



AGENDA FOR THE TOWN MEETING

August 24, 2015

7:00 p.m.

PLEDGE TO THE FLAG

CALL TO ORDER

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

CONSENT AGENDA

- [Wellness Program for Employees – Walking Challenge](#)
- Town Meeting Minutes
 - [August 6, 2015 Public Hearing](#)
 - [August 10, 2015 Town Meeting](#)

PERSONAL REQUESTS FOR AGENDA:

UNFINISHED BUSINESS:

- [Review of Proposals for Parking Lot at 13 West Main Street](#)
- [Review of Project Management/Construction Inspection Alternatives](#)

NEW BUSINESS:

- [Review Contract Extension for CJ Miller for Road Patching](#)
- Position Open on Middletown Board of Appeals
- Discussion of Legislation to Require Banks/Mortgage Companies to Register Vacant or Foreclosed Properties

PUBLIC COMMENTS:

ANNOUNCEMENTS:

The Heat is On, 5K & Fun Run – Saturday, August 29, 2015 at 8:30AM

ADJOURNMENT



Wellness Program for Employees

Walking Challenge – October through December 2015

- Walking would be tracked by pedometers
- Two Categories – Male & Female
- Highest number of steps would win \$250

A number of our employees already own FitBit's and most smart phone have built in pedometers. We can also purchase pedometers at a cost \$1.38 each.

Funding

- Benecon/CIGNA Wellness Grant - \$240.00
- Town of Middletown - \$295.00

Expenses

- Cash Awards - \$500.00
- Purchase of pedometers - \$35.00 *(If Necessary)*

BURGESS AND COMMISSIONERS OF MIDDLETOWN MARYLAND

TOWN MEETING MINUTES

PUBLIC HEARING

August 6, 2015

The Public Hearing of the Burgess and Commissioners of Middletown was called to order on August 6, 2015 by Burgess Pro Tem Falcinelli at 7:00 p.m. in the Middletown Municipal Center, 31 W. Main Street, Middletown, Maryland. Present were: Commissioners Larry Bussard, Richard Dietrick, and Christopher Goodman.

PUBLIC HEARING – Ordinance 15-07-01 – Revisions to Middletown Zoning Fee Schedule – An ordinance to revise the fee schedule pertaining to applications for a special exception submitted for residential purposes pursuant to 17.48.220 (Residential uses in the GC district, 17.48.320 (Restricted vehicles in residential districts), 17.48.360 (Fences) and 17.48.400 (Solar Collection systems, freestanding); to provide that the fee for each such application shall be \$150.00 plus \$100.00 for advertising.

With no public comment, the public hearing adjourned at 7:08pm.

PUBLIC HEARING – Capital Improvement Program Budgets FY16 – The Burgess and Commissioners of Middletown proposing a FY General Fund CIP budget of \$1.1 million dollars and a Water & Sewer CIP budget of \$3.2 million dollars. Included in the Water & Sewer budget is the Main Street waterline and Reservoir cover replacement which the Town is applying for loans to fund both projects.

With no public comment, the public hearing adjourned at 7:15pm.

Respectfully submitted,

Ann Griffin
Office Manager

BURGESS AND COMMISSIONERS
OF MIDDLETOWN MARYLAND

TOWN MEETING MINUTES

REGULAR MEETING

August 10, 2015

The first monthly meeting of the Burgess and Commissioners of Middletown was called to order on August 10, 2015, by Burgess Pro Tem Falcinelli at 7:00 p.m. in the Middletown Municipal Center, 31 W. Main Street, Middletown, Maryland. Present were: Commissioners Larry Bussard, Rick Dietrick, Tony Ventre and Christopher Goodman.

CONSENT AGENDA

Town Minutes – July 27, 2015 public hearing and regular meeting.

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

Unfinished Business:

Capital Improvement Programs – General Fund and Water & Sewer Fund – Drew stated that there were a few projects moved around – W/S Fund – we moved the Locust Blvd. waterline project \$310,000 and the Broad St. waterline project \$40,000 from FY 17 to FY16. We also moved the WWTP curtain replacement and the Brookridge Pump Station phase 3 from FY16 to FY17. General Fund – we moved the Locust Blvd. reconstruction/replacement to FY17 & FY18. Drew stated that the Public Hearing for these budgets was held August 6, 2015 at 7pm.

