AGENDA FOR THE TOWN MEETING

February 23, 2015
7:00 p.m.

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

PLEDGE TO THE FLAG

CALL TO ORDER

CONSENT AGENDA

- Francie's Family 5K Run/Walk
- Town Minutes
  - February 5th – Public Hearing
  - February 9th – Town Meeting

PERSONAL REQUESTS FOR AGENDA:

James Goodman, President of the Middletown Volunteer Fire Company

UNFINISHED BUSINESS:

- Request from Girl Scout – Stenciling Storm Drains To Raise Community Awareness about the Function of Storm Drains Link to the Chesapeake Bay

NEW BUSINESS:

- Budget Workshop – Water & Sewer Operating Fund
- Review and Discussion of Permitting Fees
- FY 2016 Frederick County POS Requests

PUBLIC COMMENTS:

ANNOUNCEMENTS:

ADJOURNMENT

Maryland State Highway Administration
Special Event Permit – Data Sheet

Event: Francie's Family 5K Run/Walk

Start Date: Sat. March 14, 2015 End Date: Sat March 14, 2015

Start Time: 7 a.m. End Time: Noon 12 p.m.

Purpose/Type: Race

Organizer: Francie's Family 5K Committee

Contact Person and Address: Angela Phillips, 5155 Woodhirst Ct. Frederick MD 21703

Daytime Phone: 301-606-9071

Evening Phone: 301-473-4303

Email Address: philcot@juno.com

No. of Participants: 250 No. of Vehicles/Units: 0 Rain/Snow Date: N/A

Proposed Route: See Attached
(Written Description)

Will you be occupying all or part of a highway travel lane? No X Yes _____

Will you be closing all or part of a roadway? No _____ Yes _____

If Yes to either of the above, where? _____

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

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

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

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

DISTRICT 1 Dorchester / Somerset / Wicomico / Worcester

DISTRICT 2 Caroline / Cecil / Kent / Queen Anne's / Talbot

DISTRICT 3 Montgomery / Prince George's

DISTRICT 4 Baltimore / Harford

DISTRICT 5 Anne Arundel / Calvert / Charles / St. Mary's

DISTRICT 6 Allegany / Garrett / Washington

DISTRICT 7 Carroll / Howard / Frederick

ATTACH THE FOLLOWING

- ☑ Map of affected routes
- ☐ Traffic Control Plan (including details on how intersections will be controlled, a detour plan, locations of police officers/volunteers and locations of all traffic control devices, as appropriate)
- ☐ Other event details Requesting 4 (auxilary police locations)

