



# AGENDA FOR THE TOWN MEETING

January 11, 2016

7:00 p.m.

**PLEDGE TO THE FLAG**

**CALL TO ORDER**

**CONSENT AGENDA**

- [Financial Statements](#)
- Town Meeting Minutes
  - [December 3, 2015 – Public Hearing](#)
  - [December 14, 2015 – Town Meeting](#)

**STAFF REPORTS (From Town Workshop):**

[Staff Planner](#)

[Engineer's Report](#)

[Main Street Manager](#)

**PERSONAL REQUESTS FOR AGENDA:**

**UNFINISHED BUSINESS:**

- Streetlight Buyback – Review of JCI Financial Analysis
- Additional Electrical Outlets – Town Board Desk & Front of Municipal Center
- [Review of Franklin Street Sidewalk Plans and Cost Estimates](#)
- [Review of FY 2015 Audit](#)

**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](#)
- [New Chairs for Meeting Room](#)
- [Discussion of Raised Crosswalks](#)
- [Request for Extension of Waste Contract – Key Sanitation](#)

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

**PUBLIC COMMENTS:**

**ANNOUNCEMENTS:**

**ADJOURNMENT**

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

	Cash Balance
<b>CIP - GENERAL FUND</b>	
BB & T Index	\$ 730,813.32
BB&T Rainy Day Fund	<u>193,615.88</u>
<b>TOTAL CIP - GENERAL FUND</b>	<b>\$ 924,429.20</b>
<b>CIP - WATER &amp; SEWER FUND</b>	
BB & T Index	\$ 250,054.85
BB&T Line of Credit (Bal Owed)	
Sludge Removal Reserve	<u>252,887.50</u>
<b>TOTAL CIP WATER &amp; SEWER FUND</b>	<b>\$ 502,942.35</b>
<b>TOTAL GEN CIP &amp; W/S CIP FUNDS</b>	<b><u>\$1,427,371.55</u></b>
<b>OPERATING CASH ACCOUNTS</b>	
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>
<b>CASH AVAILABLE FROM OPERATING</b>	<b><u>\$ 308,082.05</u></b>

**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>
<b><u>REVENUE</u></b>			
<b><u>LOCAL TAX</u></b>			
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	9,607	280	(9,327)
	<u>\$ 1,243,520</u>	<u>\$ 801,854</u>	<u>\$ (441,666)</u>
<b><u>STATE SHARED TAX</u></b>			
Admission & Amusement	\$ 16,500		\$ (16,500)
Highway Gasoline & Licenses	154,758	4,831	(149,927)
	<u>\$ 171,258</u>	<u>\$ 4,831</u>	<u>\$ (166,427)</u>
<b><u>COUNTY SHARED TAX</u></b>			
Income Taxes	\$ 721,465	\$ 278,618	\$ (442,847)
Tax Equity Grant	555,964	277,982	(277,982)
	<u>\$ 1,277,429</u>	<u>\$ 556,600</u>	<u>\$ (720,829)</u>
<b><u>LICENSES AND PERMITS</u></b>			
Beer, Wine and Liquor	\$ 1,950		\$ (1,950)
Business / Traders	4,900	189	(4,711)
Planning / Zoning Fees	19,606	11,915	(7,691)
	<u>\$ 26,456</u>	<u>\$ 12,104</u>	<u>\$ (14,352)</u>
<b><u>PARKS AND RECREATION</u></b>			
Pavillion Fees	\$ 1,900	\$ 325	\$ (1,575)
	<u>\$ 1,900</u>	<u>\$ 325</u>	<u>\$ (1,575)</u>
<b><u>POLICE PROTECTION</u></b>			
State Grant	\$ 24,928	\$ 6,232	\$ (18,696)
	<u>\$ 24,928</u>	<u>\$ 6,232</u>	<u>\$ (18,696)</u>
<b><u>MISCELLANEOUS</u></b>			
Community Events			
Parking Citations			
Bank Shares Grant	2,500		(2,500)
Miscellaneous & Donations	5,000	1,591	(3,409)
	<u>\$ 7,500</u>	<u>\$ 1,591</u>	<u>\$ (5,909)</u>
<b>OPERATING REVENUES</b>	<b>\$ 2,752,991</b>	<b>\$ 1,383,537</b>	<b>\$ (1,369,454)</b>
State Grants & Interest	\$ 189,172	\$ 17	\$ (189,155)
<b>TOTAL REVENUE</b>	<b>\$ 2,942,163</b>	<b>\$ 1,383,554</b>	<b>\$ (1,558,609)</b>

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>
<b><u>EXPENDITURES</u></b>			
<b><u>LEGISLATIVE</u></b>			
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	9,000	1,628	(7,372)
	<u>\$ 36,500</u>	<u>\$ 18,165</u>	<u>\$ (18,335)</u>
<b><u>EXECUTIVE</u></b>			
Burgess Salary	<u>\$ 6,667</u>	<u>\$ 2,000</u>	<u>\$ (4,667)</u>
	\$ 6,667	\$ 2,000	\$ (4,667)
<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>			
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>	
	<u>\$ 424,020</u>	<u>\$ 245,713</u>	<u>\$ (178,307)</u>
<b><u>OPERATIONS</u></b>			
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>
	<u>\$ 181,353</u>	<u>\$ 102,507</u>	<u>\$ (78,846)</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>
<b><u>PROFESSIONAL SERVICES</u></b>			
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)
<b><u>PLANNING &amp; ZONING</u></b>			
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)
<b><u>MAIN STREET PROGRAM</u></b>			
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)
<b><u>PUBLIC SAFETY</u></b>			
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)
<b><u>SANITATION &amp; WASTE REMOVAL</u></b>			
Resident Trash & Yard Waste	\$ 276,901	\$ 131,000	\$ (145,901)
<b><u>RECREATION AND CULTURE</u></b>			
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>
<b><u>HIGHWAYS AND STREETS</u></b>			
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>
<b><u>OTHER EXPENSES</u></b>			
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>
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,513,285</b>	<b>\$ 1,137,840</b>	<b>\$ (1,375,445)</b>
<b>INCOME (LOSS) Exc. Cash Reserves</b>	<b>\$ 428,878</b>	<b>\$ 245,714</b>	<b>\$ (183,164)</b>
<b>CASH RESERVES</b>	<b>\$ 1,186,719</b>	<b>\$ 935,026</b>	<b>\$ (251,693)</b>
<b>SURPLUS / (DEFICIT)</b>	<b>\$ 1,615,597</b>	<b>\$ 1,180,740</b>	<b>\$ (434,857)</b>

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>
<b>OPERATING REVENUE</b>			
Revenue	\$ 2,752,991	\$ 1,383,536	\$ (1,369,455)
<b>OPERATING EXPENSES</b>			
Expenses	2,513,284	1,137,840	(1,375,444)
<b>OPERATING SURPLUS (LOSS)</b>	<b>\$ 239,707</b>	<b>\$ 245,696</b>	<b>\$ 5,989</b>
<b><u>OTHER FUND</u></b>			
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			
<b>TOTAL OTHER FUNDS</b>	<b>\$ 1,451,180</b>	<b>\$ 17</b>	<b>\$ (1,451,163)</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>\$ 1,690,887</b>	<b>\$ 245,713</b>	<b>\$ (1,445,174)</b>
<b><u>CIP PROJECTS &amp; PURCHASES</u></b>			
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	
<b>Total CIP Costs</b>	<b>\$ 1,520,132</b>	<b>\$ 79,715</b>	<b>\$ (1,440,417)</b>
<b>OPERATING &amp; CIP SURPLUS (LOSS)</b>	<b>\$ 170,755</b>	<b>\$ 165,998</b>	<b>\$ (4,757)</b>

**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)
<b>TOTAL CASH SURPLUS</b>	<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

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
<b><u>REVENUE</u></b>			
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	80,000	80,000	
<b>TOTAL OPERATING REVENUE</b>	<b>\$ 1,287,260</b>	<b>\$ 390,039</b>	<b>\$ (897,221)</b>
 <b><u>EXPENDITURES</u></b>			
<b><u>ADMINISTRATIVE</u></b>			
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		125,569	125,569
Sub-Total	\$ 238,931	\$ 254,156	\$ 15,225
 <b><u>Vehicles &amp; Equipment</u></b>			
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		26	26
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**

	<b>ANNUAL BUDGET</b>	<b>YTD ACTUAL</b>	<b>OVER (UNDER) BUDGET</b>
<b>WATER</b>			
Salaries	\$ 133,411	\$ 75,230	\$ (58,181)
<b>Water Distribution System</b>			
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
<b>Water Plant/Reservoir/Booster/Tower/BS Wellhouse</b>			
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			
<b>TOTAL WATER EXPENSES</b>	<b>\$ 372,505</b>	<b>\$ 263,706</b>	<b>\$ (108,799)</b>
<b>SEWER</b>			
Salaries	\$ 124,358	\$ 67,137	\$ (57,221)
<b>Sewer Collection System</b>			
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**

	<b>ANNUAL BUDGET</b>	<b>YTD ACTUAL</b>	<b>OVER (UNDER) BUDGET</b>
<b>Wastewater Treatment Plants</b>			
<b>East Wastewater Treatment Plant</b>			
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)
<b>West Wastewater Treatment Plant</b>			
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)
<b>TOTAL SEWER EXPENSES</b>	<b>\$ 601,897</b>	<b>\$ 283,083</b>	<b>\$ (318,814)</b>
<b>TOTAL WATER/SEWER EXPENSES</b>	<b>\$ 1,234,333</b>	<b>\$ 806,810</b>	<b>\$ (427,523)</b>
<b>CONTINGENCY FUND - 3.5%</b>	<b>\$ 43,202</b>	<b>\$ 28,238</b>	<b>\$ (14,963)</b>
<b>ADJUSTED WATER/SEWER EXPENSES</b>	<b>\$ 1,277,535</b>	<b>\$ 835,048</b>	<b>\$ (442,486)</b>
<b>NET INCOME (LOSS)</b>	<b>\$ 9,725</b>	<b>\$ (445,009)</b>	<b>\$ (454,735)</b>

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>
<b><u>FUNDING SOURCES</u></b>			
Operating Revenue	\$ 1,287,260	\$ 390,039	\$ (897,221)
Operating Expenses	<u>1,234,333</u>	<u>806,810</u>	<u>(427,523)</u>
<b>OPERATING INCOME (LOSS)</b>	<b>\$ 52,927</b>	<b>\$ (416,771)</b>	<b>\$ (469,698)</b>
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>	
<b>TOTAL OTHER REVENUE</b>	<b>\$ 3,967,906</b>	<b>\$ 2,651,612</b>	<b>\$ (1,316,294)</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>4,020,833</b>	<b>2,234,841</b>	<b>(1,785,992)</b>
<b><u>DEBT SERVICE COSTS</u></b>			
<b>Principal Payments</b>			
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>
<b>TOTAL DEBT SERVICE COSTS</b>	<b>\$ 613,625</b>	<b>\$ 79,615</b>	<b>\$ (534,010)</b>
<b><u>WATER &amp; SEWER PROJECTS</u></b>			
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)
<b>TOTAL WATER &amp; SEWER PROJECTS</b>	<b>\$ 3,321,605</b>	<b>\$ 306,959</b>	<b>\$ (3,014,646)</b>
<b>TOTAL CIP COSTS</b>	<b>\$ 3,935,230</b>	<b>\$ 386,574</b>	<b>\$ (3,548,656)</b>
<b>TOTAL FUNDS REMAINING</b>	<b>\$ 85,603</b>	<b>\$ 1,848,267</b>	<b>\$ 1,762,664</b>

# 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 WWTP 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

**Town of Middletown Planning Department**

To: Burgess & Commissioners and Middletown Planning Commission

From: Cindy Unangst, Staff Planner

Date: 12/30/2015

RE: Monthly Planning Update

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**Major Subdivisions:**

**Coblentz on Green** - Master Plan Amendment approved - March 11, 2013  
Planning Commission conditionally approved preliminary plan – March 18, 2013  
Improvement plans conditionally approved – October 16, 2013 (Plans expire 10/16/2016)  
Final FRO Plan approved – April 21, 2014  
Final Plats conditionally approved – November 17, 2014  
Site work has begun – September 2015

**Foxfield Section 4**- 2 homes left to be built.

**Site Plans and Minor Subdivisions:**

**Franklin Commons/Chesterbrook Phase 2** - Site Plan approved – July 17, 2006  
Improvement Plans approved and signed – September 16, 2008  
Phase 2 Site Plan conditionally approved – January 19, 2015 (Plans expire 1/19/2018)  
Phase 2 FRO plan conditionally approved – January 19, 2015  
Phase 2 Improvement Plans conditionally approved – Sept. 21, 2015 (Plans expire 9/21/18)  
**Mylars signed – January 4, 2016**

**Fire Station** – Concept plan submitted to PC for comments – April 22, 2013  
Fire Station plat conditionally approved – October 16, 2013  
Fire Station Site Plan conditionally approved – November 18, 2013 (Plans expire 11/18/2016)

**Horman Apartments**- Site Plan approved – April 21, 2008  
Improvement Plans conditionally approved – May 17, 2010  
Currently approved SWM plans remain valid until May 4, 2017  
Mylars signed – September 11, 2015

**Jiffas** – Site Improvement Plan conditionally approved – October 20, 2008  
Forest Conservation Plan approved – October 20, 2008  
Revised Architectural Plans submitted and reviewed – June 16, 2014  
BOA hearing for variance requests (approval received) – December 16, 2014  
Architectural plans approved by PC – March 16, 2015

**Miller (Ingalls)** – Concept and Phase I & II Plan approved & signed – September 27, 2010  
Revised Concept Plan reviewed by PC – September 16, 2013  
SHA comment letter received February 18, 2014  
Site plan conditionally approved by PC – July 20, 2015 (Plans expire July 20, 2018)

**Cross Stone Commons** – BOA Special Exception Use Hearing – May 8, 2013  
Revised architectural plans approved by PC – March 17, 2014  
Final FRO Plan approved – May 19, 2014  
Revised Site Plan conditionally approved – October 20, 2014 (Plans expire Oct. 20, 2017)  
Phase 1 Improvement Plans conditionally approved – October 20, 2014 (Plans expire 10/20/17)  
Dedication Plat conditionally approved – March 16, 2015  
Phase 2 Improvement Plans conditionally approved – March 16, 2015 (Plans expire 3/16/2018)  
Phase 2 mylars submitted for signature – October 30, 2015  
Dedication (donation) plat mylars signed – December 1, 2015

