



AGENDA FOR THE TOWN MEETING

April 8, 2013

7:00 p.m.

PLEDGE TO THE FLAG

CALL TO ORDER

CONSENT AGENDA

- Financial Statements
- Town Minutes
 - March 25, 2013 – Town Meeting

PERSONAL REQUESTS FOR AGENDA:

STAFF REPORTS (*From Workshop*):

Community Deputy Report

Staff Planner

Zoning Administrator

Engineer's Report

Main Street Manager

UNFINISHED BUSINESS:

- Way Finding Signs Business District
- POS Projects for Submission
- AT&T Lease Counter Offer

REPORT OF COMMITTEES:

Water/Sewer

Commissioner Falcinelli

Public Works

Commissioner Bussard

Planning Commission Liaison

Commissioner Goodman

Parks & Recreation

Commissioner Ventre

Finance

Commissioner Dietrick

Public Information Committee

Commissioner Falcinelli

NEW BUSINESS:

- Hollow Creek Request for Permit for Live Music Outside
- Early Warning Siren Protocols MOU

PUBLIC COMMENTS:

Please state Name and Address for the Record

ANNOUNCEMENTS:

- *Town Meeting for Monday, April 22, 2013 is CANCELLED*
- *Tornado Siren Testing for Middletown on Saturday, April 13, 2013 at 12 Noon*

ADJOURNMENT

EXECUTIVE SESSION: *(If Necessary)*

Meetings for the month of April 2013

- | | | |
|---------------------------------------|----------------------------------|---------------|
| • <i>Parks & Recreation</i> | <i>Tuesday, April 16, 2013</i> | <i>7:00PM</i> |
| • <i>Planning Commission Workshop</i> | <i>Wednesday, April 17, 2013</i> | <i>7:00PM</i> |
| • <i>Planning Commission</i> | <i>Monday, April 22, 2013</i> | <i>7:00PM</i> |
| • <i>Water & Sewer Committee</i> | <i>TBA</i> | <i>7:00PM</i> |
| • <i>Main Street Board</i> | <i>Thursday, April 25, 2013</i> | <i>7:00PM</i> |

**TOWN OF MIDDLETOWN
DAILY CASH BALANCE STATEMENT
As Of April 3, 2013**

	Cash Balance
GENERAL FUND	
Operating Accounts	
<i>BB & T Operating Gen Fund</i>	\$ 775,363
<i>Petty Cash</i>	200
<i>BB & T Payroll</i>	<u>10,160</u>
	\$ 785,723
CIP Accounts	
<i>BB & T Index</i>	\$ 935,581
<i>PNC Investment</i>	<u>205,521</u>
	\$ 1,141,102
TOTAL GF FUNDS AVAILABLE	<u>\$ 1,926,825</u>
 Reserved Accounts *	
<i>BB&T Rainy Day Fund</i>	\$ 193,332
<i>BB&T Reserve - Fire Company</i>	<u>50,000</u>
TOTAL GENERAL FUND RESERVES *	<u>\$ 243,332</u>
 WATER & SEWER FUND	
Operating Accounts	
<i>Middletown Valley Bank</i>	\$ 28,004
<i>BB & T Operating W/S Fund</i>	<u>(314,494)</u>
	\$ (286,490)
CIP Accounts	
<i>BB & T Index</i>	\$ 15,183
TOTAL W & S FUNDS AVAILABLE	<u>\$ (271,307)</u>
 Reserved Accounts *	
<i>MVB Bonds</i>	\$ 5,120
<i>BB&T Index - Sludge Removal</i>	61,688
<i>BB & T Index - I & I</i>	<u>206,250</u>
TOTAL WATER & SEWER RESERVES *	<u>\$ 273,058</u>

* These funds have been reserved for specific purposes and are not available for use.

Town of Middletown
Statement of Revenue & Expenditures
General Fund
Fiscal Year 2013
For the 9 Months Ended March 31, 2013

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
REVENUE			
LOCAL TAX			
Real Property	\$ 1,065,363	\$ 1,059,187	\$ (6,176)
Tangible Personal Property	27,000	29,810	2,810
Public Utilities	7,850	9,426	1,576
Franchise (Cable)	36,000	21,023	(14,977)
Penalties & Interest	10,000	7,591	(2,409)
	<u>\$ 1,146,213</u>	<u>\$ 1,127,037</u>	<u>\$ (19,176)</u>
STATE SHARED TAX			
Admission & Amusement	\$ 32,950	\$ 24,065	\$ (8,885)
Highway Gasoline & Licenses	38,876	16,830	(22,046)
	<u>\$ 71,826</u>	<u>\$ 40,895</u>	<u>\$ (30,931)</u>
COUNTY SHARED TAX			
Income Taxes	\$ 675,440	\$ 349,832	\$ (325,608)
Tax Equity Grant	561,699	421,275	(140,424)
	<u>\$ 1,237,139</u>	<u>\$ 771,107</u>	<u>\$ (466,032)</u>
LICENSES AND PERMITS			
Beer, Wine and Liquor	\$ 1,950		\$ (1,950)
Business / Traders	4,000	268	(3,732)
Planning / Zoning Fees	9,500	17,032	7,532
	<u>\$ 15,450</u>	<u>\$ 17,300</u>	<u>\$ 1,850</u>
PARKS AND RECREATION			
Pavillion Fees	\$ 1,900	\$ 1,190	\$ (710)
	<u>\$ 1,900</u>	<u>\$ 1,190</u>	<u>\$ (710)</u>
POLICE PROTECTION			
State Grant	\$ 15,126	\$ 11,345	\$ (3,781)
	<u>\$ 15,126</u>	<u>\$ 11,345</u>	<u>\$ (3,781)</u>
MISCELLANEOUS			
Community Events			
Parking Citations		150	150
Bank Shares Grant	1,491	1,491	
Miscellaneous & Donations	1,009	10,548	9,539
	<u>\$ 2,500</u>	<u>\$ 12,189</u>	<u>\$ 9,689</u>
OPERATING REVENUES	\$ 2,490,154	\$ 1,981,063	\$ (509,091)
State Grants & Interest	\$ 123,836	\$ 1,419	\$ (122,417)
TOTAL REVENUE	\$ 2,613,990	\$ 1,982,482	\$ (631,508)

Town of Middletown
Statement of Revenue & Expenditures
General Fund
Fiscal Year 2013
For the 9 Months Ended March 31, 2013

