

The regularly scheduled meeting of the Sykesville Borough Council was called to order at 7:00 P.M. with the Pledge of Allegiance by President Michele Yamrick. In attendance were Michele Yamrick, President; Elaine Fike, Vice President; Nate Alvetro, President ProTem; Council Members: Don Reid, Gabriel "Butch" Sweka; Mayor Gail Cunningham; Solicitor Nicholas Gianvito. Absent were Councilman Ron Morris and Councilwoman Sherry Pruzinsky.

Visitors present were AJ Coval (JHA), Kathleen Mooney (JHA), John Sedor, Dave Reiter, Rick Fike, and Ben Destefan (Courier Express).

A motion was made by Councilman Butch Sweka and seconded by Councilman Don Reid to add signing the engagement letter from Sharkey, Piccirillo, & Keen, LLP under "Correspondence". Motion carried.

VISITORS CONCERNS:

No visitor concerns.

CORRESPONDENCE:

A motion to renew the 2025 Membership Application with JCDC at the silver level for a total cost of \$100 was made by Councilman Butch Sweka and seconded by President ProTem Nate Alvetro. Motion carried.

A motion was made by Councilman Butch Sweka and seconded by Councilman Don Reid to approve the signage of the engagement letter from Sharkey, Piccirillo, & Keen, LLP. Motion carried.

OLD BUSINESS:

A motion to approve December 2, 2024, Council minutes was made by Councilman Don Reid and seconded by President ProTem Nate Alvetro. Motion carried.

Earlier today there was a conference call pertaining to the upcoming stormwater projects. Ms. Mooney and Mr. Coval updated the Board Members and Authority Members who were present. This was the first settlement call which went over the process (introduction call). Hannah George, settlement officer, Shawn Weis, legal services, and Brendan Linton, general coordinator, were all present for the conference call.

Ms. Mooney revised the project schedule (can be adjusted if needed) and went over with Council:

1. Advertise for bids is scheduled to be January 7, 2025. This will be on PennBid (no paper bids). Must be advertised in the paper with affidavit from the newspaper as proof.
2. Pre-bid is scheduled to be on January 22, 2025, at 3 PM. This will allow potential contractors to ask any questions and do a walkthrough of the project area.
3. Bid Deadline/Opening is scheduled to be February 4, 2025, 11 AM with opening at 11:30 AM at the Borough Building. AJ will be present to open the bids publicly (no quorum is needed since there will be no action taken). This will need to be advertised with affidavit from the newspaper as proof. JHA will provide a bid tabulation with their recommendation based on the lowest qualified bidder. Contractor can be awarded (pending PennVest approval) at the Council Meeting held on February 17, 2025.
4. Settlement call #2 is scheduled to be February 18, 2025, at 2PM (approx. one week after the bids are received). This is to go over the bids and any possible issues. Issue notice of award on February 19, 2025 (with PennVest approval). The contractors will have about 15 days (March 7th) to get all executed contracts, bonds, and insurance to PennVest.
5. Settlement documents are due March 17, 2025. At least 21 days prior to settlement. See settlement checklist. All easements and permits must be in place.
6. Settlement call #3 is scheduled to be between St. Patrick's Day and settlement call #4 (April 10, 2025) to go over what signers can expect on settlement call #4 (Solicitor needs to be present). Settlement call #4 (4/10/2025) will be signing day. A chairperson (Michele Yamrick), secretary, engineer, and solicitor must be present.
7. After settlement, a notice to proceed can be issued (TBD-second week of April). The construction can start tentatively on May 5, 2025.
8. Substantial completion is scheduled to be February 3, 2026 (274 days. Change in start date will change end date). And Final completion is scheduled to be June 4, 2026 (395 days. Change in start date will change end date).

It is recommended to pick a finance bank for the loan before settlement (the 1st or 3rd meeting in January before bids are open). It is also recommended to choose two banks, have them draft a term sheet (PennVest required), and decide what financial institution is best based off the term sheet (PennVest approved).

Solicitor Gianvito asked Ms. Mooney and Mr. Coval if the easements are ready to be signed and executed for the utility and Postal Service. Ms. Mooney stated, "if it looks good to you, then yes". A question was asked about the start date of

the TCE (temporary construction easement). Mr. Coval stated to fill in the area with the settlement date (April 10, 2025). Solicitor Gianvito will request a motion to do so.

John Sedor asked when doing the survey, was someone actually there to see where the water was flowing from so, they would know where to install drains and catch basins. Ms. Mooney stated that an engineer performed an H&H analysis that shows where the elevation and slopes are. Ms. Mooney informed that anyone can set up a meeting with her to go over plans and she also stated that when the final plans are completed, she will forward them to the office.

President ProTem Nate Alvetro asked if the little league field will be affected by construction since the contractors will have to work in that area. Ms. Mooney stated that she will make a note regarding this and discuss.

Rick Fike asked if they could pay the loan off with PennVest for the Sewer Plant (he was told \$50,000 was owed). Ms. Mooney informed that on the 2022 Audit the existing debt was \$715,544 (monthly payments \$8,500).

JHA presented Act 57 which explains how you can charge for tapping fees, not a use fee (currently \$2,000) and connection to the water and sewer systems. John Sedor asked what the process was for the tap fee (when to pay the tap fee). President ProTem Alvetro informed that after the tap is hooked up the tapping fee(s) must be paid. A monthly fee for the water and sewer will be produced unless the water is turned off or the sewer is capped (\$2,000 to uncap).

