



AGENDA FOR THE TOWN MEETING

Revised

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:

UNFINISHED BUSINESS:

- [Discussion of Streetlight Buy-Back Program](#)
- [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

BURGESS AND COMMISSIONERS OF MIDDLETOWN

STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND
NET POSITION - BUDGET AND ACTUAL - WATER AND SEWER FUND
YEAR ENDED JUNE 30, 2014

	BUDGET	ACTUAL	TOWN ACTUAL	Comments
OPERATING REVENUES				
Charges for services:				
Water revenue	\$ 553,200	\$ 557,321	\$ 557,321	
Sewer revenue	552,046	554,722	554,722	
Penalties and interest	14,500	18,876	19,712	Interest (\$836) included in "Other Income on Auditor Report
Gen Fund Grant	1,575	-	100,000	GF Grant (\$100k) listed in "Other Income" on Auditor Report
Miscellaneous	-	163,150	8,532	BRF and Rain Barrel Revenue in "Other Income on Auditor Report
Water tower and land leases	-	163,150	-	Revenue category on Town's CIP budget
TOTAL OPERATING REVENUES	1,121,321	1,294,069	1,240,287	
Auditor Revenue		1,294,069		
GF Grant		100,000		
Water Tower and Land Leases		(163,150)		
BRF and Rain Barrel Revenue		8,532		
Interest		836		
Agrees with Town Revenue		1,240,287		
ADMINISTRATIVE EXPENSES				
Amortization	-	23,094	-	Town does not include amortization in budget
Depreciation	-	381,730	-	Town does not include depreciation in budget
Salaries - office	41,993	38,059	38,059	
Advertising	500	863	863	
Communications	7,000	7,761	7,761	
Dues and subscriptions	500	987	987	
Insurance - property	8,000	7,643	7,643	
Insurance - worker's compensation	12,306	8,168	8,167	
Insurance - health	46,504	37,781	37,781	
Meetings and seminars	250	895	895	
Office supplies and expense	11,000	14,470	14,220	Difference in Auditor classification

BURGESS AND COMMISSIONERS OF MIDDLETOWN

STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND
NET POSITION - BUDGET AND ACTUAL - WATER AND SEWER FUND
YEAR ENDED JUNE 30, 2014

	BUDGET	ACTUAL	TOWN ACTUAL	Comments
Payroll taxes	18,471	19,081	19,082	
Pension	18,968	18,954	18,954	
Postage	9,000	9,098	9,098	
Professional services - legal	8,500	10,578	10,579	
Real estate taxes	292	292	292	
Travel	-	175	175	
Uniforms	2,800	2,726	2,725	
Rain barrel/educational programs	3,150	3,276	3,276	
Waterline	32,550	-	32,498	This is a balance sheet item - not included on Auditor Report
TOTAL ADMINISTRATIVE EXPENSES	221,784	585,631	213,055	
<u>VEHICLES AND EQUIPMENT</u>				
1999 Truck	3,700	333	241	
2001 Truck	3,400	546	546	
2008 Truck	3,200	4,583	4,583	
2012 Truck	-	3,268	3,268	
2013 Truck	-	5,757	5,756	
Miscellaneous Equipment	4,275	-	332	
Bobcat Mini-Excavator	-	555	555	
Case Backhoe	3,000	638	638	
TOTAL VEHICLES AND EQUIPMENT EXP	17,575	15,680	15,919	
<u>WATER EXPENSES</u>				
<u>WATER</u>				
Salaries and wages	115,895	113,066	113,066	
<u>WATER DISTRIBUTION SYSTEM</u>				
Chemicals	500	185	185	

BURGESS AND COMMISSIONERS OF MIDDLETOWN

STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND
NET POSITION - BUDGET AND ACTUAL - WATER AND SEWER FUND
YEAR ENDED JUNE 30, 2014

	BUDGET	ACTUAL	TOWN ACTUAL	Comments
Repairs and maintenance	22,000	67,276	69,777	Difference in Auditor classification
Supplies	2,500	3,764	1,138	Difference in Auditor classification
Tools and equipment	9,600	9,468	9,468	
Water meters	105,838	-	-	
Water line break repairs	5,000	72	73	
TOTAL WATER DISTRIBUTION SYSTEM EXPENSES	\$ 145,438	\$ 80,765	\$ 80,641	\$125 Reclassified by Auditor from Total Sewer Expenses
<u>WATER SOURCES AND TREATMENT</u>				
Electric	\$ 31,370	\$ 26,703	\$ 26,766	Difference in Auditor classification
Supplies	7,000	787	787	
Repairs and maintenance	28,600	32,305	33,501	Difference in Auditor classification
Chemicals	20,000	20,454	19,319	Difference in Auditor classification
Tools and equipment	2,400	2,007	2,007	
Testing and analysis	9,000	10,488	10,487	
TOTAL WATER PLANT SYSTEM	98,370	92,744	92,867	
TOTAL WATER SYSTEM EXPENSES	359,703	286,575	286,574	
<u>SEWER EXPENSES</u>				
<u>SEWER</u>				
Salaries and wages	114,952	107,724	107,724	
<u>SEWER COLLECTION SYSTEM</u>				
Cone Branch pumping station	34,364	27,036	27,036	
Brookridge South pumping station	9,700	9,854	9,854	
Foxfield pumping station	5,940	6,968	6,968	
Sanitary sewer lines and manholes	10,500	17,316	16,860	

