City Manager to address the claim by Mr. and Mrs. Ferrare at 5 Spring Drive, by having the City contract to replace the portion of the driveway which was disturbed by the City subject to the property owners signing the necessary consents and hold harmless agreements that will allow the City to enter the property and undertake this repair - by Ebaugh carried 5-0.

**New Business:**

1. Motion to approve the **Monthly Financial Report** – by Hess carried 5-0.
2. Motion to approve **Accounts Payables** – by Ebaugh carried 5-0.

**Council Member/Committee Reports:**

- Councilmember Foster stated the FSK Community Advisory Council continues to meet. The council's goal is to partner with the surrounding communities to create a better image of FSK School.
- Councilmember Ebaugh reported there was a large water leak in the City over the weekend and the City crew has repaired it.

**Adjournment:**

With no other business, motion to adjourn the meeting at 7:45 P.M. – by Foster carried 5-0.

**Respectfully Submitted by:**

Linda Quinn, Clerk-Treasurer

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**OFFICE OF THE MAYOR AND CITY COUNCIL  
TANEYTOWN, MARYLAND  
Mayor and Council Workshop  
August 3, 2011**

**Opening:**

The Mayor and City Council met Wednesday, August 3, <sup>th</sup> 2011, at 7:30 P.M. in the City Council Chambers. **Present:** Mayor McCarron, Mayor Pro Tem Boisvert, Councilmembers Ebaugh, Foster, Hess, and Zambetti. **Also present:** City Manager Heine, Clerk-Treasurer Quinn, City Attorney Gullo, and Economic Development Director McCormick. Councilmember Hess led the Pledge of Allegiance.

**Reception of Delegates: Ken Carlsen of ShoreScan Document Management**

Mayor McCarron introduced Ken Carlsen from ShoreScan Document Management. Carlson presented information on his company's electronic document storage program. Carlson stated ShoreScan is a document management company using secure web-based technology to provide document management solutions.

**Approval of Minutes:**

The minutes of July 6<sup>th</sup> and July 11<sup>th</sup>, 2011 regular meetings and July 6<sup>th</sup>, 2011 closed meeting were reviewed. Councilmember Zambetti identified the July 11<sup>th</sup> minutes be revised to state payment to resolve the New Windsor State Bank sewer matter will be paid to New Windsor State Bank.

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

Mayor McCarron stated Monday's agenda includes:

- **Adoption of Resolution No. 2011-09: Water Allocations through September 1, 2011**
- **Adoption of State Highway Administration MOU- archeological aspect of streetscape-** City Attorney Gullo suggested page 4, III of the MOU be changed to read "prior" instead of "following" the installation of the panels.
- **Approval of Antrim 1844 Mill Avenue Agreement**

**City Manager Report:**

City Manager Heine stated the City submitted funding applications to MDE in January 2011 and gave an update on the funding applications. Heine reviewed highlights of his monthly report (made part of these minutes) including:

- **#1 BioMag** project update.
- **#2 MEA Grant** – Request for Proposals was sent out on August 2, 2011.
- **#7 Water Tower and Standpipe Inspections:** Inspections complete and estimated cost for project completion are being determined by City Engineers CDM.
- **#11 Davenport:** Re-evaluation of water and sewer rates and final report will be presented to Council in September.
- **#9 Training:** Microsoft training complete.

**Legal Report:**

City Attorney Gullo reviewed his legal report and gave an update.

- Gullo stated the New Windsor State Bank Sewer Issue draft agreement has been prepared. Gullo stated Council should decide whether they will authorize the Mayor to execute the Agreement on behalf of the City prior to the next meeting or wait until the September meeting for the Mayor and Council to approve.

- Gullo reported on the Creekside road deeds. Gullo stated as of this date the right of way agreements have not been obtained by Creekside Development from CVS. The deadline is December 2011. Gullo stated he will ask the Mayor and Council to accept the deeds already received from Wantz and Food Lion on Monday and authorize him to correspond with CVS on behalf of the City and Creekside in an effort to obtain the remaining road deed.
- Gullo also reported on the City capital projects borrowing and \$30 sewer base fee.

#### **Unfinished Business**

- City Manager Heine presented the Mayor and Council with several options to regulate downtown parking. City Attorney Gullo commented on disability parking and ADA law. A discussion followed. City Manager will propose several parking regulation options on Monday and ask the Mayor and Council to adopt one.
- City Manager states he received a request to have a commercial swimming pool drained and filled by the City's water supply. City Manager stated the City does not have a policy regarding the draining and filling of commercial pools. The Mayor and Council directed City Manager to draft a policy.

#### **New Business**

- McCarron advised that the following will be considered for approval at Monday's meeting: Accounts Payable and Monthly Financial Report.
- The Mayor and Council stated at this point in time they do not want to pursue an outside document management solution.
- Councilmember Foster stated the City Parks and Recreation Advisory Board is exploring options for public notification of Parks and Recreation events.

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

- Mayor McCarron stated he will hold the Council reports over for Monday's meeting.
- The Mayor and Council was addressed by a concerned citizen of Taneytown, Kenyatta Brooks. Ms. Brooks requested the City consider adding structured Parks and Recreation programs for the youth of Taneytown

#### **Adjournment:**

With no other business, motion to adjourn the meeting at 10:28 P.M. – by Hess carried 5-0.

#### **Respectfully Submitted by:**

Linda Quinn, Clerk-Treasurer

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**OFFICE OF THE MAYOR AND CITY COUNCIL  
TANEYTOWN, MARYLAND  
Mayor and Council Meeting  
August 8, 2011**

**Opening:**

The Mayor and City Council met Monday, August 8<sup>th</sup>, 2011, at 7:30 P.M. in the City Council Chambers.

**Present:** Mayor McCarron, Mayor Pro Tem Boisvert, Councilmembers Ebaugh, Foster, Hess, and Zambetti. **Also present:** City Manager Heine, Mayor Pro Tem Boisvert led the Pledge of Allegiance.

**Approval of Minutes:**

Motion to approve the minutes of July 6<sup>th</sup> and July 11<sup>th</sup>, 2011 regular meetings (as amended) by Ebaugh carried 5-0.

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

**Adoptions:**

- **Resolution No. 2011-09: Water Allocations through September 1, 2011:** Motion to approve the resolution – by Foster carried 5-0.
- **State Highway Administration MOU- archeological aspect of streetscape:** Motion to approve the MOU as amended by City Attorney – by Ebaugh carried 5-0.
- **Antrim 1844 Mill Avenue Agreement:** Motion to approve the agreement - by Boisvert carried 5-0.

**City Manager Report:**

No additional comments.

**Legal Report:**

City Attorney not present.

**Unfinished Business:**

1. **Release of Maryland Society of Accountants Escrow Account:** Motion to release the escrow account in the amount of \$2,488. - by Foster carried 5-0.
2. **Authorization for the Mayor to execute the New Windsor State Bank Sewer Agreement:** Motion for authorization – by Zambetti carried 5-0.
3. **Parking Meter Installation:**

Motion to set the City Hall parking lot fee to .25 cents per half hour with a maximum time of one hour. Violation fee set at \$25.00 with meter fees in effect for 24 hours, seven days a week – by Zambetti vote 3-2 with Ebaugh and Hess dissenting.

Motion to set street parking fee to .50 cents per hour with a maximum time of 2 hours. Violation fee set at \$25.00 with meter fees in effect Monday through Friday, 8 AM to 6 PM – by Zambetti carried 5-0.

**New Business:**

1. Motion to approve the **Monthly Financial Report** – by Foster carried 5-0.
2. Motion to approve **Accounts Payables** – by Ebaugh carried 5-0.
3. Motion to accept the road deeds from Wantz Chevrolet (Chevro Drive) and Food Lion (Breakiron Drive) – by Hess carried 5-0.
4. Motion to authorize City Attorney to correspond with CVS on behalf of the City and Creekside Development in an effort to obtain the remaining road deed from CVS – by Zambetti carried 5-0.

**Council Member/Committee Reports:**

- Councilmembers Foster and Zambetti attended a two day school improvement team retreat for the FSK Community Advisory Council. The council's goal is to partner with the surrounding communities to create a better image of FSK School.

- Councilmember Foster stated the City Parks and Recreation Advisory Board is exploring options for public notification of Parks and Recreation events.
- Councilmember Hess noted the monthly police report is now reflecting comparison statistics from prior year's information.
- Councilmember Ebaugh attended a Hazmat class and stated it was educational and well presented. Ebaugh and Zoning Administrator Wieprecht attended the PlanMaryland forum hosted by the Carroll County Commissioners held on August 29<sup>th</sup>.

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

**Adjournment:**

With no other business, motion to adjourn the meeting at 8:30 P.M. – by Hess carried 5-0.

**Respectfully Submitted by:**

Linda Quinn, Clerk-Treasurer

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**OFFICE OF THE MAYOR AND CITY COUNCIL  
TANEYTOWN, MARYLAND  
Mayor and Council Workshop  
September 7, 2011**

**Opening:**

The Mayor and City Council met Wednesday, September 7th, 2011, at 7:30 P.M. in the City Council Chambers. **Present:** Mayor McCarron, Mayor Pro Tem Boisvert, Councilmembers Ebaugh, Foster, Hess, and Zambetti. **Also present:** City Manager Heine, Clerk-Treasurer Quinn, City Attorney Gullo, and Economic Development Director McCormick. Councilmember Foster led the Pledge of Allegiance.

**Reception of Delegates:**

**Thomas L. Fidler, Jr., MacKenzie Retail, LLC – Concept Plan for Incentivizing Business.**

The Mayor and Council welcomed Mike Paxton, a member of the Economic Restructuring Committee. Mr. Paxton introduced Thomas Fidler Jr. from MacKenzie Retail LLC. Mr. Fidler presented the proposed concept plan for incentivizing businesses to invest in downtown Taneytown. The Mayor heard comments from the public.

**Davenport & Company LLC –Water and Sewer Capital Funding Update**

Mayor McCarron welcomed Joseph Mason and Kyle Laux of Davenport and Company, LLC. Mr. Mason and Mr. Laux presented an update to the multi-year plan of finance to include updated capital funding requirements for the Water and Sewer Fund.

**Approval of Minutes:**

The minutes August 3<sup>rd</sup> and August 8<sup>th</sup>, 2011 regular meetings were reviewed.

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

Mayor McCarron stated Monday's agenda includes:

- **Adoption of Resolution No. 2011-10: Water Allocations through October 1, 2011**
- **Adoption of the Fiscal Year 2012 Town County Agreement**

**City Manager Report:**

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

- **#1 MDE Grant Funding Applications** - Low interest loans approved for 194 water line, Well 10, and Bio Upgrade project.
- **#2 MEA Grant** – Received 2 proposals back and a recommendation will be brought before Council next month.
- **#4 York Street Pumping Station** – Estimated completion date is October 1, 2011.
- **#11 Parking** – Current ordinance states parking regulations are enforceable Monday through Saturday, 8 AM to 6 PM. City Attorney Gullo stated he will draft new parking enforcement legislation for adoption based on the Council's recommendations made last month. A discussion followed.
- **#12 Security** – Four security cameras will be installed at City Hall. One will be inside located in the lobby and three will be located on the City Hall parking lot.
- Heine stated the City of Taneytown is now on Twitter for communication updates to the public.

