



AGENDA FOR THE TOWN MEETING

February 22, 2016

6:30 p.m.

PLEDGE TO THE FLAG

CALL TO ORDER

BUDGET WORKSHOP

- [CIP – Water & Sewer Fund](#)

CONSENT AGENDA

- Town Meeting Minutes
 - [February 4, 2016 – Town Workshop](#)
 - [February 8, 2016 – Town Meeting](#)

PERSONAL REQUESTS FOR AGENDA:

- *Mr. Tim Ailsworth, Executive Director LGIT – Claims Refund Health Insurance \$27,526*

UNFINISHED BUSINESS:

- [Wayfinding Signs Discussion](#)
- [Raised Crosswalk Policy](#)
- [Appointment of Temporary Alternate Planning Commission](#)

NEW BUSINESS:

- [Audit Bids](#)
- [Francie's Family 5K Run/Walk](#)
- [POS Applications for FY 2017](#)

PUBLIC COMMENTS:

ANNOUNCEMENTS:

- *Town Election Nominating Convention – Tuesday, March 1, 2016 at 7:00PM at Municipal Center*
- *March 11, 2016 - Deadline for Petition Filing for Those Not Nominated at the Nominating Convention*
- *Hydrant Flushing – March 21-25, 2016*

ADJOURNMENT

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

Town of Middletown
Water Sewer Fund
Capital Improvement Program



**Burgess and Commissioners of Middletown
Water & Sewer Capital Improvement Program
FY 2017 - FY 2021**

INCOME	FY '17	FY '18	FY '19	FY '20	FY '21
CASH Reserves	\$243,516	\$225,769	\$588,411	\$1,134,544	\$1,131,232
DEBT SERVICE FEE - NEW HOMES	\$139,000	\$141,400	\$150,100	\$158,800	\$165,100
CAPITAL IMPROVEMENT FEE	\$150,192	\$160,920	\$171,648	\$178,800	\$178,800
Inflow & Infiltration - Reserve Account	\$75,000	\$420,000			
Land Leases	\$192,028	\$199,709	\$207,697	\$216,005	\$224,646
Tap Fees (See Growth Projections)	\$870,000	\$870,000	\$630,000	\$20,000	\$20,000
Main Street Waterline Loan	\$2,895,000	\$965,000			
Reservoir Cover Loan	\$800,000				
Total Revenue	\$5,364,736	\$2,982,798	\$1,747,856	\$1,708,149	\$1,719,777
Debt Service					
WATER STORAGE TANK LOAN	\$111,820				
EAST WWTP LOAN	\$241,265	\$241,265	\$241,265	\$239,265	
MAIN STREET WATERLINE LOAN	\$252,462	\$250,184	\$250,294	\$250,899	\$252,399
RESERVOIR LOAN	\$56,670	\$56,578	\$56,754	\$56,754	\$56,725
DEVELOPMENT PROJECTS					
Brookridge WTP (Loan Payments)	\$200,000	\$201,361			
<i>Outstanding Balance - \$401,361.82</i>					
Total Debt Service	\$862,217	\$749,388	\$548,313	\$546,918	\$309,124
Net Income	\$4,502,519	\$2,233,411	\$1,199,544	\$1,161,232	\$1,410,653
Projects					
SYSTEM UPGRADE PROJECTS					
WATER SYSTEM					
Main Street Waterline Program	\$2,895,000	\$965,000			
Reservoir - Dual Feed Cover/Liner Replacement/Road Rebuild	\$819,500				
Stream Erosion - Well Field Restoration	\$125,000				
Scada Control System	\$76,000	\$50,000	\$25,000		
Booster Station - Replace Starters with VFD's		\$125,000			
Booster Station - Pump Bypass Connections	\$15,000				
Booster Station - Process Piping Replacement			\$40,000		
Booster Station - Roof Replacement/Building Painting		\$5,000			
Fire Hydrant Install - Elm & Washington Street	\$8,000				
Water Meter Replacements	\$65,250				
Springline Replacement - US 40 to Reservoir					\$1,100,000
WASTEWATER SYSTEM					
West WWTP - Curtain Replacement	\$60,000				
West WWTP - New Chemical Storage Structure	\$15,000				
West WWTP - Influent Meter Replacement		\$15,000			
West WWTP - Roof Replacement				\$30,000	
East WWTP - Bar Screen Refurbishment	\$40,000				
East WWTP - Influent Flume & Ultrasonic Meter	\$16,000				
East WWTP - Sludge Mag Meter		\$15,000			
Vactor Trailer & Excavator		\$50,000			
Inflow & Infiltration	\$75,000	\$420,000			
Brookridge PS Vault Magmeter & Cabinet	\$11,000				
Brookridge PS - 3 Phase VFD and New Pump Installation	\$25,000				
Cone Branch PS - New Pumps	\$31,000				
Total Projects	\$4,276,750	\$1,645,000	\$65,000	\$30,000	\$1,100,000
Surplus / Deficit	\$225,769	\$588,411	\$1,134,544	\$1,131,232	\$310,653

