



**AGENDA FOR THE TOWN MEETING**  
Revised from Workshop  
February 10, 2014  
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**
- Request from YMCA Women's Triathlon – September 28, 2014
- Request from Francie's Family 5K Run/Walk – March 15, 2014
- Monsanto Fund Donation for MVFC
- Town Minutes
  - **January 27, 2014 – Town Meeting**

**PERSONAL REQUESTS FOR AGENDA:**

**UNFINISHED BUSINESS:**

- **Decision on Memorial Hall Purchase**
- **Credit Card Convenience Fees**
- **\$2,000,000 Line of Credit Bids**
- Appointment of Planning Commission Temporary Alternate

**REPORT OF COMMITTEES:**

Water/Sewer	Commissioner Falcinelli
Public Works	Commissioner Bussard
Planning Commission Liaison	Commissioner Goodman
Parks & Recreation	Commissioner Ventre
Finance	Commissioner Dietrick
Public Information Committee	Commissioner Falcinelli

**NEW BUSINESS:**

- [Proposed Text Amendment to Sign Regulations for Sandwich Board's](#)

**PUBLIC COMMENTS:**

*Please state Name and Address for the Record*

**ANNOUNCEMENTS:**

- *Hydrant Flushing – April 14 – 18, 2014*

**ADJOURNMENT**

**EXECUTIVE SESSION:**

**Meetings for the month of February 2014**

- |                                       |                                     |               |
|---------------------------------------|-------------------------------------|---------------|
| • <i>Planning Commission Workshop</i> | <i>Wednesday, February 12, 2014</i> | <i>7:00PM</i> |
| • <i>Planning Commission</i>          | <i>Monday, February 17, 2014</i>    | <i>7:00PM</i> |
| • <i>Water &amp; Sewer Committee</i>  | <i>Wednesday, February 19, 2014</i> | <i>7:00PM</i> |
| • <i>Main Street Board</i>            | <i>Thursday, February 27, 2014</i>  | <i>7:00PM</i> |

Town of Middletown  
Statement of Revenue & Expenditures  
General Fund  
Fiscal Year 2014  
For the 7 Months Ended January 31, 2014

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<b><u>REVENUE</u></b>			
<b><u>LOCAL TAX</u></b>			
Real Property	\$ 1,080,728	\$ 1,039,082	\$ (41,646)
Tangible Personal Property	33,500	32,912	(588)
Public Utilities	9,618		(9,618)
Franchise (Cable)	44,125	11,203	(32,922)
Penalties & Interest	9,105	123	(8,982)
	<u>\$ 1,177,076</u>	<u>\$ 1,083,320</u>	<u>\$ (93,756)</u>
<b><u>STATE SHARED TAX</u></b>			
Admission & Amusement	\$ 40,628	\$ 24,524	\$ (16,104)
Highway Gasoline & Licenses	122,500	103,408	(19,092)
	<u>\$ 163,128</u>	<u>\$ 127,932</u>	<u>\$ (35,196)</u>
<b><u>COUNTY SHARED TAX</u></b>			
Income Taxes	\$ 755,958	\$ 303,173	\$ (452,785)
Tax Equity Grant	584,765	438,574	(146,191)
	<u>\$ 1,340,723</u>	<u>\$ 741,747</u>	<u>\$ (598,976)</u>
<b><u>LICENSES AND PERMITS</u></b>			
Beer, Wine and Liquor	\$ 1,950		\$ (1,950)
Business / Traders	4,900	920	(3,980)
Planning / Zoning Fees	9,500	22,668	13,168
	<u>\$ 16,350</u>	<u>\$ 23,588</u>	<u>\$ 7,238</u>
<b><u>PARKS AND RECREATION</u></b>			
Pavillion Fees	\$ 1,900	\$ 910	\$ (990)
	<u>\$ 1,900</u>	<u>\$ 910</u>	<u>\$ (990)</u>
<b><u>POLICE PROTECTION</u></b>			
State Grant	\$ 24,000	\$ 13,222	\$ (10,778)
	<u>\$ 24,000</u>	<u>\$ 13,222</u>	<u>\$ (10,778)</u>
<b><u>MISCELLANEOUS</u></b>			
Community Events			
Parking Citations			
Bank Shares Grant	2,500	1,491	(1,009)
*Miscellaneous & Donations	36,274	19,744	(16,530)
	<u>\$ 38,774</u>	<u>\$ 21,235</u>	<u>\$ (17,539)</u>
<b>OPERATING REVENUES</b>	<u><b>\$ 2,761,951</b></u>	<u><b>\$ 2,011,954</b></u>	<u><b>\$ (749,997)</b></u>
State Grants & Interest	\$ 217,963	\$ 60,206	\$ (157,757)
<b>TOTAL REVENUE</b>	<u><b>\$ 2,979,914</b></u>	<u><b>\$ 2,072,160</b></u>	<u><b>\$ (907,754)</b></u>

