



# AGENDA FOR THE TOWN MEETING

April 25, 2016

6:30 p.m.

**PLEDGE TO THE FLAG**

**CALL TO ORDER**

**BUDGET WORKSHOP**

Community Groups

**CONSENT AGENDA**

- Town Meeting Minutes
  - April 11, 2016 – Town Meeting

**PERSONAL REQUESTS FOR AGENDA:**

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*Gary Madonna, 16 Eastern Circle – Noise Complaint from West Main Street (US Alt. 40)*

**UNFINISHED BUSINESS:**

- Review of Cross Stone Commons Connection Fee Agreement
- POS Project for Submission for FY 2017
- Franklin Street Safety Improvements Discussion
- West Green Street Improvements – Lighting Style
- Budget Workshop
  - General Fund Operating & CIP
  - Water & Sewer Fund Operating & CIP

**NEW BUSINESS:**

- Community Service Time – Policy for Employees

**PUBLIC COMMENTS:**

**ANNOUNCEMENTS:**

**ADJOURNMENT**

Red Indicates – Action Item  
Green Indicates – Ordinance Introduction  
Blue Indicates – Link to Additional Information

**Community Events - Contributions**

Organizations	Board Approved 2010	Board Approved 2011	Board Approved 2012	Board Approved 2013	Board Approved 2014	Board Approved 2015	Board Approved 2016
<b>Middletown Arts and Activities</b>							
Movie Nights in the Park	\$ 4,822.00	\$ 4,680.00	\$ 4,840.00	\$ 4,400.00	\$ 4,400.00	\$ 4,780.00	\$ 6,270.00
Scarecrow Event	\$ 2,700.00	\$ 960.00	\$ 975.00	\$ 820.00	\$ 860.00	\$ 980.00	\$ 980.00
Ice Cream Social	\$ 2,250.00	\$ 2,545.00	\$ 2,540.00	\$ 2,415.00	\$ 2,305.00	\$ 2,305.00	\$ 2,845.00
General Expenses	\$ 250.00	\$ 250.00	\$ 100.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00
Less: Charity Golf Tournament							
Remaining Funds	\$ (2,688.12)	\$ (4,062.19)	\$ (1,581.57)	\$ (2,368.77)	\$ (1,188.00)	\$ (700.00)	\$ (3,700.00)
Sub-Total	\$ 7,333.88	\$ 4,372.81	\$ 6,873.43	\$ 5,500.00	\$ 6,427.00	\$ 7,415.00	\$ 6,445.00
<b>Lions Club</b>							
Halloween Parade	\$ 1,600.00	\$ 2,055.00	\$ 1,785.00	\$ 1,975.00	\$ 2,000.00	\$ 2,000.00	\$ 2,305.00
Less: Charity Golf Tournament							
Sub-Total	\$ 1,600.00	\$ 2,055.00	\$ 1,785.00	\$ 1,975.00	\$ 2,000.00	\$ 2,000.00	\$ 2,305.00
<b>Christmas in the Valley</b>							
	\$ 1,200.00	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Heritage Weekend**</b>							
	\$ 10,000.00	\$ 10,000.00	\$ 8,000.00	\$ 8,000.00	\$ 7,500.00	\$ 5,000.00	\$ 5,000.00
Sub-Total							
<b>Middletown Rec Council</b>							
4th of July Celebration	\$ 9,000.00	\$ 8,550.00	\$ 8,500.00	\$ 8,500.00	\$ 7,500.00	\$ 9,500.00	\$ 7,500.00
Annual Egg Hunt	\$ -	\$ -					
Fishing Derby	\$ -	\$ -					
Less: Charity Golf Tournament							
Sub-Total	\$ 9,000.00	\$ 8,550.00	\$ 8,500.00	\$ 8,500.00	\$ 7,500.00	\$ 9,500.00	\$ 5,000.00
<b>Childrens Police Junior Academy</b>							
	\$ 500.00	\$ 750.00	\$ 500.00	\$ 800.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
<b>Middletown Valley Historical Society</b>							
	\$ 5,000.00	\$ 5,000.00	\$ 10,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
<b>Community Events Total</b>	\$ 34,633.88	\$ 31,727.81	\$ 35,658.43	\$ 29,775.00	\$ 24,427.00	\$ 24,915.00	\$ 19,750.00
<b>Main Street</b>							
					\$ 8,500.00	\$ 8,600.00	\$ 10,000.00

**BURGESS AND COMMISSIONERS  
OF MIDDLETOWN MARYLAND**

**TOWN MEETING MINUTES**

**REGULAR MEETING**

**April 11, 2016**

The first monthly meeting of the Burgess and Commissioners of Middletown was called to order on April 11, 2016, by Burgess Miller at 7:00 p.m. in the Middletown Municipal Center, 31 W. Main Street, Middletown, Maryland. Present were: Commissioners Larry Bussard, Jennifer Falcinelli, Rick Dietrick, Tony Ventre and Christopher Goodman.

**PUBLIC HEARING**

**Constant Yield Tax Rate** – The proposed constant yield tax rate is \$0.232/per \$100. This tax rate has remained unchanged since 1993. The increase in tax revenue has come from increased assessment values and additional homes constructed.

Motion by Commissioner Ventre to keep the constant yield tax rate at \$0.232/per \$100 of assessed value, seconded by Commissioner Bussard. Motion carried 6-0.

**CONSENT AGENDA**

*Financial Statements*

*Town Minutes – March 28<sup>th</sup> Town Meeting*

Commissioner Bussard motioned to accept this consent agenda as corrected, seconded by Commissioner Ventre and passed unanimously.

**Personal Requests for Agenda:**

**Unfinished Business:**

**Schedule Public Hearings for Budgets** - Drew recommended that we hold the Public Hearing on May 23, 2016 at 7pm. in case there are changes to be made we have June to do so.

**REPORTS OF COMMITTEES –**

**WATER & SEWER** – Commissioner Falcinelli reported:

Spring Flow – 132,000, water used March 2016 – 301,000, East WWTP treated 217,000 gal., and the WWTP treated 179,000 gal.

Well 15 filters – permit has been submitted to MDE and received by MDE.

**PUBLIC WORKS** – Commissioner Bussard reported:

Our guys have been busy replacing the partitions at the Memorial Park bathrooms, repairing the gutters, etc. on the pavilion at the Memorial Park to get it open for the season.

New truck has been ordered.

Green Street bid was awarded to Kinsley Construction work to begin end of April or early May 2016.

**PLANNING COMMISSION** – Commissioner Goodman reported:

No meeting in February or March.

**PARKS and RECREATION** – Commissioner Ventre reported:

His board met to discuss the projects they wish to apply for POS funds. The small tot lot at Wiles Branch Park was their first choice.

**FINANCE** – Commissioner Dietrick reported:

Working on 2017 Budget.

**PUBLIC INFORMATION** – Commissioner Falcinelli reported:

New website is up and running smoothly. Rain barrels for sale the month of April 2016 for \$40.

**NEW BUSINESS:**

**Commissioner Ventre** – Burgess Miller presented Commissioner Ventre with a picture of Middletown as well as one of the “Main Street” books. Commissioner Ventre thanked the Burgess & Commissioners as well as the Town Staff for all of their help during his tenure as a Commissioner for the last 8 years.

**Oath of Office for Commissioners** – Burgess Miller swore in Commissioner Catania and Goodman.

**Appointment of Burgess Pro-Tempore** – Commissioner Dietrick made a motion to nominate Commissioner Falcinelli as Burgess Pro-Tempore, seconded by Commissioner Bussard. Motion carried 6-0.

**Appointment of Standing Committees:**

- **Water & Sewer** – Commissioner Falcinelli
- **Public Works** – Commissioner Bussard
- **Planning Commission** – Commissioner Catania
- **Parks & Rec.** – Commissioner Goodman
- **Finance** – Commissioner Dietrick
- **Public Information** – Commissioner Falcinelli

**PUBLIC COMMENT:** none

**ANNOUNCEMENTS:**

**ADJOURNMENT**

Meeting adjourned at 7:30pm.

Respectfully submitted,

Ann Griffin  
Office Manager

**CROSS STONE COMMONS**  
**CONNECTION FEE AGREEMENT**

**THIS CONNECTION FEE AGREEMENT (“Agreement”), is made the \_\_\_\_ day of April, 2016, by and between MIDDLETOWN VALLEY INVESTMENT PARTNERS, LLC, a Maryland limited liability company (the “Applicant”), and the BURGESS AND COMMISSIONERS OF THE TOWN OF MIDDLETOWN, MARYLAND, a body corporate and politic of the State of Maryland (the “Town”).**

**RECITALS**

WHEREAS, the Applicant received the Town’s approval to construct four (4) commercial buildings (the “Buildings”) on real property consisting of 303,103 square feet or 6.958 acres (more or less) owned by Applicant (as more particularly described on Exhibit A attached hereto) and known as “Cross Stone Commons” (the “Development”), located in the Town of Middletown, Maryland, which property is subject to the provisions of Title 13 of the Middletown Municipal Code, as amended from time to time and regulations promulgated thereunder (the “Code”); and

WHEREAS, on or about May 9, 2013, the Town’s Board of Appeals approved the Applicant’s request for a special exception use for a shopping center in the Development; and

WHEREAS, on or about November 20, 2013, the Town conditionally approved the Site Plan for the Development; and

WHEREAS, on or about April 8, 2014, the Town issued a Water and Sewer Capacity Certification for the Development pursuant to Section 16.12.005 of the Code; and

WHEREAS, on or about October 21, 2014, the Town approved a two-phased, revised Site Plan for the Development; and

WHEREAS, on or about May 5, 2015, the Town approved the latest and final revised version of the Site Plan (the “Revised Site Plan”) for the Development (a true and correct copy of the Revised Site Plan is attached hereto as Exhibit B); and

WHEREAS, Section 13.12.050 of the Code provides that “[a]ny landowner, developer, or applicant applying for a connection to the town’s water and sewer system shall pay to the town” a fee in the total amount of Twenty Thousand Dollars (\$20,000.00) per connection (each a “Connection Fee”); and

WHEREAS, on or about December 14, 2015, the Town determined that, for the purposes of calculating the total amount of the connection fees for the Development pursuant to Title 13 of the Code, (i) the Development consists of twenty-one (21) equivalent dwelling units (“EDUs”), and (ii) the connection fees for the Development may be paid in installments on a *pro rata* basis as a building permit for each of the Buildings within the Development is released (as set forth on the chart attached hereto as Exhibit C); and

WHEREAS, this Agreement is intended to document the understanding of the parties with respect to the timing of the Applicant's obligation to pay the Connection Fees consistent with the provisions of Title 13 of the Code.