*BURGESS AND COMMISSIONERS
OF MIDDLETOWN MARYLAND*

TOWN MEETING MINUTES

WORKSHOP MEETING

February 4, 2016

The monthly workshop meeting of the Burgess and Commissioners of Middletown was called to order on February 4, 2016, by Burgess Pro Tem Falcinelli at 7:00 p.m. in the Middletown Municipal Center, 31 W. Main Street, Middletown, Maryland. Present were: Commissioners Larry Bussard, Rick Dietrick, Tony Ventre and Christopher Goodman.

Staff Reports:

Deputy Report – Deputy Hewitt gave the Deputy Report for January 2016

Staff Planner – Cindy gave her staff planner's report

Engineer's Report – Bruce gave his public works report.

Main Street Manager – Becky gave her 250th Committee report as well as her Main Street report.

UNFINISHED BUSINESS:

Hollow Creek Golf Course – Estoppel Agreement – Drew stated that this has been brought to the Board's attention previously by the new owner of the Golf Course. This is for financial purposes only. The Town Attorney has reviewed and gave his ok.

Raised Crosswalk Policy Review – Drew presented his findings to the Board in regards to raised crosswalks.

NEW BUSINESS:

Billing insert request from Frederick County Health Department – The Frederick County Health Dept. is asking the Town to send out one of the 3 different flyers they submitted in regards to Opioids. The Board discussed posting on the Town's website and sending out on list serve.

Mowing Contract Extension Proposal – Bruce stated that our current contractor is willing to extend their contract for 3 years with a price of \$211,063 total for 3 years.

Green Team – Funding Request for Earth Day Event – Cindy presented a draft budget for Earth Day – approximately \$1,500 to cover expenses. She stated that Burgess Miller spoke to the president of MVB to see if they would be willing to contribute. We are going to see if they will cover the cost of the shredding truck which then will reduce our budget to \$1,100.

Request for 30 Minute Parking – Main Street Groomers – Drew stated that he took a request from Main Street Groomers asking for one space to be designated for 30 minute parking from 10am.-5pm.

ADJOURNMENT

Meeting adjourned at 8:40pm.

Respectfully submitted,

Ann Griffin
Office Manager

BURGESS AND COMMISSIONERS OF MIDDLETOWN MARYLAND

TOWN MEETING MINUTES

REGULAR MEETING

February 8, 2016

The first monthly meeting of the Burgess and Commissioners of Middletown was called to order on February 8, 2016, by Burgess Miller at 7:00 p.m. in the Middletown Municipal Center, 31 W. Main Street, Middletown, Maryland. Present were: Commissioners Larry Bussard, Jennifer Falcinelli, Rick Dietrick, Tony Ventre and Christopher Goodman.

CONSENT AGENDA

Financial Statements

Town Minutes – January 7th Town Workshop and January 11th Town Meeting

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

Personal Requests for Agenda:

Jerry Donald, Frederick County Councilman – Councilman Donald reported the following:

- Saturday is legislation day for the Farm Bureau.
- The DNR issue will go before the Council on Tuesday, February 16 at 4:30pm.
- The County approved to add sidewalks from the County Park to Coblentz Road.

Unfinished Business:

Hollow Creek Golf Course – Estoppel Agreement - Drew stated that this has been brought to the Board's attention previously by the new owner of the Golf Course. This is for financial purposes only. The Town Attorney has reviewed and gave his ok. After some discussion the Board agreed to send this back to the Town Attorney to change Open Space to Recreational Purposes to match the annexation agreement and add a definition in our code for Recreational Purposes.

Wayfinding Signs – The Board would like to see a map showing the locations of these signs as well as a proof of the sign, parking sign and banner.

Raised Crosswalk Policy Review – Drew went over the positives and negatives of raised crosswalks at the workshop meeting. Burgess Miller stated that County Executive Gardner is willing to put in their CIP money for a Middletown project. Burgess thought that this could be something that we use that money for. The Board will take a vote on this item at the February 22, 2016 meeting. The Board asked to add a condition of placement to be at school crossings.