**Nicholson** - Final Plat submitted for review – March 2, 2015

**POD at 704 East Main Street** – request submitted for review and approval – **December 28, 2015**

**Putman** – Site Plan conditionally approved- November 17, 2008  
Forest Conservation Plan approved – June 16, 2009  
Improvement Plans approved and signed by all agencies – July 2010  
Revised Site Plan Extension request approved for 6-months – March 16, 2015 (Oct. 2015)  
Revised Improvement Plans conditionally approved – March 16, 2015(Plans expire March 2018)  
Site work has begun – October 16, 2015

**Richland Driving Range** – Concept plan submitted for comments – **December 17, 2015**

**School complex** – Kick-off meeting for parking and roadway improvements – September 9, 2015

**Annexations:**

**A.C. Jets Property**- PC approval of annexation petition of 35.96 acres – December 21, 2009  
Public hearing date - Monday, October 11, 2010  
Annexation petition denied – October 11, 2010

**Text Amendments:**

**Reports:**

**Meetings:**     **Next Middletown Green Team Meeting – January 20, 2016**

**Next Joint town board/planning commission workshop – Monday, March 7, 2016**

**Town of Middletown Planning Department**

To: Burgess & Commissioners and Planning Commission members

From: Cindy Unangst, Staff Planner

Date: 1/4/2016

RE: Tracking of Past Plan Approvals

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**Jiffas** – Site Improvement Plan conditionally approved – October 20, 2008  
BOA hearing for variance requests (approval received) – December 16, 2014 (now expired)  
Architectural plans approved by PC – March 16, 2105

**Horman Apartments**- Site Plan approved – April 21, 2008  
Improvement Plans conditionally approved – May 17, 2010  
Currently approved SWM plans remain valid until May 4, 2017  
Mylars signed – September 11, 2015

**Sunset Provisions text amendment approved by the Town Board – Effective November 14, 2010**

**Putman** – Revised Site Plan Extension request approved- March 16, 2015 (expires Oct. 2015)  
Revised Improvement Plans conditionally approved – March 16, 2015(Plans expire March 2018)  
Site work has begun – October 16, 2015

**Coblentz on Green** - Master Plan Amendment approved - March 11, 2013  
Planning Commission conditionally approved preliminary plan – March 18, 2013  
Improvement plans conditionally approved – October 16, 2013 (Plans expire 10/16/2016)  
Final Plats conditionally approved – November 17, 2014

**Fire Station** – Concept plan submitted to PC for comments – April 22, 2013  
Fire Station plat conditionally approved – October 16, 2013  
Fire Station Site Plan conditionally approved – November 18, 2013 (Plans expire 11/18/2016)

**Newton Property (Cross Stone Commons)** – BOA Special Exception Use Hearing – May 8, 2013  
Site Plan conditionally approved by PC – November 18, 2013  
Improvement Plans conditionally approved by PC – July 21, 2014  
Revised Site Plan conditionally approved – October 20, 2014 (Plans expire Oct. 20, 2017)  
Phase 1 Improvement Plans conditionally approved – October 20, 2014 (Plans expire 10/20/17)  
Phase 2 Improvement Plans conditionally approved – March 16, 2015 (Plans expire 3/16/2018)

**Franklin Commons/Chesterbrook Apts**- Site Plan approved – July 17, 2006  
Improvement Plans approved and signed – September 16, 2008  
Phase 2 Site Plan conditionally approved – January 19, 2015 (Plans expire 1/19/2018)  
Phase 2 Improvement Plans conditionally approved – Sept. 21, 2015 (Plans expire 9/21/18)  
Mylars signed – January 4, 2016

**Miller (Ingalls)** – Revised Concept Plan reviewed by PC – September 16, 2013  
Site Plan conditionally approved by PC – July 20, 2015 (Plans expire July 20, 2018)

**Public Works Monthly Report**  
**January 7, 2016**

**COMPLETED WORK**

**Streets and Utilities, Facilities**

Franklin St cross walk signs installed, fire hydrant refurbished repaired booster station piping (corrosion), tree trimming at various locations,

**Water and Sewer**

Repaired failed pilot tubing at Summers Drive PRV. Completed cleaning of all terra cotta sewers in Town (original system). Installed repaired well transducers in Wells 22 and 23. Monitoring a reduced pumping problem at Well 23.

**New Projects**

**North Church Street Sewer Line:** Investigation of pipe conditions by cleaning and televising.

**Conceptual Sidewalk Plans:** Provided for comment at this workshop.

**CBPS Sewage Pump 2:** Purchase order executed for a nee WILO sewage pump and installation by DSI. We anticipate a 6 week lead time.

**Mowing and Sidewalk Snow Removal Contract Bid:** Preparing documents for bidding in late January.

**Truck Replacement:** Prepare for 1 Ton truck bid, 12 week lead time. Will develop spec and send out for bids.

**Raw and Finished Water Usage Spreadsheet:** Develop spreadsheet to eliminate reporting errors.

**Unbudgeted Expenses:**

\$2400.00 for new Brookridge Pump

Sludge cost for FY \$ 21,460.00, 36,000 gal hauled, 24,990 gal bedded **Total hauled 222,000 gal Bedded 129,710 gal**

**Water Use (Average Daily for the Month, Flows stated in gallons per day)**

Permit Limits (gal)      **387,000/504,000 AD/MMU**                      **250,000 AD**                      **250,000 AD**

MONTH	WATER USE		SPRING FLOW		East WWTP		West WWTP	
	past yr	present yr	past yr	present yr	past yr	present yr	past yr	present yr
January	301,000	283,000	129,000	123,000	270,000	237,800	258,000	218,400
February	283,000	289,000	138,000	132,000	353,000	166,000	331,000	175,000
March **	290,000	332,000	138,000	133,000	270,000	318,000	226,000	365,000
April **	322,000	311,000	132,000	135,000	264,000	233,000	271,000	171,000
May	309,000	308,000	137,000	139,000	324,000	185,000	403,000	161,000
June	308,000	299,000	136,000	137,000	230,000	191,353	261,000	184,000
July	294,000	289,000	134,000	135,000	197,000	176,515	167,000	218,000
August	294,000	318,000	115,000	106,000	172,000	163,000	138,000	126,000
September	306,000	322,000	101,000	79,000	159,800	165,160	145,000	145,000
October **	313,000	317,000	90,000	75,000	172,000	181,300	144,000	218,000
Novembr**	286,000	267,000	87,000	76,000	170,000	189,000	144,000	159,000
December	282,000	227,000	111,000	86,083	231,000	227,000	246,000	177,000

Avg Daily/yr      299000      296833      120667      113007      234400      202761      227833      193117  
 Avg Yr Flw      109.14      108.34      44.04      41.25      85.56      74.01      83.16      70.49

\*\*Hydrants flushed this month

April 14 709,560 October 14 725,913

**Planned Work**

Installation of 2 new valves for Main St waterline. Repair of valve at Boileau, Install Well 15 instruments, Sewer Cleanout repairs in Foxfield,. Sanitary Sewer Root Prevention. Chemical pump installation at Reservoir, Booster station Pump around connection design,

## PROJECTS

### Open Projects

**W WWTP.** No action.

**Develop Grease Trap Ordinance and Education Program:** No Action

**West Green Street:** ARRO is currently revising the plans based on review by Hawkins. Plans have been resubmitted to sediment and erosion control and we anticipate bidding on March. **ACTION REQUIRED BY BOARD:** Street Lighting Options : 1 Normal process PECO owns them, 2 Town specifies and installs and owns the system. Pays unmetered and non tarriffed rate. No action

**Water System:** Booster station pump 3 is being removed for rebuild on 1/7 and is likely to be out of service for 3 weeks. The pipe fabrication for the pipe repair is also proceeding. **Hydraulic Model:** Is currently being revised to match flow tests. **System:** Reservoir pumping loss of water (310,000 gal – 6%) for November, December is 451,000 – 8%. Director is watching and controlling the wells running. It appears there is a relation of the pumping of the covers to the water loss. Maybe a hole in the cover and we are pumping off “raw water”. Maybe two months before we can confirm if there is a leak or other.

**Plant Instrumentation:** Installation of new instruments at Well 15 to replace obsolete. No action

**Brookridge PS:** Control Panel Upgrade. No action

**Sidewalk Inspections:** List of non compliant Owners is being processed. No action

**Main St. Waterline Replacement:** Received request for waterline profile revision near the cemetery.

**Streetscape:** Waterline Design and specifications are complete and in procession of SHA.

**Street CIP: Broad St Streetscape:** Received street plan options for review. Notified Engineer that the project is currently delayed to the end of August. No action

**Well 15 Filters:** Received Engineering layout from manufacturer, needs to be reviewed for concerns from ARRO. Submittal to MDE expected 6 weeks after (early December). Anticipated approval from MDE February with fabrication (10weeks) and installation (3 weeks) to follow.

**Reservoir Repairs:** Final draft has been received. Final review not completed. No action.

**SSO and I&I:** RFP needed - No action. We are currently seeking interest from contractors for North Church street sewer which needs cleaned and televised and maintenance action determined for proposed discharge. Annual cleaning program map and data base will be created. All clay portions of the sanitary sewer have been cleaned as of December 2015.

**Drainage Issues:** None

**Memorial Park:** New waterline to facilities planned. No Action

**MDE /Permits:** Received notice from MDE regarding mandatory reporting switch to netDMR by December 2016. We have attended the training and need to institute the process. No action. Completed 4 of 13 annual reports.

**Meter Installations:** Dylan is currently replacing meters at the rate of 3 to 4 a day and has replaced 267 +/- meters out of 500.

**Locust Boulevard Roadway:** Roadway work in planning phase with budget estimate within the projected CIP budget.

**MDE MS4 Permit Reports:** We will submit an annual report before the June 2016 deadline for 2015. Attended a 2 day seminar by EPA / MDE for the new MS4 permit regarding the regulations and the do's and don'ts. The Town will need to comply regarding some of our operational procedures in the future to meet the permit requirements. These are related to facility maintenance.

### Developments

**Cross Stone:** Curb and gutter installed.

**Coblentz Property:** Storm drain installation continuing crossing N Church St. SS installation onsite.

**14 Eastern Circle Stream Work:** MDE has approved the permit. Owner is seeking grant funding for the \$22,000 expense. No action

**406 W Green St:** No action

**Chesterbrook IP's:** Cost estimates have been approved,

**Miller Commercial Property:** Town waterline is complete. Asbuilt survey in progress for Locust Blvd.

### Planned Work

CIP Project Plan and Schedule

MDE Year End Reports due by Jan 15 and 30..

Budget purchases and contracts

Green Street Specifications and review of revisions

Water System: Manganese Removal Well 15 – material acquisition, install

Broad St Streetscape

Continue Fire Hydrant ID tag and numbering system installation

Regulatory: Grease Ordinance completion.

E WWTP: effluent pumps control wiring replacement, design spray system for clarifier,



**TO: The Burgess and Commissioners**  
**FROM: Becky Reich, Main Street Manager**  
**DATE: January 5, 2016**  
**RE: Burgess and Commissioners Workshop**

**ORGANIZATION COMMITTEE:**

- The Organization Committee has requested that the Main Street Board meet twice during the month of January. We will be meeting on January 14 in which all of the Main Street Committees will bring to the table the list of projects that they want to achieve in the next year along with estimated costs. The Board will examine the list of annual projects and review the Strategic Plan with our long term projects and rank the priority projects.
- The Main Street Board will meet again on January 21 to complete the planning process and review the proposed budget.
- Last year, the Main Street organization accrued over 2500 volunteer hours, valued at approximately \$57,000.

**PROMOTIONS COMMITTEE:**

- We had another successful Christmas in the Valley event with positive feedback from many of the businesses about the earlier time and changed date to a Saturday. Catocin Construction said that the people who came in to visit had questions that pertained to their business, versus just coming in to grab the goody to put in the stocking and leave. Hometown Gifts stated that Saturday's event seemed relaxed versus the rush of a Friday evening event. Mountain Spirit Yoga offered that while most people came between 5 and 6:30, that the extra time between 4 and 5 was nice. Middletown Valley Bank stated that they preferred the Friday evening over Saturday.
- The Promotions Committee met on January 5, 2016 to prepare for Main Street's annual work plan and budget meetings. We are starting work on the annual Calendar of Events.
- The Promotions Committee presented a package of information to the Main Street Board regarding signage. While the Board did not formerly vote on the package of information, the Board is seeking input from the Design Committee.

**ECONOMIC DEVELOPMENT COMMITTEE:**

- I wanted to take a few moments and let everyone know that our former Main Street President and long-time Main Street volunteer and supporter, Daphne Gabb is retiring her Main Street volunteer efforts. If you see Daphne in and about Town, please thank her for her dedication and hard work that she has put into the Main Street organization and its predecessor, the Middletown Revitalization Committee.
- The EDC is meeting January 5 to prepare for Main Street's annual work The EDC hosted in the month of November two ribbon cuttings and a Lunch and Learn mixer on Social Media.

**DESIGN COMMITTEE:**

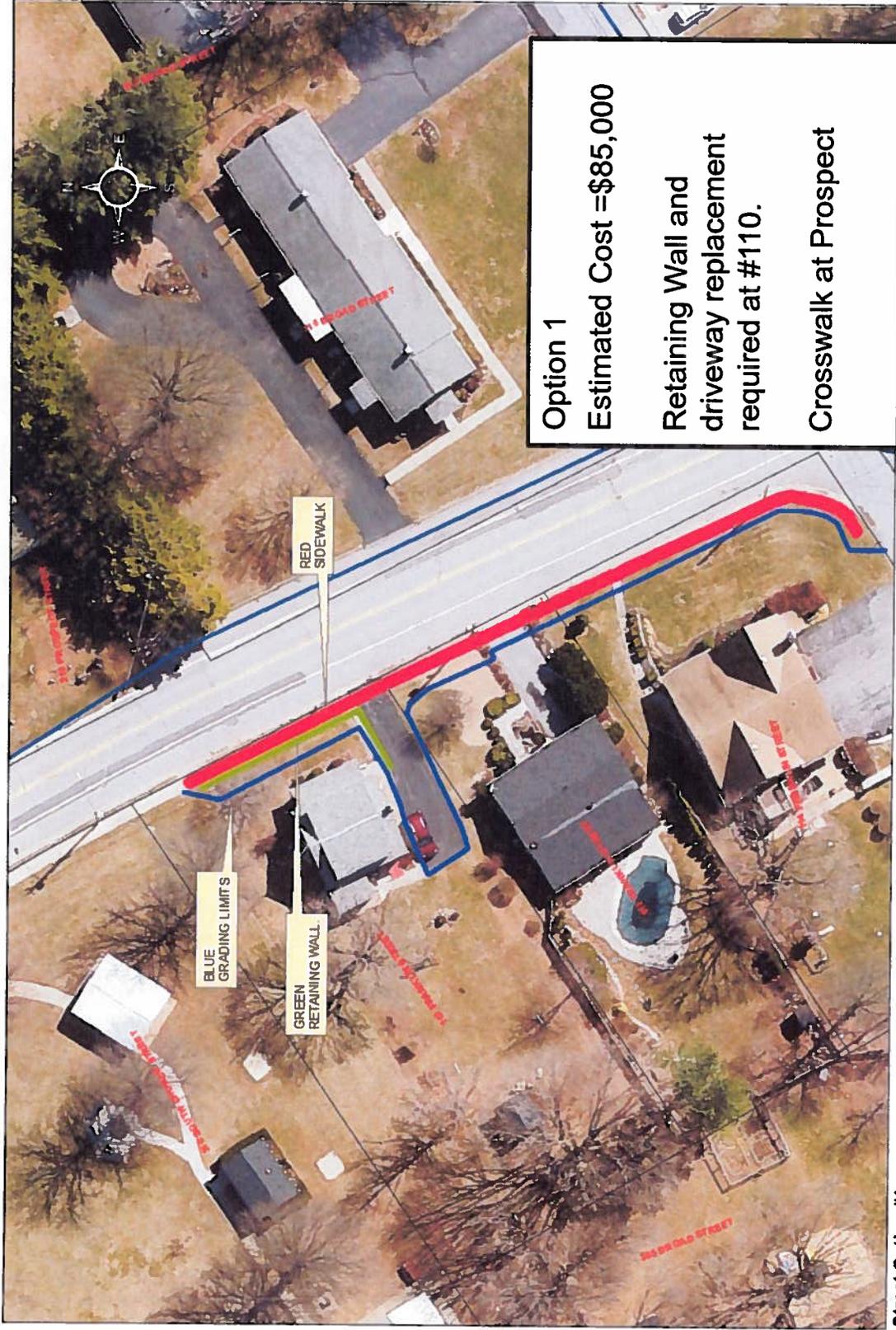
- The Design Committee met to review the package of information that the Promotions Committee put together regarding recommendations for signage within the Main Street District. The Design Committee comments will be presented to the full Board at the January Board meeting.