**Legal Report:**

City Attorney Gullo reviewed his legal report and gave an update. Gullo provided the Mayor and Council with a timeline regarding the Davenport & Company Water and Sewer Capital Funding Update. Gullo stated he will prepare draft legislation for introduction in October pertaining to new borrowing and water and sewer rate structures.

Gullo stated a trip to Takoma Park has been scheduled for September 15<sup>th</sup>, 2011. The Mayor and Council are invited to attend the outing to gain information on Takoma Park's rental property maintenance code program and attend a landlord seminar presented by the city of Takoma Park.

#### **Unfinished Business**

- Mayor McCarron stated Hesson Snider Post 120 American Legion is organizing an event to commemorate "9/11". The Legion asked if consideration be given to offset the cost of the activities and purchase of a memorial.

#### **New Business**

- Mayor McCarron advised that the following will be considered for approval at Monday's meeting: Accounts Payable and Monthly Financial Report.
- Mayor McCarron stated the ADT contract for video surveillance cameras at City Hall will be on the agenda Monday for approval.
- Mayor McCarron stated two new appointments will be considered for approval to the Parks and Recreation Advisory Board. They are: Lisa Hurst and Beth Woodring.
- Mayor McCarron stated he and City Manager Heine attended a PlanMaryland meeting.
- City Manager Heine stated the next Mayor and Council meeting is scheduled on Columbus Day, October 10, 2011, which is a City holiday. Heine requested the Mayor and Council consider changing the meeting date to Tuesday, October 11, 2011.

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

- Councilmember Hess noted the he has been working with Police Chief Tyler to compile comparison statistics from prior year's information to determine any trending in police related activity.
- Mayor McCarron stated the police and public work crews handled the weather related activity related to Hurricane Irene well.
- Councilmember Ebaugh also recognized the city staff for their weather related efforts.
- Councilmember Foster reported on the Carroll County Economic Development Commission, and the FSK High School Advisory Board.
- Councilmember Zambetti stated a LED board will replace the current bulletin board on the outside of City Hall.
  
- The Mayor and Council were addressed by a concerned citizen of Taneytown, Kenyatta Brooks. Ms. Brooks stated she has distributed over 100 flyers to residents of the City and has received input in reference to the concern of the children of Taneytown. Ms. Brooks requested the City consider adding structured Parks and Recreation programs for the youth of Taneytown. Ms. Brooks stated she has been invited to attend the next Parks and Recreation Advisory Board meeting to present her concerns. The Mayor and Council heard additional comments from other citizens concerning the youth of Taneytown.

#### **Adjournment:**

With no other business, motion to adjourn the meeting at 10:28 P.M. – by Hess carried 5-0.

#### **Respectfully Submitted by:**

Linda Quinn, Clerk-Treasurer

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**OFFICE OF THE MAYOR AND CITY COUNCIL  
TANEYTOWN, MARYLAND  
Mayor and Council Meeting  
September 12, 2011**

**Opening:**

The Mayor and City Council met Monday, September 12, 2011, at 7:30 P.M. in the City Council Chambers. **Present:** Mayor McCarron, Mayor Pro Tem Boisvert, Councilmembers Ebaugh, Foster, Hess, and Zambetti. **Also present:** City Manager Heine, City Clerk/Treasurer Quinn, and City Attorney Gullo. Council member Ebaugh led the Pledge of Allegiance.

Mayor McCarron stated the American Legion presented the City with a flag commemorating all those who have served in the armed forces. The presentation was made at the Legion event "9/11, A Day to Remember".

**Approval of Minutes:**

Motion to approve the minutes of August 3<sup>rd</sup> and August 8<sup>th</sup>, 2011 regular meetings- by Hess carried 5-0.

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

**Adoptions:**

- **Ordinance No. 03-2011A and 03-2011B: Metered Parking:** City Attorney Gullo stated only one should be introduced this evening. Section two differs in each. Consensus to approve the introduction of Ordinance No. 03-2011 A – by Hess carried 5-0. A discussion followed.
- **Resolution No. 2011-11: Parking Fines and Penalties:** - will be introduced along with Ordinance No. 03-2011A in October.
- **Resolution No. 2011-10: Water Allocations through October 1, 2011:** Motion to approve - by Ebaugh carried 5-0.
- **Fiscal Year 2012 Town/County Agreement:** - Motion to approve - by Boisvert carried 5-0.
- **Approval of MacKenzie Retail, LLC – Concept Plan for Incentivizing Business:** – Motion to approve - by Foster carried 5-0. **Amended** to add clause stating legislation will be available for vote at the December 2011 Mayor and Council meeting – by Zambetti carried 5-0.

**City Manager Report:**

City Manager Heine stated he would like to make the electronic document management system priority in front of implementing a new work order system. Heine stated there is money in the budget for the project.

Heine stated the low bid for the Maryland Energy Grant RFP to install new HVAC systems at the Police Station and the Headstart Building was from Modern Comfort, Inc. in the amount of \$18,615.00. Council member Ebaugh motioned to approve acceptance of bid- carried 5-0.

