



AGENDA FOR THE TOWN MEETING

January 11, 2016

7:00 p.m.

REVISED

PLEDGE TO THE FLAG

CALL TO ORDER

CONSENT AGENDA

- [Financial Statements](#)
- [Review of FY 2015 Audit](#)
- [New Chairs for Meeting Room](#)
- [Request for Extension of Waste Contract – Key Sanitation](#)
- Additional Electrical Outlets – Town Board Desk & Front of Municipal Center
- Town Meeting Minutes
 - [December 3, 2015 – Public Hearing](#)
 - [December 14, 2015 – Town Meeting](#)

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

PERSONAL REQUESTS FOR AGENDA:

UNFINISHED BUSINESS:

- Streetlight Buyback – Review of JCI Financial Analysis
- [Review of Franklin Street Sidewalk Plans and Cost Estimates](#)

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:

- [Dates for 2016 Town Elections](#)
- [Budget Workshop Dates for FY 2017](#)
- [Discussion of Raised Crosswalks](#)

PUBLIC COMMENTS:

ANNOUNCEMENTS:

ADJOURNMENT

Town of Middletown
DAILY CASH AND LOC BALANCE STATEMENT
As Of December 30, 2015

	Cash Balance
CIP - GENERAL FUND	
BB & T Index	\$ 730,813.32
BB&T Rainy Day Fund	<u>193,615.88</u>
TOTAL CIP - GENERAL FUND	\$ 924,429.20
CIP - WATER & SEWER FUND	
BB & T Index	\$ 250,054.85
BB&T Line of Credit (Bal Owed)	
Sludge Removal Reserve	<u>252,887.50</u>
TOTAL CIP WATER & SEWER FUND	\$ 502,942.35
TOTAL GEN CIP & W/S CIP FUNDS	<u>\$1,427,371.55</u>
OPERATING CASH ACCOUNTS	
BB & T Operating Gen Fund	\$ 372,109.80
Water & Sewer Fund BB&T Operat	(102,173.80)
Middletown Valley Bank	<u>38,146.05</u>
CASH AVAILABLE FROM OPERATING	<u>\$ 308,082.05</u>

Town of Middletown
Statement of Revenue & Expenditures
 General Fund
 Fiscal Year 2016
 For the 6 Months Ended December 31, 2015

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<u>REVENUE</u>			
<u>LOCAL TAX</u>			
Real Property	\$ 1,139,955	\$ 749,138	\$ (390,817)
Tangible Personal Property	35,540	19,198	(16,342)
Public Utilities	10,356	9,400	(956)
Franchise (Cable)	48,062	23,838	(24,224)
Penalties & Interest	<u>9,607</u>	<u>280</u>	<u>(9,327)</u>
	\$ 1,243,520	\$ 801,854	\$ (441,666)
<u>STATE SHARED TAX</u>			
Admission & Amusement	\$ 16,500		\$ (16,500)
Highway Gasoline & Licenses	<u>154,758</u>	<u>4,831</u>	<u>(149,927)</u>
	\$ 171,258	\$ 4,831	\$ (166,427)
<u>COUNTY SHARED TAX</u>			
Income Taxes	\$ 721,465	\$ 278,618	\$ (442,847)
Tax Equity Grant	<u>555,964</u>	<u>277,982</u>	<u>(277,982)</u>
	\$ 1,277,429	\$ 556,600	\$ (720,829)
<u>LICENSES AND PERMITS</u>			
Beer, Wine and Liquor	\$ 1,950		\$ (1,950)
Business / Traders	4,900	189	(4,711)
Planning / Zoning Fees	<u>19,606</u>	<u>11,915</u>	<u>(7,691)</u>
	\$ 26,456	\$ 12,104	\$ (14,352)
<u>PARKS AND RECREATION</u>			
Pavillion Fees	<u>\$ 1,900</u>	<u>\$ 325</u>	<u>\$ (1,575)</u>
	\$ 1,900	\$ 325	\$ (1,575)
<u>POLICE PROTECTION</u>			
State Grant	<u>\$ 24,928</u>	<u>\$ 6,232</u>	<u>\$ (18,696)</u>
	\$ 24,928	\$ 6,232	\$ (18,696)
<u>MISCELLANEOUS</u>			
Community Events			
Parking Citations			
Bank Shares Grant	2,500		(2,500)
Miscellaneous & Donations	<u>5,000</u>	<u>1,591</u>	<u>(3,409)</u>
	\$ 7,500	\$ 1,591	\$ (5,909)
OPERATING REVENUES	\$ 2,752,991	\$ 1,383,537	\$ (1,369,454)
State Grants & Interest	\$ 189,172	\$ 17	\$ (189,155)
TOTAL REVENUE	\$ 2,942,163	\$ 1,383,554	\$ (1,558,609)

Town of Middletown
Statement of Revenue & Expenditures
General Fund
Fiscal Year 2016
For the 6 Months Ended December 31, 2015

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<u>EXPENDITURES</u>			
<u>LEGISLATIVE</u>			
Commissioner's Salary	\$ 12,300	\$ 4,000	\$ (8,300)
Communications	3,480	1,394	(2,086)
Dues & Subscriptions	7,370	7,166	(204)
Office Supplies & Exp	3,600	1,646	(1,954)
Advertising	750	2,331	1,581
Meetings & Conventions	<u>9,000</u>	<u>1,628</u>	<u>(7,372)</u>
	\$ 36,500	\$ 18,165	\$ (18,335)
<u>EXECUTIVE</u>			
Burgess Salary	<u>\$ 6,667</u>	<u>\$ 2,000</u>	<u>\$ (4,667)</u>
	\$ 6,667	\$ 2,000	\$ (4,667)
<u>ELECTION</u>			
Clerk Fees	\$ 450		\$ (450)
Other Administrative Expenses	<u>250</u>		<u>(250)</u>
	\$ 700		\$ (700)
<u>GENERAL SERVICES</u>			
<u>ADMINISTRATION</u>			
Administrative Salary	\$ 227,019	\$ 123,161	\$ (103,858)
Postage & Printing	200		(200)
Communications	10,471	3,053	(7,418)
Computer Expenses	22,600	13,471	(9,129)
Office Supplies & Exp	27,200	10,469	(16,731)
Office Maintenance	52,680	12,177	(40,503)
Dues & Subscriptions	150		(150)
Professional Services	3,600	3,370	(230)
Meetings & Conventions	100	12	(88)
Water and Sewer Grant	<u>80,000</u>	<u>80,000</u>	
	\$ 424,020	\$ 245,713	\$ (178,307)
<u>OPERATIONS</u>			
Maintenance Capital Outlay			
Vehicle Capital Outlay			
Director Salary	93,227	54,127	(39,100)
Maintenance Salary	35,015	22,532	(12,483)
Communications	9,000	4,101	(4,899)
Supplies & Expenses	13,000	9,556	(3,444)
Dues & Meetings		185	185
Landscaping/Beautification			
Maintenance & Repairs	27,950	11,344	(16,606)
Tools & Equipment	<u>3,161</u>	<u>662</u>	<u>(2,499)</u>
	\$ 181,353	\$ 102,507	\$ (78,846)

Town of Middletown
Statement of Revenue & Expenditures
General Fund
Fiscal Year 2016
For the 6 Months Ended December 31, 2015

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<u>PROFESSIONAL SERVICES</u>			
Independent Accounting	\$ 12,500	\$ 13,000	\$ 500
Legal - Development		380	380
Legal - Ordinances	<u>7,500</u>	<u>3,990</u>	<u>(3,510)</u>
	\$ 20,000	\$ 17,370	\$ (2,630)
<u>PLANNING & ZONING</u>			
Salary & Fees	\$ 48,946	\$ 22,507	\$ (26,439)
Other Expenses	<u>3,109</u>	<u>1,042</u>	<u>(2,067)</u>
	\$ 52,055	\$ 23,549	\$ (28,506)
<u>MAIN STREET PROGRAM</u>			
Manager Salary	\$ 43,522	\$ 20,587	\$ (22,935)
Town Contribution	<u>18,000</u>	<u>10,029</u>	<u>(7,971)</u>
	\$ 61,522	\$ 30,616	\$ (30,906)
<u>PUBLIC SAFETY</u>			
Fire Dept. Donation	\$ 20,000		\$ (20,000)
School Crossing Guards	17,408	6,841	(10,567)
Community Deputy Program	<u>365,101</u>	<u>96,024</u>	<u>(269,077)</u>
	\$ 402,509	\$ 102,865	\$ (299,644)
<u>SANITATION & WASTE REMOVAL</u>			
Resident Trash & Yard Waste	\$ 276,901	\$ 131,000	\$ (145,901)
<u>RECREATION AND CULTURE</u>			
Park Salary	46,911	23,377	(23,534)
Park Electric	1,800	767	(1,033)
Maintenance & Repairs	44,100	10,168	(33,932)
Mowing	26,215	16,380	(9,835)
Remsberg Park - Interest	14,632	7,589	(7,043)
Remsberg Park - Principal	<u>108,917</u>	<u>54,186</u>	<u>(54,731)</u>
	\$ 242,575	\$ 112,467	\$ (130,108)

Town of Middletown
Statement of Revenue & Expenditures
General Fund
Fiscal Year 2016
For the 6 Months Ended December 31, 2015

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<u>HIGHWAYS AND STREETS</u>			
Salary	\$ 93,356	\$ 36,972	\$ (56,384)
Street Lighting	165,600	65,347	(100,253)
Storm Water Management	4,670	713	(3,957)
Snow Removal	70,000		(70,000)
Repairs & Resurfacing	57,300	2,280	(55,020)
Signs		1,802	1,802
Truck Repair & Operation	50,700	13,573	(37,127)
Equipment Repairs & Ops	10,000	1,325	(8,675)
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>\$ 174,382</u>	<u>\$ (344,039)</u>
<u>OTHER EXPENSES</u>			
MT Historical Society - CIP	\$ 5,000	\$ 5,000	
Donations	100	1,000	900
Travel - Mileage	2,783	1,351	(1,432)
Community Events	19,750	19,672	(78)
Payroll Taxes	54,257	24,056	(30,201)
Insurance - Property	13,866	5,199	(8,667)
Insurance - Employee	118,839	54,164	(64,675)
Retirement/Pension	65,725	42,390	(23,335)
Web Page & Directory	5,000	8,832	3,832
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>\$ 177,206</u>	<u>\$ (112,856)</u>
TOTAL EXPENDITURES	\$ 2,513,285	\$ 1,137,840	\$ (1,375,445)
INCOME (LOSS) Exc. Cash Reserves	\$ 428,878	\$ 245,714	\$ (183,164)
CASH RESERVES	\$ 1,186,719	\$ 935,026	\$ (251,693)
SURPLUS / (DEFICIT)	<u>\$ 1,615,597</u>	<u>\$ 1,180,740</u>	<u>\$ (434,857)</u>

Town of Middletown
CIP Funds & Expenditures
General Fund
Fiscal Year 2016
For the 6 Months Ended December 31, 2015

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
OPERATING REVENUE			
Revenue	\$ 2,752,991	\$ 1,383,536	\$ (1,369,455)
OPERATING EXPENSES			
Expenses	2,513,284	1,137,840	(1,375,444)
OPERATING SURPLUS (LOSS)	<u>\$ 239,707</u>	<u>\$ 245,696</u>	<u>\$ 5,989</u>
<u>OTHER FUND</u>			
POS - Development	\$ 144,205		\$ (144,205)
West Green Street Loan	1,000,000		(1,000,000)
RETAINED EARNINGS	304,008		(304,008)
Interest	2,967	17	(2,950)
Other			
TOTAL OTHER FUNDS	<u>\$ 1,451,180</u>	<u>\$ 17</u>	<u>\$ (1,451,163)</u>
TOTAL FUNDS AVAILABLE	<u>\$ 1,690,887</u>	<u>\$ 245,713</u>	<u>\$ (1,445,174)</u>
<u>CIP PROJECTS & PURCHASES</u>			
West Green St Improvements	\$ 1,000,000	\$ 3,613	\$ (996,387)
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		(45,000)
Remsberg Park Totlot	25,076	25,017	(59)
Wiles Branch Dog Park	47,872	18,031	(29,841)
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	
Total CIP Costs	<u>\$ 1,520,132</u>	<u>\$ 79,715</u>	<u>\$ (1,440,417)</u>
OPERATING & CIP SURPLUS (LOSS)	<u>\$ 170,755</u>	<u>\$ 165,998</u>	<u>\$ (4,757)</u>

Town of Middletown
 CIP Funds & Expenditures
 General Fund
 Fiscal Year 2016
 For the 6 Months Ended December 31, 2015

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
Cash Reserves	\$ 1,186,719	\$ 935,026	\$ (251,693)
TOTAL CASH SURPLUS	<u><u>\$ 1,186,719</u></u>	<u><u>\$ 935,026</u></u>	<u><u>\$ (251,693)</u></u>

Town of Middletown
STATEMENT OF REVENUE and EXPENDITURES
WATER & SEWER
Fiscal Year 2016
For the 6 Months Ended December 31, 2015

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<u>REVENUE</u>			
Water Revenue	\$ 594,558	\$ 151,919	\$ (442,639)
Sewer Revenue	596,089	149,844	(446,245)
Penalties/Reconnects	15,038	8,276	(6,762)
Rain Barrel Sales	1,575		(1,575)
General Fund Grant/Misc	<u>80,000</u>	<u>80,000</u>	
TOTAL OPERATING REVENUE	\$ 1,287,260	\$ 390,039	\$ (897,221)
<u>EXPENDITURES</u>			
<u>ADMINISTRATIVE</u>			
Office Salaries	\$ 50,907	\$ 17,628	\$ (33,279)
Communications	7,500	4,880	(2,620)
Postage	9,280	9,051	(229)
Office Supplies/Expense	12,000	4,533	(7,467)
Legal - Other	2,000		(2,000)
Meetings & Seminars	500	70	(430)
Advertising	500	305	(195)
Uniforms	998	1,871	873
Dues/Subscrip/Certifications	500	20	(480)
Travel	200		(200)
Payroll Taxes	24,559	12,717	(11,842)
Insurance - Prop. & Liability	8,500	4,270	(4,230)
Insurance - Workers Comp	8,214	2,651	(5,563)
Insurance - Health	53,824	18,364	(35,460)
Retirement/Pension	23,678	19,437	(4,241)
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		<u>125,569</u>	<u>125,569</u>
Sub-Total	\$ 238,931	\$ 254,156	\$ 15,225
<u>Vehicles & Equipment</u>			
1999 Truck	\$ 3,700		\$ (3,700)
2008 Truck	3,200	877	(2,323)
2013 Truck	3,400	458	(2,942)
2015 Meter Van	3,700	2,383	(1,317)
Misc Equipment	7,000	1,850	(5,150)
Bobcat Mini-Excavator		271	271
Case Backhoe		<u>26</u>	<u>26</u>
Sub-Total	\$ 21,000	\$ 5,865	\$ (15,135)

Town of Middletown
STATEMENT OF REVENUE and EXPENDITURES
WATER & SEWER
Fiscal Year 2016
For the 6 Months Ended December 31, 2015

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
WATER			
Salaries	\$ 133,411	\$ 75,230	\$ (58,181)
Water Distribution System			
Supplies	3,200	2,350	(850)
Repairs & Maintenance	70,950	25,559	(45,391)
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	\$ 154,263	\$ 5,033
Water Plant/Reservoir/Booster/Tower/BS Wellhouse			
Electric	\$ 26,900	\$ 9,416	\$ (17,484)
Supplies	2,000	1,265	(735)
Repairs & Maintenance	27,350	10,459	(16,891)
Chemicals	18,226	9,004	(9,222)
Tools & Equipment	2,400		(2,400)
Testing & Analysis	12,988	4,069	(8,919)
Sub-Total	\$ 89,864	\$ 34,213	\$ (55,651)
Abandoned Well Costs			
TOTAL WATER EXPENSES	\$ 372,505	\$ 263,706	\$ (108,799)
SEWER			
Salaries	\$ 124,358	\$ 67,137	\$ (57,221)
Sewer Collection System			
Cone Branch PS	20,000	16,280	(3,720)
Brookridge South PS	10,000	3,111	(6,889)
Foxfield PS	6,500	2,457	(4,043)
Sanitary Sewerlines & Manholes	23,952	16,159	(7,793)
I & I Accrual	75,000	31,250	(43,750)
Sub-Total	\$ 135,452	\$ 69,257	\$ (66,195)

Town of Middletown
STATEMENT OF REVENUE and EXPENDITURES
WATER & SEWER
Fiscal Year 2016
For the 6 Months Ended December 31, 2015

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
Wastewater Treatment Plants			
East Wastewater Treatment Plant			
Electric	\$ 33,279	\$ 10,541	\$ (22,738)
Supplies	5,469	2,741	(2,728)
Repairs & Maintenance	35,357	23,362	(11,995)
Chemicals	40,844	14,634	(26,210)
Tools & Equipment	8,400	1,142	(7,258)
Testing & Analysis	34,187	10,257	(23,930)
Sludge Hauling Expense	57,000	23,225	(33,775)
Sub-Total	\$ 214,536	\$ 85,902	\$ (128,634)
West Wastewater Treatment Plant			
Electric	\$ 17,934	\$ 11,090	\$ (6,844)
Supplies	2,500	1,194	(1,306)
Repairs & Maintenance	11,750	7,517	(4,233)
Chemicals	61,258	28,917	(32,341)
Tools & Equipment	1,000	809	(191)
Testing & Analysis	10,459	4,072	(6,387)
Sludge Hauling Expense	22,650	7,188	(15,462)
Sub-Total	\$ 127,551	\$ 60,787	\$ (66,764)
TOTAL SEWER EXPENSES	\$ 601,897	\$ 283,083	\$ (318,814)
TOTAL WATER/SEWER EXPENSES	\$ 1,234,333	\$ 806,810	\$ (427,523)
CONTINGENCY FUND - 3.5%	\$ 43,202	\$ 28,238	\$ (14,963)
ADJUSTED WATER/SEWER EXPENSES	\$ 1,277,535	\$ 835,048	\$ (442,486)
NET INCOME (LOSS)	\$ 9,725	\$ (445,009)	\$ (454,735)

Town of Middletown
CIP FUNDS and EXPENDITURES
WATER & SEWER
Fiscal Year 2016
For the 6 Months Ended December 31, 2015

