

**STAFF REPORT FOR  
MONDAY, DECEMBER 8, 2014  
MAYOR AND TOWN COUNCIL OF SYKESVILLE**

**CALL TO ORDER:**

**PUBLIC CONCERNS:**

**OPEN SESSION: 7:05 PM**

- 1. Public Hearing: Planned Employment Center District Zoning Ordinance Amendment**—Sean Davis will present an overview of the zoning ordinance amendment. Mayor Shaw will open the public hearing.
- 2. Adoption of the Planned Employment Center District Zoning Ordinance Amendment**—The Mayor and Town Council will discuss the proposed ordinance amendment. Sean Davis will be available for questions.

**Recommended Action: If in agreement, motion to close the public hearing.**

**Recommended Action: If in agreement, motion to adopt Ordinance \_\_\_ for the purpose of adopting and including a mixed use zone to be known as a Planned Employment Center District.**

- 3. Town of Sykesville Audit FY 2014** – Wanda Lynn, Partner from Rager, Lehman & Houck will present the audit for year ending June 30, 2014.

**Recommended Action: No action needed.**

- 4. Approval of fund balance amounts by classification**—Linda Quinn, Treasurer, will request approval of the restricted and assigned fund balances for the year ending June 30, 2014.

**Recommended Action:**

**Motion to approve the restricted fund balances at year ending June 30, 2014 as stated below:**

DESCRIPTION	AMOUNT AT JUNE 30
Military Memorial	15,522
Public Works Agreement	3,842
	<hr/> 19,364

**Council Staff Report  
December 8, 2014**

**Motion to approve the assigned fund balances at year ending June 30, 2014 as stated below:**

DESCRIPTION	AMOUNT AT JUNE 30
Capital Reserve	250,000
Police Department Computer Hardware	19,160
Gate House Museum	43,152
Historic District Commission	1,617
Historic Schoolhouse	23,050
Impact Fees	159,919
Little Sykes Railroad	8,508
Parks and Recreation	8,694
Police Auxiliary	1,365
Street Patching	17,000
Storm Water Infrastructure	21,988
Unemployment Reserve	18,430
Warfield Complex	68,000
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	640,883

**8:15 PM Recess**

**REPORTS: Public Safety Report  
Council Committee Reports**

**ANNOUNCEMENTS:**

- Friday, December 12, Cookies on Main Street
- Monday, December 15, Holiday Decorating Contest
- Through December 15 Toys for Tots collection
- Wednesday, December 17, Menorah Lighting at 7 p.m. near the gazebo

**OPEN SESSION:**

5. **Raincliffe Subdivision - Letter of Credit Reduction Request** - Raincliffe Properties, LLC, the developer of the Raincliffe Subdivision, provided the Town with a Letter of Credit in the amount of \$4,510,000.00 as part of the Public Works Agreement. This figure is the projected costs to develop the subdivision. This Letter of Credit provides the Town with the funds to complete the project should the developer fail to do so. From time to time, as the project progresses, and certain items covered under this Letter of

**Council Staff Report  
December 8, 2014**

Credit are completed, the developer will ask for a reduction in the amount. A reduction in the amount of the Letter of Credit requires Mayor and Town Council approval. In June 2010 and February 2013, Raincliffe Properties, LLC submitted a request for a reduction and approval was given. Raincliffe Properties, LLC has provided the Town with its third request for a reduction of the Letter of Credit. Bob Bond, Town Engineer, has reviewed their submittal, has checked the figures and recommends approval of Raincliffe's request for another reduction in the Letter of Credit. More information will be provided on Monday.

In addition, the developer anticipates conveying Willow Bottom Road to the Town in the next month or so. The Town will then begin maintenance and snow removal for that road.

**Recommended Action:** To be provided on Monday.

6. **State Highway Administration Trails Grant Award** – The Town was awarded a \$20,000 grant from the State Highway Administration to replace the lower Linear Trail bridge, stabilize the slope and resurface and widen approximately 10 feet of trail on both sides of the bridge. The Town must sign a memorandum of understanding (MOU) with the state to proceed. As part of the application, the Town agreed to co-finance the project with an amount equal to at least 20 percent of the project expenses. Therefore, the Town must provide at least \$4,000 cash and/or in-kind match. The Town Manager recommends adding the project to the FY 2015 Capital Improvement Plan in the amount of \$24,000. The \$4,000 match will be included in the mid-year budget adjustments.

**Recommended Action: Motion to add the Linear Trail bridge replacement project to the FY 2015 Capital budget.**

**Motion to authorize the Town Manager to sign a Memorandum of Understanding between the State Highway Administration and the Town of Sykesville for a \$20,000 Recreational Trail Program FY 2015 award requiring a \$4,000 Town match.**

7. **Draft Calendar for 2015** – Mayor Shaw will propose the schedule of meetings for 2015 with date changes proposed due to holidays that fall on the second or fourth Monday during the year. The following dates are noted:
  - Tuesday, May 26 (due to Memorial Day)
  - Tuesday, October 13 (due to Columbus Day)

2015 Employee Holidays are provided for Mayor and Town Council review.

**Recommended Action:** Motion to approve Mayor and Town Council 2015 Calendar.

8. **Warfield contract amendment** – Dennis Hoover will present an amendment to the Warfield Agreement of Sale and Purchase.

**Recommended Action:** Motion to approve the proposed amendment.

**Council Staff Report  
December 8, 2014**

**RECESS:**

**CLOSED SESSION:**

The meeting is proposed to be closed pursuant to the State Government Article of the Annotated Code of Maryland, Section 10-508(a) to discuss (1)(i) the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, designation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction, (ii) Any other personnel matter that affects one or more specific individuals, and (7) to consult with counsel to obtain legal advice on a legal matter.

- Consult with Legal Counsel - Warfield Contract Negotiations
- Personnel - Main Street Manager position - confidential information

**ADJOURNMENT:**