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
<u>EXPENDITURES</u>			
<u>LEGISLATIVE</u>			
Commissioner's Salary	\$ 12,000	\$ 8,000	\$ (4,000)
Communications	1,300	2,184	884
Dues & Subscriptions	7,300	7,313	13
Office Supplies & Exp	3,000	7,403	4,403
Advertising	1,000	300	(700)
Meetings & Conventions	7,700	1,381	(6,319)
	\$ 32,300	\$ 26,581	\$ (5,719)
<u>EXECUTIVE</u>			
Burgess Salary	\$ 6,000	\$ 4,000	\$ (2,000)
	\$ 6,000	\$ 4,000	\$ (2,000)
<u>ELECTION</u>			
Clerk Fees			
Other Administrative Expenses			
<u>GENERAL SERVICES</u>			
<u>ADMINISTRATION</u>			
GS - Capital Outlay	\$ 5,200		\$ (5,200)
Administrative Salary	178,997	140,892	(38,105)
Postage & Printing	2,500	73	(2,427)
Communications	7,600	5,863	(1,737)
Computer Expenses	16,801	12,140	(4,661)
Office Supplies & Exp	16,271	15,991	(280)
Office Maintenance	52,719	41,074	(11,645)
Dues & Subscriptions	100	25	(75)
Professional Services	3,600	5,400	1,800
Meetings & Conventions	100		(100)
	\$ 283,888	\$ 221,458	\$ (62,430)
<u>OPERATIONS</u>			
Maintenance Capital Outlay		\$ 67,900	\$ 67,900
Vehicle Capital Outlay		50,058	50,058
Director Salary	81,830	61,864	(19,966)
Maintenance Salary	37,596	25,231	(12,365)
Communications	5,866	4,811	(1,055)
Supplies & Expenses	11,100	12,024	924
Dues & Meetings		308	308
Maintenance & Repairs	24,768	12,267	(12,501)
Tools & Equipment	2,200	2,484	284
	\$ 163,360	\$ 236,947	\$ 73,587

Town of Middletown
Statement of Revenue & Expenditures
General Fund
Fiscal Year 2013
For the 9 Months Ended March 31, 2013

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
<u>PROFESSIONAL SERVICES</u>			
Independent Accounting	\$ 12,250	\$ 12,250	
Legal - Development		1,510	1,510
Legal - Ordinances	<u>7,500</u>	<u>4,384</u>	<u>(3,116)</u>
	\$ 19,750	\$ 18,144	\$ (1,606)
<u>PLANNING & ZONING</u>			
Salary & Fees	\$ 43,916	\$ 31,069	\$ (12,847)
Other Expenses	<u>1,292</u>	<u>1,097</u>	<u>(195)</u>
	\$ 45,208	\$ 32,166	\$ (13,042)
<u>MAIN STREET PROGRAM</u>			
Manager Salary	\$ 24,912	\$ 21,794	\$ (3,118)
Town Contribution	<u>8,500</u>	<u>8,046</u>	<u>(454)</u>
	\$ 33,412	\$ 29,840	\$ (3,572)
<u>PUBLIC SAFETY</u>			
Fire Dept. Donation	\$ 15,000	\$ 15,000	
School Crossing Guards	14,461	9,902	(4,559)
Community Deputy Program	<u>390,883</u>	<u>264,903</u>	<u>(125,980)</u>
	\$ 420,344	\$ 289,805	\$ (130,539)
<u>SANITATION & WASTE REMOVAL</u>			
Resident Trash & Yard Waste	\$ 287,937	\$ 214,153	\$ (73,784)
<u>RECREATION AND CULTURE</u>			
Parks - Capital Outlay	166,472	22,268	(144,204)
Park Salary	40,182	17,753	(22,429)
Park Electric	2,200	1,131	(1,069)
Maintenance & Repairs	20,900	6,914	(13,986)
Mowing	38,550	18,792	(19,758)
Remsberg Park - Interest	40,124	21,610	(18,514)
Remsberg Park - Principal	<u>92,729</u>	<u>82,123</u>	<u>(10,606)</u>
	\$ 401,157	\$ 170,591	\$ (230,566)

Town of Middletown
Statement of Revenue & Expenditures
General Fund
Fiscal Year 2013
For the 9 Months Ended March 31, 2013

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
<u>HIGHWAYS AND STREETS</u>			
Streets - Capital Outlay	\$ 618,200	\$ 122,503	\$ (495,697)
Equipment - Capital Outlay	7,400	5,578	(1,822)
Salary	88,207	64,655	(23,552)
Street Lighting	153,600	113,360	(40,240)
Storm Water Management	1,500	612	(888)
Snow Removal	51,500	29,871	(21,629)
Repairs & Resurfacing	108,125	73,503	(34,622)
Signs	3,000	3,030	30
Truck Repair & Operation	19,045	21,923	2,878
Equipment Repairs & Ops	7,190	6,215	(975)
Mowing	31,744	15,952	(15,792)
East Green St - Interest	8,310	2,991	(5,319)
East Green St - Principal	10,500		(10,500)
	<u>\$ 1,108,321</u>	<u>\$ 460,193</u>	<u>\$ (648,128)</u>
<u>OTHER EXPENSES</u>			
MT Historical Society - CIP	\$ 5,000	\$ 5,000	
Water & Sewer Fund Grant	11,780	58,981	47,201
Donations	100		(100)
Travel - Mileage	2,500	1,171	(1,329)
Community Events	61,950	43,710	(18,240)
Payroll Taxes	40,159	28,725	(11,434)
Insurance - Property	9,748	9,405	(343)
Insurance - Employee	106,829	98,992	(7,837)
Retirement/Pension	69,621	41,015	(28,606)
Web Page & Directory	5,700	2,752	(2,948)
Real Estate Taxes	712	753	41
Other	3,500	4,731	1,231
	<u>\$ 317,599</u>	<u>\$ 295,235</u>	<u>\$ (22,364)</u>
TOTAL EXPENDITURES	\$ 3,119,276	\$ 1,999,113	\$ (1,120,163)
INCOME (LOSS) Exc. Cash Reserves	\$ (505,286)	\$ (16,631)	\$ 488,655
CASH RESERVES	\$ 1,466,088	\$ 1,139,855	\$ (326,233)
SURPLUS / (DEFICIT)	\$ 960,802	\$ 1,123,224	\$ 162,422

Town of Middletown
CIP Funds & Expenditures
General Fund
Fiscal Year 2013
For the 9 Months Ended March 31, 2013

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
OPERATING REVENUE			
Revenue	\$ 2,490,154	\$ 1,981,063	\$ (509,091)
OPERATING EXPENSES			
Expenses	2,213,775	1,643,683	(570,092)
Loan Principal Payments	103,229	82,123	(21,106)
OPERATING SURPLUS (LOSS)	\$ 173,150	\$ 255,257	\$ 82,107
<u>OTHER FUNDS</u>			
POS - Development	\$ 22,395		\$ (22,395)
MVAA Remsberg Park	25,776		(25,776)
POS - Walking Trail Land Pu	42,000		(42,000)
SRTS - School Walking Trail	30,000		(30,000)
Interest	3,665	1,419	(2,246)
TOTAL OTHER FUNDS	\$ 123,836	\$ 1,419	\$ (122,417)
TOTAL FUNDS AVAILABLE	\$ 296,986	\$ 256,676	\$ (40,310)
<u>CIP PROJECTS & PURCHASES</u>			
MT Historical Society	\$ 5,000	\$ 5,000	
Computer Hardware	5,200		(5,200)
Maintenance Truck/Snow Plow		50,058	50,058
Case 580SN Loader/Backhoe		67,900	67,900
Hydraulic Breaker-Excavator	7,400	5,579	(1,821)
SWM Pond Fencing-Coblentz	18,200	16,563	(1,637)
Jefferson St Paving		54,200	54,200
Walking Trail Purchase-Lind	42,000		(42,000)
Walking Trail Design/Constr	66,801	15,007	(51,794)
Remsberg Park Netting	46,671		(46,671)
Wiles Branch Park Signs	6,000		(6,000)
Walkway Lighting	5,000	7,261	2,261
West Green St Improvements	100,000	41,271	(58,729)
Walnut Street Bridge	500,000	10,468	(489,532)
TOTAL CIP COSTS	\$ 802,272	\$ 273,307	\$ (528,965)
OPERATING & CIP SURPLUS (LOSS)	\$ (505,286)	\$ (16,631)	\$ 488,655
Cash Reserves	\$ 1,466,088	\$ 1,139,855	\$ (326,233)
TOTAL CASH SURPLUS	\$ 960,802	\$ 1,123,224	\$ 162,422