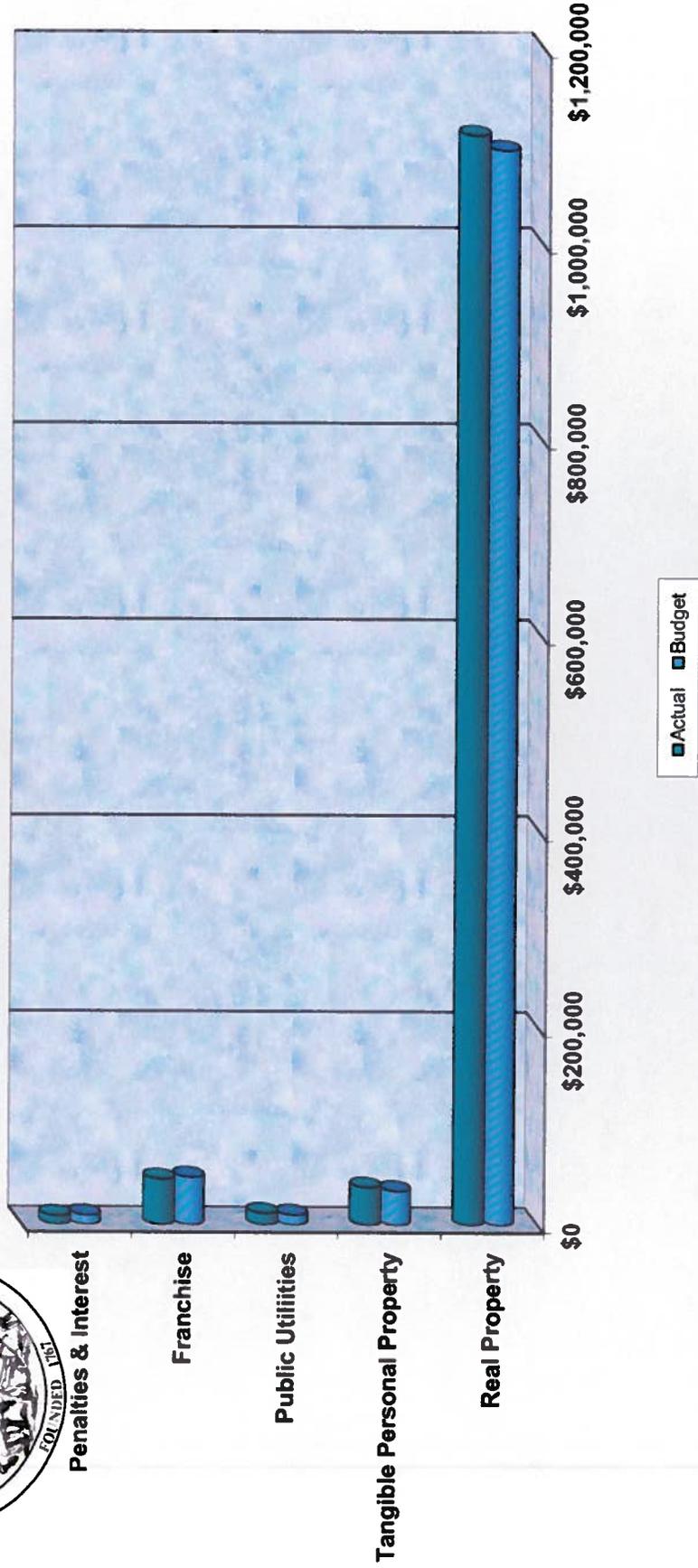
	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<u>FUNDING SOURCES</u>			
Operating Revenue	\$ 1,287,260	\$ 390,039	\$ (897,221)
Operating Expenses	<u>1,234,333</u>	<u>806,810</u>	<u>(427,523)</u>
OPERATING INCOME (LOSS)	\$ 52,927	\$ (416,771)	\$ (469,698)
Cash Reserves	\$ 120,000	\$ 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	40,000	(1,020,000)
Water Tower & Land Leases	184,642	96,779	(87,863)
Main Street Waterline Loan	<u>2,250,000</u>	<u>2,250,000</u>	
TOTAL OTHER REVENUE	\$ 3,967,906	\$ 2,651,612	\$ (1,316,294)
TOTAL FUNDS AVAILABLE	4,020,833	2,234,841	(1,785,992)
<u>DEBT SERVICE COSTS</u>			
Principal Payments			
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>79,615</u>	<u>34,849</u>
TOTAL DEBT SERVICE COSTS	\$ 613,625	\$ 79,615	\$ (534,010)
<u>WATER & SEWER PROJECTS</u>			
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 6 Months Ended December 31, 2015

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
2015 Meter Tech Van	\$ 46,500	\$ 1,109	\$ (45,391)
TOTAL WATER & SEWER PROJECTS	\$ 3,321,605	\$ 306,959	\$ (3,014,646)
TOTAL CIP COSTS	\$ 3,935,230	\$ 386,574	\$ (3,548,656)
TOTAL FUNDS REMAINING	\$ 85,603	\$ 1,848,267	\$ 1,762,664