BURGESS AND COMMISSIONERS OF MIDDLETOWN

STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND
NET POSITION - BUDGET AND ACTUAL - WATER AND SEWER FUND
YEAR ENDED JUNE 30, 2014

	BUDGET	ACTUAL	TOWN ACTUAL	Comments
Inflow and infiltration	75,000	75,000	75,000	
TOTAL SEWER COLLECTION SYSTEM EXPENSES	135,504	136,174	135,718	
EAST WASTEWATER TREATMENT PLANT				
Chemicals	42,000	32,727	32,727	
Electric	33,000	38,450	38,450	
Repairs and maintenance	9,700	11,960	11,869	Difference in Auditor classification
Sludge hauling	56,400	45,596	45,596	
Supplies	10,500	8,162	8,162	
Testing and analysis	19,500	22,982	22,981	
Tools and equipment	8,400	2,849	2,940	Difference in Auditor classification
TOTAL EAST WASTEWATER TREATMENT PLANT EXPENSES	\$ 179,500	\$ 162,726	\$ 162,725	
WEST WASTEWATER TREATMENT PLANT				
Chemicals	\$ 47,520	\$ 53,057	\$ 53,057	
Electric	20,000	18,989	18,989	
Repairs and maintenance	6,700	7,102	7,228	Difference in Auditor classification
Sludge hauling	22,650	17,663	17,663	
Supplies	750	4,474	4,474	
Testing and analysis	7,800	8,808	8,809	
Tools and equipment	1,000	1,400	1,398	
TOTAL WEST WASTEWATER TREATMENT PLANT EXPENSES	106,420	111,493	111,618	\$125 Reclassified by Auditor to Total Water Expenses
TOTAL SEWER SYSTEM EXPENSES	536,376	518,117	517,785	

BURGESS AND COMMISSIONERS OF MIDDLETOWN

STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND
 NET POSITION - BUDGET AND ACTUAL - WATER AND SEWER FUND
 YEAR ENDED JUNE 30, 2014

	BUDGET	ACTUAL	TOWN ACTUAL	Comments
TOTAL OPERATING EXPENSES	1,135,438	1,406,003	1,033,333	
OPERATING INCOME (LOSS)	(14,117)	(111,934)	206,954	
Auditor Net Loss		(111,934)		
Auditor/Town Revenue Difference		(53,782)		
Waterline Principal Payments		(32,498)		
Depreciation		381,730		
Amortization		23,094		
Interest Expense		343		
Agrees with Town Net Income		206,954		

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</u> <u>BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER)</u> <u>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 Storang	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

**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: _____

B. **Project Benefits Summary.** Subject to the terms and conditions of this Agreement, JCI and Customer agree that Customer will be deemed to achieve a total of \$114,602 in Operational Cost increase and JCI guarantees that Customer will achieve a total of \$3,556,973 in Measured and Non-Measured Project Benefits during the term of this Agreement, for Total Project Benefits of \$3,442,371, as set forth in the Total Project Benefits table below.

