



**AGENDA FOR THE TOWN MEETING**  
**February 8, 2016**  
**7:00 p.m.**

**PLEDGE TO THE FLAG**

**CALL TO ORDER**

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

**CONSENT AGENDA**

- [Financial Statements](#)
- Town Meeting Minutes
  - [January 7, 2016 – Town Workshop](#)
  - [January 11, 2016 – Town Meeting](#)

**STAFF REPORTS (*From Town Workshop*):**

[Staff Planner](#)

[Engineer's Report](#)

[Main Street Manager](#)

**PERSONAL REQUESTS FOR AGENDA:**

**UNFINISHED BUSINESS:**

- [Hollow Creek Golf Course – Estoppel Agreement](#)
- [Raised Crosswalk Policy Review](#)

**NEW BUSINESS:**

- [Billing Insert Request from Frederick County Health Department](#)
- [Mowing Contract Extension Proposal](#)
- [Green Team – Funding Request for Earth Day Event](#)
- [Request for 30 Minute Parking – Main Street Groomers](#)

**PUBLIC COMMENTS:**

**ANNOUNCEMENTS:**

- *Town Election Nominating Convention – Tuesday, March 1, 2016 at 7:00PM at Municipal Center*
- *Appointment of Alternate to Planning Commission*

**ADJOURNMENT**

**Town of Middletown**  
**DAILY CASH AND LOC BALANCE STATEMENT**  
**As Of February 1, 2016**

	Cash Balance
<b>CIP - GENERAL FUND</b>	
BB & T Index	\$ 730,813.32
BB&T Rainy Day Fund	<u>193,615.88</u>
<b>TOTAL CIP - GENERAL FUND</b>	<b>\$ 924,429.20</b>
<b>CIP - WATER &amp; SEWER FUND</b>	
BB & T Index	\$ 243,515.69
BB&T Line of Credit (Bal Owed)	
Sludge Removal Reserve	<u>269,762.50</u>
<b>TOTAL CIP WATER &amp; SEWER FUND</b>	<b>\$ 513,278.19</b>
<b>TOTAL GEN CIP &amp; W/S CIP FUNDS</b>	<b><u>\$1,437,707.39</u></b>
<b>OPERATING CASH ACCOUNTS</b>	
BB & T Operating Gen Fund	\$ 732,995.05
Water & Sewer Fund BB&T Operat	(173,235.04)
Middletown Valley Bank	<u>47,453.99</u>
<b>CASH AVAILABLE FROM OPERATING</b>	<b><u>\$ 607,214.00</u></b>

Town of Middletown  
**Statement of Revenue & Expenditures**  
 General Fund  
 Fiscal Year 2016  
 For the 7 Months Ended January 31, 2016

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<b>REVENUE</b>			
<b><u>LOCAL TAX</u></b>			
Real Property	\$ 1,139,955	\$ 1,078,120	\$ (61,835)
Tangible Personal Property	35,540	19,895	(15,645)
Public Utilities	10,356	9,401	(955)
Franchise (Cable)	48,062	23,838	(24,224)
Penalties & Interest	<u>9,607</u>	<u>6,877</u>	<u>(2,730)</u>
	\$ 1,243,520	\$ 1,138,131	\$ (105,389)
<b><u>STATE SHARED TAX</u></b>			
Admission & Amusement	\$ 16,500	\$ 106	\$ (16,394)
Highway Gasoline & Licenses	<u>154,758</u>	<u>12,574</u>	<u>(142,184)</u>
	\$ 171,258	\$ 12,680	\$ (158,578)
<b><u>COUNTY SHARED TAX</u></b>			
Income Taxes	\$ 721,465	\$ 369,237	\$ (352,228)
Tax Equity Grant	<u>555,964</u>	<u>416,973</u>	<u>(138,991)</u>
	\$ 1,277,429	\$ 786,210	\$ (491,219)
<b><u>LICENSES AND PERMITS</u></b>			
Beer, Wine and Liquor	\$ 1,950		\$ (1,950)
Business / Traders	4,900	189	(4,711)
Planning / Zoning Fees	<u>19,606</u>	<u>12,115</u>	<u>(7,491)</u>
	\$ 26,456	\$ 12,304	\$ (14,152)
<b><u>PARKS AND RECREATION</u></b>			
Pavillion Fees	<u>\$ 1,900</u>	<u>\$ 941</u>	<u>\$ (959)</u>
	\$ 1,900	\$ 941	\$ (959)
<b><u>POLICE PROTECTION</u></b>			
State Grant	<u>\$ 24,928</u>	<u>\$ 6,232</u>	<u>\$ (18,696)</u>
	\$ 24,928	\$ 6,232	\$ (18,696)
<b><u>MISCELLANEOUS</u></b>			
Community Events			
Parking Citations			
Bank Shares Grant	2,500	1,491	(1,009)
Miscellaneous & Donations	<u>5,000</u>	<u>1,743</u>	<u>(3,257)</u>
	\$ 7,500	\$ 3,234	\$ (4,266)
<b>OPERATING REVENUES</b>	<b>\$ 2,752,991</b>	<b>\$ 1,959,732</b>	<b>\$ (793,259)</b>
State Grants & Interest	\$ 147,172	\$ 57,094	\$ (90,078)
<b>TOTAL REVENUE</b>	<b>\$ 2,900,163</b>	<b>\$ 2,016,826</b>	<b>\$ (883,337)</b>

Town of Middletown  
**Statement of Revenue & Expenditures**  
 General Fund  
 Fiscal Year 2016  
 For the 7 Months Ended January 31, 2016

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<b><u>EXPENDITURES</u></b>			
<b><u>LEGISLATIVE</u></b>			
Commissioner's Salary	\$ 12,300	\$ 6,000	\$ (6,300)
Communications	3,480	1,594	(1,886)
Dues & Subscriptions	7,370	7,166	(204)
Office Supplies & Exp	3,600	1,730	(1,870)
Advertising	750	2,331	1,581
Meetings & Conventions	<u>9,000</u>	<u>1,628</u>	<u>(7,372)</u>
	\$ 36,500	\$ 20,449	\$ (16,051)
<b><u>EXECUTIVE</u></b>			
Burgess Salary	<u>\$ 6,667</u>	<u>\$ 3,000</u>	<u>\$ (3,667)</u>
	\$ 6,667	\$ 3,000	\$ (3,667)
<b><u>ELECTION</u></b>			
Clerk Fees	\$ 450		\$ (450)
Other Administrative Expenses	<u>250</u>		<u>(250)</u>
	\$ 700		\$ (700)
<b><u>GENERAL SERVICES</u></b>			
<b><u>ADMINISTRATION</u></b>			
Administrative Salary	\$ 227,019	\$ 140,554	\$ (86,465)
Postage & Printing	200		(200)
Communications	10,471	3,492	(6,979)
Computer Expenses	22,600	14,906	(7,694)
Office Supplies & Exp	27,200	12,586	(14,614)
Office Maintenance	52,680	15,117	(37,563)
Dues & Subscriptions	150		(150)
Professional Services	3,600	3,670	70
Meetings & Conventions	100	12	(88)
Water and Sewer Grant	<u>80,000</u>	<u>80,000</u>	
	\$ 424,020	\$ 270,337	\$ (153,683)
<b><u>OPERATIONS</u></b>			
Maintenance Capital Outlay			
Vehicle Capital Outlay			
Director Salary	93,227	67,814	(25,413)
Maintenance Salary	35,015	27,168	(7,847)
Communications	9,000	4,668	(4,332)
Supplies & Expenses	13,000	10,631	(2,369)
Dues & Meetings		185	185
Landscaping/Beautification			
Maintenance & Repairs	27,950	11,835	(16,115)
Tools & Equipment	<u>3,161</u>	<u>662</u>	<u>(2,499)</u>
	\$ 181,353	\$ 122,963	\$ (58,390)

Town of Middletown  
**Statement of Revenue & Expenditures**  
 General Fund  
 Fiscal Year 2016  
 For the 7 Months Ended January 31, 2016

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<b><u>PROFESSIONAL SERVICES</u></b>			
Independent Accounting	\$ 12,500	\$ 13,000	\$ 500
Legal - Development		779	779
Legal - Ordinances	<u>7,500</u>	<u>4,085</u>	<u>(3,415)</u>
	\$ 20,000	\$ 17,864	\$ (2,136)
<b><u>PLANNING &amp; ZONING</u></b>			
Salary & Fees	\$ 48,946	\$ 27,403	\$ (21,543)
Other Expenses	<u>3,109</u>	<u>1,240</u>	<u>(1,869)</u>
	\$ 52,055	\$ 28,643	\$ (23,412)
<b><u>MAIN STREET PROGRAM</u></b>			
Manager Salary	\$ 43,522	\$ 23,849	\$ (19,673)
Town Contribution	<u>18,000</u>	<u>10,029</u>	<u>(7,971)</u>
	\$ 61,522	\$ 33,878	\$ (27,644)
<b><u>PUBLIC SAFETY</u></b>			
Fire Dept. Donation	\$ 20,000	\$ 20,000	
School Crossing Guards	17,408	6,841	(10,567)
Community Deputy Program	<u>365,101</u>	<u>185,872</u>	<u>(179,229)</u>
	\$ 402,509	\$ 212,713	\$ (189,796)
<b><u>SANITATION &amp; WASTE REMOVAL</u></b>			
Resident Trash & Yard Waste	\$ 276,901	\$ 150,787	\$ (126,114)
<b><u>RECREATION AND CULTURE</u></b>			
Park Salary	46,911	24,722	(22,189)
Park Electric	1,800	1,178	(622)
Maintenance & Repairs	44,100	11,036	(33,064)
Mowing	26,215	16,380	(9,835)
Remsberg Park - Interest	14,632	8,933	(5,699)
Remsberg Park - Principal	<u>108,917</u>	<u>54,185</u>	<u>(54,732)</u>
	\$ 242,575	\$ 116,434	\$ (126,141)