**Legal Report:**

City Attorney Gullo stated if any of council plans on attending the Takoma Park trip to let him know. Gullo also stated a closed session will be required in October to discuss the ESAB situation. Gullo also noted if any of the council members have questions regarding the Davenport and Company, LLC update, please contact himself or one of the staff involved in the study preparation.

**Unfinished Business:**

- I. **American Legion "9/11, A Day to Remember" event and memorial contribution.** - Motion to contribute \$500.00 – by Zambetti carried 5-0.

**New Business:**

1. Motion to approve the **Monthly Financial Report** – by Boisvert carried 5-0.
2. Motion to approve **Accounts Payables** – by Ebaugh carried 5-0.
3. Motion to approve the ADT contract for the installation of video surveillance cameras at City Hall – by Foster carried 5-0.
4. Motion to approve the appointment of Lisa Hurst to the Parks and Recreation Advisory Board and Beth Woodring as alternate member – by Hess carried 5-0.
5. Motion to move the October Mayor and Council regular meeting to October 11, 2011 – by Boisvert carried 5-0.
6. Mayor McCarron has been invited to Taneytown Elementary School to meet Baltimore Ravens player Matt Burke, who will kick off his “ Ready, Set, Read! Program”. McCarron will not be available to attend. Council member Foster offered to attend the event in his place.

**Council Member/Committee Reports:**

- Councilmember Zambetti and Economic Development Director McCormick attended the second Carroll County Economic Development Seminar. The Seminar was held to explore new ways to attract business in Carroll County.
- Councilmember Ebaugh complimented Mayor McCarron’s speech he gave at the “9/11, A Day to Remember” event.
- Mayor McCarron stated he received a letter from a citizen expressing their concern that the Taneytown History Museum remain open. A discussion followed.

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

**Adjournment:**

With no other business, motion to adjourn the meeting at 8:54 P.M. – by Hess carried 5-0.

**Respectfully Submitted by:**

Linda Quinn, Clerk-Treasurer

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**OFFICE OF THE MAYOR AND CITY COUNCIL  
TANEYTOWN, MARYLAND  
Mayor and Council Workshop  
October 5, 2011**

**Opening:**

The Mayor and City Council met Wednesday, October 5, 2011, at 7:30 P.M. in the City Council Chambers. **Present:** Mayor McCarron, Mayor Pro Tem Boisvert, Councilmembers Ebaugh, Foster, Hess, and Zambetti. **Also present:** City Manager Heine, Clerk-Treasurer Quinn, City Attorney Gullo, Zoning Administrator Wieprecht and City Engineer Stewart. Councilmember Zambetti led the Pledge of Allegiance.

**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 2011 audit draft report**. 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>.

**Approval of Minutes:**

The minutes September 7<sup>th</sup> and September 12<sup>th</sup>, 2011 regular meetings were reviewed.

**Introduction:**

Mayor McCarron stated Monday's agenda includes:

**Adoption of Financing Plan**

**Ordinance No. 4-2011: General Obligation Bonds**

**Resolution No. 2011-13: Water and Sewer Rates**

Davenport and Associates, LLC, representative Joseph Mason and City bond counsel Kimberly Minn were introduced. Mr. Mason reviewed the various financing plans being presented to Council for consideration. Ms. Minn explained Ordinance No. 4-2011 and reviewed the process of the borrowing.

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

Mayor McCarron stated Monday's agenda includes:

**Adoption of Fiscal Year 2011 Audit**

**Adoption of Resolution No. 2011-12: Water Allocations through November 1, 2011**

**Adoption of Ordinance No. 03-2011: Metered Parking**

**Adoption of Resolution No. 2011-11: Parking Fines and Penalties**-Councilmember Hess recommended expired parking meter fines (Exhibit A, section 193-19) be set at \$20.00

**City Manager Report:**

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

- **#2 MEA Grant** –Contract has been signed and construction will begin soon.
- **#4 York Street Pumping Station** – Estimated completion date is October 31, 2011.
- **#12 Security** – Four security cameras will be installed at City Hall on October 20, 2011.

**Legal Report:**

City Attorney Gullo reviewed his legal report (made part of these minutes) and gave an update. Gullo provided the Mayor and Council with an overview of the Antrim Mini-Storage Line of Credit reduction. Gullo stated the issue is whether to amend the standard Public Works Agreement to decrease the surety amount held for Stormwater Management facilities. The current rate is 100% of the construction cost; the proposed rate is 10% of construction cost.

Gullo also reviewed the Carroll Vista Stormwater Ponds Maintenance Agreement.

Gullo also addressed the condition and the responsibility of repair of a manhole located near the Movie Gallery Building in the shopping center.

**Unfinished Business**

- The procurement of ShoreScan Document Management System was discussed. Ken Carlsen from ShoreScan Document Management answered questions from the Mayor and Council. A discussion followed.

**New Business**

- Mayor McCarron advised that the following will be considered for approval at Monday's meeting: Accounts Payable and Monthly Financial Report.

**Council Member/Committee Reports:**

Held until regular Mayor and Council meeting, Tuesday, October 11, 2011.

**Adjournment:**

With no other business, motion to adjourn the meeting at 9:50 P.M. and reconvene at 10:00 P.M. to enter into closed session pursuant to Section 10-508 (a) (7) Legal of the annotated code of Maryland Closed Session. –by Hess carried 5-0.