Schedule 2

Total Project Benefits

Year	Guaranteed Utility Cost Avoidance	Street Light Buy Back Savings	Operations & Maintenance Cost Avoidance	Annual Project Benefits
1	\$26,887	\$105,488	\$(4,265)	\$128,110
2	\$27,694	\$108,653	\$(4,393)	\$131,954
Year 1 – Year 2 Totals	\$54,581	\$214,141	\$(8,658)	\$260,064
3	\$28,525	\$111,912	\$(4,525)	\$135,912
4	\$29,381	\$115,269	\$(4,660)	\$139,990
5	\$30,262	\$118,728	\$(4,800)	\$144,189
6	\$31,170	\$122,289	\$(4,944)	\$148,515
7	\$32,105	\$125,958	\$(5,093)	\$152,970
8	\$33,068	\$129,737	\$(5,245)	\$157,559
9	\$34,060	\$133,629	\$(5,403)	\$162,286
10	\$35,082	\$137,638	\$(5,565)	\$167,155
11	\$36,134	\$141,767	\$(5,732)	\$172,170
12	\$37,218	\$146,020	\$(5,904)	\$177,335
13	\$38,335	\$150,400	\$(6,081)	\$182,655
14	\$39,485	\$154,912	\$(6,263)	\$188,134
15	\$40,670	\$159,560	\$(6,451)	\$193,778
16	\$41,890	\$164,347	\$(6,645)	\$199,592
17	\$43,146	\$169,277	\$(6,844)	\$205,579
18	\$44,441	\$174,355	\$(7,049)	\$211,747
19	\$45,774	\$179,586	\$(7,261)	\$218,099
20	\$47,147	\$184,974	\$(7,479)	\$224,642
Year 1 – Year 20 Totals	\$722,475	\$2,834,499	\$(114,602)	\$3,442,371

Within 60 days of substantial completion JCI shall perform a review of utility cost avoidance realized during the installation period, in accordance with the methods and procedures set forth in this Schedule 2, and provide to Customer a written report of the project's performance and verified utility cost avoidance for the installation period. Utility cost avoidance realized during the installation period shall be allocated to Year 1 of the guarantee term.

Within 60 days of each anniversary of the commencement of the guarantee term, JCI shall perform a review of utility cost avoidance for that year, in accordance with the methods and procedures set forth in this Schedule 2, and provide a written report of the project's performance and verified utility cost avoidance to Customer.

If annual verified utility cost avoidance does not equal or exceed the amount of guaranteed annual utility cost avoidance, JCI shall pay Customer the difference, provided, however, that a surplus in project benefits realized in any one year of the guarantee term may be used to offset a shortfall in utility cost avoidance realized in another year of the guarantee term.

Utility cost avoidance figures in the table above are based on anticipated increases in unit energy prices as set forth in this Schedule 2.

All new street light fixtures will be LED technology with a proposed wattage between 35 and 105 watts. Refer to the scope found in Schedule 1 for the fixture schedule. In addition to those fixtures shown in the table above, 14 new fixtures will be installed on Indian Lane, each with a 35 watt LED lamp. The 14 fixtures will increase the post retrofit energy consumption by 2,005 kWh per year.

During the construction period, the assigned JCI Performance Engineer will coordinate with the Construction Manager and tabulate the installed fixtures every 2 weeks, including lamp type, lamp wattage and location. This information will be sent to PECO by the Construction Manager every 2 weeks until installation of the lights is complete so PECO can update the billing information in an appropriate and timely manner.

After the retrofit, Johnson Controls will check the utility bills to verify the new street lamp types are included so that the Township is being billed properly for the new lamp types. The bills will be checked twice during each year of the guarantee term: once during the first 6 months of the year and again during the second 6 months of the year. Johnson Controls will identify any issues that may occur and bring them to the Township's attention.

The expected net savings for the street lighting replacements and the 14 new fixtures is 359,834 kWh per year. Adjustments may be made to the savings estimates if the actual lighting installation (quantity and/or type of lamp and/or wattage) differs from the scope of work in Schedule 1. The average electric rates for street lighting are shown in this Schedule 2 and will be used to determine the annual cost savings.

Street Light Buy Back Savings

Currently, PECO owns the street lights and as part of the project, the Township will be purchasing the lights from PECO. Doing so will allow the Township to switch from PECO Rate SL-S – Street Lighting-Suburban Counties to PECO Rate SL-E – Street Lighting Customer Owned Service resulting in lower fees paid each month based on the current rate tariffs.

Currently, Rate SL-S bills an annual distribution charge based on the type of lamp, its wattage and its light output. For example, a 1000 lumen incandescent lamp costs \$175.54 per fixture per year. The other rates can be found in PECO's published rate tariff. Currently, Rate SL-E bills a monthly rate of \$7.09 per service location (i.e. location of each street light) and bills a variable distribution charge of 0.60¢ per kWh. Based on the current street light inventory prior to any retrofit, this amounts to an annual savings of \$102,415 and is escalated at 3% resulting in a Year 1 project benefit of \$105,488. This benefit will be escalated at 3% in each subsequent year of the guarantee.

Operations and Maintenance Cost Increase

The operational costs for the township will increase once the street lights are purchased from the local electric utility who currently maintains the equipment. This cost has been estimated assuming that the township will enter a maintenance contract with a third-party at \$4,265 in the first year. The cost will be escalated at 3% in each subsequent year of the contract term.

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.