Town of Middletown  
Statement of Revenue & Expenditures  
General Fund  
Fiscal Year 2014  
For the 7 Months Ended January 31, 2014

	<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	\$ 12,000	\$ 6,000	\$ (6,000)
Communications	3,480	2,038	(1,442)
Dues & Subscriptions	7,222	7,360	138
Office Supplies & Exp	3,600	2,524	(1,076)
Advertising	750	313	(437)
Meetings & Conventions	<u>9,900</u>	<u>696</u>	<u>(9,204)</u>
	\$ 36,952	\$ 18,931	\$ (18,021)
<b><u>EXECUTIVE</u></b>			
Burgess Salary	<u>\$ 6,000</u>	<u>\$ 3,000</u>	<u>\$ (3,000)</u>
	\$ 6,000	\$ 3,000	\$ (3,000)
<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>			
GS - Capital Outlay		\$ 7,200	\$ 7,200
Administrative Salary	195,536	118,800	(76,736)
Postage & Printing	2,500	41	(2,459)
Communications	7,925	4,936	(2,989)
Computer Expenses	16,905	17,497	592
Office Supplies & Exp	23,520	11,915	(11,605)
Office Maintenance	45,368	21,218	(24,150)
Dues & Subscriptions	150	111	(39)
Professional Services	6,600	1,800	(4,800)
Meetings & Conventions	100	22	(78)
Water and Sewer Grant	<u>100,000</u>		<u>(100,000)</u>
	\$ 398,604	\$ 183,540	\$ (215,064)
<b><u>OPERATIONS</u></b>			
Maintenance Capital Outlay			
Vehicle Capital Outlay		51,678	51,678
Director Salary	85,572	49,909	(35,663)
Maintenance Salary	28,085	25,212	(2,873)
Communications	6,600	4,113	(2,487)
Supplies & Expenses	13,760	6,473	(7,287)
Dues & Meetings		1,459	1,459
Landscaping/Beautification			
Maintenance & Repairs	19,480	10,628	(8,852)
Tools & Equipment	3,000	1,490	(1,510)

Town of Middletown  
Statement of Revenue & Expenditures  
General Fund  
Fiscal Year 2014  
For the 7 Months Ended January 31, 2014

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
	\$ 156,497	\$ 150,962	\$ (5,535)
<b><u>PROFESSIONAL SERVICES</u></b>			
Independent Accounting	\$ 12,500	\$ 13,000	\$ 500
Legal - Development		323	323
Legal - Ordinances	7,500	2,375	(5,125)
	<u>\$ 20,000</u>	<u>\$ 15,698</u>	<u>\$ (4,302)</u>
<b><u>PLANNING &amp; ZONING</u></b>			
Salary & Fees	\$ 44,356	\$ 26,485	\$ (17,871)
Other Expenses	1,300	1,169	(131)
	<u>\$ 45,656</u>	<u>\$ 27,654</u>	<u>\$ (18,002)</u>
<b><u>MAIN STREET PROGRAM</u></b>			
Manager Salary	\$ 32,136	\$ 23,309	\$ (8,827)
Town Contribution	12,000	8,555	(3,445)
	<u>\$ 44,136</u>	<u>\$ 31,864</u>	<u>\$ (12,272)</u>
<b><u>PUBLIC SAFETY</u></b>			
Fire Dept. Donation	\$ 15,000	\$ 15,000	
School Crossing Guards	16,309	7,180	(9,129)
Community Deputy Program	353,499	266,630	(86,869)
	<u>\$ 384,808</u>	<u>\$ 288,810</u>	<u>\$ (95,998)</u>
<b><u>SANITATION &amp; WASTE REMOVAL</u></b>			
Resident Trash & Yard Waste	\$ 275,447	\$ 160,467	\$ (114,980)
<b><u>RECREATION AND CULTURE</u></b>			
Park Salary	37,892	27,933	(9,959)
Park Electric	1,500	719	(781)
Maintenance & Repairs	32,800	10,835	(21,965)
Mowing	34,651	13,923	(20,728)
Remsberg Park - Interest	20,968	14,321	(6,647)
Remsberg Park - Principal	102,582	68,045	(34,537)
	<u>\$ 230,393</u>	<u>\$ 135,776</u>	<u>\$ (94,617)</u>

Town of Middletown  
**Statement of Revenue & Expenditures**  
 General Fund  
 Fiscal Year 2014  
 For the 7 Months Ended January 31, 2014

