

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 2nd 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