General Fund Revenue

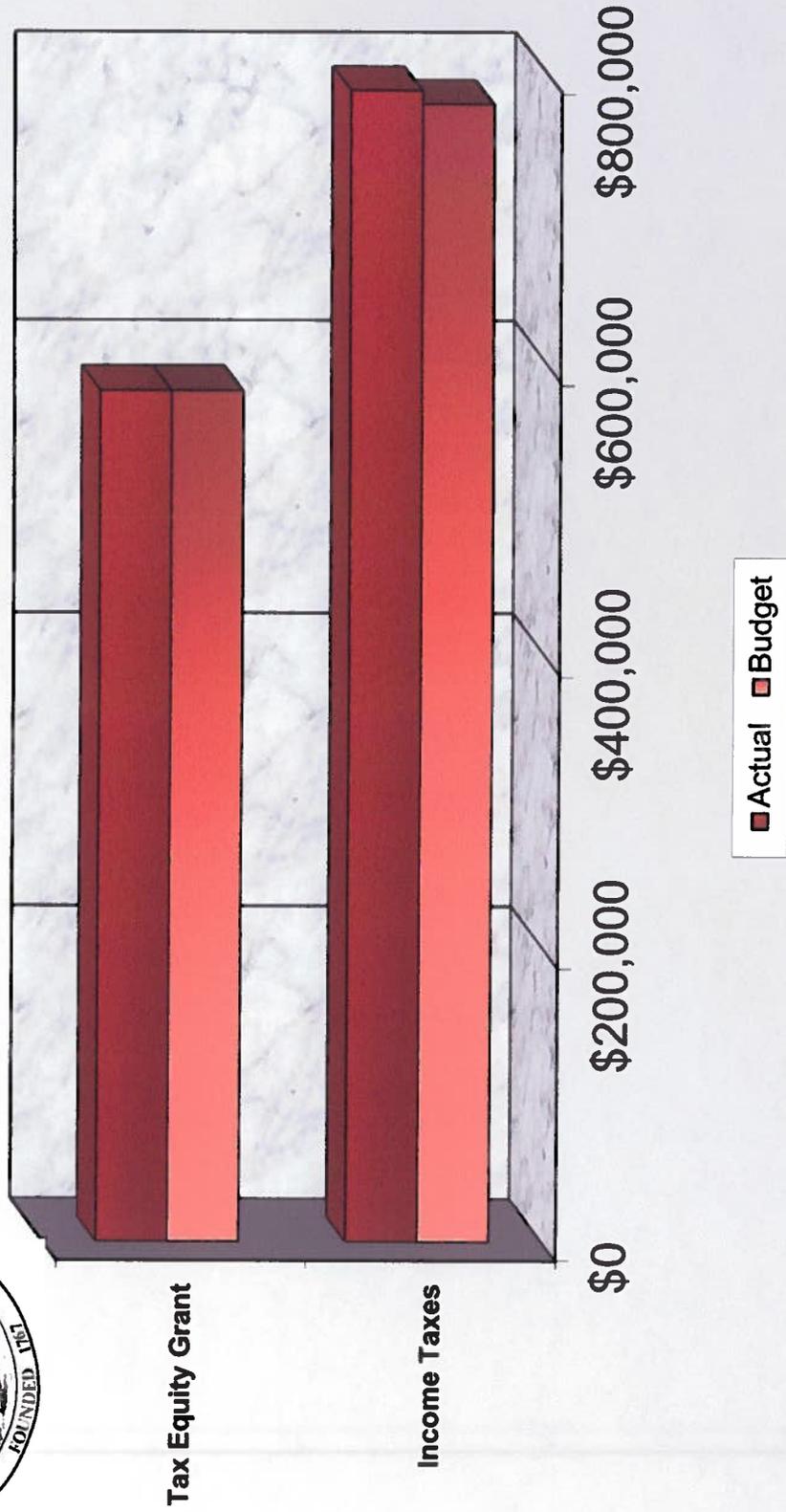
Local Taxes





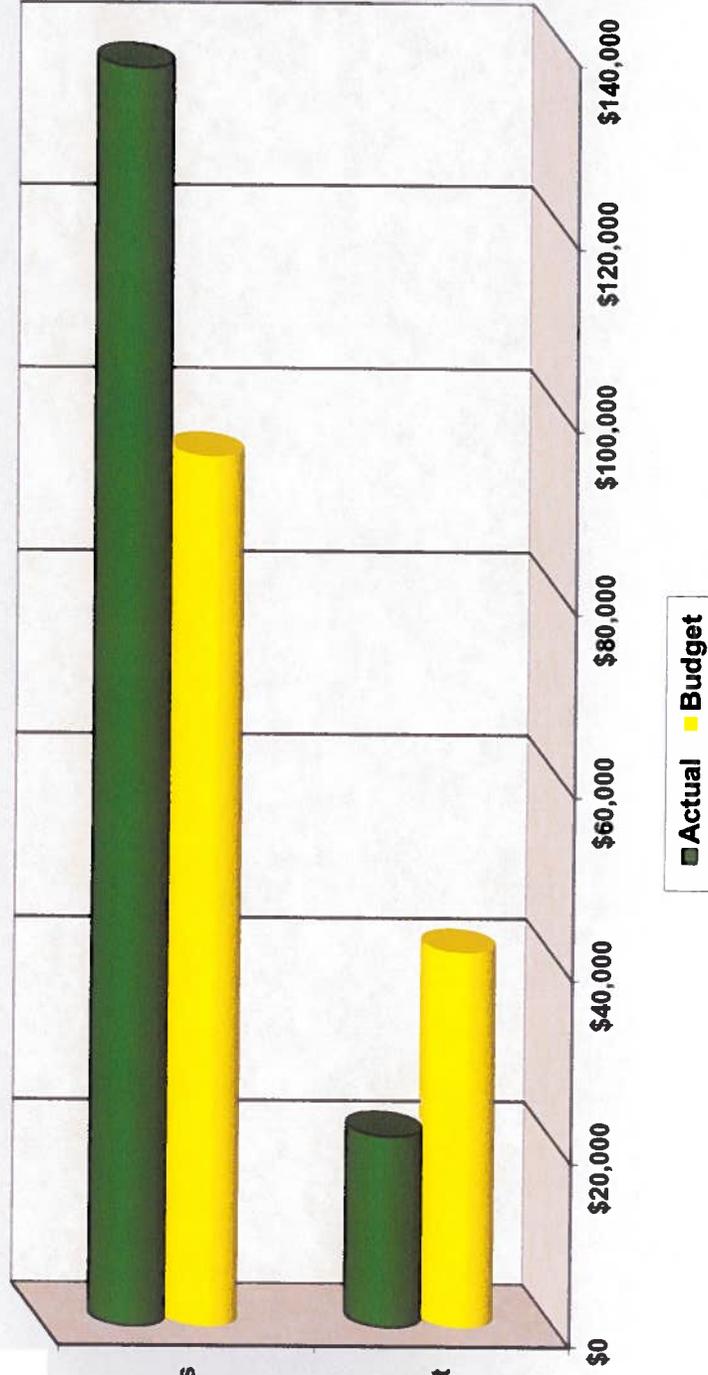
General Fund Revenue

County Shared Taxes



General Fund Revenue

State Shared Taxes



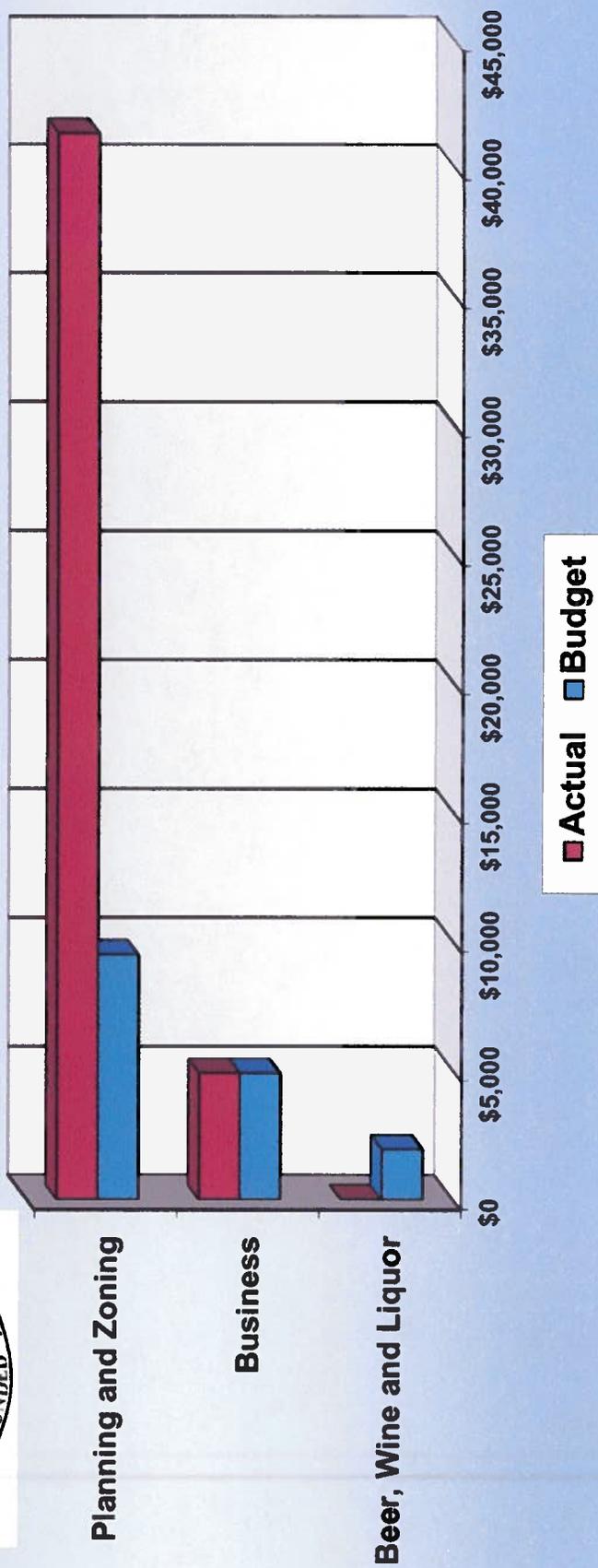
Highway Gasoline & Licenses

Admission & Amusement



General Fund Revenue

Licenses & Permits





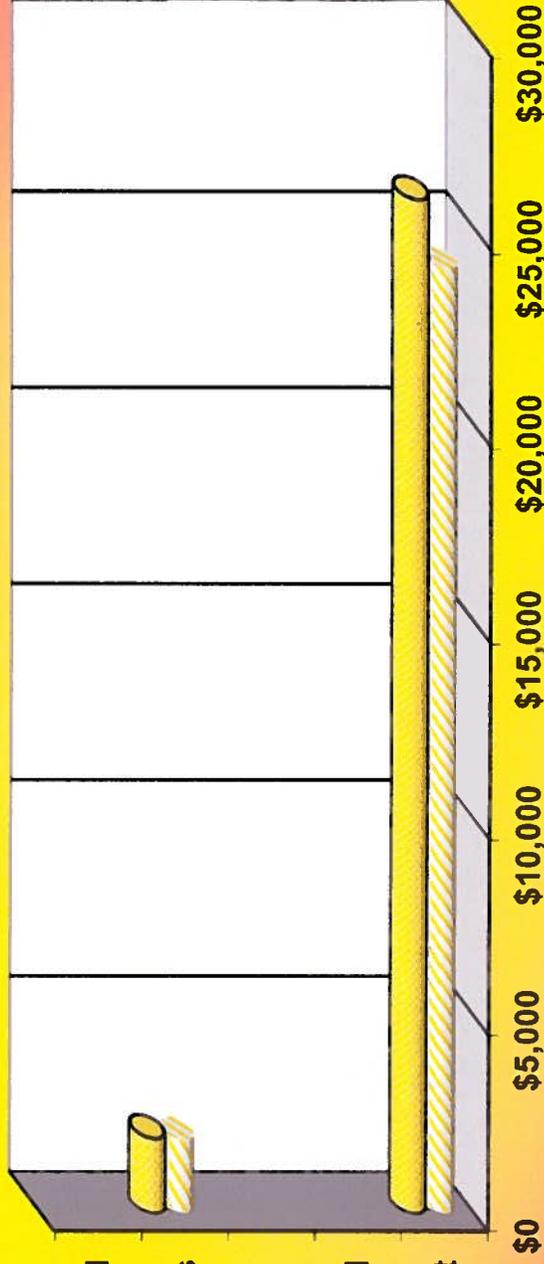
General Fund Revenue

PARKS AND RECREATION

Pavilion Fees

POLICE PROTECTION

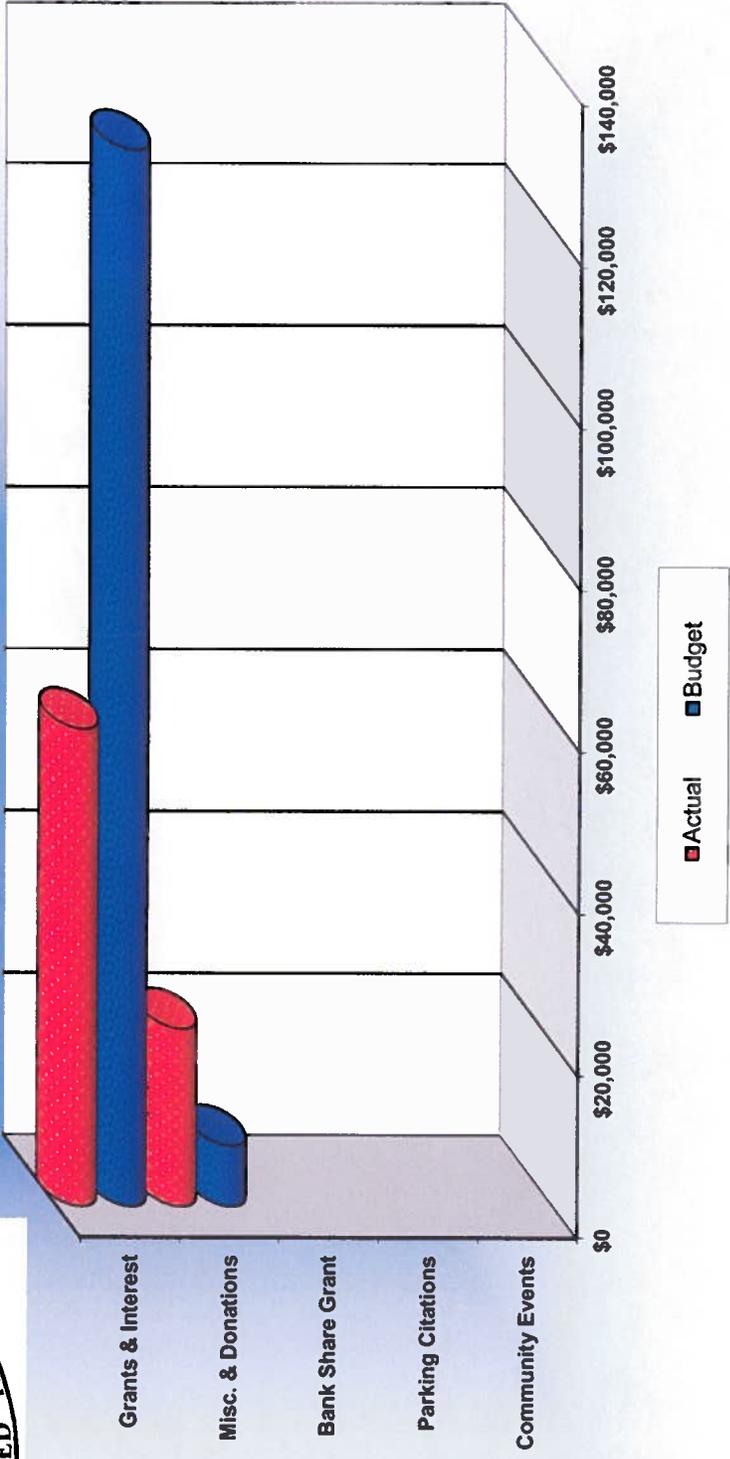
State Grant



□ Budget / Actual

General Fund Revenue

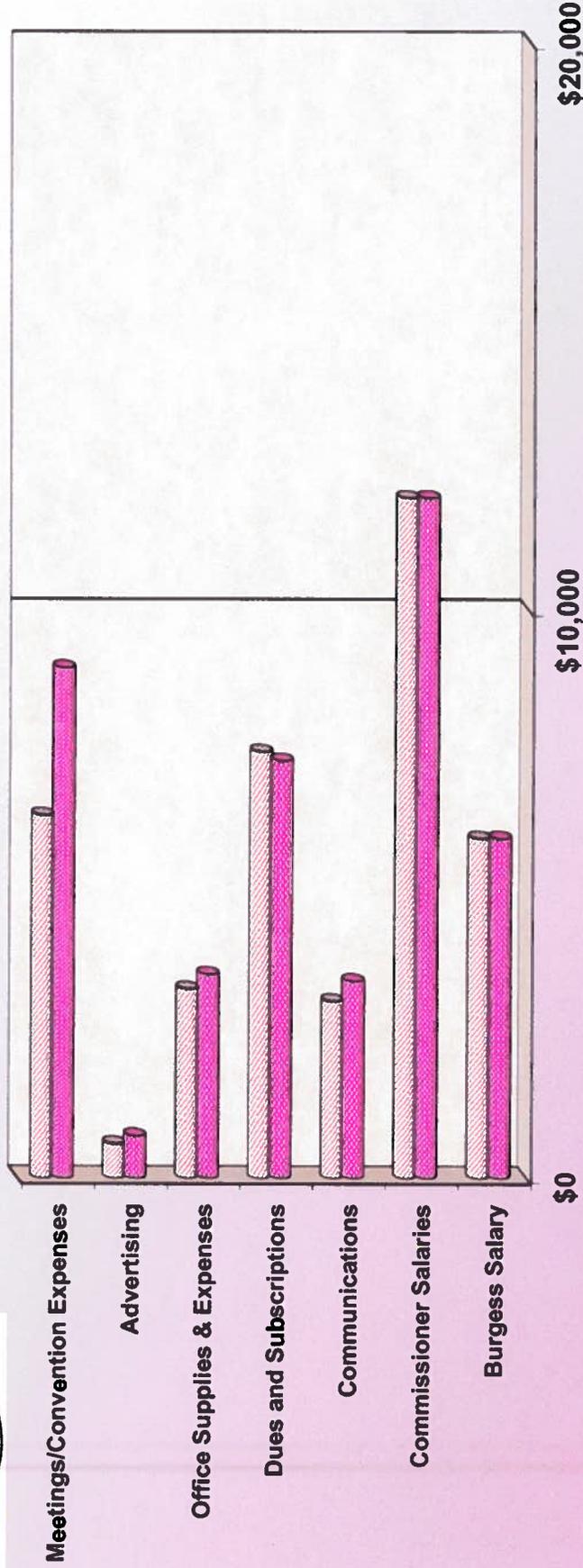