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
<b><u>HIGHWAYS AND STREETS</u></b>			
Salary	\$ 91,927	\$ 49,116	\$ (42,811)
Street Lighting	151,200	80,516	(70,684)
Storm Water Management	1,500	4,960	3,460
Snow Removal	52,125	22,980	(29,145)
Repairs & Resurfacing	100,000	12,069	(87,931)
Signs	3,500	1,702	(1,798)
Truck Repair & Operation	19,300	17,477	(1,823)
Equipment Repairs & Ops	11,800	1,835	(9,965)
Mowing	31,744	17,408	(14,336)
Interest	8,478	2,734	(5,744)
East Green St - Principal	11,000		(11,000)
Case Loader - Principal	14,555	14,555	
	<u>\$ 497,129</u>	<u>\$ 225,352</u>	<u>\$ (271,777)</u>
<b><u>OTHER EXPENSES</u></b>			
MT Historical Society - CIP	\$ 5,000	\$ 5,000	
Donations	100		(100)
Travel - Mileage	1,500	1,514	14
Community Events	82,358	53,258	(29,100)
Payroll Taxes	44,420	24,644	(19,776)
Insurance - Property	12,748	6,598	(6,150)
Insurance - Employee	107,892	94,751	(13,141)
Retirement/Pension	54,607	44,311	(10,296)
Web Page & Directory	5,555	3,744	(1,811)
Real Estate Taxes	753	712	(41)
Other	3,500	3,500	
	<u>\$ 318,433</u>	<u>\$ 238,032</u>	<u>\$ (80,401)</u>
<b>TOTAL EXPENDITURES</b>	<u><b>\$ 2,414,755</b></u>	<u><b>\$ 1,480,086</b></u>	<u><b>\$ (934,669)</b></u>
<b>INCOME (LOSS) Exc. Cash Reserves</b>	<b>\$ 565,159</b>	<b>\$ 592,074</b>	<b>\$ 26,915</b>
<b>CASH RESERVES</b>	<b>\$ 1,091,102</b>	<b>\$ 1,240,265</b>	<b>\$ 149,163</b>
<b>SURPLUS / (DEFICIT)</b>	<u><b>\$ 1,656,261</b></u>	<u><b>\$ 1,832,339</b></u>	<u><b>\$ 176,078</b></u>

\*Board Approved Amendment made during FY2014

Town of Middletown  
**CIP FUNDS and EXPENDITURES**  
**WATER & SEWER**  
**Fiscal Year 2014**  
**For the 7 Months Ended January 31, 2014**

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<b><u>FUNDING SOURCES</u></b>			
Operating Revenue	\$ 1,221,321	\$ 588,781	\$ (632,540)
Operating Expenses	<u>1,135,438</u>	<u>585,418</u>	<u>(550,020)</u>
<b>OPERATING INCOME (LOSS)</b>	<b>\$ 85,883</b>	<b>\$ 3,363</b>	<b>\$ (82,520)</b>
Debt Service Fee - New Homes	\$ 136,800	\$ 74,418	\$ (62,382)
Capital Improvement Fees	118,008	58,842	(59,166)
Improvement/Tap Fees	140,000	100,000	(40,000)
Water Meter Sales	80,648	2,686	(77,962)
Water Tower & Land Leases	163,150	104,133	(59,017)
Gen Fund (Walnut St Waterline)	<u>127,430</u>	<u></u>	<u>(127,430)</u>
<b>TOTAL OTHER REVENUE</b>	<b>\$ 766,036</b>	<b>\$ 340,079</b>	<b>\$ (425,957)</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>851,919</b>	<b>343,442</b>	<b>(508,477)</b>
<b><u>DEBT SERVICE COSTS</u></b>			
<b>Principal Payments</b>			
BB&T Line of Credit	\$ 35,500		\$ (35,500)
CDA - Water Tower	95,250		(95,250)
MDE - East WWTP	196,190	196,190	
Interest - All Loans	<u>61,560</u>	<u>34,233</u>	<u>(27,327)</u>
<b>TOTAL DEBT SERVICE COSTS</b>	<b>\$ 388,500</b>	<b>\$ 230,423</b>	<b>\$ (158,077)</b>
<b><u>WATER &amp; SEWER PROJECTS</u></b>			
Walnut Bridge Waterline	\$ 132,026	\$ 132,026	
Locust Court Water Extension	130,340	48,516	(81,824)
Reservoir - Dual Feed Cover	40,000	18,914	(21,086)
Maganese Removal System	<u>110,000</u>	<u></u>	<u>(110,000)</u>
<b>TOTAL WATER &amp; SEWER PROJECTS</b>	<b>\$ 412,366</b>	<b>\$ 199,456</b>	<b>\$ (212,910)</b>
<b>TOTAL CIP COSTS</b>	<b>\$ 800,866</b>	<b>\$ 429,879</b>	<b>\$ (370,987)</b>
<b>TOTAL FUNDS REMAINING</b>	<b><u>\$ 51,053</u></b>	<b><u>\$ (86,437)</u></b>	<b><u>\$ (137,490)</u></b>

Town of Middletown  
**STATEMENT OF REVENUE and EXPENDITURES**  
**WATER & SEWER**  
**Fiscal Year 2014**  
For the 7 Months Ended January 31, 2014