NOW, THEREFORE, in consideration of the mutual promises and for herein, the parties hereto agree as follows:

1. The total amount of the Connection Fees payable on account of the Development shall be Four Hundred and Twenty Thousand Dollars (\$420,000.00) (the "Total Connection Fees"), which is twenty-one (21) EDUs multiplied by the Connection Fee.

2. The Applicant shall receive a credit against the Total Connection Fees in the amount of Ninety Thousand Dollars (\$90,000.00) (the "Paid Connection Fees"), representing the amount paid by or on behalf of CVS, Inc. or its affiliate(s) to secure the issuance of a building permit for Building 1 (as shown on the Revised Site Plan).

3. The remainder of the Total Connection Fees less the Paid Connection Fees, an amount equal to Three Hundred and Thirty Thousand Dollars (\$330,000.00) (the "Outstanding Connection Fees"), shall be due and payable to the Town on a *pro rata* basis immediately prior to the Town's issuance of a building permit for each of the Buildings in the Development as follows:

- a. Sixty-Five Thousand, One Hundred and Forty-Five Dollars (\$65,145.00) for Building 2 (as shown on the Revised Site Plan);
- b. One Hundred Sixty-Four Thousand, Seven Hundred and Eighty-Six Dollars (\$164,786.00) for Building 3 (as shown on the Revised Site Plan); and
- c. One Hundred Thousand and Sixty-Nine Dollars (\$100,069.00) for Building 4 (as shown on the Revised Site Plan).

4. Upon the Town's receipt of the Outstanding Connection Fees as set forth in Paragraph 3 above, the Total Connection Fees shall have been paid in full, and the Applicant shall have no further liability for payment of any Connection Fees pursuant to this Agreement and/or in accordance with Title 13 of the Code.

5. All notices authorized or required herein shall be in writing and shall be considered given (a) when hand delivered, (b) on the date the same has been post-marked by the United States Postal Service (c) upon delivery when sent by facsimile transmission and/or via electronic mail, or (d) upon delivery when sent by Federal Express or another nationally recognized overnight courier to the parties at the addresses below:

The Town of Middletown

Burgess and Commissioners of Middletown  
Attention: Town Administrator  
31 West Main Street  
Middletown, MD 21769  
Phone: (301) 371.6171

Email: [abowen@ci.middletown.md.us](mailto:abowen@ci.middletown.md.us)

**Applicant**

Middletown Valley Investment Partners, LLC  
Attention: Victor White  
2661 Riva Road, Suite 300  
Annapolis, Maryland 21401  
Telephone: (410) 266-5100  
Email: [vwhite@hogancompanies.com](mailto:vwhite@hogancompanies.com)

With a copy to:

Reliable Real Estate Services LLC  
Attention: John Dixon  
2410 Evergreen Road, Suite 200  
Gambrills, Maryland 21054  
Telephone: (410) 266-5100  
Email: [jdixon@reliablecompanies.net](mailto:jdixon@reliablecompanies.net)

or such other addresses as the parties may, from time to time, designate in writing.

6. The provisions of this Agreement shall be binding upon and inure to the benefit of the parties, their successors and assigns. This Agreement may be assigned by the Applicant provided that the assignee agrees to fulfill the requirements of this Agreement and Title 13 of the Code.

7. This Agreement represents the complete understanding between the parties hereto and supersedes all prior negotiations, representations and agreements, whether written or oral, as to the matters described herein. This Agreement may only be amended by written instrument executed by both parties. No requirement, obligations, remedy or provisions of this Agreement shall be deemed to have been waived unless so expressly waived in writing, and any such waiver of any provision shall not be considered a waiver of any right to enforce such provision thereafter.

8. The Applicant may, at its sole cost and expense, record this Agreement among the Land Records of Frederick County, Maryland.

9. The parties waive trial by jury in any action, proceeding or counterclaim brought by either of them against the other on any matter arising out of or in any way connected with this Agreement.

10. This Agreement may be executed in one or more counterparts, each of which shall be deemed to have the full force and effect of an original. A scanned copy of this Agreement shall be treated as an original.

11. The parties agree to abide by and comply with all applicable laws and regulations regarding the subject matter of this Agreement, whether or not such laws or regulations are herein

specifically enumerated or referred to, and the parties agree to sign such additional documents as may be required to effectuate the intent and purpose of this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed the day and year first above written.

**[SIGNATURES APPEAR ON FOLLOWING PAGES]**

**MIDDLETOWN VALLEY  
INVESTMENT PARTNERS, LLC,**  
a Maryland limited liability company

By:

\_\_\_\_\_  
TIMOTHY S. HOGAN, Manager

**STATE OF \_\_\_\_\_, COUNTY OF \_\_\_\_\_, TO WIT:**

I HEREBY CERTIFY that on this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_, before me, the subscriber, a Notary Public in and for the State and County aforesaid, personally appeared **Timothy S. Hogan**, Manager of Middletown Valley Investment Partners, LLC, and he did personally acknowledge the foregoing instrument to be the act and deed of Middletown Valley Investment Partners, LLC, a Maryland limited liability company, and he is duly authorized to make this acknowledgement on Middletown Valley Investment Partners, LLC's behalf.

AS WITNESS my hand and Notarial Seal.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission expires: \_\_\_\_\_

By:

\_\_\_\_\_  
JOHN DIXON, Manager

**STATE OF \_\_\_\_\_, COUNTY OF \_\_\_\_\_, TO WIT:**

I HEREBY CERTIFY that on this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_, before me, the subscriber, a Notary Public in and for the State and County aforesaid, personally appeared **John Dixon**, Manager of Middletown Valley Investment Partners, LLC, and he did personally acknowledge the foregoing instrument to be the act and deed of Middletown Valley Investment Partners, LLC, a Maryland limited liability company, and he is duly authorized to make this acknowledgement on Middletown Valley Investment Partners, LLC's behalf.

AS WITNESS my hand and Notarial Seal.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission expires: \_\_\_\_\_

**WITNESS/ATTEST**

**THE TOWN OF MIDDLETOWN,**  
a municipal corporation of the State of Maryland

\_\_\_\_\_ BY: \_\_\_\_\_  
Andrew J. Bowen, Town Administrator

***STATE OF MARYLAND, COUNTY OF FREDERICK, TO WIT:***

I HEREBY CERTIFY, that on this \_\_\_\_ day of \_\_\_\_\_, 2015 before me, the subscriber, a Notary Public in and for the State and County aforesaid, personally appeared **Andrew J. Bowen**, as Town Administrator of The Town of Middletown, a municipal corporation of the State of Maryland, known to me, or satisfactorily proven, to be the person whose name is subscribed to the within instrument, and acknowledged that he executed the same as the Town Administrator of The Town of Middletown for the purposes therein contained.

WITNESS my hand and Notarial Seal.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission expires: \_\_\_\_\_

**CERTIFICATION OF PREPARATION**

THIS IS TO CERTIFY that the within instrument was prepared by or under the supervision of the undersigned, an attorney duly admitted to practice before the Court of Appeals of Maryland.

\_\_\_\_\_  
David A. Katz

## **EXHIBIT A**

### **Property Description**

All the property located in the Town of Middletown, Frederick County, Maryland, and described as follows:

All that lot or parcel of land identified as "Cross Stone Commons, 303,103 S.F. or 6.958 AC" as shown on an addition plat entitled "Addition Plat, Cross Stone Commons Remainder – Air View Acres, Section One and Remainder of Farm Lot 1, Roderick Farm" recorded among the Land Records of Frederick County, Maryland in Plat Book 94, page 164.

**EXHIBIT B**  
**Revised Site Plan**

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# EXHIBIT C

## Connection Fees Chart

### Cross Stone Commons Water / Sewer Tap Fees

Date: 1/12/2016

Option # 1 (based on Meter Size per Middletown Criteria):

Meter Size	EDU (per Town's Table)	Price per EDU	Tap Fee	Notes
6"	21	\$20,000	\$420,000	12-14-15 Town Counsel Agreed to allow this fee to be pro-rated and paid at the time of building permits for each building.

