

**BURGESS AND COMMISSIONERS
OF MIDDLETOWN MARYLAND**

TOWN MEETING MINUTES

REGULAR MEETING

January 13, 2014

The first monthly meeting of the Burgess and Commissioners of Middletown was called to order on January 13, 2014, 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, Richard Dietrick, Tony Ventre and Christopher Goodman.

CONSENT AGENDA

Tax Equity for FY2014 Budget

Financial Statements

Town Minutes – December 5, 2103 Public Hearing

December 9, 2013 Town Meeting

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

PERSONAL REQUEST FOR AGENDA:

Unfinished Business:

Memorial Hall Discussions – Drew stated that the Town has received a 50/50 grant if we wish to purchase this property. Drew stated that Mr. Brenengen is looking to sell this property; asking price is \$150,000 which would be \$75,000 grant and \$75,000 from the Town. The Town Board agreed to make a final decision on whether to purchase this property or not at its February 10, 2014 meeting. Drew stated that with the grant there will be easements placed on this property for exterior and archeology. Drew stated that at the workshop Becky Reich, Main Street Manager stated that one option would be for the Town to purchase the property using the grant placing the easements on the property and then re-sale to re-coup the cost. Tim Coakley, Main Street Chairman was present and stated that the Main Street Board stands behind and supports this option as they would like to see this building preserved. Tim stated that Main Street would help to re-sale it if that is the route the Town Board wishes to proceed with. Commissioner Falcinelli suggested that Drew speak to a few commercial real estate agencies to see if a property like this would sell. Commissioner Dietrick asked what it would cost the Town to “moth ball it (preserve)” this property? Commissioner Dietrick also asked what costs the Town would incur if it did not sell right away and we held onto it for 3-5 years? Drew stated that Becky has the information on how much it would cost to “moth ball it” and he would ask her to provide that information to the Town Board.

Ordinance 14-01-01 – Revisions to the Forest Conservation Act – Drew stated that the State made some modifications on the language of the Forest Conservation Act; this Ordinance is just changing the language to comply with the state law & wording.

Motion by Commissioner Bussard to approve Ordinance 14-01-01 as presented, seconded by Commissioner Falcinelli. Motion passed 6-0.

Introduction of Ordinance 14-01-02 – Monthly Billing for Water & Sewer Bills – Burgess Miller stated this is just the introduction of this Ordinance. This Ordinance allows the Town Board to proceed with the pilot program with the Glenbrook Subdivision. Commissioner Falcinelli stated that this was recommended by our attorney that it wasn't necessary but he recommended we do so.

Review of Amendments to the Employee Handbook – Commissioner Goodman stated as discussed at the workshop the committee added language on FMLA, disciplinary action and ethics. Burgess Miller stated he would like the employees to all get a copy and review and make any recommendations they see fit.

REPORTS OF COMMITTEES –

WATER & SEWER – Commissioner Falcinelli reported:

Water usage - 278,000 gallons per day

Spring Flow – 142,000 gallons per day

Reservoir repairs – Commissioner Falcinelli stated that the repairs seem to be successful no leaking at this point.

Water line breaks – town staff repaired 3 water line leaks

January meeting - cancelled

PUBLIC WORKS – Commissioner Bussard reported:

Snow/Ice – we had several snow/ice events; the guys have been out and have had the streets in very good shape.

Repairs – the guys have had to make repairs to salt spreaders and snow blowers

Flagger training - the guys took flagger training.

Boiler – the boiler at the Municipal Center has a crack, we tried to weld it but the weld did not hold up. Bruce is currently getting prices to replace the affected area.

Bulk Trash – Saturday, March 15 is the next bulk trash pick-up.

PLANNING COMMISSION – Commissioner Goodman reported:

FRO Ordinance – approved

Worked on the fee schedule which is before us tonight. This month we will be discussing the Active Adult Ordinance as well as temporary signs.

PARKS & RECREATION – Commissioner Ventre reported:

Remsberg Park – construction material for the pavilion will be delivered on January 21, 2014. Commissioner Ventre also stated that Cindy sent him a request to have 2 developers plant their FRO requirements on Remsberg Park.

Board will not meet again until March.

FINANCE – no report

PUBLIC INFORMATION – no report

New Business:

Appointment of Zoning Administrator – Burgess Miller stated that we received an interest from Ron Forrester to be the Zoning Administrator.

Motion by Commissioner Goodman to appoint Ron Forrester as Zoning Administrator taking effect February 1, 2014, seconded by Commissioner Falcinelli. Motion carried 6-0.

Appointments to Board of Appeals – Burgess Miller stated that we have 2 positions on the Board of Appeals up for re-appointment and both Ken Kyler and Tom Routzahn agreed to be re-appointed.

Motion by Commissioner Falcinelli to re-appoint Ken Kyler and Tom Routzahn to the Board of Appeals Committee for 3 year terms, seconded by Commissioner Goodman. Motion carried 6-0.

Review of Credit Card Cost – Drew stated that many of our residents have made inquiries to the Town about using credit cards to pay their water & sewer bills. Drew has spoken to M&T Bank, Middletown Valley Bank and BB&T Bank in regards to charges and fees associated with credit cards. Drew advised the Board that it would cost the Town anywhere from \$12,000-\$13,000 a year. It would depend on the percentage of residents that paid their bill with a credit card and the type of credit card they use. Drew advised the Board that he has a conference call scheduled to discuss paying online via our website.

Review of Development Review Fees – Drew stated that included in the packets are the proposed review fees from the Planning Commission. Burgess Miller asked the Commissioners to review the fees for any discussion at the January 27th meeting. Burgess Miller stated the Public Hearing on the proposed fees will be held on February 6th.

ANNOUNCEMENTS

- Position available on Planning Commission as Temporary Alternate
- Position available on Board of Appeals as Alternate

ADJOURNMENT

With no further business to come before the Board, the regular meeting adjourned at 8:00p.m.

The Board entered into executive session at this time.

Respectfully submitted,

Ann Griffin
Office Manager