Motion by Commissioner Bussard to approve the Water/Sewer CIP as presented, seconded by Commissioner Goodman. Motion carried 5-0.

Motion by Commissioner Goodman to approve the General Fund CIP as presented, seconded by Commissioner Ventre. Motion carried 5-0.

Ordinance 15-07-01 – Revisions for Middletown Zoning Fee Schedule – Drew stated that the Public Hearing for this Ordinance was held on August 6, 2015.

Motion by Commissioner Bussard to approve Ordinance 15-07-01 as presented, seconded by Commissioner Ventre. Motion carried 5-0.

Engineering Proposal for Remsberg Park Footbridge – MDE Floodplain Permit – Drew explained that before we are able to install the bridge to go to Remsberg Park we have to apply for permits through MDE and the Army Corps of Engineer. Drew stated that the proposal from Frederick, Seibert & Associates is \$19,380.00. Drew stated that there should be enough grant money to cover this expense. Motion by Commissioner Ventre to approve the quote from Frederick, Seibert & Assoc., as presented, seconded by Commissioner Goodman. Motion carried 5-0.

Introduction and scheduling of Public Hearing for Ordinance 15-08-01 – Amendment Procedures & Requirements for Enacting Amendments – consensus from Board to proceed.

Chesterbrook Phase II – Broad Street Improvements – Tom Poss was present to go over the site plan. Mr. Poss stated that after looking at this intersection they felt the best option was to have a dedicated turn lane onto Franklin Street. Mr. Poss also stated that he is willing to do an in lieu of fee for the installation of a sidewalk from Broad Street west towards the Memorial Park. Mr. Poss agreed to make a contribution of \$850 per unit (18 units).

The Board agreed with the dedicated turn lane design and the proposal for the in lieu of fee for the sidewalk.

Streetscape Lighting Limits – Drew stated that at the last meeting the Board approved to spend \$150,000 to have street lights go from Elm Street to Schoolhouse Drive and if budget allowed to go west to Bussard Drive. After speaking with the State \$150,000 will get us from Elm Street to Prospect Street. Due to this substantial change, the Board agreed to go 60 feet past the Memorial Hall and Subway properties and then go west to Bussard Drive. It was the consensus of the Board to move forward with this proposal.

REPORTS OF COMMITTEES –

WATER & SEWER – Bruce Carbaugh reported:

Water Use – 289,000 gal. per day, Spring flow – 135,000 gals. Per day, EWWTP treated 176,000 gals. WWTP treated 218,000 gals.

New 12” valve installed in 12” supply line to tank and removed abandoned tapping sleeve and valve at Martha Mason.

Library Sewer Service – Three sewer backups since February 2015. Cleaned and televised the lateral and it indicates that original tap on the terra cotta 6: main is creating the backup problem. Outdated tapping method was used and will be corrected by cutting out the section of main and installing a plastic wye and 45 to remove the obstruction...estimated cost is \$8,000-\$9,000.

PUBLIC WORKS – Bruce Carbaugh reported:

The guys have been busy with curb painting, installing benches at Remsberg walking path, replaced check valves in Cone Branch PS (\$5,000 savings using Town staff versus contract work). New heating and AC system installed at shop.

PLANNING COMMISSION – Commissioner Goodman reported:

The Miller property (old Ingalls) conditionally approved for restaurant and farmer’s market.

FINANCE – auditor here this week doing field work

PUBLIC INFORMATION – no report

NEW BUSINESS:

Engineering proposal for dog park access – MDE Floodplain permit - Drew stated that we have to disturb 150 LF of floodplain to install the pedestrian/maintenance pathway to install a culvert crossing. In order for us to install the pathway we have to get a permit from MDE and Army Corps of Engineers.

Drew stated he has a quote from Frederick, Seibert & Associates to do this work for \$2,440.00.

Motion by Commissioner Ventre to approve the quote from Frederick, Seibert & Associates for \$2,440, seconded by Commissioner Goodman. Motion carried 3-2 (Dietrick & Bussard voted against).

Dog Park Regulations and Fees Discussion – Drew stated that Annette came up with some proposed fees. She suggested that if we wish to prorate these fees they should be divisible by 4 since there is 4 quarters in a year. Annette proposed making the in-town resident fee \$24 per dog and \$28 for out of town residents per dog. After some discussion it was agreed to make the In-town resident fee \$28 for up to 3 dogs and \$4 each additional dog and Out of Town residents \$40 for up to 3 dogs and \$4 each additional dog.