REPORTS OF COMMITTEES –

WATER & SEWER – Commissioner Falcinelli reported

Spring flow – 120,000, water used January 2016 – 274,000, East WWTP treated 254,000 gal., and the West WTPP treated 281,000 gal.

We have a hole in the large reservoir cover, we are monitoring it until we are able to fix.

Our meter technician has replaced over 275 new meters.

Next meeting will be February 24, 2016.

PUBLIC WORKS – Commissioner Bussard reported:

Our guys pushed snow during the blizzard for over 48 hours. They had very minimal breakdowns during that event. Commissioner Bussard stated that our guys did a great job during the blizzard! West Green Street project to go out to bid in March.

Bulk Trash pick-up – March 19, 2016

PLANNING COMMISSION – Commissioner Goodman reported:

The POD at 704 East Main Street was approved through the end of February.

Mark Carney was re-elected as Chairman with Bob Smart being the vice chairman. No meeting in February.

PARKS and RECREATION – Commissioner Ventre reported:

Dog park is up and running, we have 10-12 people who have registered to date.

FINANCE – no report.

PUBLIC INFORMATION – Drew asked that the Burgess & Commissioner please update their bios for the Town Website.

NEW BUSINESS:

Billing insert request from Frederick County Health Department – The Frederick County Health Dept. is asking the Town to send out one of the 3 different flyers they submitted in regards to Opioids. Drew stated that he spoke with the Health Dept. today and they are willing to reimburse the Town the postage for mailing this insert out. It was a consensus of the Board to include this insert in our next water/sewer bills. Burgess Miller stated that he will contact the Health Dept. to get a draft of the insert so we can determine what the overage in postage will be.

Mowing Contract Extension Proposal – Motion by Commissioner Bussard to approve the mowing contract extension provided by Classic Landscaping for \$211,063 for 3 years, seconded by Commissioner Goodman. Motion carried 6-0.

Green Team – Funding Request for Earth Day Event – Motion by Commissioner Dietrick to approve the funding of \$1,150 for the Green Team Earth Day Event, seconded by Commissioner Bussard. Motion carried 6-0.

PUBLIC COMMENT: none

ANNOUNCEMENTS:

*Nominating Convention – Tuesday, March 1, 2016 at 7pm.
Appointment of Alternate to Planning Commission*

ADJOURNMENT

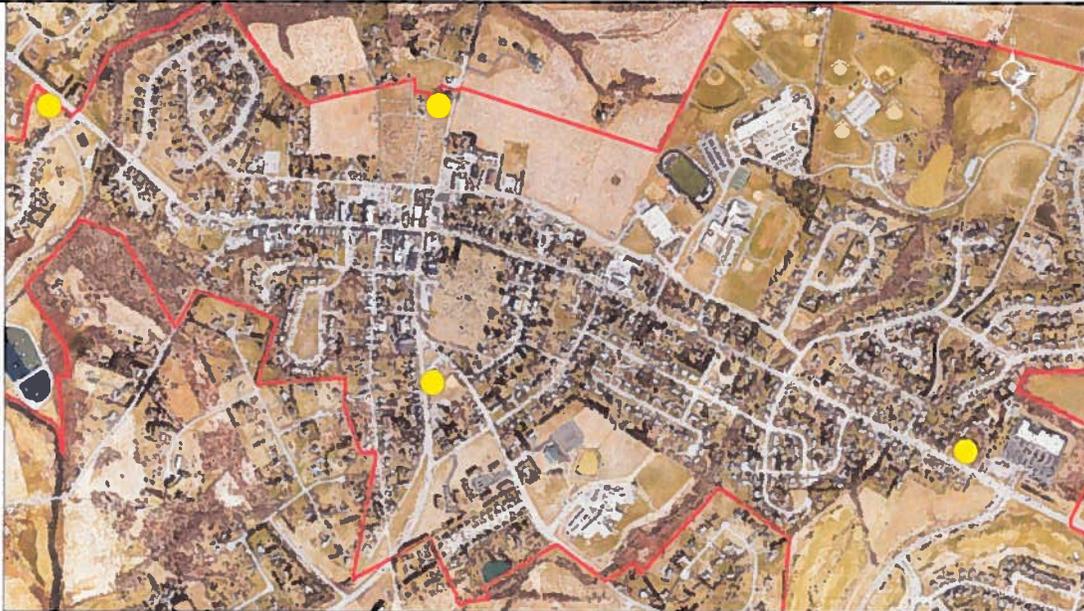
Meeting adjourned at 8:35pm.