Town of Middletown
STATEMENT OF REVENUE and EXPENDITURES
WATER & SEWER
Fiscal Year 2013
For the 9 Months Ended March 31, 2013

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
<u>REVENUE</u>			
Water Revenue	\$ 532,440	\$ 408,193	\$ (124,247)
Sewer Revenue	532,440	407,992	(124,448)
Penalties/Reconnects	16,000	11,660	(4,340)
Rain Barrel Sales	2,250		(2,250)
General Fund Grant/Misc	11,780	63,754	51,974
TOTAL OPERATING REVENUE	\$ 1,094,910	\$ 891,599	\$ (203,311)
 <u>EXPENDITURES</u>			
ADMINISTRATIVE			
Office Salaries	\$ 49,168	\$ 32,223	\$ (16,945)
Communications	7,000	5,074	(1,926)
Postage	7,500	5,126	(2,374)
Office Supplies/Expense	9,700	8,667	(1,033)
Legal - Other	3,000		(3,000)
Meetings & Seminars	250		(250)
Advertising	500		(500)
Uniforms	2,600	1,914	(686)
Dues/Subscrip/Certifications	300	240	(60)
Travel	250		(250)
Payroll Taxes	18,016	15,106	(2,910)
Insurance - Prop. & Liability	12,000	5,686	(6,314)
Insurance - Workers Comp	12,000	9,045	(2,955)
Insurance - Health	44,195	41,408	(2,787)
Retirement/Pension	26,459	16,382	(10,077)
Real Estate Taxes	292	292	
Rain Barrel/Educational Programs	4,625		(4,625)
Waterline / I & I Loans	72,795	43,053	(29,742)
Sub-Total	\$ 270,650	\$ 184,216	\$ (86,434)
 Vehicles & Equipment			
1999 Truck	\$ 3,866	\$ 1,223	\$ (2,643)
2001 Truck	3,567	2,891	(676)
2008 Truck	3,067	2,358	(709)
2012 Truck		2,601	2,601
Misc Equipment	3,000	1,802	(1,198)
Bobcat Mini-Excavator		134	134
Case Backhoe	2,000	663	(1,337)
Sub-Total	\$ 15,500	\$ 11,672	\$ (3,828)

Town of Middletown
STATEMENT OF REVENUE and EXPENDITURES
WATER & SEWER
Fiscal Year 2013
For the 9 Months Ended March 31, 2013

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
WATER			
Salaries	\$ 105,957	\$ 79,196	\$ (26,761)
Water Distribution System			
Supplies	2,000	1,552	(448)
Repairs & Maintenance	45,600	30,395	(15,205)
Water Line Break Repairs	10,000	246	(9,754)
Chemicals	500		(500)
Tools & Equipment	1,000	4,068	3,068
Sub-Total	\$ 59,100	\$ 36,261	\$ (22,839)
Water Plant/Reservoir/Booster/Tower/BS Wellhouse			
Electric	\$ 36,325	\$ 19,095	\$ (17,230)
Supplies	1,500	1,493	(7)
Repairs & Maintenance	21,819	19,540	(2,279)
Chemicals	17,500	14,967	(2,533)
Tools & Equipment	2,450	4,062	1,612
Testing & Analysis	8,800	6,051	(2,749)
Sub-Total	\$ 88,394	\$ 65,208	\$ (23,186)
Abandoned Well Costs			
TOTAL WATER EXPENSES	\$ 253,451	\$ 180,665	\$ (72,786)
SEWER			
Salaries	\$ 103,926	\$ 87,086	\$ (16,840)
Sewer Collection System			
Cone Branch PS	21,811	7,907	(13,904)
Brookridge South PS	7,038	11,715	4,677
Foxfield PS	8,637	4,760	(3,877)
Sanitary Sewerlines & Manholes	22,600	17,943	(4,657)
I & I Accrual	75,000	56,250	(18,750)
Sub-Total	\$ 135,086	\$ 98,575	\$ (36,511)

Town of Middletown
STATEMENT OF REVENUE and EXPENDITURES
WATER & SEWER
Fiscal Year 2013
For the 9 Months Ended March 31, 2013

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
Wastewater Treatment Plants			
East Wastewater Treatment Plant			
Electric	\$ 33,880	\$ 23,834	\$ (10,046)
Supplies	5,000	1,926	(3,074)
Repairs & Maintenance	33,400	11,998	(21,402)
Chemicals	36,000	30,618	(5,382)
Tools & Equipment	2,500	5,830	3,330
Testing & Analysis	15,000	12,712	(2,288)
Sludge Hauling Expense	64,000	37,487	(26,513)
Sub-Total	\$ 189,780	\$ 124,405	\$ (65,375)
West Wastewater Treatment Plant			
Electric	\$ 17,411	\$ 13,428	\$ (3,983)
Supplies	750	892	142
Repairs & Maintenance	4,400	2,943	(1,457)
Chemicals	40,500	32,785	(7,715)
Tools & Equipment	10,100	7,407	(2,693)
Testing & Analysis	6,600	5,617	(983)
Sludge Hauling Expense	17,500	16,501	(999)
Sub-Total	\$ 97,261	\$ 79,573	\$ (17,688)
TOTAL SEWER EXPENSES	\$ 526,053	\$ 389,639	\$ (136,414)
TOTAL WATER/SEWER EXPENSES	\$ 1,065,654	\$ 766,192	\$ (299,462)
NET INCOME (LOSS)	\$ 29,256	\$ 125,407	\$ 96,151

Town of Middletown
CIP FUNDS and EXPENDITURES
WATER & SEWER
Fiscal Year 2013
For the 9 Months Ended March 31, 2013