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

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

Maryland State Highway Administration
Special Event Permit - Signature Sheet

EVENT: Francie's Family 5K Run/Walk

ORGANIZER'S ACKNOWLEDGEMENT

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

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

REPRESENTATIVE: Angela Phillips
PLEASE PRINT NAME

SIGNATURE: Angela Phillips
PLEASE SIGN

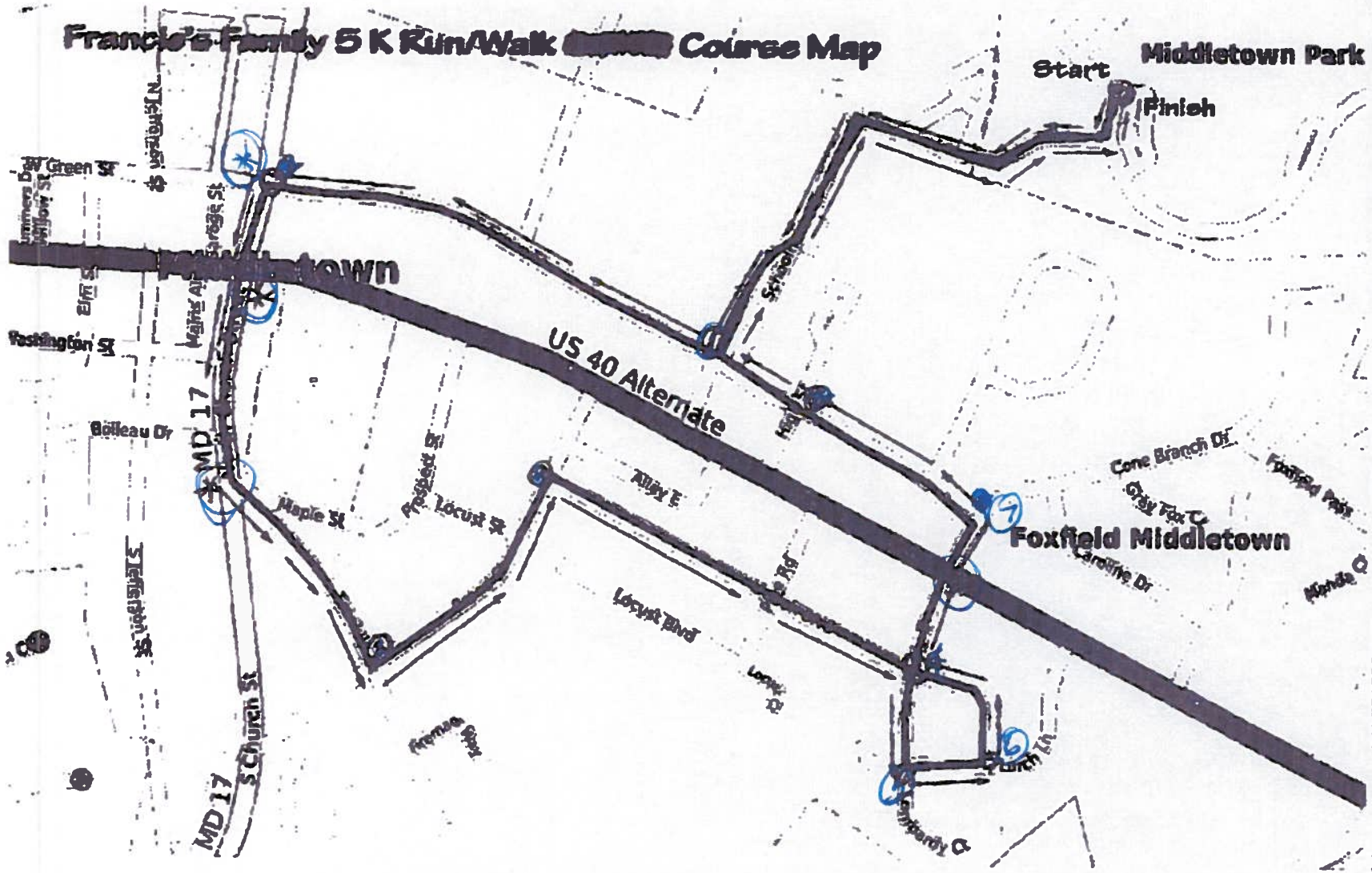
TERMS AND CONDITIONS

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

AGENCY APPROVALS

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

	AGENCY	SIGNATURE	PRINTED NAME	DATE
Local Government	TOWN		ANDREW J. BOWEN TOWN ADMINISTRATOR	2/17/15
Local Government	FCPD		H. Steven Griffin	2/17/15
Local Government				
Maryland State Police	N/A			
State Highway Administration			Sam Delaurence	2/18/15



4 Auxiliary Police locations

BURGESS AND COMMISSIONERS
OF MIDDLETOWN MARYLAND

TOWN MEETING MINUTES

PUBLIC HEARING **February 5, 2015**

The Public Hearing of the Burgess and Commissioners of Middletown was called to order on February 5, 2015 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, Tony Ventre, Richard Dietrick, and Christopher Goodman.

PUBLIC HEARING – Ordinance 15-02-01 – Ordinance to amend Title 17, Chapters 17.04 and 17.08 of the Middletown Municipal Code to correct statutory references to conform with the annotated code of Maryland; to make certain stylistic changes in the language used in the code; to enact new definitions; to repeal and revise certain definitions; to reduce the time period for which a zoning certificate is valid from two years to one year; to authorize the Zoning Administrator to extend the time period of validity for a zoning certificate.

Mike Tabor, 205 S. Church St. – asked if the change of Section 17.08.060 with changing the term of the zoning certificate if it applied to change in use as well? Cindy stated yes it will.

With no further comment, the public hearing adjourned at 7:10pm.

Respectfully submitted,

Ann Griffin
Office Manager

BURGESS AND COMMISSIONERS
OF MIDDLETOWN MARYLAND

TOWN MEETING MINUTES

REGULAR MEETING **February 9, 2015**

The first monthly meeting of the Burgess and Commissioners of Middletown was called to order on February 9, 2015, 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, Tony Ventre and Christopher Goodman.

CONSENT AGENDA
Financial Statements
Restrictions on Field Use Due to Wet Conditions
Water Service Disconnect Procedures with e-billing
Town Minutes – January 12, 2015 Regular meeting
Commissioner Bussard motioned to accept this consent agenda as presented, seconded by Commissioner Dietrick and passed unanimously.