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
<b><u>REVENUE</u></b>			
Water Revenue	\$ 553,200	\$ 290,689	\$ (262,511)
Sewer Revenue	552,046	287,891	(264,155)
Penalties/Reconnects	14,500	8,626	(5,874)
*Rain Barrel Sales	1,575	1,575	
General Fund Grant/Misc	100,000		(100,000)
<b>TOTAL OPERATING REVENUE</b>	<b>\$ 1,221,321</b>	<b>\$ 588,781</b>	<b>\$ (632,540)</b>
 <b><u>EXPENDITURES</u></b>			
<b>ADMINISTRATIVE</b>			
Office Salaries	\$ 41,993	\$ 23,656	\$ (18,337)
Communications	7,000	4,398	(2,602)
Postage	9,000	9,098	98
Office Supplies/Expense	11,000	8,379	(2,621)
Legal - Other	8,500	10,304	1,804
Meetings & Seminars	250	350	100
Advertising	500	863	363
Uniforms	2,800	1,193	(1,607)
Dues/Subscrip/Certifications	500	345	(155)
Travel		152	152
Payroll Taxes	18,471	11,453	(7,018)
Insurance - Prop. & Liability	8,000	4,608	(3,392)
Insurance - Workers Comp	12,306	4,868	(7,438)
Insurance - Health	46,504	28,942	(17,562)
Retirement/Pension	18,968	17,685	(1,283)
Real Estate Taxes	292	292	
Rain Barrel/Educational Programs	3,150		(3,150)
Waterline / I & I Loans	32,550	4,276	(28,274)
Sub-Total	\$ 221,784	\$ 130,862	\$ (90,922)
 <b>Vehicles &amp; Equipment</b>			
1999 Truck	\$ 3,700	\$ 62	\$ (3,638)
2001 Truck	3,400	545	(2,855)
2008 Truck	3,200	1,743	(1,457)
2013 Truck		1,420	1,420
Misc Equipment	4,275	248	(4,027)
Bobcat Mini-Excavator		175	175
Case Backhoe	3,000	75	(2,925)
Sub-Total	\$ 17,575	\$ 4,268	\$ (13,307)

Town of Middletown  
**STATEMENT OF REVENUE and EXPENDITURES**  
**WATER & SEWER**  
**Fiscal Year 2014**  
For the 7 Months Ended January 31, 2014

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
<b>WATER</b>			
Salaries	\$ 115,895	\$ 66,670	\$ (49,225)
<b>Water Distribution System</b>			
Supplies	2,500	574	(1,926)
Repairs & Maintenance	22,000	26,972	4,972
Water Meters	105,838	7,325	(98,513)
Water Line Break Repairs	5,000		(5,000)
Chemicals	500	185	(315)
Tools & Equipment	9,600	8,671	(929)
Sub-Total	\$ 145,438	\$ 43,727	\$ (101,711)
<b>Water Plant/Reservoir/Booster/Tower/BS Wellhouse</b>			
Electric	\$ 31,370	\$ 13,020	\$ (18,350)
Supplies	7,000	599	(6,401)
Repairs & Maintenance	28,600	22,695	(5,905)
Chemicals	20,000	10,382	(9,618)
Tools & Equipment	2,400	1,313	(1,087)
Testing & Analysis	9,000	4,762	(4,238)
Sub-Total	\$ 98,370	\$ 52,771	\$ (45,599)
Abandoned Well Costs			
<b>TOTAL WATER EXPENSES</b>	<b>\$ 359,703</b>	<b>\$ 163,168</b>	<b>\$ (196,535)</b>
<b>SEWER</b>			
Salaries	\$ 114,952	\$ 63,810	\$ (51,142)
<b>Sewer Collection System</b>			
Cone Branch PS	34,364	20,100	(14,264)
Brookridge South PS	9,700	5,284	(4,416)
Foxfield PS	5,940	6,522	582
Sanitary Sewerlines & Manholes	10,500	2,509	(7,991)
I & I Accrual	75,000	37,500	(37,500)
Sub-Total	\$ 135,504	\$ 71,915	\$ (63,589)

Town of Middletown  
**STATEMENT OF REVENUE and EXPENDITURES**  
**WATER & SEWER**  
**Fiscal Year 2014**  
**For the 7 Months Ended January 31, 2014**