Method of calculating Pro-Rata fees (Balance due split between remaining buildings):

Total Tap Fee:	\$420,000
Previously paid:	\$90,000 (by CVS)
Remaining Balance:	\$330,000

Remaining Building	Size (SF)	Percentage of Total Size (SF)	Prorated Share of Tap Fee
No. 2	4,557	20%	\$65,145
No. 3	11,527	50%	\$164,786
No. 4	7,000	30%	\$100,069
Totals:	23,084	100%	\$330,000



VICINITY MAP  
 TAX MAP PARCEL LABEL 19922

**NOTES:**

1. This site plan is submitted in accordance with the provisions of the Ordinance of the Town of Middlebrook, Maryland, Chapter 11, Section 11-101, and the Ordinance of the State of Maryland, Chapter 11, Section 11-101.
2. The applicant warrants that the information provided herein is true and correct to the best of their knowledge and belief.
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- SHEET INDEX:**
- Layout Sheet
  - Grading & Utility Sheet
  - Landscape Plan
  - Site Plan
  - Detail Sheet
- EXISTENCE:**
- Building Footprints
  - Paving Submittals
  - Lotting Submittals
  - Lighting Submittals
  - Lighting Fixture Color Codes



**Cross Stone Commons**  
 (Newton Property)  
 814 UNION AVENUE, SUITE 100  
 MIDDLEBROOK, MD 21770

**Long Property Consulting**  
 200 West Park Drive  
 Suite 200  
 Middlebrook, MD 21770  
 410-413-1111  
 Fax: 410-413-1112  
 www.longproperty.com

**DMW**  
 DAVE MCCURE WALKER INC.  
 6701 HARTWOOD DRIVE  
 SUITE 100  
 MIDDLEBROOK, MD 21770  
 410-413-1111  
 Fax: 410-413-1112  
 www.dmw.com



**Client:**  
 Newton Property  
 814 Union Avenue, Suite 100  
 Middlebrook, MD 21770  
 410-413-1111  
 Fax: 410-413-1112  
 www.newtonproperty.com

**APPROVED**  
 TOWN OF MIDDLEBROOK PLANNING COMMISSION  
 July 21, 2011  
 Signed: [Signature]  
 Title: [Title]

**NOTES:**

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**Legend:**

- Existing Building Footprints
- Proposed Building Footprints
- Existing Paving
- Proposed Paving
- Existing Lot Lines
- Proposed Lot Lines
- Existing Right-of-Way
- Proposed Right-of-Way
- Existing Easements
- Proposed Easements
- Existing Utilities
- Proposed Utilities
- Existing Topography
- Proposed Topography
- Existing Contour Lines
- Proposed Contour Lines
- Existing Light Fixtures
- Proposed Light Fixtures
- Existing Light Fixture Color Codes
- Proposed Light Fixture Color Codes

NO.	DESCRIPTION	DATE	BY
1	PREPARED FOR SUBMITTAL TO THE TOWN OF MIDDLEBROOK PLANNING COMMISSION	7/21/11	[Signature]
2	REVISIONS		
3			
4			
5			
6			
7			
8			
9			
10			

**NOTES:**

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# FREDERICK COUNTY GOVERNMENT

Jan H. Gardner  
County Executive

## DIVISION OF PARKS & RECREATION

W. Paul Dial, Director

- BURGESS
- ADMINISTRATION
- PUBLIC WORKS
- PLANNING & ZONING
- WATER & SEWER

RECEIVED

FEB 03 2016

FREDERICK COUNTY

### MEMORANDUM

TO: POS Project Coordinators

FROM: Bob Hicks, CPRP - Assistant Director *BH*

DATE: February 1, 2016

SUBJECT: Submission of FY2017 POS Annual Program

The Frederick County Division of Parks and Recreation staff is requesting that those municipalities who are interested in obtaining POS funding for FY2017 (which begins July 1, 2016) to develop their Annual Programs by completing the enclosed Project Information Forms for each project for which funding is requested. Electronic files for the memo, forms and instructions are also being sent by E-mail. Please contact me to confirm that you have received this information

Please remember that if a project was submitted in the past and it was not allocated funding, then it must be resubmitted for FY2017, if you so choose. The appropriate municipal officials should be informed since this information is being sent only to local Project Coordinators or the Mayor/Burgess if a coordinator has not been designated. If your municipality is not interested in obtaining POS funding for FY2017 then disregard this information.

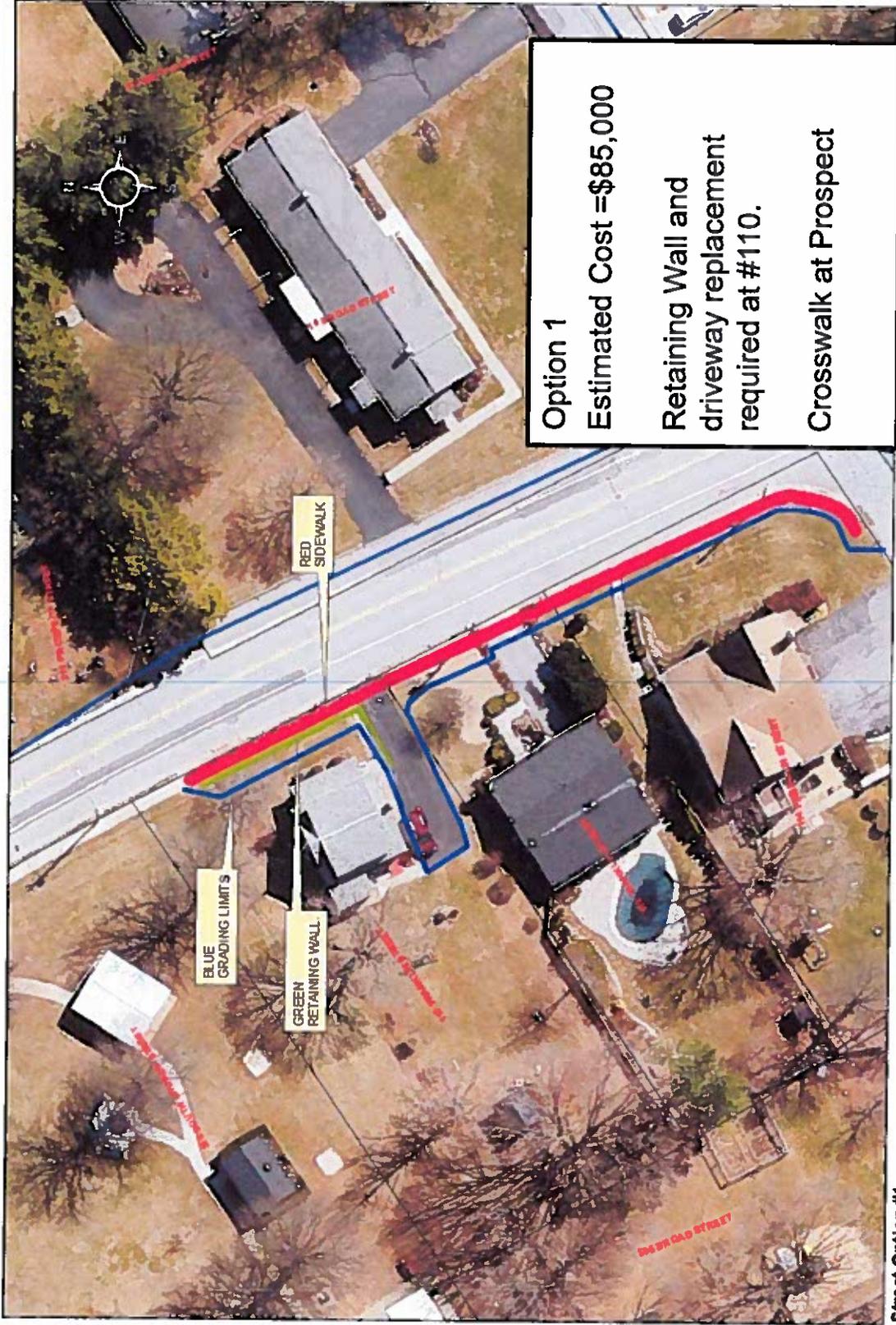
The forms must be returned to our offices by Friday, May 6, 2016. A summary of all municipal requests and the completed forms will be forwarded to the chairman of the Ad Hoc Committee for POS Annual Program Allocations - Frederick County Chapter- Maryland Municipal League (MML). The committee will make a decision on project funding. POS allocation for Frederick County in FY 2017 has not yet been determined.

**If any of your POS projects have been allocated funding, I cannot overemphasize the importance of submitting your applications as soon as possible, to encumber POS funds.** Please know that it takes several months for applications to be processed and approved by the state once they are submitted. Project expenditures cannot be incurred unless you receive a Letter of Acknowledgment from the Director of POS (issued upon receipt of a completed application) or final application approval from the State Board of Public Works. **Once POS projects are approved and expenses to them are incurred, our office is strongly encouraging municipalities to expedite any reimbursement requests through DNR as soon as possible.**

Please contact me if you have any questions. Phone: 301-600-6816; E-Mail: [rhicks@frederickcountymd.gov](mailto:rhicks@frederickcountymd.gov). Thank you for your cooperation.