#### **GRANTS:**

- We are waiting to hear the results of two grants, one from the Department of Housing and Community Development and one from the Heart of the Civil War Heritage Area.

#### **250<sup>th</sup> COMMITTEE:**

- The 250<sup>th</sup> Steering Committee had their first meeting on November 17, 2015 and we are scheduled to meet the third week in January.
- **Updates on Projects:**
  - **An Enhanced Walking Tour with APP and a Kick-Off Weekend Event**  
JANUARY UPDATE: Committee member, Jim Hoover reached out to the Frederick Career and Technology Center to the Assistant Principal, Jack Newkirk. The CTC assisted the Zion Lutheran Church with some of their technology updates that were implemented as part of their 275<sup>th</sup> anniversary.
  - **An Archeology Weekend Event –**
  - JANUARY UPDATE: Main Street Manager has been asked to make a presentation to the Monocacy Chapter of Professional Archeologists about our 250<sup>th</sup> project. Contrary to popular belief, archeologists prefer to preserve artifacts in the ground and leave them undisturbed. This project can only go forward if the Maryland Historical Trust is willing to work with us so there are no compliance issues, and partner with us, using this project as a Maryland Archeology Month project. Project expenses would include marketing for the event, lunches for the volunteer archeologists, and if necessary, and conclusive reporting. Preliminary estimates for this type of event is (\$3500).
  - **Oral History Project –**
  - JANUARY UPDATE: Chris Haugh can work with us on the scope of the project to keep costs lowered. He suggested that we create an App – that is more of an E-Book that can be downloaded from the website. He is still working on prices.
  - **Conversion of Town Hall Space into Exhibit Space**
  - JANUARY UPDATE: Both Kirk Denton and David Guiney have measured the space and have put together some preliminary ideas. Both feel that structurally, the room is good and the lighting is adequate. Kirk Denton can clean up the room, provide recommendations on cases, but David Guiney can add another dimension of adding interpretative panels to strengthen what the visitor is looking at besides historic Middletown artifacts. One example would be to add interpretative panels, much like what we have across the street, but smaller, that would explain what the view is out each window (the view towards Jefferson Street and the view west towards South Mountain). David Guiney can provide a suite of options.
  - **Monthly Events/Speaker Series –**
  - JANUARY UPDATE – Expenses associated with a Speaker's Series would mostly be in the marketing of the event – ads in the Valley Citizen, maybe a singular rack card, and if necessary speaker honorariums (kept to a minimum). Since the 250<sup>th</sup> Committee would be looking for support from other Community Organizations, hopefully, those expenses would be a shared cost.