**Respectfully Submitted by:**

Linda Quinn, Clerk-Treasurer

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**OFFICE OF THE MAYOR AND CITY COUNCIL  
TANEYTOWN, MARYLAND  
Mayor and Council Meeting  
October 11, 2011**

**Opening:**

The Mayor and City Council met Monday, October 11, 2011, at 7:30 P.M. in the City Council Chambers. **Present:** Mayor McCarron, Mayor Pro Tem Boisvert, Councilmembers Ebaugh, Foster, Hess, and Zambetti. **Also present:** City Manager Heine, City Clerk/Treasurer Quinn, and City Attorney Gullo. Council member Ebaugh led the Pledge of Allegiance.

**Approval of Minutes:**

Motion to approve the minutes of September 7<sup>th</sup> and September 12<sup>th</sup>, 2011 regular meetings- by Ebaugh carried 5-0.

**Introduction:**

- **Ordinance No. 4-2011: General Obligation Bonds**
- **Resolution No. 2011-13: Water and Sewer Rates**

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

**Adoptions:**

- **Fiscal Year 2011 Budget Amendment:** Motion to approve - by Zambetti carried 5-0.
- **Fiscal Year 2011 Audit:** Motion to approve - by Foster carried 5-0.
- **Adoption of Financing Plan- Scenario 3:** Motion to approve - by Zambetti carried 5-0.
- **Davenport Agreement:** Motion to approve - by Ebaugh carried 5-0.
- **Resolution No. 2011-12: Water Allocations through November 1, 2011:** Motion to approve - by Ebaugh carried 5-0.
- **Ordinance No. 03-2011: Metered Parking:** Motion to approve - by Hess carried 5-0.
- **Resolution No. 2011-11: Parking Fines and Penalties:** Motion to approve - by Ebaugh carried 5-0.

**City Manager Report:**

City Manager Heine stated installation of security video cameras on the City parking lot has begun. Heine stated the low bidder for the MEA Grant project; Modern Comfort Systems, Inc. will begin the project next week.

**Legal Report:**

City Attorney Gullo stated a meeting is scheduled for Thursday, October 13<sup>th</sup>, 2011 with Maryland Department of the Environment regarding the Consent Order and City wells. Gullo stated a brief closed session is necessary after the close of the regular meeting this evening.

**Unfinished Business:**

**Approval of procurement of ShoreScan Document Management System:** City Manager Heine stated the original cost has been reduced by \$100.00. Motion to approve - by Foster, 4-1, with Ebaugh dissenting. Mayor McCarron requested a progress report be given to the Council once the project commences.

**New Business:**

1. Motion to approve the **Monthly Financial Report** – by Foster carried 5-0.
2. Motion to approve **Accounts Payables** – by Ebaugh carried 5-0.

3. Motion to amend the standard Public Works Agreement to decrease the surety amount held for Stormwater Management facilities. The current rate is 100% of the construction cost; the proposed rate is 10% of construction cost. – by Foster carried 5-0.
4. Motion to approve the reduction of the **Antrim Mini-Storage Line of Credit** – Gullo stated the reduction is now in line with the newly amended Public Works Agreement - by Boisvert carried 5-0.

**Council Member/Committee Reports:**

- Councilmember Zambetti stated tomorrow is the last regularly scheduled SHA and Streetscape status meeting. Zambetti stated Francis Scott Key School is hosting a breakfast at the fireman's activities building this Saturday to raise funds to reduce the cost of advanced placement exams for students. Zambetti stated Senator Brinkley will be at the Taneytown Business Breakfast Friday, October 14, 2011.
- Councilmember Foster stated she and Economic Director McCormick participated in the Taneytown business appreciation week. McCormick visited Kennie's Market and Taneytown Veterinarian. Foster visited Gunner's Grill and Flowserve. Foster attended a fundraiser for rape crisis. Foster will be attending the NAACP Freedom Fund Banquet and Senator Brinkley's fundraiser.
- Councilmember Hess commended Taneytown Police Officer Rummell for a traffic stop that lead to an arrest of two individuals for copper theft.
- Mayor McCarron stated he and some council and staff visited Takoma Park and attended a landlord certification seminar. McCarron stated he would like to explore future implementation of some of the items.
- Mayor McCarron and City Attorney Gullo attend Local Government Insurance Trust's annual meeting held in Annapolis.

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

**Adjournment:**

With no other business, motion to adjourn the meeting at 8:18 P.M. and reconvene at 8:30 P.M. to enter into closed session pursuant to Section 10-508 (a) (7) Legal of the annotated code of Maryland Closed Session. –by Hess carried 5-0.

**Respectfully Submitted by:**

Linda Quinn, Clerk-Treasurer

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**OFFICE OF THE MAYOR AND CITY COUNCIL  
TANEYTOWN, MARYLAND  
Mayor and Council Workshop  
November 9, 2011**

The Mayor and City Council met Wednesday, November 9, 2011, at 7:30 P.M. in the City Council Chambers. **Present:** Mayor McCarron, Mayor Pro Tem Boisvert, Councilmembers Ebaugh, Foster, Hess, and Zambetti. **Also present:** City Manager Heine, Clerk-Treasurer Quinn, City Attorney Gullo, Zoning Administrator Wieprecht and Economic Development Director McCormick. Councilmember Foster led the Pledge of Allegiance.

**Public Hearing:**

Public Hearing on Resolution No. 2011-13, Water and Sewer Rates.

Joseph Mason of Davenport and Company, LLC presented the foundation for the water and sewer rate increase and an update to the multi-year plan of finance to include updated capital funding requirements for the Water and Sewer Fund. The hearing was held open to the public for comments and questions until 8:05 PM.

