

**STAFF REPORT FOR
MONDAY, JANUARY 9, 2017
MAYOR AND TOWN COUNCIL OF SYKESVILLE**

7:00 PM CALL TO ORDER:

7:05 PM PUBLIC CONCERNS:

7:10 PM MINUTES: December 12, 2016

7:15 PM REPORTS:

- Public Safety Report
- Council Committee Reports
- Main Street Association Report – including using Town property for Ice Sculptures

7:30 PM ANNOUNCEMENTS:

- Town Offices will be closed on January 16 in observance of Dr. Martin Luther King, Jr. Day
- Warming Hearts and Hands, First Friday, February 3
- Ice Fest, February 4, 1 P.M. – 6 P.M.

7:35 PM OPEN SESSION:

BUSINESS:

1. Raincliffe HOA trash removal rebate

The Raincliffe Community pays for private trash collection, and they pay Town taxes for the same service, however, the Town does not provide it to them. After discussions with the HOA, it was decided to propose a formula-based rebate using the percentage of Town taxes budgeted towards trash removal and staffing. In FY 2017, this equals 7.63%. As an example, the FY 2017 rebate amount would be \$15,511, although the rebate is not proposed to start until FY 2018. There will be no payments for past years. A Memorandum of Understanding will be drafted for the rebate and the Town will review it every three years for accuracy in payments. This is proposed to be added to the FY 2018 budget process.

Recommended Action: Authorization for Town Attorney to draft a Memorandum of Understanding with the Raincliffe HOA to establish an annual rebate amount to the HOA in lieu of the Town providing trash collection services to the Raincliffe HOA.

2. 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

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Public Works Agreement for 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 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, February 2013, December 2014, and August 2016, Raincliffe Properties, LLC submitted a request for a reduction and approval was given. Raincliffe Properties, LLC has provided the Town with its fifth 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. The calculation is as follows:

\$4,510,000.00	- Original amount of Letter of Credit
-\$1,403,088.55	- Amount of reduction– June 2010
-\$1,074,166.85	- Amount of reduction– February 2013
-\$1,186,618.15	- Amount of reduction– December 2014
-\$ 537,597.45	- Amount of reduction – July 2016
-\$ 273,937.00	- Amount of reduction requested – December 2016
\$ 34,592.00	- Amount of Letter of Credit after fifth reduction

Of the remaining amount, \$26,080 is for a planned trail that is not going to be built, and \$4,000 for streetlights to be installed along Raincliffe Road. The remainder is for contingency. In lieu of building the trail, Catonsville Homes has been asked to donate some of that amount to the Homeowner's Association (HOA) for improvements the HOA would like to make to their common area.

Please note: Bob Bond, Town Engineer, recommended that before closing out this project there is another item that has to be addressed. He reported that the County transferred the section of Raincliffe Road within the Town of Sykesville limits to the Town in 2008 for maintenance only and the Town presently maintains the road from MD 32 eastward to the eastern Town limits.

The recent record plats include the necessary right of way and easement for widening the existing road as it now exists. However, the existing right of way for the original roadway before widening is still owned by the SHA and the Town maintains the road. A transfer of the ownership to the Town is needed and this was always the plan.

Plats (2) and descriptions for recording the transfer were prepared by CLSI in 2010 but, for some reason, the recordation was not completed. The project was allowed to proceed in 2010 with the commitment from the developer that the transfer would be completed before the final acceptance of the project by the Town. It has not been completed yet. The Town Manager requested in late

December a timeline from Catonsville Homes to complete this. This item might be pulled from the agenda until more information is available about the timeline.

3. Circuit Rider Program

As Dawn Ashbacher, Town Manager reported at the December 12, 2016, MTC meeting, the Maryland Rural Development Corporation agreed to be a sponsor for the program. The proposed plan would have one worker full-time at Sykesville and the other two towns will split a person. The Town's cost will be \$5,000, and the Circuit Rider employee would work through June of 2018, with the possibility of renewal. The proposed workload for the Circuit Rider includes grant writing, supporting the redevelopment process for 714 Sandosky, completing renewal in 2017 of our Sustainable Communities Designation, assisting with the completion of the 5-Year Report that provides a narrative on our Master Plan's implementation status, and developing a Town sidewalk maintenance program.

Recommended Action: Authorization of Town Manager to submit an application for the Circuit Rider program through the Maryland Rural Development Corporation and authorization to spend \$5,000 as a match for a full-time position.

4. Proposed 2017 Farmers' Market location

Julie Della-Maria, interim Main Street Coordinator, would like to propose using 714 Sandosky as the location for the Farmers' Markets this year. The property has a large area, both indoors and outdoors, where the market could be hosted. This will allow for the market to occur even in bad weather. This will also remove the need for a road closure and the need for a storage shed, as items could be stored in the building. The MTC is being asked to approve this in concept. If approved, staff will explore the details related to public safety, facility maintenance, and public works issues. This item may be discussed after the disposition of the property is discussed in closed session.

Recommended Action: Approval for the 2017 Farmers Market to be located at 714 Sandosky Road subject to working out the details with Town staff.

8:30 PM RECESS:

8:35 PM CLOSED SESSION:

The meeting is proposed to be closed pursuant to the General Provisions of the Annotated Code of Maryland, Section 3-305(b): (1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction; or any other personnel matter that affects one or more specific individuals (7) to consult with counsel to obtain legal advice on a legal matter.

- Consult with Legal Counsel – disposition of 714 Sandosky Road
- Consult with Legal Counsel – Maryland Historical Trust Easement and Memorandum of Understanding

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- Consult with Legal Counsel – Update on Warfield Contract Negotiations
- Personnel—Main Street Program Coordinator—confidential personal information

ADJOURNMENT: