



AGENDA FOR THE TOWN MEETING

August 12, 2013

7:00 p.m.

PLEDGE TO THE FLAG

CALL TO ORDER

CONSENT AGENDA

- Town Minutes
- July 22, 2013 – Town Meeting

PERSONAL REQUESTS FOR AGENDA:

STAFF REPORT:

Community Deputy Report

Staff Planner

Zoning Administrator

Engineer's Report

Main Street Manager

UNFINISHED BUSINESS:

- 5K/10K Race – Atlantic Edge Discussion
- Discussion of Memorial Hall

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:

- Solar Proposal Review
- Middletown Fire Station – Waiver of Fees

PUBLIC COMMENTS:

Please state Name and Address for the Record

ANNOUNCEMENTS:

ADJOURNMENT

EXECUTIVE SESSION: *(If Necessary)*

Meetings for the month of August 2013

- | | | |
|---------------------------------------|-----------------------------------|---------------|
| • <i>Joint Meeting – TB & PC</i> | <i>Monday, August 5, 2013</i> | <i>6:30PM</i> |
| • <i>Planning Commission Workshop</i> | <i>Wednesday, August 14, 2013</i> | <i>7:00PM</i> |
| • <i>Planning Commission</i> | <i>Monday, August 19, 2013</i> | <i>7:00PM</i> |
| • <i>Parks & Recreation</i> | <i>Tuesday, August 20, 2013</i> | <i>7:00PM</i> |
| • <i>Water & Sewer Committee</i> | <i>Wednesday, August 21, 2013</i> | <i>7:00PM</i> |
| • <i>Main Street Board</i> | <i>Thursday, August 22, 2013</i> | <i>7:00PM</i> |
| • <i>Town Meeting</i> | <i>Monday, August 26, 2013</i> | <i>7:00PM</i> |

*BURGESS AND COMMISSIONERS
OF MIDDLETOWN MARYLAND*

TOWN MEETING MINUTES

REGULAR MEETING

July 22, 2013

The second monthly meeting of the Burgess and Commissioners of Middletown was called to order on July 22, 2013, by Burgess Terri Jennifer Falcinelli at 7:00 p.m. in the Middletown Municipal Center, 31 W. Main Street, Middletown, Maryland. Present were: Commissioners Jennifer Falcinelli, Larry Bussard, Richard Dietrick, Tony Ventre and Christopher Goodman.

Commissioner Blaine Young was in attendance. Commissioner Young stated that if there is anything that the BOCC needed to address to please let him know.

Dave Dunn, Frederick County Municipal Liaison was also in attendance. Drew stated that he spoke with Mr. Dunn earlier in regards to the Recycling Center reimbursement. Drew stated that we currently receive a credit for this service, but the credit does not cover the entire expense. Mr. Dunn stated that the County wants to ensure that the Municipalities receive the total cost for the recycling centers. The County is proposing to pay the difference at the end of each fiscal year. The Board was in agreement with this.

CONSENT AGENDA

Town Minutes – July 8, 2013 Town meeting

Financial Statements – End of year FY 2013

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

PERSONAL REQUEST FOR AGENDA: none

Staff Reports:

Engineer's Report – Bruce Carbaugh stated that he has been working on the Walnut Street Bridge project and he had discussed with the contractor about paving from the bridge north to West Main Street. Bruce stated that this section of the road and water line are both in bad shape and with the contractor already on site he thought that it was in the best interest to have it all done. Drew stated that the proposed cost is \$90,000 which is still under budget for this project. The cost includes curb &

gutter, water line replacement, paving of street. Bruce stated that this part will probably have to be done under traffic not sure they will get it done with the road closed.

Commissioner Bussard motioned to approve the proposal of \$90,000 to complete Walnut Street, seconded by Dietrick. Motion carried (5-0).

UNFINISHED BUSINESS

Recommendation for water allocation for Active Adult – Commissioner Falcinelli stated that per our residential growth policy it states that 250 gallons per unit. This was discussed at the July 8th meeting after seeing Drew’s data for not only the Active Adult units but also for residential units throughout town. Drew’s data showed that we are well below the 250 gallons per day, therefore the Board had asked the Water & Sewer Committee to look at this again and make a recommendation back to the Board if they were ok with going to 150 gallons per day for the Active Adult units only. Commissioner Falcinelli stated that the Water & Sewer Committee is recommending that the Board change our existing policy for Active Adult units only to 150 gallons per day.

Motion by Ventre to accept this recommendation of making the Active Adult units 150 gallons per day, seconded by Goodman. Motions carried (4-1-Bussard voted against).

5K/10K Race – Atlantic Edge Discussion – No-one was present from Atlantic Edge; Board postponed discussion until a representative is available.

Memorial Hall Grant Award – Drew just wanted to let the Board know that we received a phone call that the Town had received the grant for the purchase of the Memorial Hall. Drew stated he has received no paper work to date. Drew also stated that the Town received the Sesquicentennial grant as well. Commissioner Falcinelli stated that she would like to get the public’s opinion on this if they think the Town should purchase this building to restore/rehabilitate. Commissioner Falcinelli suggested that we put it on our website, facebook and also in the next newsletter.

REPORTS OF COMMITTEES –

WATER & SEWER – Commissioner Falcinelli reported:

Water usage - 297,000 gallons per day

Spring Flow – 132,000 gallons

PUBLIC WORKS – Commissioner Bussard reported:

Walnut Street Bridge – in progress and on time for completion by Aug. 26

PLANNING COMMISSION – No report

PARKS & RECREATION – Commissioner Ventre reported:

Remsberg Walking Trail – construction to start within next 2 weeks.

Fence – at the last MVAA meeting they did not have a quorum therefore they were not able to vote.

Remsberg Park Pavilion – received funding for the pavilion but the Committee would like to have bathrooms installed. There is no water on site. Commissioner Falcinelli stated that there is funding available. It was recommended that Drew contact the program to find out how much money is available and report back at the workshop next month.

FINANCE – Commissioner Dietrick reported:

Audit – no final numbers yet on FY 13.

PUBLIC INFORMATION – Commissioner Falcinelli reported:

E-mail – residents are encouraged to sign up to receive all e-mail updates. The Town also has a facebook page.

NEW BUSINESS

Request for Music at Memorial Park for Fund Raiser for Middletown Food Bank – Drew stated that he had a request from Griffin Taube wishing to hold a fund raiser in the Memorial Park. Mr. Taube wishes to have music. Drew advised Mr. Taube of the rules in regards to music and he agreed to abide by. The event will take place on August 16 from Noon-dusk. The Board agreed with this request.

Recommendation from Streetscape Task Force on Streetscape Elements – Daphne Gabb, Chair of the Task Force was present and read the recommendations/comments. Copy attached herewith.

Open Meetings Compliance Board Requirements – Drew stated beginning October 1, 2013 the Open Meetings Act will have a new requirement; at least one person must be designated to be trained on the new requirements. Drew stated that he will be the designated person for the Town Board and Cindy will be the designated person for the Planning Commission. Commissioner Ventre also volunteered to take the training; it's free to anyone who wishes to take it. Drew will provide the information to both the Town Board and Planning Commission members.

PUBLIC COMMENTS

Drew publically thanked Jim Kehoe (owner of 13 West Main Street) for allowing Main Street Middletown to use his property for "Taste of the Town".

ANNOUNCEMENTS

ADJOURNMENT

With no further business to come before the Board, the meeting adjourned at 8:11 p.m.

Respectfully submitted,

Ann Griffin
Office Manager

Town of Middletown Planning Department

To: Burgess & Commissioners
From: Cindy Unangst, Staff Planner
Date: 7/31/2013
RE: Monthly Planning Update

Major Subdivisions:

Coblentz on Green – SWM Concept Plan – approved by County October 15, 2010
Water Tap agreement approved by Burgess & Commissioners – March 2012
Planning Commission approved Forest Stand Delineation/Forest Conservation Plan – Jan 2013
Master Plan Amendment approved - March 11, 2013
Planning Commission conditionally approved preliminary plan – March 18, 2013
Improvement plans should be coming in on Monday, August 5th

Foxfield Section 4- FRO plantings have all been installed. 15 homes still to be built.
1st year FRO review – 67% compliance – 232 additional trees planted (May 2013)

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 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- SWM Plan approved by Frederick County – November 3, 2011
Improvement Plans conditionally approved – April 22, 2013
Revised Site Plan conditionally approved – April 22, 2013 (Plans expire April 22, 2016)
Building permit issued – May 24, 2013