**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



CROSSWALK APPLICABLE TO ALL OPTIONS

SIDEWALK RED

RETAINING WALL GREEN

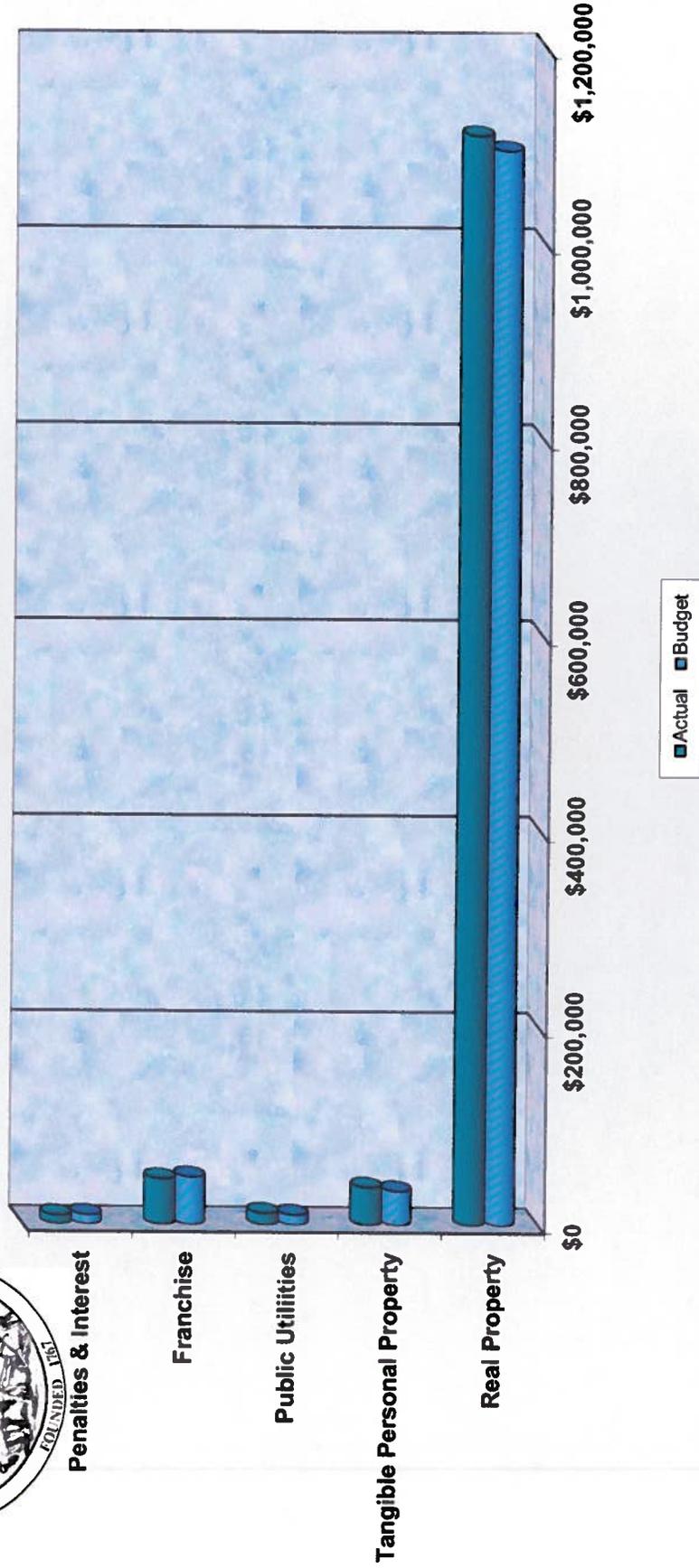
LIMIT OF GRADING BLUE

**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**

# General Fund Revenue

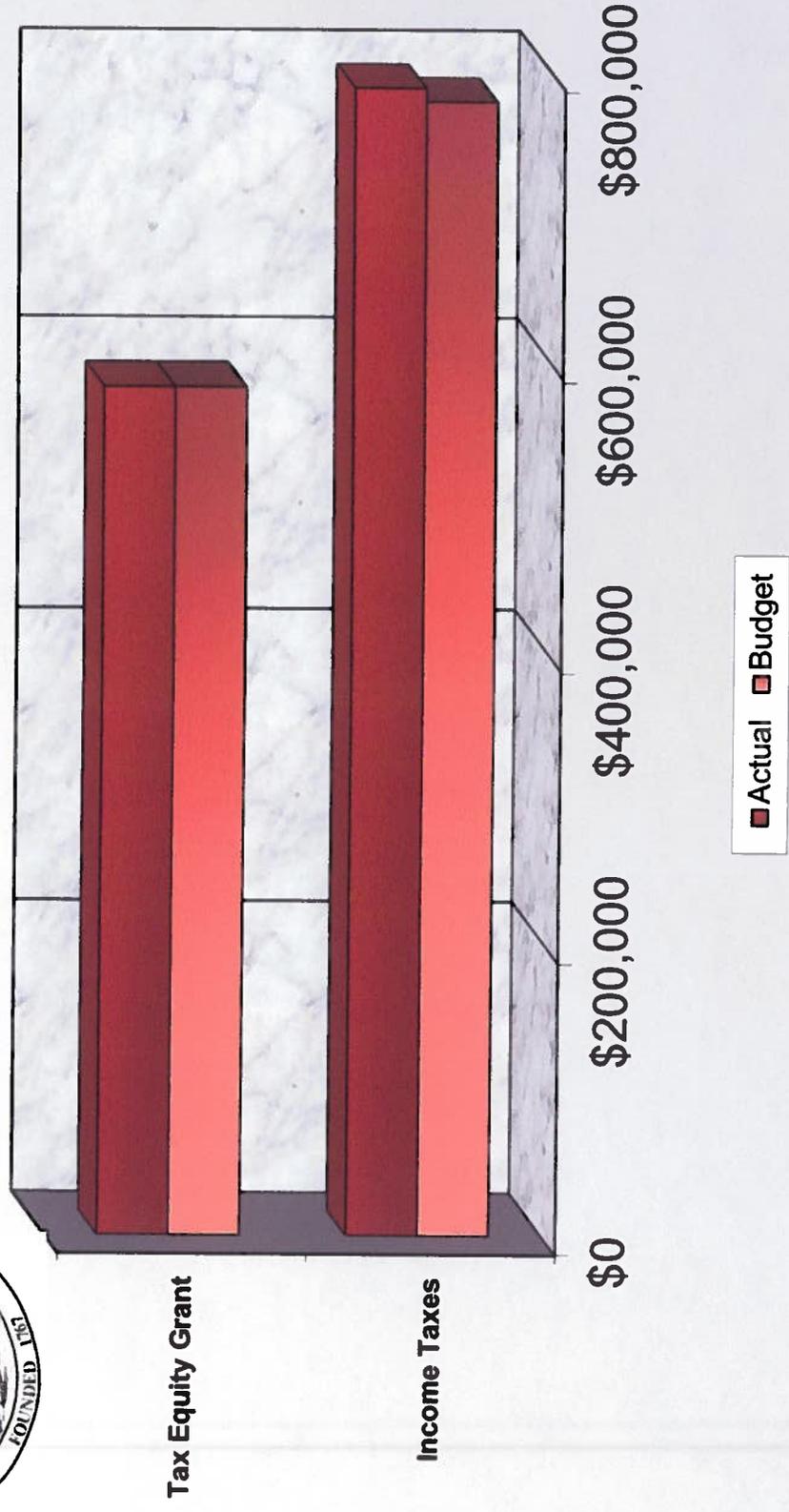
## Local Taxes





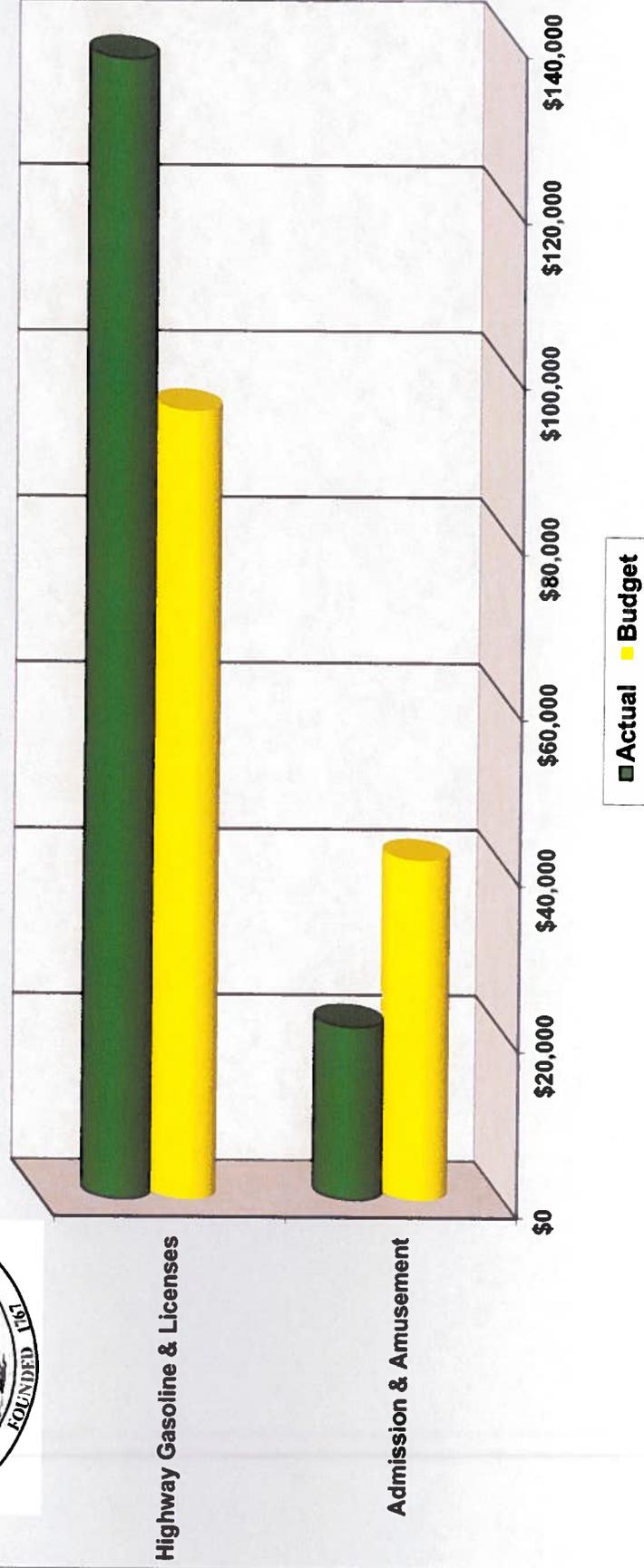
# General Fund Revenue

## County Shared Taxes



# General Fund Revenue

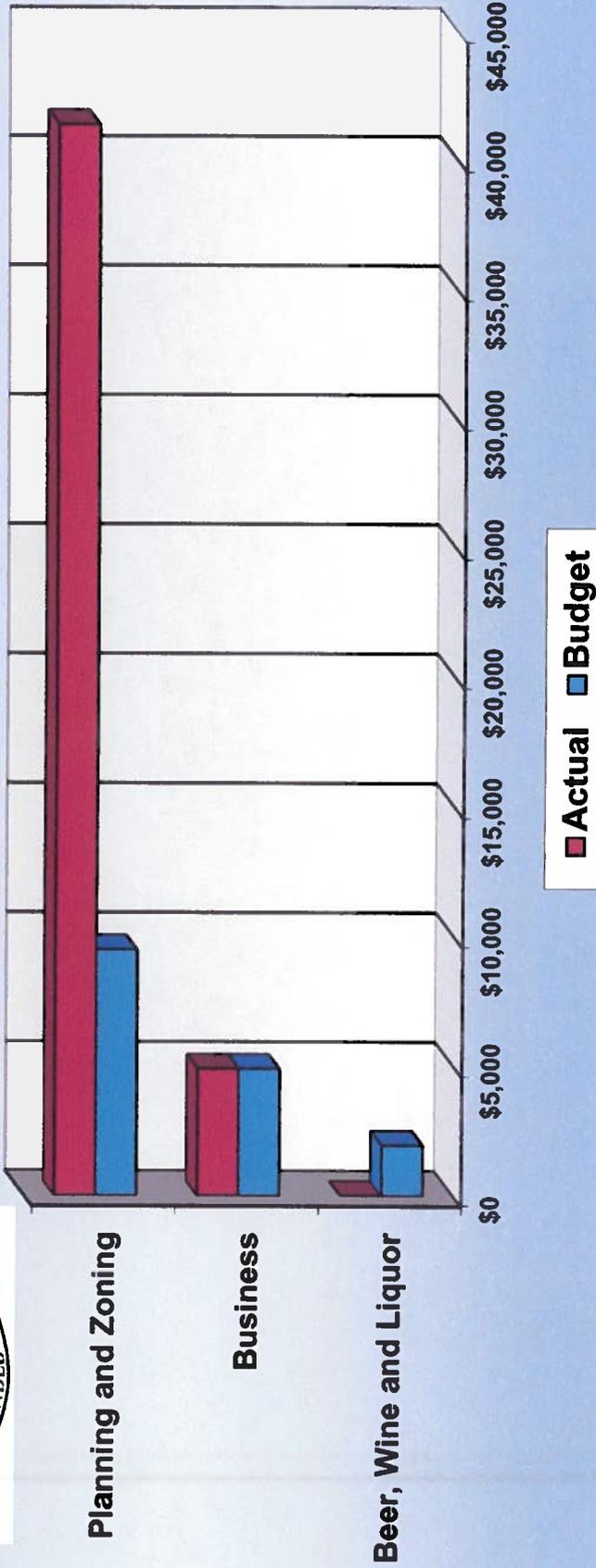