The Board discussed the Dog Park budget items. Drew provided the Board with an updated cost with actual prices shown in the Dog Park budget. Drew stated that Burgess Miller has made it very clear that we must stay within budget on the Dog Park. Drew asked the Board what their wishes were, what they thought the necessities were for the Dog Park. The Board agreed to proceed with having the card key system installed for approximately \$6,000 and to add the amenities at this time. The pavilion is something that can be added at a later date.

PUBLIC COMMENT: None

ANNOUNCEMENTS:

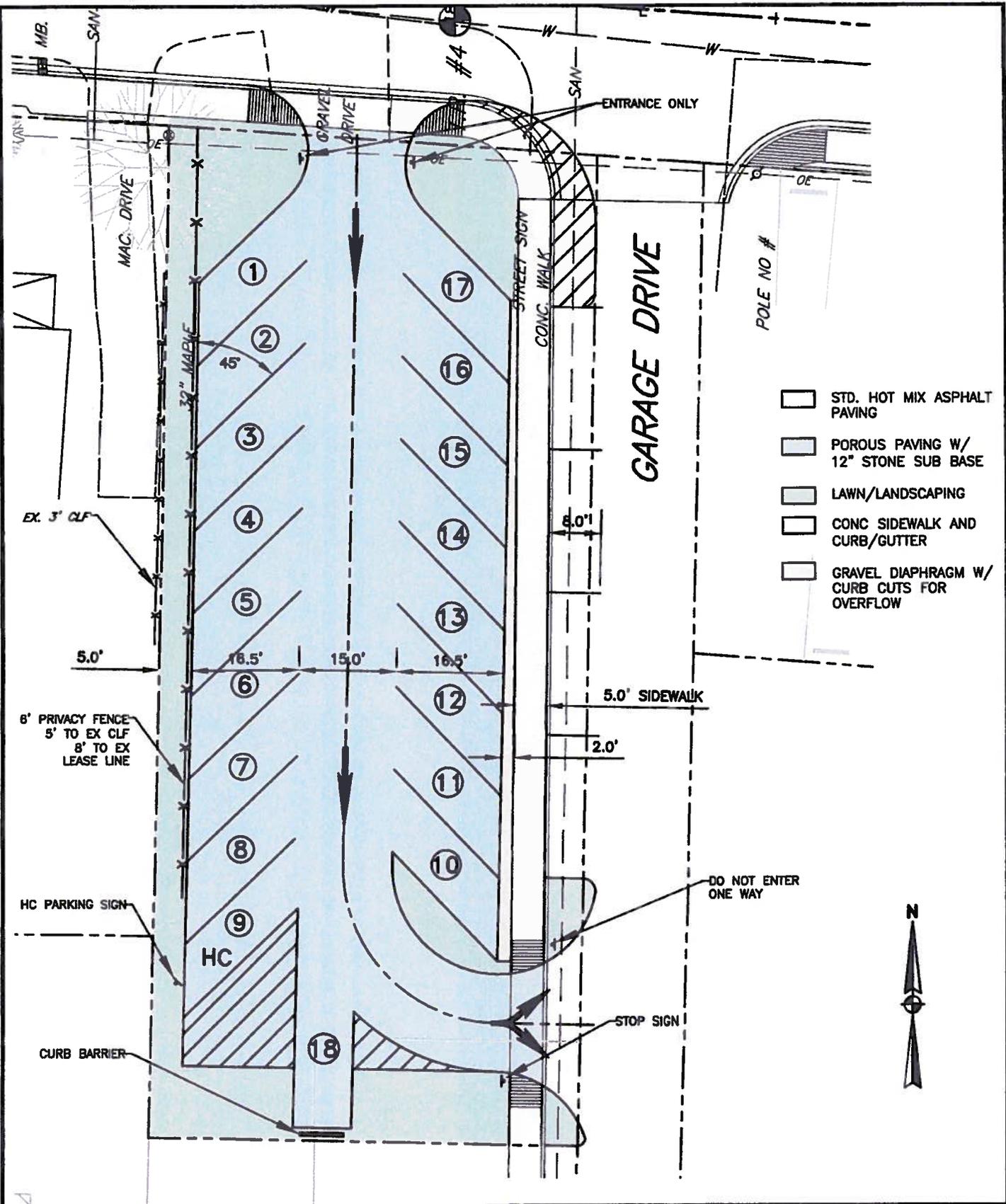
ADJOURNMENT

Meeting adjourned at 8:23pm.

Respectfully submitted,

Ann Griffin
Office Manager

Dwg. Name: GARAGE ALLEY PARKING ALTS.DWG Plotted: 8/20/2015 1:54 PM



-  STD. HOT MIX ASPHALT PAVING
-  POROUS PAVING W/ 12" STONE SUB BASE
-  LAWN/LANDSCAPING
-  CONC SIDEWALK AND CURB/GUTTER
-  GRAVEL DIAPHRAGM W/ CURB CUTS FOR OVERFLOW

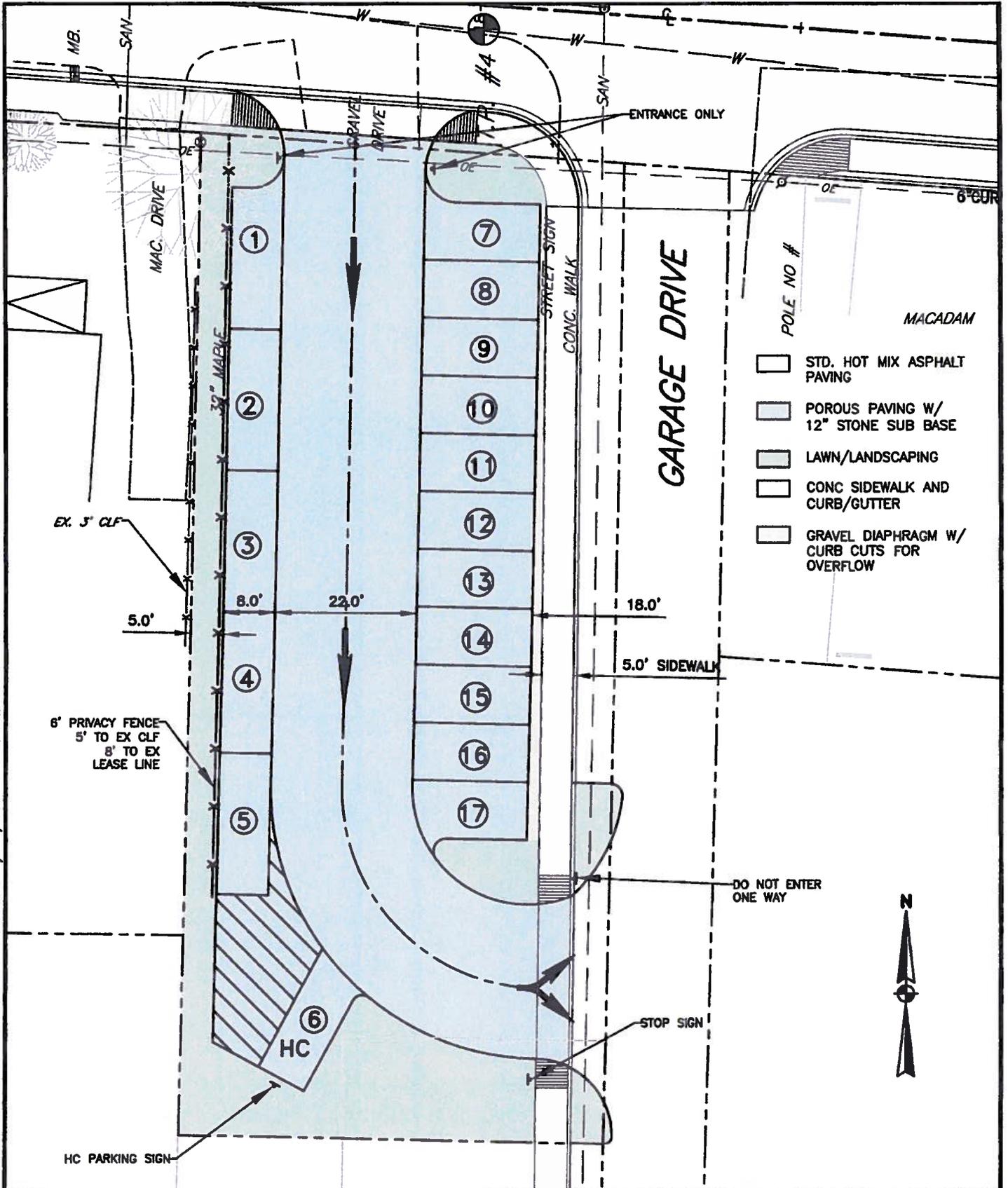


1101 OPAL COURT
 HAGERSTOWN, MD 21740
 TEL 301.791.1100

SCALE:
 1"=20'

ALTERNATE 1
 18 SPACES

Dwg. Name: GARAGE ALLEY PARKING ALTS.DWG Plotted: 8/20/2015 1:54 PM



- POLE NO #
- MACADAM
- STD. HOT MIX ASPHALT PAVING
 - POROUS PAVING W/ 12" STONE SUB BASE
 - LAWN/LANDSCAPING
 - CONC SIDEWALK AND CURB/GUTTER
 - GRAVEL DIAPHRAGM W/ CURB CUTS FOR OVERFLOW

EX. 3' CLF

6' PRIVACY FENCE
5' TO EX CLF
8' TO EX LEASE LINE

HC PARKING SIGN

EX. GARAGE

EX. PAVEMENT

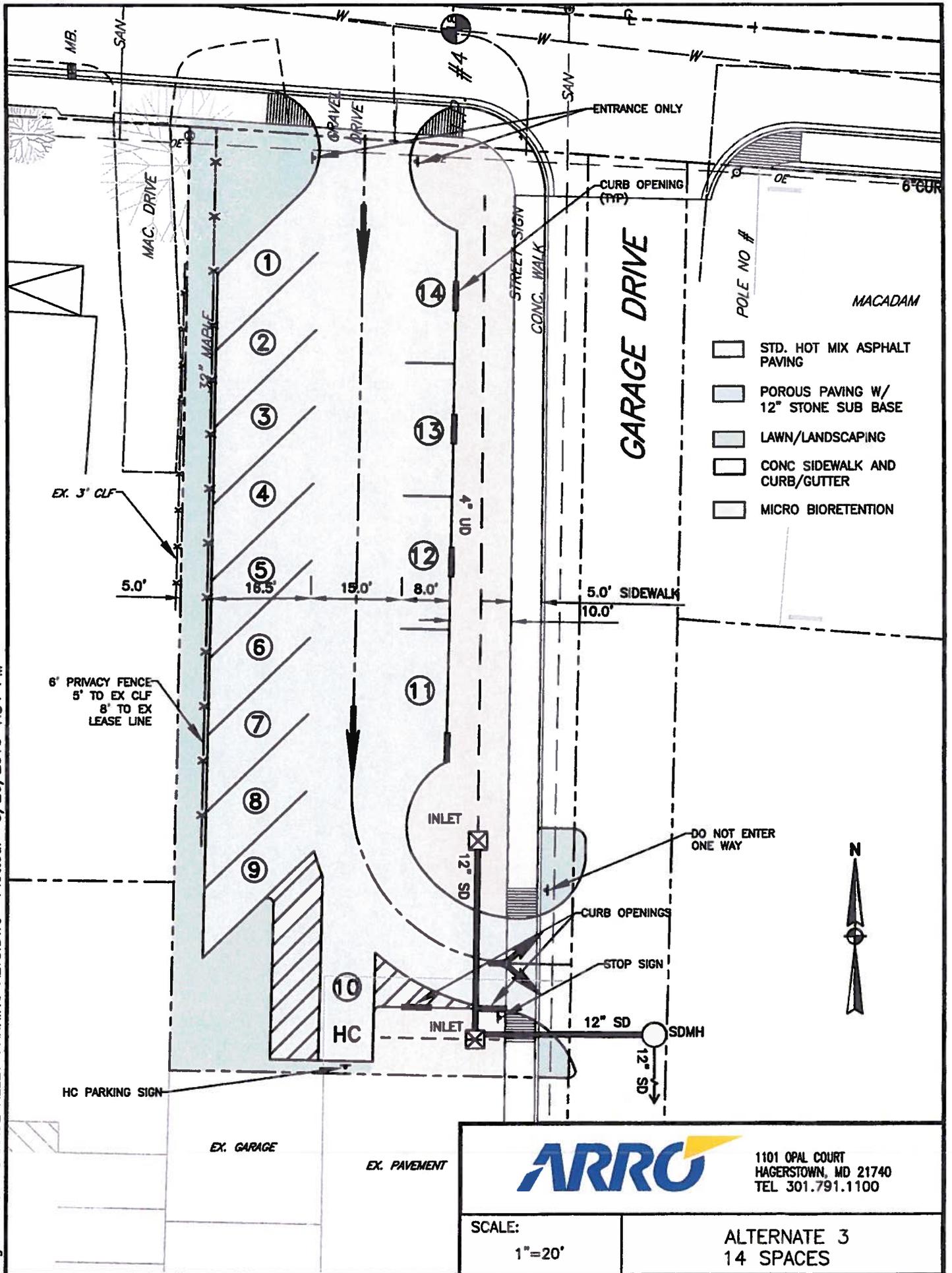


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SCALE:
1"=20'

ALTERNATE 2
17 SPACES

Dwg. Name: GARAGE ALLEY PARKING ALTS.DWG Plotted: 8/20/2015 1:54 PM



1101 OPAL COURT
 HAGERSTOWN, MD 21740
 TEL 301.791.1100

SCALE:
 1"=20'

ALTERNATE 3
 14 SPACES

COST OPINIONS FOR PARKING ALTERNATIVES

Item #	Item Description	ALT 1			ALT 2			ALT 3		
		Per Unit	Quantity	Cost	Quantity	Cost	Quantity	Cost		
*1	Hot Mix Asphalt/6" with gravel surface	SF	0	\$ -	0	\$ -	5550	\$ 36,075.00		
*1A	Porous Pavement/Permeable Concrete with 12" gravel surface	SF	6700	\$ 67,000.00	6380	\$ 63,800.00	0	\$ -		
2	Topsoil, Soil and Mulch	SY	225	\$ 1,125.00	190	\$ 950.00	125	\$ 625.00		
3	Excavation	CY	500	\$ 17,500.00	500	\$ 17,500.00	500	\$ 17,500.00		
4	Curb and Gutter	LF	500	\$ 10,000.00	500	\$ 10,000.00	525	\$ 10,500.00		
5	Pavement Marking, & Signage	LS	1	\$ 4,000.00	1	\$ 4,000.00	1	\$ 4,000.00		
6	Concrete Sidewalk Removal and Replacement	SF	675	\$ 6,075.00	675	\$ 6,075.00	675	\$ 6,075.00		
7	Storm Drain Inlets	EA	0	\$ -	0	\$ -	2	\$ 5,000.00		
8	Storm Drain Pipe - 12"	LF	0	\$ -	0	\$ -	150	\$ 18,750.00		
9	4" Perf. Underdrain	LF	0	\$ -	0	\$ -	120	\$ 3,000.00		
10	6' Privacy Fence	LF	110	\$ 5,500.00	110	\$ 5,500.00	110	\$ 5,500.00		
11	Microbioretention Soils, Plantings	SF	0	\$ -	0	\$ -	1335	\$ 13,350.00		
12	Sediment and Erosion Control	LS	1	\$ 2,500.00	1	\$ 2,500.00	1	\$ 2,500.00		
13	Construction Stakeout	LS	1	\$ 3,000.00	1	\$ 3,000.00	1	\$ 3,000.00		
14	Mobilization, Demobilization, Insurance (7.5% of Total Cost)	LS	1	\$ 9,000.00	1	\$ 8,700.00	1	\$ 9,665.00		
15	Landscaping	LS	1	\$ 3,000.00	1	\$ 3,000.00	1	\$ 3,000.00		
TOTAL CONSTRUCTION COST ESTIMATE				\$ 128,700.00		\$ 125,025.00		\$ 138,540.00		
COST PER SPACE				\$ 7,150.00		\$ 7,354.00		\$ 9,896.00		
				(18 spaces)		(17 spaces)		(14 spaces)		

* Includes pavement patch & MOT



Project Manager Needs Evaluation

1. Contractual Position – Contract typically with an engineering company.
2. Contractual Employee – Full time employee but for a specific period of time.
Estimated need 3 years.
3. Full Time Employee – Full time employee with full benefits. Permanent employment with the Town.

There will a PowerPoint Presentation at the Town Board Meeting with pros and cons including estimated costs and a recommendation from staff.