PERSONAL REQUESTS FOR AGENDA:

Unfinished Business:
Ordinance 15-02-01 – Zoning Text Amendment – Motion by Commissioner Falcinelli to approve Ordinance 15-02-01 as presented, seconded by Commissioner Ventre. Motion carried 6-0.

Discussion of sequence of Construction for West Green Street Improvements and Impacts to Town events, residents, and businesses – Burgess Miller stated that at the workshop on February 5th we met with some of the property owners about the timing of construction of West Green Street. It was also stated from Bruce Carbaugh the Director of Public Works that he will make sure that West Green Street is passable for the Heritage Festival. Drew Bowen stated that with the State Highway Administration moving forward with the Streetscape on Main Street we need to move forward with the construction of West Green Street.

REPORTS OF COMMITTEES –
WATER & SEWER – Commissioner Falcinelli reported:
Spring flow – 123,000 gals. Per day, EWWTP treated 237,000 gals. And the WWTP treated 218,000 gals.
New water/sewer employee has installed the new meters on the Town's property, next step is training and software install.
Bruce Carbaugh received the final draft of the reservoir repair plans but has not had time to review.
PUBLIC WORKS – Commissioner Bussard reported:
We've had several snow & ice events the guys have been out clearing the streets. New salt spreader has been installed on the new truck. The maintenance staff has been cleaning up the vehicles after each event and they have continued to work on getting the fire hydrants powder coated.
West Green Street meeting with residents March 5th.

PLANNING COMMISSION – Commissioner Goodman reported:
Chesterbrook site & FRO plans have been approved.
Cross Stone Commons permits have been approved.
Demolition Ordinance has a check list currently Planning Commission will add Main Street to that check list.
Elections took place last month Mark Carney is Chairman and David Lake is Vice Chairman.
PARKS & RECREATION – Commissioner Ventre reported:
With the State in a $750 million dollar deficit it's not looking hopeful that we will receive any POS funding this year.
Eagle Scout has asked to install mile markers along the walking trails. Commissioner Ventre stated that he would like the Eagle Scout to do this in conjunction with the contractor that is doing the trail signage.
FINANCE – no report….FY16 budget starts at our next meeting – February 23, 2015.
PUBLIC INFORMATION – no report

NEW BUSINESS:
FY16 Budget Priorities – Burgess Miller gave the Commissioners a list of projects asking them to prioritize them the way they feel is the most important for the Town. Each commissioner prioritized them and gave to Burgess Miller. Burgess Miller stated that this will be taken into consideration when preparing the budget.

Request from Girl Scout Tori McHugh – stenciling storm drains to raise community awareness about the Function of Storm Drains link to the Chesapeake Bay – Tori made a presentation to the Board stating that she would like to stencil "Don't Dump Chesapeake Bay Drainage" on the storm drains throughout Town. The Board discussed this and agreed that they would like Tori to do a test stenciling on the storm drain behind her house on Koogle Drive for them to view. Burgess Miller stated that staff will identify 10-12 storm drains for Tori to stencil by the middle of March.

PUBLIC COMMENT: None

ANNOUNCEMENTS:

ADJOURNMENT
Meeting adjourned at 7:55pm.