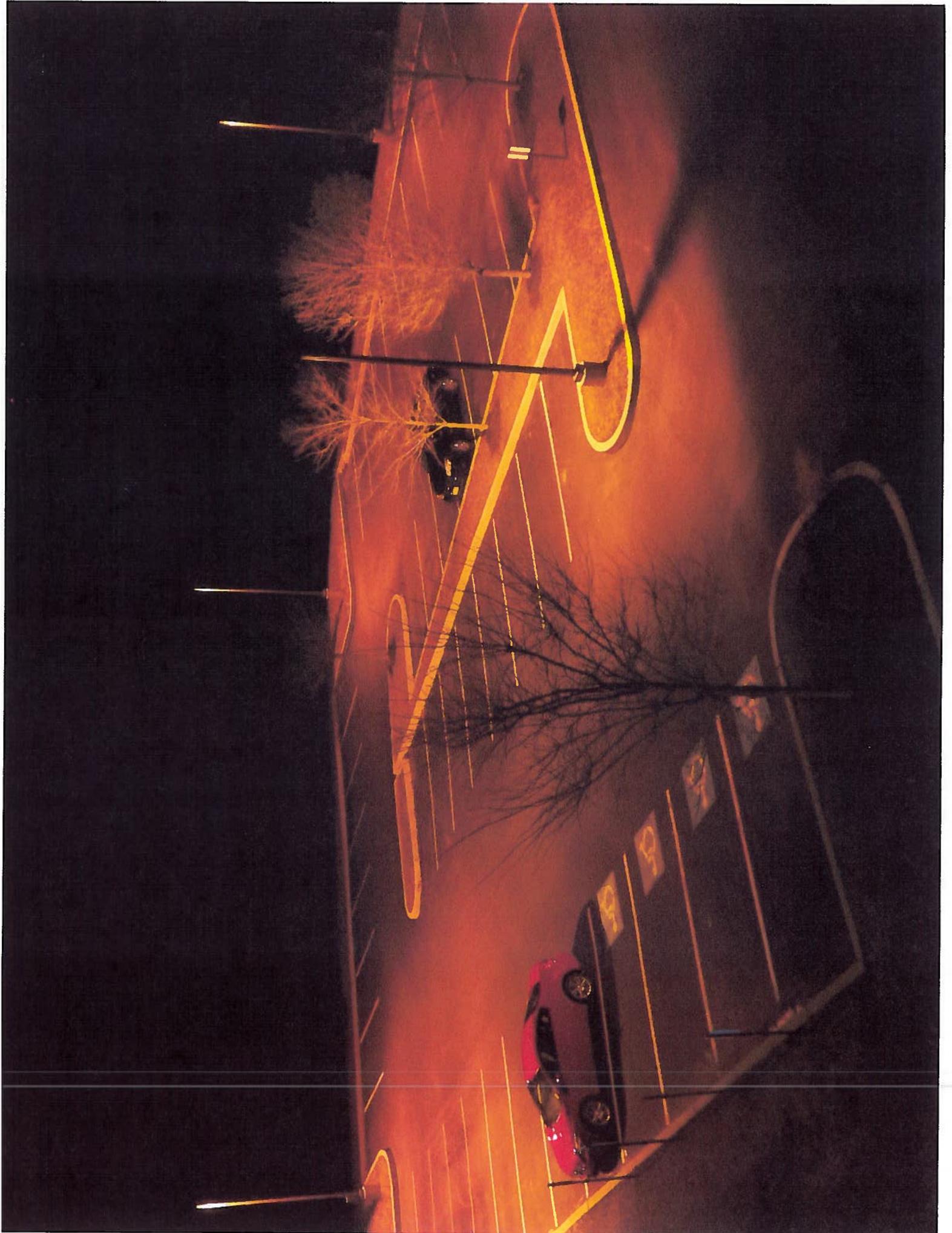
Disbursement Patterns

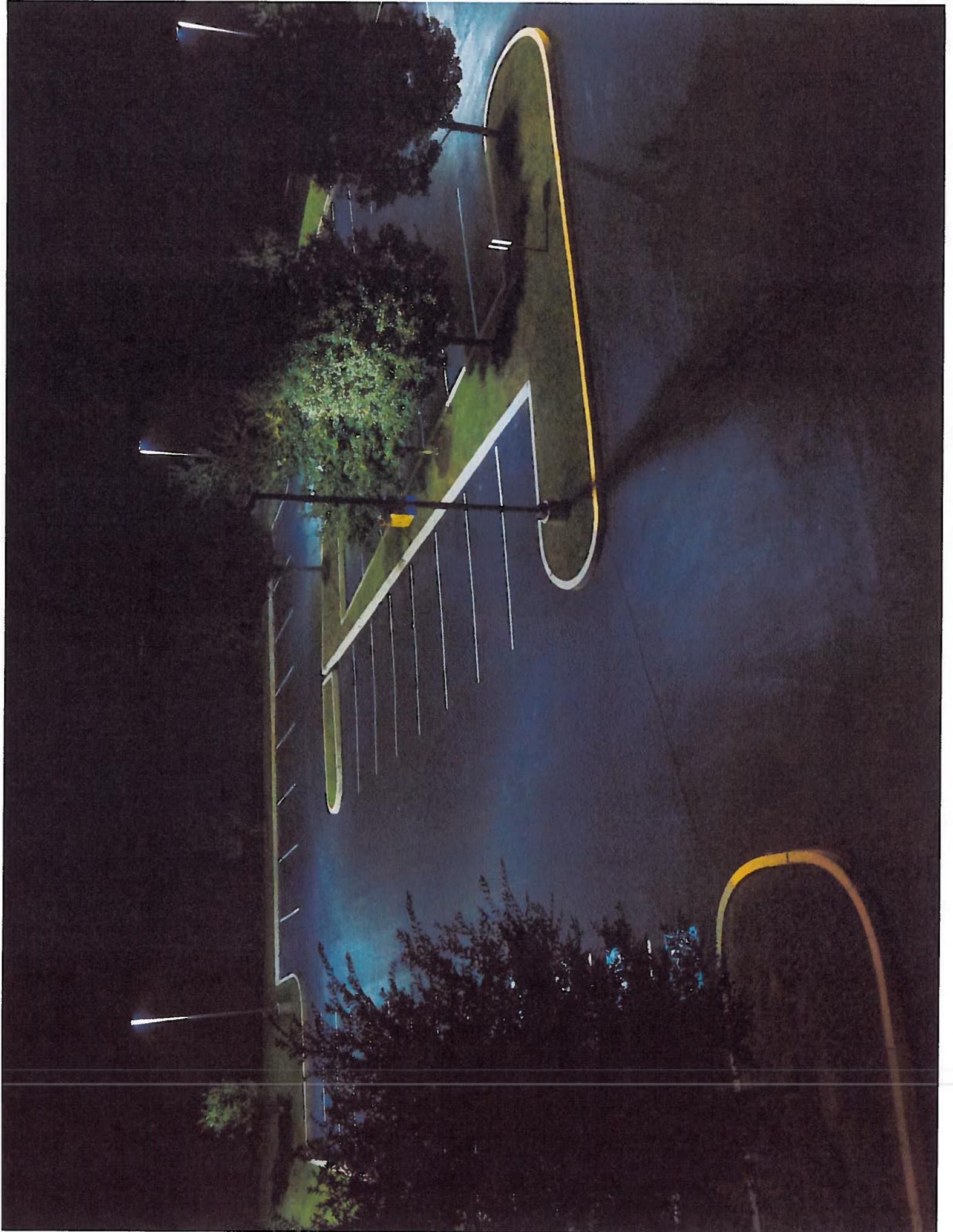
Distribution patterns determine how the light reaches the ground. Both LED and conventional lighting use the same classification system to describe light distribution patterns, but a LED fixtures have the ability to provide light more evenly and efficiently across the surface of illumination. It should 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.

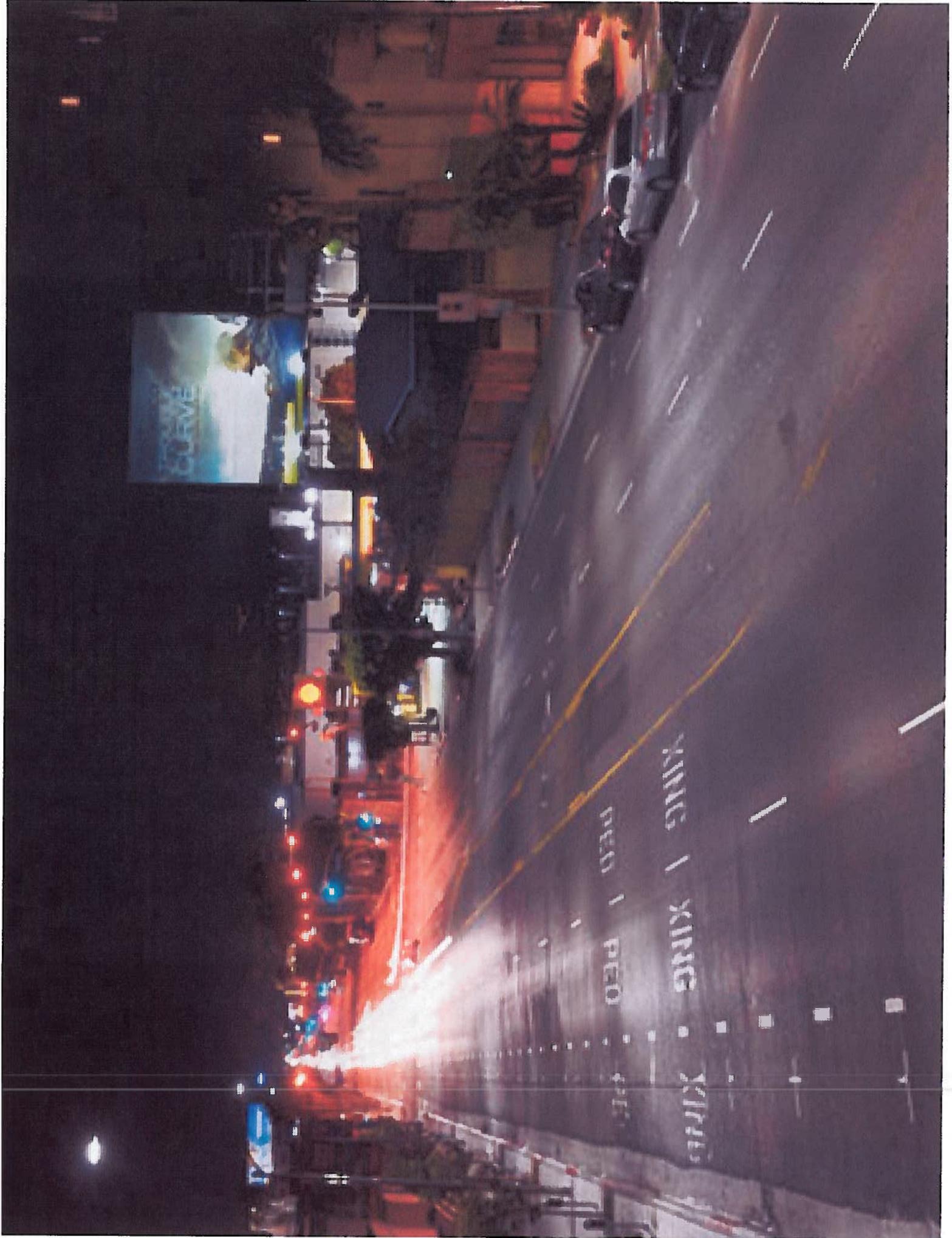
Please contact me with questions.

Regards,

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









**Burgess and Commissioners of
Middletown, Maryland**

Adequate Public Facilities Policy

Adopted July 17, 2003
Amended on August 22, 2011

Policy Statement

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

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:

- ✓ 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.

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Deleted: Policy on Residential Growth -

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

Deleted: in the year 2015 and beyond

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**

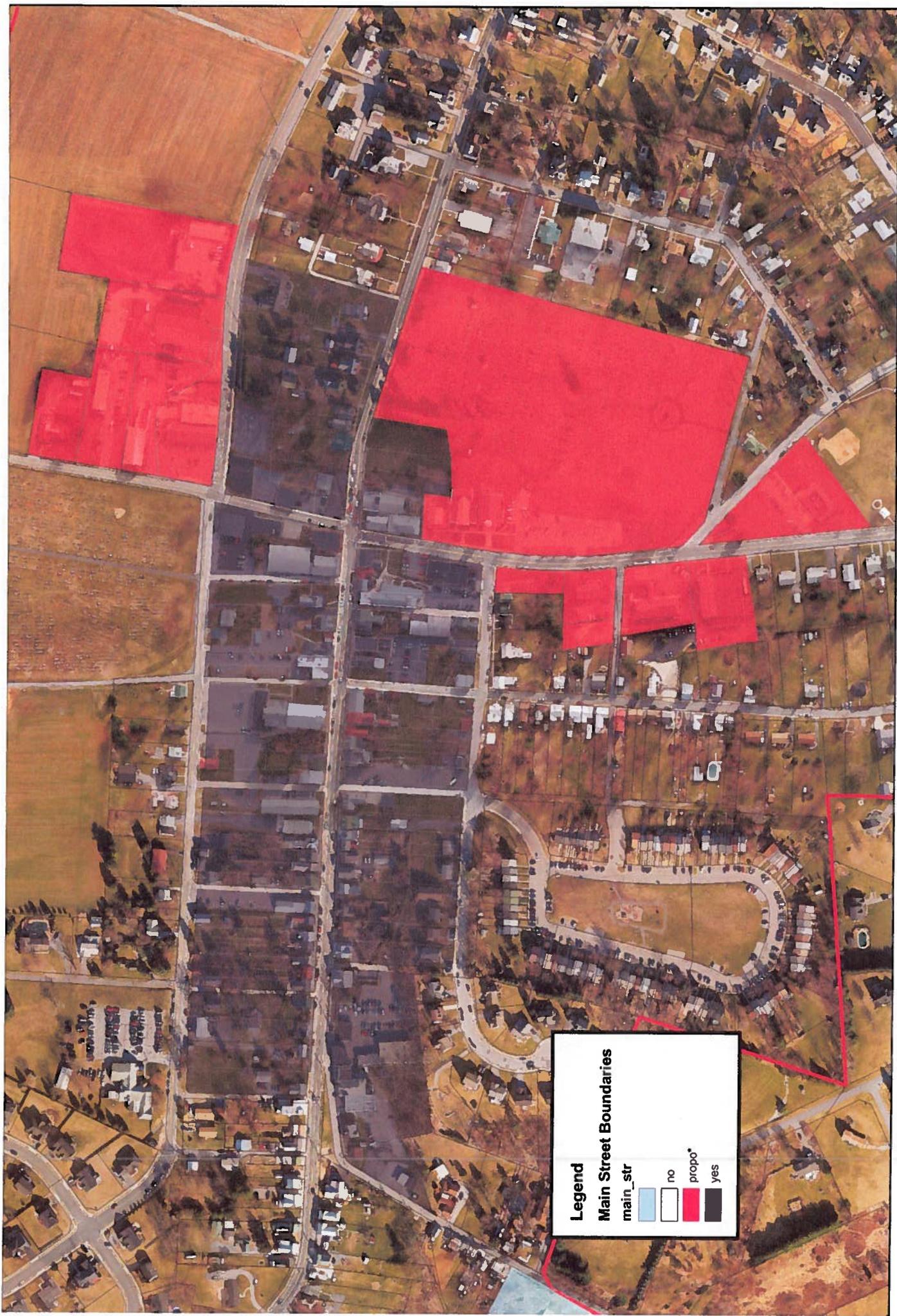
Andrew J. Bowen, Town Administrator

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).

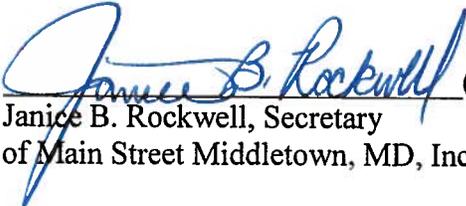
NOW, THEREFORE BE IT RESOLVED that Main Street Middletown hereby endorses the designation of the Area as shown on the attached map labeled “Exhibit A” (hereinafter, “the Area”) as a “Main Street Maryland Community” and approves the submission by the Burgess and Commissioners of Middletown or by Main 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