(over)

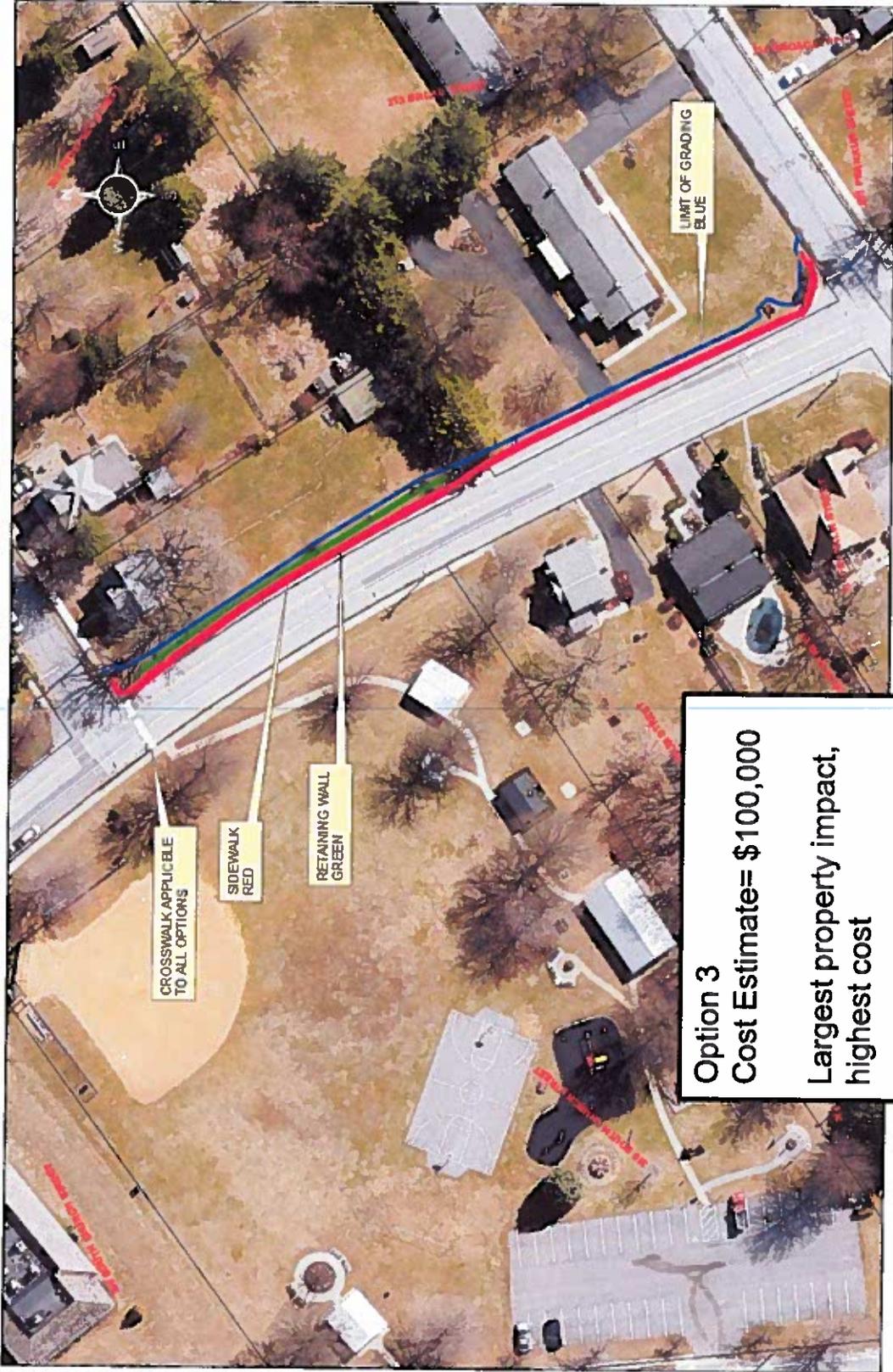
*Frederick County: Rich History, Bright Future*



**Option 1**  
**Estimated Cost = \$85,000**  
**Retaining Wall and driveway replacement required at #110.**  
**Crosswalk at Prospect**

**Franklin Street Option #1**  
**Aligned Sidewalk**  
**Scale 1"=30'**  
**Dec 2015**





**Option 3**  
**Cost Estimate= \$100,000**  
**Largest property impact, highest cost**  
**Crosswalk at Prospect**

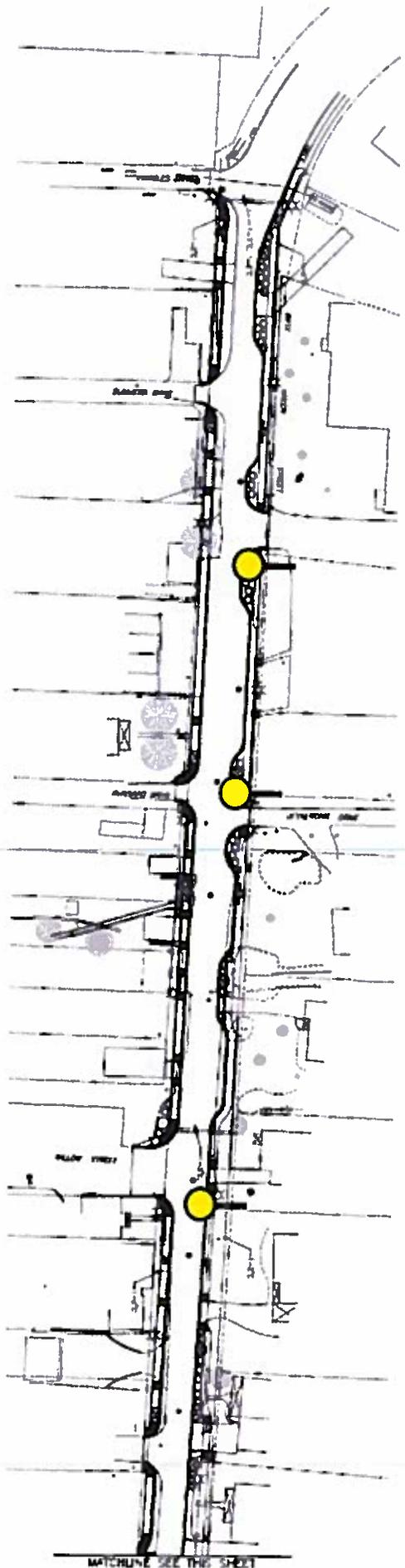
**Franklin Street Option #3**  
**Northside Sidewalk**  
**Scale 1"=30'**  
**Dec 2015**

# **West Green Street Improvements**

**Lighting Plans**

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# West Green Street – West End Existing Cobra Head Lights

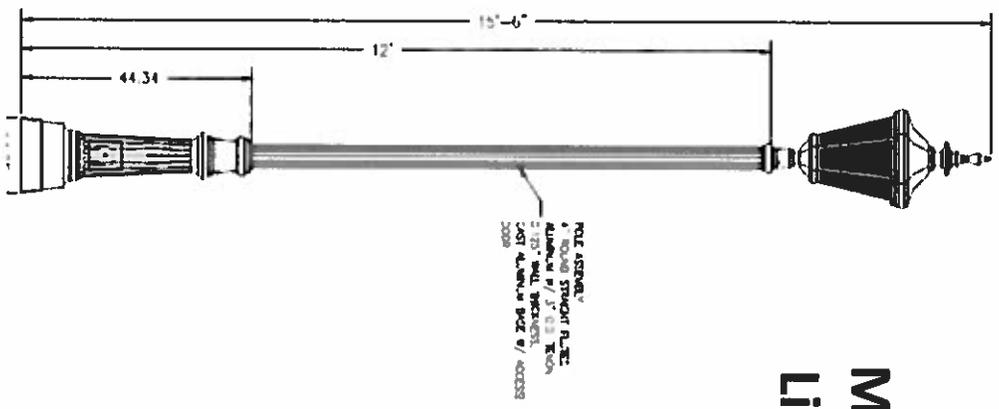




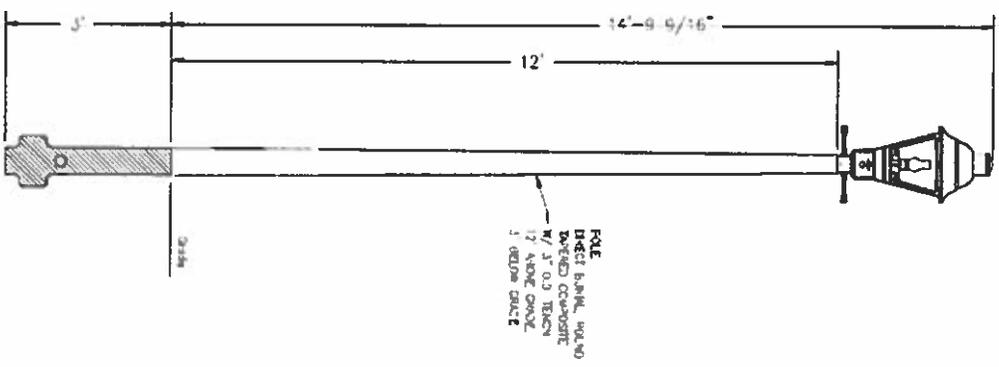
**Proposed Core Historic District  
For Enhanced Architectural Design**