Other





General Fund Expenditures

Executive & Legislative

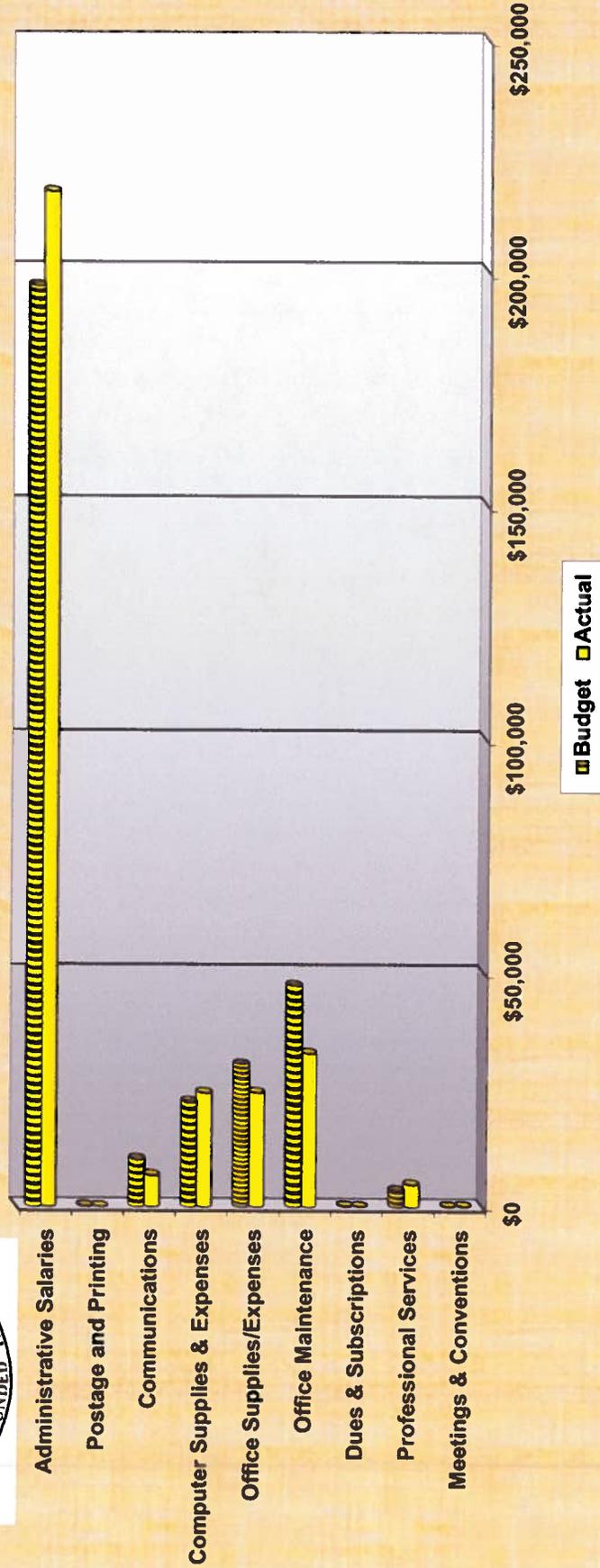


Actual Budget



General Fund Expenditures

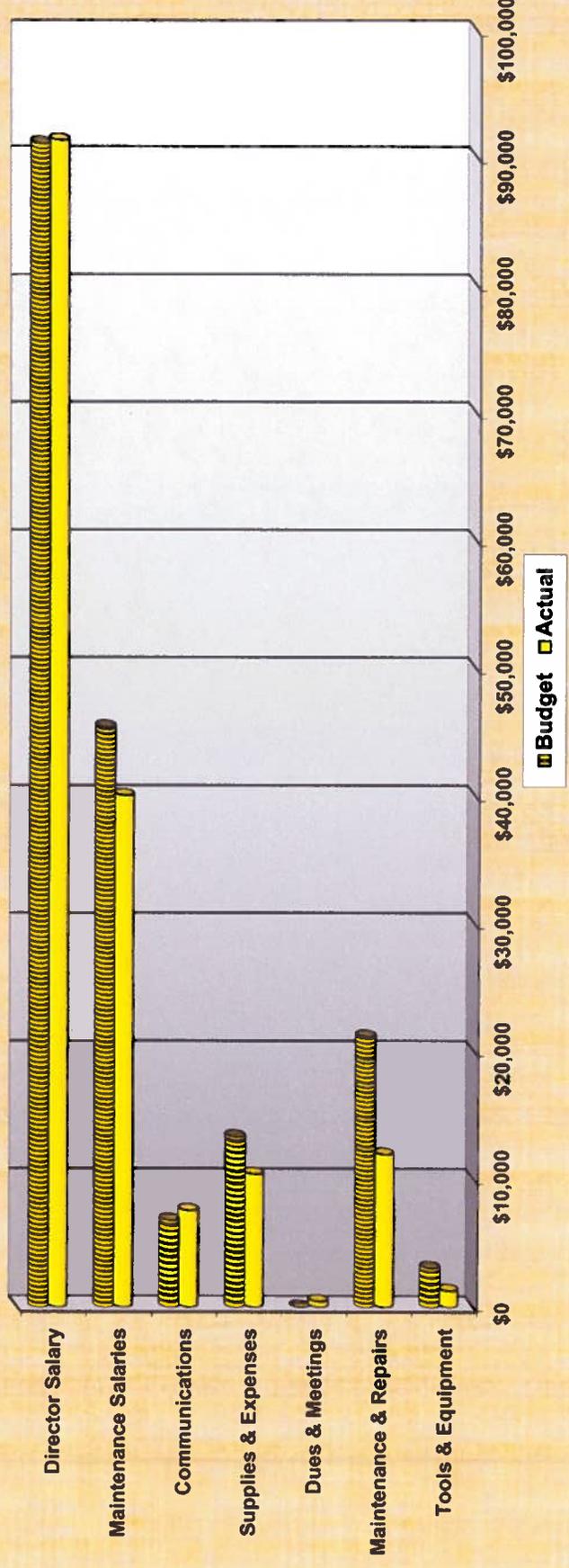
Administrative Services





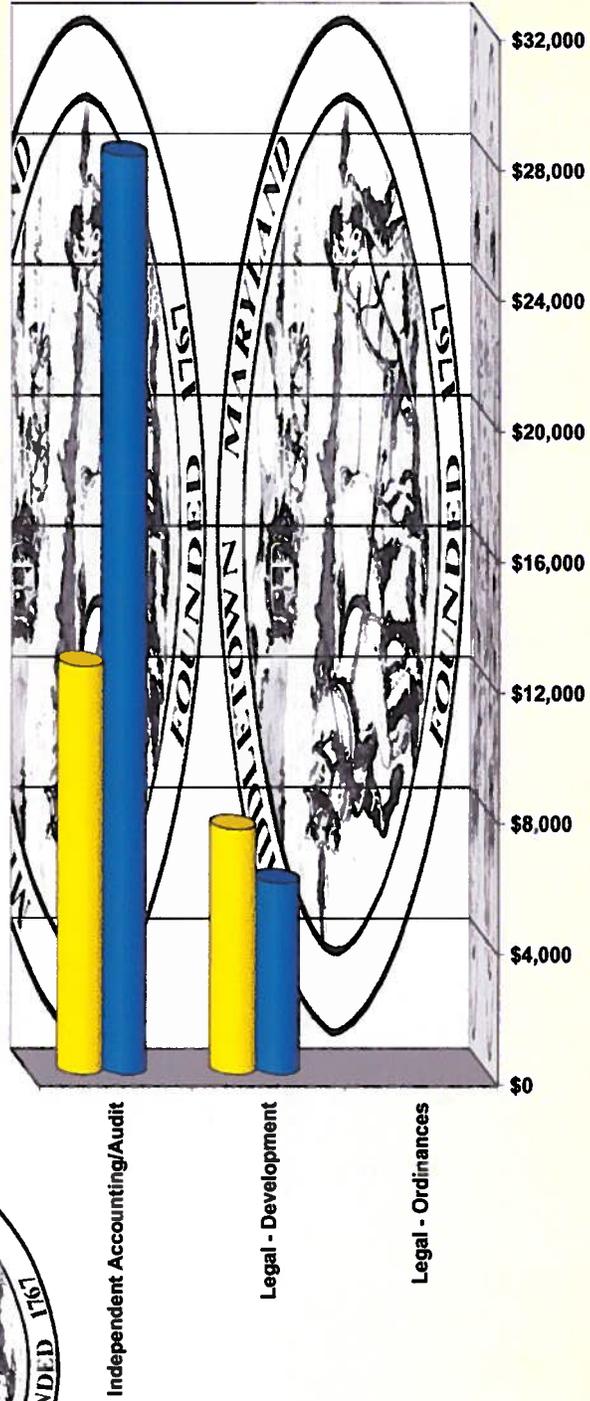
General Fund Expenditures

Operations & Construction



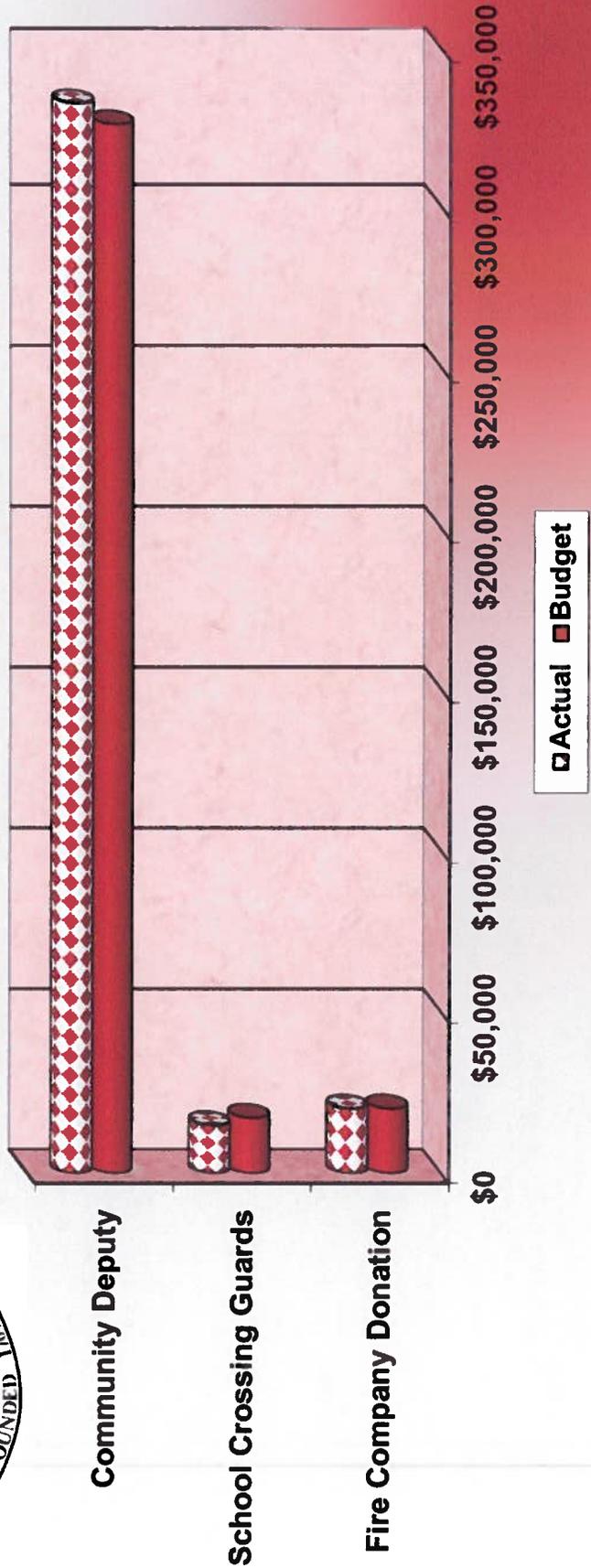
General Fund Expenditures

Professional Services



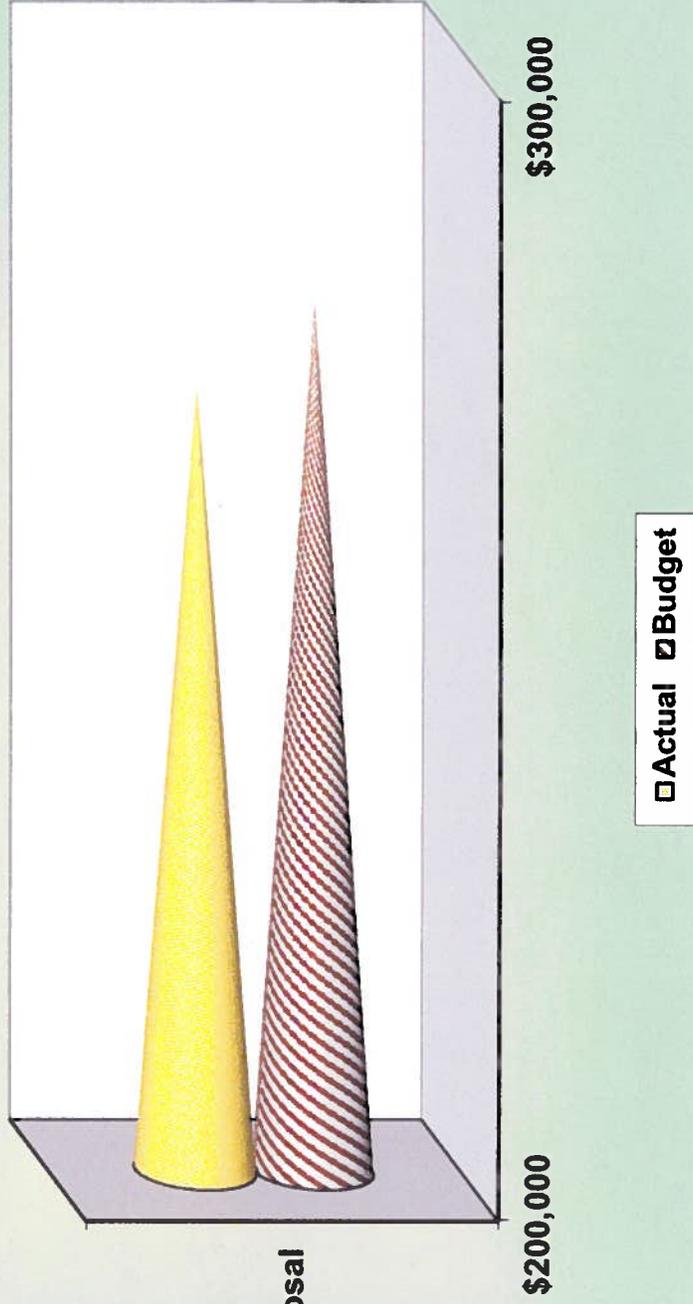
General Fund Expenditures

Public Safety





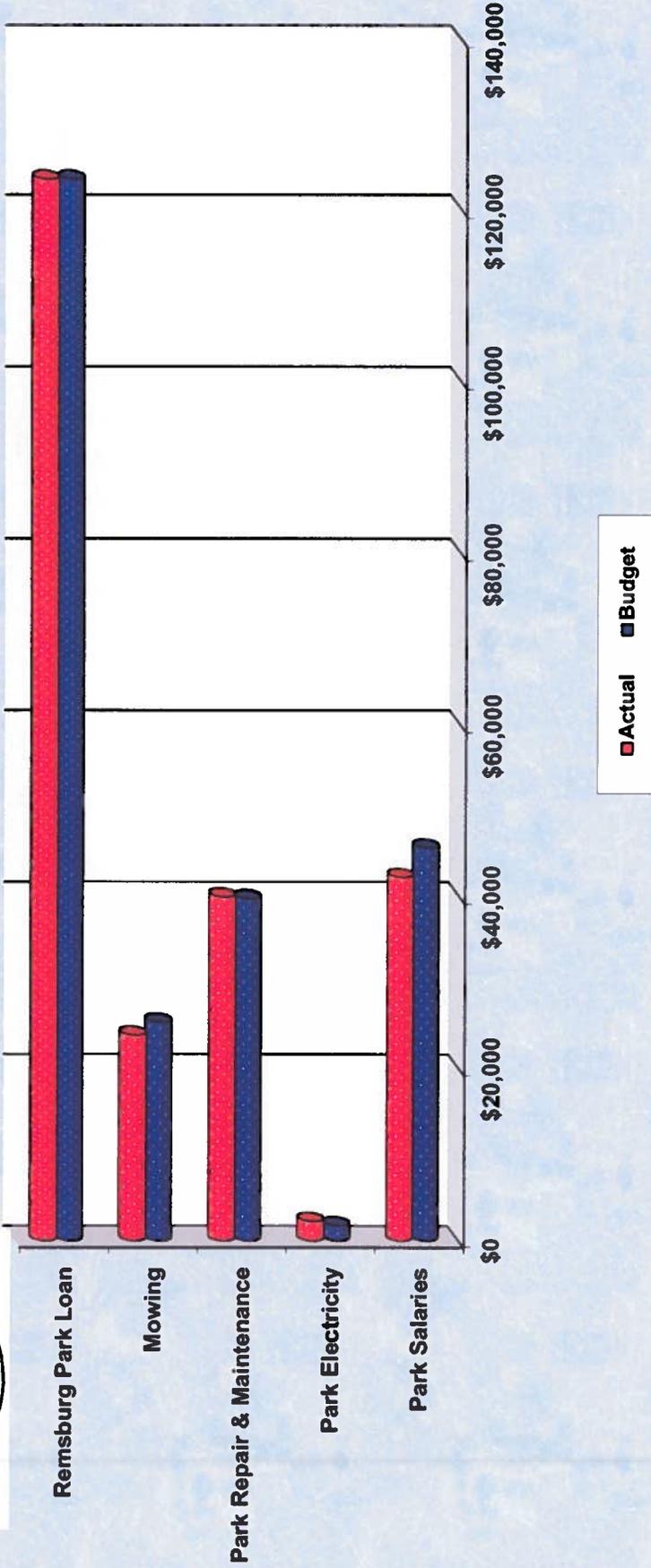
General Fund Expenditures



Trash Collection & Disposal