## State Shared Taxes





# General Fund Revenue

## Licenses & Permits





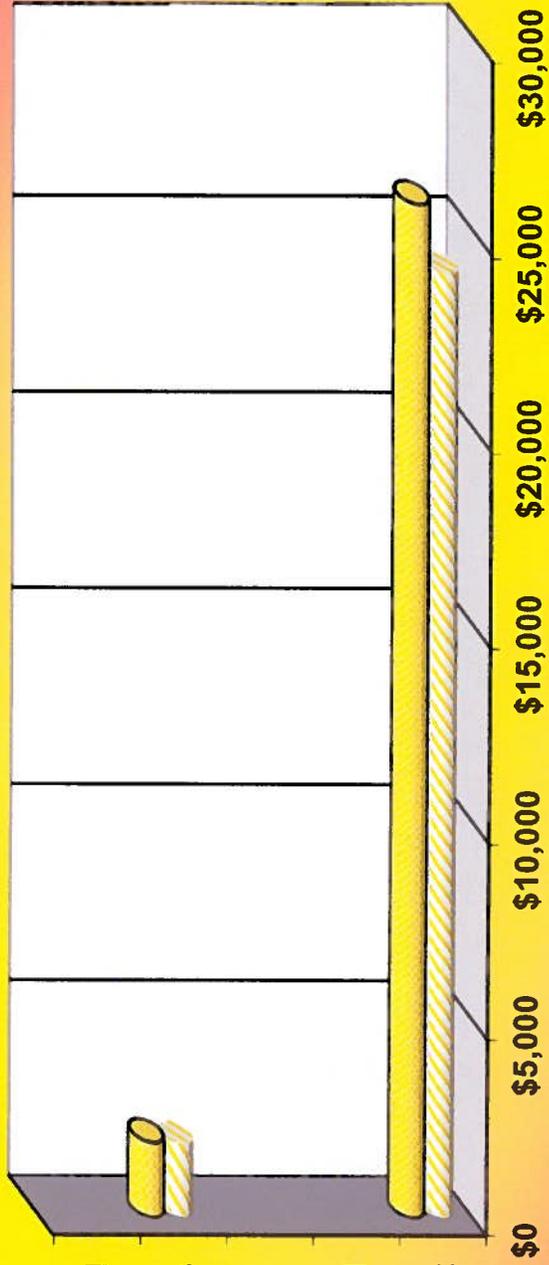
# General Fund Revenue

## PARKS AND RECREATION

Pavilion Fees

## POLICE PROTECTION

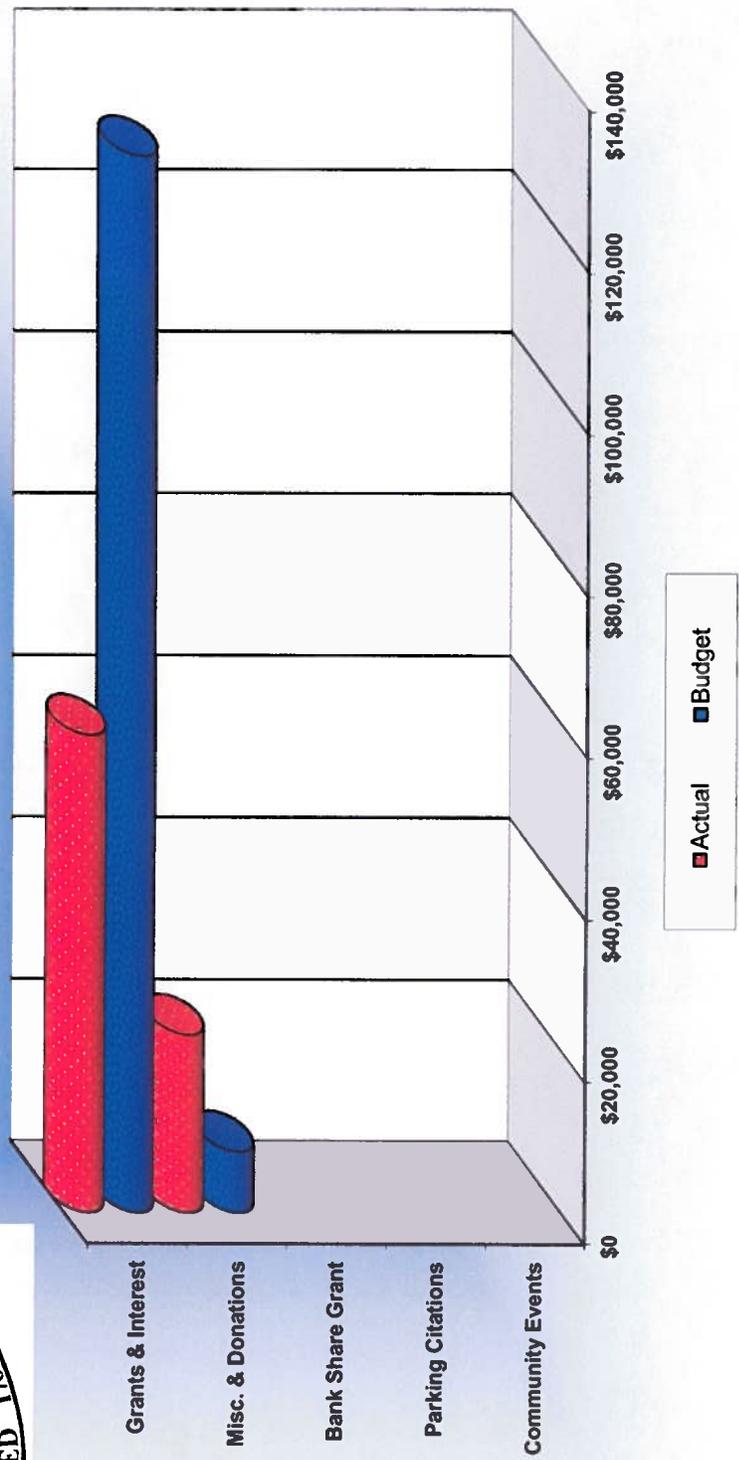
State Grant



□ Budget    ▨ Actual

# General Fund Revenue

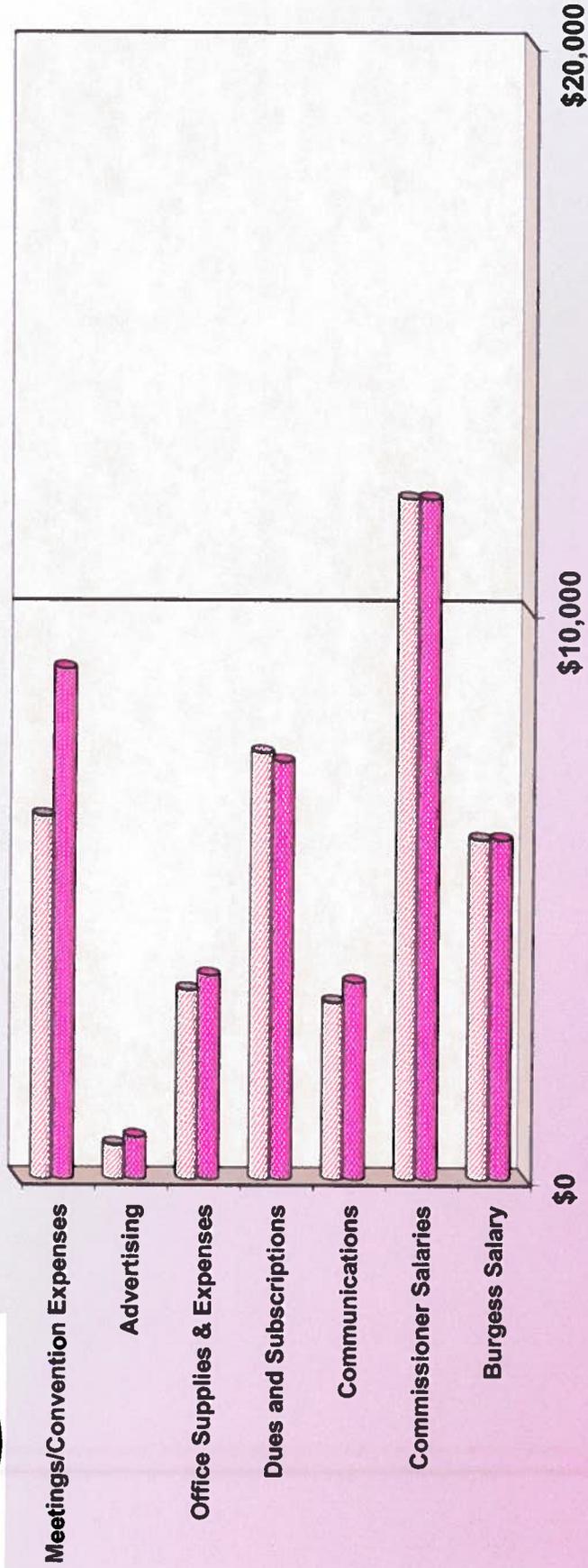
Other





# General Fund Expenditures

## Executive & Legislative

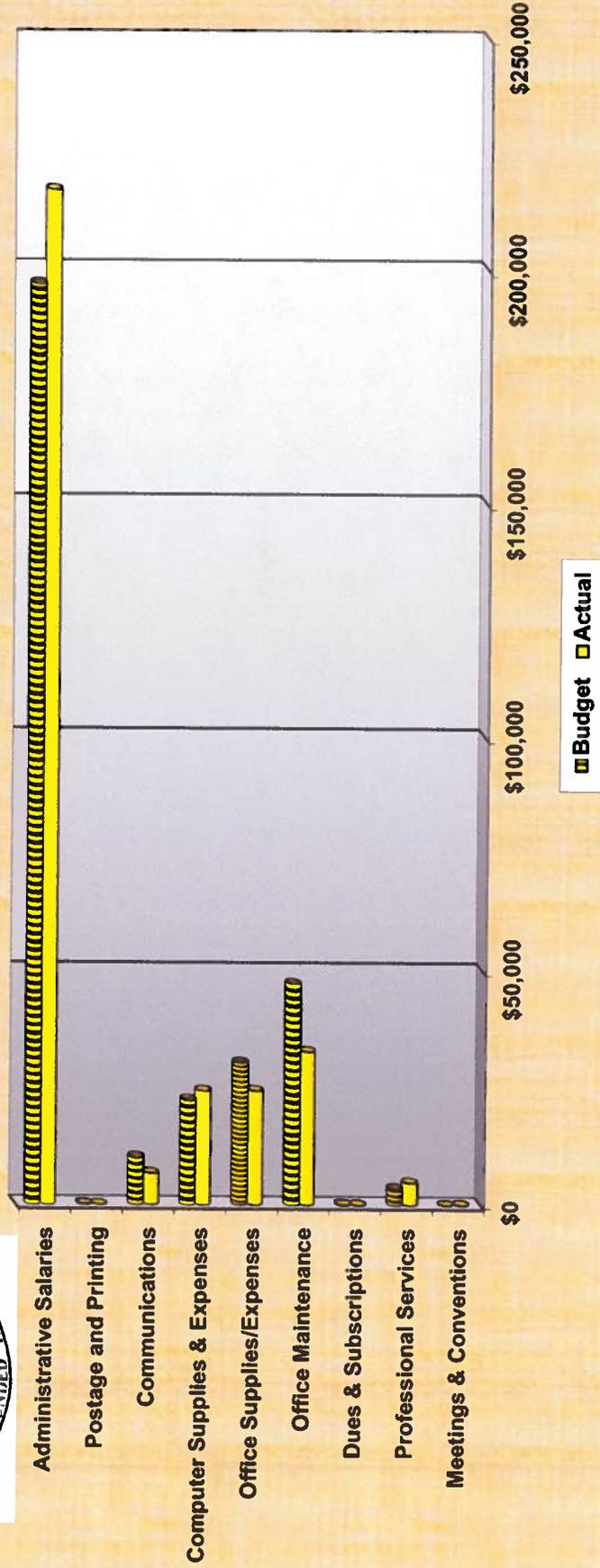