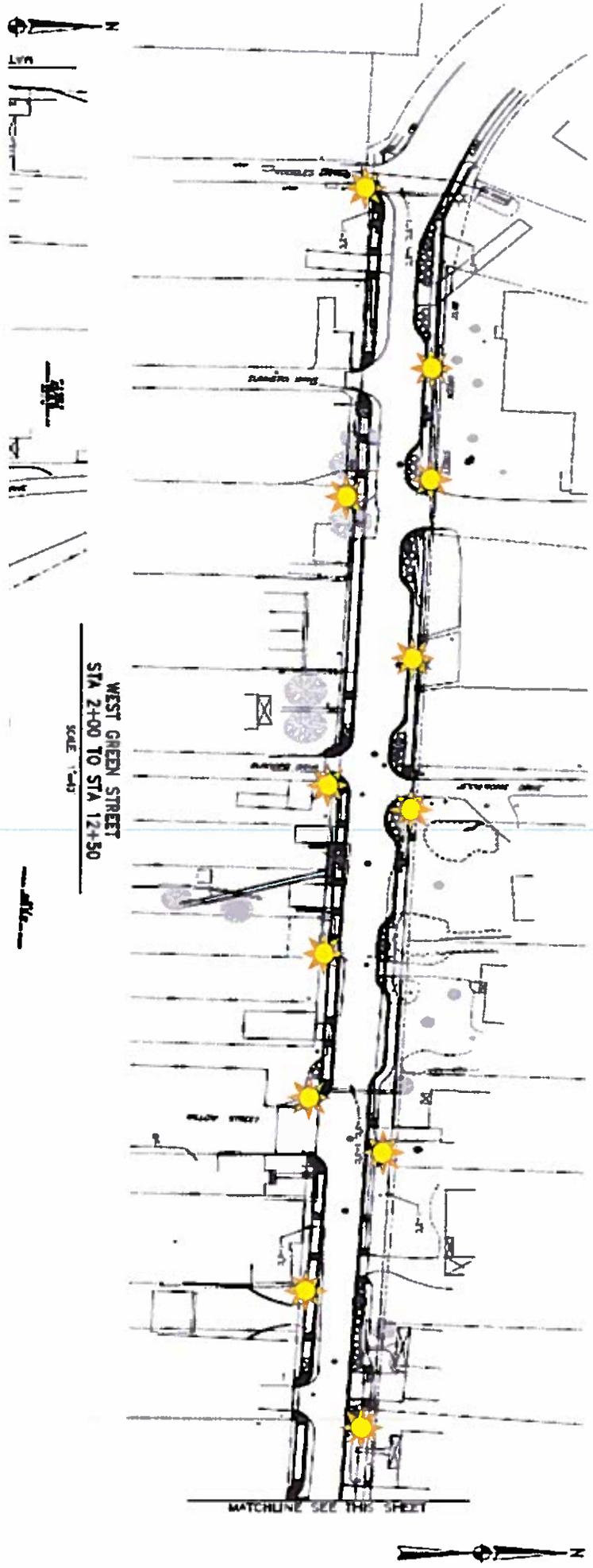
## Middletown Light Fixture



## Standard Light Fixture

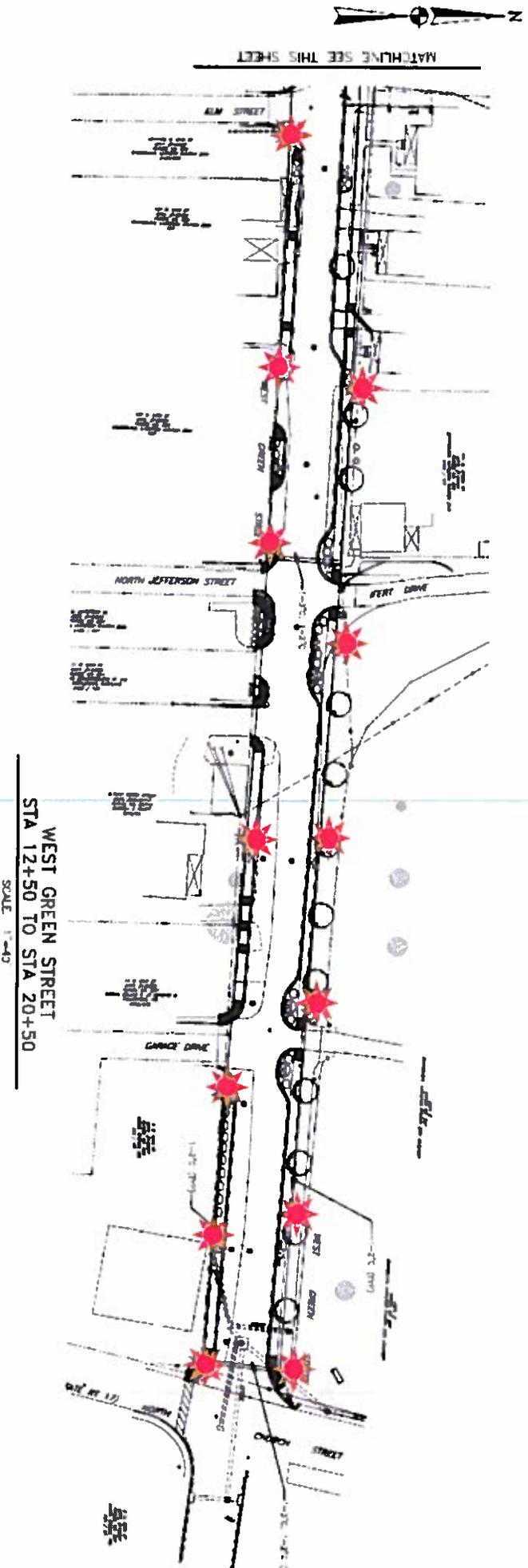


**West Green Street – West End**  
**Light will be the Standard Fixture**  
**Total - 12**



# West Green Street – East End Lights will Be the Middletown Fixture

Total - 13



# West Green Street Improvements Lighting Plan

- Lighting Costs
  - Middletown Light Fixtures 13 - \$53,300.00
  - Standard Light Fixtures 12 - \$26,400.00
  - **Total Cost - \$79,700.00**

- *Enhanced Architectural Designs Lights will cost an additional \$24,700.00*

# **West Green Street Improvements Lighting Plan**

- **Recommendations**
  - **Burgess and Commissioners grant a waiver on the street lighting requirements for minimum number of foot candles, due to the Board's previous waiver on road width and removal of grass strip between curb and sidewalk.**
  - **Burgess and Commissioners must decide on the style of street light fixture.**

**TOWN OF MIDDLETOWN  
GENERAL FUND  
BUDGET FY 2017**

DESCRIPTION	AUDIT FY 2012	AUDIT FY2013	AUDIT FY2014	AUDIT FY2015	Budget FY 2016	Projected FY 2016	Preliminary Budget FY 2017
<b>REVENUE</b>							
<b>LOCAL TAXES</b>							
Real Property	1,261,942	1,093,396	1,111,313	1,125,061	1,154,966	1,164,015	1,244,642
Tangible Personal Property	29,267	42,120	35,392	38,043	35,540	38,043	37,108
Public Utilities	8,037	9,426	10,664	11,609	10,356	10,356	12,841
Franchise (Cable)	38,623	43,219	45,419	46,222	48,062	48,063	49,940
Discounts	(15,068)	(12,961)	(13,585)	(13,458)	(15,011)	(15,155)	(16,182)
Penalties & Interest	10,328	8,570	1,652	8,540	9,607	9,699	10,357
<b>STATE SHARED TAXES</b>	<b>1,333,129</b>	<b>1,183,770</b>	<b>1,190,855</b>	<b>1,216,017</b>	<b>1,243,521</b>	<b>1,255,022</b>	<b>1,338,705</b>
Amusement Taxes	35,977	36,435	33,016	20,856	16,500	17,820	22,500
Highway User Taxes	59,110	38,352	132,049	137,530	154,758	154,758	162,421
<b>COUNTY SHARED TAXES</b>	<b>95,087</b>	<b>74,787</b>	<b>165,065</b>	<b>158,386</b>	<b>171,258</b>	<b>172,578</b>	<b>184,921</b>
Income Taxes	725,954	695,154	774,117	788,153	721,465	905,809	834,937
Tax Equity	296,884	561,699	584,765	581,111	555,964	555,964	566,687
<b>LICENSES, PERMITS &amp; FEES</b>	<b>1,022,838</b>	<b>1,256,853</b>	<b>1,358,882</b>	<b>1,369,264</b>	<b>1,277,429</b>	<b>1,461,773</b>	<b>1,401,624</b>
Filing/Permit Fees	5,745	4,130	7,688	6,501	6,500	6,500	6,500
Beer, Wine & Liquor	1,970	1,990	-	-	1,950	1,950	1,950
Traders	4,941	4,421	6,898	4,899	4,900	4,900	4,900
Planning & Zoning	3,211	18,107	31,995	34,881	13,106	13,283	13,691
<b>PARKS &amp; RECREATION</b>	<b>15,867</b>	<b>28,648</b>	<b>46,581</b>	<b>46,281</b>	<b>26,456</b>	<b>26,633</b>	<b>27,041</b>
Pavillion Fees	1,990	2,030	1,860	1,860	1,900	1,900	1,900
<b>POLICE PROTECTION</b>							
State Grant	15,126	15,126	24,236	24,066	24,928	24,928	26,187
<b>MISC INCOME</b>							
Other (Bank Grant, Animal, Citations)	1,232	62,088	2,016	21,909	2,500	2,500	2,500
LGIT Health Insurance Rebate		9,516	13,531		-	-	-
FredCo Municipal Recycling Reimbursement			13,386		5,000	5,000	5,000
Community Events							
MISC	1,232	62,088	28,933	21,909	7,500	7,500	7,500
<b>OPERATING REVENUE</b>	<b>2,485,269</b>	<b>2,623,302</b>	<b>2,816,412</b>	<b>2,837,782</b>	<b>2,752,992</b>	<b>2,950,334</b>	<b>2,987,878</b>
<b>EXPENSES</b>							
<b>LEGISLATIVE</b>							
Commissioner's Fees	12,000	12,000	12,000	12,000	12,300	12,300	15,600
Communications	1,243	3,247	3,394	3,127	3,480	3,480	3,480
Dues & Subscriptions	7,238	7,312	7,420	7,525	7,370	7,370	7,400