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<b>Wastewater Treatment Plants</b>			
<b>East Wastewater Treatment Plant</b>			
Electric	\$ 33,000	\$ 16,421	\$ (16,579)
Supplies	10,500	4,767	(5,733)
Repairs & Maintenance	9,700	7,035	(2,665)
Chemicals	42,000	14,847	(27,153)
Tools & Equipment	8,400	1,275	(7,125)
Testing & Analysis	19,500	11,428	(8,072)
Sludge Hauling Expense	<u>56,400</u>	<u>28,884</u>	<u>(27,516)</u>
Sub-Total	\$ 179,500	\$ 84,657	\$ (94,843)
<b>West Wastewater Treatment Plant</b>			
Electric	\$ 20,000	\$ 9,193	\$ (10,807)
Supplies	750	3,360	2,610
Repairs & Maintenance	6,700	16,053	9,353
Chemicals	47,520	23,209	(24,311)
Tools & Equipment	1,000	59	(941)
Testing & Analysis	7,800	4,389	(3,411)
Sludge Hauling Expense	<u>22,650</u>	<u>10,475</u>	<u>(12,175)</u>
Sub-Total	\$ 106,420	\$ 66,738	\$ (39,682)
<b>TOTAL SEWER EXPENSES</b>	<u>\$ 536,376</u>	<u>\$ 287,120</u>	<u>\$ (249,256)</u>
<b>TOTAL WATER/SEWER EXPENSES</b>	<u>\$ 1,135,438</u>	<u>\$ 585,418</u>	<u>\$ (550,020)</u>
<b>CONTINGENCY FUND - 6.7%</b>	<u>\$ 76,074</u>	<u>\$ 39,223</u>	<u>\$ (36,851)</u>
<b>ADJUSTED WATER/SEWER EXPENSES</b>	<u>\$ 1,211,512</u>	<u>\$ 624,641</u>	<u>\$ (586,871)</u>
<b>NET INCOME (LOSS)</b>	<u>\$ 9,809</u>	<u>\$ (35,860)</u>	<u>\$ (45,669)</u>

\*Board Approved budget amendment made during FY2014

Town of Middletown  
**CIP Funds & Expenditures**  
 General Fund  
 Fiscal Year 2014  
 For the 7 Months Ended January 31, 2014

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<b>OPERATING REVENUE</b>			
Revenue	\$ 2,761,951	\$ 1,981,955	\$ (779,996)
<b>OPERATING EXPENSES</b>			
Expenses	2,414,754	1,402,765	(1,011,989)
<b>OPERATING SURPLUS (LOSS)</b>	<b>\$ 347,197</b>	<b>\$ 579,190</b>	<b>\$ 231,993</b>
<b><u>OTHER FUND</u></b>			
POS - Development	\$ 90,020	\$ 60,000	\$ (30,020)
MVAA Remsburg Park	8,215		(8,215)
POS - Walking Trail Land Purchas	42,000		(42,000)
SRTS - School Walking Trail			
Other Grants	75,000		(75,000)
West Green & Walnut St Bridge Lo	700,000		(700,000)
RETAINED EARNINGS	421,311		(421,311)
Interest	2,728	206	(2,522)
<b>TOTAL OTHER FUNDS</b>	<b>\$ 1,339,274</b>	<b>\$ 60,206</b>	<b>\$ (1,279,068)</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>\$ 1,686,471</b>	<b>\$ 639,396</b>	<b>\$ (1,047,075)</b>
<b><u>CIP PROJECTS &amp; PURCHASES</u></b>			
West Green St Improvements	\$ 797,812	\$ 10,363	\$ (787,449)
*Walnut Street Bridge	290,562	259,398	(31,164)
Eastern Cr - Mill Overlay	70,000		(70,000)
Broad St-304 to Franklin	180,000		(180,000)
SWM Pond Fencing-Coblentz	16,400	14,911	(1,489)
Walking Trail Acq - E Main/Linde	42,000		(42,000)
Walking Trail Devel - Linden/Rem	85,751	60,145	(25,606)
Remsburg Park Netting	20,956		(20,956)
War Memorial Improvements	15,000	39,066	24,066
Foxfield/Wiles Trail Signage	26,400	207	(26,193)
Basketball Resurface - Wiles Bra	17,000		(17,000)
Purchase Memorial Hall	150,000		(150,000)
Remsburg Park - Other	37,226		(37,226)
Computer Replacements	5,200		(5,200)
W&S Funds - Walnut Bridge	127,430		(127,430)
<b>TOTAL CIP COSTS</b>	<b>\$ 1,881,737</b>	<b>\$ 384,090</b>	<b>\$ (1,365,017)</b>
<b>OPERATING &amp; CIP SURPLUS (LOSS)</b>	<b>\$ (195,266)</b>	<b>\$ 255,306</b>	<b>\$ 317,942</b>

Town of Middletown  
CIP Funds & Expenditures  
General Fund  
Fiscal Year 2014  
For the 7 Months Ended January 31, 2014

---

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
Cash Reserves	\$ 1,091,102	\$ 1,240,265	\$ 149,163
<b>TOTAL CASH SURPLUS</b>	<u>\$ 895,836</u>	<u>\$ 1,495,571</u>	<u>\$ 467,105</u>

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

**TOWN MEETING MINUTES**

**REGULAR MEETING**

**January 27, 2014**

The second monthly meeting of the Burgess and Commissioners of Middletown was called to order on January 27, 2014, 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, Richard Dietrick, Tony Ventre and Christopher Goodman.