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<u>FUNDING SOURCES</u>			
Operating Revenue	\$ 1,094,910	\$ 891,599	\$ (203,311)
Operating Expenses	<u>1,065,654</u>	<u>766,192</u>	<u>(299,462)</u>
OPERATING INCOME (LOSS)	\$ 29,256	\$ 125,407	\$ 96,151
Debt Service Fee - New Homes	\$ 133,800	\$ 102,300	\$ (31,500)
Capital Improvement Fees	107,400	80,280	(27,120)
Improvement/Tap Fees	260,000	120,000	(140,000)
Water Meter Sales	15,500	3,709	(11,791)
Water Tower & Land Leases	157,225	124,572	(32,653)
Case Loader/Backhoe Trade In	<u> </u>	<u>10,500</u>	<u>10,500</u>
TOTAL OTHER REVENUE	\$ 673,925	\$ 441,361	\$ (232,564)
TOTAL FUNDS AVAILABLE	703,181	566,768	(136,413)
<u>DEBT SERVICE COSTS</u>			
Principal Payments			
BB&T Line of Credit	\$ 35,500	\$ 35,500	
CDA - Water Tower	92,650		(92,650)
MDE - East WWTP	191,685	191,685	
Interest - All Loans	<u>69,633</u>	<u>50,870</u>	<u>(18,763)</u>
TOTAL DEBT SERVICE COSTS	\$ 389,468	\$ 278,055	\$ (111,413)
<u>WATER & SEWER PROJECTS</u>			
Main Street Waterline Program	\$ 155,000	\$ 105,335	\$ (49,665)
Link2Site Upgrade at Brookridge	20,000		(20,000)
Maganese Removal System	15,000		(15,000)
Reservoir Kohler Generator		25,998	25,998
Maple St Waterline Replacement	8,000		(8,000)
Refrigerated Sampler - E WWTP		5,178	5,178
Chemical Storage Bldg - W WWTP	<u>30,000</u>		<u>(30,000)</u>
TOTAL WATER & SEWER PROJECTS	\$ 228,000	\$ 136,511	\$ (91,489)
TOTAL CIP COSTS	\$ 617,468	\$ 414,566	\$ (202,902)
TOTAL FUNDS REMAINING	<u>\$ 85,713</u>	<u>\$ 152,202</u>	<u>\$ 66,489</u>

**BURGESS AND COMMISSIONERS
OF MIDDLETOWN MARYLAND**

DRAFT

TOWN MEETING MINUTES

REGULAR MEETING

March 25, 2013

The second monthly meeting of the Burgess and Commissioners of Middletown was called to order on March 25, 2013 by Burgess John D. Miller at 7:00 p.m. in the Middletown Municipal Center, 31 W. Main Street, Middletown, Maryland. Present were: Burgess Miller, Commissioners Jennifer Falcinelli, Larry Bussard, Richard Dietrick, Anthony Ventre and Christopher Goodman.

Melissa Joseph, Field Representative of Congressman Chris Van Hollen introduced herself.

CONSENT AGENDA

Town Minutes

March 7, 2013 – Public Hearing 13-03-01

March 11, 2013 – Town Meeting

Commissioner Dietrick asked for clarification the \$1,000.00 of the FRO money designated for Memorial Park would be used for and was told planting of 2 trees.

Commissioner Bussard motioned to accept this consent agenda, seconded by Commissioner Goodman and passed unanimously.

PERSONAL REQUEST FOR AGENDA

Jim McMahon – AMVETS Post #9 – War Memorial Improvement Plans

Scott Bowen, MSB Architects

Mr. McMahon mentioned the Boy Scouts have been honoring World War 1 and II veterans for the last 13 years on Veterans Day and the youngsters wondered why other wars were not included. Many veterans who attended had to stand on the sidelines because the location was not handicapped accessible. Mr. McMahon said the Middletown AMVETS Post No. 9 is leading the project for upgrading the Middletown War Memorial that will include Vietnam, Desert Storm, Afghanistan and Iraq. Names will be etched in granite. Proposed cost for this upgrade is \$30,000.00 and the Amvets have raised so far \$15,000 with more donations/fundraisers to come and asking the Board to help with these upgrades which they hope to have completed by Veterans Day 2013.

Mr. Bowen presented a slide presentation of proposed design which would be handicapped accessible.

Mr. Rob Rothenhoefer did the site survey work. The Town Administrator mentioned both Mr. Bowen and Mr. Rothenhoefer performed their work at no charge as both have fathers who are veterans.

Commission Dietrick mentioned he would like to see lights.

UNFINISHED BUSINESS

Budget Workshop – Water & Sewer Fund Operating and CIP Budgets – Burgess Miller passed out a draft operating and CIP budgets for the water & sewer fund. A copy of this draft is attached.

Elected Officials Compensation – A copy of 2012 compensation for municipalities throughout the State was presented for the Board’s review. Burgess Miller will present a proposal at a later date.

Discussion of MVFC Activities Building Fees – Burgess Miller mentioned the Board and members of the Fire Co. met in February and the following was discussed:

- New activity center will pay for water at the established commercial rate set by the Town
- The existing fire hall will begin to pay a water bill once it ceases to be the primary fire station
- Tap fees will be paid for the new activity building
- Waiving the improvement fee for the new activity building

Town has budgeted \$50,000 as gift to MVFC for the construction of the new building. MVFC would rather use this toward the tap fees. Commissioner Bussard mentioned swapping checks for both parties to have a better paper trail. The Board would like to have a MOU with MVFC.

Walnut Street Waterline Replacement – The Town received 2 bids;

- C.W. Hetzler, \$127,430.00
- Mid Atlantic, \$129,760.00

Staff mentioned the Town has worked with both contractors. Commissioner Falcinelli motioned to accept the bid from C. W. Hetzler in the amount of \$127,430.00, seconded by Commissioner Bussard and passed unanimously.

NEW BUSINESS

Audit Bids – The following bids were received with the 3 year cost listed:

Lindsey & Associates, LLC	\$33,000.00
Albright,Crumbacker,Moul & Itell	\$39,000.00
Kline & Company	\$40,200.00
Rager,Lehman & Houck	\$42,850.00
Draper & McGinley	\$46,350.00
Smith,Elliott,Kearns & Co.	\$52,500.00

Commissioner Falcinelli motioned to accept the bid from Albright, Crumbacker, Moul & Itell in the amount of \$13,000.00 each year for 3 years, seconded by Commissioner Dietrick and passed unanimously.

Reschedule the July 4, 2013 Town Workshop – To be determined at a later date

Disposal of Excess Town Equipment - The Director of Operations has a list of excess equipment that will be taken to an auction house.

2013 Rain Barrel Program – The Town in partnership with the Interstate Commission on the Potomac River Basin are one again offering Rain Barrels for sale to Town Residents for \$45.00. The Town has 35 barrels that will be sold on a first come/first serve basis. Pick Up will be Tuesday May 7, 2013 from 6 p.m. to 7:30 p.m.

ADJOURNMENT

With no further business to come before the Board, the meeting adjourned at 8:30 p.m.

Respectfully submitted,

Christine H. Moore
Administrative Assistant

Town of Middletown Planning Department

To: Burgess & Commissioners

From: Cindy Unangst, Staff Planner

Date: 3/28/2013

RE: Monthly Planning Update

Major Subdivisions:

Coblentz on Green – Master Plan approval – approved November 10, 2008
SWM Concept Plan – approved by County October 15, 2010
Water Tap agreement approved by Burgess & Commissioners – March 2012
Submitted Master Plan Amendment and Preliminary Plans – Nov. 2012
Planning Commission reviewed revised Master Plan – December 21, 2012
Planning Commission approved Forest Stand Delineation/Forest Conservation Plan – Jan 2013
Planning Commission conditionally approved preliminary plan – March 18, 2013
Master Plan Amendment approved March 11, 2013

Foxfield Section 4- FRO plantings have all been installed. 16 homes still to be built.
1st year FRO review – 67% compliance – 232 additional trees needed

Minor Site Plans and Subdivisions:

AMVETS Expansion Plans – Site Plan approved – October 15, 2012; (Plans expire 10/15/2015)

Chesterbrook Apts/Middletown Valley Apts - Site Plan approved – July 17, 2006
Improvement Plans signed by County – July 17, 2008
Improvement Plans approved and signed – September 16, 2008
SWM waiver received from County – May 12, 2011
SWM admin waiver shall expire on May 4, 2017; final plans approved prior to May 4, 2013.