**Approval of Minutes:**

The minutes of October 5<sup>th</sup> and October 11<sup>th</sup>, 2011 regular meetings were reviewed. Mayor Pro Tem pointed out a misprint on the October 5<sup>th</sup> minutes. Councilmember Hess stated the October 11<sup>th</sup> minutes should read two individuals instead of three under his councilmember report.

**Introduction:**

Mayor McCarron stated Monday's agenda includes:

**Ordinance No. 5-2011: Downtown Revitalization Act:** Councilmember Zambetti stated the tax incentive for facade improvement does not take effect until \$25,000 is expended by the property owner.

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

Mayor McCarron stated Monday's agenda includes:

**RFP for Water & Sewer Capital Improvement Funding: Bank Proposal Selection:** Joseph Mason of Davenport and Company, LLC distributed the results of the RFP for bank proposals to the Mayor and Council and reviewed the results. Mr. Mason recommended selecting SunTrust Bank based on having the most favorable interest rates and prepayment provisions.

**Resolution No. 2011-16: Declaration of Official Intent; Reimbursement Resolution**

**Ordinance No. 4-2011: General Obligation Bonds**

**Resolution No. 2011-13: Water and Sewer Rates**

**Resolution No. 2011-14: Water Allocations through December 1, 2011**

**Resolution No. 2011-15: MTBE Litigation Settlement-** City Attorney Gullo gave a brief background on the Resolution. City Attorney Gullo stated action will have to be taken tonight to approve the settlement agreement and authorize the Mayor to execute the documents as the settlement agreement is due in Federal Court on Monday, November 14<sup>th</sup>, 2011. Motion to approve the settlement agreement and authorize Mayor to execute documents- by Foster carried 5-0.

**City Manager Report:**

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

- **#1 MEA Grant** –Installation of heat pump at Police Station is complete.
- **#2 Fiber Optic Network** – Infrastructure installed and awaiting fiber from the County.
- **#3 York Street Pumping Station** – Project not complete as anticipated due to sub-contractor issues.
- **#7 Mill Avenue Sanitary Sewer Rehab Project**-Bids received and City Engineer firm CDM is reviewing and will make recommendation.
- **#12 Document Management** – Installed last week and training has begun. The police department will participate in the document management program in July 2012.

### **Legal Report:**

- City Attorney Gullo reviewed his legal report (made part of these minutes) and gave an update. Gullo provided the Mayor and Council with an overview of the ESAB matter and stated he has met with the attorneys hired by the City who are reviewing the City's documents on the issue. The attorneys believe they will have their research and review completed by Thanksgiving. Gullo also stated the MDE meeting last month was most productive. Water allocations and the consent order were discussed and Gullo stated he will prepare a summary of the meeting highlights for the Mayor and Council.

### **Unfinished Business**

None.

### **New Business**

- Mayor McCarron advised that the following will be considered for approval at Monday's meeting: Accounts Payable and Monthly Financial Report.
- City Manager Heine stated the employee Christmas Party will be held on Saturday, December 3<sup>rd</sup>, 2011 at the American Legion at 7:30 PM.
- City Manager Heine stated the low bid for the Mill Avenue Sanitary Sewer Rehab project was received from Fayetteville Contractors, Inc. in the amount of \$471,032.62. Approval of the bid will be placed on Monday's agenda.
- Mayor McCarron stated the annual City Christmas Tree Lighting event is December 3<sup>rd</sup>, 2011 at 6:00 PM.

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

- Councilmember Hess stated the Taneytown Police Department will be awarded a special certificate of recognition by the Maryland Network Against Domestic Violence for the work they have done in the area of domestic violence calls. Hess also reported that arrests have been made in connection with the video game store robbery as a result of investigations by the police department.
- Mayor Pro Tem Boisvert stated the Taneytown Chamber of Commerce Annual Banquet is next Thursday.
- Councilmember Foster and Mayor McCarron attended the MML fall conference. Councilmember Foster also reported the Governor's Blue Ribbon Commission has completed their work and their report will be issued November 1, 2011. Foster also stated she met with City Manager and Laverne Sokolowski regarding the Farmer's Market.
- Councilmember Ebaugh commended the Police and Public Works Departments for the diligent efforts during the snow storm. Councilmember Ebaugh thanked all staff involved in the Downtown Revitalization Project for their hard work.
- Councilmember Zambetti stated Francis Scott Key School hosted their first annual Veteran's Day breakfast. Approximately 75 veterans attended the event.
- Mayor McCarron stated on November 17<sup>th</sup>, 2011, the County Commissioners will be using the City Chambers to hold their monthly meeting. McCarron encouraged everyone to attend. McCarron stated the annual MML fall conference was educational and informative.

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

### **Adjournment:**

With no other business, motion to adjourn the meeting at 8:55 P.M. and reconvene at 9:05 P.M. to enter into closed session pursuant to Section 10-508 (a) (1) Personnel and (a) (7) Legal of the annotated code of Maryland Closed Session. –by Foster carried 5-0.

### **Respectfully Submitted by:**

Linda Quinn, Clerk-Treasurer

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**OFFICE OF THE MAYOR AND CITY COUNCIL  
TANEYTOWN, MARYLAND  
Mayor and Council Meeting  
November 14, 2011**

**Opening:**

The Mayor and City Council met Monday, November 14, 2011 at 7:30 P.M. in the City Council Chambers. **Present:** Mayor McCarron, Mayor Pro Tem Boisvert, Councilmembers Ebaugh, Foster, Hess, and Zambetti. **Also present:** City Manager Heine, City Clerk/Treasurer Quinn, and City Attorney Gullo. Mayor Pro Tem Boisvert led the Pledge of Allegiance.