Fire Station – Concept plan submitted to PC for comments – April 22, 2013
Site Plan should be coming in on Monday, August 5th

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

More Ice Cream site plan – conditionally approved – June 17, 2013
Change of Use permit approved – July 2, 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
BOA Special Exception Use Hearing – May 8, 2013 (Conditionally approved)
Revised Concept Plan reviewed by PC – May 20, 2013
Addition Plat submitted – July 22, 2013
Site Plan submitted – July 22, 2013
FRO Plan submitted – July 22, 2013

Potomac Gun Depot – plans conditionally approved – February 18, 2013
Revised site plan conditionally approved – June 17, 2013

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

Right A Way Powder Coating site plan – conditionally approved – June 17, 2013

Rock Star, LLC (personal trainer) site plan – conditionally approved – June 17, 2013
Change of Use permit approved – June 18, 2013

Subway property – site plan reviewed for ice cream parlor during workshop discussion– May 15, 2013

The Valley School – BOA special exception use hearing – May 8, 2013 (Approved)
Forest Conservation Plan approved – June 17, 2013
Demolition Plan approved – July 15, 2013
Site Plan and Improvement Plans reviewed by Planning Commission – July 15, 2013

Thompson Funeral Home Revised Parking Lot Site Plan – conditionally approved April 22, 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 agreement approved by BOCC – May 30, 2013
Annexation agreement approved by Town Board – June 10, 2013

Reports:

Meetings:

Town of Middletown Zoning Department

To: Burgess & Commissioners
From: Cindy Unangst, Zoning Administrator
Date: 7/31/2013
RE: Monthly Zoning Update

P & Z Issues:

Zoning Code review - ongoing

BOA Hearings:

Zoning Violations: none

July 2013 Zoning Permits	Address	Permit #	M-town Received	C Unangst Approved	County Approval
More Ice Cream – change of use	13 W. Main St.	110608	5/28/2013	7/2/2013	yes
Guoping – solar panels	9 Woodmere Cir.	110866	7/9/2013	7/9/2013	yes
AT&T – add antennas	Schoolhouse Dr.	110747	7/3/2013	7/10/2013	yes
Holter – roof on patio	2 Everhart Ln.	110977	6/11/2013	7/12/2013	yes
Admar Homes – sfd	9 Hoffman Dr.	110769	6/27/2013	7/17/2013	yes
Prescott – hot tub	12 Larch Ln.	111078	7/16/2013	7/17/2013	yes
Dodson – finish basement	2 Rhoderick Cir.	111335	7/25/2013	7/25/2013	yes
Tabor – stair repairs	205 S. Church St.	111373	7/26/2013	7/29/2013	yes
Rentzeperis – stoop cover	203 Broad St.	Town	7/11/2013	7/12/2013	n/a
Simmel – fence	11 Linden Blvd.	Town	7/15/2013	7/17/2013	n/a

**Public Works Monthly Report
August 1, 2013**

Streets and Utilities, Facilities

New Business

Sprayed weeds at all Town facilities and streets, made springline repair, cleared SS ROW at primary school, hauled mulch and collected materials for reed bed project, date night prep. Seed and curlex Foxfield swale, locate water and sewer at North Point, installed fence at Cone Branch filled low area. moved flag poles at War Memorial. Placed rocks and locked springline gate. reservoir filled in ground hog holes, walk path excavation at Foxfield, valve repairs at Glenbrook. grade stones at W WWTP mulched Wiles Branch Path. trimmed hedge at Memorial Park, painted fence at dumpster, trimmed ROW at Primary school, paint sign posts in Foxfield, cut around fence at reservoir, took fence out at Primary school walk path, filled bags at Townhall, flush Locust Ct, cleaned townhall entrances, trimmed bushes at parks and entrance signs, repaired fence at Manor Ridge, trimmed trees at parks, checked SS at Woodmere Circle for gas line construction. Remove corp stop form old goat farm.