Respectfully submitted,

Ann Griffin
Office Manager

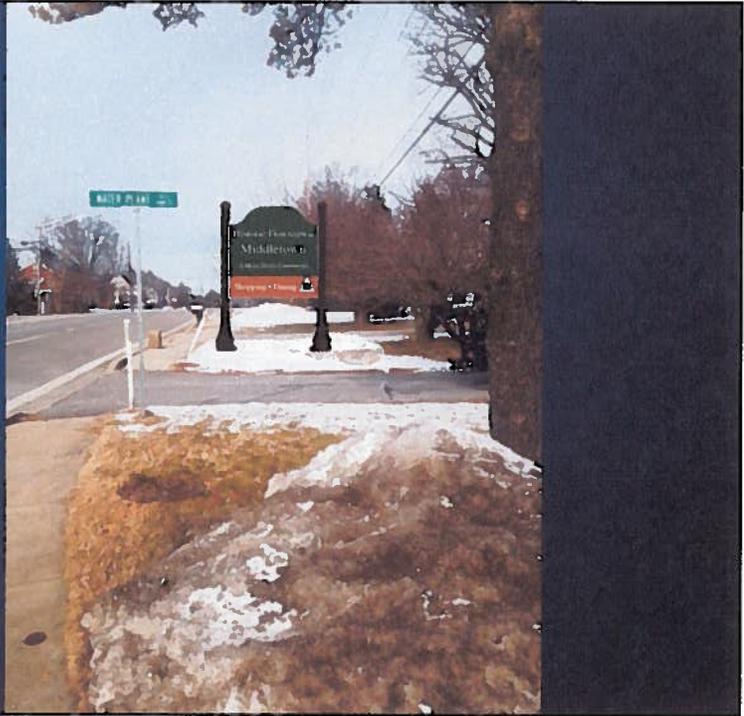
WAYFINDING SIGNS

Locations and Superimposed Images

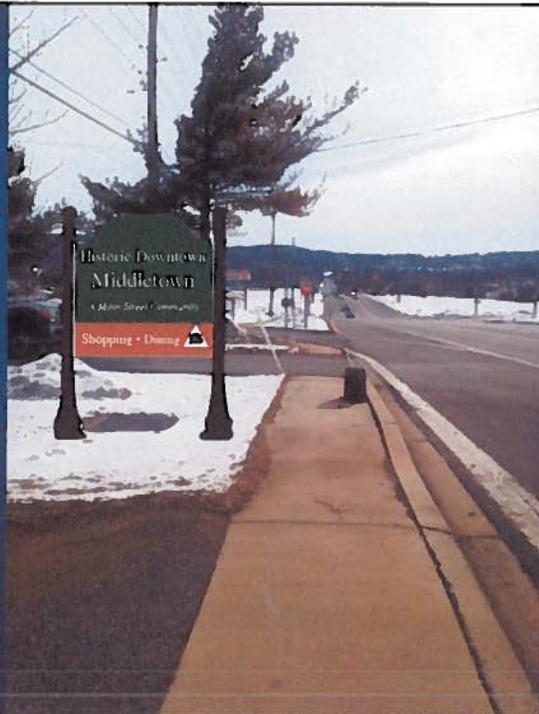


Wayfinding Sign Locations
Town of Middletown - Frederick County

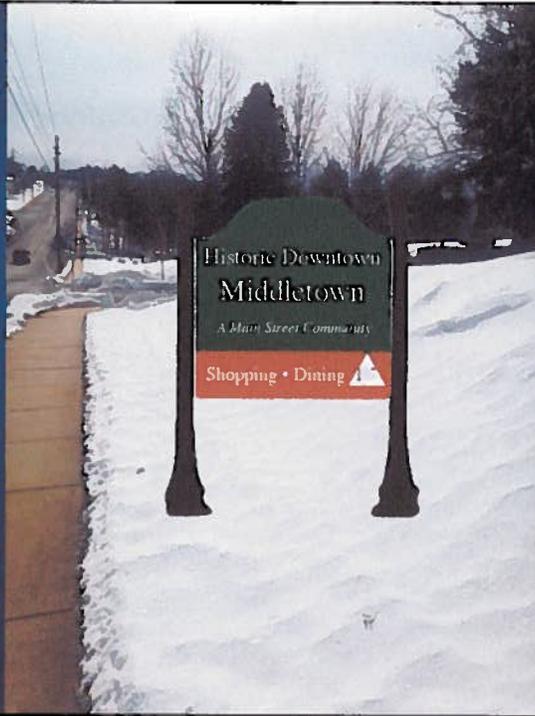
East Main Street
Heading Into Town



East Main Street
Heading Out of Town



West Main Street
Heading Into Town



West Main Street
Heading Out of Town



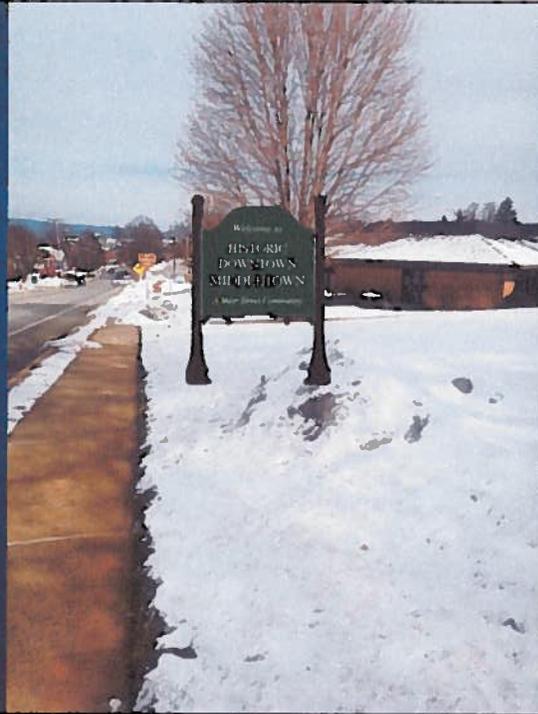
North Church Street
Heading Into Town



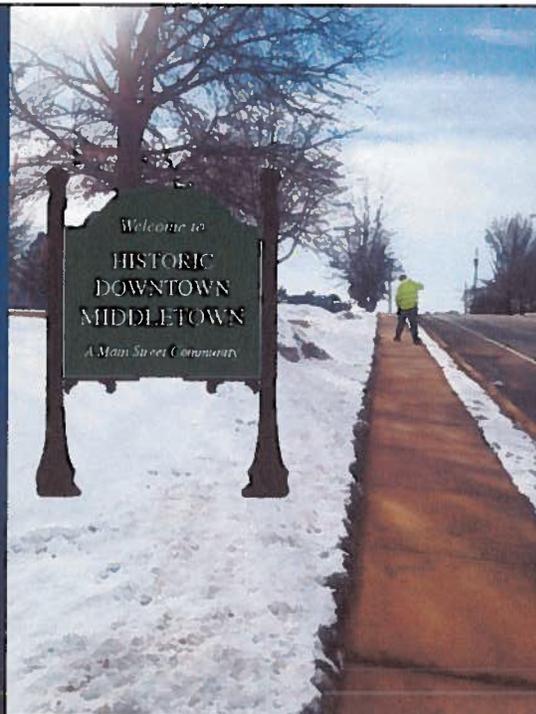
North Church Street
Heading Out of Town

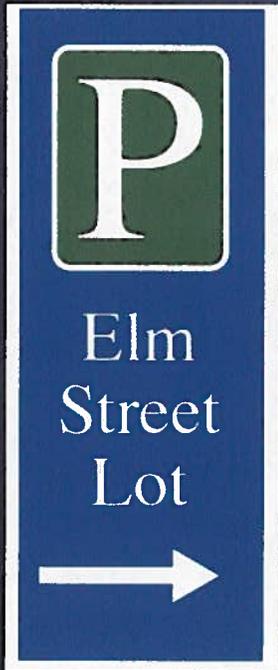


South Church Street
Heading Into Town



South Church Street
Heading Out of Town





Double- Sided Banner on Poles
Directional Arrows as Appropriate

Finished Size - 18" Wide X 46" Height

Review of Raised Crosswalks

TOWN OF MIDDLETOWN
FEBRUARY 8, 2016

Raised Crosswalks

- ▶ Process in Determining
 - ▶ Quantify the problem
 - ▶ Involve the community
 - ▶ Educate the decision makers
 - ▶ Look at the road network first
 - ▶ Favor self-enforcing measures
 - ▶ Consult with all services
 - ▶ Sign and delineate
 - ▶ Implement measures on an area wide basis
 - ▶ Monitor and follow up
 - ▶ Remember that everybody drives differently
 - ▶ Expect problems