Coblentz Grove minor subdivision – Preliminary/Final Plat conditionally approved – Nov. 15, 2010
FSD & Forest Conservation Plan approved – November 15, 2010
Improvement Plans conditionally approved – February 21, 2011
Final Plat approved – July 18, 2011 (recorded – October 24, 2012)
Building permits applied for – October 30, 2012

Cone Branch Walking Trail – Concept plans approved – March 19, 2012
Improvement plans conditionally approved – January 21, 2013

Fire Co Activities Center- Site Plan conditionally approved – July 21, 2008
Site Plan resubmitted and SWM Concept/Dev. Plan submitted – Sept. 6, 2011
Revised Site Plan conditionally approved – October 17, 2011; (Plans expire October 17, 2014)
SWM Plan approved by Frederick County – November 3, 2011
Improvement Plans submitted – December 6, 2012
Revised Site Plan submitted – March 26, 2013

Hollow Creek – Revised Site Plan approved and signed – October 14, 2010
Revised Site Plan (leaderboard) approved – February 21, 2011; (Plans expire February 21, 2014)

Hollow Creek Golf Course SWM Pond #1 Revision plans submitted to County 12/1/2010
Plans approved by County – December 22, 2010
Revised Plans submitted for PC review – December 30, 2010
Revised Plans submitted to SCD for review – January 5, 2011

Horman Apartments- Site Plan approved – April 21, 2008
Improvement Plans conditionally approved – May 17, 2010

Jiffas – Site Improvement Plan conditionally approved – October 20, 2008
Forest Conservation Plan approved – October 20, 2008

Middletown H.S. Stadium Concession Stand Expansion Plan – approved June 18, 2012
(Plans expire June 18, 2015)

Middletown H.S. C-container site plan – conditionally approved February 18, 2013

Miller (Ingalls) – Concept and Phase I & II Plan submitted – September 20, 2010
Approved and signed – September 27, 2010

Municipal Center C-container site plan – approved February 18, 2013

Newton Property (Cross Stone Commons) – Concept Plan discussion – June 18, 2012
Concept Plan submitted – October 1, 2012
Traffic Impact Study submitted – October 18, 2012
Revised Concept Plan reviewed by PC – November 19, 2012

Potomac Gun Depot – plans conditionally approved – February 18, 2013

Putman – Site Plan conditionally approved- November 17, 2008
Forest Conservation Plan approved – June 16, 2009
Improvement Plans conditionally approved – July 20, 2009
Cost estimates for public improvements approved – May 13, 2010
Improvement Plans approved and signed by all agencies – July 2010
Revised Site Plan approved – April 16, 2012; (Plans expire April 16, 2015)

Thompson Funeral Home Parking Lot Site Plan – disapproved – October 15, 2012

Washington Gas Line – plans approved – January 21, 2013

Annexations:

A.C. Jets Property- PC approval of annexation petition of 35.96 acres – December 21, 2009
Public hearing date - Monday, October 11, 2010
Annexation petition denied – October 11, 2010

County Park – Annexation request approved by BOCC – February 7, 2013

Reports: Draft Annual Report – Planning Commission review in March and April

Meetings:

Town of Middletown Zoning Department

To: Burgess & Commissioners

From: Cindy Unangst, Zoning Administrator

Date: 3/28/2013

RE: Monthly Zoning Update

P & Z Issues:

Zoning Code review - ongoing

BOA Hearings: Hearing for special exception use of a parking lot in the R-2 Residential District – held on March 27, 2013. Special exception use was conditionally approved.

Received variance request for a 4-foot variance for a swimming pool at 29 Wagon Shed Lane – 3/27/2013. Hearing to be scheduled.

Zoning Violations:

none

Meetings:

March 2013 Zoning Permits	Address	Permit #	M-town	C. Unangst	County
			Received	Approved	Approval
Ferrone – inground pool	5 Smithfield Drive	107480	2/26/2013	3/12/2013	yes
Smith – finish basement	6 Gladhill Drive	107754	2/20/2013	3/15/2013	yes
Wells – porch and deck	29 Wagon Shed Lane	108156	3/14/2013	3/26/2013	yes
Donato – temp. signage	2 East Main Street	Town	3/13/2013	3/17/2013	n/a
Karisma Salon – signage	4 West Main Street	Town	3/26/2013	3/28/2013	n/a

**Operations and Construction Monthly Report
April 4, 2013**

Streets and Parks

New Business

removed deck from filter and begin reassembly, install cork boards, remove and install new aerator and grease/ clean aerators at W WWTP, install new fan motors at east plant, painting counter weight on backhoe, install commodes at park, pickup trash, worked on vehicle 7 and 4. Hauled filter grids to east plant, walk springline, Wiles Branch park bathroom open, trim trees and path install markers on springline. cleaned valve boxes for valve turning, salt streets, turned valves, spray weeds, open stuck valve boxes, push pins in on borders around play areas, set out bags, plow and salt streets – snow, repair fire hydrant in Glenbrook, repair valve boxes and uncover 3 in Foxfield, bags to town hall, assemble chairs, seed water service repair, move parts to reservoir, check swings, install banner, open park, repair, repaint and reinstall Northpoint sign, paint posts and assist Pearl with PRV's. haul soil to dam repair, repairs in parks to fence and trash cans

Water and Sewer

New Business

Replace fans in filter bldg, sludge sample for yearly and reed bed cleanout, Pulled and replaced aerator and greased and cleaned others as needed, Asian café manhole cleaned, Hollow creek Staff in for water usage for last year, Replace fans in filter bldg, Filter reassembly, Springwalk and clearing, Moved fittings to reservoir, Bisulfate pump rebuild, Valves exercised in Foxfield, Glenbrook, North Pointe, Brookridge South, Submitted sludge sample and DMR QA study, Gear reducer on barscreen seal leaking – will require replacement – grinding.

Sludge cost for FY \$34,529.33 27900 gal hauled, 59762 gal bedded **Total hauled 357200gal Bedded 366438gal**

Water Use (Average Daily for the Month, Flows stated in gallons per day)

Permit Limits (gal) 381,500/486,300 AD/MMU 250,000 AD 250,000 AD

MONTH	WATER USE		SPRING FLOW		East WWTP		West WWTP	
	past yr	present yr	past yr	present yr	past yr	present yr	past yr	present yr
January	333,000	291,000	142,000	137,000	241,000	270,000	206,000	235,000
February	275,000	286,000	141,000	137,000	199,000	280,000	172,000	288,000
March **	293,000	284,000	141,000	137,000	223,000	276,000	188,000	190,000
April **	307,000	311,000	141,000	141,000	271,000	172,700	284,000	188,000
May	314,000	296,000	142,000	140,000	214,000	192,761	238,000	204,000
June	328,000	304,000	139,000	140,000	155,000	206,907	151,000	229,000
July	326,000	300,000	107,000	123,000	161,000	173,000	124,000	124,000
August	304,000	300,000	73,000	96,000	155,000	162,000	133,000	120,000
September	303,000	309,000	70,000	78,000	211,000	159,000	163,000	133,000
October **	322,000	311,000	83,000	79,000	240,000	215,000	218,000	248,000
Novembr**	369,000	278,000	102,000	120,000	228,000	233,000	255,000	243,000
December	343,000	287,000	134,000	126,000	267,000	217,000	258,000	147,000

Avg Daily/yr 318083 296417 117917 121167 213750 213114 199167 195750
 Avg Yr Flw 116.10 108.19 43.04 44.23 78.02 77.79 72.70 71.45

**Hydrants flushed this month

Apr 10 used 660,000 gal, Nov 10 680,000 gal, April 11 696,000, April 12 563,000 gal Oct 12 778,000

Planned Work

SS cleaning in Glenbrook, Rebuild UV at W WWTP, Sewer Cleanout repairs in Foxfield, Repair valve boxes. Pull well 9 and TV the bore hole,

PROJECTS

Old Business

EWWTTP: Will review sludge alternatives for more cost effective treatment. Contact Reed Bed Systems regarding expansion addition of beds. NPDES renewal application completed and sent to MDE due April 1 2013.