Water and Sewer

New Business

replaced check valves and welded manifold pipe at Brookridge Wellhouse, plant maintenance, replace brookridge CL2 lines, change oil in blowers, flushed locust Ct waterline, well depth check, pressure washer receptacle replaced at booster station, transfer switch problem at E WWTP (budget for replacement or repair) install new MXU's and meters, reed bed clean out completed, clean Brookridge PS – grease,

Sludge cost for FY \$5,510.00 57000 gal hauled, 7900 gal bedded **Total hauled 57000gal Bedded 7900gal**

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 **	311,000	305,000	141,000	137,000	172,700	185,000	188,000	129,000
May	296,000	306,000	140,000	132,000	192,761	210,000	204,000	176,000
June	304,000	297,000	140,000	132,000	206,907	204,000	229,000	179,000
July	300,000	292,000	123,000	115,000	173,000	197,258	124,000	157,000
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 312750 295500 119167 118833 209114 217355 194833 187083
 Avg Yr Flw 114.15 107.86 43.50 43.37 76.33 79.33 71.11 68.29

**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, April 13 684,039

Planned Work

Cone Branch pump station pump rebuild, replace the relief valve at the booster station, valve installation at reservoir, SS cleaning in Glenbrook, Rebuild UV at W WWTP, Sewer Cleanout repairs in Foxfield, Repair valve boxes. Repair platform support at EWWTP corroded away.

PROJECTS

Old Business

EWWTTP: Reed Beds cleaned out in 3 days at a cost of \$29,000.00. 2008 cost was \$24,000.00. Designed fume hood and fan system for bisulfate. Designed support system for platform, existing supports corroded away.

W WWTP: Will be testing UV system for repairs.

WWTP NPDES PERMIT RENEWAL: Permit has been publically advertised.

Walnut Street Bridge: The bridge is generally complete with the deck and sidewalks completed this month. The contractor is currently installing the waterline replacement and will continue with the storm drain installation. The roadway improvements will follow. Projected final cost at this time is \$487,000. Budget is \$500,000.00

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. Size the interceptor for the FD banquet hall and have determined that the Ordinance is workable.

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

Water System: Hydraulic Model: No action, **System:** Leak rate at the reservoir is currently 24,000 gallons per day down from 30,000. We anticipate this work to be performed in September, public notice will be required as well as water use restrictions. The firm is in the process of getting us in the schedule and it will likely be late September or early October.

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: 66 completed in Manda Ct, Washington St, and Glenbrook

Main St. Waterline Replacement: Reviewed proposals for the waterline design and have requested in the CIP budget. Design needs to completed to provide to SHA streetscape project. No action.

Streetscape: Need to review plans and provide comments to SHA. No action.

Street CIP: No action

Foxfield Path Lights: Excavated for placing mulch in next couple weeks.

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

Energy Use Audit: Meeting scheduled for August 2.

HVAC and Control System: Need to provide plans to contractors. No action.

Townhall: HVAC system in training/deputies office is broken and not worth repairing. 23 years old and completely outdated and inefficient. Will proceed with cost estimates for a split heatpump system. Replacement cost is \$7,200.00, have authorized Middletown Valley Heating and Cooling to proceed. (Trane Xli 15 heatpump system, will keep HW heating as well and use as dual fuel)

Well 9: Potomac Edison has balanced the load feed and resolved the supply problem.

New Business

Walk Path / Gas Line: Construction has begun on the gas line thru the school property and E Green St.

Reservoir Repairs: Received proposal for professional services for Preliminary Engineering Study from WR&A in the amount of \$18,913.00.

War Memorial: Tree removal completed, staff removing stumps.

Developments

Coblentz Road Subdivision: 3 houses completed.

Foxfield Active Adult: No action

Coblentz Property: No action.

Fire Department Activities Building: Need to send a letter to Fire Department regarding the use and maintenance of the grease interceptor.

Brookridge WellHouse: Need to file SWM Asbuilts.

Planned Work

Walnut St Bridge: Construction, Inspections

Booster Station: Pipe leak repair, replace relief valve, paint skid.

Water System: Manganese Removal Well 15 – Design, relief valve purchase and install

Regulatory: Grease Ordinance completion.

Operations: Surge device installation at Foxfield PS.

E WWTP: support installation, fume hood installation, design spray system for clarifier,

Municipal Center: Spot light for flag pole, HVAC replacement

Foxfield PS: Installation of surge device.

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

Epoxy Cement for E WWTP

Booster Station Relief Valve and pipe replacement and pinhole repairs

Green St improvement Plans Review – Due March 2012

Design Spray Nozzle system for clarifier

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?

