

***BURGESS AND COMMISSIONERS  
OF MIDDLETOWN MARYLAND***

**TOWN MEETING MINUTES**

**REGULAR MEETING**

**February 11, 2013**

The first monthly meeting of the Burgess and Commissioners of Middletown was called to order on February 11, 2013, by Burgess John D. Miller at 7:00 p.m. in the Middletown Municipal Center, 31 W. Main Street, Middletown, Maryland. Present were: Burgess Miller, Commissioners Larry Bussard, Richard Dietrick, Anthony Ventre and Christopher Goodman. Also in attendance was David Dunn, Frederick County Municipal Liaison. Commissioner Jennifer Falcinelli arrived at 7:10 p.m.

**CONSENT AGENDA**

Financial Statements

Request for SHA Special Events Permit for YMCA Women's Triathlon

Request for SHA Special Events Permit for Francie's Family 5K Run/Walk

January 28, 2013 Town Minutes

Commissioner Bussard motioned to accept this consent agenda, seconded by Commissioner Ventre and passed 5 to 0.

**PERSONAL REQUEST FOR AGENDA:**

***Mr. Tim Ailsworth, Executive Director, LGIT*** – Mr. Ailsworth presented to the Board a rebate check (Health Co-Op) in the amount of \$14,289.00.

**UNFINISHED BUSINESS**

***Ordinance 13-02-01*** – Amendments to Middletown Commercial Tax Credit Program – Burgess Miller explained the County and Town adopted the Commercial Tax Credit Program at the same time and the purpose of this ordinance is that the language for both the County and Town are the same.

Commissioner Dietrick motioned to adopt Ordinance 13-02-01, seconded by Commissioner Goodman and passed 5 to 0.

***Ordinance 13-02-02*** – Amendment for Allowing Parking Lots in R-2 Districts – Burgess Miller mentioned in paragraph "C" minimum setback will be 35 foot front yard (down from 50) and 20 foot side yard and fencing no higher than 4 feet and appropriate signage for restricting parking to its intended use. In paragraph "F" include impervious surface will be removed and property returned to a stabilized condition, consistent with residential development. Commissioner Bussard motioned to adopt Ordinance 13-02-02 with these corrections, seconded by Commissioner Falcinelli and passed unanimously.

**Review and Award of Walnut Street Bridge Replacement Bids** – Bruce Carbaugh, Director of Construction and Operations estimated the cost for this project as \$280,172.00. Three bids were received:

C. William Hetzer, Inc.	\$225,638.00
Kinsley Construction, Inc.	\$381,174.25
Ross Contracting, Inc.	\$396,901.00

Commissioner Ventre motioned to accept the bid from C. William Hetzer, Inc. in the amount of \$225,638.00, seconded by Commissioner Bussard and passed unanimously. It was noted with the savings, Staff will obtain cost for upgrading the water lines in this area.

## REPORTS OF COMMITTEES

**WATER & SEWER** – Commissioner Falcinelli reported:

**Water Status** – 291,000 gallons

**Spring Flow** – 137,000 gallons

**Discharge** – east WWTP 270,000 gallons and west WWTP 235,000 gallons

**Reservoir** – losing approximately 40,000 gallons a day due to a leak in the liner. A diver will come late March to discover the location of the leak and determine if it can be patched or needs to be replaced.

Cost of this is \$10,000.00 and the cost for replacement of the liner would be \$300,000.00

**Committee Meeting discussions:**

Water/Sewer owes the General fund \$505,000.00

Meter Replacement for whole town at a cost of \$1.4 million

Replacement of the Main Street Waterline

Goal to go to monthly billing

Looking into the option of paying bills with a credit card

**Water usage guidelines** – Currently the State uses 150 gallons per day and the Town uses 250 gallons per day. Mr. Memarsadeghi, Admar Construction is asking the Board to consider that this be lowered to 200 gallons for an Active Adult Community.

**PUBLIC WORKS** – Commissioner Bussard reported:

**Town Vehicles** – Staff has done minor repairs and clean salt off after the bad weather

**Memorial Park** – pickup limbs and sticks and rebuilt BBQ grate

**Municipal Center** – Painting has begun and carpet installation will be Mid March

**Walnut Street Bridge** – Work to begin Mid May and looking into water line replacement in this area

**Recycling Area** – Have increased pickup to twice a week and so far the area is much cleaner but the cost has doubled. Mr. Dunn mentioned the County is working on a resolution.

**PLANNING COMMISSION** – Commissioner Goodman reported:

**Coblentz Property Preliminary Plans** – waiting on comments from Arro

**Coblentz Property Preliminary Forest Conservation Plan** – Approved

**Washington Gas Line/Cone Branch Walking Path Plans** – Approved

**Election** – Mark Carney as Chairman and David Lake as Vice Chairman

**PARKS & RECREATION** – Commissioner Ventre reported: - No Report

**FINANCE** – Commissioner Dietrick reported:

**Year to Date** – Current figures for the General Fund are 67% in revenues and 49% in expenses and the Water & Sewer fund are 57% in expenses and 52% in revenues.

**PUBLIC INFORMATION** – Commissioner Falcinelli reported:

**Web Site** – have a new volunteer who will be working on the Town's web site.

**Community Directory** – working on update.

**NEW BUSINESS**

**Request to Amend Section L of the Water & Sewer Billing Policy** – Commissioner Falcinelli mentioned the Water & Sewer Committee agreed the wording in paragraph “L”, last sentence in first paragraph should be changed to read *“The revised bill will be established as two (2) times the average usage of the previous four (4) quarter immediately preceding the high water usage.”* Commissioner Falcinelli motioned to adopt this change, seconded by Commissioner Goodman and passed unanimously.

**Funds Transfer from General Fund to Water & Sewer Fund** – Burgess Miller announced the following increase in revenues and reduced expenditures in the General Fund:

Additional Revenues;	
Planning and Zoning Fees	\$ 2,500.00
Health Care Refund	14,289.00
Main Street Grant	2,000.00
Expenditure reduction;	
Community Deputy Contract	\$21,141.00
Payroll Increase	( 7,068.00)
Refinancing Remsberg Loan	14,338.94

Surplus Total from Approved Budget \$47,200.94

Commissioner Ventre motioned to transfer the General Fund surplus of \$47,200.94 to the Water & Sewer Fund, seconded by Commissioner Bussard and passed unanimously.

**PUBLIC COMMENTS**

David Dunn suggests the Town look into piggyback with the County on cost for chemical, salt or other purchases. Staff can call him anytime.

**ANNOUNCEMENTS**

**MEETINGS FOR THE MONTH**

<i>Planning Commission Workshop</i>	<i>Wednesday, February 13, 2013</i>	<i>7:00 p.m.</i>
<i>Water &amp; Sewer Committee</i>	<i>Wednesday, February 20, 2013</i>	<i>7:00 p.m.</i>
<i>Planning Commission</i>	<i>Monday, February 18, 2013</i>	<i>7:00 p.m.</i>
<i>Parks &amp; Recreation</i>	<i>Tuesday, February 19, 2013</i>	<i>7:00 p.m.</i>
<i>Main Street Board</i>	<i>Thursday, February 28, 2013</i>	<i>7:00 p.m.</i>

**ADJOURNMENT**

With no further business to come before the Board, the meeting adjourned at 7:45 p.m.

Respectfully submitted,

Christine H. Moore  
Administrative Assistant