Actual Budget



# General Fund Expenditures

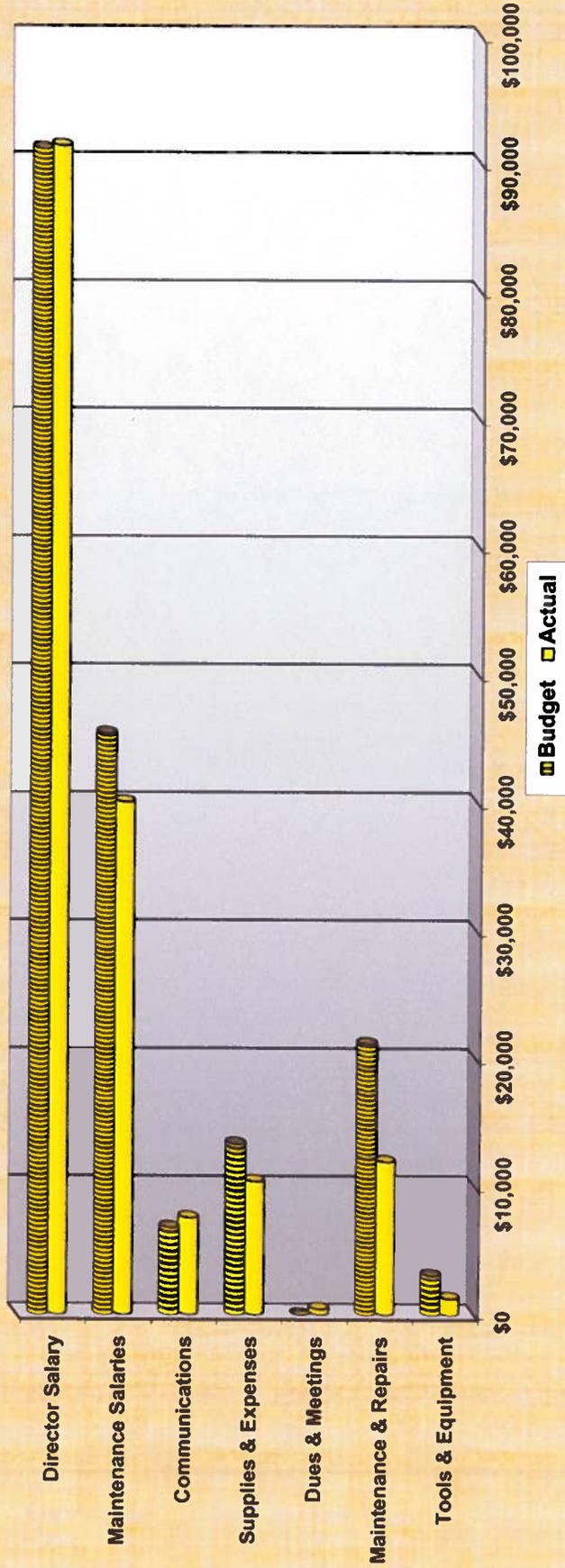
## Administrative Services





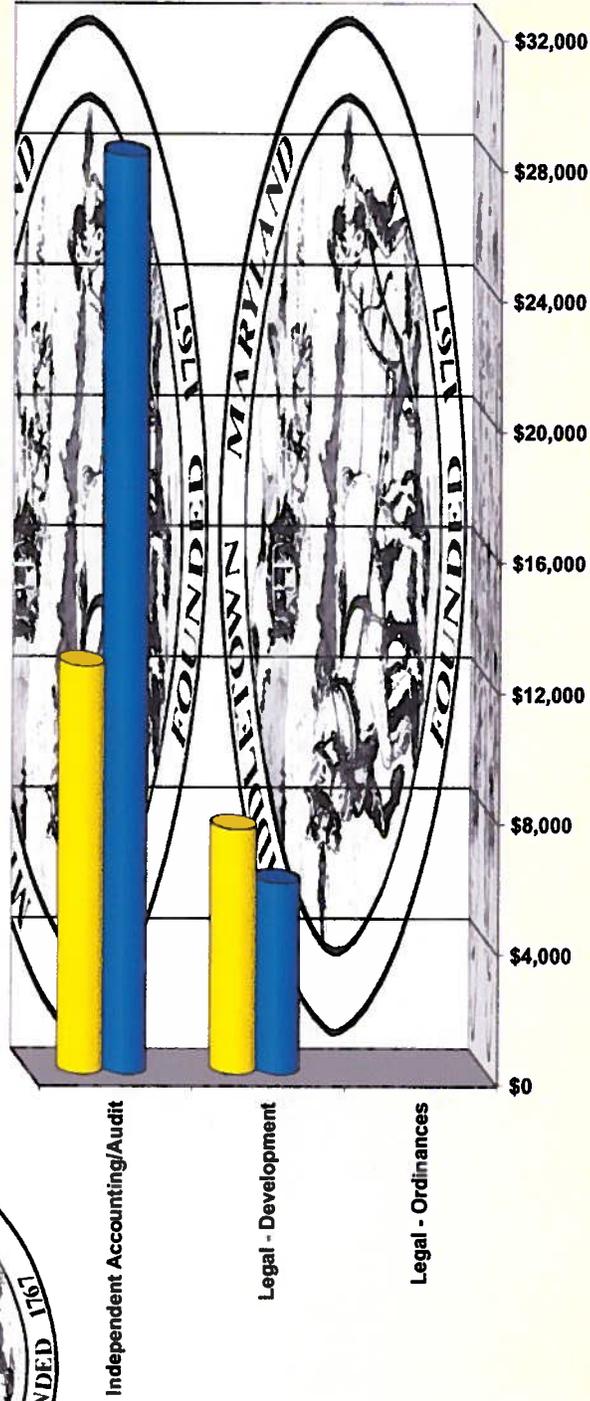
# General Fund Expenditures

## Operations & Construction



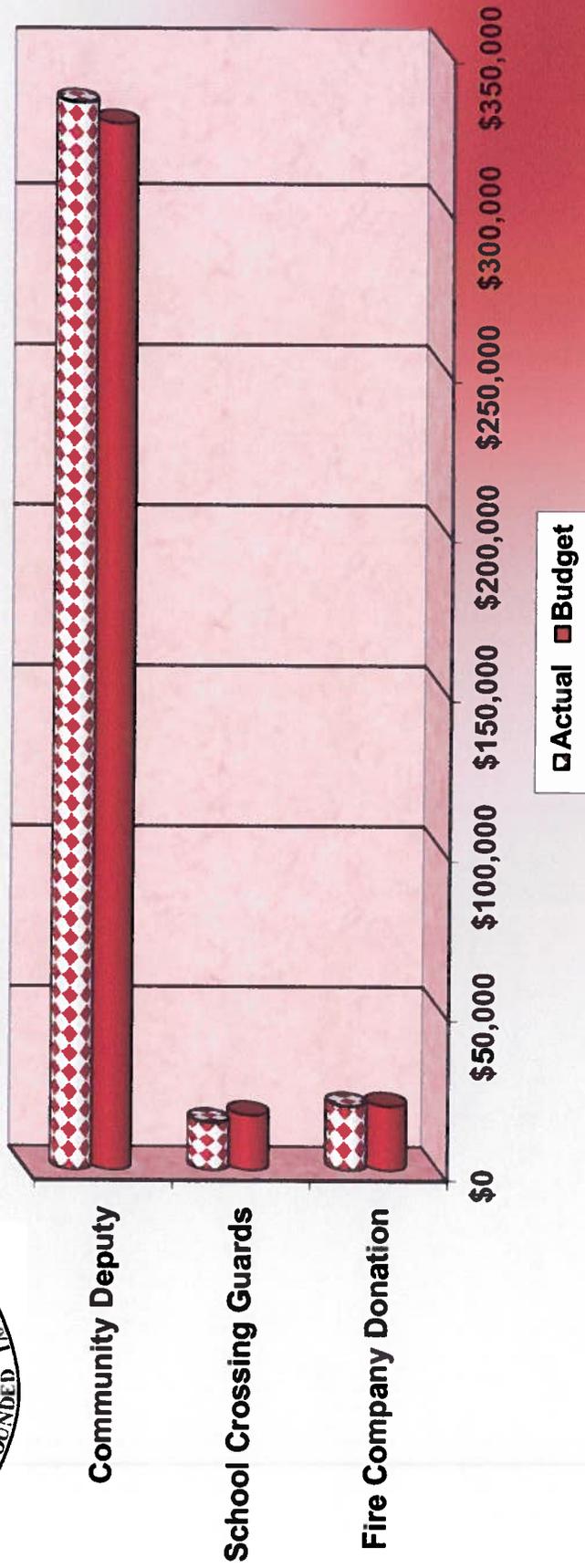
# General Fund Expenditures

## Professional Services



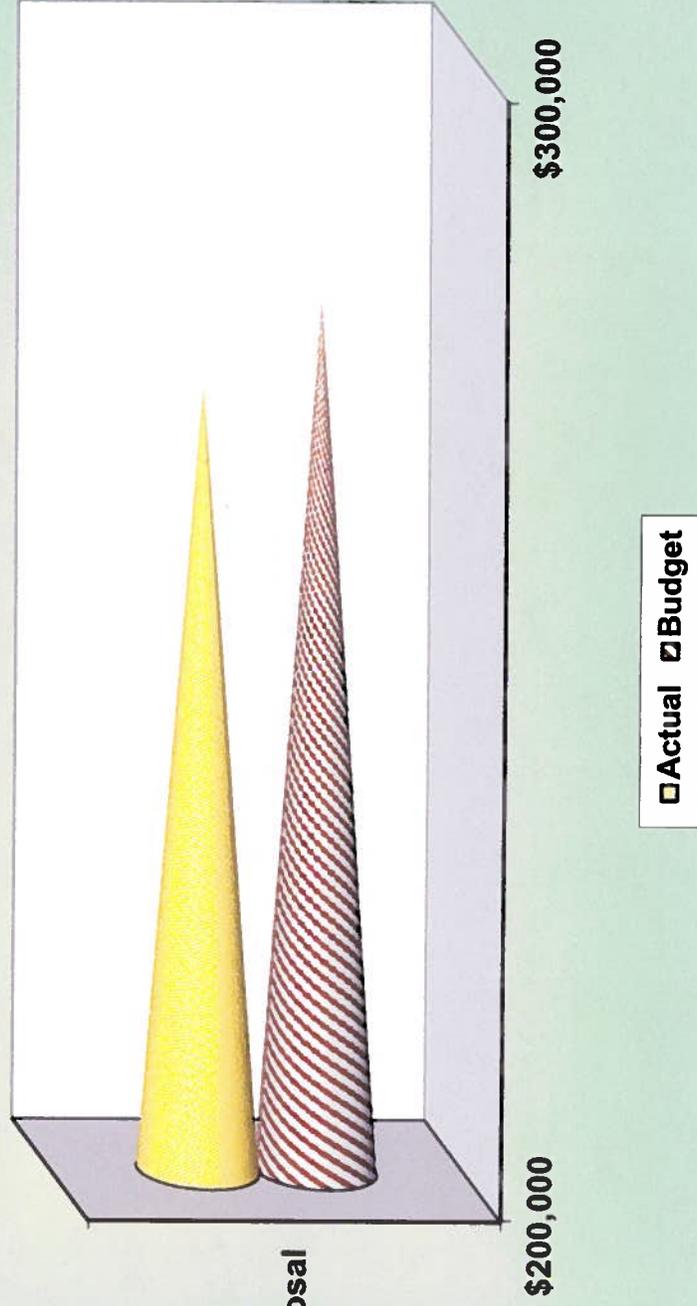
# General Fund Expenditures

## Public Safety





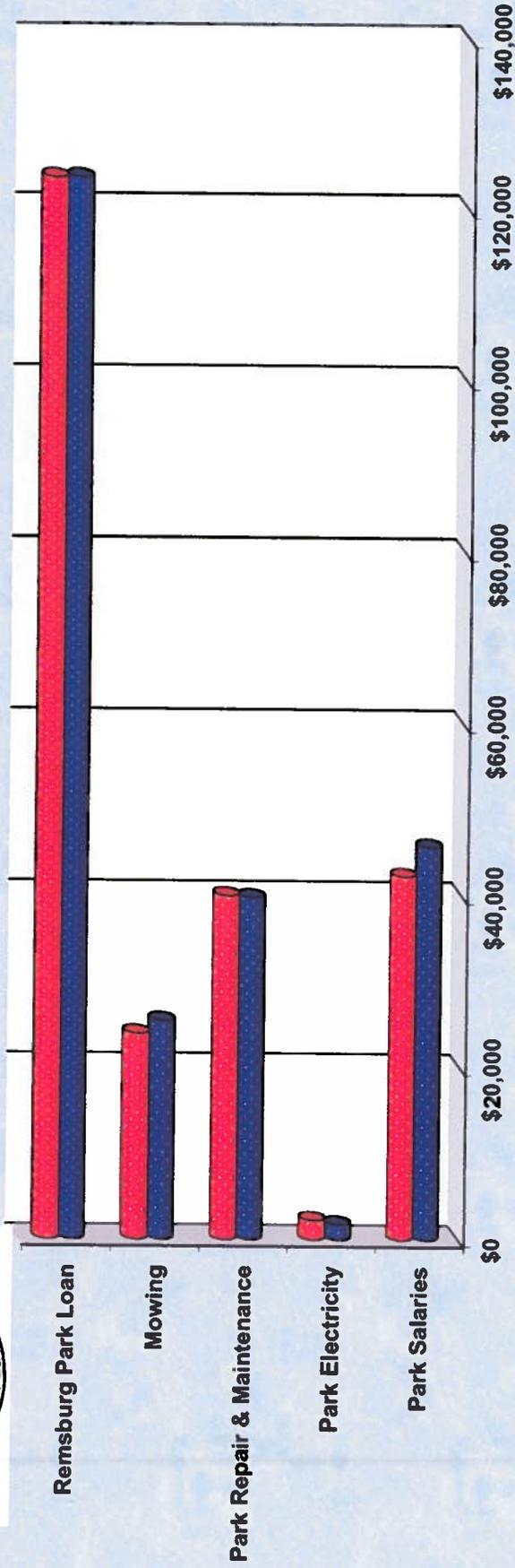