Street Sign Replacement Policy

Grease Ordinance Completion

Pull transducer at Well 16 and send back

Remsburg Park Buildings Final Plans, Remsburg Park Completion – retainage review for Machele

Memorial Park Partition Replacement Design 2014 Budget

Order door replacement for side door at MMC

Well 15 install price to Callas

W WWTP Chemical Building Design (Fall)

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 15 relief valve

July 1 Budgets

W&S

Brookridge PS Control Upgrade

Cone Branch PS Pump 1 Rebuild – Summer

Foxfield PS Surge Device purchased unit, install summer 13

Maple St Waterline Replacement – Delegate to Paul (fall)

Glenbrook 12" SS Cleaning – delegate to Paul

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

General

School Walking Path TBD

Memorial Park Fountain NEW - Paul

Wiles Branch Park BBall seal and stripe - Paul

Remsburg Park Fencing – TBD



TO: Burgess and Commissioners
FROM: Becky Reich, Main Street Manager
RE: August Workshop Report
DATE: August 1, 2013

ORGANIZATION:

- Main Street Maryland will be coming to Middletown on **Thursday, August 15** to look at the Town, talk to some of the businesses, and meet with some of the key stakeholders. The meeting time is set for 4:00pm at Town Hall. All Commissioners are welcome to attend!
- In preparation for the Maryland Main Street meeting, Main Street has worked on some more of our organizational goals, such as setting out Annual Work Plans for each committee, gathering more detailed information from the businesses for the business inventory, obtaining a DUNS number, etc.
- The Main Street Manager attended Preservation Maryland's Summer School on Wednesday, July 24, 2013 in Annapolis. This program was excellent with speakers from the National Trust for Historic Preservation, Historic Colorado, the Maryland Historical Trust, and several local non-profits, including Berlin's Main Street. Highlights of the workshop included the presentation of recent information from a marketing study performed by the National Trust on new and different ways to talk about historic preservation to the lay-audience, a working session on providing comments to the Maryland Historical Trust for their new strategic plan, and hearing from the different local groups on various methods used to engage the public.

PROMOTION:

- Taste of the Town was held July 20, 2013 and it was a HUGE success! Early numbers report that last-minute ticket sales resulted with 190 tickets sold! We were extremely pleased with the event – the volunteers were great, the food was delicious, and the weather cooperated. We have heard positive feedback and a few questions about the possibility or potential to serve beer next year.
- Sesquicentennial – Our next Sesquicentennial meeting will be held Tuesday, August 6, 2013 at 4:00pm. We have taken some first steps, rounded up a core group of volunteers to plan the event, and are solidifying our plans. We have reached out to vendors during Taste of the Town to plan for July 2014, we have formally invited two speakers, and are starting to write RFP's for the interpretative materials. The Main Street Manager met with Steve Bockmiller on Wednesday, July 31 to review some of his photograph collection of images of Middletown for the interpretative exhibit.
- We have started planning for Heritage Festival and Main Street's activities. We have several ideas to further engage the visitors at the Main Street booth that we are currently vetting.
- Main Street Middletown has partnered with the Middletown Farmer's Market to produce a street sign and the sign is currently being fabricated.

ECONOMIC DEVELOPMENT:

- We have a ribbon-cutting celebration scheduled for Saturday, August 17, 2013 at 10:00am. The new business is Rock Star Fitness, owned by Shane Smith and located in the office space above Main Cup. We hope that you will all be able to attend the ribbon cutting!
- The Economic Development Committee has been working on a survey of businesses in Middletown. While we already have a database of businesses, we are trying to update that inventory, as well as collect some additional information that the state has requested. With the information received, Main Street is putting together a calendar of dates to remember for each business – i.e. anniversaries.
- Frederick County Business Appreciation Week is scheduled for October 7-11, 2013. Main Street met with Sherman Coleman of Frederick County's Office of Business Development and Retention as he will be the point of contact from the County for this event.
- Main Street is working to provide a more detailed analysis on the benefits of the Town pursuing the purchase and subsequent rehabilitation of Memorial Hall.