Raised Crosswalks

- ▶ Positive
 - ▶ Effectively reduce vehicle speeds
 - ▶ Do not require parking removal
 - ▶ Pose no restrictions for bicycles
 - ▶ Do not affect intersection operations
 - ▶ Increase pedestrian visibility
- ▶ Negative
 - ▶ Can possibly increase traffic noise from braking and acceleration of vehicles
 - ▶ Slows emergency vehicles
 - ▶ Potential vehicle damage
 - ▶ Potential drainage problems

Raised Crosswalks

- ▶ Locations for Consideration
 - ▶ Intersections that are primary walking routes for students
 - ▶ Midblock crosswalks that have high pedestrian volumes where the posted speed is 30 mph or less
 - ▶ Park entrances
 - ▶ Road where the 85th percentile speed is greater than 30 mph
 - ▶ Locations where shared-use walking trails cross commercial driveways or ramps
 - ▶ Areas with high pedestrian demand

Raised Crosswalk - Examples



Raised Crosswalk - Examples



Raised Crosswalk – Policy

- ▶ Incorporated in the Town's Design Manual
 - ▶ Intersections that are primary walking routes for students
 - ▶ Minimum vehicles/day of 500 and not greater than 3,000 vehicles/day
 - ▶ Only where speed limit is 25 mph or 30 mph
 - ▶ 85th percentile speed is 5 mph or more above the posted speed limit
 - ▶ Majority of the adjacent residents in support
 - ▶ Director of Public Works shall recommend to the Town Board the location
 - ▶ The Town Board will approve ALL locations

Cost Estimates Range from \$3,000 - \$8,000/Raised Crosswalk Depending on Length and Other Factors

Raised Crosswalks

- ▶ Sources
 - ▶ Portland Bureau of Transportation
 - ▶ New York Department of Transportation
 - ▶ Federal Highway Administration
 - ▶ Virginia Department of Transportation
 - ▶ Illinois Department of Transportation



**Burgess and Commissioners
Middletown, Maryland**

Audit Services Bids

Company / Firm	FY 2016	FY 2017	FY 2018	3 Year Total
Albright, Crumbacker, Moul & Itell	\$ 16,000.00	\$ 16,000.00	\$ 16,000.00	\$ 48,000.00
RLH CPA's & Business Advisors, LLC	\$ 18,000.00	\$ 18,400.00	\$ 18,900.00	\$ 55,300.00
Draper & McGinley, P.A.	\$ 17,950.00	\$ 18,580.00	\$ 19,225.00	\$ 55,755.00
McLean, Koehler, Sparks, & Hammond	\$ 27,500.00	\$ 28,350.00	\$ 29,200.00	\$ 85,050.00



Maryland State Highway Administration Special Event Permit - Data Sheet

Event: Francie's Family 5K Run/walk
 Start Date: Sat March 19, 2016 End Date: Sat March 19, 2016
 Start Time: race 9:30 / setup 7:00a.m. End Time: 11:00 a.m.
 Purpose/Type: Race
 Organizer: Francie's Family 5k Committee
 Contact Person Angela Phillips Daytime Phone: 301-606-9071 (c)
 and Address: 5155 Woodhurst Ct. Evening Phone: 301-473-4303 (h)
Frederick MD 21703 Email Address: philcot@juno.com
 No. of Participants: 200-250 No. of Vehicles/Units: 0 Rain/Snow Date: N/A
 Proposed Route: _____
 (Written Description) _____

Will you be occupying all or part of a highway travel lane? No Yes _____
 Will you be closing all or part of a roadway? No _____ Yes _____
 If Yes to either of the above, where? _____

Have you requested Local Police assistance?* No _____ Yes Number _____
 Have you requested Maryland State Police assistance?* No _____ Yes Number _____

*** THE EVENT ORGANIZER IS RESPONSIBLE FOR OBTAINING LOCAL AND/OR STATE POLICE ASSISTANCE ***

CIRCLE THE DISTRICT(S) AND COUNTY(S) YOUR EVENT WILL TAKE PLACE IN

- DISTRICT 1 Dorchester / Somerset / Wicomico / Worcester
- DISTRICT 2 Caroline / Cecil / Kent / Queen Anne's / Talbot
- DISTRICT 3 Montgomery / Prince George's
- DISTRICT 4 Baltimore / Harford
- DISTRICT 5 Anne Arundel / Calvert / Charles / St. Mary's
- DISTRICT 6 Allegany / Garrett / Washington
- DISTRICT 7 Carroll / Howard / Frederick

ATTACH THE FOLLOWING

- Map of affected routes
- Traffic Control Plan (including details on how intersections will be controlled, a detour plan, locations of police officers/volunteers and locations of all traffic control devices, as appropriate)
- Other event details _____

(Contact the District Office to determine what, if any, additional information will be required for your event.)