President Michele Yamrick (mentioned last meeting) requested from the Water & Sewer Authority members present (Rick Fike, John Sedor, Dave Reiter, and Butch Sweka) to do away with the refundable security deposits (\$100 for water and \$100 for sewer) and instead charge a one-time fee of \$50 for water and \$50 for sewer (non-refundable) when changing a name on the utility(s) bill(s). The Authority did not object to this change and agreed with the \$50 amount (for each). A motion was made by Councilman Don Reid and seconded by Vice President Elaine Fike to have Solicitor Nicholas Gianvito draft a resolution on this change. Motion carried. Resolution can be adopted at the Authority Meeting on January 20th.

President Yamrick opened discussion to add a \$1 monthly fee to either the water or sewer bill for maintenance (surcharge fee) of the stormwater system (discussed last year). She stated that the Water & Sewer Authority already approved this resolution, however, Council decided against it due to increases of taxes and garbage fees. The Authority stood by their motion to approve adding a \$1 for maintenance of the stormwater. A motion was made by Vice

President Elaine Fike and seconded by Councilman Don Reid to adopt and sign the updated resolution to add \$1 to either the water or sewer bill for maintenance of the stormwater. Motion carried.

JHA has completed an operations and maintenance expenses study for the Sykesville Borough's water and sewer system. The report is attached.

CREW FOREMAN REPORT:

Nothing to report.

COMITTEE REPORTS:

Public Works:

Nothing to report.

Finance/Personnel:

A motion was made by Councilman Reid and seconded by Councilman Sweka to accept and approve the commercial liability and general liability insurance from Acrisure & AmTrust (estimated premium \$17,260) for the year of 2025. Motion carried.

November 2024 financial reports were presented to all members from J&M Accounting (emailed and distributed 12/5). No questions or comments were made.

An invoice for \$5,240.98 was presented from JHA Companies for the upcoming stormwater project. A motion was made by Councilman Sweka and seconded by Councilman Reid to transfer \$5,240.98 from the Sludge Removal Account to the General Fund Account and pay that amount to JHA Companies from the General Fund. Motion carried.

A motion was made by Councilman Sweka and seconded by Vice President Fike to approve Brian Williams paid time off for November 26th (4 hrs.) and December 13th. Motion carried.

A motion was made by Councilman Sweka and seconded by Councilman Reid to approve Michael Gamble's paid time off for December 12th. Motion carried.

Ordinance, Health & Safety

Nothing to report.

Utilities:

Councilman Reid stated that the pole lights are still not fixed. Secretary Neale informed that she called and received confirmation numbers for each pole. Councilman Reid asked for Penelec to be contacted again.

Parks, Recreation and Planning:

Nothing to report.

Police, Mayor, Fire, Code Enforcement:

President Yamrick informed that she received a complaint/concern from an individual regarding the traffic light. She stated that her son was almost hit by a truck while getting on the school bus (flashing red lights) and asked if there were any types of cameras on the traffic light. President Yamrick informed that other municipalities have cameras that capture a picture of the vehicle along with the time and dates. A motion was made by Councilman Sweka and seconded by Councilman Reid to research different cameras for the traffic light. Motion carried.

Councilman Reid requested that the winter hours be enforced on Main Street. Mayor Cunningham stated that she will let OIC Campbell know to enforce the winter hours on Main Street (11 P.M.-7 A.M.) and not to give warnings to any violators.

Vice President Fike asked if the signs have been ordered for Shaffer Street (discussed a few meetings ago). Secretary Neale stated that she will ask Foreman Williams.

Solicitor Gianvito:

Solicitor Nicholas Gianvito requested a motion to approve the Council President to sign the utility easement and the temporary construction easement for the United States Postal Service. A motion was made by Councilman Sweka and seconded by President ProTem Alvetro to approve President Michele Yamrick signage of the above-mentioned documents. Motion carried.

Solicitor Gianvito wanted clarification on the reimbursement resolution, if there are any intermunicipal agreements, and if any Authority members have to be a signatory for any of the Stormwater project(s) documents. Ms. Mooney stated that JHA Companies will provide a reimbursement resolution to Solicitor Gianvito. There are no intermunicipal agreements that affect this project, and

the Authority will not have to sign off on anything since the PennVest project/loan is through the Borough.

NEW BUSINESS:

A motion was made by Councilman Sweka and seconded by Councilman Reid to schedule the 2025 Borough Council Meetings the first and third Mondays of each month at 7:00 P.M. located at the Borough Office. If the meeting day happens to fall on a Borough Holiday, the meeting will be held on Tuesday (the next day) at 7:00 P.M. Motion carried.

EXECUTIVE SESSION:

Council went into executive session to discuss personnel matters at 8:12 P.M.

ACTION AFTER EXECUTIVE SESSION:

Council reconvened from executive session at 8:19 P.M.

President Michele Yamrick thanked Council for the 2024 year and wished everyone a Merry Christmas and happy New Year!

ADJOURNMENT:

A motion to adjourn was made by Councilman Butch Sweka and seconded by Vice President Elaine Fike. Motion carried. Meeting adjourned at 8:20 P.M.

Respectfully submitted:



Jaysa Neale
Borough Secretary/Treasurer