# General Fund Expenditures



Trash Collection & Disposal

# General Fund Expenditures

## Recreation & Culture

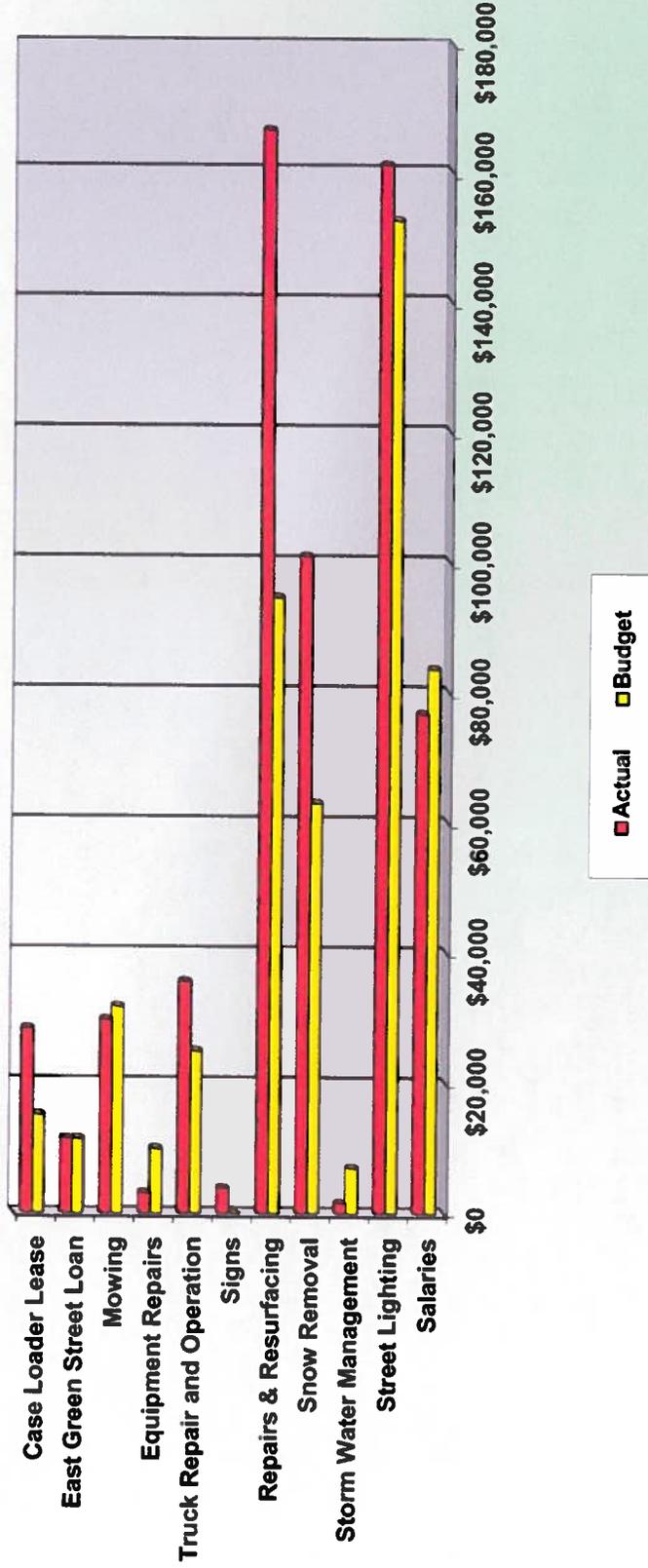


Actual Budget



# General Fund Expenditures

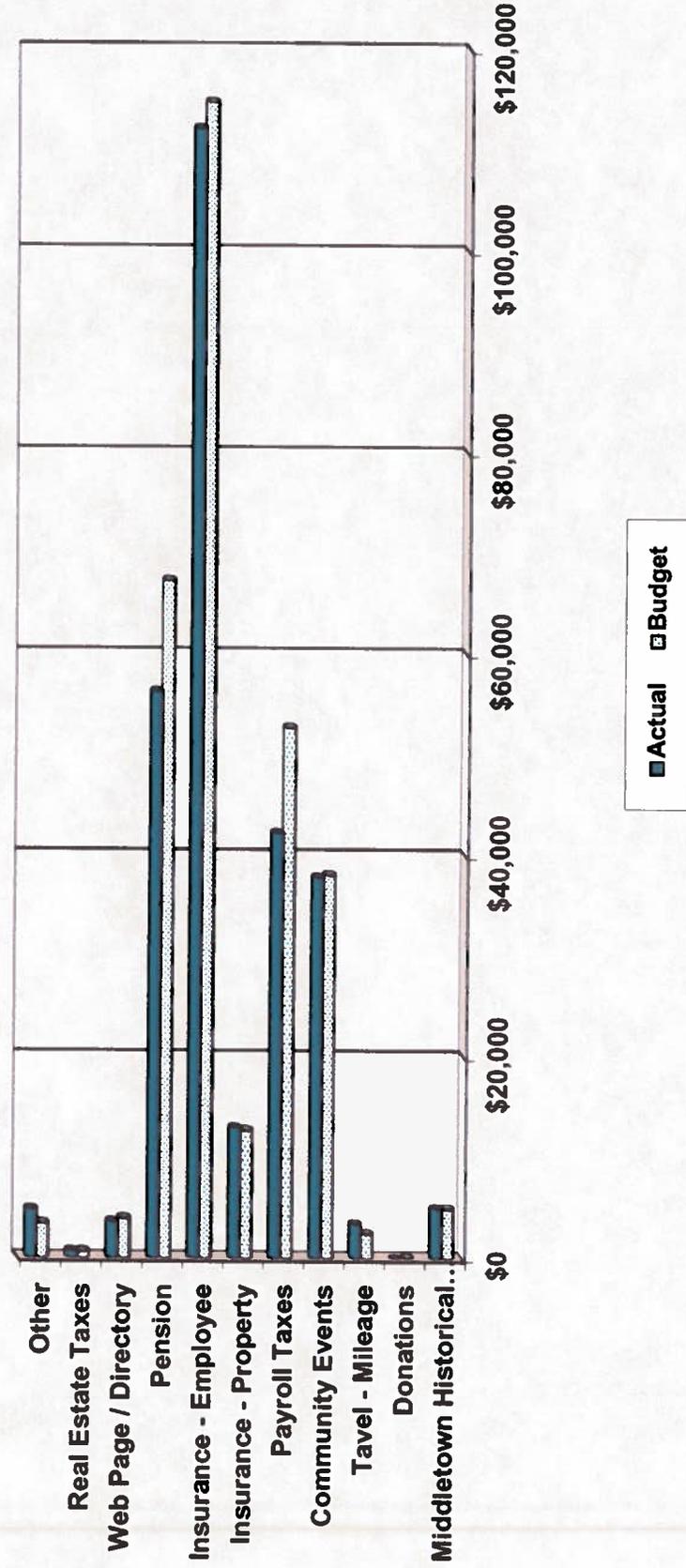
## Highways & Streets



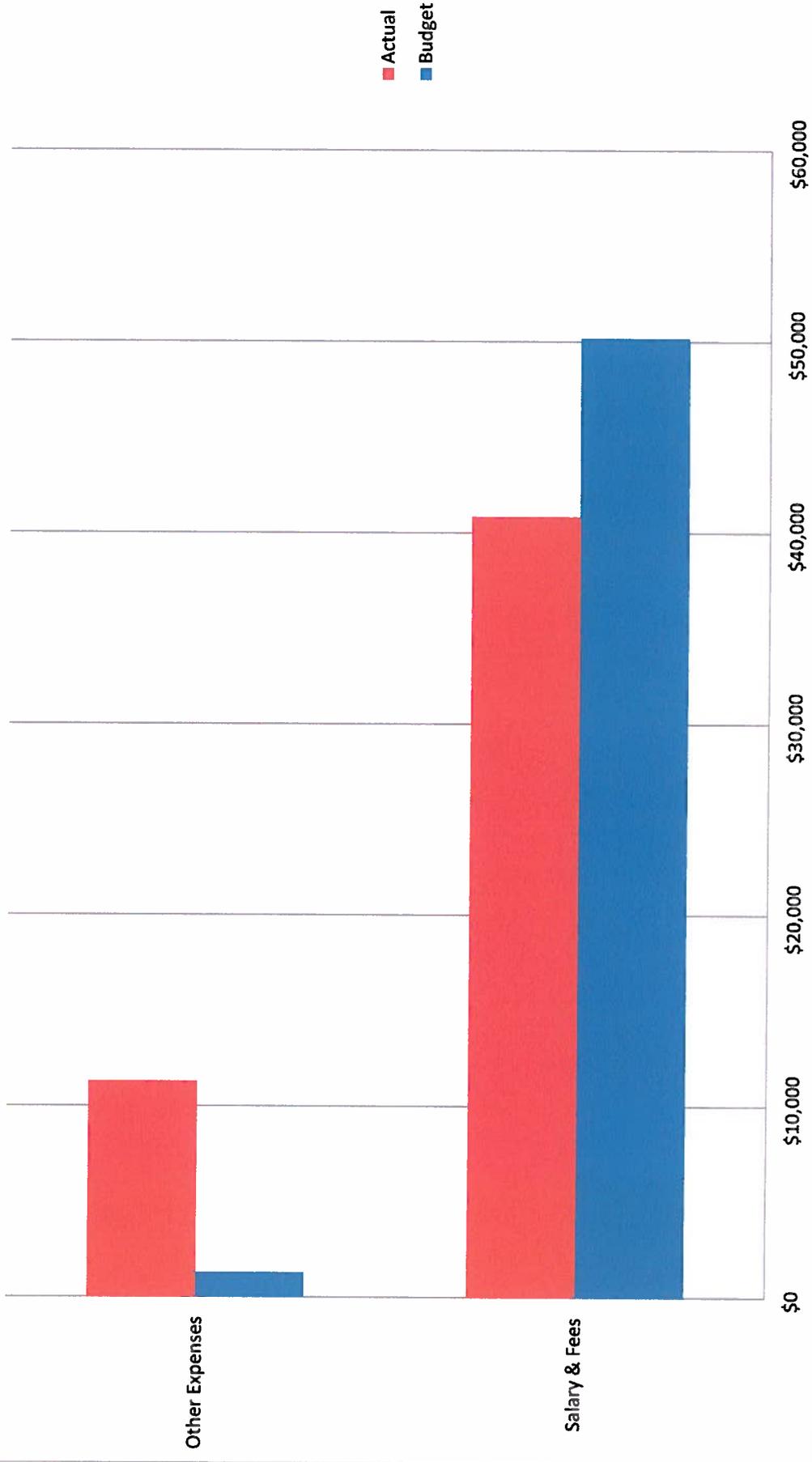


# General Fund Expenditures

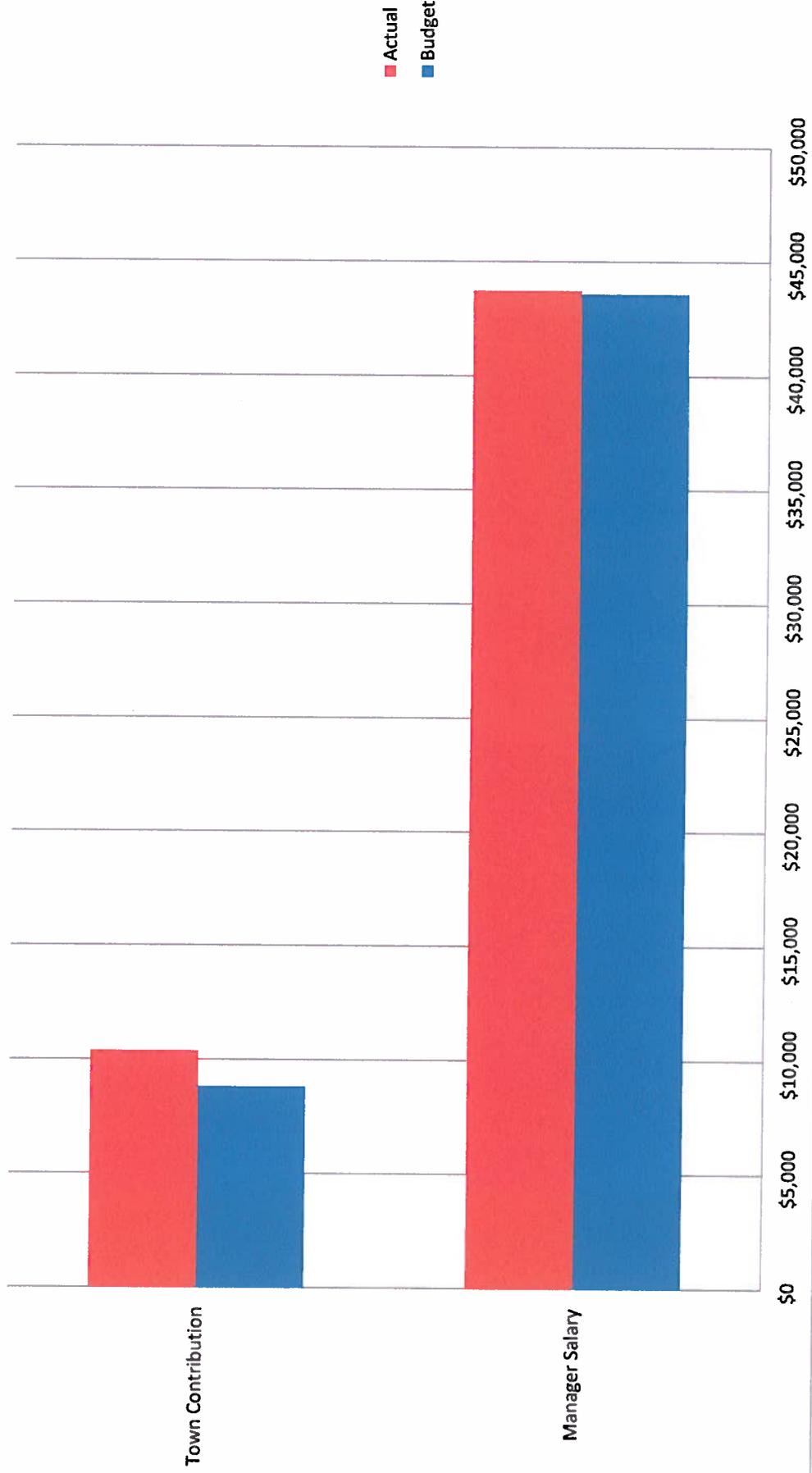
## Miscellaneous



# Planning & Zoning

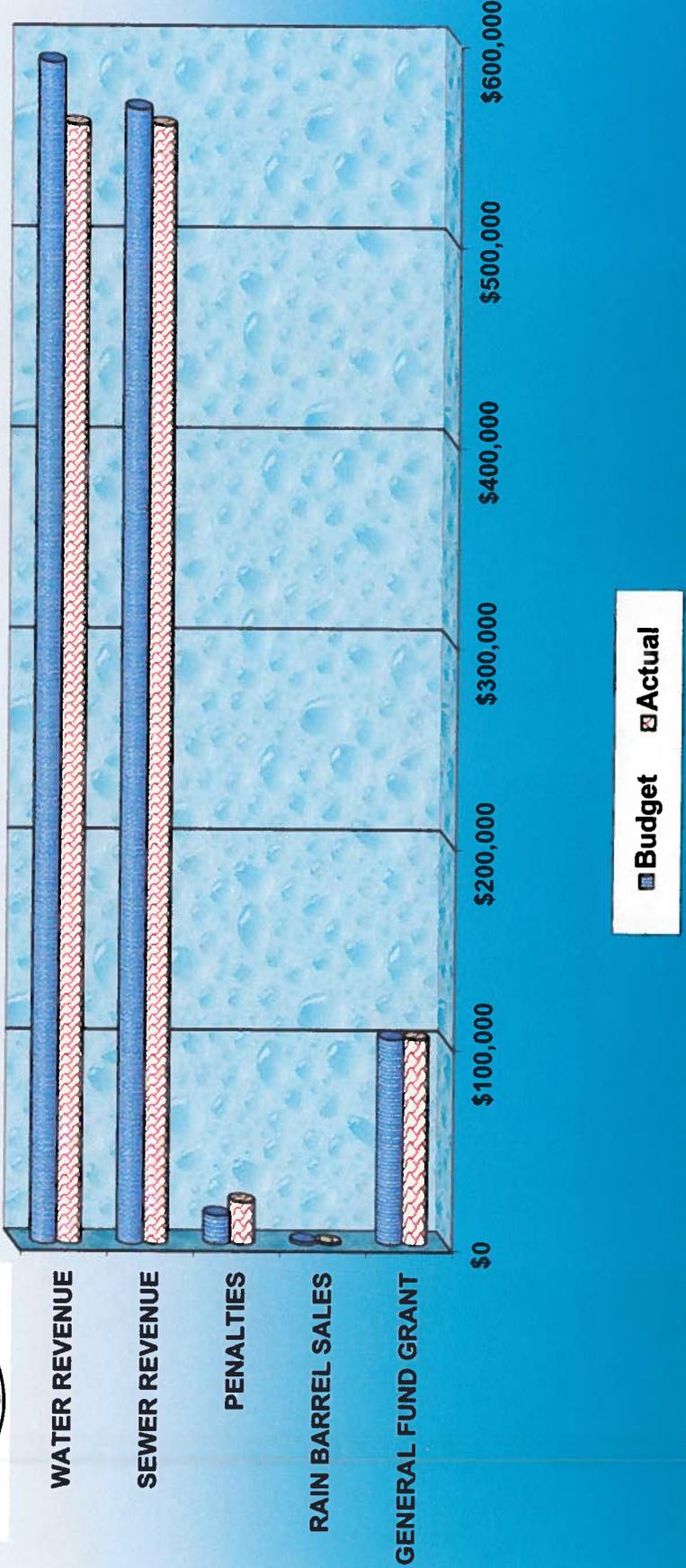