**Approval of Minutes:**

Motion to approve the minutes of October 5<sup>th</sup> and October 11<sup>th</sup>, 2011 regular meetings, as revised, and October 5th and October 11th closed meetings - by Ebaugh carried 5-0.

**Introduction:**

- **Ordinance No. 5-2011: Downtown Revitalization Act.**  
City Attorney Gullo stated the ordinance has been amended to reflect the residential facade improvement's tax assessment freeze incentive is not available to the property owner unless a certified investment expenditure of \$25,000. or more is made.

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

**Adoptions:**

- **RFP for Water & Sewer Capital Improvement Funding: Bank Proposal Selection:** Motion to award bid to SunTrust - by Hess carried 5-0.
- **Resolution No. 2011-16: Declaration of Official Intent; Reimbursement Resolution:** Motion to approve - by Boisvert carried 5-0.
- **Ordinance No. 4-2011: General Obligation Bonds:** Motion to approve - by Zambetti carried 5-0.
- **Resolution No. 2011-13: Water and Sewer Rates:** Motion to approve - by Ebaugh carried 5-0.
- **Resolution No. 2011-14: Water Allocations through December 1, 2011:** Motion to approve - by Boisvert carried 5-0.

**City Manager Report:**

City Manager Heine stated the City is making progress with the document management program. Heine stated Police Officer Schreck is assigned to light duty and will continue to perform document scanning until he is released from light duty by his doctor.

**Legal Report:**

City Attorney Gullo stated Sarah's Choice Development is requesting a Letter of Credit reduction to the 10% maintenance amount of \$10,954.50. Gullo stated everything is in order to do so. Motion to reduce Line of Credit to \$10,954.50 – by Ebaugh carried 5-0.

**Unfinished Business:**

None.

**New Business:**

1. Motion to approve the **Monthly Financial Report** – by Foster carried 5-0.
2. Motion to approve **Accounts Payables** – by Ebaugh carried 5-0.
3. Motion to approve the **Mill Avenue Sanitary Sewer Rehab Project** bid submitted by Fayetteville Contractors, Inc. in the amount of \$471,032.62– by Zambetti carried 5-0.

**Council Member/Committee Reports:**

- Councilmember Hess stated he attended a Crisis Leadership and Decision Making for Elected Officials at Frederick Community College Seminar and left with resource material for City office use.
- Mayor McCarron stated he attended the Veteran's Day Ceremonies at the VFW in Taneytown and Harney. McCarron stated he received 15 well written letters from the 9<sup>th</sup> grade creative writing class at FSK School.
- Councilmember Zambetti stated he attended the Veteran's Day Ceremonies at FSK School and Northwest Middle School.

The Mayor and Council heard comments and concerns from the audience. Mr. Les Douglas, Chair of the FSK School Community Advisory Committee, thanked Councilmember's Zambetti and Foster for their contribution to the committee as representatives of the City.

**Adjournment:**

With no other business, motion to adjourn the meeting at 7:55 P.M. – by Boisvert carried 5-0.

**Respectfully Submitted by:**

Linda Quinn, Clerk-Treasurer

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**OFFICE OF THE MAYOR AND CITY COUNCIL  
TANEYTOWN, MARYLAND  
Mayor and Council Workshop  
December 7, 2011**

The Mayor and City Council met Wednesday, December 7, 2011, at 7:30 P.M. in the City Council Chambers. **Present:** Mayor McCarron, Mayor Pro Tem Boisvert, Councilmembers Ebaugh, Foster, Hess, and Zambetti. **Also present:** Clerk-Treasurer Quinn, City Attorney Gullo, Zoning Administrator Wieprecht, and City Engineer Stewart. Councilmember Hess led the Pledge of Allegiance.

**Approval of Minutes:**

The minutes of November 9<sup>th</sup> and November 14<sup>th</sup>, 2011 regular meetings and November 9<sup>th</sup>, 2011 closed meeting were reviewed.

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

Mayor McCarron stated Monday's agenda includes:

- **Ordinance No. 5-2011: Downtown Revitalization Act:** City Attorney Gullo stated language will be amended to state City will not forgive county or state property taxes. Gullo also stated the map of the downtown revitalization area has not changed; only a few of the street names were corrected. Tamar Osterman, Government Affairs Director of the Carroll County Association of Realtors addressed the Mayor and Council and voiced support of the ordinance on behalf of the organization.
- Resolution No. 2011-17: Water Allocations through January 1, 2012

**City Manager Report:**

City Manager Heine was not present to answer questions regarding his report (made part of these minutes).

- **#1 Employee manual review** -Council member Ebaugh questioned the progress. City Gullo is reviewing the manual.
- **#2 Fiber Optic Network** – Infrastructure installed and awaiting fiber from the County.

**Legal Report:**

- City Attorney Gullo reviewed his legal report (made part of these minutes).
- Gullo stated the City financing project settled on December 6<sup>th</sup>, 2011 and gave an update on administering the new loan proceeds.
- Gullo provided the Mayor and Council with an update on Creekside road deeds. Gullo stated all easements have been acquired except for a small piece of property owned by Revco/CVS. Gullo stated while Revco has not signed the deed, it does not make a critical difference. The agreement between Creekside and City states the deadline to acquire all the deeds is January 12, 2012. City Attorney Gullo stated he would like direction at Monday's meeting on how to proceed if the easement from Revco is not acquired by that date.

**Unfinished Business**

**FEMA Flood Plan** – Mayor McCarron stated Taneytown is the only municipality in Carroll County that does not participate in the FEMA flood plan. McCarron stated that if you are purchasing a home in Taneytown, you may not be able to acquire FHA financing. Zoning Administrator Wieprecht stated the meeting held today by Carroll County focused on the mapping process. A discussion followed.