**Town of Middletown**  
**Statement of Revenue & Expenditures**  
**General Fund**  
**Fiscal Year 2016**  
**For the 7 Months Ended January 31, 2016**

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<b><u>HIGHWAYS AND STREETS</u></b>			
Salary	\$ 93,356	\$ 42,912	\$ (50,444)
Street Lighting	165,600	78,303	(87,297)
Storm Water Management	4,670	713	(3,957)
Snow Removal	70,000	11,220	(58,780)
Repairs & Resurfacing	57,300	2,279	(55,021)
Signs		2,687	2,687
Truck Repair & Operation	50,700	15,454	(35,246)
Equipment Repairs & Ops	10,000	2,285	(7,715)
Mowing	32,696	20,480	(12,216)
Interest	6,941	17,917	10,976
East Green St - Principal	12,000		(12,000)
Case Loader - Principal	15,158	13,973	(1,185)
	<u>\$ 518,421</u>	<u>\$ 208,223</u>	<u>\$ (310,198)</u>
<b><u>OTHER EXPENSES</u></b>			
MT Historical Society - CIP	\$ 5,000	\$ 5,000	
Donations	100	1,000	900
Travel - Mileage	2,783	1,356	(1,427)
Community Events	19,750	33,980	14,230
Payroll Taxes	54,257	28,656	(25,601)
Insurance - Property	13,866	7,278	(6,588)
Insurance - Employee	118,839	60,638	(58,201)
Retirement/Pension	65,725	43,404	(22,321)
Web Page & Directory	5,000	10,032	5,032
Real Estate Taxes	1,242	800	(442)
Bond Issuance Costs		11,710	11,710
Other	3,500	3,032	(468)
	<u>\$ 290,062</u>	<u>\$ 206,886</u>	<u>\$ (83,176)</u>
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,513,285</b>	<b>\$ 1,392,177</b>	<b>\$ (1,121,108)</b>
<b>INCOME (LOSS) Exc. Cash Reserves</b>	<b>\$ 386,878</b>	<b>\$ 624,649</b>	<b>\$ 237,771</b>
<b>CASH RESERVES</b>	<b>\$ 1,186,719</b>	<b>\$ 935,063</b>	<b>\$ (251,656)</b>
<b>SURPLUS / (DEFICIT)</b>	<b>\$ 1,573,597</b>	<b>\$ 1,559,712</b>	<b>\$ (13,885)</b>

Town of Middletown  
**STATEMENT OF REVENUE and EXPENDITURES**  
**WATER & SEWER**  
**Fiscal Year 2016**  
**For the 7 Months Ended January 31, 2016**

	<b>ANNUAL BUDGET</b>	<b>YTD ACTUAL</b>	<b>OVER (UNDER) BUDGET</b>
<b><u>REVENUE</u></b>			
Water Revenue	\$ 594,558	\$ 151,895	\$ (442,663)
Sewer Revenue	596,089	149,820	(446,269)
Penalties/Reconnects	15,038	9,124	(5,914)
Rain Barrel Sales	1,575		(1,575)
General Fund Grant/Misc	80,000	80,000	
<b>TOTAL OPERATING REVENUE</b>	<b>\$ 1,287,260</b>	<b>\$ 390,839</b>	<b>\$ (896,421)</b>
 <b><u>EXPENDITURES</u></b>			
<b>ADMINISTRATIVE</b>			
Office Salaries	\$ 50,907	\$ 20,685	\$ (30,222)
Communications	7,500	5,588	(1,912)
Postage	9,280	9,052	(228)
Office Supplies/Expense	12,000	4,995	(7,005)
Legal - Other	2,000		(2,000)
Meetings & Seminars	500	70	(430)
Advertising	500	305	(195)
Uniforms	998	1,941	943
Dues/Subscrip/Certifications	500	50	(450)
Travel	200		(200)
Payroll Taxes	24,559	14,405	(10,154)
Insurance - Prop. & Liability	8,500	6,451	(2,049)
Insurance - Workers Comp	8,214	3,314	(4,900)
Insurance - Health	53,824	20,179	(33,645)
Retirement/Pension	23,678	19,732	(3,946)
Real Estate Taxes	292	292	
Rain Barrel/Educational Programs	2,500		(2,500)
Waterline / I & I Loans	32,979	32,498	(481)
Bond Issuance Costs		125,569	125,569
Sub-Total	\$ 238,931	\$ 265,126	\$ 26,195
<b>Vehicles &amp; Equipment</b>			
1999 Truck (Pearl)	\$ 3,700		\$ (3,700)
2008 Truck (Darner)	3,200	877	(2,323)
2012 Truck (Miller)		551	551
2013 Truck (Whitney)	3,400	458	(2,942)
2015 Meter Van (Hightman)	3,700	2,452	(1,248)
Misc Equipment	7,000	1,899	(5,101)
Bobcat Mini-Excavator		289	289
Case Backhoe		25	25
Sub-Total	\$ 17,800	\$ 5,674	\$ (12,126)

**Town of Middletown**  
**STATEMENT OF REVENUE and EXPENDITURES**  
**WATER & SEWER**  
**Fiscal Year 2016**  
**For the 7 Months Ended January 31, 2016**

	<b>ANNUAL BUDGET</b>	<b>YTD ACTUAL</b>	<b>OVER (UNDER) BUDGET</b>
<b>WATER</b>			
Salaries	\$ 133,411	\$ 85,763	\$ (47,648)
<b>Water Distribution System</b>			
Supplies	3,200	4,245	1,045
Repairs & Maintenance	70,950	28,429	(42,521)
Water Meters	65,250	124,770	59,520
Water Line Break Repairs	5,000		(5,000)
Chemicals	500		(500)
Tools & Equipment	4,330	1,584	(2,746)
Sub-Total	\$ 149,230	\$ 159,028	\$ 9,798
<b>Water Plant/Reservoir/Booster/Tower/BS Wellhouse</b>			
Electric	\$ 26,900	\$ 11,503	\$ (15,397)
Supplies	2,000	1,265	(735)
Repairs & Maintenance	27,350	11,198	(16,152)
Chemicals	18,226	12,735	(5,491)
Tools & Equipment	2,400		(2,400)
Testing & Analysis	12,988	4,847	(8,141)
Sub-Total	\$ 89,864	\$ 41,548	\$ (48,316)
Abandoned Well Costs			
<b>TOTAL WATER EXPENSES</b>	<b>\$ 372,505</b>	<b>\$ 286,339</b>	<b>\$ (86,166)</b>
<b>SEWER</b>			
Salaries	\$ 124,358	\$ 75,693	\$ (48,665)
<b>Sewer Collection System</b>			
Cone Branch PS	20,000	18,262	(1,738)
Brookridge South PS	10,000	4,148	(5,852)
Foxfield PS	6,500	2,868	(3,632)
Sanitary Sewerlines & Manholes	23,952	16,169	(7,783)
I & I Accrual	75,000	43,750	(31,250)
Sub-Total	\$ 135,452	\$ 85,197	\$ (50,255)

Town of Middletown  
**STATEMENT OF REVENUE and EXPENDITURES**  
**WATER & SEWER**  
**Fiscal Year 2016**  
**For the 7 Months Ended January 31, 2016**

	<b>ANNUAL BUDGET</b>	<b>YTD ACTUAL</b>	<b>OVER (UNDER) BUDGET</b>
<b>Wastewater Treatment Plants</b>			
<b>East Wastewater Treatment Plant</b>			
Electric	\$ 33,279	\$ 14,342	\$ (18,937)
Supplies	5,469	2,879	(2,590)
Repairs & Maintenance	35,357	23,807	(11,550)
Chemicals	40,844	19,144	(21,700)
Tools & Equipment	8,400	1,141	(7,259)
Testing & Analysis	34,187	12,524	(21,663)
Sludge Hauling Expense	57,000	29,082	(27,918)
Sub-Total	\$ 214,536	\$ 102,919	\$ (111,617)
<b>West Wastewater Treatment Plant</b>			
Electric	\$ 17,934	\$ 13,502	\$ (4,432)
Supplies	2,500	1,576	(924)
Repairs & Maintenance	11,750	7,527	(4,223)
Chemicals	61,258	30,370	(30,888)
Tools & Equipment	1,000	809	(191)
Testing & Analysis	10,459	4,991	(5,468)
Sludge Hauling Expense	22,650	10,063	(12,587)
Sub-Total	\$ 127,551	\$ 68,838	\$ (58,713)
<b>TOTAL SEWER EXPENSES</b>	<b>\$ 601,897</b>	<b>\$ 332,647</b>	<b>\$ (269,250)</b>
<b>TOTAL WATER/SEWER EXPENSES</b>	<b>\$ 1,231,133</b>	<b>\$ 889,786</b>	<b>\$ (341,347)</b>
<b>CONTINGENCY FUND - 3.5%</b>	<b>\$ 43,090</b>	<b>\$ 31,143</b>	<b>\$ (11,947)</b>
<b>ADJUSTED WATER/SEWER EXPENSES</b>	<b>\$ 1,274,223</b>	<b>\$ 920,929</b>	<b>\$ (353,294)</b>
<b>NET INCOME (LOSS)</b>	<b>\$ 13,037</b>	<b>\$ (530,090)</b>	<b>\$ (543,127)</b>