*** Submit completed Data Sheet and Signature Sheet to SHA no later than 60 DAYS prior to your event ***
<http://www.marylandroads.com/Index.aspx?PageId=59>



Maryland State Highway Administration Special Event Permit - Signature Sheet

EVENT: Francie's Family 5K Run/walk

ORGANIZER'S ACKNOWLEDGEMENT

I/We hereby affirm that the ORGANIZER of this EVENT and all PARTICIPANTS will comply with the Laws of the State of Maryland and any applicable county and municipal statutes and ordinances and will adhere to the terms and conditions set forth in this PERMIT. My/Our signature(s) below confirm that the ORGANIZER and all PARTICIPANTS agree to hold harmless from any liability, incurred by them or to others associated with this EVENT, the various governmental agencies providing assistance for this EVENT. The ORGANIZER may be required to obtain Liability and Property Damage Insurance with limits of at least \$300,000 per incident/\$1,000,000 aggregate.

ORGANIZER: Francie's Family 5K Committee
PLEASE PRINT NAME

REPRESENTATIVE: Angela Phillips
PLEASE PRINT NAME

SIGNATURE: Angela Phillips
PLEASE SIGN

TERMS AND CONDITIONS

- 1) This EVENT shall adhere to the route, number of participants and vehicles (not more than 10% higher than the numbers on this Permit), date(s) and times shown on the attached _____ sheet(s).
- 2) The ORGANIZER shall ensure that the approved TRAFFIC CONTROL PLAN is followed.
- 3) In the event of winter weather during the event, SHA will require access to all State Highways for weather related operations. This may require cancellation of the event.
- 4) Immediately following the event, the ORGANIZER shall clean up all litter, temporary signs and other event materials and return the roadway to a condition equal to or better than its condition before the event.
- 5) Additional stipulations: _____

AGENCY APPROVALS

Before signing and giving approval for your agency, consider the following:

- 1) Ensure you have the approval authority to sign for your agency to commit manpower and resources.
- 2) Ensure you have looked over the entire application package, including the Route Map and Traffic Control Plan. If you identify any problems, have the event organizer address them prior to signing.
- 3) If reimbursement is required, ensure you have mutually agreed upon the amount (in writing) and terms under which payment will be made.

Local Government (_____): _____
AGENCY SIGNATURE PRINTED NAME DATE

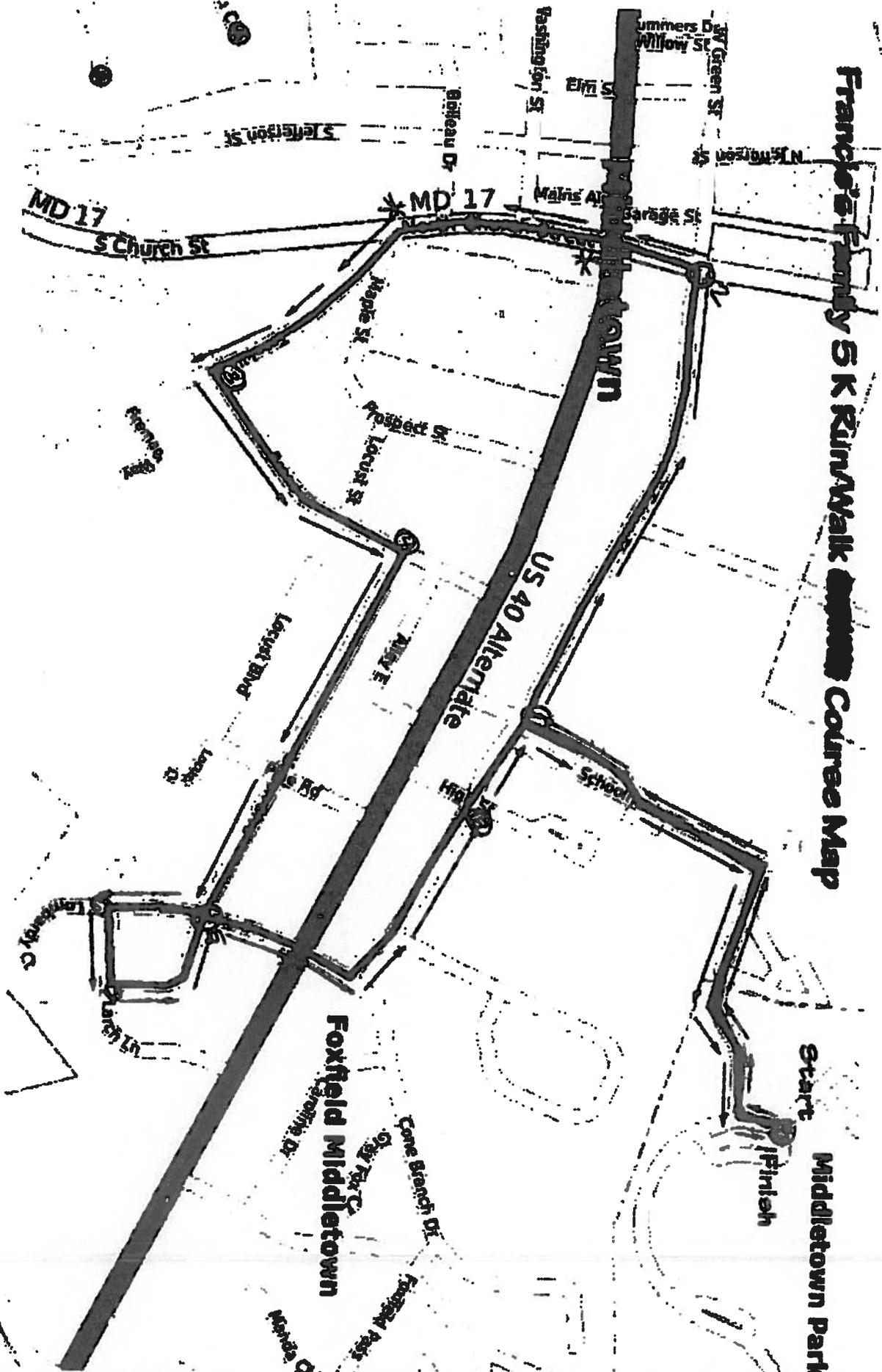
Local Government (_____): _____
AGENCY SIGNATURE PRINTED NAME DATE