**New Business**

- Mayor McCarron advised that the following will be considered for approval at Monday's meeting: Accounts Payable and Monthly Financial Report.
- Mayor McCarron stated the Carroll County Emergency Volunteer Services Association is requesting a letter of support from the Mayor and Council in maintaining the County's Residential Automatic Sprinkler Ordinance.

- Mayor McCarron stated the he would like the Council to approve the donation of a Christmas tree to the Taneytown's History Museum's annual fundraising auction.

**Council Member/Committee Reports:**

- Councilmember Hess stated the Taneytown Christmas Tree lighting was a nice event and well attended.
- Mayor Pro Tem Boisvert reported the Planning and Zoning commission expressed concern about the water usage at the Tea Room located on Baltimore Street. Zoning Administrator stated they are allocated 1 EDU and has not been advised by the County Health Department or Permits and Inspections Department that they will require additional EDU's.
- Councilmember Ebaugh asked everyone to remember today, which is Pearl Harbor Day.
- Councilmember Zambetti questioned whether anything will be done to rectify the stop block line at the traffic light at Baumgardner Avenue.
- Mayor McCarron stated the Taneytown Volunteer Fire Company Banquet is scheduled for December 19<sup>th</sup>, 2011.

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

**Adjournment:**

With no other business, motion to adjourn the meeting at 9:05 P.M. –by Ebaugh carried 5-0.

**Respectfully Submitted by:**

Linda Quinn, Clerk-Treasurer

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**OFFICE OF THE MAYOR AND CITY COUNCIL  
TANEYTOWN, MARYLAND  
Mayor and Council Meeting  
December 12, 2011**

**Opening:**

The Mayor and City Council met Monday, December 12, 2011 at 7:30 P.M. in the City Council Chambers. **Present:** Mayor McCarron, Council members Foster, Hess, and Zambetti. **Also present:** City Manager Heine, City Clerk/Treasurer Quinn, and City Attorney Gullo. Council member Zambetti led the Pledge of Allegiance.

**Approval of Minutes:**

Motion to approve the minutes of November 9<sup>th</sup> and November 14<sup>th</sup> and November 9<sup>th</sup>, 2011 closed session - by Hess carried 3-0.

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

**Adoptions:**

- **Ordinance No. 5-2011: Downtown Revitalization Act:** Motion to approve - by Zambetti carried 3-0.
- **Resolution No. 2011-17: Water Allocations through January 1, 2012:** Motion to approve - by Foster carried 3-0.

**City Manager Report:**

City Manager Heine updated the Mayor and Council on his report (made part of these minutes) including:

- **#1 MEA Grant** – Installation of heat pump at Police Station is complete; may have some funds remaining to complete other projects.
- **#2 Fiber Optic Network** – Infrastructure installed and awaiting fiber from the County.
- **#3 York Street Pumping Station** – Project not complete as anticipated due to sub-contractor issues.

**Legal Report:**

City Attorney Gullo stated there is nothing new to add to his report given on Wednesday (made part of these minutes).

**Unfinished Business:**

1. FEMA Flood Plan – City Attorney Gullo stated FEMA has undertaken the updating of the floodplain mapping, irrespective of the City's desire to participate in the Flood Plan. Gullo outlined the next steps to be taken if the City wishes to participate in the plan. Gullo stated FEMA's mapping of the floodplains will have an impact on property owners regardless of the City's participation.
2. Creekside Road Matter – Motion to grant an extension date of July 12, 2012 to Creekside Development to pursue the deed from Revco and reduce the bond to \$20,000. – by Zambetti carried 3-0.

Attorney John McGuire, representing Lennar Homes and Attorney Clark Shaffer, representing the owner of the Creekside property, Taneytown Ventures LLC, addressed the Mayor and Council regarding obtaining the remaining final deed from Revco/CVS. Both attorneys outlined the efforts made by Creekside Development to obtain the remaining deed.

**New Business:**

1. Motion to approve the **Monthly Financial Report** – by Hess carried 3-0.
2. Motion to approve **Accounts Payables** – by Zambetti carried 3-0.
3. Motion to issue a **letter of support to the Carroll County Volunteer Emergency Services Association** for the County’s Residential Automatic Sprinkler Ordinance– by Foster- did not carry for lack of second.
4. Motion to approve the **donation of a Christmas tree to the Taneytown’s History Museum’s** annual fundraising auction. The tree would contain items of value donated by the City to include a \$30 credit on a water/sewer bill, one free park pavilion rental, and one-month free parking pass – by Foster carried 3-0.
5. City Manager Heine showed the Mayor and Council a framed aerial photo of the City. Heine stated the framed photo can be purchased from the photographer for \$200.

**Council Member/Committee Reports:**

- Councilmember Zambetti commended all who were involved in the process leading to the adoption of the Downtown Revitalization Act.

The Mayor and Council heard comments and concerns from the audience. Robert Flickinger stated the Lion’s Club will be planting a million trees nationwide this year and asked if the City would be interested in the Lions Club planting additional trees in the City. City Manager Heine stated the additional trees would help reduce the deficient in the City’s forestation requirements. Flickinger stated he will further update the Mayor and Council as he receives additional information.

**Adjournment:**

With no other business, motion to adjourn the meeting at 8:38 P.M. – by Foster carried 3-0.

**Respectfully Submitted by:**

Linda Quinn, Clerk-Treasurer

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