Respectfully submitted,

Ann Griffin
Office Manager

Girl Scout - Inlet Stencil Project

Town of Middletown - Frederick County

Girl Scout - Inlet Stencil Project

Town of Middletown - Frederick County

Girl Scout - Inlet Stencil Project

Town of Middletown - Frederick County

Girl Scout - Inlet Stencil Project

Town of Middletown - Frederick County

TOWN OF MIDDLETOWN
Water Sewer Operating Budget
FY 2016

	AUDIT FY 2014	Budget FY 2015	Forecast FY2015	Prelim Budget FY 2016
Operating Revenue				
Water Revenue	557,321	588,919	574,452	591,686
Sewer Revenue	554,722	565,791	575,931	593,209
Penalties and Reconnects	18,876	14,600	17,113	15,038
General Fund Grant	-	102,740	102,740	75,000
Rain Barrels		1,575	1,575	1,575
LGIT Rebate/MISC	-	-		-
Total Revenue	**1,130,919**	**1,273,625**	**1,271,811**	1,276,508
Expenses				
Administrative				
Salaries	38,059	52,890	52,890	50,907
Communications	7,761	7,100	7,338	7,500
Postage	9,098	10,222	10,427	9,280
Office Supplies/Expenses	14,470	12,800	14,438	12,000
Professional Services/Legal	10,578	8,500	8,500	2,000
Meetings & Seminars	895	250	500	500
Advertising	863	500	1,244	500
Uniforms	2,726	2,800	2,800	998
Dues/Subscriptions/Certifications	987	500	500	500
2010 CDA Water Tank Loan		33,056	33,056	32,979
Travel/Mileage	175	200	200	200
Payroll Taxes	19,081	19,192	19,754	24,559
Insurance				
Property	7,643	8,000	7,949	8,500
Health	37,781	45,836	45,836	56,384
Worker's Compensation	8,168	13,868	7,320	8,215
Retirement/Pension	18,954	22,143	19,273	23,678
Real Estate Taxes	292	292	292	292
Conservation Environment	3,276	3,150	3,600	3,600
Vehicle/Equipment Expenses	15,680	14,000	14,000	21,000
Total Administrative	**196,487**	**255,299**	**249,916**	263,592
Water				
Salaries	**113,066**	**138,865**	**122,981**	133,411
Water Distribution				
Supplies	3,764	2,500	3,110	3,200
Repairs & Maintenance	67,276	51,650	51,650	70,950
Water Meters	-	**65,250**	**65,250**	65,250
Waterline Break Repairs	72	5,000	5,000	5,000
Chemicals	185	500	500	500
Tools & Equipment	9,468	1,000	1,000	4,330
Subtotal	**80,765**	**125,900**	**126,510**	149,230
Water Plant, Reservoir, Booster, Tower, BS Wellhouse				

TOWN OF MIDDLETOWN
Water Sewer Operating Budget
FY 2016

	AUDIT FY 2014	Budget FY 2015	Forecast FY2015	Prelim Budget FY 2016
Electric	26,703	31,370	28,000	26,900
Supplies	787	2,000	2,000	2,000
Repairs & Maintenance	32,305	28,650	28,650	27,350
Chemicals	20,454	17,372	17,372	18,226
Tools & Equipment	2,007	2,400	2,400	2,400
Testing & Analysis	10,488	9,000	11,006	12,988
SUB-TOTAL	**92,744**	**90,792**	**89,428**	89,864
Abandoned Well Costs		-		-
TOTAL WATER	**286,575**	**355,557**	**338,920**	372,505
Sewer				
Salaries	**107,724**	**124,154**	**107,679**	124,358
Sewer Collection System				
Conebranch Pump Station	27,036	22,000	22,000	20,000
Brookridge South Pump Station	9,854	9,700	13,777	10,000
Foxfield Pump Station	6,968	6,500	6,500	6,500
Sanitary Sewer Lines/Manholes	17,316	10,500	13,255	23,952
I & I Accrual	75,000	75,000	75,000	75,000
Subtotal	**136,174**	**123,700**	**130,532**	135,452
East WWTP				
Electric	38,450	33,000	34,462	33,279
Parts & Supplies	8,162	10,500	10,500	5,469
Repairs & Maintenance	11,960	44,100	38,009	35,357
Chemicals	32,727	39,724	39,724	40,844
Mowing	-	-	-	-
Tools & Equipment	2,849	8,400	8,400	8,400
Testing & Analysis	22,982	23,000	23,000	34,187
Sludge Hauling Expense	45,596	56,400	56,400	57,000
Subtotal	**162,726**	**215,124**	**210,495**	214,535
West WWTP				
Electric	18,989	20,000	7,568	17,934
Supplies	4,474	2,500	1,261	2,500
Repairs & Maintenance	7,102	15,450	10,820	14,250
Chemicals	53,057	49,457	49,457	61,258
Mowing	-			
Tools & Equipment	1,400	1,000	33	1,000
Testing & Analysis	8,808	8,760	8,760	10,459
Sludge Hauling Expense	17,663	22,650	22,650	22,650
SUB-TOTAL	**111,493**	**119,817**	**100,549**	130,052
TOTAL SEWER	**518,117**	**582,795**	**549,255**	604,397

2/20/2015

TOWN OF MIDDLETOWN
Water Sewer Operating Budget
FY 2016

	AUDIT FY 2014	Budget FY 2015	Forecast FY2015	Prelim Budget FY 2016
TOTAL OPERATING EXPENSES	1,001,179	1,193,650	1,138,091	1,240,494
Contigency Fund		79,975	76,252	43,417
Adjusted Operating Expense		1,273,625	1,214,343	1,283,912
OPERATING INCOME (LOSS)	129,740	(0)	57,469	(7,404)

- **17.52.060 - Fees for subdivision and zoning procedures.**

The fees for various subdivision and zoning procedures may be established and modified, from time to time, by resolution passed and adopted by the burgess and commissioners.