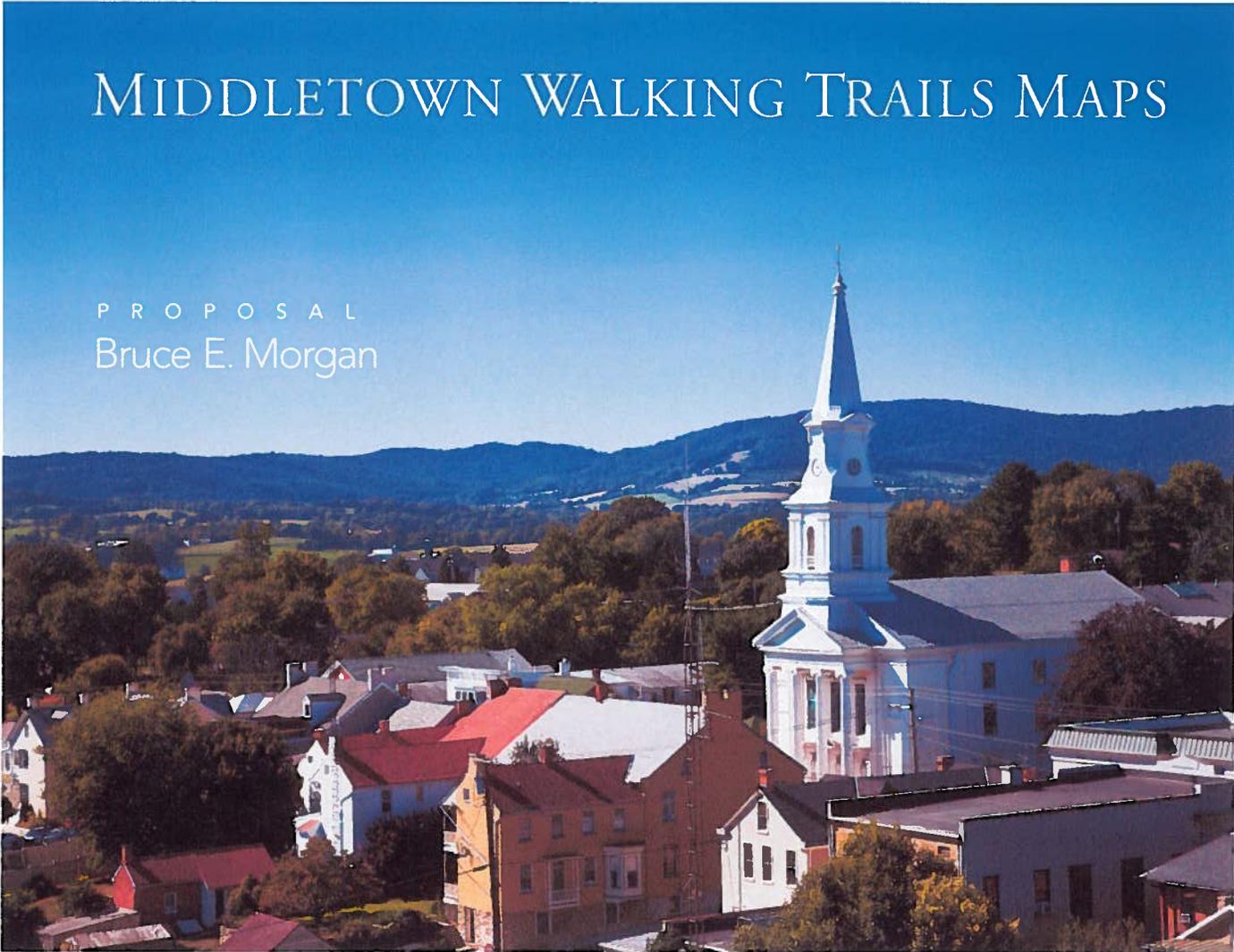
Contractor	Cost
Bruce E. Morgan	\$ 4,161.25
Frederick Seibert & Associates, Inc.	\$ 5,700.00
MSB Architects	\$ 6,000.00

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.brucee@gmail.com



© Frank Tate

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



EXPERIENCE

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





**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



**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
126 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

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	\$8.00	\$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.

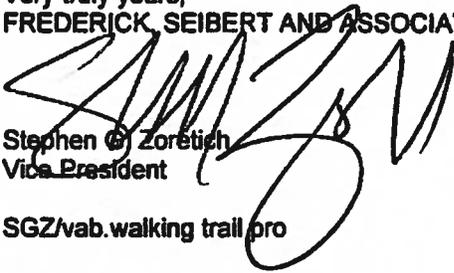
This proposal is valid for a period of 120 days from the date hereof. If the work is not completed within an 18 month time frame as a result of the client placing the work on hold or not meeting their contracted responsibilities, this proposal and the fee quoted herein will become obsolete and the design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



FOR INFORMATION CONTACT: 777-777-7777



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
bcarbaugh@ci.middletown.md.us	Phone: (301) 378-0491	Phone: 701-241-8719
	Fax: (301) 378-0537	Fax: 701-280-7860
		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

Dealer Installed

Installed Options Total \$1333.55

- Turn Signal
- Mirror Kit, Side
- Horn
- Back-up Alarm
- Lights, Work (Front)
- Auxiliary Relief Kit (required for Broom)
- Debris Screen Kit (required for mower)
- Service Manual for 3650

Part No	Qty	Price Ea.	Total
7184381-MY14PKG1	1	\$21,100.80	\$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
- ROPS (Roller Over Protective Structure)
- 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

Description	Part No	Qty	Price Ea.	Total
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"	7244700	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 8, 2014

TO: Burgess and Commissioners

FROM: Andrew J. Bowen, Town Administrator

CC: Lacey Gordon, Financial Planner

SUBJECT: Proposed Budget Workshop Dates - REVISED

Below is the proposed Budget Workshop Schedule below for the FY 2016 budget process based on changes made at the Town Workshop on December 4, 2014:

<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Budget</u>
Monday	February 23, 2015	6:30PM	Water & Sewer Operating Budget
Thursday	March 5, 2015	6:30PM	Water & Sewer CIP
Monday	March 9, 2015	6:30PM	Water & Sewer Operating & CIP
Monday	March 23, 2015	6:30PM	General Fund Operating Budget
Thursday	April 2, 2015	6:30PM	General Fund CIP
Monday	April 13, 2015	6:30PM	General Fund Operating & CIP Community Groups



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