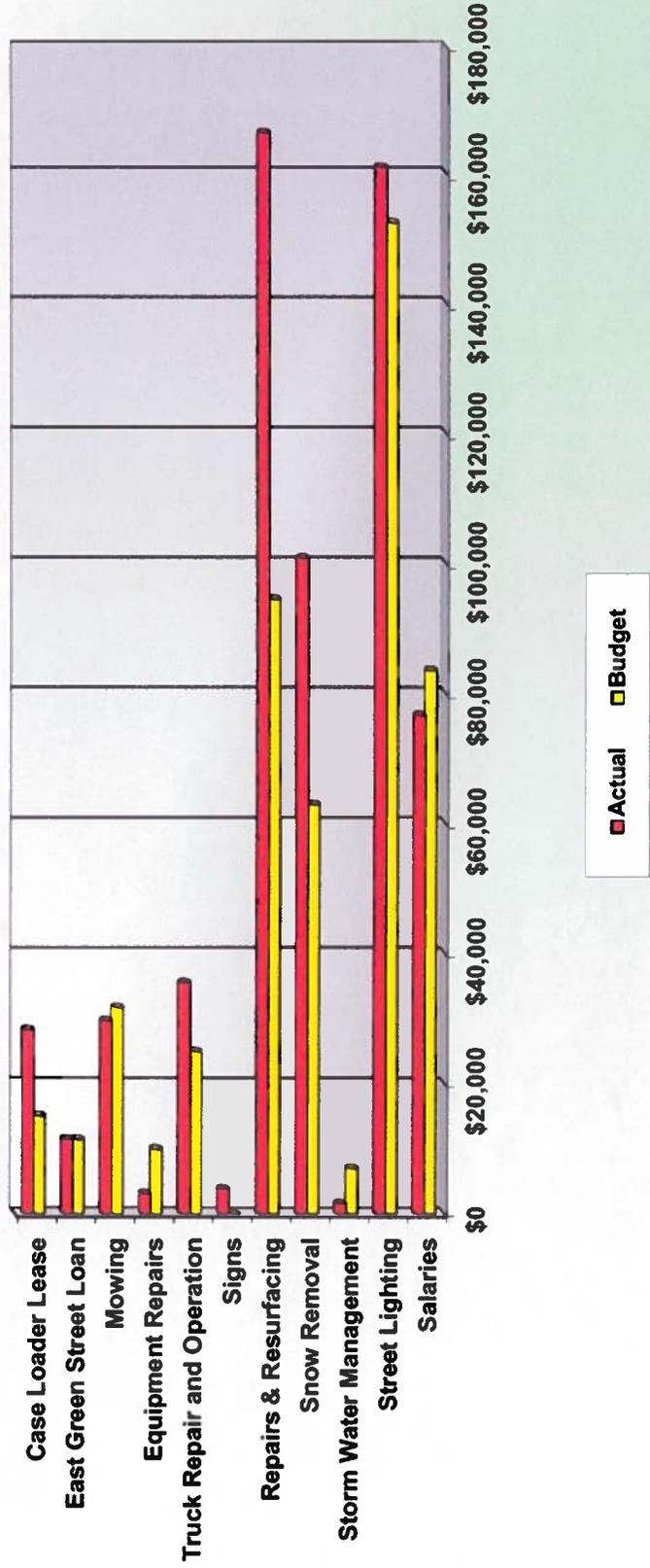
General Fund Expenditures

Recreation & Culture



General Fund Expenditures

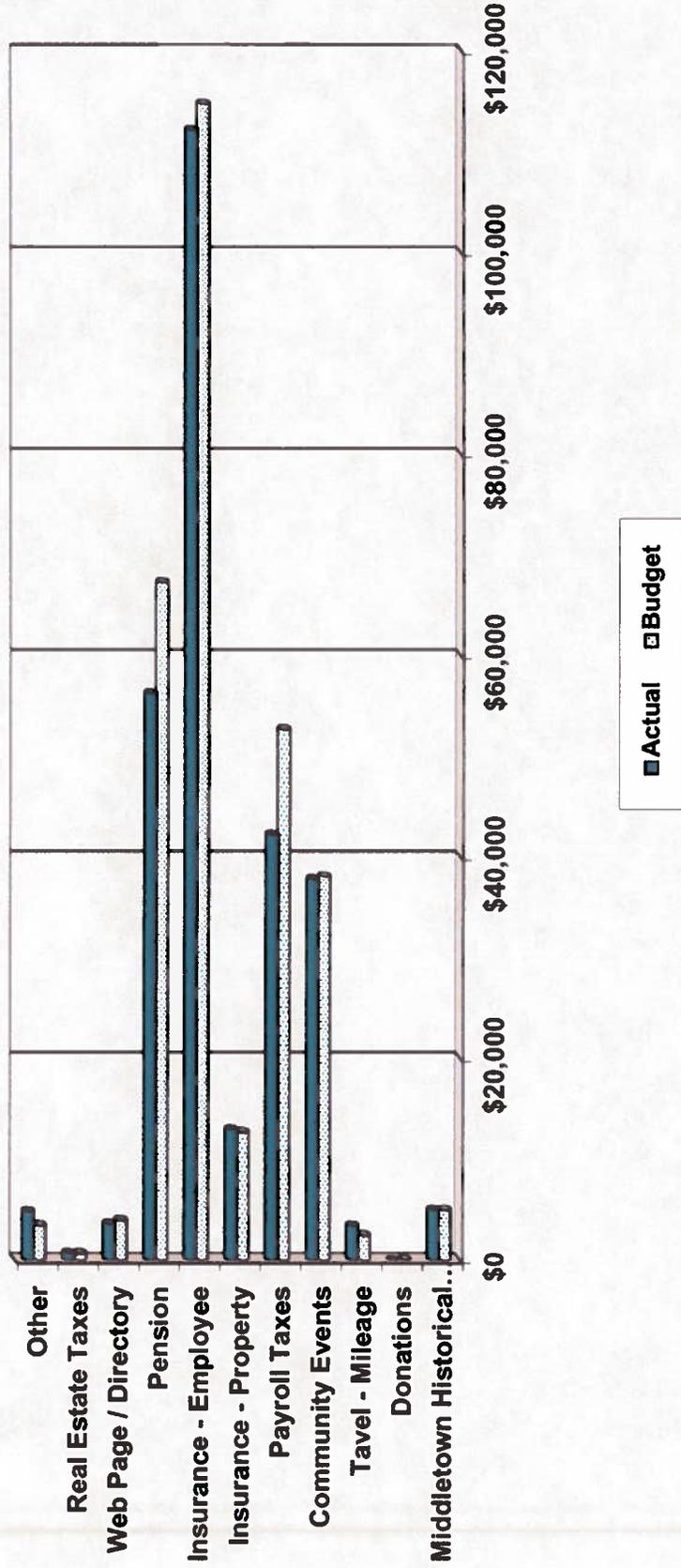
Highways & Streets



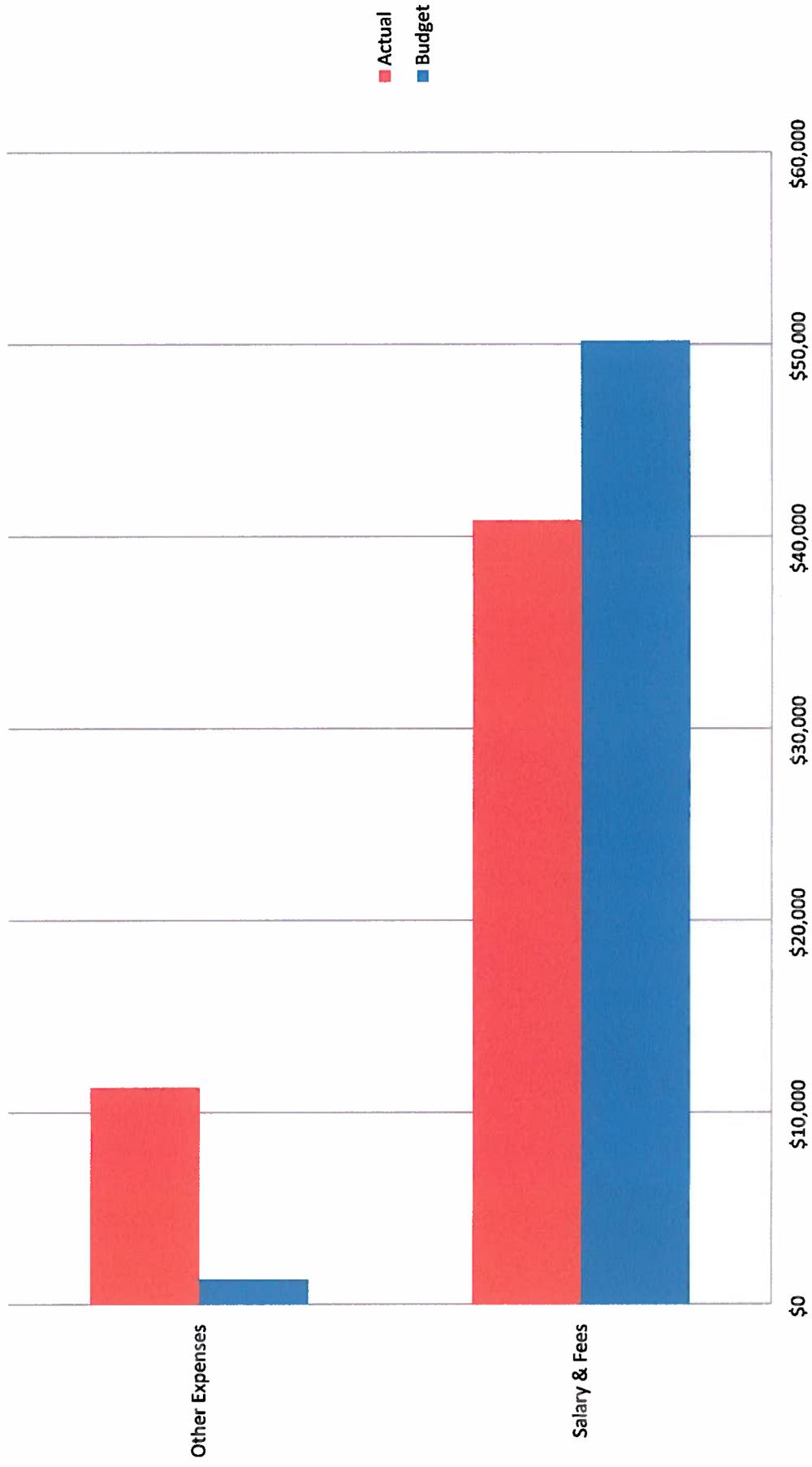


General Fund Expenditures

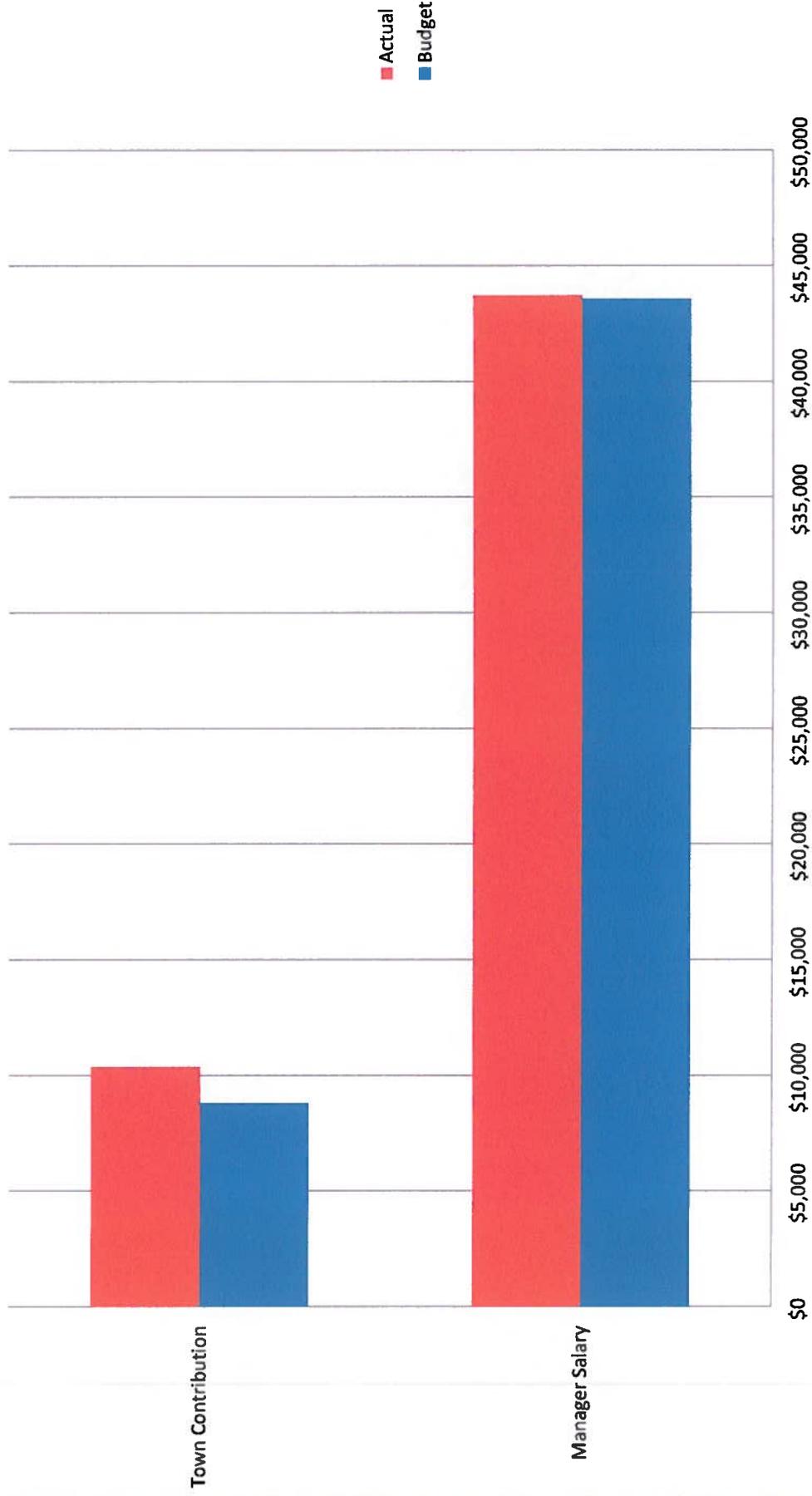
Miscellaneous



Planning & Zoning

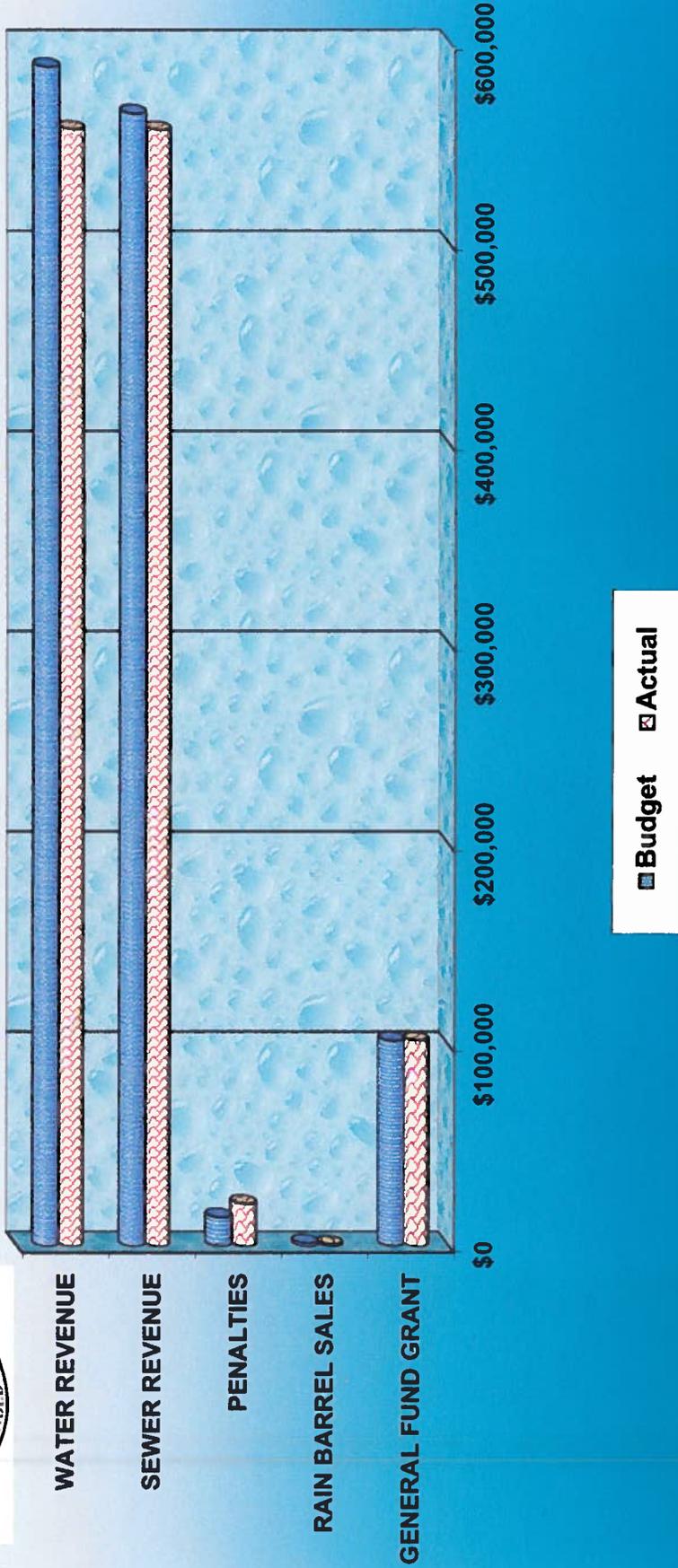


Main Street Program



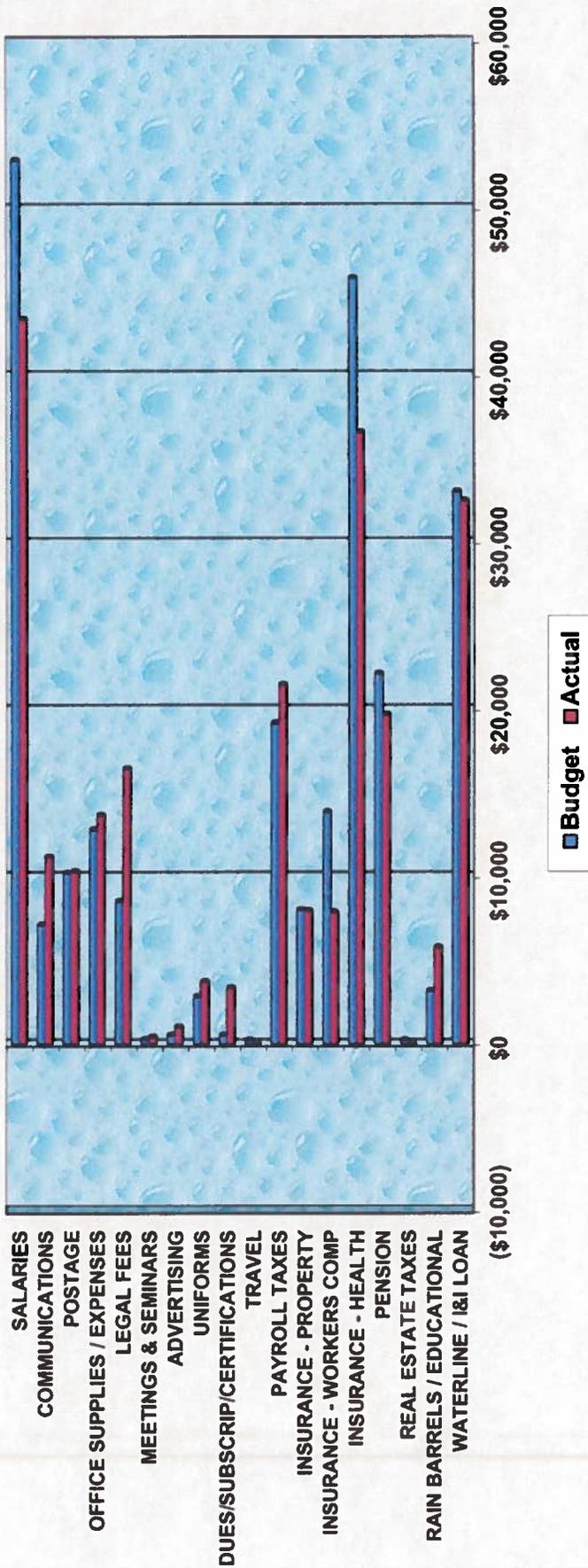


Water & Sewer Fund Revenue

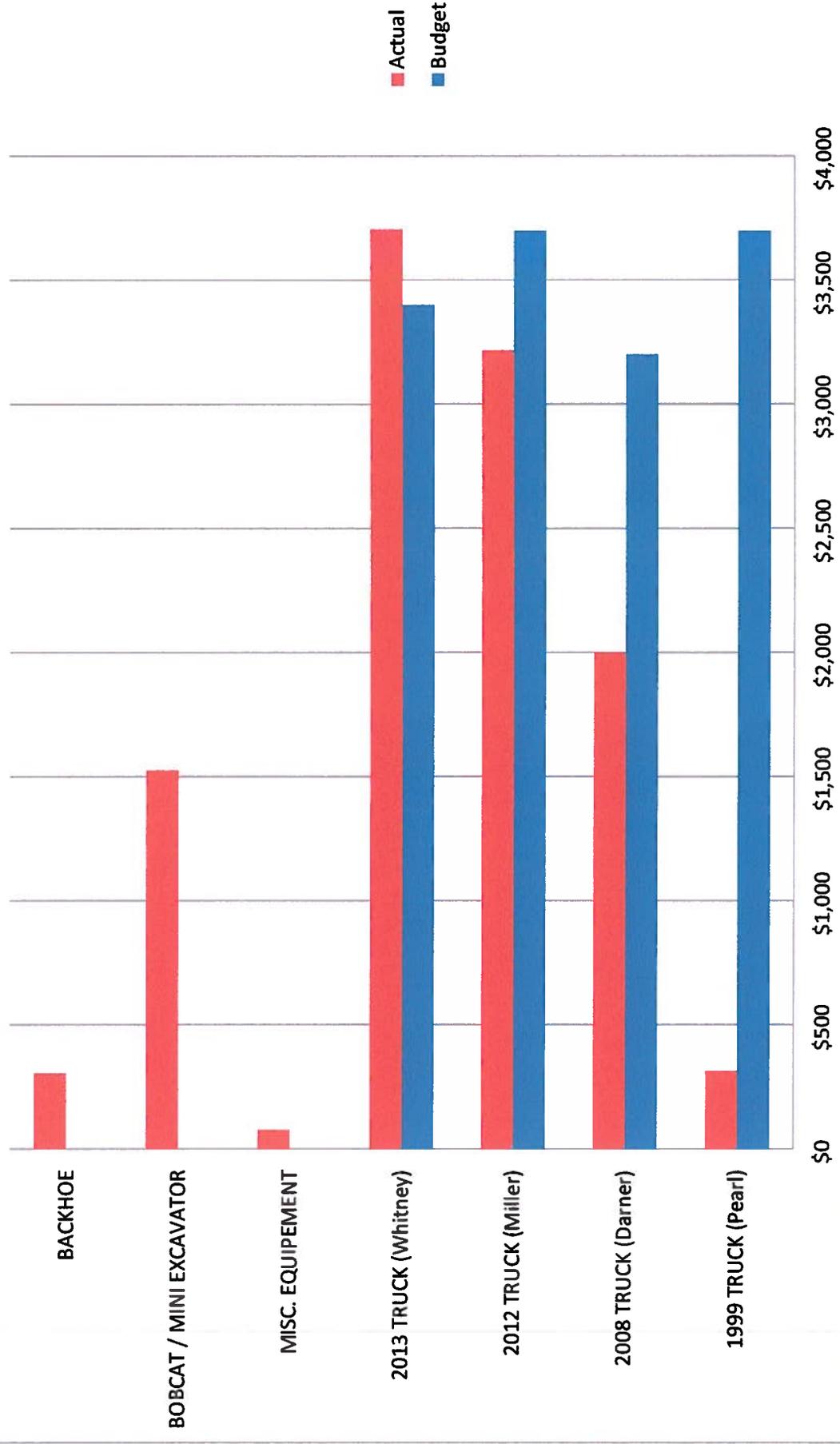




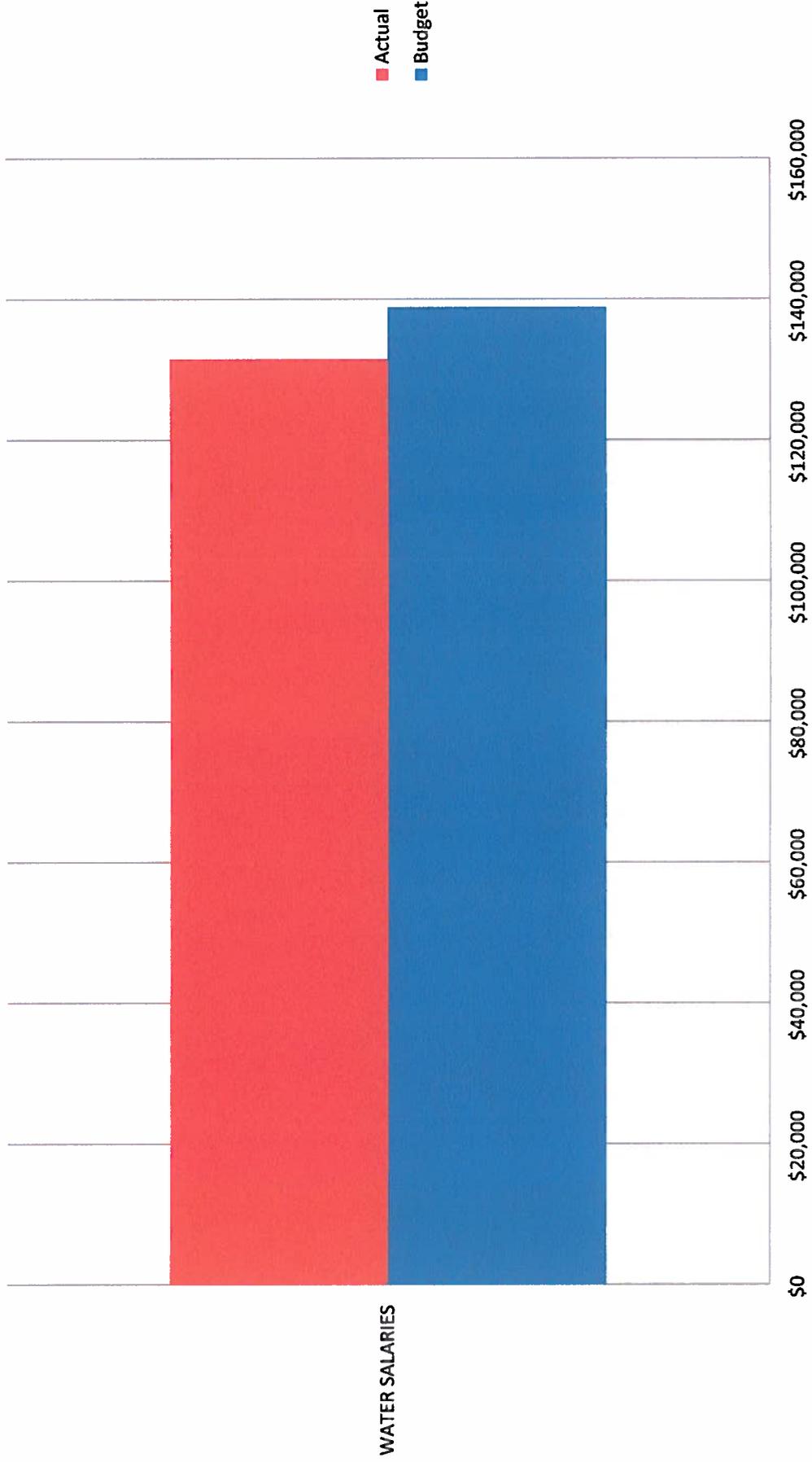
Water & Sewer Administrative Expenses



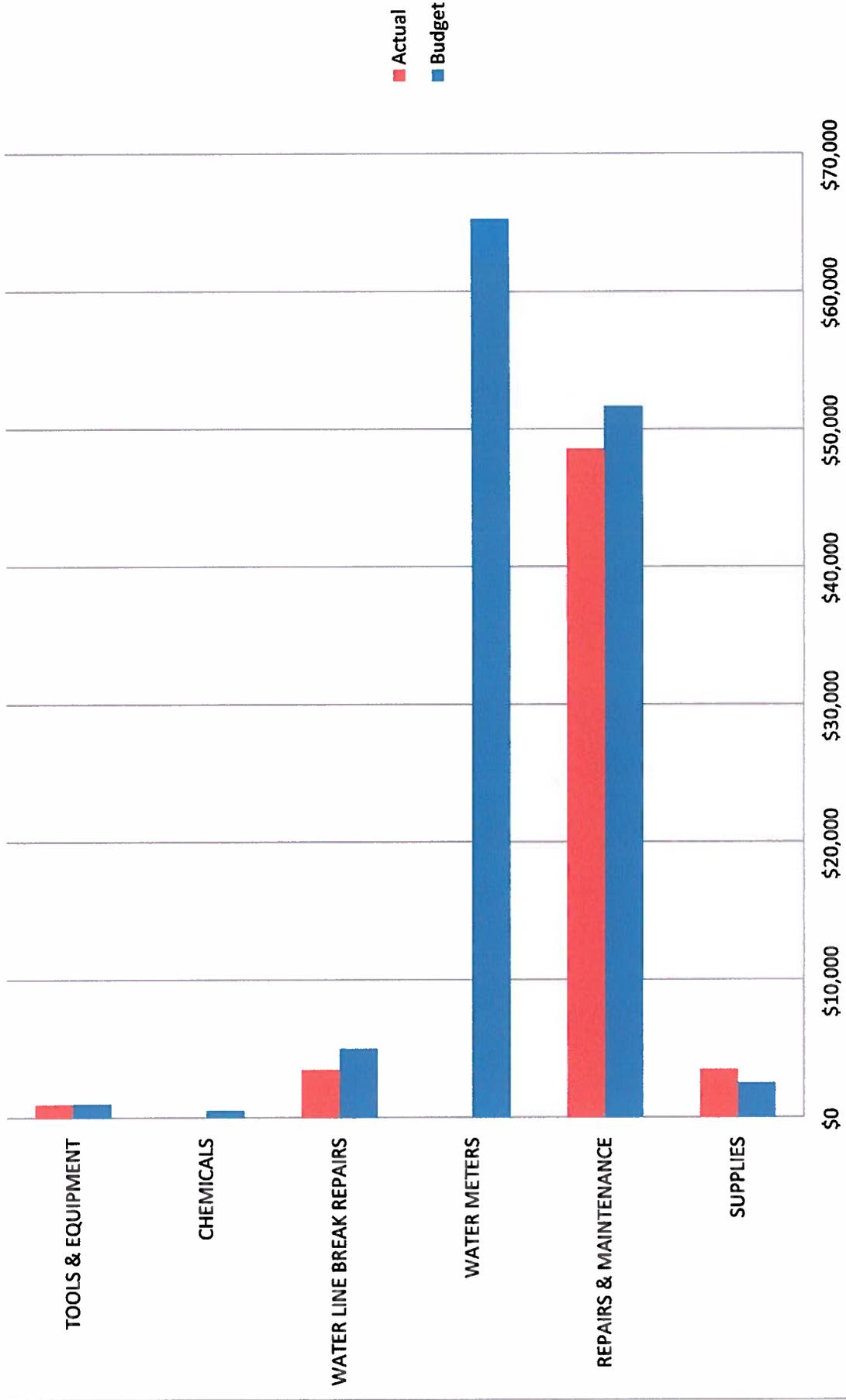