**CONSENT AGENDA**

*Town Minutes* – January 2, 2014 Public Hearing and January 13, 2014 Town meeting

Commissioner Bussard motioned to accept this consent agenda, seconded by Commissioner Goodman and passed unanimously.

**PERSONAL REQUEST FOR AGENDA:**

**Unfinished Business:**

**Memorial Hall Discussion** – Drew reported that the Town has received a 50/50 grant if we wish to purchase the property. If the Town does purchase this property there are conditions with the grant that an exterior and archeology easement will be placed on the property. The Board agreed to make a final decision at the February 10, 2014 Town Meeting.

**Ordinance 14-01-02 – Monthly Billing for Water & Sewer Bills** – This Ordinance is for our “pilot program”. This is something that was recommended by our attorney. Commissioner Ventre asked if there was a sunset provision included? Commissioner Ventre stated that this is strictly a trial for us to decide if we would like to do monthly billing for the entire Town. The Commissioners agreed to add this to the Ordinance.

Motion by Ventre to approve Ordinance 14-01-02 as amended (adding the sunset provision that this is a 1 year trial period), seconded by Falcinelli. Motion carried (5-1).

**Review of Credit Card Options Using Convenience Fees** - Drew stated that the water & sewer fund runs on a break even or at a loss each year and the Board does not wish to pay the fees associated with credit cards. Drew has been looking into the possibility of paying the water bills online through our website. Drew stated that he has webinars scheduled with 2 more companies this week and will report his findings at next month’s meeting. These companies offer the ability to charge a convenience fee to residents that wish to use credit cards which would off-set the cost to the Town.

**Introduction of Ordinance to Increase Development Review Fees and Scheduling of Public Hearing** – Burgess Miller stated that this Ordinance is strictly to add the “electronic filing fee”, this is not changing any of the other fees. The Board agreed to wait for the Planning Commission to present all the fee changes and make all the changes at once.

**Review of Itron Bid for Radio Read Meters** – Drew provided the Board with several different options of meter replacement costs. The Town switched to radio read meters several years ago to avoid human

errors with the manual read meters and the overall process with radio read meters is much quicker. Drew explained to the Board that you have 2 different technologies with meters using radio read which is a smart meter with a transmitter and the Itron that is a meter with the smart transmitter. It was agreed to send these quotes and review of the technology to the Water/Sewer Committee for their recommendation. In the mean time Drew will try to obtain quotes for meters if the Board decides to proceed with the itron.

**Review of \$2,000,000 Line of Credit bids** – Drew provided the Board with 3 bids from BB&T, M&T and MVB banks.

- BB&T – Libor + 2.350% - 2 years – closing costs of \$600 – maintain primary operating accounts
- M&T – Libor + 2.3875% - 2 years – closing costs of \$1,000 – depository relationship
- MVB – Libor + 2.01% - 3 or 5 years – closing costs \$2,225 – minimum deposit balance \$350,000

The Board asked Drew to investigate this further. The Board asked Drew to talk to all of the banks that bid on the Line-of-Credit and see what interest rate they would charge for a secured deposit of \$350,000 and if that deposit would change, i.e. lower their offer on the interest rate for the Line-of-Credit. This information will be presented at the February 10, 2014 Town Meeting.

**Discussion of Active Adult Text Amendments** – Burgess stated that the Planning Commission has forwarded us proposed language for the proposed Active Adult text amendment submitted by Memar Corporation. The proposed language refers to “cluster development regulations,” which at this time there is no definition for. The Board stated that they would like to see the definition for “cluster development” before we are able to proceed any further.

**Discussion of Cross Stone Commons** – Commission Goodman stated that at the last Planning Commission meeting a few pictures were presented to the Planning Commission and the Planning Commission presented a picture of what they would like the proposed CVS to look like. The architect was present and stated that he wasn't sure if that design was in their current build design. Their main concern with the style the Planning Commission liked was the up keep of the building. Commissioner Goodman stated that it was made very clear to them what we want to see, they are to come back in March with different proposal. The Town Board is not in favor of the conceptual drawings that were presented at the Planning Commission Meeting.

**New Business:**

**Security System for Municipal Center** – Drew stated that we discussed this a few years ago but never acted on it. Drew stated that we now have offices on the main floor that we cannot secure, although we have been very lucky there are a lot of different groups that use the area upstairs. Drew presented a proposal from Glessner to install a keyless reader on the back door and every group that would use the area on the 2<sup>nd</sup> floor would get a key card that is programmed for the time they are scheduled to use the building, if they try to come in at another time they won't have access.

Bob Smart, 7525 Coblenz Road – stated that he read over the requirements for this and recommends we go with Windows 8.

Motion by Ventre to approve the proposal from Glessner to install the Security device on the back door as presented subject to the operating system, seconded by Bussard. Motion carried 6-0. In addition, Drew was asked to obtain pricing for card readers on office doors on the first floor.

**Request for Crosswalk at Franklin and Broad Street** – Drew stated that we received a request to install a crosswalk at Franklin & Broad Streets. By consensus of the Board it was agreed to install this crosswalk once weather permits.

**Schedule Nominating Convention for Town Election** – Nominating Convention will be held on Tuesday, February 25, 2014 at 7pm., at the Municipal Center.

**FY 2015 Budget Meeting Schedule –**

- February 24, 2014 – Community Groups
- March 24, 2014 – Operating Budgets
- April 28, 2014 – Operating Budgets & CIP
- May 12, 2014 – CIP
- May 26, 2014 – CIP(if necessary)

**PUBLIC COMMENTS** – Commissioner Bussard publicly thanked the maintenance crew for all their hard work on snow removal, they have done a wonderful job at keeping our streets & sidewalks clear.

**ANNOUNCEMENTS**

- *Fire Co. Banquet – Feb. 1, 2014*

**ADJOURNMENT**

With no further business to come before the Board, the meeting adjourned at 8:38p.m.

Respectfully submitted,

Ann Griffin  
Office Manager



**Burgess and Commissioners  
Middletown, Maryland**

**Convenience Fees**

<b>Banking Institution</b>	<b>Processing Company</b>	<b>How Fees Collected</b>
BB&T	Systems East, Inc.	Convenience Fee Collected for Town; Town Pays Credit Card Fees
M&T Bank	Hamer Enterprises	Convenience Fee Collected by Contractor; Town Pays NO Fees
Middletown Valley Bank	First Data	Does Not Offer Convenience Fee Collection
Nationwide	MuniciPAY	Convenience Fee Collected by Contractor; Town Pays NO Fees



**Burgess and Commissioners  
Middletown, Maryland**

**Line of Credit Bids  
\$2,000,000**

Company	Rate	Term	Closing Costs	Deposit Requirements
BB&T	LIBOR + 2.350%	2 Years	\$ 600.00	Maintain Primary Operating Accounts at BB&T
M&T Bank	<b>LIBOR + 2.10%</b>	2 Years	\$ 1,000.00	Depository Relationship
Middletown Valley Bank	LIBOR + 2.01%	3 or 5 Years	\$ 2,225.00	Minimum Deposit Balance of \$350,000

*LIBOR - London Interbank Offered Rate is the average interest rate estimated by leading banks in London that they would be charging if borrowing from other banks.*

*LIBOR as of 1/24/14* **0.16%**

**Additional Questions from the Town Board**

\*\$350,000 Deposit & Interest Rate on these Funds

Company	Rate
BB&T	0.05%
M&T Bank	0.10%
Middletown Valley Bank	0.35%

1225

**Yearly Interest Cost on Current Outstanding Balance:** **\$ 401,361.82**

Company	Rate	Effective Rate	Yearly Interest
BB&T	LIBOR + 2.350%	2.510%	\$ 10,074.18
M&T Bank	<b>LIBOR + 2.10%</b>	2.260%	\$ 9,070.78
Middletown Valley Bank	LIBOR + 2.01%	2.170%	\$ 8,709.55

## MEMORANDUM

Date: 1/23/2014

To: Burgess and Commissioners, Middletown  
From: Cynthia K. Unangst, Middletown Staff Planner  
RE: Sandwich board text amendment

---

**The Middletown Planning Commission on January 20, 2014 reviewed the Sign regulations in relation to temporary sandwich board signs and recommends the following changes to the Town Board for their review, approval, and inclusion in the Town Code. The Planning Commission would like the Town Board to move ahead with the proposed changes at this time, instead of waiting until the time that the Town Board moves thru the Zoning Update process. For the most part, the revisions are based on the new sign regulations approved for the Town of Myersville.**

### 17.36.020 - Definitions.

"A-frame/sandwich board/T-frame (upside-down T) sign." A sign that is constructed in the shape of an "A" also referred to as a "sandwich board" sign, composed of two back to back sign faces oriented in opposing directions aligned in the shape of the letter "A" or "T". This sign is used to identify goods and services available on the property on which the sign is located.

### 17.36.140 - Exempt signs.

A sign permit shall not be required for the following signs; provided, however, that all such signs shall comply with the other applicable requirements of this chapter:

1. Any public notice or warning required by a valid and applicable federal, state, or local law, regulation or ordinance;
2. Signs erected by the town, county, state, or federal government in furtherance of their governmental responsibility;
3. Signs prepared by or for the local, state or federal government marking sites or buildings of historical significance;
4. Political signs that do not exceed six (6) square feet in size;
5. Garage/yard sale signs that do not exceed six (6) square feet in size. Such signs may be displayed only one-day prior to the sale and must be removed within one day after the sale;
6. Incidental signs as defined herein;
7. Ballfield/sports complex signs and scoreboards that face the inside of a playing field;
8. ~~A-frame, sandwich board, or T-frame signs as defined herein;~~

### 17.36.150 - Temporary signs.

- A. Temporary commercial advertising signs of any size are not permitted in any district unless they comply with the requirements of this chapter, and such signs are deemed to be and shall constitute a public nuisance. The town may immediately remove any such sign(s), without prior notice to the owner or other

responsible person(s). The erection or installation of such signs shall be deemed a violation of this chapter and the owner or other person responsible for the sign shall be subject to a fine and enforcement measures as provided for in this chapter.