W WWTP: Received parts to rebuild UV system. DMR issue resolved with MDE (they admitted an error). We are required to have the UV repaired.

WWTP NPDES PERMIT RENEWAL: Submitted April 3 2012 current expires Ap 30, 2013. Met permit writer permit should be issued in April. No action.

Walnut Street Bridge: Received multiple shop drawings and meeting with contractor onsite April 5.

Develop Grease Trap Ordinance and Education Program: Have a DRAFT of the Ordinance completed. Develop details to match ordinance but now on hold due to other priorities. No action

West Green Street: Plans to be reviewed. No action.

Water System: Hydraulic Model: Hydrant tested conducted during hydrant flushing **System:** Leakage rate continues at constant 60,000 a day at reservoir. Liquid Engineering (Divers) scheduled for 2 or 3rd week of April.

Budgets: 2014 draft budgets have been submitted. No action

Brookridge PS: Will need to upgrade panel with VFD's for 3 phase and purchase in next budget year. Cost is \$13,000.00. No action

Sidewalk Inspections: None completed this month.

Main St. Waterline Replacement: Received proposals for the waterline design and have placed in the CIP budget. No action.

Streetscape: Meeting April 4.

Street CIP: Met with contractor and had several streets core drilled for asphalt depth. Updating budget prices.

Foxfield Path Lights: Will install river rock in lieu of grass or mulch due to salinity runoff. No action

Well 15 Filters: Continue working with 2 vendors for equipment selection. No action.

Townhall: Carpet is scheduled for April 10 and 11th.

New Business

Energy Use Audit: Completed energy use audit application. Accepted by Potomac Edison and to be performed in the near future.

HVAC and Control System: Met with two contractors for budget pricing for A/C replacements and control system replacement for future budgets. Received oil tank removal and replacement proposal for FY 14.

Developments

Coblentz Road Subdivision: 3 houses under construction

Foxfield Active Adult: No action

Coblentz Property: No action. Update of water model will be required.

Fire Department Activities Building: Lighting plan submitted for review

Planned Work

Water System: Manganese Removal Well 15 – Design

Regulatory: Grease Ordinance completion.

Operations: Meet with MDE and create DMR's for the year for W&S (west completed)

E WWTP: Filter rehabilitation design spray system for clarifier, Exhaust Hood for Bisulfate Design and Build

Municipal Center: Spot light for flag pole, carpet installation.

Projects on Hold:

Well Field Stream Restoration, School House Dr and Green Street Intersection, Elm Street Parking Lot (permit apps expired 3/2010), S Broad St.

Directors Current Project List

Walnut Street Bridge

Booster Station Instrumentation Install – 3 day duration

Epoxy Cement for E WWTP

Booster Station Relief Valve and pipe replacement

Green St improvement Plans Review – Due March 2012

Design Spray Nozzle system for clarifier before June 2012

Program CBPS dialer – Doug

Program E WWTP Dialer – complete reprogram

Hydraulic Model Maps – review and revise

Trace Locate Shopping Ctr W/L – meter in vault?

Reed Bed Permit to Haul to PA, Check depth in June July (checked in Apr 30,26,27) (June 27,23,27)

Start Permit in Fall of 2012

Street Sign Replacement Policy

Grease Ordinance Completion

Pull transducer at Well 16 and send back

Rensburg Park Buildings Final Plans, Rensburg Park Completion – retainage review for Mabelle

Memorial Park Partition Replacement Design 2014 Budget

Order door replacement for side door at MMC

Well 15 install price to Callas

Tank Maintenance Contract – Call Russ

W WWTP Chemical Building Design (Fall) HOLD for genset costs

Reservoir Liner replacement – bypass piping

W WWTP UV rebuild

Contact APSC- Ewwtp Power correction Capacitance – reduces surging, install on service if not there

Simonoff Swale Partial rebuild – photographed in September and swale is dry.

Well 9 TV

Well 15 relief valve

July 1 Budgets

W&S

Link2Site Brookridge (Fall) HOLD DUE TO BUDGET ISSUES

Budget Prep - November

Exhaust Hood for Bisulfate Design and Build (fall)

Brookridge PS Control Upgrade (to be approved CIP)

Cone Branch PS Pump 1 Rebuild – Summer

Foxfield PS Surge Device (winter)

Filter Rebuild and Paint (winter)

Mowing Contract – New Bid Required Target Bid Date Jan 2013

Maple St Waterline Replacement – Delegate to Paul (fall) HOLD DUE TO BUDGET ISSUES

Glenbrook 12" SS Cleaning – delegate to Paul (Winter)

Manganese Removal Well 15 – Design (Early Fall) Equipment Purchase July 2013

General

Budget Prep November

School Walking Path TBD

Maintenance Bldg Insulate- Phil

Memorial Park Toilets Lavs and Mirrors (Winter)- Sam

Memorial Park Fountain NEW - Paul

Wiles Branch Park BBall seal and stripe - Paul

Rensburg Park field Restorations (fall)

Rensburg Park Fencing – TBD

MMC carpet – (fall)

MMC Painting and Toilet replacement



TO: Burgess and Commissioners
FROM: Becky Reich, Main Street Manager
RE: Main Street Report for the Burgess & Commissioners Workshop
DATE: April 4, 2013

ECONOMIC DEVELOPMENT:

- **Ribbon Cutting** – We have a ribbon cutting celebration set for **Saturday, April 20** with the time set tentatively at 10:30 and 11:00 for Karisma Hair Salon and Main Cup. Please join Main Street in celebrating the opening of Karisma and the addition to the Main Cup.