Vehicles & Equipment



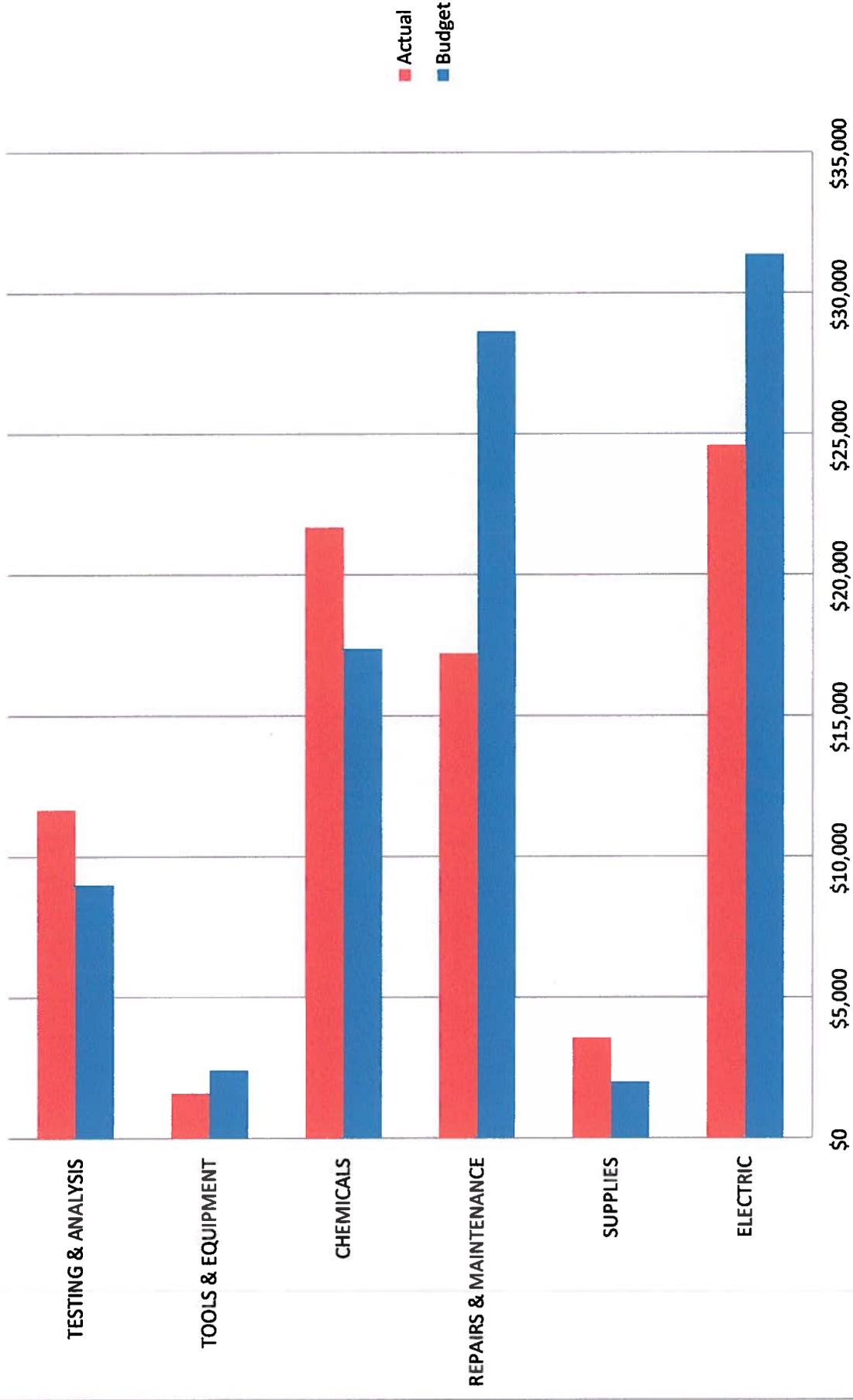
Water Salaries



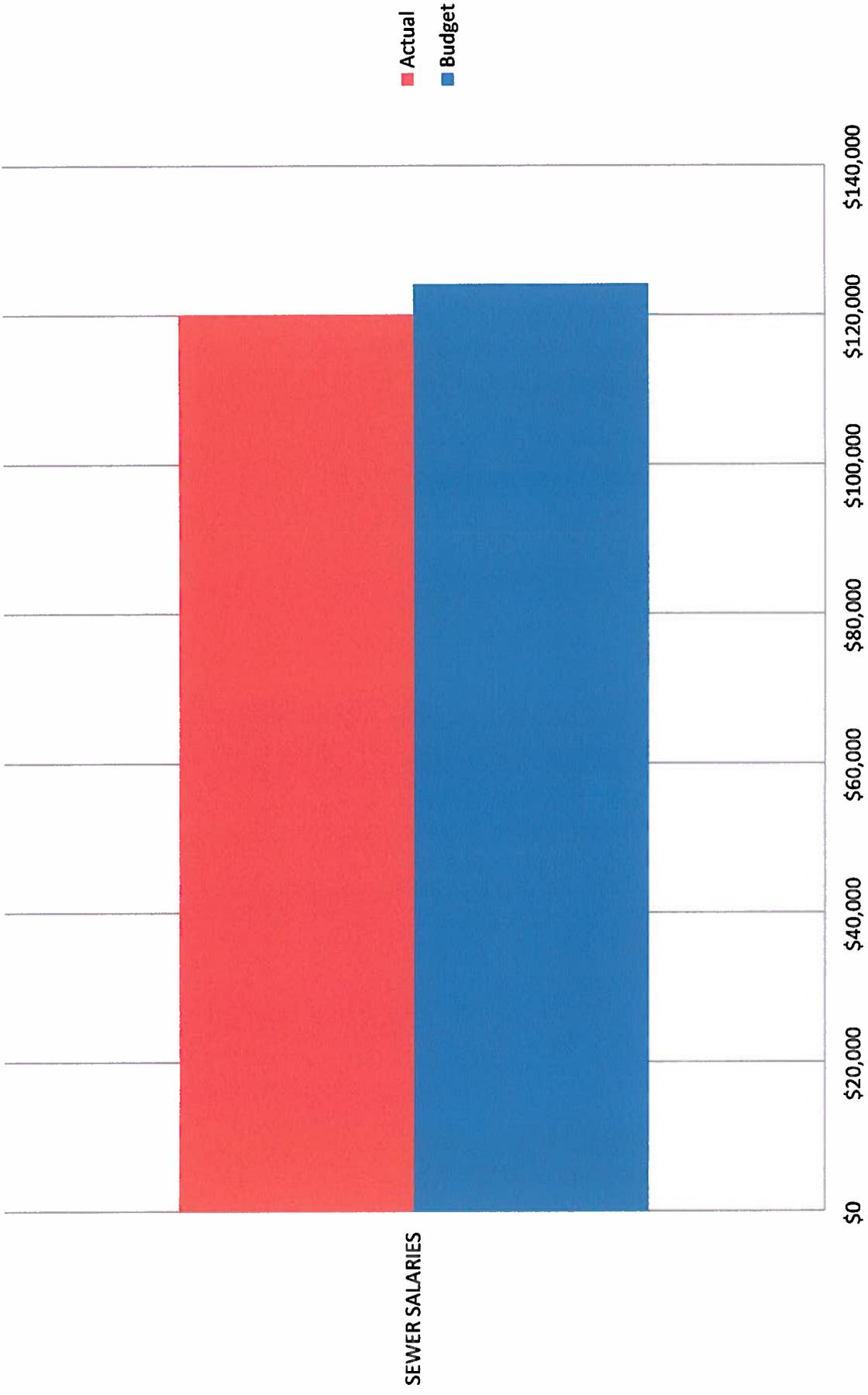
Water Distribution



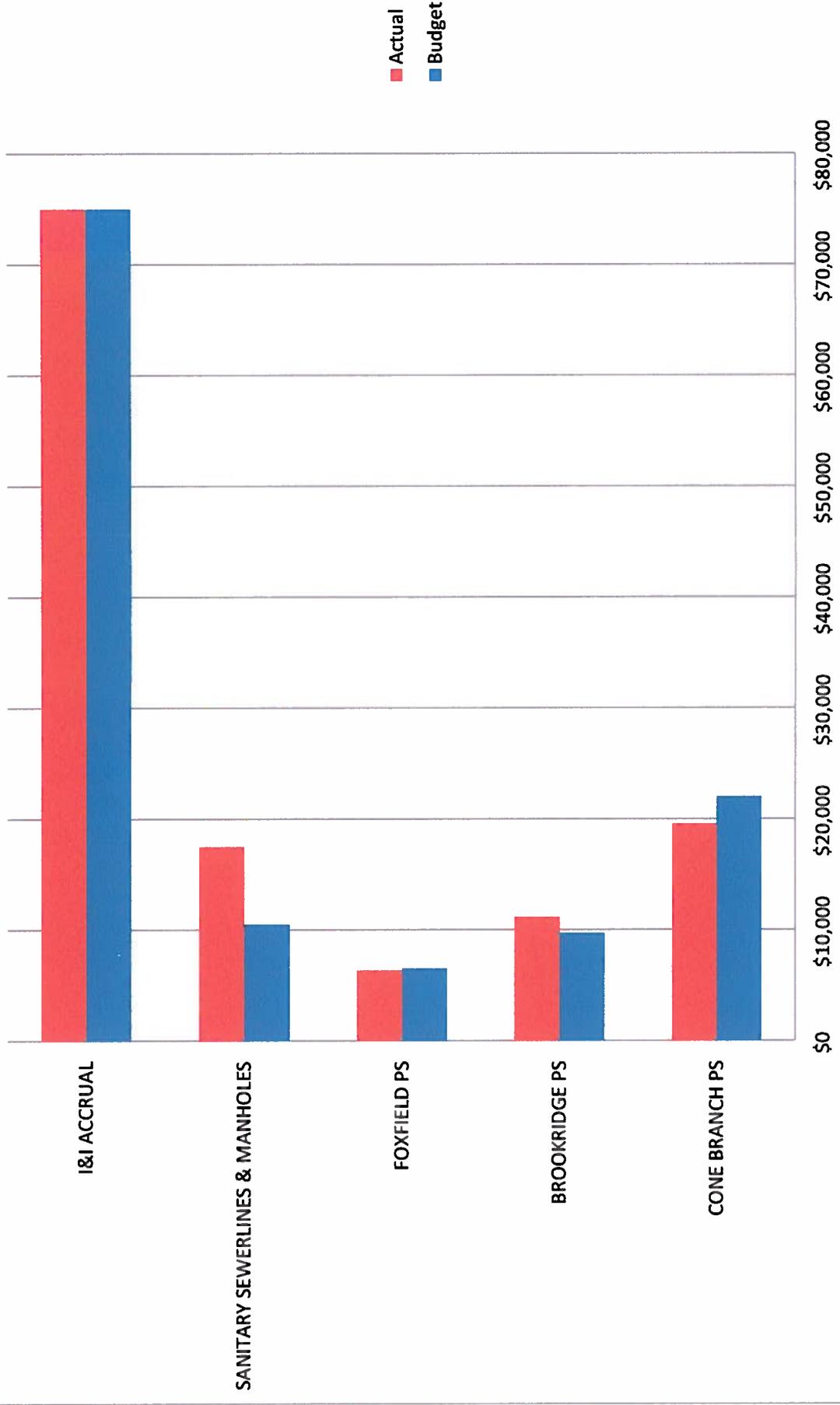
Water Plant, Booster Station, Tower



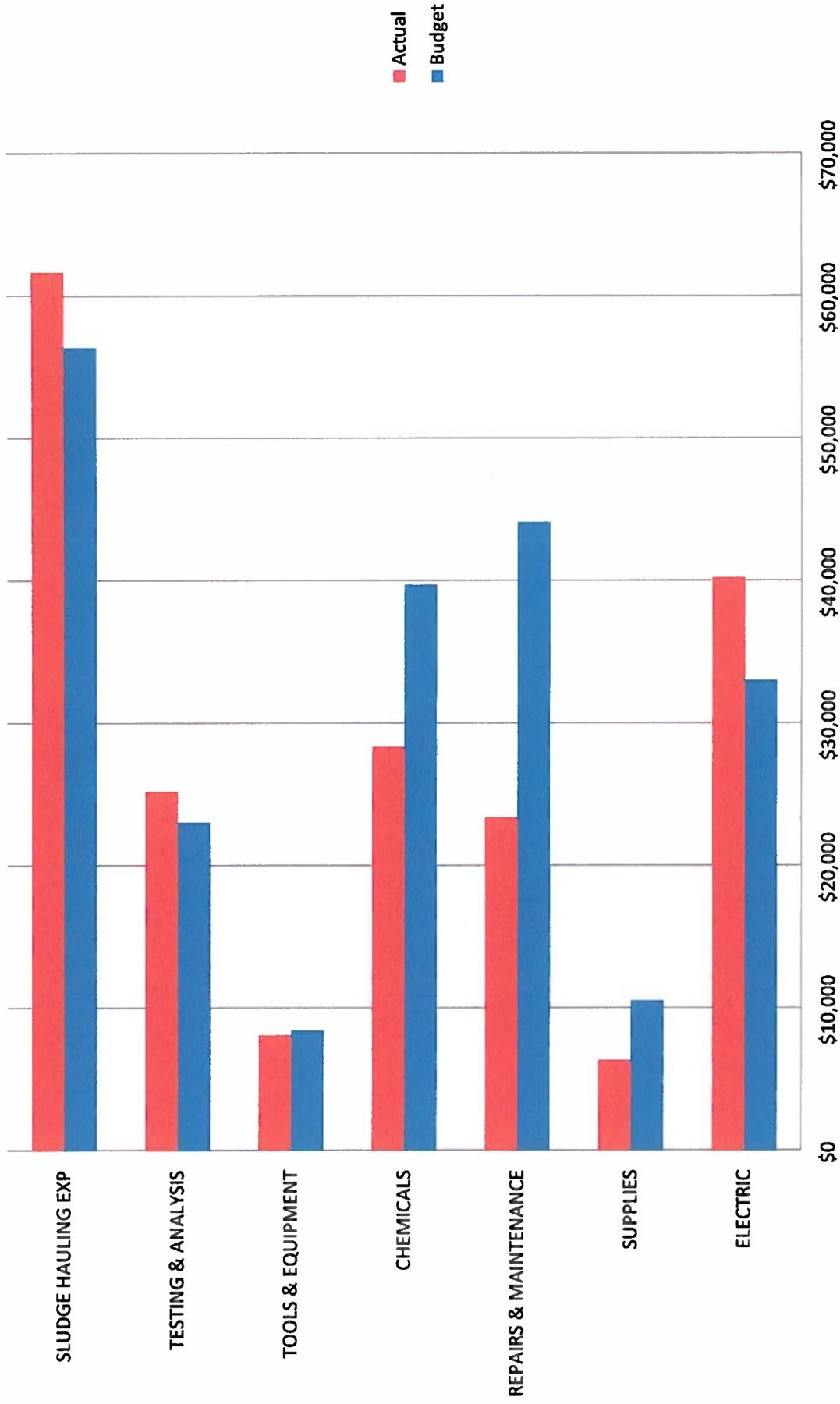
Sewer Salaries



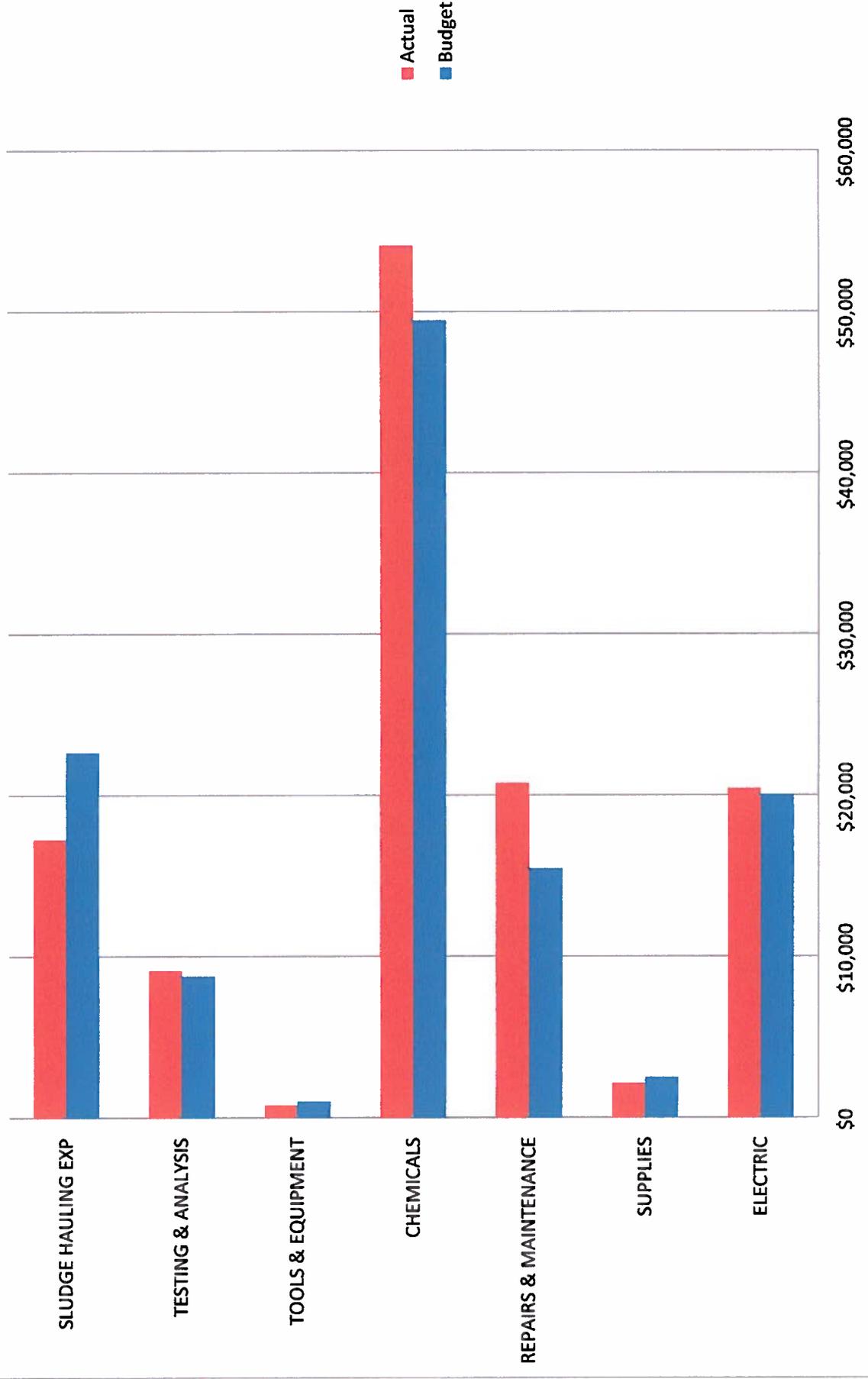
Sewer Collection System



East WWTP



West WWTP



Drew Bowen

From: Ann Griffin
Sent: Friday, December 18, 2015 1:09 PM
To: Drew Bowen
Subject: FW: Chair colors

Burgess wants this on the next Agenda.....the colors of the chairs(pics below) and the price.