Local Government (_____): _____
AGENCY SIGNATURE PRINTED NAME DATE

Maryland State Police: _____
SIGNATURE PRINTED NAME DATE

State Highway Administration: _____
SIGNATURE PRINTED NAME DATE

Francis's Family 5K Run/Walk Course Map



Start
Finish
Middletown Park

Foxfield Middletown



FREDERICK COUNTY GOVERNMENT

Jan H. Gardner
County Executive

DIVISION OF PARKS & RECREATION

W. Paul Dial, Director

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

RECEIVED

FEB 03 2016

FREDERICK COUNTY

MEMORANDUM

TO: POS Project Coordinators

FROM: Bob Hicks, CPRP - Assistant Director *BH*

DATE: February 1, 2016

SUBJECT: Submission of FY2017 POS Annual Program

The Frederick County Division of Parks and Recreation staff is requesting that those municipalities who are interested in obtaining POS funding for FY2017 (which begins July 1, 2016) to develop their Annual Programs by completing the enclosed Project Information Forms for each project for which funding is requested. Electronic files for the memo, forms and instructions are also being sent by E-mail. Please contact me to confirm that you have received this information

Please remember that if a project was submitted in the past and it was not allocated funding, then it must be resubmitted for FY2017, if you so choose. The appropriate municipal officials should be informed since this information is being sent only to local Project Coordinators or the Mayor/Burgess if a coordinator has not been designated. If your municipality is not interested in obtaining POS funding for FY2017 then disregard this information.

The forms must be returned to our offices by Friday, May 6, 2016. A summary of all municipal requests and the completed forms will be forwarded to the chairman of the Ad Hoc Committee for POS Annual Program Allocations - Frederick County Chapter- Maryland Municipal League (MML). The committee will make a decision on project funding. POS allocation for Frederick County in FY 2017 has not yet been determined.

If any of your POS projects have been allocated funding, I cannot overemphasize the importance of submitting your applications as soon as possible, to encumber POS funds. Please know that it takes several months for applications to be processed and approved by the state once they are submitted. Project expenditures cannot be incurred unless you receive a Letter of Acknowledgment from the Director of POS (issued upon receipt of a completed application) or final application approval from the State Board of Public Works. **Once POS projects are approved and expenses to them are incurred, our office is strongly encouraging municipalities to expedite any reimbursement requests through DNR as soon as possible.**

Please contact me if you have any questions. Phone: 301-600-6816; E-Mail: rhicks@frederickcountymd.gov. Thank you for your cooperation.

(over)