PROMOTION:

- **Bell and History Days – Saturday, April 6, 2013** – Listen for the bells to ring this Saturday morning at 10:00am to help kick-off the opening of the Frederick County museum season. Main Street will help with this event by printing up copies of last year's Heritage Hunt form and sit out in front of Town Hall to greet Bell and History Days visitors.
- **Sesquicentennial 2014** – In late March, I met with a large group of stakeholders for the Sesquicentennial event, including Monocacy National Park, Harpers Ferry, the Washington DC Circle Forts, and folks from Frederick and Hagerstown. The purpose of the meeting was to see what other people were planning to do to commemorate the Sesquicentennial. It was suggested that Middletown work and coordinate with Frederick and Hagerstown to try to have all of the ransomed cities market their events collectively. We will pursue working with Frederick and Hagerstown, as well as continue to market our event on our own.
- **Taste of the Town/Date Night 2013** – Date Night is being slightly re-branded as Taste of the Town – A Night Out in Middletown which is scheduled for Saturday, July 20, from 6pm to 10pm. This decision was made by the Board and Promotion Committee members based on the feedback that "Date Night" was off-putting to many people who thought the event sounded fun, but didn't have dates. The overall event will still have the same components of food, wine, carriage ride, photo booth, and live music, but there will be less marketing emphasis on the romantic imagery associated with the event. We have also lowered the price of the event to \$35/person (versus \$85 per couple) and added baby-sitting at the Christ Reformed Church. We have secured the band, carriage rides, and many of the vendors are once again donating food to the event.
- **Easels in Frederick** - Please send me a list of places that you believe are inspiring, beautiful, and unique to our area – it would be great to have nationally recognized artists come paint Middletown and the surrounding valley.

- **Trade Show Exhibit Panels** – We will have a proof of the Trade Show exhibit panels for your review within the next 2-3 weeks and with final production completed by mid May.

DESIGN:

- **Banner Guidelines** – The Design Committee is drafting banner guidelines to provide to the Burgess and Commissioners to assist them when other Town groups outside of Main Street want to purchase banners to hang on the banner poles.

ORGANIZATION:

- **Bookkeeping** – As the Main Street program grows and expands Drew and Mabelle offered to assist Main Street in putting together some procedures that will help Main Street have more transparency in our bookkeeping procedures. We are appreciative of the Town's assistance.

GRANTS:

- Main Street completed 2 grant applications with the Tourism Council of Frederick County (TRIPP). Grants were applied to help with the costs of our annual fundraiser, Taste of the Town (formerly Date Night) and the second grant will offset the costs of advertising by 50 percent. We will know the results of the grant by late May, early June.

*Thank You for Your Continued Support of
Main Street Middletown*



TO: The Burgess and Commissioners
FROM: Main Street Manager, Becky Reich
RE: Parking/Signage/Wayfinding
DATE: April 4, 2013

ISSUE:

Main Street Middletown was asked to investigate possible solutions to signage and parking concerns that have been brought up recently with the expansion of the Main Cup and new businesses in Middletown. Main Street was happy to investigate signage and parking as this fits into our program areas of Economic Development and Design.

ANALYSIS:

Main Street proposed the idea of adding way-finding signage at strategic locations in Town to help direct visitors to shopping, dining, parking and attractions. By canvassing Main Street and MD 17, and points in-between, Main Street generated a list of locations that would ideal for such way-finding signage.

Number	Location
1	Eastbound, West Main near Knoll Side Lane
2	Eastbound, West Main Open Space at Gladhill's
3	Eastbound, West Main across from Willow
4	Eastbound, West Main at Elm Street Parking Lot
5	Westbound, West Main at Town Hall
6	Westbound, East Main at Prospect Street
7	Northbound, South Church Street at Washington
8	Northbound, South Church Street at Franklin Street
9	Northbound, South Church Street at Chesterbrook
10	Southbound, North Church Street at Cemetery
11	Southbound, North Church Street at Cemetery and Green
12	Washington Street, leaving Main's Parking Lot

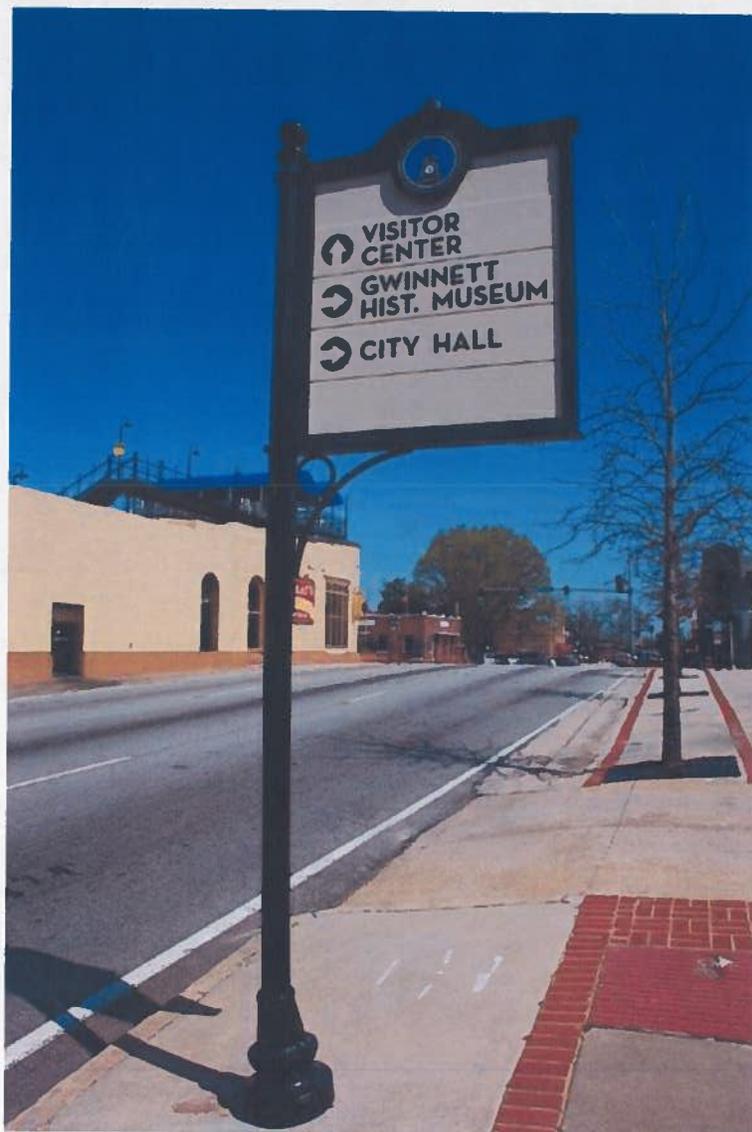
Main Street recognizes the costs associated with the purchase and installation of the banner poles; therefore, we have identified Priority Locations concentrated in the Main Street area. These include Location numbers 4, 5, 7, 11, and 12.

- Location 4 and 5 are existing Banner poles;

- Location 11 and 7 would require the purchase of 2 Banner poles.
- Location 12, Main Street would recommend the purchase of a smaller, sign pole.
- In addition, Main Street would recommend removing the existing signage located along Washington Street that point to the Elm Street Parking Lot, and the green Parking signs along Main Street.

Location 1, 2, 3, 6, 8, 9, and 10 would give Middletown the most complete, most friendly and welcoming coverage, but could be purchased later.

The Design Committee reviewed over 20 styles of way-finding signs and the Committee recommended the following style sign with a few design changes such as a supporting bracket that matches the bracket on the street signs. Instead of using exact place names, the Main Street Board recommends using the words Dining, Shopping, Parking, and Attractions. We feel this wording offers the most flexibility for future growth.