TOWN OF MIDDLETOWN  
GENERAL FUND  
BUDGET FY 2017

DESCRIPTION	AUDIT FY 2012	AUDIT FY2013	AUDIT FY2014	AUDIT FY2015	Budget FY 2016	Projected FY 2016	Preliminary Budget FY 2017
Office Supplies/Expenses	3,631	7,925	2,731	3,343	3,600	3,600	3,600
Advertising	750	431	513	613	750	2,400	750
Meetings & Conventions	8,182	11,592	4,633	6,403	9,000	9,000	9,000
<b>EXECUTIVE</b>	<b>33,044</b>	<b>42,507</b>	<b>30,691</b>	<b>33,011</b>	<b>36,500</b>	<b>38,150</b>	<b>39,830</b>
<b>Burgess</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>	<b>6,667</b>	<b>6,667</b>	<b>10,200</b>
<b>ELECTION EXPENSES</b>							
Clerk Fees	430	-	350	-	450	450	-
Printing, Supplies, Advertising	235	-	59	-	250	250	-
	<b>665</b>	<b>-</b>	<b>409</b>	<b>-</b>	<b>700</b>	<b>700</b>	<b>-</b>
<b>GENERAL/ADMINISTRATIVE SERVICES</b>							
Capital Outlay	59,989		14,075		-	-	-
Administration Salary	163,182	189,913	199,118	216,763	227,019	214,965	247,131
Postage & Printing	66	128	74	36	200	200	200
Communications	6,907	7,641	7,824	6,774	10,471	6,790	6,977
Computer Expenses	21,934	16,250	26,983	24,355	22,600	25,378	28,400
Supplies & Expense	19,682	29,306	23,750	24,396	27,200	22,286	26,000
Maintenance & Repairs	41,773	60,320	42,395	32,801	52,680	52,680	13,400
Professional Services	3,600	6,600	6,809	4,845	3,600	5,470	4,600
Dues & Subscriptions	145	25	111	-	150	150	150
Meetings & Seminars	35	20	26	132	100	100	100
Water and Sewer Grant			100,000	203,219	80,000	80,000	60,000
	<b>317,313</b>	<b>310,203</b>	<b>421,165</b>	<b>513,321</b>	<b>424,020</b>	<b>408,018</b>	<b>386,958</b>
<b>OPERATIONS/MAINTENANCE</b>							
Maintenance - Capital Outlay	5,049	73,478					
Director Salary	81,435	83,789	86,659	91,351	93,227	97,355	97,355
Maintenance Salary	28,964	34,027	40,297	40,064	35,015	126,742	126,742
Communications	5,906	6,524	6,878	7,564	9,000	9,000	9,000
Supplies	12,958	11,300	6,540	10,426	13,000	20,846	17,000
Dues/Training/Certifications	563	431	1,509	449	1,500	1,500	1,500
Landscaping / Beautification							
Maintenance & Repairs	19,035	12,286	13,900	11,963	14,317	9,017	8,000
Mowing		10,640	10,646	12,047	12,133	11,780	12,133
Tools & Equipment	3,698	2,754	3,256	1,288	3,161	1,135	500
	<b>157,608</b>	<b>235,229</b>	<b>169,685</b>	<b>175,152</b>	<b>181,354</b>	<b>277,375</b>	<b>272,230</b>
<b>PROFESSIONAL SERVICES</b>							
Independent Accounting	12,000	12,250	13,000	28,100	12,500	12,500	16,000
Legal - Development & Ordinance	4,883	8,002	8,892	5,852	7,500	8,338	7,796
	<b>16,883</b>	<b>20,252</b>	<b>21,892</b>	<b>33,952</b>	<b>20,000</b>	<b>20,838</b>	<b>23,796</b>
<b>PLANNING &amp; ZONING</b>							
Salaries	35,429	36,045	39,200	41,194	41,146	41,146	44,072
Bd Members Compensation	7,650	7,800	7,800	7,800	7,800	7,800	7,800
Zoning Expenses	1,486	9,887	2,593	3,114	3,109	2,127	3,207

TOWN OF MIDDLETOWN  
GENERAL FUND  
BUDGET FY 2017

DESCRIPTION	AUDIT FY 2012	AUDIT FY2013	AUDIT FY2014	AUDIT FY2015	Budget FY 2016	Projected FY 2016	Preliminary Budget FY 2017
<b>MAIN STREETS MANAGER</b>	<b>44,565</b>	<b>53,732</b>	<b>49,593</b>	<b>52,108</b>	<b>52,055</b>	<b>51,073</b>	<b>55,079</b>
Mainstreet - Capital Outlay							
Salary	20,980	29,594	41,190	43,720	43,522	43,522	43,680
Town Contribution	9,812	8,977	9,523	10,366	10,000	10,000	10,000
Wayfinding Signs Grant Contribution					8,000	8,000	-
<b>PUBLIC SAFETY</b>	<b>30,792</b>		<b>50,713</b>	<b>54,086</b>	<b>61,522</b>	<b>61,522</b>	<b>53,680</b>
Fire Department Donation	15,000	15,000	15,000	20,000	20,000	20,000	20,000
School Crossing Guards	14,113	13,844	13,747	14,812	17,408	15,404	15,758
Deputy Contract Services	337,107	336,962	316,375	333,374	365,101	365,101	401,611
<b>SANITATION &amp; WASTE REMOVAL</b>	<b>366,220</b>	<b>365,806</b>	<b>345,122</b>	<b>368,186</b>	<b>402,509</b>	<b>400,505</b>	<b>437,369</b>
Trash Collection & Disposal							
Recycling Pickup Station		6,477	7,201	7,459	5,000	5,000	5,000
Regular Pick-up	136,880	144,023	132,025	130,862	132,026	132,026	133,126
Landfill - Tipping Fees	87,747	89,717	79,575	82,595	91,350	91,350	84,830
Yard Waste (April - Dec)	29,746	29,789	30,024	30,024	30,024	30,024	30,672
Eco-Bags	17,635	27,203	18,011	19,566	18,501	20,260	20,260
<b>RECREATION &amp; CULTURE</b>	<b>272,008</b>	<b>297,208</b>	<b>266,836</b>	<b>270,507</b>	<b>276,901</b>	<b>278,660</b>	<b>273,888</b>
Park Capital Outlay	320,299	24,685	234,263				
Park Interest	44,638	25,402	20,968	17,847	14,632	14,632	11,320
Park Loan Payments	88,215	98,923	102,582	105,702	108,917	108,917	112,230
Park Salary	40,088	31,210	49,802	42,320	46,911	34,807	34,807
Park Electric	1,790	1,743	1,807	2,289	1,800	2,115	2,358
Park Supplies/Equipment	7,035	4,571	3,832	15,574	5,000	3,451	1,500
Park Mowing Contract	19,715	28,620	22,113	23,964	26,215	25,451	26,215
Park Repairs & Maintenance	12,607	7,430	28,316	24,439	39,100	39,100	24,950
<b>HIGHWAYS &amp; STREETS</b>	<b>534,387</b>	<b>222,584</b>	<b>463,683</b>	<b>232,135</b>	<b>242,575</b>	<b>228,473</b>	<b>213,378</b>
Streets Capital Outlay	158,610	261,530	398,137				
Vehicle/Equipment Capital Outlay							
Salaries - Regular	66,957	75,592	90,310	76,647	93,356	79,713	48,841
Street Lighting	154,811	151,802	160,240	160,973	165,600	157,200	161,916
Storm Water Management	2,335	678	7,688	1,673	4,670	1,221	7,800
Snow Removal	12,307	36,192	80,759	100,830	70,000	70,000	75,000
Mowing (SWM & Streets)	25,373	28,240	27,648	29,696	32,696	31,744	32,696
Repairs & Resurfacing	90,916	76,270	34,504	166,470	53,800	53,800	67,195
Signs	3,042	3,112	5,367	3,904	3,500	3,500	6,200
Truck Repair & Maintenance	21,210	32,801	40,460	35,615	50,700	50,700	48,600
Equipment Repairs & Maintenance	5,813	3,837	2,281	3,135	10,000	10,000	10,000
Street Loan - Principal	10,000	10,500	11,000	11,500	12,000	61,640	78,460
Street Loan - Interest	8,987	8,953	9,016	7,418	6,941	48,721	60,927

**TOWN OF MIDDLETOWN  
GENERAL FUND  
BUDGET FY 2017**

DESCRIPTION	AUDIT FY 2012	AUDIT FY2013	AUDIT FY2014	AUDIT FY2015	Budget FY 2016	Projected FY 2016	Preliminary Budget FY 2017
Case Loader -Principal & Interest	21,805	-	14,555	28,352	15,158	15,158	15,159
<b>MISCELLANEOUS</b>	<b>582,166</b>	<b>689,507</b>	<b>881,965</b>	<b>626,213</b>	<b>518,421</b>	<b>583,397</b>	<b>612,794</b>
MT Historical Society	10,000	-	5,000	5,000	5,000	5,000	5,000
Donations	600	-	-	-	100	100	100
Mileage - Travel	3,574	1,997	2,698	3,436	2,783	2,330	4,578
Web Page / Directory / Public Information	3,373	4,118	4,445	3,625	5,000	10,782	1,400
Community Events	45,488	51,752	36,268	37,855	<b>19,750</b>	<b>19,750</b>	35,000
Payroll Taxes	36,658	38,007	41,414	42,269	54,257	56,578	56,578
Insurance		12,150					
Property	7,556	10,902	12,559	12,986	12,618	12,618	13,376
Health	91,035	97,092	98,119	96,741	107,234	107,234	111,243
Worker's Compensation	12,197	16,042	14,784	15,487	11,605	11,574	11,921
Professional	1,248	-	-	946	1,248	1,248	688
Pension	53,067	43,167	49,131	56,298	65,725	65,725	75,062
Real Estate Taxes	712	753	2,356	712	1,242	1,242	1,242
Miscellaneous	4,475	50,197	10,116	1,231	3,500	3,500	3,500
	<b>269,983</b>	<b>326,177</b>	<b>316,890</b>	<b>276,586</b>	<b>290,061</b>	<b>297,680</b>	<b>319,686</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>2,077,687</b>	<b>2,209,513</b>	<b>2,373,169</b>	<b>2,636,256</b>	<b>2,508,284</b>	<b>2,653,059</b>	<b>2,698,890</b>
<b>TOTAL OPERATING SURPLUS</b>	<b>407,582</b>	<b>413,789</b>	<b>443,243</b>	<b>201,526</b>	<b>244,707</b>	<b>297,275</b>	<b>288,989</b>