DESIGN:

- Main Street has made final edits on the character maintenance book to go back to the graphic designer. Final edits were recommended by Jeff Durbin who is the architectural historian for the National Park Service. Main Street was pleased to have the expertise of Mr. Durbin involved with the architectural history section of the booklet.
- The Design Committee has been slated to investigate planters for the upcoming SHA Streetscape project.
- It has also been suggested that the Design Committee serve as informal design review for the Cross Stone Commons development. The Design Committee consists of Kirk Denton, Tim Coakley, Cynthia Corcoran, and the Main Street Manager. All volunteer members of the Design Committee are professionally versed in looking at spatial and design concepts. The Main Street Manager has written design review codes and served as staff for design review committees in previous jobs.

Grants

- Main Street is currently working on a Community Legacy grant that is due THURSDAY, AUGUST 15. We are applying for funds to hire an architect and engineer to develop a Building Conditions/Assessment of Memorial Hall.
- Main Street is working on a Maryland Humanities Council grant that would help provide funding for the Sesquicentennial commemoration.

SHA Streetscape Project

Many of the Main Street Board members serve on the SHA Streetscape Citizen Task Force and participated in the previous Citizen Task Force committee meeting held on July 16, 2013.

Thank You for Your Continued Support of Main Street!

5K RACE
EVENT DATE 11/2/13

To see all the details that are visible on the screen, use the "Print" link next to the map.



10K RACE

EVENT DATE 11/2/13



To see all the details that are visible on the screen, use the "Print" link next to the map.





June 26, 2013

Mr. Andrew Bowen
Town Administrator
Middletown, MD 21769

Dear Andrew,

RER Energy Group ("RER") is proud to provide an illustrative proposal for a 386.1 kW solar photovoltaic array for the Town of Middletown. This proposal details RER's strength in providing access to the best design, equipment, installation services, pricing, financing options and monitoring services available for your solar energy project.

The key to this proposal is that RER is providing multiple financing options to allow Town of Middletown flexibility in taking advantage of the currently available grant and tax incentives for MD-based solar systems. Financing options include an innovative "Community" Power Purchase Agreement ("PPA") where the Town of Middletown management team, employees and other local community members are able to invest and participate in the economic benefits of the renewable energy. These options allow the Town of Middletown to select the path that best meets its energy cost reduction and capital spending goals, while benefiting from the energy savings and goodwill that comes from incorporating renewable energy systems into its operations.

RER will assist with all necessary processing work for the incentives available for the project. This includes the 30% Federal Investment Tax Credit, Accelerated Depreciation Benefits and the Maryland Solar Renewable Energy Certificate (SREC) Program. RER has helped secure over \$12 million in project incentives for our clients.

This proposal is a budgetary proposal. The final size and cost will be determined after your utility and the Authorities Having Jurisdiction (AHJ) have reviewed detailed system engineering plans. RER will proceed with the review process upon the signing of an Agreement of Intent, which would allow you to cancel the project if unanticipated costs arise from the review process. All anticipated costs are included in this budgetary proposal.

Please be assured of our commitment to provide the Town of Middletown with a high-quality and cost-effective energy production system. Your system will offer significant savings and satisfaction for many years to come. We applaud your interest in environmentally friendly energy, and look forward to working together to deliver a successful solar project for your facility.

Thank you for the opportunity to present this proposal.

A handwritten signature in black ink that reads "Jim Kurtz".

Jim Kurtz
President
RER Energy Group

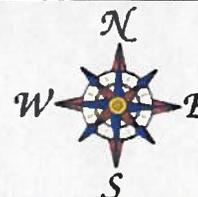


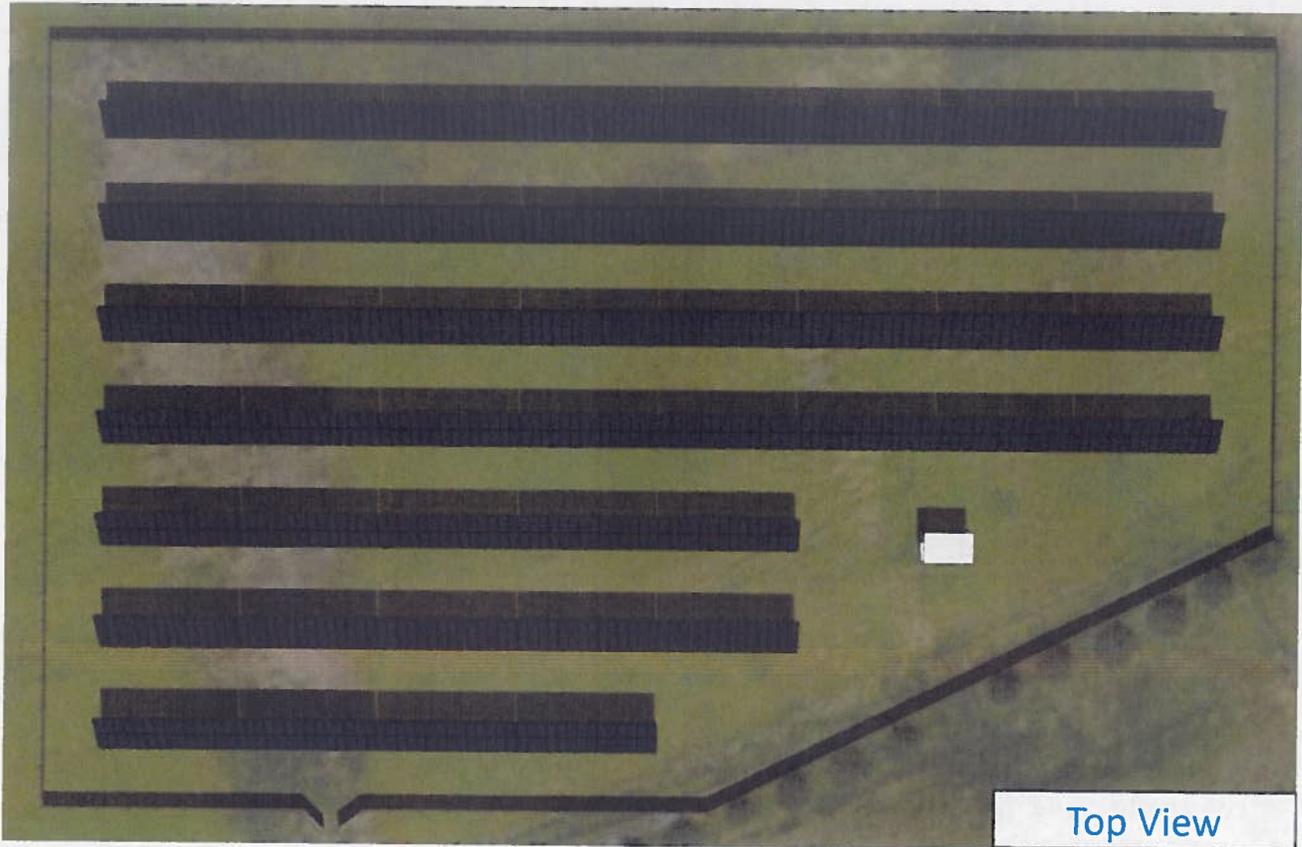
Ground Mounted Solar Array

System Size:
386.1kW DC
1,287 Solar Modules
(300 Watts each)
Annual Production:
489,831 kWh



Town of Middletown
7320 Holter Rd.
Middletown, MD





- Fence is installed at the edge of the property line with respect to the local property easements and right of ways
- Array is designed and installed according to the National Electric Code and local AHJ rules and regulations
- Arrays are oriented solar south to utilize the most of the solar window
- Inter-row spacing is minimal to improve system capacity and output within the designated property boundaries

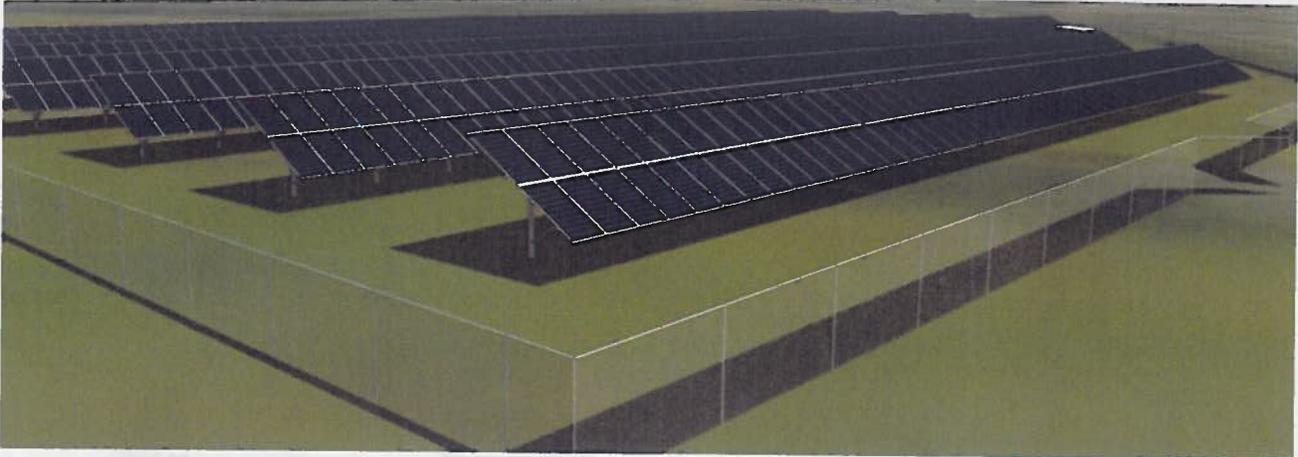
Town of Middletown
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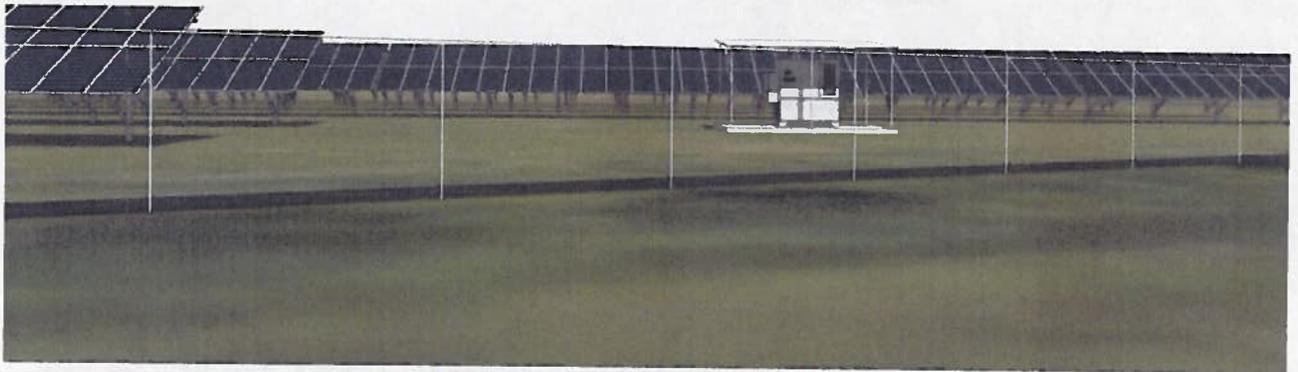
- Arrays are titled at 30 degrees to minimize inter-row spacing and to maximize summertime (largest solar window) energy harvest
- Aluminum and Stainless steel components protect the investment for years to come
- A 10 foot fence is installed around the parameter of the array for proper egress to construction and maintenance personnel
- Arrays are set back 20 feet from the fence line
- The fence offers security and protection to sensitive electrical components

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Facing East



Facing West



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7320 Holter Rd.
Middletown, MD



**FREDERICK COUNTY GOVERNMENT
DIVISION OF PUBLIC WORKS**

Charles F. Nipe, Acting Director

Department of Engineering and Construction Management

Robert Shen, P.E., Department Head

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Lori L. Depies, CPA
County Manager

MEMORANDUM

TO: Burgess and Commissioners of Middletown

FROM: Tracy M. Diggs, Project Manager, Office of Project Management *TMD*

DATE: August 2, 2013

SUBJECT: Waiver of fees associated with Middletown Volunteer Fire Company 7

Frederick County Office of Project Management (OPM) request that all fees associated with designing and construction of the new Middletown Volunteer Fire Company 7 within the town of Middletown. Waived fees are to include building permits fees, site plan review, water and sewer tap fees. OPM understands that all documents and applications will need to be presented as usual procedures.

Cc: Bob Barrick, ADTEK Engineers
Greg Gilbert, Bignell, Watkins, Hassler
File