Town of Middletown  
**CIP Funds & Expenditures**  
 General Fund  
 Fiscal Year 2016  
 For the 7 Months Ended January 31, 2016

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<b>OPERATING REVENUE</b>			
Revenue	\$ 2,752,991	\$ 1,959,732	\$ (793,259)
<b>OPERATING EXPENSES</b>			
Expenses	2,513,284	1,392,177	(1,121,107)
<b>OPERATING SURPLUS (LOSS)</b>	<b>\$ 239,707</b>	<b>\$ 567,555</b>	<b>\$ 327,848</b>
<b><u>OTHER FUND</u></b>			
POS - Development	\$ 144,205	\$ 57,040	\$ (87,165)
West Green Street Loan	1,000,000		(1,000,000)
RETAINED EARNINGS	304,008		(304,008)
Interest	2,967	54	(2,913)
Other			
<b>TOTAL OTHER FUNDS</b>	<b>\$ 1,451,180</b>	<b>\$ 57,094</b>	<b>\$ (1,394,086)</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>\$ 1,690,887</b>	<b>\$ 624,649</b>	<b>\$ (1,066,238)</b>
<b><u>CIP PROJECTS &amp; PURCHASES</u></b>			
West Green St Improvements	\$ 1,000,000	\$ 4,123	\$ (995,877)
Franklin - Patching, Mill & Over	60,000		(60,000)
Broad Street Road Construction	20,000		(20,000)
SWM Fence Replacements	21,984		(21,984)
Walking Trail - East Main to Lin	25,750	2,197	(23,553)
Remsberg Park Bleachers	12,150	11,884	(266)
Remsberg Park Walking Trail	45,000	6,660	(38,340)
Remsberg Park Totlot	25,076	25,017	(59)
Wiles Branch Dog Park	47,872	35,415	(12,457)
Wiles Branch Park Shingles	3,100		(3,100)
Foxfield Walk Path/Booster Overl	24,100		(24,100)
Municipal HVAC	90,000		(90,000)
Municipal Carpet (2nd Floor)	20,000		(20,000)
Municipal Boiler Replacment	30,000		(30,000)
Maintenance HVAC	4,500		(4,500)
Vehicle Replacements	65,000		(65,000)
Computer Replacements	5,400		(5,400)
Backhoe Lease	15,200	13,973	(1,227)
Historical Society Donation	5,000	5,000	
<b>Total CIP Costs</b>	<b>\$ 1,520,132</b>	<b>\$ 104,269</b>	<b>\$ (1,415,863)</b>
<b>OPERATING &amp; CIP SURPLUS (LOSS)</b>	<b>\$ 170,755</b>	<b>\$ 520,380</b>	<b>\$ 349,625</b>

Town of Middletown  
 CIP Funds & Expenditures  
 General Fund  
 Fiscal Year 2016  
 For the 7 Months Ended January 31, 2016

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
Cash Reserves	\$ 1,186,719	\$ 935,063	\$ (251,656)
<b>TOTAL CASH SURPLUS</b>	<u><u>\$ 1,357,474</u></u>	<u><u>\$ 1,455,443</u></u>	<u><u>\$ 97,969</u></u>

Town of Middletown  
**CIP FUNDS and EXPENDITURES**  
**WATER & SEWER**  
**Fiscal Year 2016**  
**For the 7 Months Ended January 31, 2016**

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<b><u>FUNDING SOURCES</u></b>			
Operating Revenue	\$ 1,287,260	\$ 390,039	\$ (897,221)
Operating Expenses	<u>1,234,333</u>	<u>889,786</u>	<u>(344,547)</u>
<b>OPERATING INCOME (LOSS)</b>	<b>\$ 52,927</b>	<b>\$ (499,747)</b>	<b>\$ (552,674)</b>
Cash Reserves	\$ 120,000	\$ 120,000	
Debt Service Fee - New Homes	138,800	35,000	(103,800)
Capital Improvement Fees	139,464	34,833	(104,631)
Inflow & Infiltration - Reserve A	75,000	75,000	
Improvement/Tap Fees	1,060,000	50,000	(1,010,000)
Water Tower & Land Leases	184,642	106,984	(77,658)
Main Street Waterline Loan	<u>2,250,000</u>	<u>2,250,000</u>	
<b>TOTAL OTHER REVENUE</b>	<b>\$ 3,967,906</b>	<b>\$ 2,671,817</b>	<b>\$ (1,296,089)</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>4,020,833</b>	<b>2,172,070</b>	<b>(1,848,763)</b>
<b><u>DEBT SERVICE COSTS</u></b>			
<b>Principal Payments</b>			
MVB Line of Credit			
CDA - Water Tower	102,800		(102,800)
MDE - East WWTP	205,519	205,519	
Brookridge WTP	200,000		(200,000)
Main Street Waterline & Reservoir	60,540		(60,540)
Interest - All Loans	<u>44,766</u>	<u>93,829</u>	<u>49,063</u>
<b>TOTAL DEBT SERVICE COSTS</b>	<b>\$ 613,625</b>	<b>\$ 299,348</b>	<b>\$ (314,277)</b>
<b><u>WATER &amp; SEWER PROJECTS</u></b>			
CIP - Well #15 Mag/Iron Removal	\$ 160,000	\$ 17,310	\$ (142,690)
CIP - Main Street Waterline - Eng		8,194	8,194
CIP - Main Street Waterline - Con	2,000,000		(2,000,000)
CIP - Reservoir Cover Replacement	440,000		(440,000)
CIP - Welll Field Restoration	125,000		(125,000)
CIP - Reservoir - Fence Replaceme	38,105		(38,105)
CIP - Booster Station Pump Bypass	8,000		(8,000)
CIP - Locust Court Waterline	310,000	268,243	(41,757)
CIP - Broad to East Green Waterli	40,000	12,103	(27,897)
CIP - West WWTP - Aerator Replace	8,000		(8,000)
CIP - East WWTP Bar Screen Refurb	40,000		(40,000)
CIP - Cone Branch Pump Station Pu	31,000		(31,000)
CIP - Inflow & Infiltration	75,000		(75,000)

Town of Middletown  
**CIP FUNDS and EXPENDITURES**  
**WATER & SEWER**  
**Fiscal Year 2016**  
**For the 7 Months Ended January 31, 2016**

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
2015 Meter Tech Van	\$ 46,500	\$ 37,412	\$ (9,088)
<b>TOTAL WATER &amp; SEWER PROJECTS</b>	<b>\$ 3,321,605</b>	<b>\$ 343,262</b>	<b>\$ (2,978,343)</b>
<b>TOTAL CIP COSTS</b>	<b>\$ 3,935,230</b>	<b>\$ 642,610</b>	<b>\$ (3,292,620)</b>
<b>TOTAL FUNDS REMAINING</b>	<b>\$ 85,603</b>	<b>\$ 1,529,460</b>	<b>\$ 1,443,857</b>

*BURGESS AND COMMISSIONERS  
OF MIDDLETOWN MARYLAND*

TOWN MEETING MINUTES

**WORKSHOP MEETING**

**January 7, 2016**

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

**Staff Reports:**

**Deputy Report** – Deputy Hewitt gave the Deputy Report for December 2015

**Staff Planner** – Cindy gave her staff planner’s report as well as presented the Board with an update of the development in town.

**Engineer’s Report** – Bruce gave his public works report.

**Main Street Manager** – Becky gave her Main Street report.

**Unfinished Business:**

**Streetlight Buyback – Review of JCI Financial Analysis** – Drew stated that Johnson Controls will be at the meeting on Monday, January 11, 2016 to give the Board an update.

**Additional Electrical Outlets – Town Board Desk & Front of Municipal Center** – Drew got a quote to install electrical outlets on the Town Board Desk \$1,300 and to install outlets on the front of the municipal building is \$480.

**Review of Franklin Street Sidewalk Plans and Cost Estimates** – Bruce presented 3 different options for sidewalk install along Franklin Street.

**Review of FY 2015 Audit** – Drew gave a power point presentation to the Board showing them how we did in regards to what we budgeted and what was actual.

**NEW BUSINESS:**

**Dates for 2016 Town Elections** – Burgess Miller went over the dates for the upcoming 2016 Election for the Burgess seat and 2 Commissioner seats. Ann stated that the date for the request of Absentee ballots needs to change due to March 25 is a holiday, therefore all request for Absentee ballots will be due by March 24, 2016.

**Budget Workshop dates for FY 2017** – the Burgess presented budget workshop dates to the Board.

**New Chairs for Meeting Room** – Burgess stated that we currently only have like 8 chairs in the upstairs room for the groups who use that room. Burgess Miller is proposing to take the existing chairs in the main meeting area upstairs and get new chairs for that area. Ann presented color choices to the Board.

**Discussion of Raised Crosswalks** – Bruce presented a picture of a raised crosswalk. Bruce stated that a prime location for a raised crosswalk would be on Franklin Street at Prospect Street and Broad Street. The Board liked this idea and advised staff to come up with a policy as to where this type of crosswalk would be installed.

**Request for Extension of Waste Contract – Key Sanitation** – Drew spoke with Key Sanitation and they are willing to extend our current contract price for 3 years.

**ADJOURNMENT**

Meeting adjourned at 8:40pm.

Respectfully submitted,

Ann Griffin  
Office Manager

# *BURGESS AND COMMISSIONERS OF MIDDLETOWN MARYLAND*

## TOWN MEETING MINUTES

### REGULAR MEETING

January 11, 2016

The first monthly meeting of the Burgess and Commissioners of Middletown was called to order on January 11, 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, Rick Dietrick, Tony Ventre and Christopher Goodman.

### CONSENT AGENDA

#### *Financial Statements*

*Town Minutes – December 3<sup>rd</sup> Public Hearing and December 14, 2015 Town Meeting*

*New Chairs for meeting room*

*Request for Extension of Waste Contract – Key Sanitation*

*Additional Electrical outlets – Town Board desk and front of Municipal Center*

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

### Personal Requests for Agenda:

#### Unfinished Business:

**Streetlight Buyback – Review of JCI Financial Analysis** – Shayla Myers, Account Executive with Johnson Controls was present. Ms. Myers presented a power point presentation to the Board as to where they are with the streetlight buyback. Ms. Myers stated that she received the requested data from Potomac Edison today around 5pm. and had not had time to review it yet.

**Review of Franklin Street Sidewalk Plans and Cost Estimates** – Drew wanted to confirm with the Board before sending out or speaking with the property owners about which option the board liked. It was the consensus of the Board that they liked option 2.

#### REPORTS OF COMMITTEES –

**WATER & SEWER** – no report.

Next meeting will be January 27, 2016.

**PUBLIC WORKS** – Commissioner Bussard reported:

Crosswalk signs have been installed on Franklin Street, the guys cut some trees along the Linden walking trail, and Christmas decorations have been taken down.

Bulk Trash pick-up – March 19, 2016

**PLANNING COMMISSION** – Commissioner Goodman reported:

No meeting in November & December.

**PARKS and RECREATION** – Commissioner Ventre reported:

Dog park is up and running. The outlets in the pavilion at Remsberg Park have been installed.

**FINANCE** – no report.

**PUBLIC INFORMATION** – no report.

**NEW BUSINESS:**

**Dates for 2016 Election** – Nominating Convention – Mach 1, 2016 at 7pm. This year we have the Burgess and 2 Commissioners up for election.

**Budget Workshop Dates for FY 2017** – Consensus of the Board to approve the Budget workshop dates presented.

**Discussion of Raised Crosswalks** – Drew showed the Burgess & Commissioners pictures of a raised crosswalk. This type of crosswalk is being considered on Franklin Street at Prospect Street and at the Primary School. Staff is asking if the Board wants to establish a policy of where this type of crosswalk would go before we install them along Franklin Street. The Board instructed staff to prepare a policy before moving forward.

**Streetscape Project** – Drew stated that SHA needs the Town’s signature on the MDE waiver for flood controls at Cone Branch Creek. Bruce Carbaugh stated that he sees no problem with the Town signing this. It was the consensus of the Board to sign these documents to keep this project moving.

**PUBLIC COMMENT:** none

**ANNOUNCEMENTS:** none

**ADJOURNMENT**

Meeting adjourned at 7:55pm.

Respectfully submitted,

Ann Griffin  
Office Manager

**Town of Middletown Planning Department**

To: Burgess & Commissioners and Middletown Planning Commission

From: Cindy Unangst, Staff Planner

Date: 2/2/2016

RE: Monthly Planning Update

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**Major Subdivisions:**

**Coblentz on Green** - Master Plan Amendment approved - March 11, 2013  
Planning Commission conditionally approved preliminary plan – March 18, 2013  
Improvement plans conditionally approved – October 16, 2013 (Plans expire 10/16/2016)  
Final FRO Plan approved – April 21, 2014  
Final Plats conditionally approved – November 17, 2014  
Site work has begun – September 2015

**Foxfield Section 4**- 2 homes left to be built.

**Site Plans and Minor Subdivisions:**

**Franklin Commons/Chesterbrook Phase 2** - Site Plan approved – July 17, 2006  
Improvement Plans approved and signed – September 16, 2008  
Phase 2 Site Plan conditionally approved – January 19, 2015 (Plans expire 1/19/2018)  
Phase 2 FRO plan conditionally approved – January 19, 2015  
Phase 2 Improvement Plans conditionally approved – Sept. 21, 2015 (Plans expire 9/21/18)  
Mylars signed – January 4, 2016

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

**Horman Apartments**- Site Plan approved – April 21, 2008  
Improvement Plans conditionally approved – May 17, 2010  
Currently approved SWM plans remain valid until May 4, 2017  
Mylars signed – September 11, 2015

**Jiffas** – Site Improvement Plan conditionally approved – October 20, 2008  
Forest Conservation Plan approved – October 20, 2008  
Revised Architectural Plans submitted and reviewed – June 16, 2014  
BOA hearing for variance requests (approval received) – December 16, 2014  
Architectural plans approved by PC – March 16, 2015

**Miller (Ingalls)** – Concept and Phase I & II Plan approved & signed – September 27, 2010  
Revised Concept Plan reviewed by PC – September 16, 2013  
SHA comment letter received February 18, 2014  
Site plan conditionally approved by PC – July 20, 2015 (Plans expire July 20, 2018)

**Cross Stone Commons** – BOA Special Exception Use Hearing – May 8, 2013  
Revised architectural plans approved by PC – March 17, 2014  
Final FRO Plan approved – May 19, 2014  
Revised Site Plan conditionally approved – October 20, 2014 (Plans expire Oct. 20, 2017)  
Phase 1 Improvement Plans conditionally approved – October 20, 2014 (Plans expire 10/20/17)  
Dedication Plat conditionally approved – March 16, 2015  
Phase 2 Improvement Plans conditionally approved – March 16, 2015 (Plans expire 3/16/2018)  
Phase 2 mylars submitted for signature – October 30, 2015  
Dedication (donation) plat mylars signed – December 1, 2015

**Nicholson** - Final Plat submitted for review – March 2, 2015

**POD at 704 East Main Street** – request approved until February 29, 2016

**Putman** – Site Plan conditionally approved- November 17, 2008  
Forest Conservation Plan approved – June 16, 2009  
Improvement Plans approved and signed by all agencies – July 2010  
Revised Site Plan Extension request approved for 6-months – March 16, 2015 (Oct. 2015)  
Revised Improvement Plans conditionally approved – March 16, 2015(Plans expire March 2018)  
Site work has begun – October 16, 2015

**Richland Driving Range** – Concept plan reviewed by PC – January 18, 2016

**School complex** – Kick-off meeting for parking and roadway improvements – September 9, 2015

**Annexations:**

**A.C. Jets Property**- PC approval of annexation petition of 35.96 acres – December 21, 2009  
Public hearing date - Monday, October 11, 2010  
Annexation petition denied – October 11, 2010

**Text Amendments:**

**Reports:**

**Meetings:**    **Next Middletown Green Team Meeting – February 17, 2016**

**Next Joint town board/planning commission workshop – Monday, March 7, 2016**

**Public Works Monthly Report  
February 4, 2016**

**COMPLETED WORK**

**Streets and Utilities, Facilities**

7 days of snow removal, equipment repairs, inlet repair and clearing

**Water and Sewer**

Installing new Well15 instruments

**New Projects**

**North Church Street Sewer Line:** Investigation of pipe conditions by cleaning and televising. IN PROGRESS

**CBPS Sewage Pump 2:** Replacement pump anticipated to be installed week ending Feb 13.

**Mowing and Sidewalk Snow Removal Contract Bid:** Offer of extension.

**Unbudgeted Expenses:**

\$2400.00 for new Brookridge Pump

Sludge cost for FY \$ 24,650.00, 33,000 gal hauled, 41,650 gal bedded **Total hauled 255,000 gal Bedded 171,360 gal**

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

**Permit Limits (gal) 387,000/504,000 AD/MMU 250,000 AD 250,000 AD**

MONTH	WATER USE		SPRING FLOW		East WWTP		West WWTP	
	past yr	present yr	past yr	present yr	past yr	present yr	past yr	present yr
January	283,000	274,000	123,000	120,000	237,800	254,000	218,400	281,000
February	283,000	289,000	138,000	132,000	353,000	166,000	331,000	175,000
March **	290,000	332,000	138,000	133,000	270,000	318,000	226,000	365,000
April **	322,000	311,000	132,000	135,000	264,000	233,000	271,000	171,000
May	309,000	308,000	137,000	139,000	324,000	185,000	403,000	161,000
June	308,000	299,000	136,000	137,000	230,000	191,353	261,000	184,000
July	294,000	289,000	134,000	135,000	197,000	176,515	167,000	218,000
August	294,000	318,000	115,000	106,000	172,000	163,000	138,000	126,000
September	306,000	322,000	101,000	79,000	159,800	165,160	145,000	145,000
October **	313,000	317,000	90,000	75,000	172,000	181,300	144,000	218,000
Novembr**	286,000	267,000	87,000	76,000	170,000	189,000	144,000	159,000
December	282,000	273,000	111,000	86,083	231,000	227,000	246,000	177,000

Avg Daily/yr 297500 299917 120167 112757 231717 204111 224533 198333  
 Avg Yr Flw 108.59 109.47 43.86 41.16 84.58 74.50 81.95 72.39

\*\*Hydrants flushed this month

April 14 709,560 October 14 725,913

**Planned Work**

Installation of 2 new valves for Main St waterline. Repair of valve at Boileau, Install Well 15 instruments, Sewer Cleanout repairs in Foxfield., Sanitary Sewer Root Prevention. Chemical pump installation at Reservoir, Booster station Pump around connection design,

## PROJECTS

### Open Projects

**W WWTP.** No action.

**Develop Grease Trap Ordinance and Education Program:** No Action

**West Green Street:** Plans have been revised and submitted to SCD for signature. Bid Date is March 16, 2016.

**Water System:** Booster station pump 3 has been rebuilt and returned to service. Pipe repair has also been completed.

**Hydraulic Model:** Is currently being revised to match flow tests. **System:** Reservoir pumping loss of water (310,000 gal – 6%) for November, December is 451,000g – 8%. January is 392,855g 7%. The numbers indicate we are pumping more water off the cover than is occurring as precipitation. We do not believe there is a leak at this time.

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

**Brookridge PS:** Control Panel Upgrade. On schedule for May. No action

**Sidewalk Inspections:** List of non compliant Owners is being processed. No action

**Main St. Waterline Replacement:** Project complete ... again.

**Streetscape:** MDE has approved the SWM plan. Advertisement date is Feb 23, 2016.

**Street CIP: Broad St Streetscape:** Received street plan options for review. Notified Engineer that the project is currently delayed to the end of August. No action

**Well 15 Filters:** Submitted permit application to MDE Jan 22, 2016. Anticipated approval from MDE February with fabrication (10weeks) and installation (3 weeks) to follow.

**Reservoir Repairs:** Final draft has been received. Final review not completed. No action.

**SSO and I&I:** RFP needed - No action. Clean and televise of N Church St SS is scheduled for Feb 10 or 11<sup>th</sup>.

**Drainage Issues:** None

**Memorial Park:** New waterline to facilities planned. No Action

**MDE /Permits:** Received notice from MDE regarding mandatory reporting switch to netDMR by December 2016. We have attended the training and need to institute the process. No action. Completed remaining 9 of 13 annual reports.

**Meter Installations:** Dylan is currently replacing meters at the rate of 3 to 4 a day and has replaced 267 +/- meters out of 500.

**Locust Boulevard Roadway:** Roadway work in planning phase with budget estimate within the projected CIP budget.

**MDE MS4 Permit Reports:** We will submit an annual report before the June 2016 deadline for 2015. Attended a 2 day seminar by EPA / MDE for the new MS4 permit regarding the regulations and the do's and don'ts. The Town will need to comply regarding some of our operational procedures in the future to meet the permit requirements. These are related to facility maintenance.

**Franklin St Conceptual Sidewalk Plans:** Placed in 2017 budget

**Truck Replacement:** Prepare for 1 Ton truck bid, 12 week lead time. Will develop spec and send out for bids.

### Developments

**Cross Stone:** Fence installed. Shutdown due to weather.

**Coblentz Property:** Waterline relocation in progress on N Church St. SS installation onsite continues.

**14 Eastern Circle Stream Work:** MDE has approved the permit. Owner is seeking grant funding for the \$22,000 expense. No action

**406 W Green St:** No action

**Chesterbrook IP's:** No action

**Miller Commercial Property:** Town waterline is complete. Asbuilt survey complete for Locust Blvd.

### Planned Work

CIP Project Plan and Schedule

Budget purchases and contracts

Green Street Specifications

Water System: Manganese Removal Well 15 – material acquisition, install

Broad St Streetscape

Continue Fire Hydrant ID tag and numbering system installation

Regulatory: Grease Ordinance completion.

E WWTP: flow meter transducer replacement effluent pumps control wiring replacement, design spray system for clarifier,



**TO: The Burgess and Commissioners**  
**FROM: Becky Reich, Main Street Manager**  
**DATE: February 4, 2016**  
**RE: Burgess and Commissioners Workshop**

**ORGANIZATION COMMITTEE:**

- The Main Street Board met twice in January to review where projects stand in the Annual Plan, brought forth ideas for FY 2017, and drafted the FY 2017 Budget.

**PROMOTIONS COMMITTEE:**

- In a collaborative effort, the Promotions Committee and the Design Committee will be presenting information to you regarding recommendations on wayfinding signs. See attached report.

**ECONOMIC DEVELOPMENT COMMITTEE:**

- The EDC has planned the next Business Mixer for March and has invited Laura Armstrong from the Maryland Department of the Environment to speak with Main Street Businesses. Ms. Armstrong is the Sustainability Coordinator and Coordinate of the Maryland Green Registry. The Maryland Green Registry is a free program that recognizes individual businesses for their commitments to sustainable practices. Ms. Armstrong will explain the benefits to the businesses on being listed in the Green Registry, provide information on where to get rebates for sustainable products, and the process for business listing.

**DESIGN COMMITTEE:**

- The Design Committee will be presenting our print-ready color draft of the Design Guidelines Handbook. This handbook gives a brief introduction to the architectural styles found in Middletown, a worksheet for the property owner to help identify historic and sustainable features of their buildings, and best practices on maintaining those features. This book is so beautifully illustrated, that we believe folks will want a copy just to enjoy the beauty of Middletown, as seen through the lens of its architecture. The Design Committee is meeting with the graphic designer on February 11 to finalize printing options and vendors. The Main Street Board plans to launch the book to the public at the Middletown Green Fest to further impress the fact that historic preservation and sustainability go hand-in-hand.

**GRANTS:**

- Main Street Middletown was awarded a \$1,000 grant to purchase additional markers to identify and interpret more of Middletown's historic buildings.

**250<sup>th</sup> COMMITTEE:**

- The 250<sup>th</sup> Steering Committee met in mid-January and refined some of our projects. Quotes for projects are coming in, and the Maryland Heritage Area grant is in process!

- **Updates on Projects:**

- **An Enhanced Walking Tour with APP and a Kick-Off Weekend Event**

FEBRUARY UPDATE: Committee member, Jim Hoover reached out to the Frederick Career and Technology Center to the Assistant Principal, Jack Newkirk. Creating an APP is not an option that the Technology Center can undertake. I spoke with web designer, Sue Hough from Octavo who created the Maryland National Road App and reached out to the Town's website designer. Another source that the Committee is looking at is this vendor [www.MobileTownGuide.com](http://www.MobileTownGuide.com). It is an APP that is downloaded for Android or iPhone products, has a great walking tour set up, and can link to the Town's calendar of events.

With the award of the \$1000 dollar grant from the Heart of the Civil War Heritage Area, Middletown Main Street will work with the Historical Society and the 250<sup>th</sup> Committee to identify four remaining buildings that should receive a local plaque. This will dovetail nicely into identifying all of the buildings that would be included on a walking tour.

- **An Archeology Weekend Event –**

FEBRUARY UPDATE: The Committee has the least interest in this project and we are getting pushback about what property to investigate. The Committee is OK if we drop this event.

- **Oral History Project –**

FEBRUARY UPDATE: The Committee spent a lot of time discussing this project. The Committee feels that capturing these stories is really quite important. The Committee came up with an alternative way to handle this. Instead of a more formal interview and taping of individuals, the Committee would invite a handful of people to Town Hall (or somewhere else) for snacks and a discussion. John Gladhill would serve as the host, get folks comfortable, talking, and ask questions to start the memories flowing. We can video tape the discussion. I think this will be a lot more fun for the participants, and hopefully folks won't be as camera shy, and the end product may not be TV-camera worthy, but we will have the video, the memories documented orally, and can always edit the video into clips for later use.

- **Conversion of Town Hall Space into Exhibit Space**

FEBRUARY UPDATE: Both Kirk Denton and David Guiney have measured the space and have put together some preliminary ideas. Both feel that structurally, the room is good and the lighting is adequate. Kirk Denton can clean up the room, provide recommendations on cases, but David Guiney can add another dimension of adding interpretative panels to strengthen what the visitor is looking at besides historic Middletown artifacts. One example would be to add interpretative panels, much like what we have across the street, but smaller, that would explain what the view is out each window (the view towards Jefferson Street and the view west towards South Mountain).

- **Monthly Events/Speaker Series –**

FEBRUARY UPDATE – The Committee expanded on this idea a little bit more, thinking depending on what the topic of discussion is – instead of just speaking, maybe the experience can have a “bonus” like an author's book signing, books at a discounted rate, a behind the scenes peak at a particular place (again, depending on topic). We are really excited about how the monthly event can be something for everyone to look forward to!



**TO: The Burgess and Commissioners**  
**FROM: Becky Reich, Main Street Manager**  
**RE: Wayfinding Signage**  
**DATE: February 4, 2016**

**ISSUE:**

Main Street Middletown is working on strategies that encourage people to not just drive through town, but to stop, get out, walk-about, eat, shop, and conduct business with the professional services offered in our historic downtown.