**FREDERICK COUNTY GOVERNMENT
DIVISION OF PARKS & RECREATION**

W. Paul Dial, Director

118 North Market Street
Frederick, Maryland 21701

www.FrederickCountyMD.gov

O: 301-600-1646 F: 301-600-2595

Commissioners

Blaine R. Young
President

C. Paul Smith
Vice President

Billy Shreve
David P. Gray
Kirby Delauter

Lori L. Depies, CPA
County Manager

MEMORANDUM

RECEIVED

FEB 13 2013

TOWN OF MIDDLETOWN, MD.

TO: POS Project Coordinators
FROM: Bob Hicks, CPRP – Assistant Director *BH*
DATE: February 8, 2013
SUBJECT: Submission of FY 2014 POS Annual Program

The Division of Parks and Recreation staff is requesting that those municipalities who are interested in obtaining POS funding for FY 2014 (which begins July 1, 2013) 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 didn't receive funding, then it must still be resubmitted for FY 2014. 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 FY 2014 then disregard this information.

The forms must be returned to our offices by Friday, May 3, 2013. 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 2014 has not yet been determined.

DNR has made POS funding available for unencumbered acquisition, as well as development projects. The funding amounts available for these projects are such that we can meet all unencumbered municipal projects indicated in our Annual Programs. Therefore, I would urge you to apply for the funding of these projects as soon as possible.

As a reminder for those municipalities who will be applying for development funding of POS projects, 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 urging municipalities to expedite any reimbursements requests through DNR.

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

(over)

BURGESS
 COMMISSIONERS – *VENTZIS*
 ADMINISTRATOR
 PLANNING & ZONING



- BURGESS
- COMMISSIONERS
- ADMINISTRATOR
- PLANNING & ZONING

RECEIVED

MAR 21 2013

TOWN OF MIDDLETOWN, MD.

March 19, 2013

Burgess and Commissioners
Town of Middletown
31 West Main Street
Middletown, MD 21769

Dear Burgess and Commissioners:

Hollow Creek Golf Club would like to request a permit for live music outside for

Friday evenings from 8pm to 11pm beginning May 3, 2013, through September 27, 2013.

We understand that we must remain within the designated decibel levels designated in the site plan for the clubhouse.

If you have any questions or concerns, please contact me at 301-371-0400 x100.

Sincerely,

Cathy Gannon
Operations Managers
Hollow Creek Golf Club

Early Warning Siren Activation County Wide Protocol

Purpose:

To ensure consistency of operational siren activation, the following protocols have been established to provide clear and concise information when such warning sirens are to be activated and the authority delegated by the owners of the sirens for such actions.

Definitions:

Early Warning Sirens – Sirens located in a community or campus with the specific design to provide an alert and/or vocal activation to warn the nearby residents and public of an impending emergency and are necessary for the safety and welfare of our citizens and visitors.

Early Warning Sirens Locations – Sirens are located and installed at Myersville, Middletown, Emmitsburg, Mount St. Mary's University, and the National Emergency Training Center, within Frederick County. Additional early warning sirens located in Brunswick, Ft. Detrick, or other future locations may be included in these protocols if and when such sirens are capable of remote activation by the Emergency Communications Center (ECC).

Incident – Any activity that threatens life and property of the citizens or visitors to Frederick County. An incident could include a tornado, hazardous materials spill, major fire, or other local, regional, state, or federal emergency that endangers the public or requires immediate action of local resources to protect citizens.

Authority Having Jurisdiction (AHJ) – The governmental entity or responsible facility organization that has the authority within the boundaries of a town, city, county, state, federal area/region, or within the confines of a campus of an educational, medical, military, or other distinctly discernable facility.

I. Activation by Local AHJ:

- a. Sirens may be activated locally within a specific jurisdiction or facility at the direction of the AHJ of the local siren. The sirens may be activated locally when the local AHJ determines an incident to be of significance to have potential to jeopardize the safety and well being of the residents of a specific jurisdiction or general population occupying an area in the immediate vicinity of a significant incident.
- b. If notification has not already occurred, the ECC should, as soon as practical, be notified if the alert sirens have been activated and advised of the situation warranting such activation.

- c. Local testing of such sirens shall be at the discretion of the AHJ at a minimum of quarterly intervals. Prior notice of any alerting testing should be provided to the ECC in Frederick at least 24 hours prior to the test.

II. Activation by Automated Resources

- a. The tornado warning activation of the Early Warning Sirens located in the Town of Emmitsburg, Mount Saint Mary's University and the National Emergency Training Center shall be implemented through an automated system located and owned by the National Emergency Training Center. The system will utilize a predetermined radius activated by National Weather Service polygons indicating a high probability of a tornado in the specified area.
- b. The tornado warning activation of the Early Warning Sirens located in the Town Myersville and Town of Middletown shall be implemented through an automated system located at the Emergency Communications Center. The system will utilize a predetermined radius activated by National Weather Service polygons indicating a high probability of a tornado in the specified area.

III. Activation by the Emergency Communications Center:

- a. The ECC shall immediately activate a local early warning siren:
 - 1) At the request of the AHJ of the local early warning siren,
 - 2) At the request of a representative of the AHJ in the event of a Tornado Warning Siren Failure.
 - 3) At the request of a fire/rescue incident commander at the scene of a hazmat or other incident that threatens the public in the surrounding vicinity of the incident,
 - 4) At the request of a law enforcement incident commander at the scene of a law enforcement incident that threatens the public in the surrounding vicinity of the incident, or
 - 5) Upon the determination of the supervisor on duty at the ECC that immediate activation of a local siren is necessary for the protection of life and safety of residents of the area.
 - 6) Upon the direction of the Board of County Commissioners (BOCC), Emergency Management Director of Frederick County, Maryland Emergency Management Director, Governor of the State of Maryland, Department of Homeland Security, President of the United States, or appropriate designees of the aforementioned agencies.

IV. Public Education

- a. The Division of Emergency Management of Frederick County, in partnership with the local authority having jurisdiction, shall conduct a public education program in each area affected by the warning sirens to provide information on the types of siren alerts and actions to be taken.
- b. The Public Information Officer of Frederick County shall provide information on the Early Warning Siren program and notification procedures on the Frederick County Government web site.

IV. Local Government and Organizational Agreement of Protocol

The following local organizations and agencies have agreed to implement the appropriate protocol concerning use of the Early Warning Siren Activation System.

Town of Emmitsburg

Town of Myersville

Town of Middletown

National Emergency Training Center

Mount Saint Mary's University

Clarence E. Jewell, III, Director, Department of Emergency Communications

Jack Markey, Director, Emergency Management Division

5/24/2010 cej

5/25/10 BLS

FOR IMMEDIATE RELEASE

SPECIAL ATTENTION RESIDENTS OF MYERSVILLE AND MIDDLETOWN

On Saturday, April 13, 2013, at approximately 12 noon, a special test of the Community Warning Sirens will be conducted in Myersville and Middletown. This test is being conducted as the final step in the installation of an upgraded automated alerting system that will only activate the sirens for tornado warnings within a 10 mile radius of the towns.

The test will be conducted simulating live conditions and will actually announce a tornado warning. Additionally, an all clear signal of a HI-LO siren will be tested to indicate the warnings are no longer active. Residents should be aware the test announcements will actually state a "tornado warning" and not the normal "test" message.

For further information contact the Town of Myersville at:
Town of Middletown at: