



AGENDA FOR THE TOWN MEETING

December 8, 2014

7:00 p.m.

PLEDGE TO THE FLAG

CALL TO ORDER

CONSENT AGENDA

- [Financial Statements](#)
- Town Minutes
 - [November 24th – Town Meeting](#)

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

PERSONAL REQUESTS FOR AGENDA:

STAFF REPORT: (*From Town Workshop*)

Community Deputy Report

[Staff Planner](#)

[Zoning Administrator](#)

[Engineer's Report](#)

[Main Street Manager](#)

UNFINISHED BUSINESS:

- [Discussion of Streetlight Buy-Back Program](#)
- [Discussion of Proposal to Create Civil War Walking Tour for Middletown](#)
- [Discussion of APFO and/or Growth Policy Updates](#)
- [West Green Street Improvements – Timeline](#)
- [Main Street Boundary Amendment Resolution](#)
- [Bids for Walking Trail Maps](#)

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:

- [Discussion of Amendments to the Demolition Ordinance](#)
- [Purchase of Bobcat 3650](#)
- [Budget Workshop Dates for FY 2016](#)
- [Joint Meeting Dates for 2015](#)

PUBLIC COMMENTS:

Please state Name and Address for the Record

ANNOUNCEMENTS:

- *Town Office will be Closed on the Following Dates over Christmas:*
 - *December 25 & 26, 2014*
 - *January 1, 2015*
- *Change in Town Meeting Dates for December 2014 and January 2015*
 - *December 22, 2014 Town Meeting – CANCELLED*
 - *January 1, 2015 Town Workshop – Reschedule to January 8, 2015*

ADJOURNMENT

Town of Middletown
Statement of Revenue & Expenditures
 General Fund
 Fiscal Year 2015
 For the 5 Months Ended November 30, 2014

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<u>REVENUE</u>			
<u>LOCAL TAX</u>			
Real Property	\$ 1,096,228	\$ 707,903	\$ (388,325)
Tangible Personal Property	34,505	13,361	(21,144)
Public Utilities	9,907		(9,907)
Franchise (Cable)	48,231	22,824	(25,407)
Penalties & Interest	<u>9,241</u>	<u>10</u>	<u>(9,231)</u>
	\$ 1,198,112	\$ 744,098	\$ (454,014)
<u>STATE SHARED TAX</u>			
Admission & Amusement	\$ 40,926	\$ 13,524	\$ (27,402)
Highway Gasoline & Licenses	<u>95,043</u>	<u>99,928</u>	<u>4,885</u>
	\$ 135,969	\$ 113,452	\$ (22,517)
<u>COUNTY SHARED TAX</u>			
Income Taxes	\$ 778,572	\$ 282,512	\$ (496,060)
Tax Equity Grant	<u>581,111</u>	<u>435,783</u>	<u>(145,328)</u>
	\$ 1,359,683	\$ 718,295	\$ (641,388)
<u>LICENSES AND PERMITS</u>			
Beer, Wine and Liquor	\$ 1,950		\$ (1,950)
Business / Traders	4,900	7	(4,893)
Planning / Zoning Fees	<u>9,500</u>	<u>24,942</u>	<u>15,442</u>
	\$ 16,350	\$ 24,949	\$ 8,599
<u>PARKS AND RECREATION</u>			
Pavillion Fees	<u>\$ 1,900</u>	<u>\$ 300</u>	<u>\$ (1,600)</u>
	\$ 1,900	\$ 300	\$ (1,600)
<u>POLICE PROTECTION</u>			
State Grant	<u>\$ 25,835</u>	<u>\$ 6,459</u>	<u>\$ (19,376)</u>
	\$ 25,835	\$ 6,459	\$ (19,376)
<u>MISCELLANEOUS</u>			
Community Events			
Parking Citations			
Bank Shares Grant	2,500		(2,500)
Miscellaneous & Donations	<u>5,000</u>	<u>4,912</u>	<u>(88)</u>
	\$ 7,500	\$ 4,912	\$ (2,588)
OPERATING REVENUES	\$ 2,745,349	\$ 1,612,465	\$ (1,132,884)
State Grants & Interest	\$ 130,405	\$ 41	\$ (130,364)
TOTAL REVENUE	\$ 2,875,754	\$ 1,612,506	\$ (1,263,248)

Town of Middletown
Statement of Revenue & Expenditures
 General Fund
 Fiscal Year 2015
 For the 5 Months Ended November 30, 2014

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<u>EXPENDITURES</u>			
<u>LEGISLATIVE</u>			
Commissioner's Salary	\$ 12,000	\$ 5,000	\$ (7,000)
Communications	3,480	1,243	(2,237)
Dues & Subscriptions	7,370	7,225	(145)
Office Supplies & Exp	3,600	1,743	(1,857)
Advertising	750	231	(519)
Meetings & Conventions	9,000	2,187	(6,813)
	<u>\$ 36,200</u>	<u>\$ 17,629</u>	<u>\$ (18,571)</u>
<u>EXECUTIVE</u>			
Burgess Salary	<u>\$ 6,000</u>	<u>\$ 2,000</u>	<u>\$ (4,000)</u>
	\$ 6,000	\$ 2,000	\$ (4,000)
<u>ELECTION</u>			
Clerk Fees			
Other Administrative Expenses		<u>31</u>	<u>31</u>
		\$ 31	\$ 31
<u>GENERAL SERVICES</u>			
<u>ADMINISTRATION</u>			
Administrative Salary	\$ 196,663	\$ 85,190	\$ (111,473)
Postage & Printing	200		(200)
Communications	10,167	2,830	(7,337)
Computer Expenses	22,400	16,816	(5,584)
Office Supplies & Exp	30,401	8,641	(21,760)
Office Maintenance	47,262	9,008	(38,254)
Dues & Subscriptions	150		(150)
Professional Services	3,600	870	(2,730)
Meetings & Conventions	100	130	30
Water and Sewer Grant	102,740	203,219	100,479
	<u>\$ 413,683</u>	<u>\$ 326,704</u>	<u>\$ (86,979)</u>
<u>OPERATIONS</u>			
Maintenance Capital Outlay			
Vehicle Capital Outlay		58,054	58,054
Director Salary	91,107	37,447	(53,660)
Maintenance Salary	45,417	8,628	(36,789)
Communications	6,797	2,912	(3,885)
Supplies & Expenses	13,334	5,474	(7,860)
Dues & Meetings		104	104
Landscaping/Beautification			
Maintenance & Repairs	21,174	7,898	(13,276)
Tools & Equipment	3,069	432	(2,637)
	<u>\$ 180,898</u>	<u>\$ 120,949</u>	<u>\$ (59,949)</u>

Town of Middletown
Statement of Revenue & Expenditures
 General Fund
 Fiscal Year 2015
 For the 5 Months Ended November 30, 2014

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<u>PROFESSIONAL SERVICES</u>			
Independent Accounting	\$ 12,500	\$ 10,000	\$ (2,500)
Legal - Development			
Legal - Ordinances	<u>7,500</u>	<u>893</u>	<u>(6,607)</u>
	\$ 20,000	\$ 10,893	\$ (9,107)
<u>PLANNING & ZONING</u>			
Salary & Fees	\$ 50,182	\$ 17,718	\$ (32,464)
Other Expenses	<u>1,300</u>	<u>1,480</u>	<u>180</u>
	\$ 51,482	\$ 19,198	\$ (32,284)
<u>MAIN STREET PROGRAM</u>			
Manager Salary	\$ 43,577	\$ 18,824	\$ (24,753)
Town Contribution	<u>8,800</u>	<u>8,862</u>	<u>62</u>
	\$ 52,377	\$ 27,686	\$ (24,691)
<u>PUBLIC SAFETY</u>			
Fire Dept. Donation	\$ 20,000		\$ (20,000)
School Crossing Guards	17,121	5,062	(12,059)
Community Deputy Program	<u>326,657</u>	<u>81,576</u>	<u>(245,081)</u>
	\$ 363,778	\$ 86,638	\$ (277,140)
<u>SANITATION & WASTE REMOVAL</u>			
Resident Trash & Yard Waste	\$ 277,613	\$ 115,168	\$ (162,445)
<u>RECREATION AND CULTURE</u>			
Park Salary	45,754	24,497	(21,257)
Park Electric	1,800	1,025	(775)
Maintenance & Repairs	39,795	14,440	(25,355)
Mowing	25,451	10,647	(14,804)
Remsberg Park - Interest	17,847	9,298	(8,549)
Remsberg Park - Principal	<u>105,702</u>	<u>52,477</u>	<u>(53,225)</u>
	\$ 236,349	\$ 112,384	\$ (123,965)

Town of Middletown
Statement of Revenue & Expenditures
General Fund
Fiscal Year 2015
For the 5 Months Ended November 30, 2014

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<u>HIGHWAYS AND STREETS</u>			
Salary	\$ 83,562	\$ 40,360	\$ (43,202)
Street Lighting	152,400	55,011	(97,389)
Storm Water Management	7,050	858	(6,192)
Snow Removal	63,000	1,707	(61,293)
Repairs & Resurfacing	94,500	361,574	267,074
Signs		3,509	3,509
Truck Repair & Operation	25,000	11,595	(13,405)
Equipment Repairs & Ops	10,000	2,994	(7,006)
Mowing	31,744	13,312	(18,432)
Interest	7,418	4,429	(2,989)
East Green St - Principal	11,500		(11,500)
Case Loader - Principal	15,158	13,973	(1,185)
	<u>\$ 501,332</u>	<u>\$ 509,322</u>	<u>\$ 7,990</u>
<u>OTHER EXPENSES</u>			
MT Historical Society - CIP	\$ 5,000	\$ 5,000	
Donations	100		(100)
Travel - Mileage	2,500	1,777	(723)
Community Events	38,129	34,734	(3,395)
Payroll Taxes	52,753	17,849	(34,904)
Insurance - Property	12,748	17,355	4,607
Insurance - Employee	114,823	80,309	(34,514)
Retirement/Pension	67,363	5,580	(61,783)
Web Page & Directory	4,000	2,175	(1,825)
Real Estate Taxes	712	712	
Other	3,500	975	(2,525)
	<u>\$ 301,628</u>	<u>\$ 166,466</u>	<u>\$ (135,162)</u>
TOTAL EXPENDITURES	\$ 2,441,340	\$ 1,515,068	\$ (926,272)
INCOME (LOSS) Exc. Cash Reserves	\$ 434,414	\$ 97,438	\$ (336,976)
CASH RESERVES	\$ 1,242,019	\$ 1,184,986	\$ (57,033)
SURPLUS / (DEFICIT)	\$ 1,676,433	\$ 1,282,424	\$ (394,009)

Town of Middletown
CIP Funds & Expenditures
 General Fund
 Fiscal Year 2015
 For the 5 Months Ended November 30, 2014

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
OPERATING REVENUE			
Revenue	\$ 2,745,349	\$ 1,612,464	\$ (1,132,885)
OPERATING EXPENSES			
Expenses	2,441,340	1,515,068	(926,272)
OPERATING SURPLUS (LOSS)	\$ 304,009	\$ 97,396	\$ (206,613)
<u>OTHER FUND</u>			
POS - Development	\$ 78,300		\$ (78,300)
POS - Walking Trail Land Purchas	42,000		(42,000)
West Green Street Loan			
RETAINED EARNINGS	333,488		(333,488)
Interest	3,105	41	(3,064)
Other	7,000		(7,000)
TOTAL OTHER FUNDS	\$ 463,893	\$ 41	\$ (463,852)
TOTAL FUNDS AVAILABLE	\$ 767,902	\$ 97,437	\$ (670,465)
<u>CIP PROJECTS & PURCHASES</u>			
West Green St Improvements	\$ 1,000,000		\$ (1,000,000)
Franklin - Patching, Mill & Over	115,000		(115,000)
Broad Street Road Construction	70,000		(70,000)
SWM Fence Replacements	9,000		(9,000)
Salt Building - Equipment Storag	35,000		(35,000)
Walking Trail Land Acq - East Ma	42,000	323	(41,677)
Remsberg Park Picnic Tables	3,000		(3,000)
Remsberg Park - Walking Trail an	45,000		(45,000)
Wiles Branch Pavilion and Tottle	24,500		(24,500)
Wiles Branch Walking Trail Resur	21,000	4,800	(16,200)
Foxfield Walking Path Overlay	23,940		(23,940)
Cone Brach Gazebo Roof Replaceme	5,000		(5,000)
Computer Replacements	5,200	6,981	1,781
Municipal Center - HVAC Replacem	85,000	7,219	(77,781)
Maintenance Equipment	47,000	1,875	(45,125)
Backhoe Lease	15,158	13,973	(1,185)
Historical Society Donation	5,000	5,000	
Total CIP Costs	\$ 1,550,798	\$ 40,171	\$ (1,510,627)
OPERATING & CIP SURPLUS (LOSS)	\$ 767,902	\$ 97,437	\$ (670,465)

Town of Middletown
 CIP Funds & Expenditures
 General Fund
 Fiscal Year 2015
 For the 5 Months Ended November 30, 2014

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
Cash Reserves	\$ 1,242,019	\$ 1,184,986	\$ (57,033)
TOTAL CASH SURPLUS	<u>\$ 2,009,921</u>	<u>\$ 1,282,423</u>	<u>\$ (727,498)</u>

Town of Middletown
STATEMENT OF REVENUE and EXPENDITURES
WATER & SEWER
Fiscal Year 2015
For the 5 Months Ended November 30, 2014

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
<u>REVENUE</u>			
Water Revenue	\$ 588,919	\$ 137,835	\$ (451,084)
Sewer Revenue	565,791	137,698	(428,093)
Penalties/Reconnects	14,600	8,189	(6,411)
Rain Barrel Sales	1,575		(1,575)
General Fund Grant/Misc	70,000	102,740	32,740
TOTAL OPERATING REVENUE	\$ 1,240,885	\$ 386,462	\$ (854,423)
 <u>EXPENDITURES</u>			
<u>ADMINISTRATIVE</u>			
Office Salaries	\$ 52,890	\$ 17,449	\$ (35,441)
Communications	7,100	4,403	(2,697)
Postage	10,222	10,280	58
Office Supplies/Expense	12,800	6,196	(6,604)
Legal - Other	8,500		(8,500)
Meetings & Seminars	250	392	142
Advertising	500	993	493
Uniforms	2,800	655	(2,145)
Dues/Subscrip/Certifications	500	140	(360)
Travel	200		(200)
Payroll Taxes	18,075	8,675	(9,400)
Insurance - Prop. & Liability	8,000	11,261	3,261
Insurance - Workers Comp	13,791	2,787	(11,004)
Insurance - Health	38,036	4,710	(33,326)
Retirement/Pension	19,949	1,456	(18,493)
Real Estate Taxes	292	292	
Rain Barrel/Educational Programs	3,150	3,600	450
Waterline / I & I Loans	33,056	32,498	(558)
Sub-Total	\$ 230,111	\$ 105,787	\$ (124,324)
 <u>Vehicles & Equipment</u>			
1999 Truck	\$ 3,700		\$ (3,700)
2008 Truck	3,200	1,074	(2,126)
2013 Truck	3,400	611	(2,789)
Misc Equipment	3,700	53	(3,647)
Bobcat Mini-Excavator		254	254
Case Backhoe		159	159
Sub-Total	\$ 14,000	\$ 2,151	\$ (11,849)

WATER

Town of Middletown
STATEMENT OF REVENUE and EXPENDITURES
WATER & SEWER
Fiscal Year 2015
For the 5 Months Ended November 30, 2014

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
Salaries	\$ 122,910	\$ 52,722	\$ (70,188)
Water Distribution System			
Supplies	2,500	1,598	(902)
Repairs & Maintenance	51,650	30,886	(20,764)
Water Meters	106,000	6,948	(99,052)
Water Line Break Repairs	5,000	2,231	(2,769)
Chemicals	500	1,091	591
Tools & Equipment	1,000	236	(764)
Sub-Total	\$ 166,650	\$ 42,990	\$ (123,660)
Water Plant/Reservoir/Booster/Tower/BS Wellhouse			
Electric	\$ 31,370	\$ 5,459	\$ (25,911)
Supplies	2,000	741	(1,259)
Repairs & Maintenance	44,650	9,630	(35,020)
Chemicals	17,372	4,732	(12,640)
Tools & Equipment	2,400	720	(1,680)
Testing & Analysis	9,000	5,539	(3,461)
Sub-Total	\$ 106,792	\$ 26,821	\$ (79,971)
Abandoned Well Costs			
TOTAL WATER EXPENSES	\$ 396,352	\$ 122,533	\$ (273,819)
SEWER			
Salaries	\$ 124,154	\$ 44,953	\$ (79,201)
Sewer Collection System			
Cone Branch PS	22,000	3,754	(18,246)
Brookridge South PS	9,700	4,139	(5,561)
Foxfield PS	6,500	2,095	(4,405)
Sanitary Sewerlines & Manholes	10,500	2,743	(7,757)
I & I Accrual	75,000	31,250	(43,750)
Sub-Total	\$ 123,700	\$ 43,981	\$ (79,719)

Town of Middletown
STATEMENT OF REVENUE and EXPENDITURES
WATER & SEWER
Fiscal Year 2015
For the 5 Months Ended November 30, 2014

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
Wastewater Treatment Plants			
East Wastewater Treatment Plant			
Electric	\$ 33,000	\$ 11,953	\$ (21,047)
Supplies	10,500	2,115	(8,385)
Repairs & Maintenance	50,600	16,102	(34,498)
Chemicals	39,724	8,222	(31,502)
Tools & Equipment	8,400	3,654	(4,746)
Testing & Analysis	23,000	8,182	(14,818)
Sludge Hauling Expense	56,400	18,219	(38,181)
Sub-Total	\$ 221,624	\$ 68,447	\$ (153,177)
West Wastewater Treatment Plant			
Electric	\$ 20,000	\$ 6,159	\$ (13,841)
Supplies	2,500	1,256	(1,244)
Repairs & Maintenance	15,450	5,189	(10,261)
Chemicals	49,458	27,294	(22,164)
Tools & Equipment	1,000		(1,000)
Testing & Analysis	8,759	2,907	(5,852)
Sludge Hauling Expense	22,650	7,187	(15,463)
Sub-Total	\$ 119,817	\$ 49,992	\$ (69,825)
TOTAL SEWER EXPENSES	\$ 589,295	\$ 207,373	\$ (381,922)
TOTAL WATER/SEWER EXPENSES	\$ 1,229,758	\$ 437,844	\$ (791,914)
CONTINGENCY FUND - 6.7%	\$ 82,394	\$ 29,336	\$ (53,058)
ADJUSTED WATER/SEWER EXPENSES	\$ 1,312,152	\$ 467,180	\$ (844,972)
NET INCOME (LOSS)	\$ (71,267)	\$ (80,718)	\$ (9,451)

BURGESS AND COMMISSIONERS OF MIDDLETOWN MARYLAND

TOWN MEETING MINUTES

REGULAR MEETING

November 24, 2014

The second monthly meeting of the Burgess and Commissioners of Middletown was called to order on November 24, 2014, by Burgess Pro Temp Falcinelli at 7:00 p.m. in the Middletown Municipal Center, 31 W. Main Street, Middletown, Maryland. Present were: Commissioners Rick Dietrick, Larry Bussard, Tony Ventre, and Christopher Goodman.

CONSENT AGENDA:

Town Minutes – November 10, 2014

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

PERSONAL REQUEST FOR AGENDA:

Adam Cosden, CPA with Albright Crumbacker Moul & Itell, LLC – Presentation of FY 14 Audit – Mr. Cosden presented the FY 14 audit to the Burgess & Commissioners.

Unfinished Business:

Review of Growth Policy Updates – Drew stated that at the last meeting it was discussed to make some minor changes to both the Residential and Commercial Growth policies. Drew went over the minor changes made to the residential policy. After some discussion the Board agreed to remove the statement “however, the Town shall not approve more than 30 residential permits per calendar year for all residential development within the Town.” The Board agreed to make each development be able to receive 20 taps per year and any previously approved annexations will be grandfathered in. It was determined that this would be addressed in any future annexation agreements and the Town can spell out exactly how many taps a developer can receive per year. Drew will make changes and bring back at the December meeting.

RFP for Broad Street Reconstruction Design – Included in the packet are three engineering proposals for the Broad Street Streetscape project. The proposal prices are:

- Triad Engineering - \$39,997
- Arro Consulting - \$44,496.48
- Fox & Assoc. - \$61,905

Motion by Commissioner Bussard to accept the proposal from Triad Engineering for \$39,997, seconded by Commissioner Ventre. Motion carried 5-0.

NEW BUSINESS:

Request from T-Mobile to increase Antennas and Lease payment – Drew explained that T-Mobile would like to add 2 new antennas to the water tower. Drew stated that these antennas will be installed on the ring around the tower and not on top of the tower as there is no more room on top. T-Mobile is also proposing to increase the monthly rent by \$100 with the addition of these antennas.

Motion by Commissioner Bussard to approve the proposal from T-Mobile to add 2 new antennas and increase the rent \$100/month, seconded by Commissioner Goodman. Motion carried 5-0.

Discussion of Proposal to Create Civil War Walking Tour of Middletown – Drew stated that Burgess Miller wanted this to be on the agenda for discussion. The Board thought it is a good idea but would like to refer this to the Main Street Committee for their recommendation.

Review of Public Works Agreements for Developments – Drew went over the review process along with the public improvement, storm water management, and sediment & erosion control agreements with the board. Drew stated that the Board does not have direct input into the review of preliminary site plans, since that is the role of the Planning Commission, but does have the authority and responsibility to accept for maintenance any public facilities, such as road, waterlines, sewerlines, open space, etc. that are identified on the preliminary site plans and/or improvement plans.

Change in Town Meeting dates for December 2014 and January 2015 –

- December 22, 2014 Town Meeting – Cancelled
- January 1, 2015 Town Workshop – Rescheduled to January 8, 2015.

PUBLIC COMMENT:

ANNOUNCEMENTS:

ADJOURNMENT

With no further business to come before the Board, the regular meeting adjourned at 8:20p.m.

Respectfully submitted,

Ann Griffin
Office Manager

Town of Middletown Planning Department

To: Burgess & Commissioners and Middletown Planning Commission

From: Cindy Unangst, Staff Planner

Date: 12/2/2014

RE: Monthly Planning Update

Major Subdivisions:

Coblentz on Green -Water Tap agreement approved by Burgess & Commissioners – March 2012
Master Plan Amendment approved - March 11, 2013
Planning Commission conditionally approved preliminary plan – March 18, 2013
Improvement plans conditionally approved – October 16, 2013 (Plans expire 10/16/2016)
Final FRO Plan approved – April 21, 2014
Final Plats conditionally approved – November 17, 2014

Foxfield Section 4- 7 homes still to be built.
2nd year FRO review – 68% compliance – 196 additional trees were planted (May 2014)
With additional trees planted, the rest of the FRO LOC was released – June 2014

Site Plans and Minor Subdivisions:

AMVETS Expansion Plans – Revised Site Plan approved – May 19, 2014 (Plans expire 5/19/2017)

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
Simplified Delineation/Combined Forest Conservation Plan submitted–September 10, 2014
Phase 2 Site Plan reviewed by PC – October 20, 2014

Delauter demolition plan conditionally approved – November 17, 2014

Fire Station – Concept plan submitted to PC for comments – April 22, 2013
Fire Station plat conditionally approved – October 16, 2013
Fire Station Site Plan conditionally approved – November 18, 2013 (Plans expire 11/18/2016)

Hollow Creek Golf Course SWM Pond #1 Revision plans submitted to County - December 1, 2010
Plans approved by County – December 22, 2010
Revised Plans submitted for PC review – December 30, 2010

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
Revised Architectural Plans submitted and reviewed – June 16, 2014

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

Middletown Library Storage Container request – submitted November 13, 2014

Miller (Ingalls) – Concept and Phase I & II Plan approved & signed – September 27, 2010
Revised Concept Plan reviewed by PC – September 16, 2013
SHA comment letter received February 18, 2014

Newton Property (Cross Stone Commons) – Concept Plan submitted – October 1, 2012
BOA Special Exception Use Hearing – May 8, 2013 (Conditionally approved)
Addition Plat conditionally approved by PC – November 18, 2013
Revised Site Plan conditionally approved by PC – November 18, 2013
Revised architectural plans approved by PC – March 17, 2014
Final FRO Plan approved – May 19, 2014
Improvement Plans conditionally approved by PC – July 21, 2014
Revised Site Plan conditionally approved – October 20, 2014 (Plans expire Oct. 20, 2017)
Revised Improvement Plans – Phase 1 conditionally approved – October 20, 2014
(Plans expire October 20, 2017)

Addition Plat recorded– November 10, 2014

Potomac Gun Depot – plans conditionally approved – February 18, 2013
Revised site plan conditionally approved – June 17, 2013; (Plans expire June 17, 2016)

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)

Schoonover property – Addition Plat conditionally approved – October 20, 2014

Subway property - Garden Center – Revised Site plan conditionally approved – May 19, 2014
(Plans expire – May 19, 2017)

Thompson Funeral Home Parking Lot – revised site plan conditionally approved April 22, 2013
SWM Plans conditionally approved by Frederick County – October 29, 2013

Verizon Small Cell Antenna Installation – site plan reviewed – June 16, 2014
Revised site plan conditionally approved – July 21, 2014; (Plans expire – July 21, 2017)

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

Text Amendments:

Zoning Code review – ongoing

Gun sales restrictions – PC discussed potential regulations – November 17, 2014

Reports: none

Meetings: County/Municipal Planners quarterly meeting – December 12, 2014

Joint town board/planning commission workshop – Comprehensive Plan review – October 5, 2015

Town of Middletown Zoning Department

To: Burgess & Commissioners and Middletown Planning Commission

From: Ron Forrester, Zoning Administrator

Date: 12/4/2014

RE: Monthly Zoning Update – November 2014

BOA Meetings: The Middletown Board of Appeals (BoA) met on November 19, 2014 to review two requests for variances from Municipal Code. (1) The first appeal from Heather and Matthew Delauter requested variances from the front and rear yard setbacks/Building Restriction Lines (BRL) as well as lot size for constructing a single family at 329 South Jefferson Street in accordance with Sections 17.44.050 and 17.44.070. The Demolition Plan for demolishing the current dilapidated residential structure on property was approved by the Middletown Planning Commission on November 17, 2014. The BoA members voted 3-0 to approve the three variances requested. (2) The second appeal from Verdant Development Group, LLC for variances from the Building Height Regulations (Section 17.16.050), Open Space Requirements (Section 17.16.075) and Townhouse/Density requirements (Section 17.16.080(B) of the Middletown Municipal Code. The variances were requested in order to construct twenty (20) condominium units adjacent to the Middletown Valley Apartments. The BoA members voted 3-0 to disapprove/deny the three variances requested for the Chesterbrook Phase 2 development. Applicants received official written notification on 11/24/14 of BoA's decisions on their variance requests as well as a draft copy of the meeting report/minutes.

Zoning Violations:

- (1) Recreational Vehicle Parked next to garage and not appropriately screened from adjoining properties – 6 North Pointe Terrace. Homeowner previously sent a violation letter on 20 June 2014 advising him that it was a violation of the Municipal Code, Section 17.32.140 to park/store a recreational vehicle (boat and trailer) in the side and rear yards of any residential lot unless it was appropriately screened from adjoining properties. In conversation with owner on June 23rd, owner said he was going to sell the boat and trailer in the next month or so. On subsequent site visit in early July, it was noted that the boat and trailer were no longer stored on property and the violation was closed. A site visit on 19 Sep14 noted that a boat and trailer were once again stored on a paved parking area next to the garage not appropriately screened from adjoining properties in accordance with Section 17.32.140 of the Municipal Code. A second violation letter sent on 25 Sep 14 to property owner. In discussion with owner on October 3, 2014, owner to plant trees and construct gate to screen boat and trailer from adjoining properties. As of November 7th, boat and trailer removed from property. Closed.
- (2) Boat and trailer parked in front yard/setback area of property. 201 Prospect Street. Violation letter sent to property owner on 29 Sep 14 that it is a violation of Section 17.32.140 to park or store recreational equipment in front setback area of property. Letter also advised homeowner that if he elects to store/park boat and trailer in side setback area of lot, that it must be appropriately screened from adjoining properties and that his trailer had expired tags. As of November 15th, trailer and boat parked behind garage, covered and effectively screened from adjoining properties. Closed.
- (3) Truck parked on grass next to driveway. 5 Linden Blvd. Violation letter sent to homeowner on 31 Oct 14 advising owner that it was a violation of the Municipal Code, Section 17.32.060(J)(2) to park a motor vehicle on grass, mulch, or any other surface that is not gravel or paved. Subsequent site visits on 9 and 11 Nov 14 noted that truck was still parked on grass next to driveway. A second violation letter sent on 18 Nov 14. Open.

(4) Utility trailer parked in rear yard of property. 17 Knoll Side Lane. Homeowner sent a violation letter advising him that it was a violation of the Municipal Code, Section 17.32.140 to park/store a recreational vehicle (utility trailer) in the side and rear yards of any residential lot unless it was appropriately screened from adjoining properties. Owner moved trailer behind storage shed on property effectively screening it from adjoining properties. Closed.

(5) Storage Container in parking lot of Middletown Public Library. 101 Prospect Street. Mr. Darrel Buchanan, Facility Manager, Frederick County, notified via telephone call on 6 Nov 14 and 11 Nov 14 email that the storage container in the parking lot of the Middletown Public Library was in violation of Section 17.32.045 – Storage Containers – of the Middletown Code. Copies of the code were provided to Mr. Buchanan. He was instructed to submit a letter/application to the Middletown Planning Commission requesting their permission for the storage container to be parked in the parking lot of the public library. The submission should include a site plan showing the location of the storage container on the site. All paperwork received from Mr. Buchanan was forwarded to the Middletown Staff Planner, Cindy Unangst, who will schedule the matter for the Planning Commission to consider at an upcoming Planning Commission meeting. Open.

Miscellaneous:

(1) Classic Barber Shop temporary freestanding sign request. Section 17.36.140, Exempt signs, under subparagraph 8, identifies exempt temporary business signs not requiring a sign permit as A-frame, sandwich board, or T-frames. Freestanding temporary business signs are not addressed in zoning ordinance. All exempt signs, however, shall comply with the other applicable requirements of chapter 17.36. Owner of barbershop was asked to provide dimensions of sign as well as a letter from landlord saying he will allow a freestanding temporary sign to be displayed on his property. Owner of barbershop told that his proposed temporary freestanding sign is not specifically address in the municipal code. I discussed this matter with Mr. Tabor who said he would allow the temporary sign to be erected outside the Middletown Business Center on South Church Street. Letter received from landlord on 10 Nov 14 permitting temporary site on property. Closed.

(2) I Drive Smart Driver Training School. Middletown Volunteer Fire Company (MVFC) Activities Center on Firemen’s Way. After reviewing the zoning ordinances, the applicant’s request for zoning approval for a driver education class to be conducted at the MVFC Activities Center was approved. The use is a permitted use in the Open Space zoned portion of the Middletown Municipal Code since it is officially designated as a driver’s training school. Allegheny Driving School currently operates a driver’s training program at the MVFC Activities Center. Closed.

November 2014 Zoning Certificates - completed	Address	Permit #	M-town Received ZC	RForrester Approved	County Approval
Eileen Hegg – install 47-roof mounted solar panels	13 Tobias Run	124515	11/3/14	11/3/14	yes
Liz Hough & Sharon Drake – install a 10’ x 14’ pre-fab shed on existing concrete slab in backyard	23 East Main Street	Town	11/3/14	11/3/14	no
Middletown Association LP – install small cell antenna and related equipment to existing parking lot light pole	805-815 East Main Street	124596	11/4/14	11/12/14	yes
Jack & Kim Metzner – extend front porch by 2’ and add roof over whole porch area (front of house)	7 Woodmere Circle	124675	11/6/14	11/13/14	yes

Fred Dodge – install a pellet stove in front room of house	318 South Jefferson Street	124814	11/12/14	11/12/14	yes
Jack & Ruth Haarer – install a 20' x 20' ground level composite deck with white rails on back of house	6 Hoffman Drive	124982	11/14/14	11/17/14	yes
Town of Middletown – remove and replace 12 existing panel antennas	201 High Street	124876	11/13/14	11/24/14	yes
Daniel Munger – install 48-roof mounted solar panels	11 North Pointe Terrace	125249	11/21/14	11/24/14	yes

Zoning Certificate submitted to ZA – in progress					
Nancy R. Newton – general construction permit for CVS Pharmacy building at proposed Cross Stone Commons Shopping Center	800 East Main Street	125074	7/30/14		yes

Zoning Certificate submitted to ZA -- actions pending					
Ron Terbush – repair porch, demolish & remove existing open shed, remove and replace fence in back yard	100 East Main Street		3/28/14		yes
Erik Jenkins - installing a new 12' x 16' deck on back of house	8 Linden Blvd		5/14/14		yes
Travis Warren and Sarah Payne – construct two 6' x 12' wood sheds in alley right-of-way at rear of property	29 East Main Street		9/4/14		no
Zachary Cohoon – install temporary carport to store recreational/camper trailer	13 Linden Blvd		10/7/14		yes

**Public Works Monthly Report
December 3, 2014**

COMPLETED WORK

Streets and Utilities, Facilities

Grind and install thermoplastic stop bars and replacement signs, winterize parks, Fire Hydrant at Linden Blvd removed and replaced. Recieved new truck and new trailer. Fire Hydrants refurbished, 1 winter storm event – salting. Christmas preparations. Memorial Park restroom upgrade – lav and faucet.

Water and Sewer

12" high pressure main water line break at Green St on Nov 14/15. Paint bollards and air lines at E WWTP. Cleaned SS interceptor along Tanners Run

New Projects

Reservoir: Begin process pipe replacement and integration of new potable waterline and safety improvements..

W WWTP: Replacement of steel roofs and steel doors and frames to begin week of Dec. 8. UV Completed.

Unbudgeted Expenses:

Sludge cost for FY \$ 18,270.00, 36,000 gal hauled, 22610 gal bedded **Total hauled** 189,000 gal **Bedded** 167790 gal

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

Permit Limits (gal) 387,000/504,000 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	291,000	301,000	137,000	129,000	270,000	270,000	235,000	258,000
February	286,000	283,000	137,000	138,000	280,000	353,000	288,000	331,000
March **	284,000	290,000	137,000	138,000	276,000	270,000	190,000	226,000
April **	305,000	322,000	137,000	132,000	185,000	264,000	129,000	271,000
May	306,000	309,000	132,000	137,000	210,000	324,000	176,000	403,000
June	297,000	308,000	132,000	136,000	204,000	230,000	179,000	261,000
July	292,000	294,000	115,000	134,000	197,258	197,000	157,000	167,000
August	293,000	294,000	98,000	115,000	168,000	172,000	133,000	138,000
September	310,000	306,000	69,000	101,000	140,900	159,800	122,000	145,000
October **	312,000	313,000	62,000	90,000	180,000	172,000	167,000	144,000
Novembr**	288,000	286,000	61,000	87,000	184,000	170,000	114,000	144,000
December	287,000	278,000	126,000	97,000	217,000	318,000	147,000	282,000

Avg Daily/yr 295917 298667 111917 119500 209347 241650 169750 230833

Avg Yr Flw 108.01 109.01 40.85 43.62 76.41 88.20 61.96 84.25

**Hydrants flushed this month

April 12 563,000 gal Oct 12 778,000, April 13 684,039, Oct 13 660,700 April 14 709,560 October 14 725,913

Planned Work

Well 7 leaking piping to be replaced with vault, replace heater at filter building, repair of valve at Boileau, Install Well 15 instruments, Process water piping at Reservoir, Sewer Cleanout repairs in Foxfield, Sanitary Sewer Root Prevention, Stop Bar installation, Booster Station: Control Valve 4 pilot to be rebuilt, Removal of 6' valve on 12" HP waterline. Chemical pump installation at Reservoir,

PROJECTS

Open Projects

W WWTP: none

Develop Grease Trap Ordinance and Education Program: No Action

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

Water System: Hydraulic Model: No action, **System:** Reservoir pumping was even for October.

Plant Instrumentation: Installation of new instruments at Well 15 to replace obsolete.

Brookridge PS: Control Panel Upgrade. No action

Sidewalk Inspections: 30 reinspections.

Main St. Waterline Replacement: ARRO proceeding with design. Completed by March 2015. First submittal due Dec 19.

Streetscape: Met onsite with MDSHA surveyors for storm drain locations.

Street CIP: Design services awarded to Triad Engineering and Letter of Award sent.

Well 15 Filters: Have sketch plans 95% complete, need to create the control scheme and turn over to Engineer for formal plans and construction permit to be submitted to MDE. Meeting with Engineer on Dec 8.

Reservoir Repairs: Final draft has been received. Final review not completed. Meeting with Engineer after Jan 1st.

2015 Dump Truck: Truck received.

SSO and I&I: RFP needed - No action. SS Overflow Policy drafted and ready for final issue. North Church street sewer needs cleaned and televised and maintenance action determined for proposed discharge.

Reservoir Waterline: see above.

Drainage Issues: none

Equipment: RTV and snow blower attachment presented for approval.

Memorial Park: New waterline to facilities planned. Hedge at restrooms scheduled for removal.

MDE /Permits: 12 annual reports to file before January 31 2015.

Developments

Cross Stone: Final IP submittal completed. PWA's and cost estimates remain.

Coblentz Road Subdivision: Received revised Asbuilts. No action

Coblentz Property: No action

Planned Work

Fire Hydrant ID tag and numbering system

Water System: Manganese Removal Well 15 – Design, install

W Green St: Review plans

Regulatory: Grease Ordinance completion.

E WWTP: design spray system for clarifier,



TO: The Burgess and Commissioners
FROM: Becky Reich, Main Street Manager
RE: The Burgess and Commissioners December Workshop
DATE: December 3, 2014

PROMOTIONS:

- CHRISTMAS IN THE VALLEY – We are once again very excited about Main Street’s participation in Christmas in the Valley, our toy collection, and enthusiasm we see from participating businesses. The following businesses are participating:

Catoctin Construction	Middletown Sportsland
Candlelight Floral Design	Middletown Valley Bank
Christ Reformed Church & Child Center	Middletown Valley Chamber of Commerce
Debra’s Sweet Creations & Bakery	Middletown Valley Rec Center
Dee Buchanan’s Studio of Dance	Mountain Spirit Yoga
Dempsey’s Grille	Owl Origami
Hello Gorgeous!	Rhosymerdre Design
Hollow Creek	State Farm – Dean Rose
Hometown Gifts	South Mountain Collision
Kelley Real Estate Professionals	Subway
Liz Hough Photography	The Main Cup
Middletown Branch of the FCPL	Trinity Salon

- Main Street has purchased a ½ page ad in the year-long publication, Visit Frederick – the Tourism Council’s annual publication of what to see and do in Frederick County. Over 150,000 issues are printed, with over 400 locations in Frederick County and beyond where the publication can be picked up for free, and 24,000 issues were requested by mail for people visiting the County. While the ad is one of the higher dollar items in the Main Street budget, we believe that this is a key component in our marketing efforts.

DESIGN:

- The Design Committee has attached a separate staff report to the Burgess and Commissioners to request that Main Street Middletown be informed when a property owner files for a demolition permit. We are interested in being notified when a demolition permit is filed. Our goal is that if the property is within the Main Street district, we would like to obtain permission from the property owner to take photographs before the building is demolished.
- We have an editor for the Design Guidelines booklet and we are in the process of coordinating a time to meet to get the editor started. The book contains an architectural history and language on best practices to maintain a historic building. It will be about 75-80 pages in length. We feel

this will be well received because it is full of helpful information and gorgeous photographs of our historic buildings.

ECONOMIC DEVELOPMENT:

- The Economic Development Committee met Monday, December 1 and we split the inventorying tasks to make the process run smoother. I am so pleased to hear what the businesses are saying which is mostly very positive. Main Street plans to have the inventory completed before the end of the year and are working very hard to meet that goal.
- Based on the feedback we have heard so far, we are making plans for the upcoming months for some business mixers and technical assistance panel discussions.

ORGANIZATION:

- Main Street held our November Board meeting the third week of November and our December meeting on earlier this week. The Main Street Board passed a resolution, similar to the one we are asking you to vote on Monday night that would expand the Main Street boundaries to include businesses on Church Street. In addition, we began discussions regarding budget preparations and charged Committees to have work plans completed in January 2015 with numbers attached.
- We have finished our Policy and Procedures and the full Board will review these at our January meeting. These policy and procedures explain the steps on how our Board operates financially and the steps we will take as an organization when hiring consultants for grant projects.
- I finished the final grant report for the Maryland Heritage Area Authority for the Sesquicentennial grant. I was informed that my grant reporting was so clear and organized that the Heritage Area Authority will now use it as the example in their presentation to all future awardees! It was a nice compliment to formally close the books on this project.

Main Street Middletown Appreciates Your Support!

**PHASE 1 PROJECT DEVELOPMENT AGREEMENT
BETWEEN**

Town of Middletown
31 W Main St
Middletown, MD 21769

AND

Johnson Controls, Inc.
1101 Hampton Park Blvd
Capital Heights, MD 20743

The purpose of this Project Development Agreement (PDA), is to confirm the intent of Johnson Controls, Inc. (JCI) and Town of Middletown (the Town) to develop a guaranteed energy and operational savings Performance Contract. This agreement will provide the basis of the scope of the PDA, the obligations of both parties, the financial metrics to be met, the intended outcomes and timeline.

1. Scope of Work

- A. The parties desire to develop guaranteed energy and operational savings for the Town of Middletown to acquire its street lights from Potomac Edison.
- B. JCI will conduct a detailed engineering feasibility study of the existing systems that include a comprehensive audit and analysis of all existing systems, equipment, operations and utility costs. JCI will identify technical solutions in order to maximize energy and cost savings as well as operational and maintenance savings.
- C. Within ninety (90) calendar days after the effective date of this Agreement, JCI shall prepare and deliver to the Town a project implementation proposal that includes:
 - Options for the Town to acquire, own and operate its existing street lights;
 - Options for reductions in operating costs related to the existing operation and maintenance of street lights;
 - Options for possible additional infrastructure improvements that can be funded in whole or in part from program savings;
 - Such other options as shall be agreed upon, from time to time, by the parties with respect to a particular Town facility or facilities.
 - A project proforma to document all project costs for each year of the project. The estimated costs of financing the project shall be included. The total project costs shall be amortized over the term of the project. The following costs shall be itemized:
 - (a) Energy and Water savings (dollars)
 - (b) Operational and maintenance savings (dollars)
 - (d) Debt service
 - (e) Annual Maintenance costs (if applicable)
 - (f) Annual Monitoring and Verification (M&V) costs

2. Records and Data

During the development of the investment grade proposal, the Town will furnish to JCI, upon its request, accurate and complete data concerning current costs, budgets, facilities requirements, future projected loads, facility operating requirements, etc. JCI will provide a separate document with the required information and Town of Middletown shall make every effort to provide that information within 7 days of the request.

3. Preparation of Implementation Agreement (Energy Performance Contract)

Along with the other Scope of Work required under this Agreement, JCI will develop the framework of the subsequent Implementation Agreement and the Financing Agreement if applicable. These Agreements shall be co-developed by JCI and Town of Middletown during the PDA. These documents will vary dependent on the desired Town of Middletown structure, but where possible shall be standardized JCI documents for most expedient delivery.

4. Price and Payment Terms

Town of Middletown agrees to pay to JCI the sum of Thirty Six Thousand dollars (\$36,000.00) within 60 days after the delivery to Town of Middletown of the documentation described under paragraph 1 of this Agreement. However, Town of Middletown will have no obligation to pay this amount if:

- A. JCI and Town of Middletown enter into the Implementation Agreement (outlined in Section 3) within 60 days after the delivery of the documentation described under paragraph 1 of this Agreement. Costs for the PDA will be transferred to the total cost of the Implementation Contract and be subject to the payment terms outlined in the Contract.
- B. JCI determines that it's not feasible to develop an investment grade proposal that meets the financial terms outlined in "C" below and via written notice elects to cancel the proposal development.
- C. JCI fails to present an Implementation Agreement with a sufficient amount of energy and operational cost savings to payback all project costs over a term not to exceed 15 years with a financing interest rate at or below 3.5% APR. Project benefits shall include, but not be limited to utility cost avoidance, negotiated utility rate reductions, operating and maintenance cost avoidance, capital cost avoidance and utility rebates.

The project payback is defined by the following formula:

Payback = (Project Sale Price – Expected Government or Utility Incentives – Avoided End of Life Capital Investments) / (Guaranteed Annual Utility Savings + Expected Annual Maintenance Savings – Annual M&V Expense)

In which:

- a) Energy and Utility Costs are set according to the most current rates at the time of the IGA report submission
- b) Avoided Maintenance Costs are included as appropriate and agreed to by both parties

5. Indemnity

JCI and Town of Middletown agree that JCI shall be responsible only for such injury, loss, or damage caused by the intentional misconduct or the negligent act or omission of JCI. Neither JCI nor Town of Middletown will be responsible to the other for any special, indirect, or consequential damages.

6. Disputes

If a dispute arises under this Agreement, the parties shall promptly attempt in good faith to resolve the dispute by negotiation. All disputes not resolved by negotiation shall be resolved in accordance with the Commercial Rules of the American Arbitration Association in effect at the time, except as modified herein. All disputes shall be decided by a single arbitrator. A decision shall be rendered by the arbitrator no later than nine months after the demand for arbitration is filed, and the arbitrator shall state in writing the factual and legal basis for the award. No discovery shall be permitted. The arbitrator shall issue a scheduling order that shall not be modified except by the mutual agreement of the parties. Judgment may be entered upon the award in the highest State or Federal court having jurisdiction over the matter. The prevailing party shall recover all costs, including attorney's fees, incurred as a result of this dispute. If the parties do not agree to arbitration, then the dispute shall be litigated in the District or Circuit Court of Maryland.

7. Confidentiality

This agreement creates a confidential relationship between JCI and Town of Middletown. Both parties acknowledge that while performing this Agreement, each will have access to confidential information, including but not limited to systems, services or planned services, suppliers, data, financial information, computer software, processes, methods, knowledge, ideas, marketing promotions, current or planned activities, research, development, and other information relating to the other party ("Proprietary Information"). Except as authorized in writing both parties agree to keep all Proprietary Information confidential. JCI may only make copies of Proprietary Information necessary for performing its services. Upon cessation of services, termination, or expiration of this Agreement, or upon either party's request, whichever is earlier, both parties will return all such information and all documents, data and other materials in their control that contain or relate to such Proprietary Information.

JCI and Town of Middletown understand that this is a confidential project and agree to keep and maintain confidentiality regarding its undertaking of this project. JCI shall coordinate its services only through the designated Town of Middletown representative and shall provide information regarding this project to only those persons approved by Town of Middletown. JCI will be notified in writing of any changes in the designated Town of Middletown representative.

8. Timeline

It is the intent and commitment of all parties identified in this Agreement to work diligently, and cause others under their direction to work diligently toward meeting the following timeline:

- Signed Project Development Agreement (PDA) – 12/22/2014
- JCI to deliver investment grade proposal with firm costs – 03/23/2015
- Board approval – 05/25/2015
- Finalize Agreements and begin Implementation – 06/01/2015
- Anticipate Completion and begin System Operation – 12/2015

These timeframes may be modified by subsequent work plans approved by the parties.

9. Miscellaneous Provisions

This Agreement cannot be assigned by either party without the prior written consent of the other party. This Agreement is the entire Agreement between JCI and Town of Middletown and supersedes any prior oral understandings, written agreements, proposals, or other communications between JCI and Town of Middletown. Any change or modification to this Agreement will not be effective unless made in writing. This written instrument must specifically indicate that it is an amendment, change, or modification to this Agreement.

This document represents the business intent of both parties and should be executed by the parties who would ultimately be signatory to a final agreement.

Town of Middletown

By: _____

Signature: _____

Title: _____

Date: _____

JOHNSON CONTROLS, INC.

By: Allison Dunn

Signature: _____

Title: Area General Manager

Date: _____

Middletown Street Light Buyback

Pro Forma for Proposed Self-Funding Project

Total Project Cost	(\$1,131,885)
Capital Infusion from Middletown	\$0
Loan Amount	\$1,131,885
Total Estimated Financed Costs	\$1,131,885
Interest Rate	3.200%
Term	15.0
Est Number of New Light Poles (10' -14')	0

**Preliminary Estimates
(+/- 20%)**

FUNDING	EXPENSES
----------------	-----------------

Year	Year	Energy Savings	O&M Savings	SRECS	Energy Savings	Annual Loan Payments	Annual M&V and O&M Costs	Total Payments	Annual Cash Flow
Year						\$0		\$0	
1	Sep-2015	\$ 15,112	\$ 100,000	\$ -	\$ 115,112	\$95,111	\$3,453	\$98,564	\$ 16,548
2	Sep-2016	\$ 15,490	\$ 102,500	\$ -	\$ 117,990	\$95,111	\$3,522	\$98,634	\$ 19,357
3	Sep-2017	\$ 15,878	\$ 105,063	\$ -	\$ 120,940	\$95,111	\$3,593	\$98,704	\$ 22,236
4	Sep-2018	\$ 16,274	\$ 107,689	\$ -	\$ 123,964	\$95,111	\$3,665	\$98,776	\$ 25,188
5	Sep-2019	\$ 16,681	\$ 110,381	\$ -	\$ 127,063	\$95,111	\$3,738	\$98,849	\$ 28,213
6	Sep-2020	\$ 17,098	\$ 113,141	\$ -	\$ 130,239	\$95,111	\$3,813	\$98,924	\$ 31,315
7	Sep-2021	\$ 17,526	\$ 115,969	\$ -	\$ 133,495	\$95,111	\$3,889	\$99,000	\$ 34,495
8	Sep-2022	\$ 17,964	\$ 118,869	\$ -	\$ 136,833	\$95,111	\$3,967	\$99,078	\$ 37,755
9	Sep-2023	\$ 18,413	\$ 121,840	\$ -	\$ 140,253	\$95,111	\$4,046	\$99,157	\$ 41,096
10	Sep-2024	\$ 18,873	\$ 124,886	\$ -	\$ 143,760	\$95,111	\$4,127	\$99,238	\$ 44,521
11	Sep-2025	\$ 19,345	\$ 128,008	\$ -	\$ 147,354	\$95,111	\$4,210	\$99,321	\$ 48,033
12	Sep-2026	\$ 19,829	\$ 131,209	\$ -	\$ 151,038	\$95,111	\$4,294	\$99,405	\$ 51,633
13	Sep-2027	\$ 20,325	\$ 134,489	\$ -	\$ 154,813	\$95,111	\$4,380	\$99,491	\$ 55,323
14	Sep-2028	\$ 20,833	\$ 137,851	\$ -	\$ 158,684	\$95,111	\$4,467	\$99,578	\$ 59,105
15	Sep-2029	\$ 21,353	\$ 141,297	\$ -	\$ 162,651	\$95,111	\$4,557	\$99,668	\$ 62,983
	Totals	\$270,995	\$1,793,193	\$0	\$ 2,064,188	\$1,426,666	\$59,721	\$1,486,387	\$577,801

3. Savings escalation 2.50% 2.50% 2%

Drew Bowen

From: Eboni A Wimbush <Eboni.A.Wimbush@jci.com>
Sent: Monday, November 24, 2014 1:44 PM
To: Drew Bowen
Subject: Follow-up Questions & Answers
Attachments: Before 1.JPG; After 1 - 5700 Kelvin Example.JPG; LED Street Light Photos -5700 Kelvin Example.jpg

Drew: Please see the response for the questions received.

Color of Light

There is a wide color temperature range available. White LED light sources are available with a fixed color temperature (CT) and color rendering index (CRI), typically from 3,000 to 6,500 Kelvin (K). A further option are white light LEDs arrays that can be continuously controlled to offer warm (2,700 - 3,000 K) to cool white light (5,000 K+). Both 4000K and 5700K are popular and can be used in a variety of locations. ***Ultimately, the color temperature selection will be based on what Town of Middleton needs.*** A limited pilot can be deployed (at cost) during development to ensure satisfaction. Please see the attached before and after example.

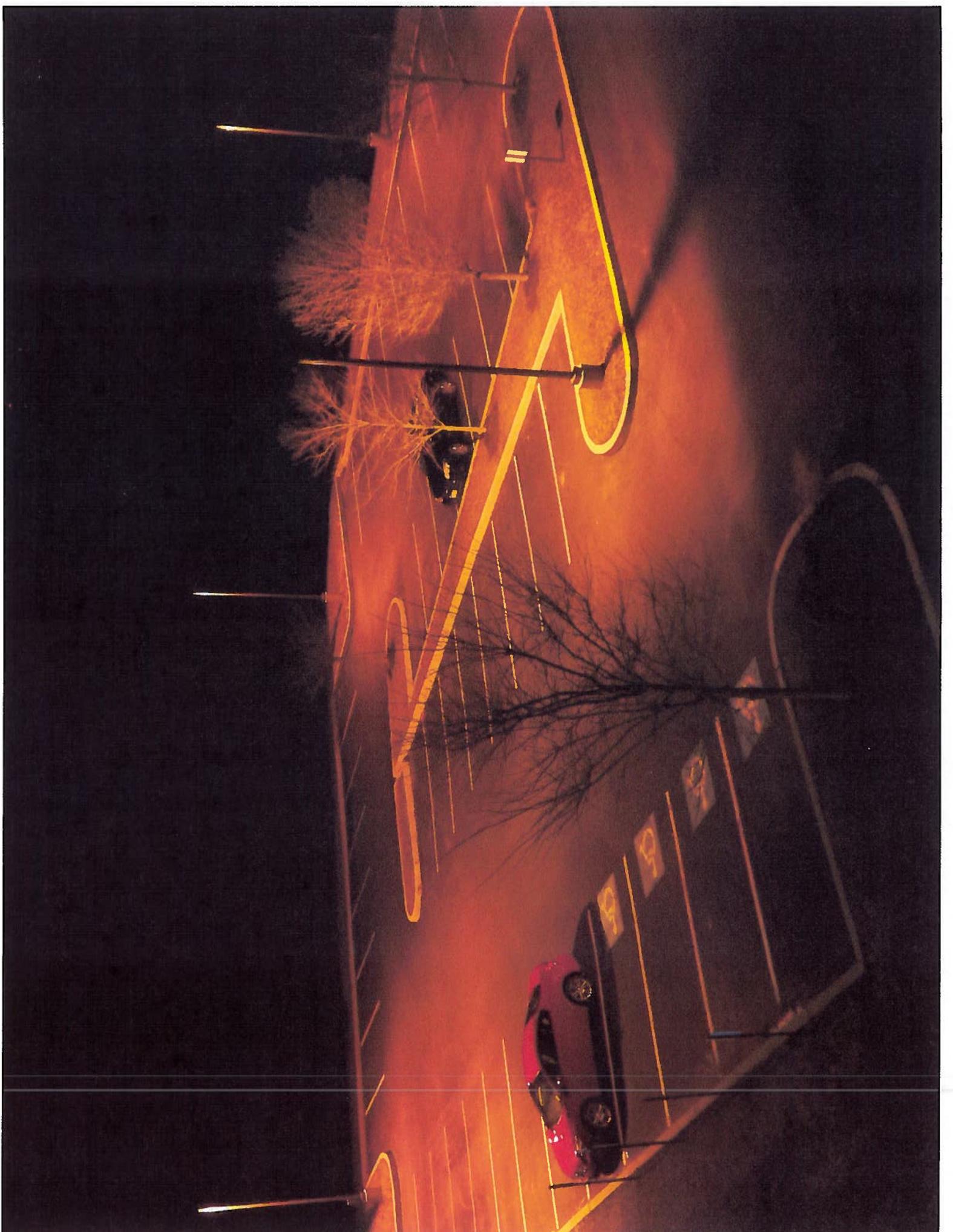
Disbursement Patterns

Distribution patterns determine how the light reaches the ground. Both LED and conventional lighting use the same classification system to describe light distribution patterns, but a LED fixtures have the ability to provide light more evenly and efficiently across the surface of illumination. It should be noted that LED lighting has more distribution patterns available due to the functional and directional nature of the technology. ***When determining the best distribution pattern, our engineers will take into account existing roadway conditions and we will perform a photometric analysis of the most common conditions which will help us determine the best selection.*** Additionally, we will employ best practices based on our experience.

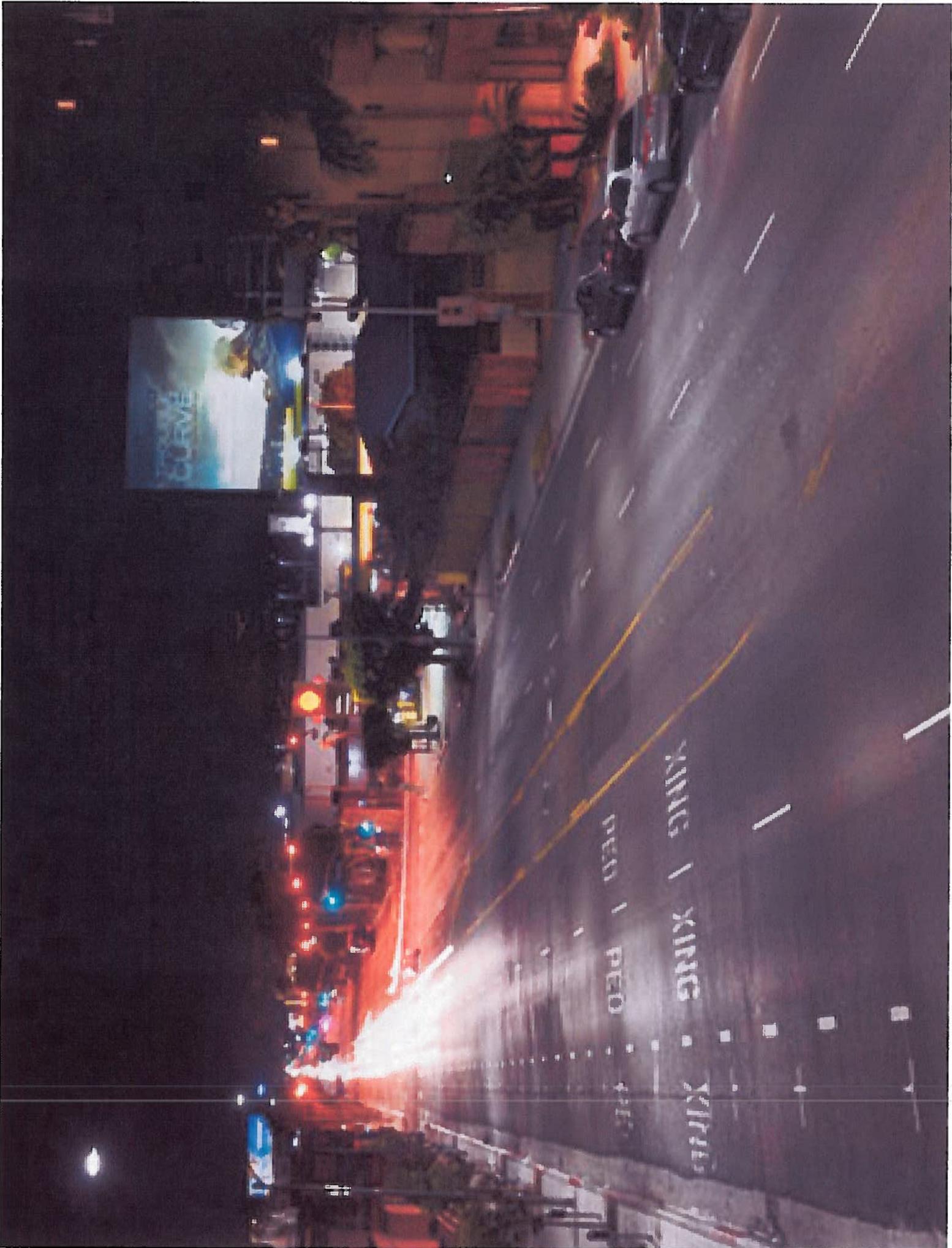
Please contact me with questions.

Regards,

Eboni Wimbush
Johnson Controls
Business Development Manager, Energy Solutions
703-217-2747







RECEIVED
NOV - 17 2014

Stephen R. Bockmiller, AICP

10537 Fish and Game Road, Waynesboro, PA 17268
bockmiller@comcast.net

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

TOWN OF MIDDLETOWN, MD.

November 4, 2014

John Miller, Burgess
Town of Middletown, Maryland
31 West Main Street
Middletown, MD 21769

Becky Reich, Manager
Main Street Middletown
31 West Main Street
Middletown, MD 21769

Tim Coakley, Vice President
Main Street Middletown
31 West Main Street
Middletown, MD 21769

Dear John, Becky and Tim:

RE: Middletown and Middletown Valley
Detailed Tour Map

Per our previous discussions, this letter is being provided as a generalized proposal for providing services to Middletown and Main Street Middletown to produce a detailed historical tour map. This would be similar to the product we have produced for Rose Hill Cemetery and the City of Hagerstown. I am communicating on behalf of myself and Terri Fleetwood, the graphic artist with whom I collaborated on the Hagerstown project.

This information is provided to generate discussion and is not a specific proposal, as price points would be affected by changes in size, desired level of detail and other variables that will only be clarified in future discussion. Nonetheless this proposal will give us a starting point for conversation.

Proposal:

Research and design of a 36-panel (18-panels per side), highly detailed tour map, highlighting the Middletown Valley and the Battle of South Mountain on one side. The other side would highlight the Town of Middletown with inset cemetery tour maps of the Lutheran and Reformed Church cemeteries. The Valley map would include the area from MD 67 to the west, the crest or east slope of Catoctin Mountain to the east, Burkittsville to the south and Wolfsville to the north (or other boundaries determined by you). The maps will focus on Civil War events and activities, but historically significant people, places and events that are not Civil War centric could be included.

As much detail of historic events and information on buildings in Middletown and the graves of important figures in the two cemeteries would be provided as space on the maps allow. General historical references in the valley map would be included, but so would detail on the Battle of South Mountain (if you desire), including identification of the Confederate defensive lines and the Union approach routes and fields of attack. All interpretive markers, including but not limited to Battle of South Mountain interpretive markers and Maryland SHA gray-and-black historical markers would be identified if they are located within the area covered by the map. Any and all monuments would be included as well.

This will be a product that doesn't just hit highlights for the casually interested. The intention is to show just how much history there is in the valley, make the product desirable to history tourists, and promote visitation to the valley to the greatest extent practicable. The Hagerstown map has received many accolades for focusing on this model, and we would like to carry that success to Middletown.

Cost Estimates:

- Bockmiller - Project management, research and use of privately-held research library and illustrations: \$2000 flat fee.
- Fleetwood - Graphic design of the product, variants as follows:
 - Option A: Comparable to Hagerstown Civil War Walking Tour Map -- same size, detail, etc. \$7,000 (cost projected using the amount of time and work that it took to produce the Hagerstown map).
 - Option B: Same size as Civil War Walking Tour Map, but with less text and less detail on map work \$5,360 (cost projected based on lesser detailed map reducing time on project by about 25%)
 - Option C: Smaller sized map (30 panels, rather than 36), less text & moderate detail on map work \$4,000
- Printing - 1000 units - \$964 2500 units - \$1480 5000 units - \$2392
 Printing costs will be smaller if it is decided to go with a smaller sized product.

Funding Considerations:

While there is substantial cost in the creation of the initial document, reprinting it after the initial run has been exhausted will be substantially less expensive. I will provide any corrections/revisions to my work free of charge. There would be a charge for Terri's work on revisions on a per-hour basis.

We would need to be very careful about using Civil War Heritage Area grant funding to underwrite this project. Although it worked for our recent project, I fear perception of conflict of interest in using this funding source since I serve on the advisory board of the Heritage Area. I would very much prefer using other funding sources.

I suggest finding one donor willing to pay for the printing in return for a noticeable thank you statement on the back cover (not a coupon or bold advertisement inconsistent with the design of the map).

If private contribution is necessary for a funding plan, one approach would be to make limited advertising available within the context of the map. For a \$100 donation to the effort, a tourism related business could have their business name and a symbol (like the ones used on the highways) to highlight the location of services and destinations that tourists would want or need to know (such as restaurants, lodging, antique stores, convenience stores, gas stations, etc.). For example, "The Main Cup" and the fork-and-spoon highway symbol could be included on the Middletown map with an arrow to the Main Cup's location. Forty participants would generate \$4000 to the cause. I strongly advise against merely selling ad space for numerous reasons. But simple labels on the map can serve as reasonable advertising for donors, and provide an additional service, directing map users to businesses typically needed by tourists.

Attachments:

Attached with this letter you will find:

1. A copy of the Hagerstown map that is the model for this proposal.
2. General rough concept for the front and back of the proposed map - at 18 panels each side.

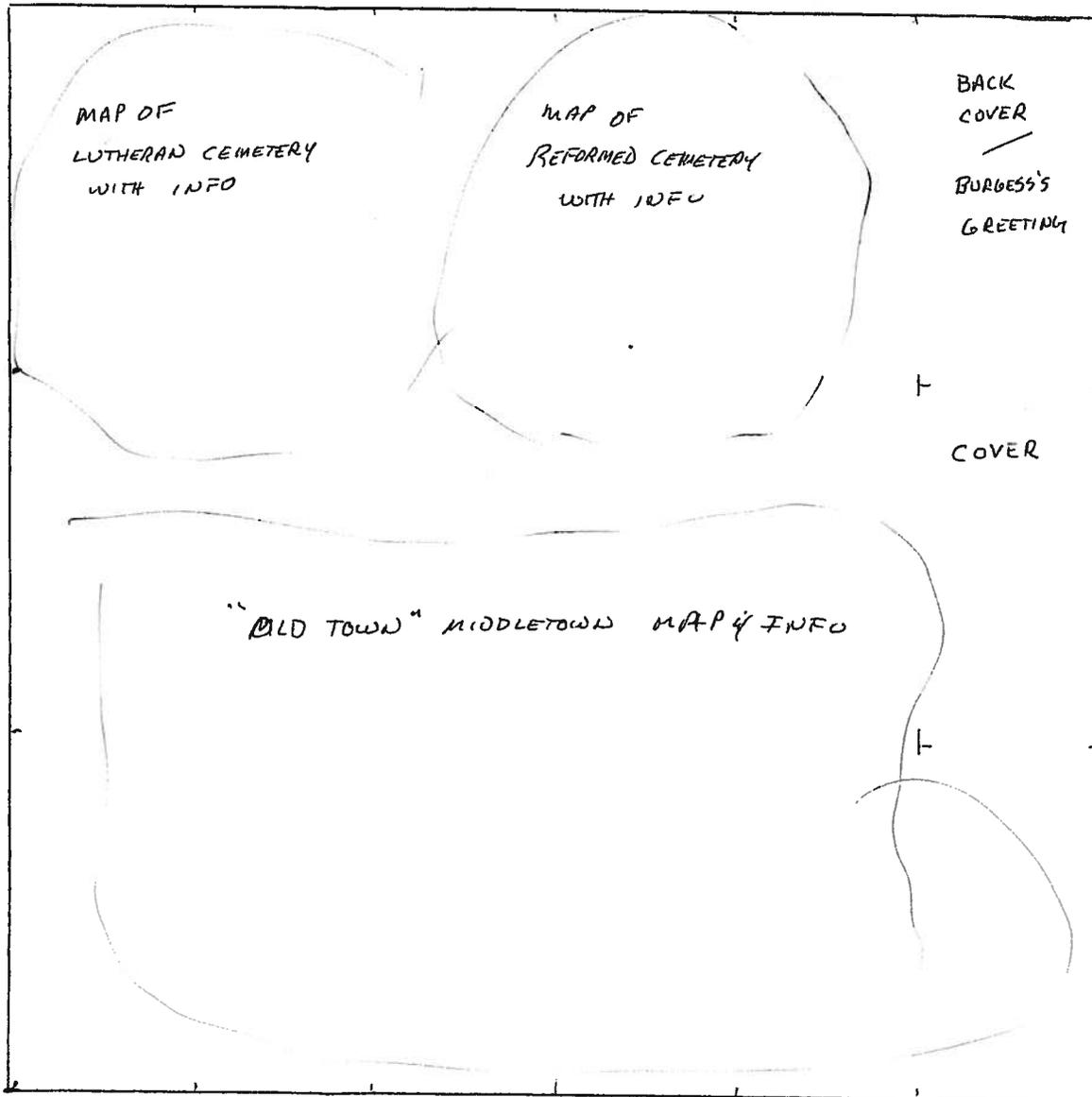
I look forward to discussing the possibilities in this project with you in greater detail. If you have any questions, please contact me at your convenience.

Sincerely,



Stephen R. Bockmiller, AICP

Copy: Andrew Bowen, Town Manager
Andrew Derr, President, Main Street Middletown
Terri Fleetwood, Nuvue Creative



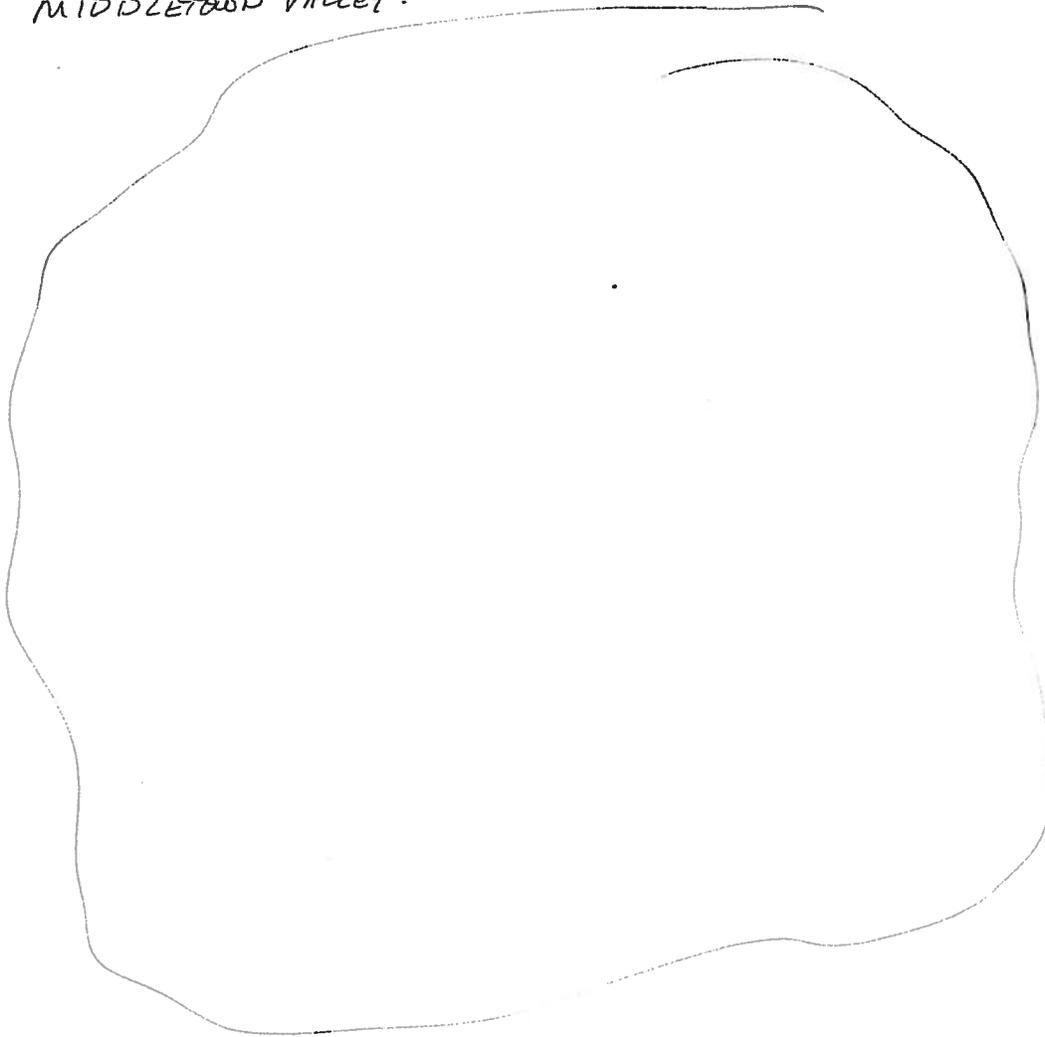
FRONT

18 - PANEL (SAME AS HAGERSTOWN)

FRONT

MAPS AND INFORMATION ON TOWN
AND TWO CEMETERIES

VISIT OUR BEAUTIFUL
MIDDLETOWN VALLEY!



BACK

1 C - PANEL (SAME AS HAGERSTOWN)

MAP OF MIDDLETOWN VALLEY &

SOUTH MOUNTAIN BATTLEFIELD

AND RELATED INFORMATION

MAY BE ONE MAP OR TWO SECTIONAL
MAPS DEPENDING ON WHAT IS DESIRED

Stephen R. Bockmiller, AICP
10537 Fish and Game Road, Waynesboro, PA 17268
bockmiller@comcast.net 240-291-3128

November 5, 2014

John Miller, Burgess
Town of Middletown, Maryland
31 West Main Street
Middletown, MD 21769

Becky Reich, Manager
Main Street Middletown
31 West Main Street
Middletown, MD 21769

Tim Coakley, Vice President
Main Street Middletown
31 West Main Street
Middletown, MD 21769

Dear John, Becky and Tim:

RE: Middletown and Middletown Valley
Detailed Tour Map
Supplement - online map

In follow up to my letter of yesterday, I would like to add one more potential offering for you to consider.

We have the ability, with the help of Mr. Eric Hastings, to provide the tour map, once completed, in an on-line interactive version. This could be posted to Middletown's or Main Street Middletown's website, or both, and could be linked to the websites of other Middletown partners. We recently completed this for the city of Hagerstown.

To see the Hagerstown product, please visit the website: walkingtour.hagerstownmd.org. Do NOT enter "www." at the beginning of the URL. Simply type in "walkingtour.hagerstownmd.org". At each location where there is a brown or orange circle with a number or a green circle with a letter, click on that icon and it will direct you to another page with the historical marker displayed, and a contemporary photo of the marker in relation to its surroundings.

Again, I look forward to discussing the possibilities in this project with you in greater detail. If you have any questions, please contact me at your convenience.

Sincerely,



Stephen R. Bockmiller, AICP

RECEIVED
NOV 10 2014
TOWN OF MIDDLETOWN, MD.

Copy: Andrew Bowen, Town Manager
Andrew Derr, President, Main Street Middletown
Terri Fleetwood, Nuvue Creative

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



**Burgess and Commissioners of
Middletown, Maryland**

Adequate Public Facilities Policy

Adopted July 17, 2003

Amended on August 22, 2011

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Deleted: Policy on Residential Growth -

Policy Statement

It is the policy of the Town of Middletown that all new residential development **must adhere too.**

Deleted: resulting from annexation, will not occur before the first quarter of 2015.

Existing lots of record for single-family units are excluded from this policy, provided that adequate water and sewer capacity exists at the time of requested residential development.

Development Criteria

For development to be considered, all of the following criteria must be met:

Deleted: in the year 2015 and beyond

- ✓ Developer must provide 250 gallons of allocable water per unit, and may be required to cover all costs of physical connection to the Town system,
- ✓ Developer must pay a proportionate share of cost to upgrade/increase sewer capacity, based on all factors at time of Water/Sewer certification,
- ✓ Prior to Preliminary Site Plan approval, all Middletown schools located within the corporate limits of Middletown must be less than 105% capacity as rated at the time of the most recently submitted Frederick County Public Schools Quarterly Enrollment report, and approval will only be valid for two years after the Plan is signed by the Middletown Planning Commission,
- ✓ Developer must provide a Traffic Impact Study at the request of the Town, to be conducted during a period of time approved by the Town, and solutions to all identified problems related to the requested development must be corrected at the cost to the developer,
- ✓ Developer must provide usable recreation space, as determined by the Planning Commission, at .05 acres/unit for the total number of units in the development,
- ✓ No development will receive more than 20 residential permits per year.
- ✓ The Town will determine and negotiate through Public Works Agreements all necessary off-site improvements that will be required to be constructed by and at the cost to the developer,
- ✓ Other factors as determined by the Town that may be applicable to each individual development request in addition to those listed herein.

Deleted: However, the Town shall not approve more than 30 residential permits per calendar year for all residential development within the Town, and all residential permit allocations for each residential development will be determined by the Town.¶

Town of Middletown

Policy on Commercial Growth

Adopted on April 6, 2004
Amended on August 22, 2011

Policy Statement

It is the policy of the Town of Middletown that commercial growth be encouraged to occur within the Town limits to meet the consumer needs of the growing local population within the Middletown Region.

Development Criteria

For commercial development to be considered, all of the following criteria must be met:

- Developer must provide and pay all tap and meter fees for an equated (250 gpd/unit) amount of allocable water per tap as calculated by the Town, and shall be required to cover all costs of physical connection to the Town system
- Developer must pay all tap and meter fees as well as a proportionate share of cost to upgrade/increase sewer capacity, based on all factors at time of Water/Sewer certification
- Developer must provide a Traffic Impact Study at the request of the Town, to be conducted during a period of time approved by the Town, and solutions to all identified problems directly related to the requested development must be corrected at the cost to the developer
- No development may receive Plan approval from the Town for uses creating a trip generation rating below level D as defined in the most recent edition of the Highway Capacity Manual.
- Developer must provide usable contiguous recreation space, as determined by the Planning Commission, at .2acres/gross acreage, which may not be allowed to include required setback, FRO, SWM, or buffer areas
- All property requesting annexation for commercial development shall pay at time of annexation municipal real estate taxes,
- The Town will determine and negotiate through Public Works Agreements all necessary off-site improvements that will be required to be constructed by and at the cost to the developer,
- Other factors as determined by the Town that may be applicable to each individual development request in addition to those listed herein.



West Green Street Improvements Proposed Timeline

- January 2015 - Director of Public Works review of plans and specifications
- February 2015 - Public Meetings with Residents along West Green Street
Initiate Financing for Project
- March 2015 - Public Meetings with Residents along West Green Street
Preparation of Financial Documents, Resolutions, Etc.
- April 2015 - Revision if Necessary
Public Hearing for Loan Financing
- May 2015 - Bidding and Award of Contract
Close of Loan
- June 2015 - Construction Begins
- June 2016 - Construction Complete

RESOLUTION NO. 14-03

A RESOLUTION OF THE BURGESS AND COMMISSIONERS OF MIDDLETOWN TO APPROVE AND AUTHORIZE THE SUBMISSION OF AN APPLICATION TO THE DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT OF THE STATE OF MARYLAND TO AMEND THE BOUNDARIES OF THE DESIGNATED PORTION OF MIDDLETOWN, MARYLAND KNOWN AS “MAIN STREET MARYLAND COMMUNITY”.

WHEREAS, the Burgess and Commissioners of Middletown recognize that there is a significant need for reinvestment in and revitalization of Middletown, Frederick County, Maryland; and,

WHEREAS, the State of Maryland promotes the development and revitalization of business districts in local jurisdictions through the administration of the Main Street Improvement Program authorized by MD Code, *Housing and Community Development* Article, §6-102 *et seq.*, and Code of Maryland Regulations, §05.13.02 *et seq.* (hereinafter, “the Program”); and

WHEREAS, pursuant to the Program, Middletown has been designated as a “Main Street Maryland Community” based on the boundaries submitted in its initial application; and

WHEREAS, the Burgess and Commissioners of Middletown desire to amend the boundaries to more accurately encompass Middletown’s business area and propose to designate the central business area of Middletown, Frederick County, Maryland zoned in the “Town Commercial” (TC) zoning classification as a “Main Street Maryland Community” which will contribute to the reinvestment and revitalization in that area; and,

WHEREAS, the area to be so designated is located within a priority funding area under MD Code, *State Finance and Procurement* Article, § 5-7B-02 and the Project will conform to

the requirements of the Middletown zoning laws (Middletown Code, Title 17).

NOW, THEREFORE BE IT RESOLVED that the Burgess and Commissioners of Middletown hereby endorse the designation of the Area as shown on the attached map labeled "Exhibit A" (hereinafter, "the Area") as a "Main Street Maryland Community" and approve the submission of an amended map illustrating the amended boundaries to the Maryland Department of Housing and Community Development to obtain such designation under the provisions of MD Code, *Housing and Community Development* Article, §6-102 *et seq.*, and Code of Maryland Regulations, §05.13.02 *et seq.*

BE IT FURTHER RESOLVED that, the Burgess is hereby authorized to execute documents and take any action necessary to carry out the intent of this Resolution; and,

BE IT FURTHER RESOLVED that copies of this Resolution shall be sent to the Department of Housing and Community Development of the State of Maryland for consideration by the Main Street Maryland Program.

BE IT FURTHER RESOLVED that this Resolution shall take effect twenty (20) calendar days following its approval by the Burgess and Commissioners.

INTRODUCED ON THE _____

PASSED ON THE _____

EFFECTIVE DATE: _____

ATTEST:

**BURGESS AND COMMISSIONERS
OF MIDDLETOWN**

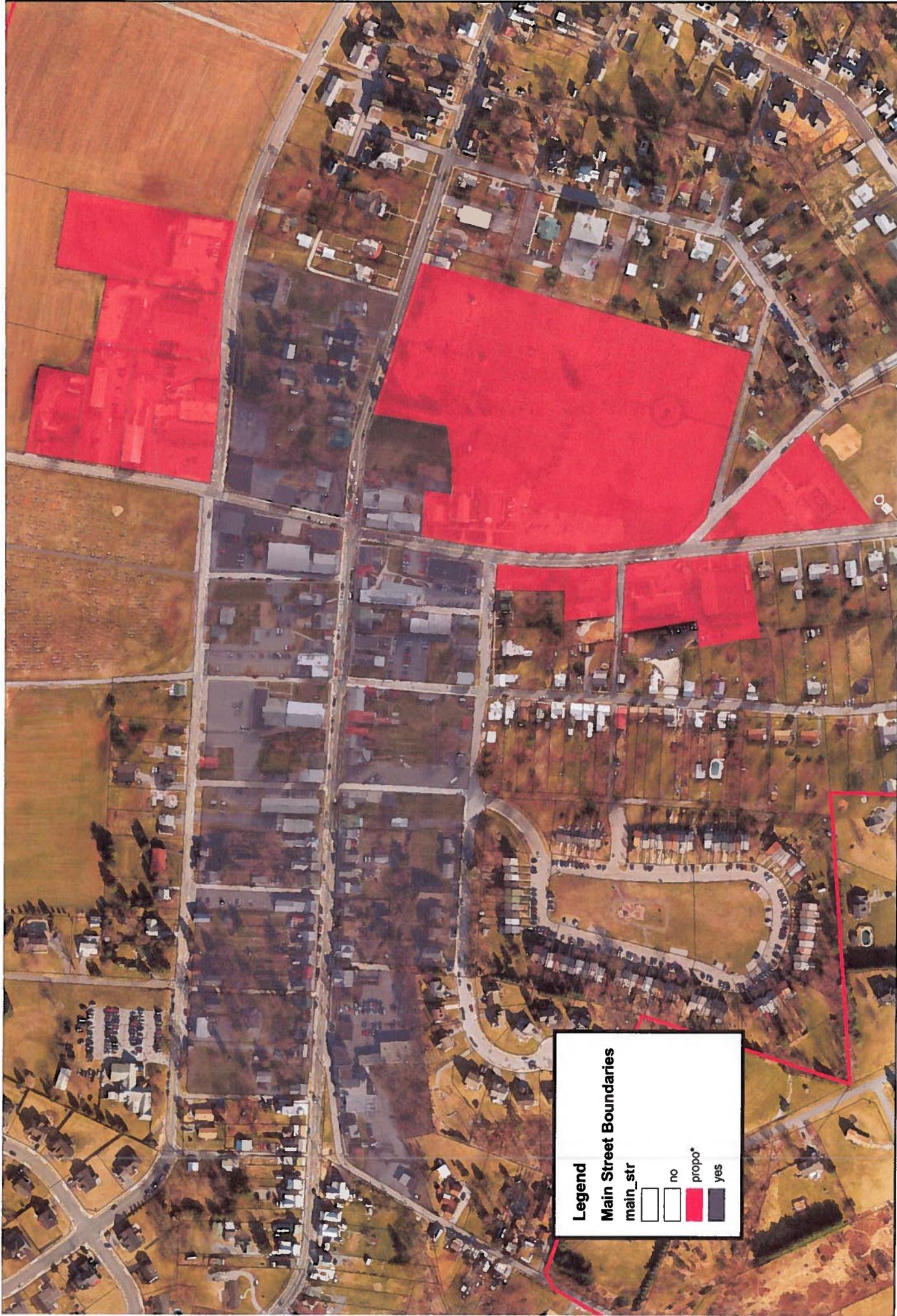
Andrew J. Bowen, Town Administrator

By: _____
John D. Miller, Burgess

I hereby certify that Resolution Number 08-03 is true and correct and was duly adopted by the Burgess and Commissioners of Middletown, Maryland.

Andrew J. Bowen, Town Administrator

u:JClapp\Middletown\Ordinance.Main Street



Legend
Main Street Boundaries

main_str	Color
no	White
propo*	Red
yes	Black

Exhibit A
Main Street Boundary Amendment
Town of Middletown - Frederick County

CORPORATE RESOLUTION OF MAIN STREET MIDDLETOWN, MD, INC.

A RESOLUTION OF THE BOARD OF TRUSTEES OF MAIN STREET MIDDLETOWN, MD, INC. TO APPROVE AND AUTHORIZE THE SUBMISSION OF AN APPLICATION TO THE DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT OF THE STATE OF MARYLAND TO AMEND THE BOUNDARIES OF THE DESIGNATED PORTION OF MIDDLETOWN, MARYLAND KNOWN AS “MAIN STREET MARYLAND COMMUNITY”.

WHEREAS, the Board of Trustees of Main Street Middletown, MD, Inc. (“Main Street Middletown”) recognizes that there is a significant need for reinvestment in and revitalization of Middletown, Frederick County, Maryland; and

WHEREAS, the State of Maryland promotes the development and revitalization of business districts in local jurisdictions through the administration of the Main Street Improvement Program authorized by MD Code, *Housing and Community Development* Article, §6-102 *et seq.*, and Code of Maryland Regulations, §05.13.02 *et seq.* (hereinafter, “the Program”); and

WHEREAS, pursuant to the Program, Middletown has been designated as a “Main Street Maryland Community” based on the boundaries submitted in its initial application submitted by the Burgess and Commissioners of Middletown; and

WHEREAS, Main Street Middletown desires to amend the boundaries to more accurately encompass Middletown’s business area and proposes to designate the central business area of Middletown, Frederick County, Maryland zoned in the “Town Commercial” (TC) zoning classification as a “Main Street Maryland Community” which will contribute to the reinvestment and revitalization in that area; and

WHEREAS, the area to be so designated is located within a priority funding area under MD Code, *State Finance and Procurement* Article, § 5-7B-02 and the Project will conform to

the requirements of the Middletown zoning laws (Middletown Code, Title 17).

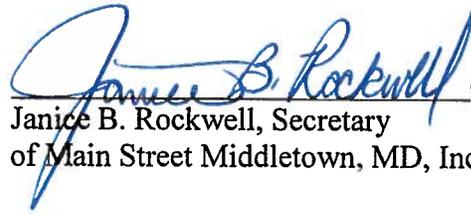
NOW, THEREFORE BE IT RESOLVED that Main Street Middletown hereby endorses the designation of the Area as shown on the attached map labeled “Exhibit A” (hereinafter, “the Area”) as a “Main Street Maryland Community” and approves the submission by the Burgess and Commissioners of Middletown or by Main Street Middletown, as appropriate, of an amended map illustrating the amended boundaries to the Maryland Department of Housing and Community Development to obtain such designation under the provisions of MD Code, *Housing and Community Development* Article, §6-102 *et seq.*, and Code of Maryland Regulations, §05.13.02 *et seq.*

BE IT FURTHER RESOLVED that, the President and Manager of Main Street Middletown are hereby authorized to execute documents and take any action necessary to carry out the intent of this Resolution; and

BE IT FURTHER RESOLVED that copies of this Resolution shall be sent to the Burgess and Commissioners of Middletown and to the Department of Housing and Community Development of the State of Maryland for consideration by the Main Street Maryland Program.

THE UNDERSIGNED HEREBY CERTIFIES that she is the duly elected and qualified Secretary and the custodian of the books and records of Main Street Middletown, Maryland, Inc., a corporation duly formed pursuant to the laws of the State of Maryland and that the foregoing is a true record of the resolutions duly adopted at a meeting of the Board of Trustees held in accordance with state law and the By-laws of Main Street Middletown on November 20, 2014, and that said resolutions are now in full force and effect without modification or rescission.

IN WITNESS WHEREOF, I have executed my name as Secretary of Main Street Middletown, under seal, this 20th day of November, 2014.

 (SEAL)
Janice B. Rockwell, Secretary
of Main Street Middletown, MD, Inc.



**Burgess and Commissioners
Middletown, Maryland**

Bids for Walking Trail Map Designs

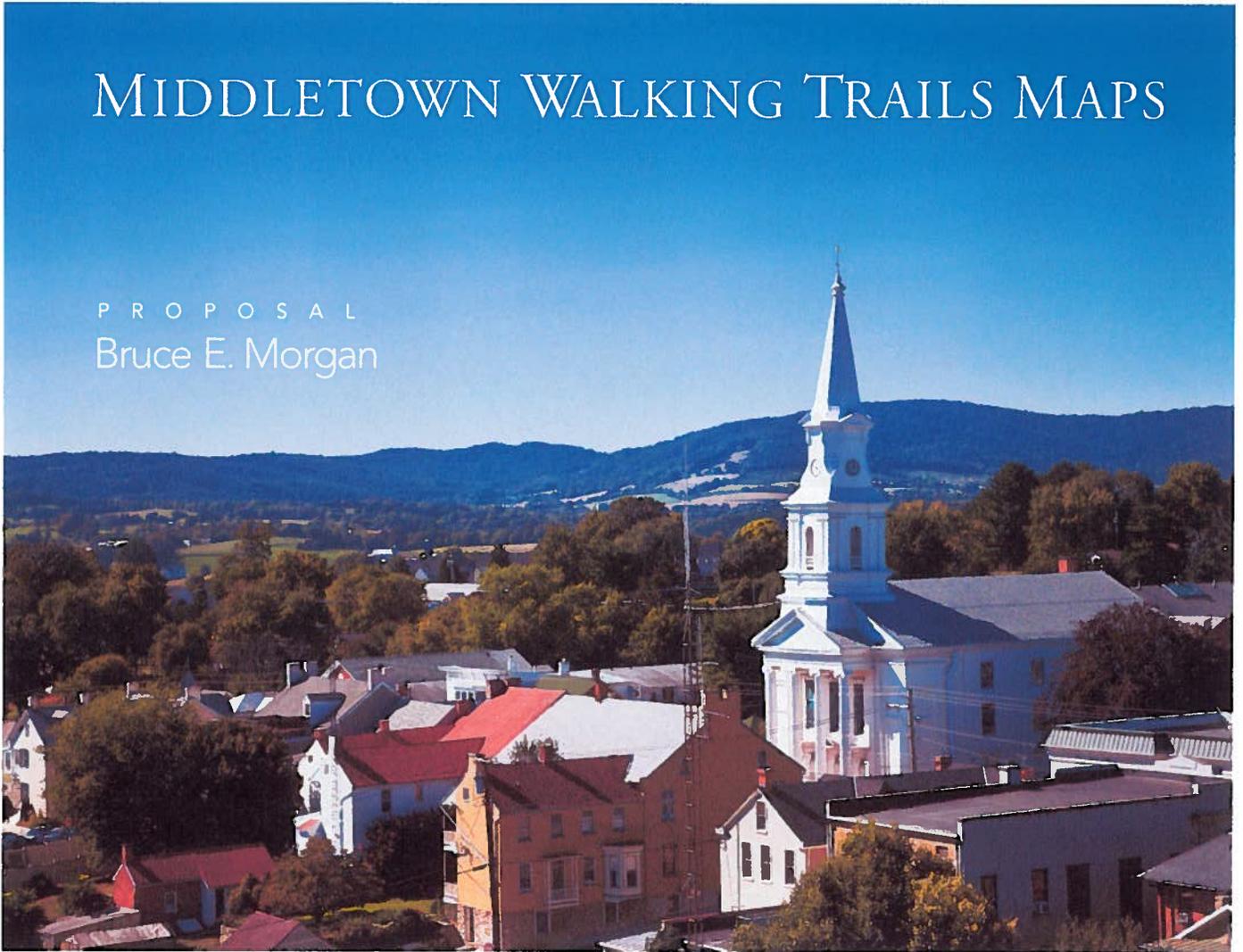
Contractor	Cost
Bruce E. Morgan	\$ 4,161.25
Frederick Seibert & Associates, Inc.	\$ 5,700.00
MSB Architects	\$ 6,000.00

POS Funds Approved for the Project	POS Amount	Town Share	Total Cost
FY 2014	\$ 6,750.00	\$ 2,250.00	\$ 9,000.00
FY 2011	\$ 4,875.00	\$ 1,625.00	\$ 6,500.00
Totals	\$ 11,625.00	\$ 3,875.00	\$ 15,500.00

Expenses To-Date \$ 900.00
 Message Center Estimated Costs \$ 9,984.00 \$1,664/Message Board

MIDDLETOWN WALKING TRAILS MAPS

PROPOSAL
Bruce E. Morgan



Middletown Walking Trails Maps Project

Thank you for the opportunity to present a bid for this project. Over the past two years I have had the pleasure of getting to know Middletown and its people. Through my work with Main Street Middletown and Becky Reich, I have been able to use my design and photographic abilities to create informational exhibits and signage that have enhanced the town's rich, unique history, and made it an ever-increasing attraction to visitors.

The 150th Commemoration of the Civil War Experience in Middletown is an example of these abilities. The two permanent wayside signs at the corner of West Main and Jefferson provide a greater understanding of what happened so many years ago in a clear and artistic manner. It is this level of expertise that I can bring to the trail map project.

With my many trips up from Bethesda to your town, I always find it a welcoming place, and I remain committed to making it even more so with the skills and dedication I bring to each design challenge.



Bruce E. Morgan



Bruce E. Morgan
5405 Tuckerman Lane, Apt. 454
N. Bethesda, MD 20852
301.807.8440
morgan.bruce@gmail.com



I have created for a wide variety of clients over the years including international and national industry associations, educational groups, government agencies, private commerce, and individual business owners. I have designed communication materials in just about every conceivable format including signage, books, booklets, brochures, direct mail, ads, identity programs, billboards, CD packaging, posters, websites, magazines, and more.

EDUCATION

- 1977–1981 **Rochester Institute of Technology (RIT)**
BFA in Graphic Design
- 2010–2012 **Boston University – Center for Digital Imaging Arts (CDIA), Georgetown**
Certificate in Professional Photography

WORK

- 2009–Present **Bruce E. Morgan, N. Bethesda, MD**
Independent graphic designer and photographer
- 2003–2009 **Fixation Marketing, Bethesda, MD**
Creative Director
- 2000–2003 **Kircher, Inc., Washington, DC**
Associate Creative Director
- 1981–2000 **William J. Kircher & Associates, Inc., Washington, DC**
Art Director



DESIGN: \$3,675.00

My design approach and style would be similar but different from the example provided in the RFP. My design mantra has always been to simplify, and especially with informational graphics I believe that less is more. I am a hiker, and have seen a variety of trail maps. I would work to develop a series of maps for Middletown that would clearly depict the trails in a simple and graphic way.

- Three town meetings
- Design of five maps
- Two rounds of design alterations
- Additional client alts billed at \$75 per hour

PRINTING: \$486.25

- 5 direct digital UV 1-sided prints
- Size: 41.5" x 42"
- Stock: 1mm white sintra
- Finish: Film laminated
- Straight trim
- Delivered to Middletown

TOTAL: \$4,161.25

BUDGET ESTIMATE



Kevin Ness

Sales Executive
ITP of USA, Inc.
200 South Chestnut Street
Elizabethtown, PA 17022
866.487.8506, ext. 403
443.463.878 (cell)
kness@itpofusa.com

Joyce Bader

Joyce Bader Consulting
11400 Luxmanor Road
Rockville, MD 20852
301.984.1239
301.922.8652 (cell)
joyce@joycebader.com

Claude Gascon

Executive VP
National Fish and Wildlife Foundation
1133 15th St., NW
Washington, DC 20005
202.251.3368
Claude.Gascon@nfwf.org

Daisy M. Pascualvaca, Ph.D.

Neuropsychologist
Daisy M. Pascualvaca, Ph.D. and Associates
3301 New Mexico Ave., NW
Suite 221
Washington, DC 20016
202.537.6155
daisy@pascualvaca.com

REFERENCES





FSA

**FREDERICK,
SEIBERT &
ASSOCIATES, INC.**

■ Civil Engineering ■ Land Surveying ■ Land Planning ■ Landscape Architecture ■ Environmental Engineering and Design

December 3, 2014

Town of Middletown
31 West Main Street
Middletown, MD 21769

Attention: Andrew J. Bowen, Town Administrator

RE: Walking Trail Sign RFP

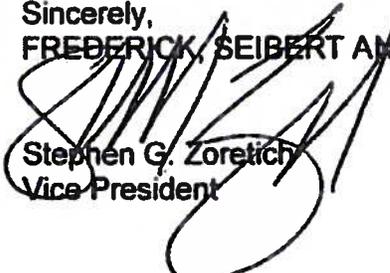
Dear Mr. Bowen,

Thank you for the opportunity to bid the design of the trail system signage for the Town of Middletown. We appreciate the opportunity. The attached proposal outlines the design, scope and fee we propose to provide a final product that can be printed and installed by others.

I have attached a concept drawing for the Culler Lake master plan update, Frederick, Seibert and Associates is presently preparing for Friends of Baker Park. This type of graphic is one option available as a design idea. That is black and white aerial photo for context with color detailed graphics in laid. We propose generating multiple concepts for the Town review and comments prior to issuing the final approved format.

Please call or email with any questions. Thank you again for the opportunity.

Sincerely,
FREDERICK, SEIBERT AND ASSOCIATES, INC.


Stephen G. Zoretich
Vice President

SGZ/vab.walking trail pro

www.fsa-md.com

Hagerstown, MD Office
125 South Potomac Street
Hagerstown, MD 21740
Hagerstown: 301.791.3650
Fax: 301.739.4956

Carlisle, PA Office
101 North Hanover Street
Carlisle, PA 17013
Carlisle: 717.701.8111
Fax: 717.701.8254

Greencastle, PA Office
20 West Baltimore Street
Greencastle, PA 17225
Greencastle: 717.597.1007
Fax: 717.597.1028



**FREDERICK,
SEIBERT &
ASSOCIATES, INC.**

■ Civil Engineering ■ Land Surveying ■ Land Planning ■ Landscape Architecture ■ Environmental Engineering and Design

December 3, 2014

Town of Middletown
31 West Main Street
Middletown, MD 21769

Attention: Andrew J. Bowen, Town Administrator

RE: Walking Trail Sign RFP

Dear Mr. Bowen,

Thank you for the opportunity to bid the RFP for Development of Walking Trails Maps for the Town of Middletown. FSA's proposal is for the design process leading up to final product required to print and install the signage system.

SCOPE OF WORK – WALKING TRAIL SIGNAGE PLAN

- I. **PHASE ONE: SIGNAGE CONCEPT DESIGN THROUGH FINAL DRAFT**
Work with the Town of Middletown to design and refine the walking trail map for the sign system. The work will be a cooperative and collaborative venture between FSA and the Town of Middletown to produce a draft concept of the sign that meets their intent and approval.
 - A. Complete draft conceptual alternative(s) of trail sign.
 1. Meet with client for their input as to design guidelines and preferences
 2. Walk the proposed trails to gain an understanding of the site context and natural features.
 3. Present conceptual sign alternatives to client for review and comment
 - B. Update sign alternative based on client meeting and input from client
 1. Gain client's sign off on the final design.
- II. **PHASE TWO**
Prepare detailed full color sign plans for each of the proposed trails
 - A. Prepare full color plans of each trail and overall
 - B. Review color signage graphics with client and make any revisions needed
 - C. Issue final full color signage graphics in format sign manufacturer can use
 - D. Issue final color sign graphics in format so printer can use to produce pamphlets, fliers etc. for the Town of Middletown.

WORK NOT INCLUDED

1. Production and installation of the maps
2. Any surveys Frederick, Seibert and Associates assumes the Town of Middletown will provide available mapping and pertinent information.

www.fsa-md.com

Hagerstown, MD Office
128 South Potomac Street
Hagerstown, MD 21740
Hagerstown: 301.791.3650
Fax: 301.739.4956

Carlisle, PA Office
101 North Hanover Street
Carlisle, PA 17013
Carlisle: 717.701.8111
Fax: 717.701.8254

Greencastle, PA Office
20 West Baltimore Street
Greencastle, PA 17225
Greencastle: 717.597.1007
Fax: 717.597.1026

COMPENSATION AND TERMS

Our estimated fee for the above work is:

A. Phase One	\$ 2,400.00
B. Phase Two	\$ 3,300.00
TOTAL	\$ 5,700.00

This figure includes all work and materials except the cost of any review fees, filing fees, permit fees, bid advertisement or prints. All permits and filing fees and prints will be billed at cost.

Copy Size	Copy Cost	Mylar Copy Cost	Color plot on 800 HP plotter	CAD plot on bond	Color CAD plot on bond	CAD plot on mylar
18" x 24"	\$2.00	\$3.60	\$12.00	\$6.00	\$10.00	\$7.50
24" x 36"	\$2.50	\$7.25	\$24.00	\$12.00	\$20.00	\$15.00
30" x 42"	\$3.50	\$9.25	\$35.00	\$17.50	\$29.25	\$21.50
36" x 48"	\$4.50	\$12.75	\$48.00	\$24.00	\$40.00	\$30.00

*CAD plots on translucent bond will be used for producing prints for interim agency review submittals.

This proposal and its associated cost are based on the rules and regulations in affect at the date of this proposal offer. Should any rules and regulations change during the life of the contract, and should the regulations require additional work by Frederick, Seibert & Associates, Inc. in order to comply with same, then the estimated cost will need to be readjusted to reflect the extra work required by the new regulations. Plan approval cannot be guaranteed by Frederick, Seibert & Associates, Inc.

Any additional work that may be requested and is not included in the contract will be billed at our unit costs or as negotiated by mutual agreement between the firm and the client.

All original plans, plats, descriptions and records are the sole property of the firm. No liability is assumed by Frederick, Seibert and Associates, Inc. for the accuracy of the data provided by the client or of data obtained or available from public or governmental records or sources in the public domain. Client shall obtain from the owner thereof any and all consents required to reproduce data protected by patent, trademark, service mark, copyright or trade secret, and client indemnifies and holds Frederick, Seibert and Associates, Inc. harmless from any claims against Frederick, Seibert and Associates, Inc. for the reproduction of such materials.

Frederick, Seibert and Associates, Inc. makes no representations, warranties or guarantees, expressed or implied, other than the expressed representations contained in this agreement. Liability of Frederick, Seibert and Associates, Inc. shall be limited to the amount paid by client for the services provided and Frederick, Seibert and Associates, Inc. obligations hereunder shall not include any liability for special, direct, indirect, or consequential damages.

The undersigned by acceptance of this proposal, agrees to pay all attorney's and court costs incurred by Frederick, Seibert and Associates, Inc. if the matter is referred to an attorney to collect all or any portion of the actual fee for services performed.

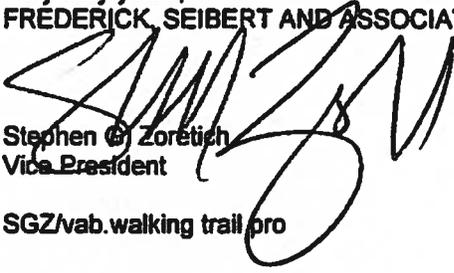
This proposal is valid for a period of 120 days from the date hereof. If the work is not completed within an 18 month time frame as a result of the client placing the work on hold or not meeting their contracted responsibilities, this proposal and the fee quoted herein will become obsolete and the design work will need to be re-quoted.

INVOICES METHOD

1. Frederick, Seibert and Associates, Inc. will bill the client monthly on a time and material basis.
2. Any invoices still unpaid after 30 days will be subject to a 1 1/2% per month interest rate.
3. We reserve the right to stop work on all projects with an outstanding invoice of more than 60 days.

If the above is acceptable to you, please sign at the bottom where indicated. Return one signed set to us for our files. Please call and inform us when we can start the design work.

Very truly yours,
FREDERICK, SEIBERT AND ASSOCIATES, INC.



Stephen G. Zoretich
Vice President

SGZ/vab.walking trail pro

The terms and price above outlined meet with my and/or our approval and you are hereby authorized to proceed with the work.

Date

Authorized Signature

Title

CULLER LAKE BAKER PARK

frederick, maryland



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December 1, 2014

Mr. Andrew J. Bowen V
Town Administrator Middletown
31 West Main Street
Middletown, MD 21769

Dear Mr. Bowen,

MSB Architects is pleased to offer you a fee proposal for walking trail maps for exterior signage. The following document will outline our understanding of your needs and what you can expect from our services at each step along the way until complete. There are many steps along the path to develop your vision and we are here to guide you through the process.

Scope of Work

Included Work

- Develop (4) walking trail maps and (1) master trail map
- (3) evening meetings with the Middletown Parks Committee to review accuracy and graphic aesthetics
- Contact Kirby Built and verify if gradient tones of the (6) available colors are available (this will enhance the graphic quality of the maps)

Excluded Work

- Printing
- Special mailing

Schedule

Depending on your project complexity and size the length of time it takes to design a building varies. We make every effort to meet your scheduling expectations and will outline critical decision dates to keep the project on schedule. Timely decisions by you when design schemes are presented are critical to maintain the set schedule. At the start of the project we will work with you on setting a reasonable schedule and update it periodically.

Process

Create Base Map

Use Town of Middletown's GIS mapping for creation of base map. If GIS is not compatible with our CAD system we may trace aerial photos or PDF of GIS map. Create stylized color scheme based on limitations of printing medium.

Middletown Parks Committee Meetings

Provide graphic images of proposed trail maps for review and comment by the Parks Committee. In addition to graphic aesthetics prepare initial layout and notations for review and approval. Revise maps based on comments from multiple meetings with the Parks Committee.

Final Images

Coordinate final format with map printing company for final generation of trail maps. Assist printing company as required. Assist town with coordination of installation as required.

Design Fees

The cost of the design team we have assembled is included below based on the scope of work that you provided us. We recommend you include a small contingency for additional design fees of 10% for changes in the scope of work. Any changes to our teams design fees must be approved by you prior to doing the work but we believe budgeting for the project is important for a successful project. Additional service items, if listed, are items you have not requested but based on our experience may be required. Below are our design fees for your review.

Fees

Generate (5) Base Maps into our CAD system	\$	4,500
Apply color and notation to maps	\$	1,500
Total Fee	\$	6,000

Reimbursable Expenses

Large Format Copies Bond (24x36)	\$2.50 each
Large Format Color Bond (24x36)	\$4.50 each
Half Size Copies Bond (18x24)	\$1.50 each
Photocopies B&W	\$0.10 per page
Photocopies Color	\$0.30 per page
Overnight delivery	Cost + 10%
Mileage	Current Federal Rate

Hourly Rate Schedule

Our preference is to perform all work as a fixed fee. I have included the cost of our hourly rates for occasions where you may ask for work outside the original scope of work. We classify this work as an Additional Service and it will be itemized on your invoice. We will notify you prior to commencing Additional Service work. If you are uncomfortable with hourly services we can discuss the additional work and agree on a fixed fee for Additional Services. Below are our hourly rates if necessary.

Principal	\$125 per hour
Project Manager	\$85 per hour
Architect	\$65 per hour
Intern Architect	\$55 per hour
Intern Landscape Architect	\$55 per hour
Clerical	\$35 per hour

Invoices will be submitted monthly for services actually rendered. Invoice terms are net 30 days.

Thank You

We appreciate the opportunity to prepare this proposal for you. We have provided you with a significant amount of information and it is important to me that you understand everything and I expect you will have questions. Please take the time to list any questions you may have then contact me to discuss those items. I look forward to hearing from you.

Sincerely,



M. Scott Bowen, AIA

Contract

If this proposal is acceptable we will prepare our standard AIA Owner-Architect agreement. This document serves to protect you and our design team throughout this relationship. Your signature below acknowledges that you understand and agree to the conditions stated above and authorize MSB Architects to begin design services and prepare the formal contract.

SIGNED: _____ DATE: _____

Community Involvement

Involvement in the local community is important to MSB Architects and as we grow and profit we want to share those rewards in the community. In 2013 we started the Crescendo Fund to champion that effort. Below is how we have decided to give back to our community.

The Crescendo Fund by MSB Architects

building interest in music

MSB Architects is committed to supporting music in school by creating The Crescendo Fund. We are dedicating 1% of our fees each year to local public school programs of our choice in December. These funds are to be used for instruments, instrument repairs, and sheet music. It is our sincerest hope that every child who wants to feed their musical creativity and passion has the ability to do so.

What does this have to do with architecture? Music aids in developing spatial relations and creativity—the cornerstones of architecture. Early in architecture school, it is not uncommon to be asked to listen to a piece of music and then interpret it as a built form. Like music, architecture contains patterns, rhythms and hierarchies. German writer and politician Johann Wolfgang von Goethe summed it up nicely when he said, “Music is liquid architecture; Architecture is frozen music.”



TO: Burgess and Commissioners
FROM: The Main Street Design Committee
DATE: November 10, 2014
RE: Proposed Change in Demolition Ordinance Language

Introduction:

The Town of Middletown was awarded the Main Street designation in 2005. Part of being a designated and annually certified Main Street community is to adhere to the national Main Street program's 4-Point Approach. The 4-Point Approach looks at four broad areas: Design, Promotions, Economic Development, and Organization. Each part is considered equally important in resulting with a well-rounded and successfully revitalized historic business district.

The Main Street Design Committee is charged with suggesting, encouraging, and providing advice on how to keep the Main Street area looking clean, attractive, inviting – this includes the buildings, sidewalks, storefront windows, street furniture, plants, signage. In addition, we know that in our particular location – in the Heart of the Civil War Heritage Area and the Journey Through Hallowed Ground - tourism is a big industry. We know from our associations with the Frederick Tourism Council and statistics that they keep that visitors are looking for the unique place – to see something that they can't see at home. Middletown is that picturesque small town that travelers like to discover.

Issue:

The Main Street Design Committee is concerned about the long term preservation of Middletown's historic buildings. The Design Committee is concerned specifically about the buildings in the Main Street district; however, part of the overall richness of the Town as a "picturesque small town that travelers like to discover" are the historic homes lining Main Street and the rich variety of architectural periods, styles, and how they all relate to Middletown's unique history.

The Main Street Design Committee would respectfully request that the Town amend its current demolition ordinance to add the following stipulations:

- When a demolition permit is applied for that the Town notify the Main Street Middletown with the address of the structure to be demolished, the name and contact information of the property owner.
- The goal of this information is:
 - Main Street Design Committee can ascertain if the property is in the Main Street district;
 - If the property is listed as a Contributing Property in the National Register Nomination form, the Main Street Manager or members of the Design Committee can obtain permission to access the property to take photographs of the existing building(s) before they are demolished.

- Photographs will be digitally stored on the Town's server; digital copies of the photographs will be sent to the Frederick County Library, Maryland Room, and the Middletown Valley Historical Society.

In the hierarchy of preservation, documentation of a historic structure is the lowest level of treatment, it is the least invasive to the property owner and takes very little time to photograph historic structures. It also sends a public message that Main Street values Middletown's historic structures.

Conclusion:

The Main Street Design Committee respectfully requests that this minor change in the Demolition ordinance be added so that we can continue to educate and inform people about Middletown's history, and illustrate our values and commitment to the Middletown Community that our historic buildings are assets to be treasured.

CIP Budget Amendments

General Fund CIP - Equipment Approved Budget FY 2015

Equipment Items	Original Budget	Amendments
Wacker Sign Post Driver	\$ 4,500.00	\$ 4,500.00
Skid Loader Excavator trailer	\$ 4,500.00	\$ 2,625.00
Befco Slit Seeder GRT258 For Field Maintenance	\$ 8,000.00	\$ -
Deweze Mower replacement (Ventrac dual wheel)	\$ 25,000.00	\$ -
Snowblower replacements or tractor /blower (for Ventrac)	\$ 5,000.00	\$ -
Bobcat 3650		\$ 30,425.00
New Snow Plow & Spreader		\$ 14,100.00
Sale of Old Spreader		\$ (7,400.00)
Total	\$ 47,000.00	\$ 44,250.00



Bobcat

Product Quotation

Quotation Number: CMS-26118

Date: 2014-12-02 14:08:08

Customer Name/Address:	Bobcat Dealer	ORDERS TO BE PLACED WITH:
TOWN OF MIDDLETOWN	Alex	Contract Holder/Manufacturer
Attn: BRUCE CARBAUGH	Bobcat of Frederick	Bobcat Company
MIDDLETOWN, MD 21769	7649 HAYWARD ROAD	PO Box 6000
Phone: (301) 371-6171	FREDERICK MD 21702	West Fargo, ND 58078
	Phone: (301) 378-0491	Phone: 701-241-8719
	Fax: (301) 378-0537	Fax: 701-280-7860
bcarbaugh@ci.middletown.md.us		Contact: Crystal Stram
		crystal.stram@doosan.com

Description

3650 (MY14) (4x4) Diesel Deluxe

Engine

- Key Start
- Liquid Cooled
- Three Cylinder Diesel
- Pressurized Oiling system with Spin-on Filter
- Spark Arrestor Exhaust System

Drive System

- Hydrostatic
- Four Wheel Drive - Lockable Rear Differential
- Forward Travel, Two range (H/L)
- CV Guard, Front
- Gear Selector, P-N-L-H
- Mechanical Parking
- Brakes - 4-Wheel, Hydraulic Disc with Dual-Bore Front Calipers

Suspension & Steering

- Front - Independent, Dual A-Arm
- Rear- De Dion
- Hydraulic Rack & Pinion Power Steering
- Tilt Steering

Operator Compartment

- Factory Cab with Heat and AC
- Windshield Wiper & Wash
- Sound Kit
- Beverage Holder (3)
- Bucket Seats (2 Occupants) with under seat storage
- 2 Seat Belts with 3-Point Restraint

Warranty, 12 months/1,000 hours

Part No

7184381-
MY14PKG1

Qty

1

Price Ea.

\$21,100.80

Total

\$21,100.80

Wheels/Tires

- Front, 25x10-12 tires - 12x6 orange steel rim
- Rear, 25x11-12 tires - 12x8 orange steel rim

Electrical

- Headlights, High & Low Beams
- LED Tail & Brake Lights

Instrumentation Panel

- Indicator Lights: Glow Plug, Seat Belt Reminder, High Beam On, Engine Oil Pressure Low, Engine Temp High, Hydraulic Oil Temp High, Hydraulic Oil Filter Plugged, and Service Engine.
- Digital Display: Engine Temp, Engine RPM, Voltage Low, Voltage High, Trip, Hour Meter, Tachometer, Fuel Level, Clock, Drive Mode, Odometer and Gear Selector.
- Analog Display: Speedometer

Cargo Box and Frame

- Cargo Box with Power Lift
- Quick Latch Tailgate
- Rear Receiver Hitch - 2 in.
- Skid Plates

M.A.X. (Multi-Attachment eXchange) System/PTO

- Front PTO Guard
- Joystick Operation- Tilt, Raise/Lower, Float and Tilt Lockout Feature
- RPM Regulator Lever
- PTO Engage Button

Dealer Installed

Installed Options Total

\$1333.55

Turn Signal

7213757

1

\$344.67

\$344.67

Mirror Kit, Side

7204856

1

\$202.32

\$202.32

Horn

7228093

1

\$62.40

\$62.40

Back-up Alarm

7222651

1

\$165.43

\$165.43

Lights, Work (Front)

7204859

1

\$284.81

\$284.81

Auxiliary Relief Kit (required for Broom)

7225134

1

\$64.31

\$64.31

Debris Screen Kit (required for mower)

7213588

1

\$104.61

\$104.61

Service Manual for 3650

5000000

1

\$105.00

\$105.00

Attachments

UTV Angle Broom, 70"

7223575

1

\$3,389.60

\$3,389.60

Attachments Total \$6729.8	UTV Snowblower, 62"	7204960	1	\$3,340.20	\$3,340.20
	UTV Mower, 66"	7211700	1	\$2,303.56	\$2,303.56

Total of Items Quoted
Freight Charges
Dealer Assembly Charges
Quote Total - US dollars

Total Cost of Attachments and Options	\$31,467.71
\$30,746.47	\$1,178.56
Budget Available \$30,425.00	\$403.75
	\$33,050.02

**Prices per the NJPA Contract #060311-CEC. Effective: 07-19-2014 to 07-19-2015*
**Customer must be a Coop Member to buy off contract – Log onto www.njpacoop.org if not a member to sign up.*
**Terms Net 30 Days. Credit cards accepted.*
**FOB Origin – Prepay and Add to Quote*
**Delivery: 60 days from ARO.*
**State Sales Taxes apply.*
**TID# 38-0425350*
**Orders Must Be Placed with: Clark Equipment Company dba Bobcat Company, Govt Sales, PO Box 6000, West Fargo, ND 58078.*

Prices & Specifications are subject to change. Please call before placing an order. Applies to factory ordered units only.

Online Application

Whereas, the NJPA is created by Minnesota Statute 123A.21 (with membership further defined in Minnesota Statute 471.59) to serve cities, counties, towns, public or private schools, political subdivisions of Minnesota or another state, any agency of the State of Minnesota or the United States, including instrumentalities of a governmental unit; and

Whereas, NJPA's purpose as defined in Minnesota Statute 123A.21 is to assist in meeting specific needs of clients which could be better provided by NJPA than by the members themselves; and

Whereas, the NJPA Board of Directors has established the ability for an Applicant desiring to participate in NJPA contracts and procurement programs to become a Participating Member; and

Whereas, the NJPA Board of Directors has determined that Participating Members will have no financial interest or liability, nor be entitled to any representation on the NJPA Board of Directors, nor have any organizational liability to NJPA; and

Whereas, Applicant asserts that it is authorized to become a Participating Member of NJPA under the laws of its state or nation.

- See more at: <http://www.njpacoop.org/national-cooperative-contract-solutions/join-njpa/online-application/#sthash.mZUTOC9B.dpuf>



MEMORANDUM

DATE: December 2, 2014

TO: Burgess and Commissioners

FROM: Andrew J. Bowen, Town Administrator

CC: Lacey Gordon, Financial Planner

SUBJECT: Proposed Budget Workshop Dates

Below is the proposed Budget Workshop Schedule below for the FY 2016 budget process:

<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Budget</u>
Monday	February 9, 2015	7:00PM	Community Groups
Monday	February 23, 2015	7:00PM	Operating Budgets
Monday	March 23, 2015	7:00PM	Operating Budgets & CIP
Monday	April 27, 2015	7:00PM	CIP
Monday	May 25, 2015	7:00PM	CIP <i>(If Necessary)</i>



MEMORANDUM

DATE: October 7, 2014

TO: Burgess and Commissioners, Planning Commission

CC: Andrew J. Bowen, Town Administrator

FROM: Cindy Unangst, Staff Planner

SUBJECT: 2015 Joint Meeting Workshop Dates

Attached are proposed dates for the Joint Meetings between the Town Board and Planning Commission for 2015:

Monday, January 5, 2015	6:30PM
Monday, April 6, 2015	6:30PM
Monday, July 6, 2015	6:30PM
Monday, October 5, 2015	6:30PM

Other possibilities are September 7 and December 7.

If you should have any questions, please do not hesitate to contact Drew at 301.371.6171 Ext. 12 or by e-mail at abowen@ci.middletown.md.us