Chairs are \$35.99/each x 36 = \$1,295.64
Shipping - \$192.84
Total price of \$1,488.48

Thanks!

Ann Griffin
Office Manager
Town of Middletown
31 West Main Street
Middletown, MD 21769
301.371.6171
301.371.6474(fax)
agriffin@ci.middletown.md.us

From: Ann Griffin
Sent: Friday, December 18, 2015 1:03 PM
To: 'John Miller'
Subject: Chair colors





Burgess – here are the color choices for the chairs that you chose.

Thanks!

Ann Griffin
Office Manager
Town of Middletown
31 West Main Street
Middletown, MD 21769
301.371.6171
301.371.6474(fax)
agriffin@ci.middletown.md.us

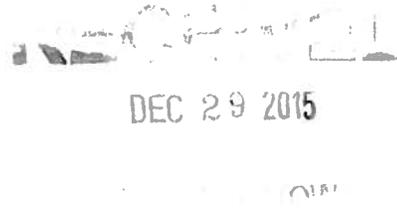


P.O. Box 163 Dickerson, MD 20842-0163

Office: 301-668-8282
800-639-6078
Fax: 301-349-5679
www.keysanitation.com

December 23, 2015

Drew Bowen
Town Administrator
Burgess and Commissioners of Middletown
31 West Main Street
Middletown, MD 21769



RE: Trash Removal Services

Dear Mr. Bowen:

I would like to thank you and the Burgess and Commissioners for letting Key Sanitation service your community for the last nine+ years.

We would like to offer to you to extend our contract, starting July 1, 2016 - June 30, 2019. Contract will be for the same terms and conditions with no price increase.

Thank you,

Brian Shumaker

President

Hand Delivered

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

BURGESS AND COMMISSIONERS OF MIDDLETOWN MARYLAND

TOWN MEETING MINUTES

PUBLIC HEARING

December 3, 2015

The Public Hearing of the Burgess and Commissioners of Middletown was called to order on December 3, 2015 by Burgess Pro Temp Falcinelli at 7:20 p.m. in the Middletown Municipal Center, 31 W. Main Street, Middletown, Maryland. Present were: Commissioners Larry Bussard, Richard Dietrick, Tony Ventre and Christopher Goodman.

PUBLIC HEARING – Ordinance 15-12-01 - Subdivision – Ordinance to amend Title 16 – Subdivisions of the Middletown Municipal Code; to add definitions for the terms “cul-de-sac”, “floodplain”, “plat”, “right-of-way”, “arterial street” and “tract”; to require the submission of electronic copies of certain plats and other documents; to reduce the demands of a proposed subdivision or project for water and sewer consumption to two hundred fifty (250) gallons of water per equivalent dwelling unit; to remove bonds as an acceptable type of guarantee for the construction of improvements; to add provisions relating to development in wetlands, floodplains, water buffer areas and forest lands; to increase minimum sight distances to 300 feet for developments on collector streets; to require street name signs to be installed initially by the developer; and to make other non-substantive stylistic and linguistic changes.

Ordinance 15-12-02 – Board of Appeals – An Ordinance to amend Title 17, Chapter 17.44 of the Middletown Municipal Code to make stylistic and grammatical changes and to correct references to state statutes and court rules.

Ordinance 15-12-03 – Sign Regulations – An Ordinance to amend Title 17, Chapter 17.36 of the Middletown Municipal Code pertaining to signs; to revise provisions relating to political signs; to authorize the zoning administrator to enforce certain provisions of the code relating to signs; to make stylistic and grammatical changes.

With no further comment, the public hearing adjourned at 7:30pm.

Respectfully submitted,

Ann Griffin
Office Manager

BURGESS AND COMMISSIONERS OF MIDDLETOWN MARYLAND

TOWN MEETING MINUTES

REGULAR MEETING

December 14, 2015

The first monthly meeting of the Burgess and Commissioners of Middletown was called to order on December 14, 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

Town Minutes – November 23, 2015

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

Personal Requests for Agenda:

Unfinished Business:

Ordinance No. 15-12-01 – Subdivision Regulations – Motion by Commissioner Ventre to approve Ordinance 15-12-01 as presented, seconded by Commissioner Bussard. Motion carried 6-0.

Ordinance No. 15-12-02 – Board of Appeals – Motion by Commissioner Bussard to approve Ordinance 15-12-02 as presented, seconded by Commissioner Dietrick. Motion carried 6-0.

Ordinance No. 15-12-03 – Sign Regulations – Motion by Commissioner Goodman to approve Ordinance 15-12-03 as presented, seconded by Commissioner Ventre. Motion carried 6-0.

Discussion of Calculation Formula for Commercial Capacity – Tap fees – Victor White representative for Cross Stone Commons was present. Mr. White stated that a huge turn off for some prospective tenants is the tap fees. When CVS came on line we (developer) decided to pay as each building came on line for the tap fees. The master meter for this development is 6” which had to be installed for CVS to come on line. Based on the meter size the total tap fees for this development would be \$420,000. The other option that the Town offers is by fixture unit count. If the development went by this option our tap fees would be \$1.3 million dollars. Mr. White shared with the Town the way Frederick County works it with their tap fees.

After some discussion it was agreed for Cross Stone Commons to use the “meter size option” and pay the remaining balance as each building comes on line via a payment plan. Cross Stone Commons has paid \$90,000 for CVS, therefore \$330,000 balance remains which would equate to \$110,000 per building which would make it more economical for the tenants. The specific amount of payment for each new building pad will be determined by agreement between the Town and Cross Stone Commons.

Delegation Legislative Issue – Hunting Requirements in Middletown Valley – Commissioner Goodman attended a public meeting that County Commissioner Jerry Donald held. It was agreed that the DNR bill was poorly crafted and needs to be re-vamped.

Keith Staley, 200 Lombardy Court – stated that he taught hunter safety course for over 15 years. Mr. Staley stated that he doesn’t have an issue with the change from shot gun to rifle. Mr. Staley brought in

some examples of shot gun shells and rifle shells and explained that the opportunity of someone getting shot could happen with either a shot gun or a rifle. Mr. Staley made a suggestion to the Town to have the area west of Mt. Tabor Road to Bolivar, to Mtn. Church to Burkittsville (basically follow the ridge line) keep as rifle and the other areas that is heavily populated made shot gun.

REPORTS OF COMMITTEES –

WATER & SEWER – Commissioner Falcinelli reported:

Spring flow – 76,000, water used November 2015 – 267,000, East WWTP treated 189,000 gal., and the West WTP treated 159,000 gal.

Next meeting will be January 27, 2016.

PUBLIC WORKS – Commissioner Bussard reported:

Christmas tree, decorations, banners have been installed. Repaired a pump at the booster station. Green Street review plans to be put out to bid in January. Equipment ready for snow.

PLANNING COMMISSION – Commissioner Goodman reported:

No meeting in November & December.

PARKS and RECREATION – no report

FINANCE – no report

PUBLIC INFORMATION – Ann stated that the website will go live January 1, 2016.

NEW BUSINESS:

Amended Project Development Agreement – Street Light Buyback Program – Drew stated that the dates have changed for the buyback program.

Motion by Commissioner Falcinelli to approve the date change in the buyback program, seconded by Commissioner Bussard. Motion carried 6-0.

Memorial Park – Conceptual Improvement Plan – Drew showed the Burgess & Commissioners a proposed layout for Memorial Park to make it ADA compliant. Per LGIT (our insurance company) we have 12-24 months to make it compliant. The Board agreed to apply for a DNR Community Parks & Playground grant to fund this in 2016.

PUBLIC COMMENT: none

ANNOUNCEMENTS: none

ADJOURNMENT

Meeting adjourned at 8:40pm.

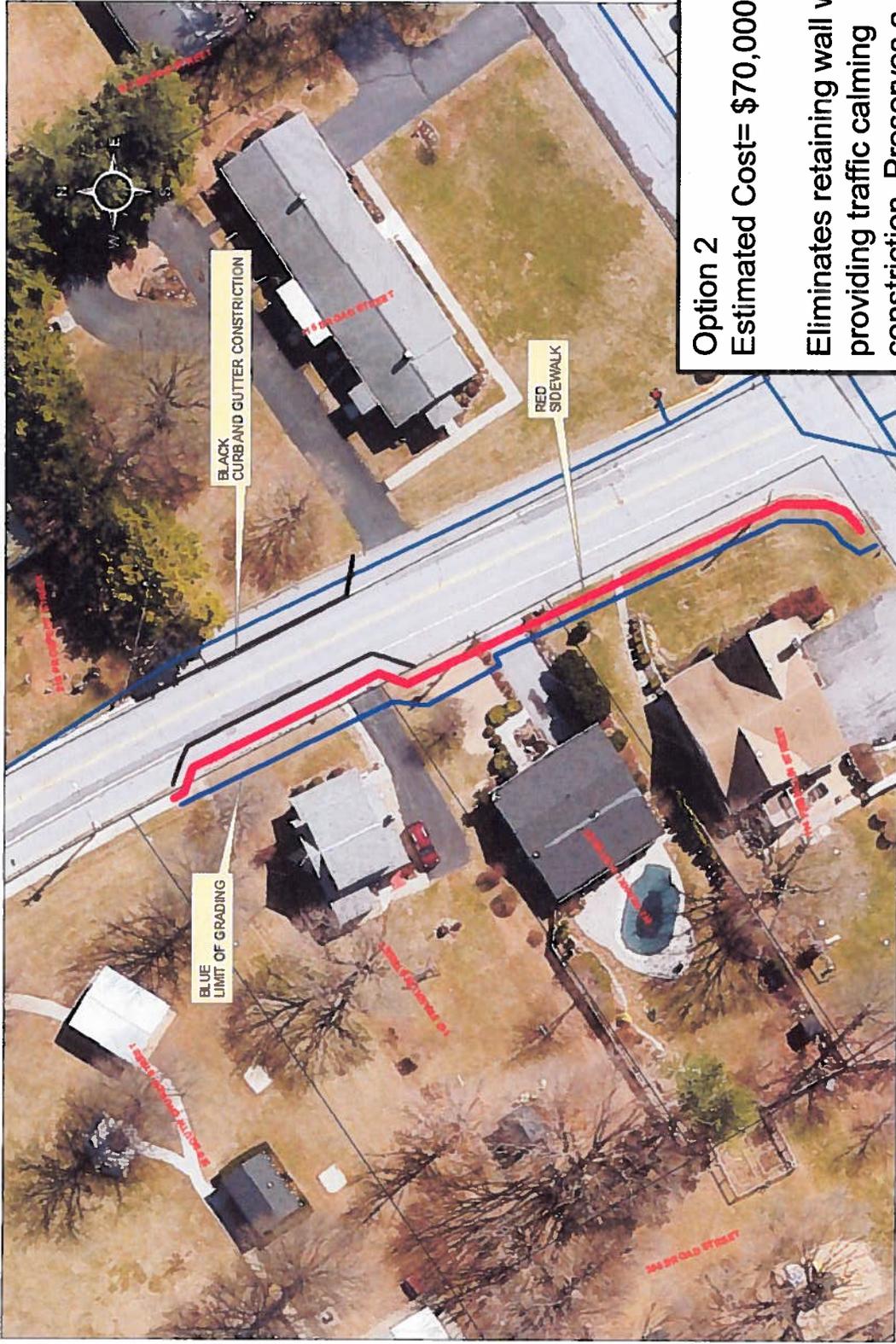
Respectfully submitted,

Ann Griffin
Office Manager



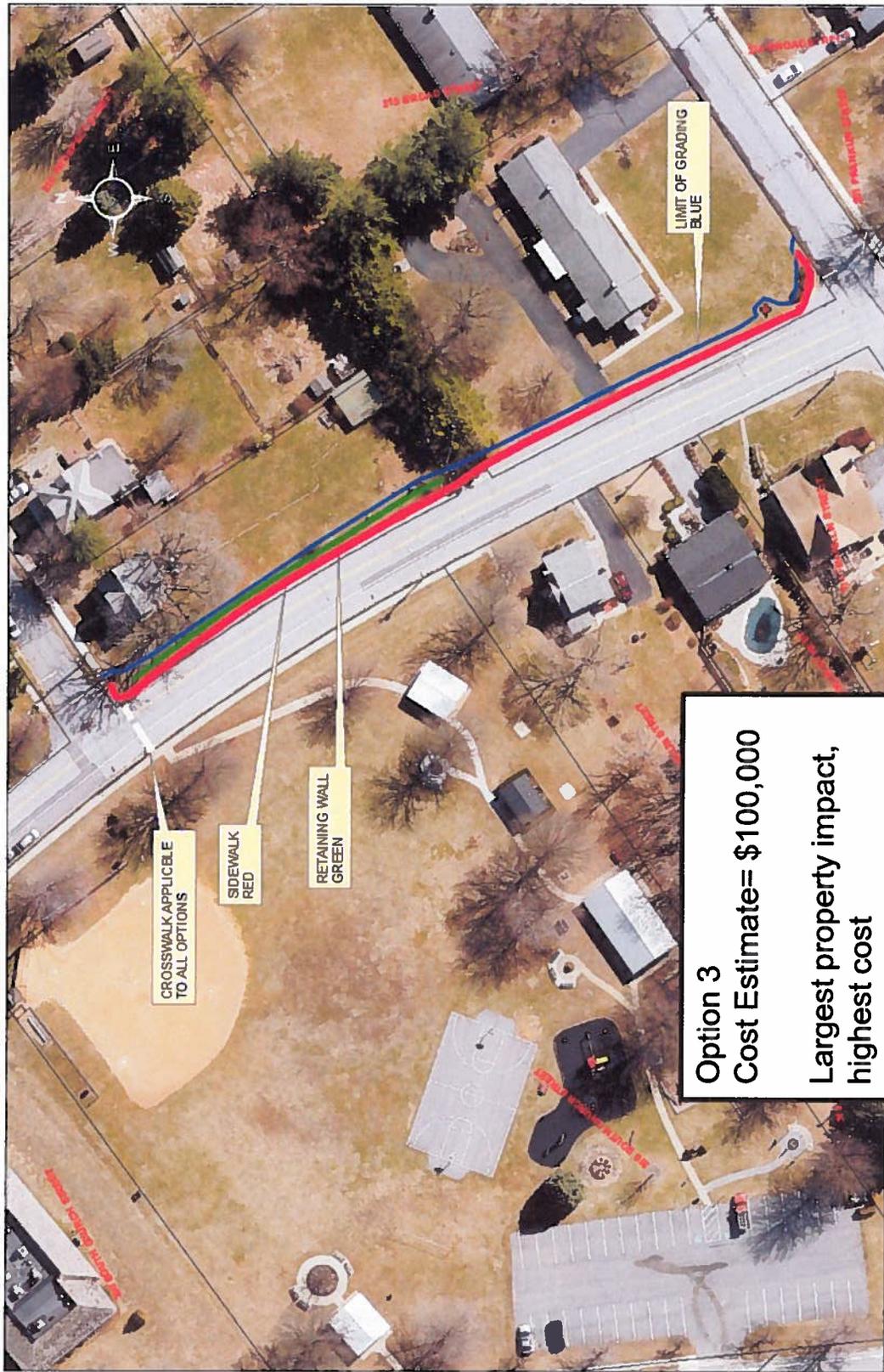
Option 1
Estimated Cost = \$85,000
Retaining Wall and driveway replacement required at #110.
Crosswalk at Prospect

Franklin Street Option #1
Aligned Sidewalk
Scale 1"=30'
Dec 2015



Option 2
Estimated Cost= \$70,000
 Eliminates retaining wall while providing traffic calming construction. Preserves a portion of on street parking
 Crosswalk at Prospect

Franklin Street Option #2
Offset Sidewalk and Traffic Calming Construction
 Scale 1"=30'
 Dec 2015



Option 3
Cost Estimate= \$100,000
Largest property impact,
highest cost
Crosswalk at Prospect

Franklin Street Option #3
 Northside Sidewalk
 Scale 1"=30'
 Dec 2015

DATES FOR 2016 ELECTION

Thursday, February 4, 2016	Post registration of eligible voters residing in town per Frederick County Election Board following Universal Registration Procedures at Middletown Municipal Center. (60 days prior to election)
Monday, February 8, 2016 (or earlier)	Announce Nominating Convention (40 days prior to Election; Convention to be held no later than 30 days prior to election)
Tuesday, February 9, 2016 Tuesday, February 16, 2016	Deadline for submission of Advertisement of Nominating Convention to Citizen (4 days prior to convention)
Tuesday, March 1, 2016	Nominating Convention (30 days before election)
Friday, March 11, 2016	Deadline for Petition of Office Signed by 40 Qualified Voters (20 days prior to election, excluding Sundays)
Monday, March 21, 2016	Appointment of Election Officers (14 days prior to election)
Monday, March 18, 2016	Deadline for Registration to Vote in April 2016 Election (15 days prior to election)
Tuesday, March 22, 2016 Tuesday, March 29, 2016	Deadline for Submission of Advertisement for Election to Citizen (10 days notice of time & place)
Friday, March 25, 2016	Deadline for Absentee Ballots (10 days prior to election)
Monday, April 4, 2016	Election Day 7:00 AM - 8:00 PM

NOTICE TO ALL REGISTERED VOTERS IN THE
MUNICIPAL LIMITS OF MIDDLETOWN,
MARYLAND

THE 2016 ELECTION WILL BE HELD ON
MONDAY, APRIL 4, 2016
BETWEEN THE HOURS OF 7:00 AM. AND 8:00 PM.
AT THE MUNICIPAL CENTER
31 WEST MAIN STREET
MIDDLETOWN, MARYLAND

IN ORDER TO VOTE IN AN ELECTION IN MIDDLETOWN, A VOTER
MUST HAVE BEEN REGISTERED BY FRIDAY, MARCH 18, 2016.