(Ord. 06-05-02 § 2, 2006)

BURGESS AND COMMISSIONERS OF MIDDLETOWN, MARYLAND

FEES FOR VARIOUS SUBDIVISION & ZONING PROCEDURES

Permits Town Fee	
Residential Permits	
Internal Improvements	25.00 standard fee
External Improvements	25.00 standard fee
New Residence	
Single Unit-	200.00 standard fee
Multi Unit-	200.00 + 100/add. unit
Demolition	25.00 standard fee
Commercial Permits	
Internal Improvements	100.00 Standard fee
External Improvements	100.00 Standard fee
Structure Conversion	100.00 Standard fee
New Commercial	500.00 Standard fee
Demolition	50.00 Standard fee
Change of Use	50.00 Standard fee other applicable fees
Miscellaneous	25.00 Minimum + all other applicable fees
Construction Town Fee	
New Subdivision	
Construction Inspection	1% of Total Cost Estimates; SWM, Sediment & Erosion, Public Improvements

Development Town Fee	
Concept Plan	200.00 standard
Site Plan	
Residential	250.00 standard + 10/unit
All Other	250.00 standard + 50/acre
Preliminary Plan Review	
All Subdivisions	250.00 + 40/lot
Mass Grade Plan Review	
All Subdivisions	250.00 standard + DPW fees
Improvement Plan Review	300.00/page + DPW fees
Forestry Plan Review	
Simplified Forest Plan	200.00 standard
Preliminary Forest Plan	200.00 standard + 4.00/acre
Final Forest Plan	200.00 standard + 4.00/acre
Inspection Fee	50.00 per inspection + 1% of Total Cost Estimates
Final Plat Review	
Combined Prelim/Final	150.00 Standard + 25/lot
Correction Plat	100.00 standard + 10/lot
Addition Plat	100.00 standard + 10/lot
Final Plat	200.00 standard + 15/lot
Resubmission	50% of original standard fee

Administrative Town Fee	
Board of Appeals	
Variance	100.00 + advertising for non principal 200.00 + advertising for principal
Special Exception	300.00 + advertising

Administrative Error	200.00 + advertising
Text Amendment	300.00 + advertising
Rezoning Fee	300.00 + 20/acre + advertising
Annexation Review	1,000.00 + 50/acre + advertising
All Town accrued legal fees will be paid by applicant prior to final approval	
Recording Fee	
Plats	75 standard fee + 5/plat to Court
All other Documents	50.00/document
PW Agreement Review	150.00 Standard
HOA Doc. Review	200.00 Standard
Water & Sewer Master Plan Change	500.00 Standard

Jan H. Gardner
County Executive

FREDERICK COUNTY GOVERNMENT

DIVISION OF PARKS & RECREATION

W. Paul Dial, Director

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

MEMORANDUM

RECEIVED
FEB 1 0 2015
TOWN OF MIDDLETOWN, MD.

TO: POS Project Coordinators

FROM: Bob Hicks, CPRP – Assistant Director

DATE: February 13, 2015

SUBJECT: Submission of FY2016 POS Annual Program

The Frederick County Division of Parks and Recreation staff is requesting that those municipalities who are interested in obtaining POS funding for FY2016 (which begins July 1, 2015) to develop their Annual Programs by completing the enclosed Project Information Forms for each project for which funding is requested. Electronic files for the memo, forms and instructions are also being sent by E-mail. Please contact me to confirm that you have received this information

Please remember that if a project was submitted in the past and it was not allocated funding, then it must be resubmitted for FY2016, if you so choose. The appropriate municipal officials should be informed since this information is being sent only to local Project Coordinators or the Mayor/Burgess if a coordinator has not been designated. If your municipality is not interested in obtaining POS funding for FY2016 then disregard this information.

The forms must be returned to our offices by Friday, May 1, 2015. A summary of all municipal requests and the completed forms will be forwarded to the chairman of the Ad Hoc Committee for POS Annual Program Allocations – Frederick County Chapter- Maryland Municipal League (MML). The committee will make a decision on project funding. POS allocation for Frederick County in FY 2016 has not yet been determined.

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

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

(over)