**PROPOSED CHANGES**



**BURGESS AND COMMISSIONERS OF MIDDLETOWN**

**GENERAL CAPITAL IMPROVEMENT BUDGET**

**FY 2017 - FY 2021**

	FY '17	FY '18	FY '19	FY '20	FY '21
<b>INCOME</b>					
CASH RESERVES	\$936,787	\$464,007	\$13,432	\$135,409	\$74,144
INTEREST INCOME	\$2,342	\$1,160	\$34	\$339	\$185
OPERATING INCOME From Previous Years	\$297,275	\$288,989	\$300,000	\$350,000	\$400,000
<b>IMPROVEMENT FEE</b>		\$261,000	\$207,000	\$36,000	
PROGRAM OPEN SPACE and Community Parks & Playground	\$40,500	\$40,500	\$6,000		
Grant for 250th Celebration	\$32,000				
Loan - West Green Street	\$2,460,156				
OTHER					
<b>SUB-TOTAL</b>	<b>\$3,769,080</b>	<b>\$1,055,656</b>	<b>\$526,466</b>	<b>\$521,747</b>	<b>\$474,329</b>
<b>PROJECTS</b>					
<b>Highways &amp; Streets</b>					
<b>Ranking 1.00</b>	<b>WEST GREEN STREET IMPROVEMENTS</b>				
	SHA Streetscape Lighting	\$2,285,156	\$120,424	\$120,229	\$120,542
	Boileau Court - Mill & Overlay	\$175,000			
<b>1.83</b>	Broad St. - Franklin Street (Inlets and Road Reconstruction)	\$40,000	\$500,000		\$220,000
<b>2.17</b>	Broad St. - Main to Locust Alley (Road Reconstruction)		\$300,000		
<b>2.33</b>	Elm Street Parking Lot Upgrades - Reconfiguration and Paving				
<b>2.50</b>	Linden Blvd. (Broad Street to Pine Street)		\$5,000	\$25,000	\$500,000
<b>2.50</b>	Locust Blvd. & Court (Road Reconstruction)	\$415,000			\$300,000
	Lombardy Court - Selective Patching, Mill & Overlay				\$35,000
	Manda Court - Mill & Overlay			\$78,000	
	Prospect St. (Road Reconstruction)			\$68,000	
	Washington Street Retaining Wall			\$125,000	
	Young Branch Drive - Mill & Overlay			\$35,000	
	Pedestrian Bridge Rehabilitation				\$95,000
	Pedestrian Safety Improvements - Franklin Street (Prospect to Primary School)	\$70,000	\$16,000	\$15,000	
	SWM Fence Replacements	\$34,997	\$12,000		
<b>Recreation &amp; Culture</b>					
	Remsburg Park - Walking Trail and Bridge over Cone Branch Creek (90% Grant; POS 10% Town \$4;	\$45,000			
	Middletown Park - Skatespot (75% Grant POS; 25% Skateboard Group - Town Share \$0)	\$119,000	\$8,028		
	Memorial Park - Playground Replacement & Rehab	\$58,000			
	250th Celebration Event				
<b>General Services Administration &amp; Operations</b>					
	Municipal Center - HVAC Replacement	\$80,000			
	Municipal Center - Kitchen Cabinets & Countertop Replacement	\$8,000			
	Municipal Center - Boiler Replacement to Natural Gas	\$30,000			
	Phone System Upgrade		\$30,000		
	Eco Scarifier Pavement Marker Remover	\$4,300			
	Dump Truck Replacement		\$150,000		
	Inspection Vehicle Replacement		\$25,000		
	Backhoe Replacement Lease (4 years)	\$15,200			
	Computer Replacements (3 Computers/Year)	\$5,400			
	<b>SUB-TOTAL</b>	<b>\$3,305,053</b>	<b>\$1,042,224</b>	<b>\$447,603</b>	<b>\$6,200</b>
	<b>SURPLUS/(DEFICIT)</b>	<b>\$464,007</b>	<b>\$13,432</b>	<b>\$74,144</b>	<b>-\$487,413</b>

**TOWN OF MIDDLETOWN**  
**Water Sewer Operating Budget**  
**FY 2017**

	AUDIT FY 2013	AUDIT FY 2014	AUDIT FY 2015	Budget FY 2016	Projected FY16	Preliminary Budget FY 2017
<b>Operating Revenue</b>						
Water Revenue	544,682	557,321	557,826	594,558	577,350	577,350
Sewer Revenue	541,468	554,722	557,502	596,089	577,015	577,015
Penalties and Reconnects	15,608	18,876	21,311	15,038	15,038	21,950
General Fund Grant	-	-	102,740	80,000	80,000	60,000
Rain Barrels	-	-	1,000	1,575	1,575	1,000
LGIT Rebate/MISC	-	-	-	-	-	-
<b>Total Revenue</b>	<b>1,101,758</b>	<b>1,130,919</b>	<b>1,240,379</b>	<b>1,287,260</b>	<b>1,250,978</b>	<b>1,237,315</b>
<b>Expenses</b>						
<b>Administrative</b>						
Salaries	44,202	38,059	43,379	50,907	50,907	45,134
Communications	7,107	7,761	11,178	7,500	10,457	11,513
Postage	7,426	9,098	10,304	9,280	9,280	9,558
Office Supplies/Expenses	8,381	14,470	13,668	12,000	11,512	12,600
Professional Services/Legal	-	10,578	16,447	2,000	2,000	2,000
Meetings & Seminars	331	895	392	500	500	500
Advertising	-	863	994	500	500	500
Uniforms	2,992	2,726	3,719	998	3,811	3,925
Dues/Subscriptions/Certifications	415	987	3,342	500	500	500
2010 CDA Water Tank Loan	72,008		32,498	32,979	32,979	32,908
Travel/Mileage	203	175	-	200	200	200
Payroll Taxes	19,971	19,081	21,477	24,559	24,958	23,600
Insurance						
Property	7,603	7,643	7,949	8,500	8,500	8,500
Health	46,367	37,781	36,608	53,824	(1,228)	52,831
Worker's Compensation	11,142	8,168	7,858	8,214	8,214	8,718
Retirement/Pension	17,250	18,954	19,685	23,678	22,737	28,448
Real Estate Taxes	292	292	(22)	292	292	292
Conservation Environment	105	3,276	5,755	2,500	2,500	2,000
Vehicle/Equipment Expenses	12,749	15,680	11,138	21,000	10,700	25,600
<b>Total Administrative</b>	<b>258,544</b>	<b>196,487</b>	<b>246,369</b>	<b>259,931</b>	<b>199,319</b>	<b>269,328</b>
<b>Water</b>						

**TOWN OF MIDDLETOWN**  
**Water Sewer Operating Budget**  
**FY 2017**

	AUDIT FY 2013	AUDIT FY 2014	AUDIT FY 2015	Budget FY 2016	Projected FY16	Preliminary Budget FY 2017
Salaries	109,602	113,066	131,501	133,411	133,411	139,545
<b>Water Distribution</b>						
Supplies	2,894	3,764	3,468	3,200	8,902	3,572
Repairs & Maintenance	41,907	67,276	48,553	70,950	70,950	52,450
Water Meters	-	-	-	65,250	65,250	-
Waterline Break Repairs	246	72	3,452	5,000	5,000	5,000
Chemicals	353	185	-	500	500	500
Tools & Equipment	6,407	9,468	933	4,330	1,599	3,874
<b>Subtotal</b>	<b>51,807</b>	<b>80,765</b>	<b>56,406</b>	<b>149,230</b>	<b>152,202</b>	<b>65,396</b>
<b>Water Plant, Reservoir, Booster, Tower, BS Wellhouse</b>						
Electric	27,509	26,703	24,588	26,900	24,588	25,326
Supplies	1,666	787	3,568	2,000	2,000	2,000
Repairs & Maintenance	32,259	32,305	17,211	27,350	27,350	31,700
Chemicals	24,176	20,454	21,672	18,226	23,012	23,943
Tools & Equipment	4,375	2,007	1,590	2,400	2,400	2,400
Testing & Analysis	7,857	10,488	11,661	12,988	12,988	12,988
<b>SUB-TOTAL</b>	<b>97,842</b>	<b>92,744</b>	<b>80,290</b>	<b>89,864</b>	<b>92,338</b>	<b>98,357</b>
Abandoned Well Costs				-	-	-
<b>TOTAL WATER</b>	<b>259,251</b>	<b>286,575</b>	<b>268,197</b>	<b>372,505</b>	<b>378,640</b>	<b>303,298</b>
<b>Sewer</b>						
Salaries	113,488	107,724	120,064	124,358	124,358	121,920
<b>Sewer Collection System</b>						
Conebranch Pump Station	11,503	27,036	19,518	20,000	19,518	20,104
Brookridge South Pump Station	13,703	9,854	11,153	10,000	9,452	9,735
Foxfield Pump Station	6,165	6,968	6,348	6,500	6,500	6,500
Sanitary Sewer Lines/Manholes	22,850	17,316	17,484	23,952	23,952	25,000
I & I Accrual	75,000	75,000	75,000	75,000	75,000	75,000
<b>Subtotal</b>	<b>129,221</b>	<b>136,174</b>	<b>129,503</b>	<b>135,452</b>	<b>134,422</b>	<b>136,339</b>

**TOWN OF MIDDLETOWN**  
**Water Sewer Operating Budget**  
**FY 2017**

	AUDIT FY 2013	AUDIT FY 2014	AUDIT FY 2015	Budget FY 2016	Projected FY16	Preliminary Budget FY 2017
<b>East WWTP</b>						
Electric	35,844	38,450	40,211	33,279	34,077	35,099
Parts & Supplies	3,749	8,162	6,325	5,469	5,028	5,802
Repairs & Maintenance	32,355	11,960	23,354	35,357	35,357	35,800
Chemicals	40,867	32,727	28,329	40,844	40,844	40,844
Mowing		-	-	-	-	-
Tools & Equipment	7,721	2,849	8,091	8,400	1,957	5,573
Testing & Analysis	20,812	22,982	25,170	34,187	34,187	34,187
Sludge Hauling Expense	66,093	45,596	61,642	57,000	57,000	60,000
<b>Subtotal</b>	<b>207,441</b>	<b>162,726</b>	<b>193,122</b>	<b>214,535</b>	<b>208,449</b>	<b>217,305</b>
<b>West WWTP</b>						
Electric	19,020	18,989	20,410	17,934	26,533	21,022
Supplies	1,987	4,474	2,121	2,500	2,500	2,500
Repairs & Maintenance	3,196	7,102	20,740	11,750	11,750	6,050
Chemicals	50,684	53,057	54,073	61,258	61,258	61,258
Mowing		-	-	-	-	-
Tools & Equipment	7,407	1,400	756	1,000	1,000	1,000
Testing & Analysis	8,303	8,808	9,106	10,459	10,459	10,459
Sludge Hauling Expense	22,959	17,663	17,250	22,650	22,650	22,650
<b>SUB-TOTAL</b>	<b>113,556</b>	<b>111,493</b>	<b>124,456</b>	<b>127,552</b>	<b>136,151</b>	<b>124,940</b>
<b>TOTAL SEWER</b>	<b>563,706</b>	<b>518,117</b>	<b>567,145</b>	<b>601,897</b>	<b>603,380</b>	<b>600,504</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>1,081,501</b>	<b>1,001,179</b>	<b>1,081,711</b>	<b>1,234,334</b>	<b>1,181,339</b>	<b>1,173,129</b>
Contingency Fund				43,202	41,347	41,060
Adjusted Operating Expense				1,277,535	1,222,686	1,214,189
<b>OPERATING INCOME (LOSS)</b>	<b>20,257</b>	<b>129,740</b>	<b>158,668</b>	<b>9,724</b>	<b>28,292</b>	<b>23,126</b>

Town of Middletown  
Water Sewer Fund  
Capital Improvement Program

**PROPOSED CHANGES**



**Burgess and Commissioners of Middletown  
Water & Sewer Capital Improvement Program  
FY 2017 - FY 2021**

<b>INCOME</b>	<b>FY '17</b>	<b>FY '18</b>	<b>FY '19</b>	<b>FY '20</b>	<b>FY '21</b>
CASH Reserves	\$243,516	\$54,875	\$34,729	\$272,580	\$174,668
DEBT SERVICE FEE - NEW HOMES	\$139,000	\$141,400	\$148,500	\$157,200	\$164,100
CAPITAL IMPROVEMENT FEE	\$149,298	\$159,132	\$168,966	\$178,800	\$178,800
Inflow & Infiltration - Reserve Account	\$75,000	\$420,000			
Land Leases	\$192,028	\$199,709	\$207,697	\$216,005	\$224,646
Tap Fees (See Growth Projections)	\$710,000	\$609,000	\$483,000	\$84,000	\$20,000
Main Street Waterline Loan	\$2,895,000	\$965,000			
Reservoir Cover Loan	\$800,000				
<b>Total Revenue</b>	<b>\$5,203,842</b>	<b>\$2,549,116</b>	<b>\$1,042,892</b>	<b>\$908,585</b>	<b>\$762,213</b>
<b>Debt Service</b>					
WATER STORAGE TANK LOAN	\$111,820				
EAST WWTP LOAN	\$241,265	\$241,265	\$241,265	\$239,265	
MAIN STREET WATERLINE LOAN	\$252,482	\$250,184	\$250,294	\$250,899	\$252,399
RESERVOIR LOAN	\$58,670	\$58,578	\$58,754	\$58,754	\$58,725
<b>DEVELOPMENT PROJECTS</b>					
Brookridge WTP (Loan Payments)	\$200,000	\$201,361			
Outstanding Balance - \$401,361.82					
<b>Total Debt Service</b>	<b>\$862,217</b>	<b>\$749,388</b>	<b>\$548,313</b>	<b>\$546,918</b>	<b>\$309,124</b>
<b>Net Income</b>	<b>\$4,341,625</b>	<b>\$1,799,729</b>	<b>\$494,580</b>	<b>\$361,668</b>	<b>\$453,089</b>
<b>Projects</b>					
<b>SYSTEM UPGRADE PROJECTS</b>					
<b>WATER SYSTEM</b>					
Main Street Waterline Program	\$2,895,000	\$965,000			
Reservoir - Dual Feed Cover/Liner Replacement/Road Rebuild	\$819,500				
Fluoride Systems - Well #15/#16 & Brookridge WTP		\$60,000			
Stream Erosion - Well Field Restoration	\$125,000				
Scada Control System	\$76,000	\$50,000	\$25,000		
Booster Station - Replace Starters with VFD's		\$125,000			
Booster Station - Pump Bypass Connections	\$25,000				
Booster Station - Process Piping Replacement			\$40,000		
Booster Station - Roof Replacement/Building Painting		\$5,000			
Fire Hydrant Install - Elm & Washington Street	\$8,000				
Water Meter Replacements	\$65,250	\$60,000	\$57,000	\$57,000	\$55,000
Springline Replacement - US 40 to Reservoir (Expected 2025)			\$100,000	\$100,000	\$100,000
<b>WASTEWATER SYSTEM</b>					
West WWTP - Curtain Replacement	\$60,000				
West WWTP - New Chemical Storage Structure	\$15,000				
West WWTP - Influent Meter Replacement		\$15,000			
West WWTP - Roof Replacement				\$30,000	
East WWTP - Bar Screen Refurbishment	\$40,000				
East WWTP - Influent Flume & Ultrasonic Meter	\$16,000				
East WWTP - Sludge Mag Meter		\$15,000			
Vactor Trailer & Excavator		\$50,000			
Inflow & Infiltration	\$75,000	\$420,000			
Brookridge PS Vault Magmeter & Cabinet	\$11,000				
Brookridge PS - 3 Phase VFD and New Pump Installation	\$25,000				
Cone Branch PS - New Pumps	\$31,000				
<b>Total Projects</b>	<b>\$4,286,750</b>	<b>\$1,765,000</b>	<b>\$222,000</b>	<b>\$187,000</b>	<b>\$155,000</b>
<b>Surplus / Deficit</b>	<b>\$54,875</b>	<b>\$34,729</b>	<b>\$272,580</b>	<b>\$174,668</b>	<b>\$298,089</b>

## **Community Service Time**

Community service time is one of the ways the Town of Middletown supports your volunteer involvement in our community.

**Community service time is time away with pay, separate from sick leave or annual leave (paid time off).** If you are a full-time employee and regularly scheduled to work 30 hours or more per week, you may be eligible for up to eight (8) hours of community service activities during the time when you would otherwise be scheduled to work. For example if you are scheduled to work from 9:00 a.m. to 5:00 p.m. and you would like to volunteer for a local organization between 1:00 p.m. and 5:00 p.m., you may use community service time (CST).

Team members with less than six months of employment are eligible for a prorated amount and may take up to four (4) hours, with Town Administrator approval. If community service time is not used, it cannot be carried over to the following year and it is not payable as leave or upon termination of employment.

Exempt employees are required to use community service time in either full-day or half-day increments. Nonexempt employees may record community service time in full-day, half-day, or hourly increments. Except for the restrictions referenced below, you determine how you use your community service time, as long as you are using your skills and abilities to benefit an organization or community.

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With the Town Administrator's approval, you may use PTO for time away to volunteer for any ineligible activities.

To avoid significant business interruptions, the Town Administrator must approve the request for time away 2 weeks **in advance**. Contact the Town Administrator for additional eligible and ineligible activities. An event in the Town that constitutes an emergency (i.e. water line break) would cancel the use of service time.

**In order to qualify for community service time, a team member should be volunteering for a community or nonprofit organization that is designated as 501 (c)(3) or 501 (c)(6) by the Internal Revenue Service (IRS), for a school, or for a city, county, state, or federal board, council, or election department.**

**Examples of ELIGIBLE activities include but are not limited to:**

- Volunteering at a local school (chaperoning, working at a book fair, reading, whether your child attends the school or not).
- Serving on advisory boards, councils, or boards of directors of nonprofit organizations.
- Donating blood.
- Serving as an election official for a general election.

**Examples of activities NOT ELIGIBLE for community service time include but are not limited to:**

- Partisan political activities such as campaigning on behalf of a candidate or political party.
  - Religious activities not involving community service.
  - Parental activities such as parent-teacher conferences or attending school concerts or sporting events.
  - Court-mandated community service.
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