NOTICE TO ALL REGISTERED VOTERS IN THE
MUNICIPAL LIMITS OF MIDDLETOWN, MARYLAND

The Burgess of Middletown hereby gives NOTICE that the Nominating Convention for the election of one (1) Burgess and two (2) Commissioners will take place on the following:

DATE: Tuesday, February 25, 2014
TIME: 7:00 P.M.
PLACE: Middletown Municipal Center
31 West Main Street
Middletown, Maryland

The current seats up for election are:

JOHN D. MILLER - BURGESS
ANTHONY M. VENTRE - COMMISSIONER
CHRISTOPHER I. GOODMAN - COMMISSIONER

THE 2016 ELECTION WILL BE HELD ON
MONDAY, APRIL 4, 2016
BETWEEN THE HOURS OF 7:00 A.M. AND 8:00 P.M.
AT THE MIDDLETOWN MUNICIPAL CENTER
31 WEST MAIN STREET
MIDDLETOWN, MARYLAND

***** ONLY THOSE PERSONS NOMINATED BY THE CONVENTION OR BY THE PETITION SHALL BE CONSIDERED VALID CANDIDATES FOR MUNICIPAL OFFICE*****

All registered voters in Middletown are entitled to vote by absentee ballot. Registered voters who wish to vote by absentee ballot MUST notify the Town Administrator in writing no later than March 25, 2016 to be mailed an absentee ballot. The Town Administrator can be reached by letter at the following:

ADDRESS: 31 West Main Street
Middletown, Maryland 21769
Email: office@ci.middletown.md.us

ABSENTEE BALLOTS MUST BE RECEIVED BY ELECTION DAY

IN ORDER TO VOTE IN AN ELECTION IN MIDDLETOWN, A VOTER MUST BE REGISTERED BY FRIDAY, MARCH 18, 2016.



MEMORANDUM

DATE: December 29, 2015
TO: Burgess and Commissioners
FROM: Andrew J. Bowen, Town Administrator
CC: Lacey Gordon, Financial Planner
SUBJECT: Proposed Budget Workshop Dates

Below is the proposed Budget Workshop Schedule below for the FY 2017 budget process:

<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Budget</u>
Monday	February 22, 2016	6:30PM	Water & Sewer Operating Budget
Thursday	March 3, 2016	6:30PM	Water & Sewer CIP
Monday	March 14, 2016	6:30PM	Water & Sewer Operating & CIP
Monday	March 28, 2015	6:30PM	General Fund Operating Budget
Thursday	April 7, 2016	6:30PM	General Fund CIP
Monday	April 25, 2016	6:30PM	General Fund Operating & CIP Community Groups

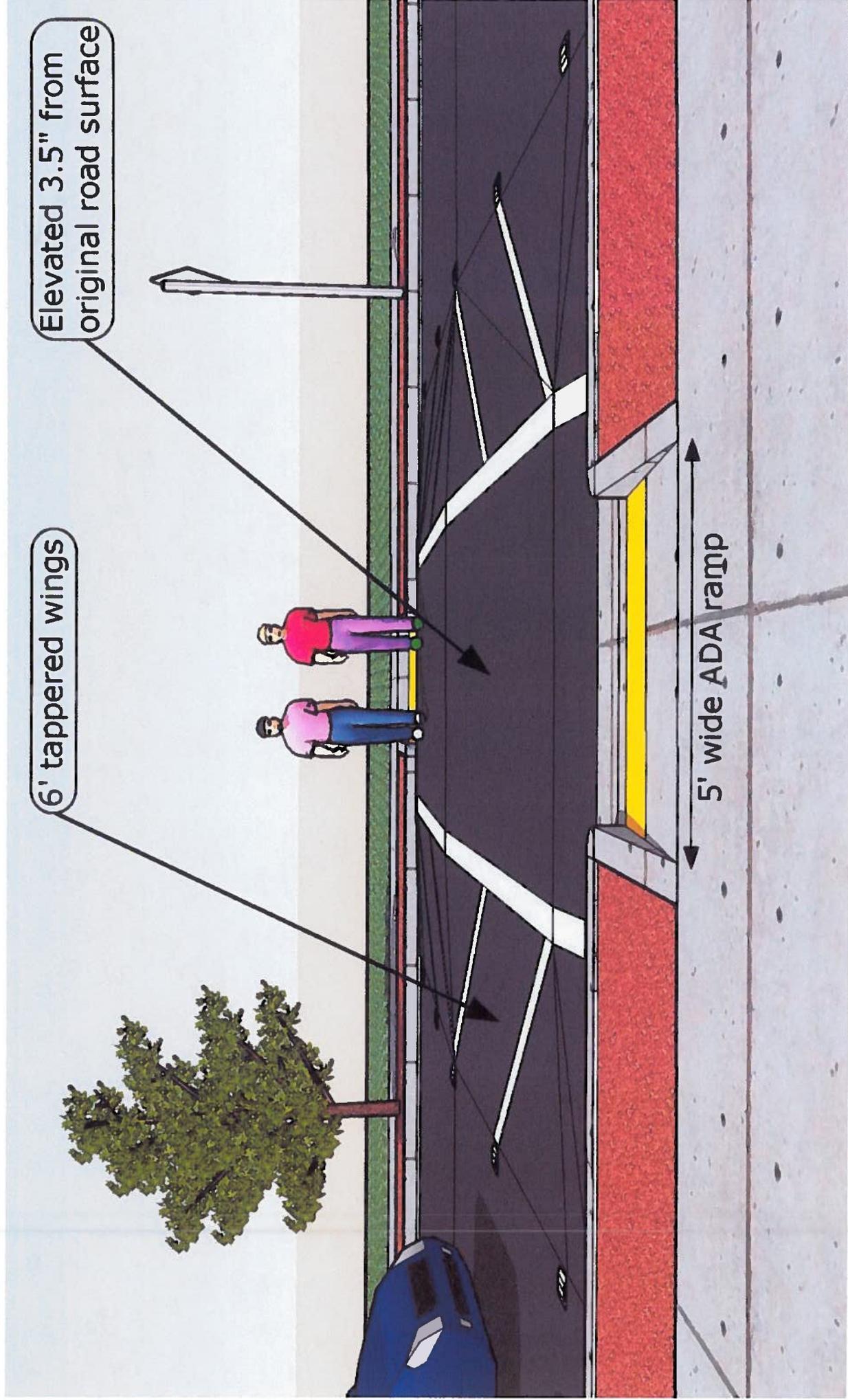
6' tapered wings

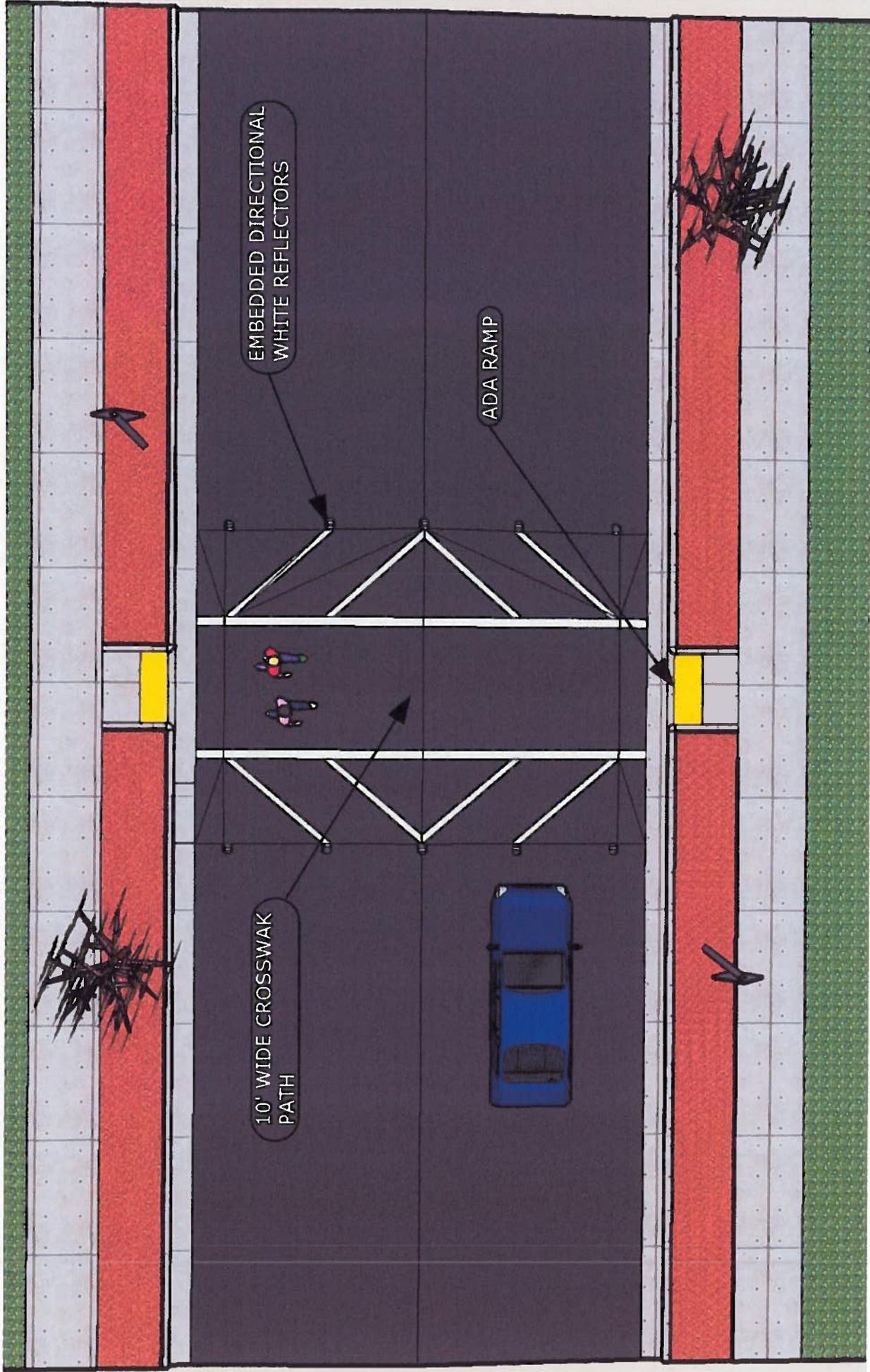
Elevated 3.5" from original road surface

5' wide ADA ramp

Side View

No Scale

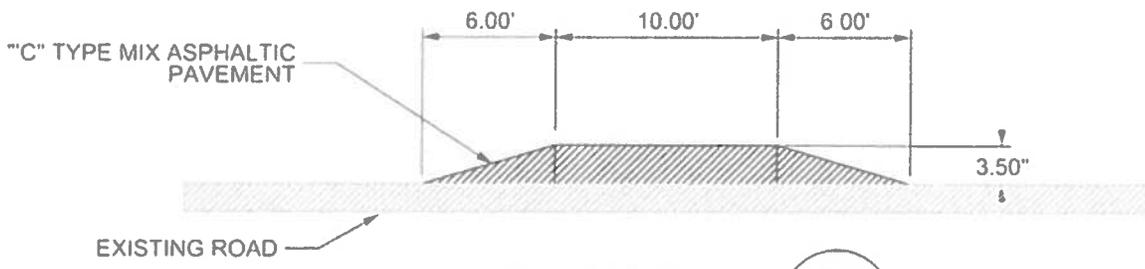
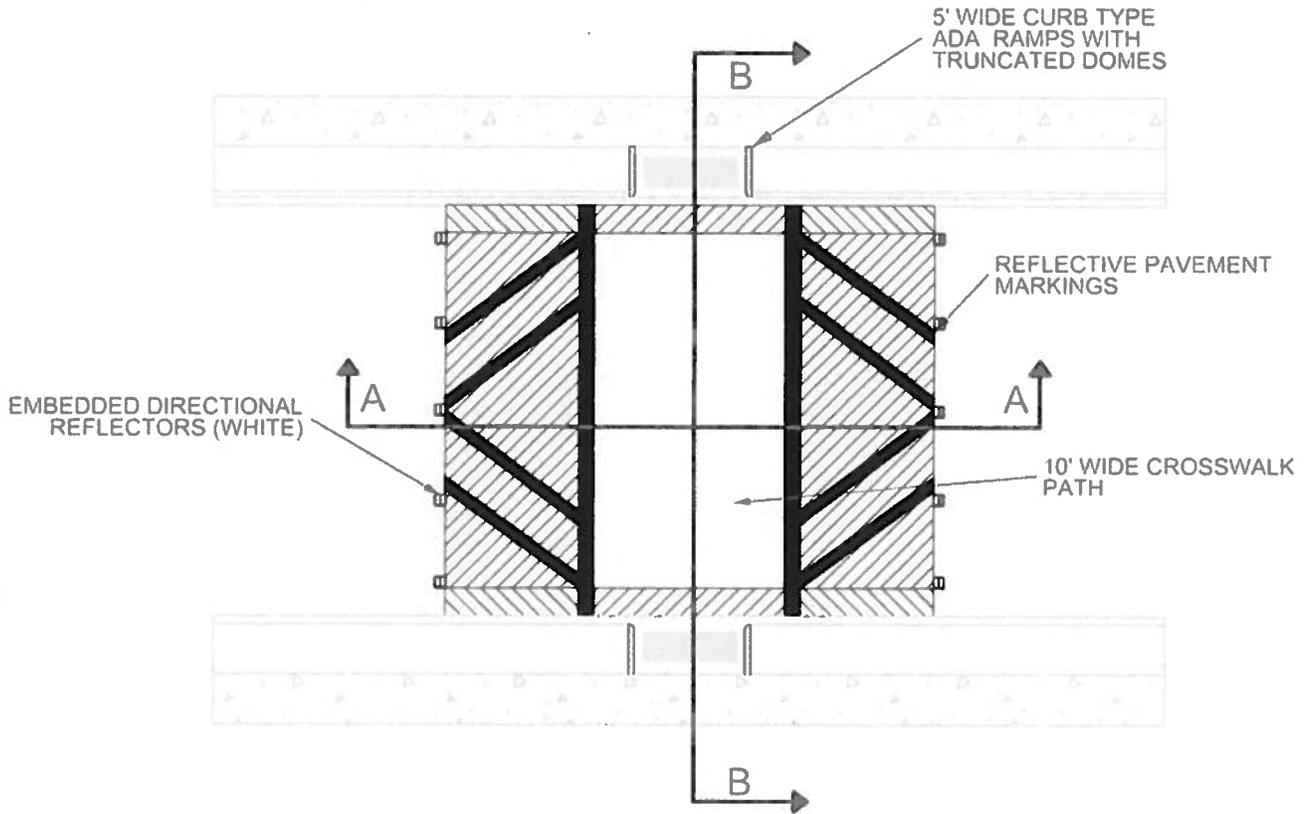




Top View

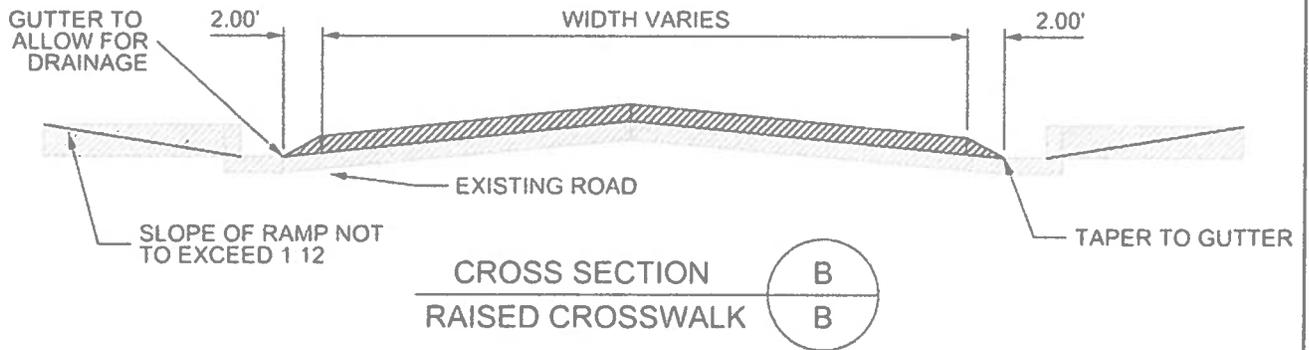
No Scale





ALONG ROAD
RAISED CROSSWALK

A A



NOTE: THIS RAISED CROSSING IS A TRIAL VERSION

REVISIONS

RAISED
CROSSWALK

SCALE:	N T S.
DATE	April 2008
APPROVED BY:	