**BACKGROUND:**

Over the past four years, Main Street has collected and gathered some useful information from various sources: businesses in the Main Street district, the Frederick Visitor's Center, the Frederick Office of Economic Development, and the State Highway Administration.

When the Main Street Economic Development Committee conducted its Business Inventory in the winter of 2015, we heard that businesses felt they needed to get more citizens from the Glenbrook neighborhood to turn left at the Middletown Parkway and Main Street instead of right to head into Frederick. We heard the businesses say that parking is a challenge for some businesses, and others see it as a perceived challenge.

We know from our working partnerships with the Frederick Tourism Center and the I-70 Visitor's Center that many visitors to Middletown enter our Town on MD 17 South from I-70. We know that visitors in DC, wishing to visit Antietam Battlefield, are GPS guided through Middletown. We know from the Frederick Tourism Center that Heritage Tourism is one of the top economic drivers of the Frederick County economy. We know from SHA that tens of thousands of cars drive through the MD 17 and US 40 Alt/Main Street intersection every day.

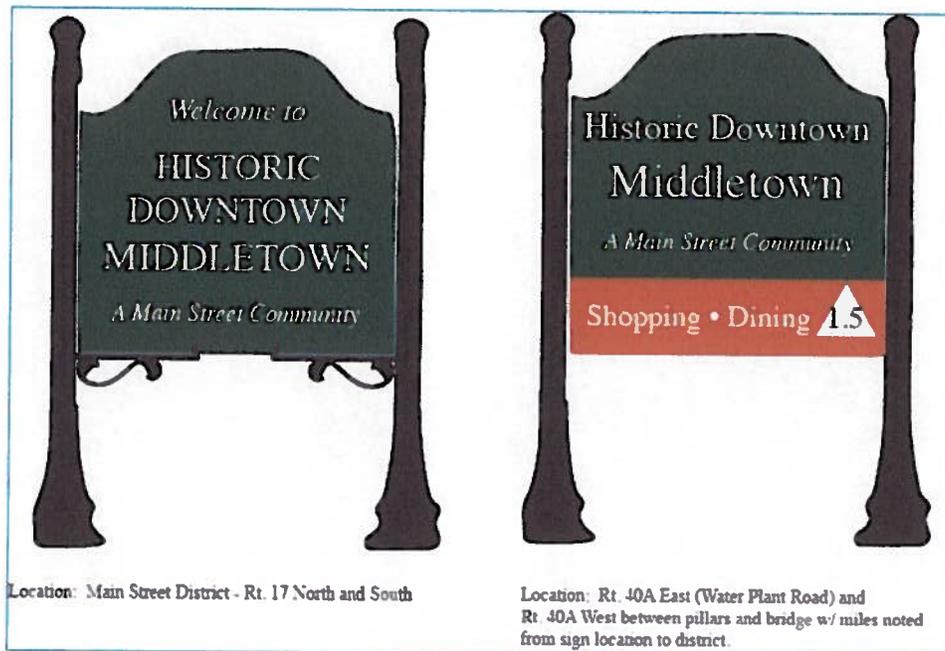
In the spring of 2015, the Town and Main Street partnered together to work with the State Highway Administration to obtain Brown Tourist Attraction signs that will be placed on I-70. In working with the SHA Streetscape Task Force, the Town, in an effort to maintain the clean and clutter-free look of our downtown with wide and inviting sidewalks, inventoried all of the existing street poles and banner poles and recommend removing unnecessary signs (like No Parking signs along the south side of Main Street). This started the process of the Town and Main Street Middletown to delve into a more comprehensive look at street signs, welcome signs, and how signage can visually impact a community.

In particular the Main Street Design Committee and Promotions Committee have studied these issues, made recommendations to the Main Street Board of Trustees, and the Main Street Board of Trustees is pleased to present these recommendations to the Burgess and Commissioners.

## **ANALYSIS AND RECOMMENDATIONS:**

### **Recommendation for the Gateway and Entrance Signs**

The Main Street Board of Trustees recommends the purchase of 4-key signs – varied slightly due to their purpose and location.



The Welcome to Downtown Middletown would be situated along MD 17 (north and south) to greet people as they enter into Town. The Historic Downtown Middletown directional signs would be situated on US 40 (east and west) and their purpose is to encourage people to be aware of what lies ahead – our historic commercial core.

This 2-Pole style sign would use:

- the existing street sign poles that we have in the Main Street district,
- the existing color schemes that are in the Middletown banners,
- the existing font that is used on the Middletown street signs,
- the material for the signs is metal and meet safety standards for reflectiveness

***ESTIMATED COST FOR (4) gateway signs is \$7000.***

### **Recommendation for Parking Signs**

In addition, the Main Street Board of Trustees recommends the next priority is to address parking signage. The goal is for people who are customers at our businesses to have a positive experience so they will be repeat customers and we want people who are visitors to feel welcomed, ushered in, and given clear direction on where to park.

The Main Street Board of Trustees listed three levels of parking priorities.

### Parking Signs Priority 1

Address the signage along Main Street - mark the Town's Municipal Center parking lot and mark the public lot at Elm Street. A quick, cost effective, and colorful option to bring attention to the parking lots is to order banners that can be put on the existing banner poles. It is suggested that the parking lots be named (and that nomenclature can be repeated on websites and any printed brochures).

Approximate Cost of Banners: \$75 per banner or \$150

### Parking Signs Priority 2

Green Street into the Town Municipal Center – with the upcoming construction on Green Street, there is an opportunity to add a banner pole at this location. The Town Municipal Lot would then have two consistent banner signs leading visitors into this lot. A lower cost alternative would be to repurpose an existing street pole that the Town identified in its recent survey of street poles.

Repurpose Existing Street Pole: \$0.00  
Banner: \$75

Likewise, adding a banner pole at Washington Street and Elm Street at the southern entrance into the Elm Street parking lot would provide the two consistent banner poles and banner signs leading visitors into this lot.

Repurpose Existing Street Pole: \$0.00  
Banner \$75

### Parking Signs Priority 3

MD 17 at Washington Street

Upgrade the signage along Washington Street to direct visitors to the Elm Street Parking lot. This could be accomplished in a cost effective manner by using some of the existing street poles along Main Street that are to be removed. It has been suggested that a parking directional sign be placed in front of the Main Cup parking lot to direct visitors to the Elm Street parking lot.

Approximate Costs using repurposed existing street poles: \$120

Lastly, while not a parking sign, another opportunity to direct visitors downtown would be to add a Historic Downtown Middletown – A Main Street Community sign at the end of Middletown Parkway and at Holter Road on the existing sign with the Middletown Farmer's Market.

Estimated Cost: \$120

### **CONCLUSION:**

**The total costs of the 4-Pole Entry-Gateway signs are estimated at \$7000.**

**The total costs of Parking Signage \$540**

**Total costs of Main Street Middletown Board of Trustees \$7540.00**

## ESTOPPEL CERTIFICATE AND AGREEMENT

THIS ESTOPPEL CERTIFICATE AND AGREEMENT made this \_\_\_ day of \_\_\_\_\_, 2015, by the BURGESS AND COMMISSIONERS OF MIDDLETOWN, MARYLAND (the "Town"), RICHLAND ENTERPRISE, LLC, a Maryland limited liability company (the "Owner"), for the benefit of CAPITAL BANK, N.A. ("Lender").

WHEREAS, Lender has agreed to make certain loans to Owner secured by a Deed of Trust and Security Agreement (the "Deed of Trust"), on the property commonly known as the Hollow Creek Golf Course, described in "EXHIBIT A" attached hereto (the "Property"); and

WHEREAS, Owner owns the fee simple interest in the Property; and

WHEREAS, Lender has agreed to make such loan upon reliance on the certifications and agreements set forth herein.

NOW THEREFORE, in consideration of the sum of Ten Dollars (\$10.00) in hand paid, the receipt and sufficiency of which are hereby acknowledged, the parties hereto hereby certify and agree as follows:

1. Town acknowledges and agrees that as long as no action is or has been taken to develop all or any portion of the Property for any use or purpose other than for open space uses or purposes which are or may be permitted under the Town's zoning laws (Title 17 of the Middletown Code of Ordinances), including, but not limited to, its current use as a golf course, Town will take no action to obtain ownership or control of the Property pursuant to Title 17, Section 17.40.040 of the Middletown Code of Ordinances (hereinafter referred to as an "Enforcement Action"). An action to develop all or any portion of the Property shall include, but not be limited to, the submission of (1) an application to rezone all or any portion of the Property, or (2) an application for a zoning certificate for approval of a structure or use not authorized in an Open Space zoning district under Title 17 of the Middletown Code of Ordinances.

2. In the event of a default by Owner under the Deed of Trust, and prior to the Lender taking any of the measures to enforce the Deed of Trust set forth in this paragraph, notice of such default shall be provided by Lender to Town. Town agrees that, upon the giving of such notice of default in accordance with the provisions hereof, and prior to the Town taking any Enforcement Action, Lender shall be allowed such reasonable time as may be required to (A) institute and complete the foreclosure of the Deed of Trust pursuant to a power of sale, whether by judicial proceedings or other lawful means (including the acceptance of a deed in lieu of foreclosure), (B) appoint a receiver, or (C) exercise the right of Lender or the receiver to enter and take possession of the Property, to manage and operate the same and to collect the sub-rentals, issues and profits therefrom. For the purposes hereof, completion of the foreclosure shall be through the ratification of the sale by a court of competent jurisdiction and the settlement on the transfer of title to such property to the foreclosure sale purchaser, or such purchaser's assignee. Town agrees not to accept a deed to the Property from Owner under or pursuant to an Enforcement Action without the written consent of Lender at any time while Lender retains a lien on the Property under the Deed of Trust or any subsequent amendment or successor Deed of

Trust thereto. Lender acknowledges the current use of the Property as a golf course, and has valued the Property based on such use.

3. Whenever either the Town or Lender gives, sends or provides any notice or communication to Owner which relates to an anticipated Enforcement Action or the enforcement of the Deed of Trust, then Town and Lender will also give, send or provide to the other a copy of any such notice. Each such notice from and/or to Town and Lender shall be delivered either by certified or registered mail, return receipt requested, or by personal delivery to the address specified below. No such notice to Owner shall be deemed to have been given unless and until a copy thereof shall have been so given to both Town and Lender. Town agrees that any term, covenant or condition which is required to be met, performed, complied with or satisfied by Owner shall be sufficient and of the same force and effect if such covenant or condition is met, performed, complied with or satisfied by Lender.

4. This Estoppel Certificate and Agreement shall terminate and expire of its own terms, without any notice or action by Town, at such time as the Owner's obligations secured by the Deed of Trust are paid in full and the security of the Deed of Trust is released regardless of whether a written Release of that Deed of Trust is recorded among the Land Records of Frederick County

5. The agreements set forth herein shall be binding upon the parties hereto, their successors and assigns.

**BURGESS AND COMMISSIONERS OF MIDDLETOWN**

By: \_\_\_\_\_  
John D. Miller, Burgess  
31 West Main Street  
Middletown, Maryland 21769  
Attn: Town Administrator

**CAPITAL BANK, N.A.**

By \_\_\_\_\_  
Paul Merritt,  
Senior Vice President  
One Church Street  
Suite 300  
Rockville, Maryland 20850  
Attn: Paul Merritt

**RICHLAND ENTERPRISE, LLC**, a Maryland  
limited liability company

By: \_\_\_\_\_ [SEAL]  
Fan Yang, Manager

By: \_\_\_\_\_ [SEAL]  
Michael Yang, Manager

## **"EXHIBIT A"**

All that certain land located in Frederick County, Maryland and being more particularly described as follows:

### **PARCEL 1:**

Those tracts having been subsequently subdivided per those Subdivision Plats situate, lying and being in the Town of Middletown, Frederick County, State of Maryland, and being more particularly described as follows:

Open Space Parcel I as shown on the subdivision plats entitled "Final Plat, Open Space, Parcel I, Section One, Plat 3, Glenbrook", recorded among the Plat Records of Frederick County, Maryland, in Plat Book 71, pages 116 and 117;

Open Space Parcel J as shown on a subdivision plan entitled "Final Plat, Open Space Parcel J, Section Two, Plat 1, Glenbrook", recorded among the Plat Records of Frederick County, Maryland, in Plat Book 71, page 114;

Open Space Parcel K as shown on a subdivision plat entitled "Final Plat, Open Space Parcel K, Section Two, Plat 2, Glenbrook", recorded among the Plat Records of Frederick County, Maryland, in Plat Book 71, page 113; Revised Plat recorded among the Land Records of Frederick County, Maryland in Plat Book 75, page 50;

Open Space Parcels L, M, N, and O as shown on a subdivision plat entitled "Final Plat, Open Space Parcels L, M, N, and O, Section Two, Plat 3, Glenbrook", recorded among the Plat Records of Frederick County, Maryland, in Plat Book 71, page 115;

Open Space Parcel A as shown on a subdivision plat entitled "Final Plat, Lots 1 Thru 11 and Lots 40 Thru 48, Section One, Plat 1, Glenbrook", recorded among the Plat Records of Frederick County, Maryland, in Plat Book 71, page 112; and

Open Space Parcel H as shown on a subdivision plat entitled "Final Plat, Lots 12 Thru 39, Section One, Plat 2, Glenbrook", recorded among the Plat Records of Frederick County, Maryland, in Plat Book 71, page 111.

Tax ID No.: 03-164004

### **PARCEL 2:**

All that lot or parcel of land situate, lying and being in the Town of Middletown, Frederick County, State of Maryland, and being more particularly described as follows:

Being known and designated as Lot 48 as shown on a subdivision plat entitled "Final Plat, Lots 1 Thru 11 and Lots 40 Thru 48, Section One, Plat 1, Glenbrook", recorded among the Plat Records of Frederick County, Maryland, in Plat Book 71, page 112.

Tax ID No.: 03-164586

Property Address: 50 Glenbrook Drive, Middletown, Maryland 21769



# 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
  - ▶ School crossings
  - ▶ Midblock crosswalks that have high pedestrian volumes where the posted speed is 30 mph or less
  - ▶ Park entrances
  - ▶ Road where the 85<sup>th</sup> 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



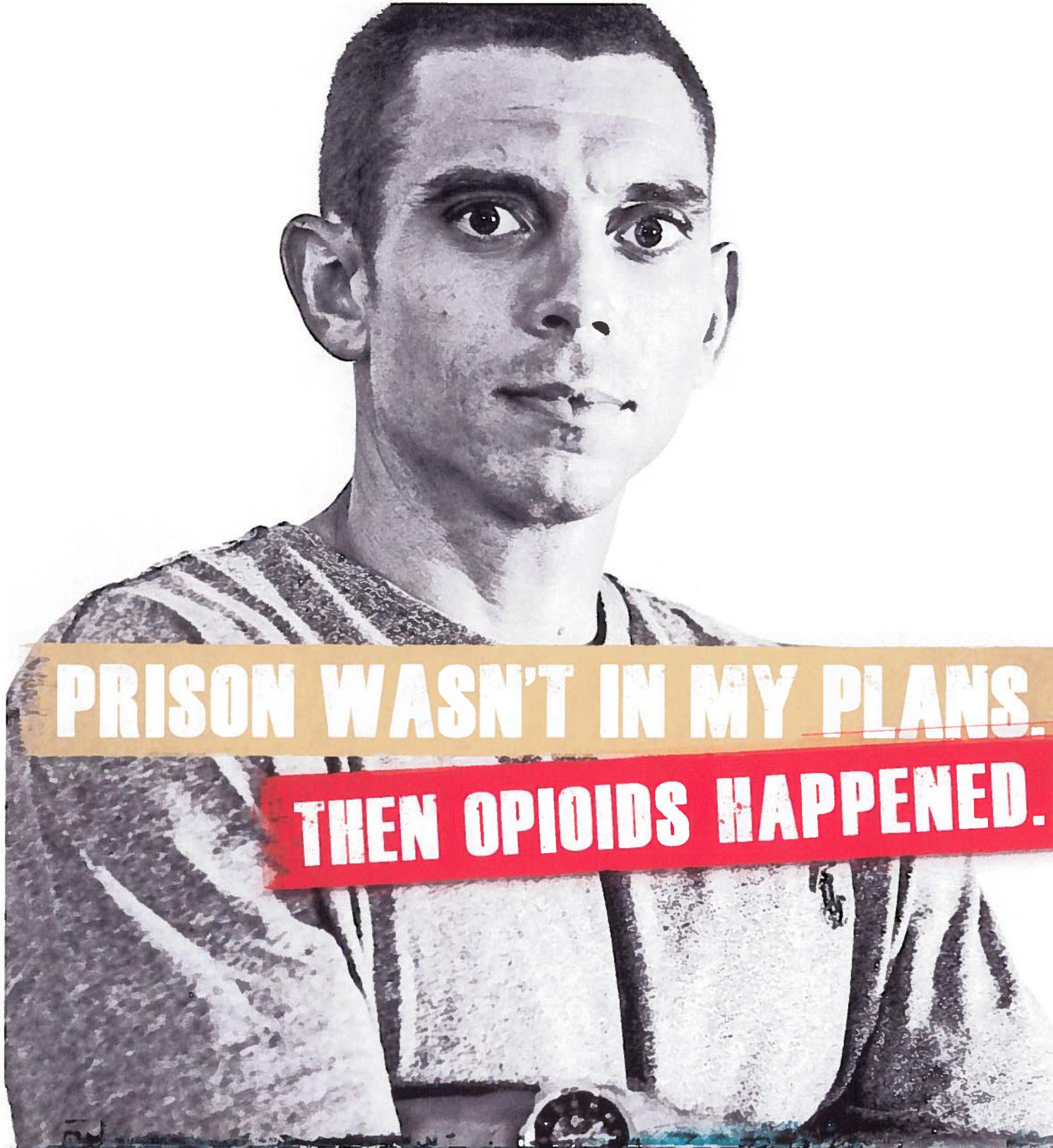
## Raised Crosswalk – Policy

- ▶ Incorporated in the Town's Design Manual
  - ▶ Minimum vehicles/day of 500 and not greater than 3,000 vehicles/day
  - ▶ Only where speed limit is 25 mph or 30 mph
  - ▶ 85<sup>th</sup> 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



**PRISON WASN'T IN MY PLANS.**

**THEN OPIOIDS HAPPENED.**

In high school, I experimented with alcohol and pot. Then I moved on to narcotics and cocaine, which landed me in jail several times. By 25, I was a daily heroin user with a long-term prison sentence. I struggled with addiction until treatment helped me begin to take back my life.

Visit [www.takebackmylife.org](http://www.takebackmylife.org) to hear more of my story or call 211 for help and treatment options



**Public Health**  
Prevent. Promote. Protect.

Frederick County Health Department

# TAKE BACK MY LIFE

## We're Taking Back Lives in Frederick County

Too many people, families, careers, and promising futures are being destroyed by prescription opioid (painkillers) and heroin misuse across the country. The Frederick County Opioid Misuse Prevention Program is helping individuals and parents get the facts, support, and treatment they need to overcome this crisis in our area.

### Opioid Facts

- Opioids are drugs that are commonly prescribed by physicians after surgery or to help relieve chronic pain.
- When taken exactly as directed by a medical professional, opioids are safe and can manage pain effectively.
- Opioids work by attaching to proteins called opioid receptors in our brain, spinal cord, and other areas of the body. When attached to receptors in certain parts of the brain, they dull the sensation of pain and also cause feelings of relaxation and euphoria.
- While they usually come in pill form, opioids are often crushed into powder and then snorted or injected to enter the bloodstream and brain more quickly. This increases the risk of both addiction and overdose.

Hear real stories of opioid and heroin abuse at [www.takebackmylife.org](http://www.takebackmylife.org)

**IN 2014, 35 PEOPLE  
DIED FROM AN OPIOID  
OVERDOSE IN  
FREDERICK COUNTY.**

**IN ONE YEAR, CALLS  
FOR HELP WITH HEROIN  
ADDICTION ROSE 300%  
IN FREDERICK COUNTY.**

### HELP AND SUPPORT

Hear real stories of prescription opioid and heroin addiction at [www.takebackmylife.org](http://www.takebackmylife.org) and learn more about prevention on Twitter: [@FCHealthDept](https://twitter.com/FCHealthDept) and Facebook: [facebook.com/FCHealthDept](https://facebook.com/FCHealthDept)

OR

**Call 211** for help and treatment options  
24 hours a day, 7 days a week

Airtime and other charges may apply for cell phone users.  
Mobile users may also call 1-866-411-6803.



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**I HAD IT ALL GOING FOR ME.**  
**THEN OPIOIDS CAME ALONG.**

I grew up in a loving and athletic household. In high school, a cheerleading injury introduced me to prescription opioids. By 25, I was taking narcotics daily. Eventually I lost my career and family. **But treatment helped me recover and empowered me to take my life back.**

Visit [www.takebackmylife.org](http://www.takebackmylife.org) to hear more of my story  
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### Types of Prescription Opioids

- Oxycodone (OxyContin, Percocet)
- Hydrocodone (Vicodin, Lortab)
- Diphenoxylate (Lomotil)
- Morphine (Kadian, Avinza)
- Codeine
- Fentanyl
- Propoxyphene (Darvon)
- Hydromorphone (Dilaudid)
- Meperidine (Demerol)
- Methadone

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OR

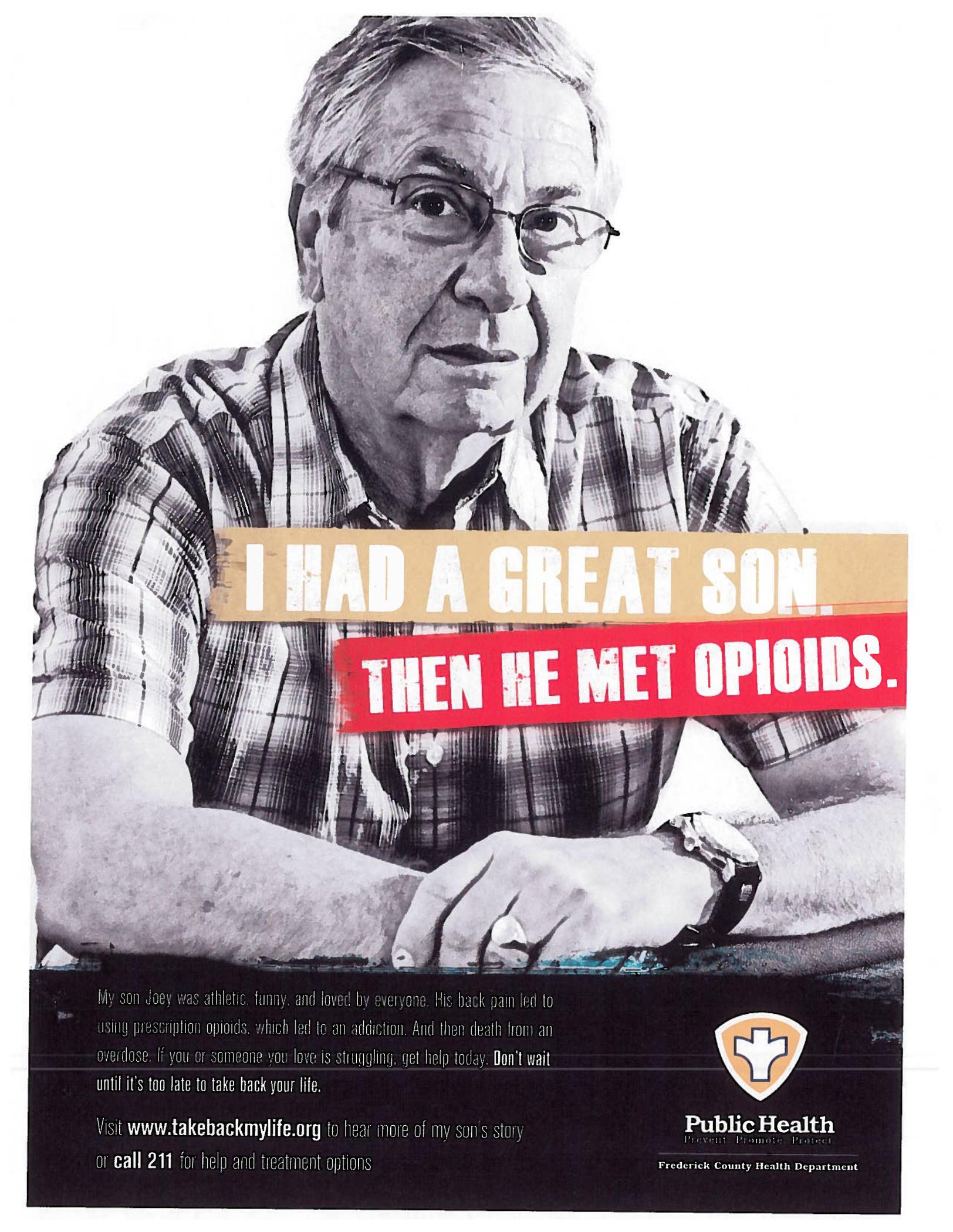
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**I HAD A GREAT SON.**

**THEN HE MET OPIOIDS.**

My son Joey was athletic, funny, and loved by everyone. His back pain led to using prescription opioids, which led to an addiction. And then death from an overdose. If you or someone you love is struggling, get help today. **Don't wait** until it's too late to take back your life.

Visit [www.takebackmylife.org](http://www.takebackmylife.org) to hear more of my son's story  
or **call 211** for help and treatment options



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### Heroin

Heroin is an opioid form that is derived from morphine, which is extracted from poppy plants. Research suggests that abuse of other types of opioid painkillers, such as OxyContin and Vicodin, can often lead to heroin addiction.

- Nearly half of young people who inject heroin reported abusing prescription opioids before moving on to heroin.
- Many individuals take heroin because it is actually cheaper and easier to purchase than prescription opioids.
- In 2011, 4.2 million Americans, aged 12 and older, had reported using heroin at least once in their lives.

Hear real stories of opioid and heroin abuse at [www.takebackmylife.org](http://www.takebackmylife.org)

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Classic Landscaping is pleased to offer to the Town of Middletown, a three year (3 year) contract extension on P.O. # RP1194, Account Code 01.495.060, as it pertains to the mowing and trimming of the towns parks, SWM ponds, parkways, and reforestation areas.

This extension will operate under the same instructions, conditions, and general provisions as the original scope of services.

Classic Landscaping will furnish and deliver all labor and materials in accordance with the specifications for the price as listed below.

Contract Year 2016: \$68,975 ✓

Contract Year 2017: \$71,044 + 3% \$ 2,069-

Contract Year 2018: \$71,044 + 0%

\$ 211,063

2013  
2nd bidder  
\$ 230,796.00  
recommended acceptance

Company: Classic Landscaping

Address: 11834 Creagerstown Road, Woodsboro, MD 21798

Authorized Signature: Paul Switzer

Paul Switzer  
Title: President

Phone: 301-898-3700

Date: January 12, 2016



## Middletown Green Team Budget 2016

### 2016 Draft budget:

▪ Banner to advertise Green Fest	\$250
▪ Advertising in The Citizen	\$120
▪ Flyer printing	\$200
▪ Other printing	\$ 80
▪ Shredding event at Green Fest us though)	\$500 (will try to get bank to partner with
<b>TOTAL</b>	<b>\$1,150</b>



**Request from Main Street Groomer - 30 Minute Parking  
Town of Middletown - Frederick County**