B. A permit is not required for the following types of temporary signs:

1. A temporary real estate sign advertising the sale or lease of the property on which the sign is displayed. For residential property, the sign shall not exceed six (6) square feet in size. For commercial and industrial property, the sign shall not exceed thirty-two (32) square feet in size.
2. Signs advertising subdivision openings, open houses or other real estate events being held within the town limits. Such signs may not exceed four (4) square feet in size per sign, and such sign(s) may only be displayed between the Friday before the event after 12:00 noon and 8:00 a.m. on the following Monday morning after the event. In the event that the Monday is a legal holiday, the sign must be removed by 8:00 a.m. on the following Tuesday morning. In the event that Friday is a legal holiday, the sign may be placed on the Thursday before the event after 12:00 noon.
3. Temporary and seasonal produce stand signs. Such signs shall not exceed twenty-four (24) square feet in size and no such sign shall exceed six (6) feet in height.
4. Construction signs. Such signs may only be installed after the issuance of a zoning permit, may not exceed one sign per street frontage, may not exceed six (6) feet in height and may not exceed twenty-four (24) square feet in size. A construction sign shall be removed prior to the issuance of a certificate of occupancy.
5. Contractor/artisan job site sign. Such signs shall not exceed six (6) square feet in size, shall be installed only on the property at which the work is being performed and shall be removed upon completion of the job or construction.
6. Temporary non-profit signs advertising events, activities, recruiting or fundraising efforts by community service groups, religious groups, children's or youth organizations, or student organizations. Such signs shall not exceed twenty-four (24) square feet in size and six (6) feet in height, and shall be removed upon completion of the effort being advertised.
7. A-Frame/sandwich board/T-frame signs which are placed in front of a business for the announcement of daily specials or featured promotions shall be allowed to be placed without a sign permit, so long as the board adheres to the following conditions:
  - a) Is only situated on the same property as the business which it is advertising,
  - b) That the board only be placed during business hours and removed and stored within the principal or covered accessory building not later than the close of business hours,
  - c) That the sign placement does not impede vehicular or pedestrian traffic, access to parking or obstruct the sightlines of either,
  - d) That the board is not fastened or erected on a sign pole,
  - e) That the board is only placed at grade and not elevated, suspended, protruding, or projecting,
  - f) That the board complies with the setback requirements in its respective zoning district,
  - a)g) That the sandwich board be a maximum size of 30 inches wide and 48 inches high.

C. A permit is required for the following types of temporary signs:

1. Temporary Residential Subdivision Signs. A temporary real estate sign advertising a subdivision within which the sign is located not exceeding seventy (70) square feet in size and located no closer than twenty-five (25) feet to the property line. Temporary shall be until construction is complete.
2. Special Event Sign. A temporary sign noting an event of general interest, such as a locally sponsored carnival or grand openings. Such signs shall be removed within five (5) days after the conclusion of the event. A permit shall be valid for a period of no longer than ninety (90) days from the date of issuance. Such signs shall not exceed thirty-two (32) square feet in size.

3. Temporary Business Identification. A temporary sign which identifies the opening or existence of a new business. Such signs shall not exceed twenty-four (24) square feet in size and shall be valid for a period of no longer than two (2) months from the date of issuance.

4. A-Frame/sandwich board/T-frame signs which are placed off-site of a business for the announcement of daily specials, featured promotions, or location of businesses off the principal roadways in town shall be allowed to be placed within the TC Town Commercial and GC General Commercial districts with a sign permit, so long as the board adheres to the following conditions:

a) Is situated within ¼ mile of the business which it is advertising.

b) That there be no more than one board per street and it is located outside of the right-of-way.

c) That only two off-site boards be permitted.

d) That the applicant must have written permission of the property owner for placement on their property.

e) That the board only be placed during business hours and removed not later than the close of business hours.

f) That the sign placement does not impede vehicular or pedestrian traffic, access to parking or obstruct the sightlines of either.

g) That the board is not fastened or erected on a sign pole.

h) That the board is only placed at grade and not elevated, suspended, protruding, or projecting.

i) That the board complies with the setback requirements in its respective zoning district.

j) That the sandwich board be a maximum size of 30 inches wide and 48 inches high.

D. Signs shall not be mounted on any type of utility pole or pole used to display or support traffic control signs or devices.