# Main Street Program



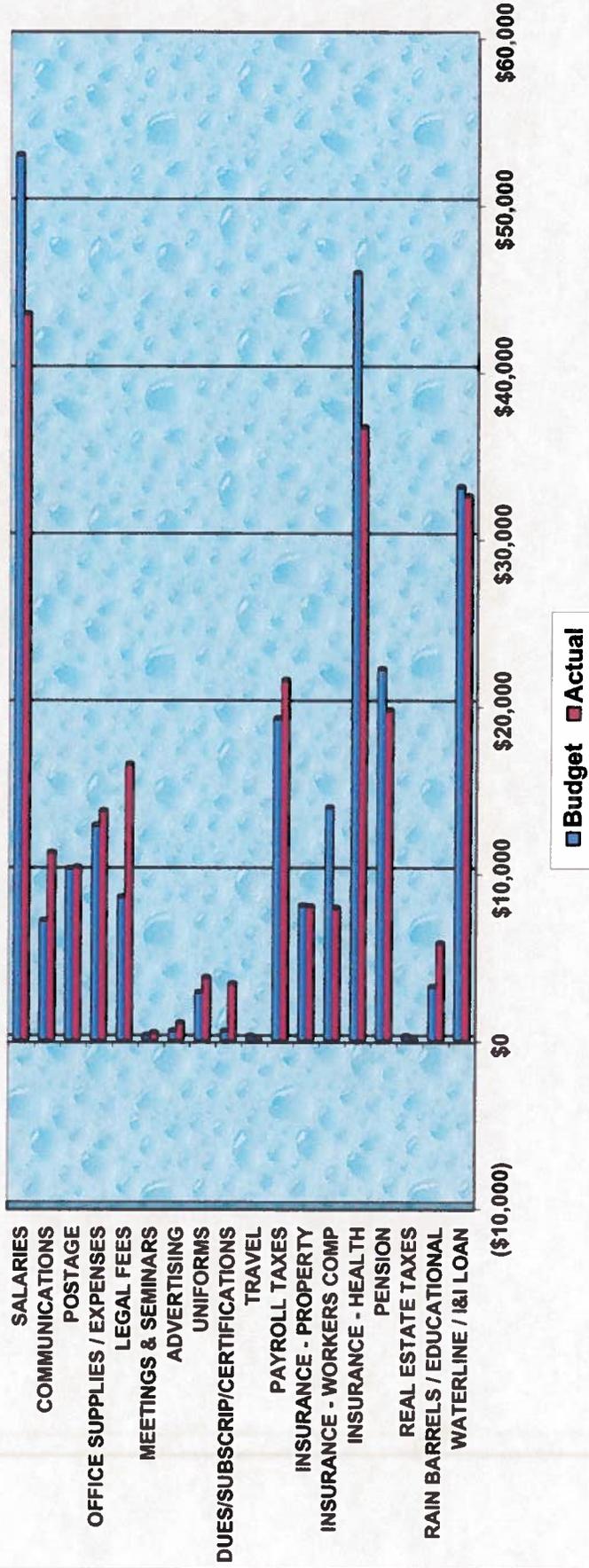


# Water & Sewer Fund Revenue

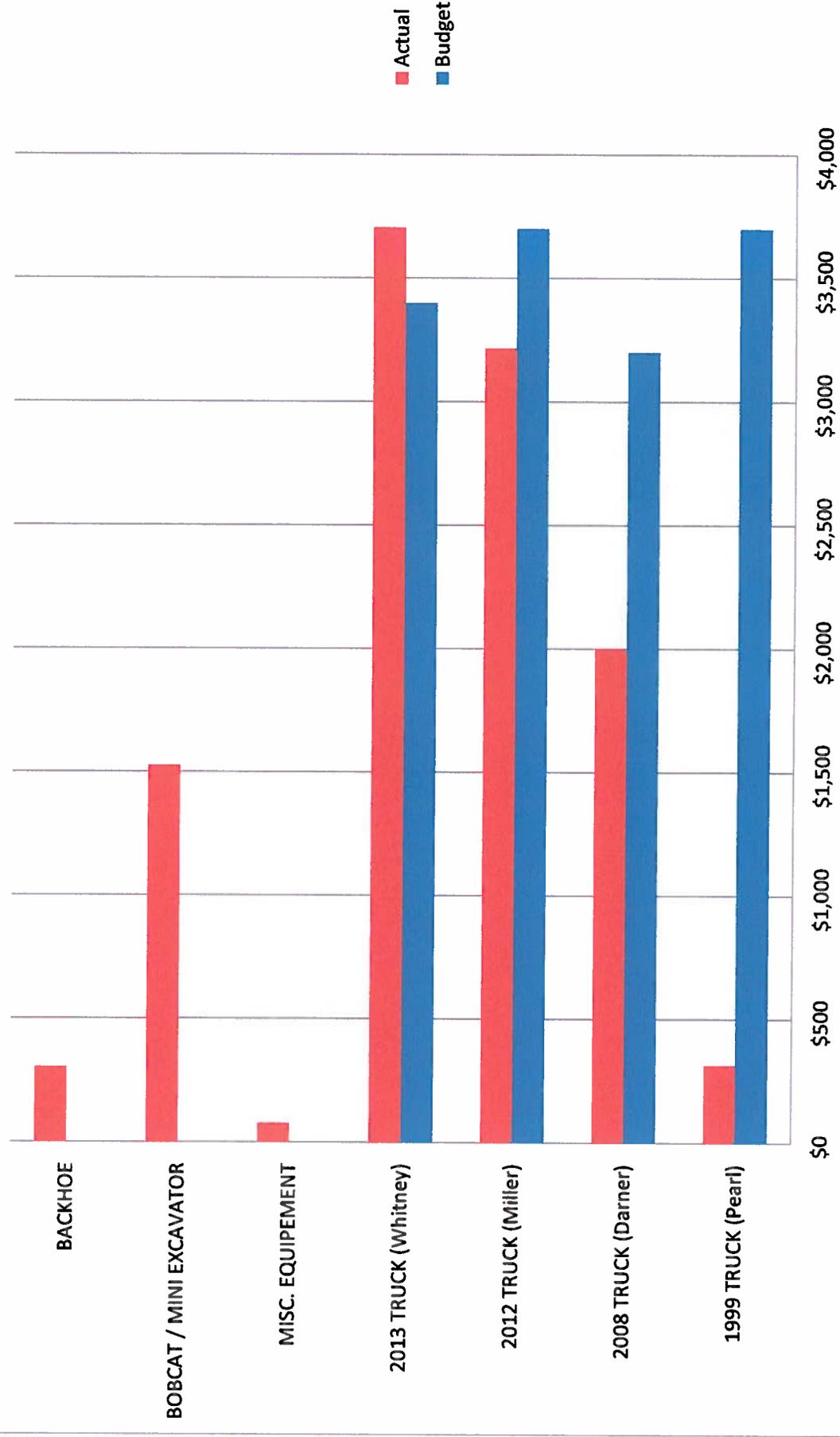




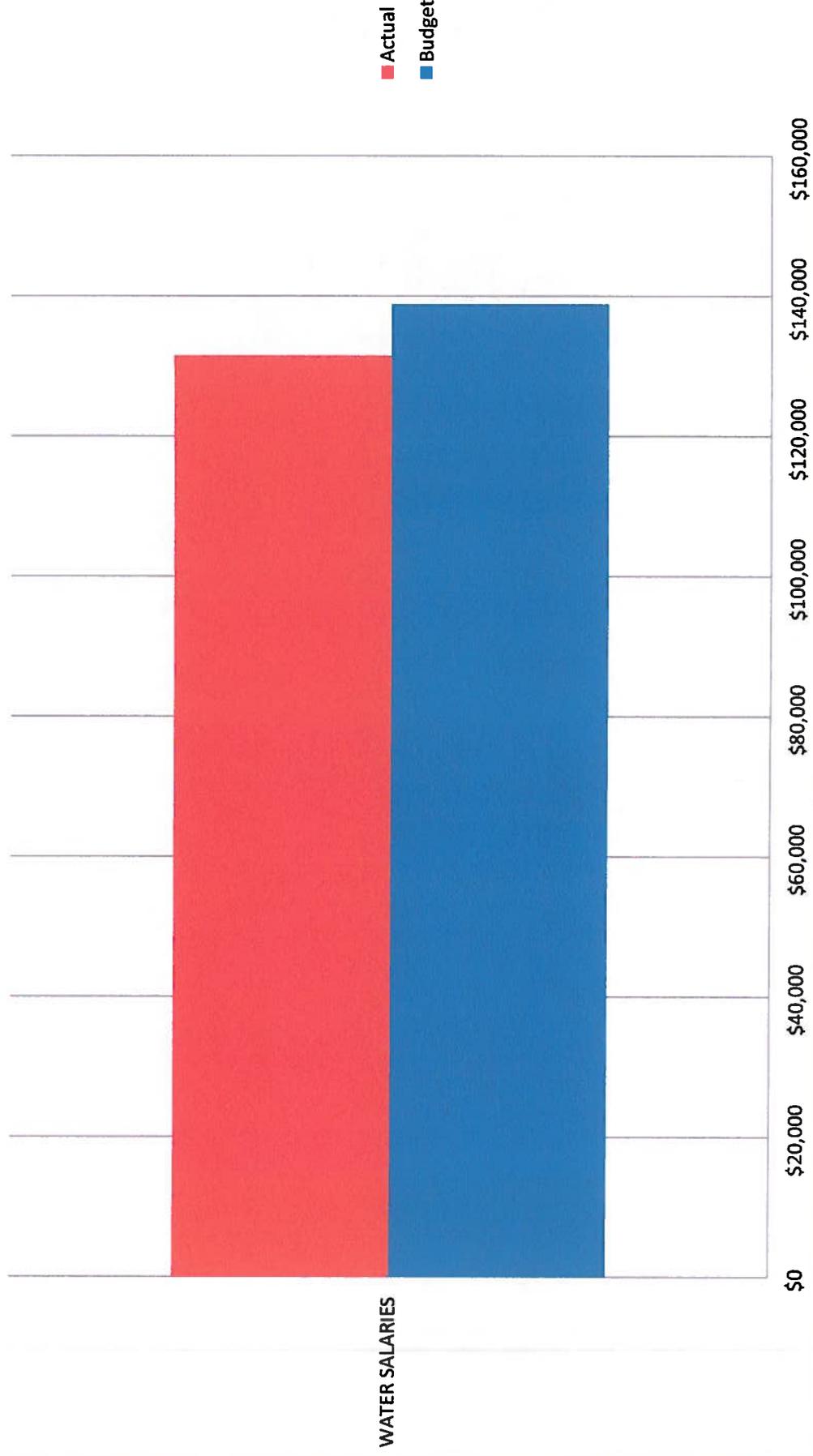
# Water & Sewer Administrative Expenses



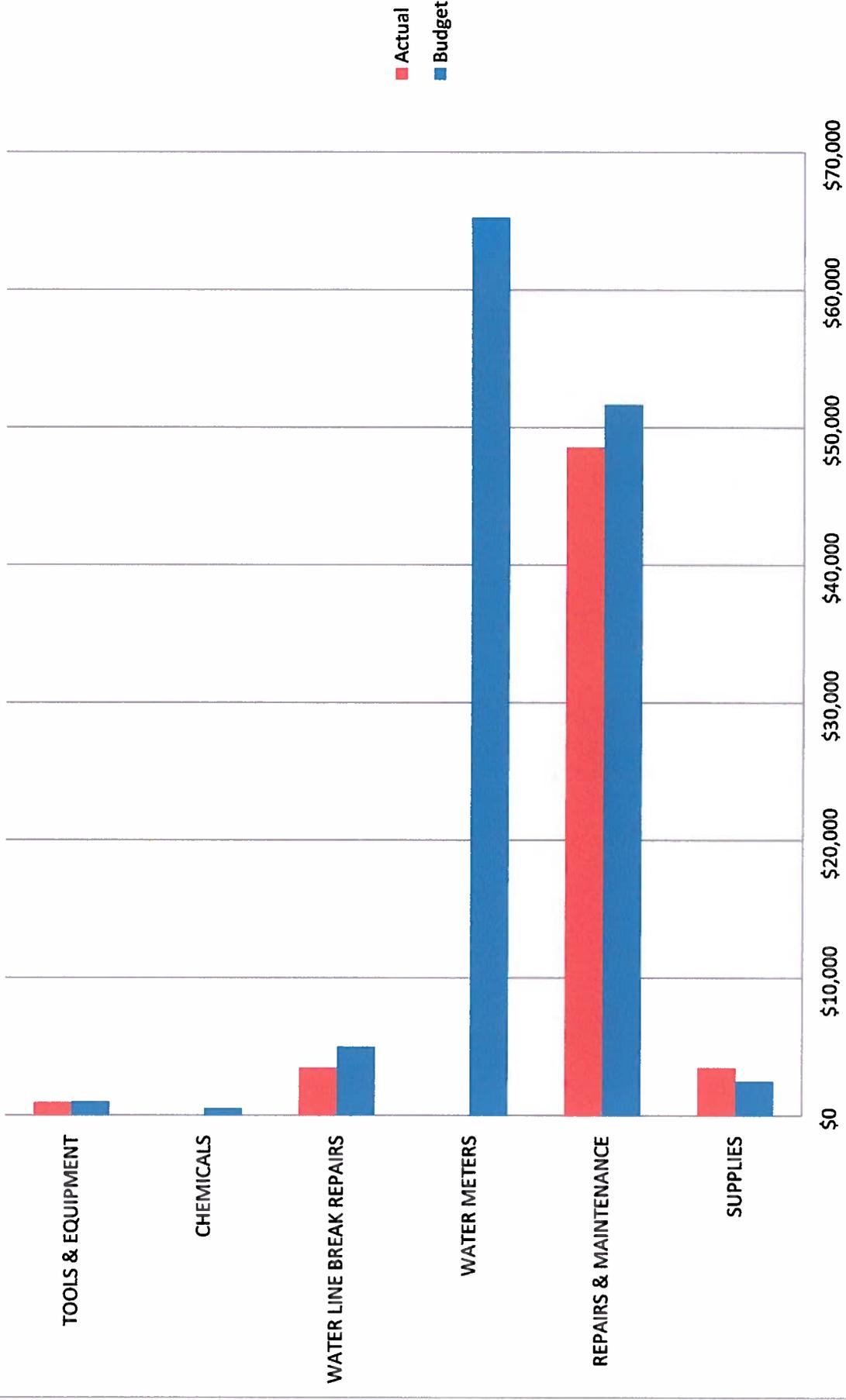
# Vehicles & Equipment



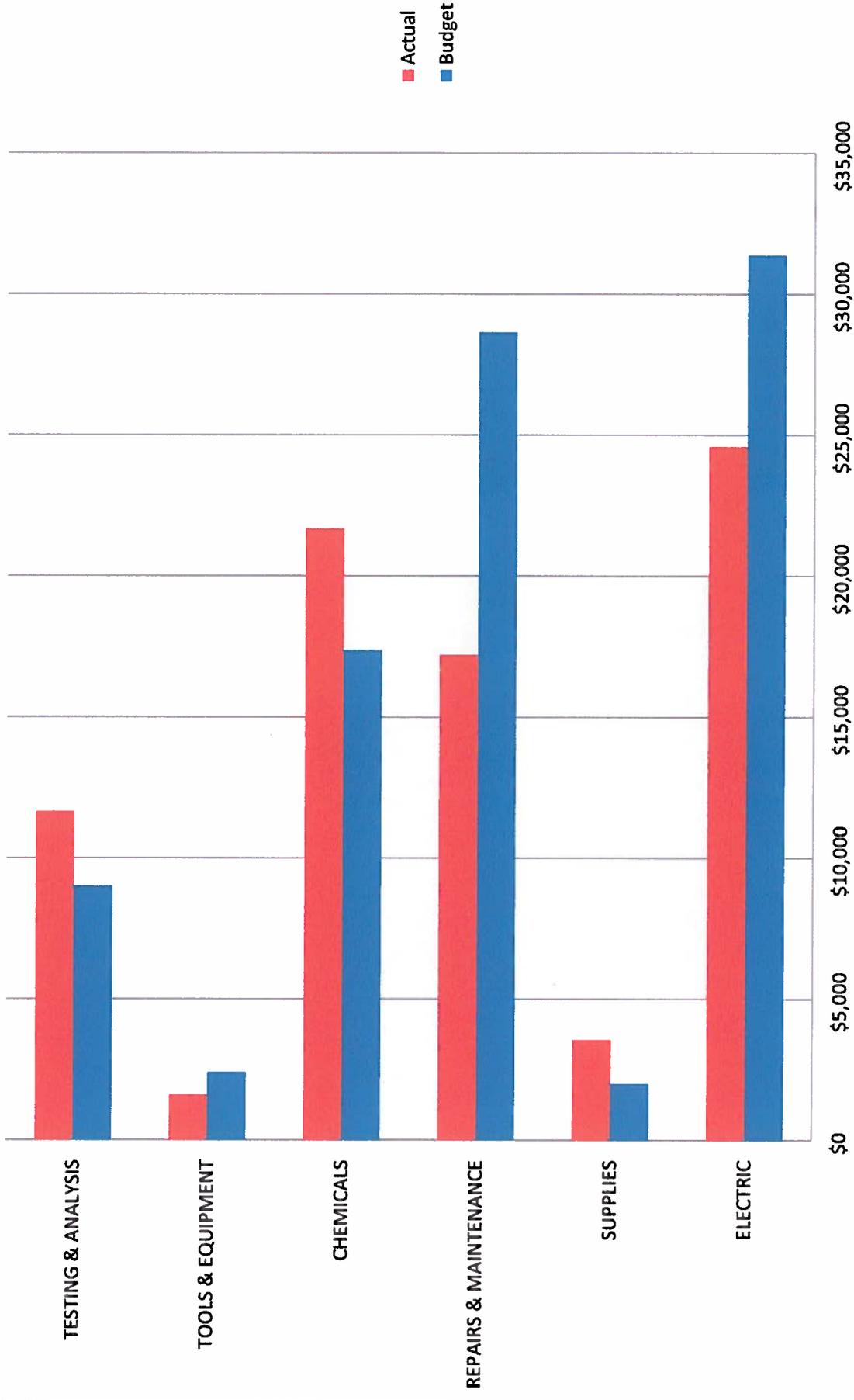
# Water Salaries



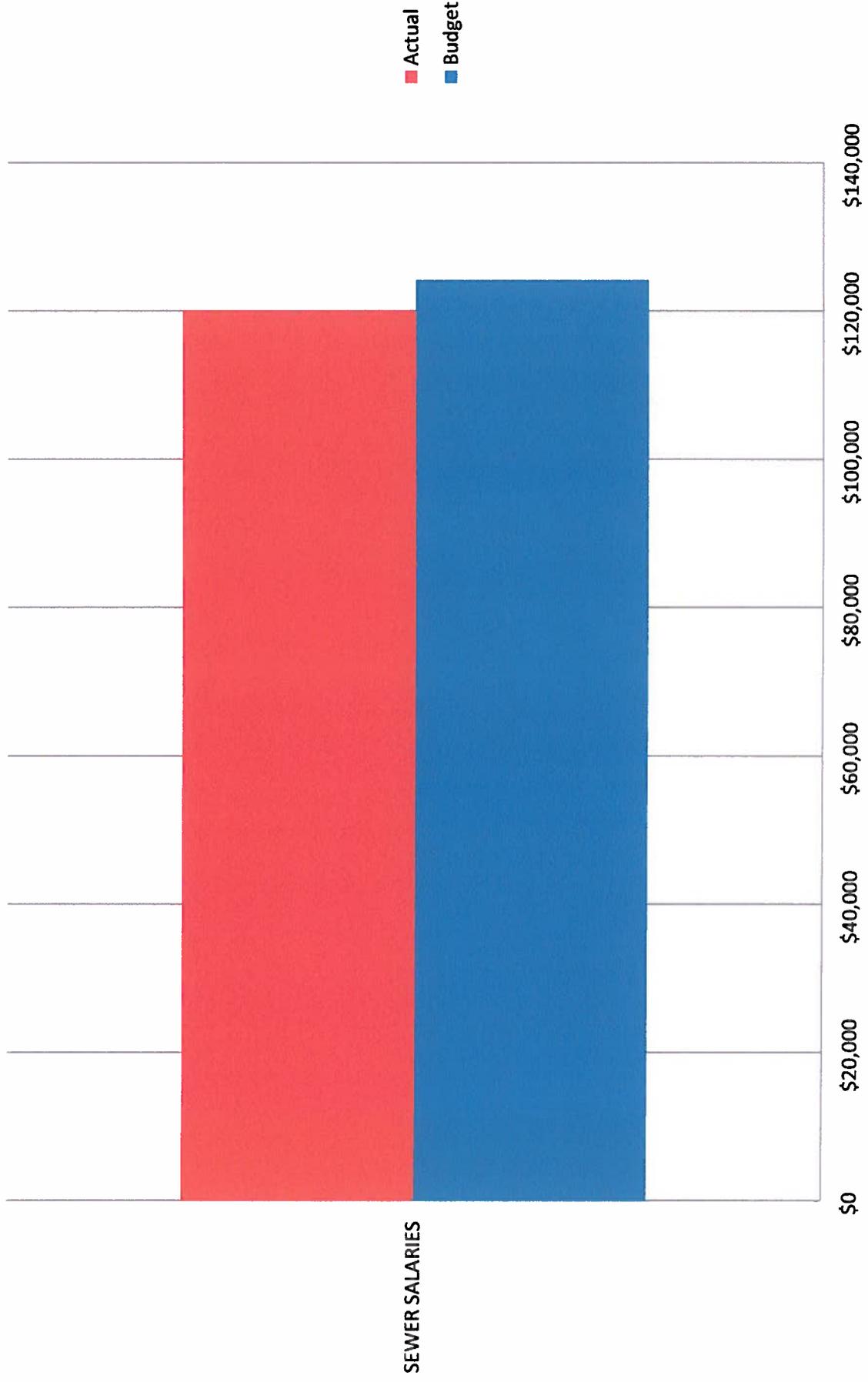
# Water Distribution



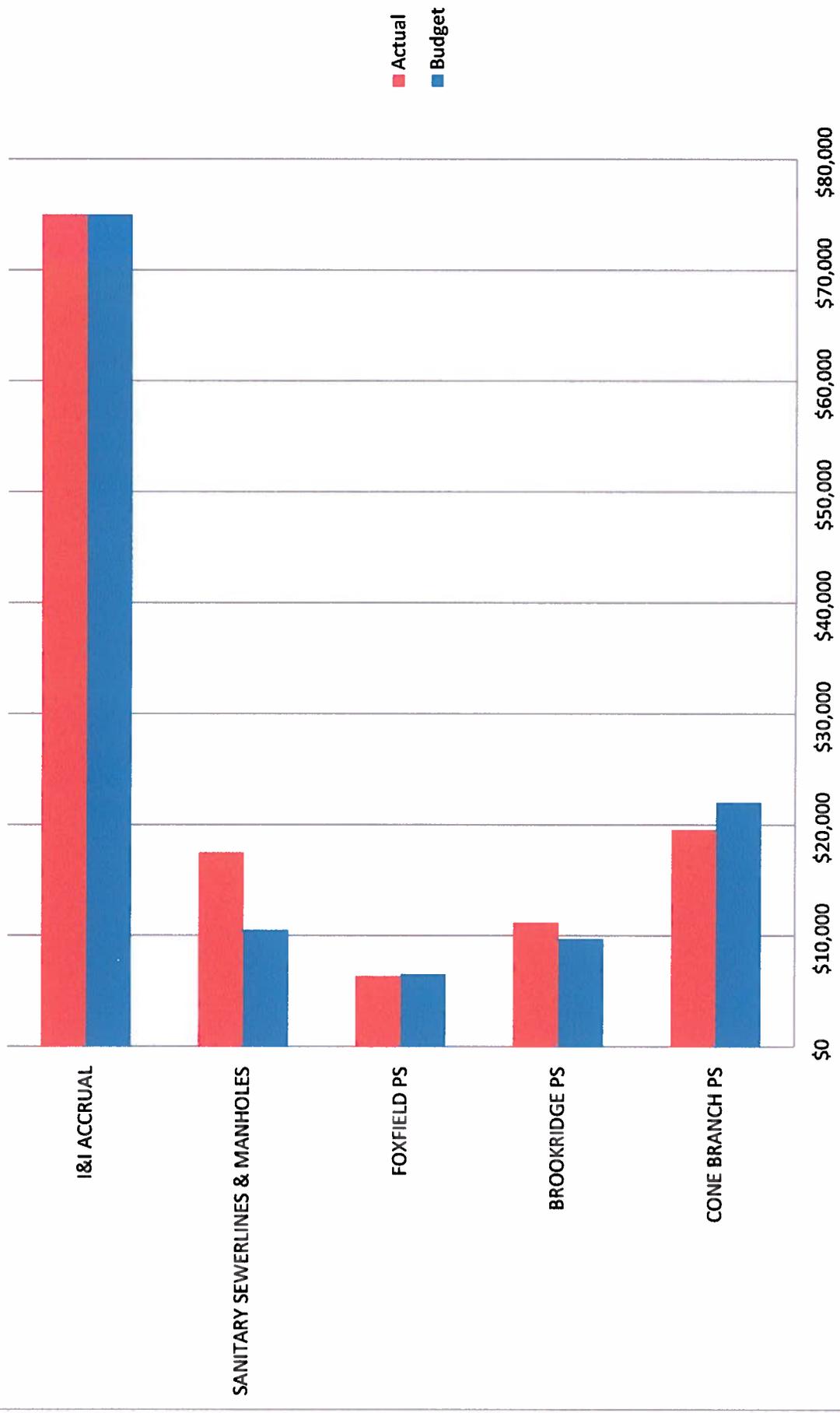
# Water Plant, Booster Station, Tower



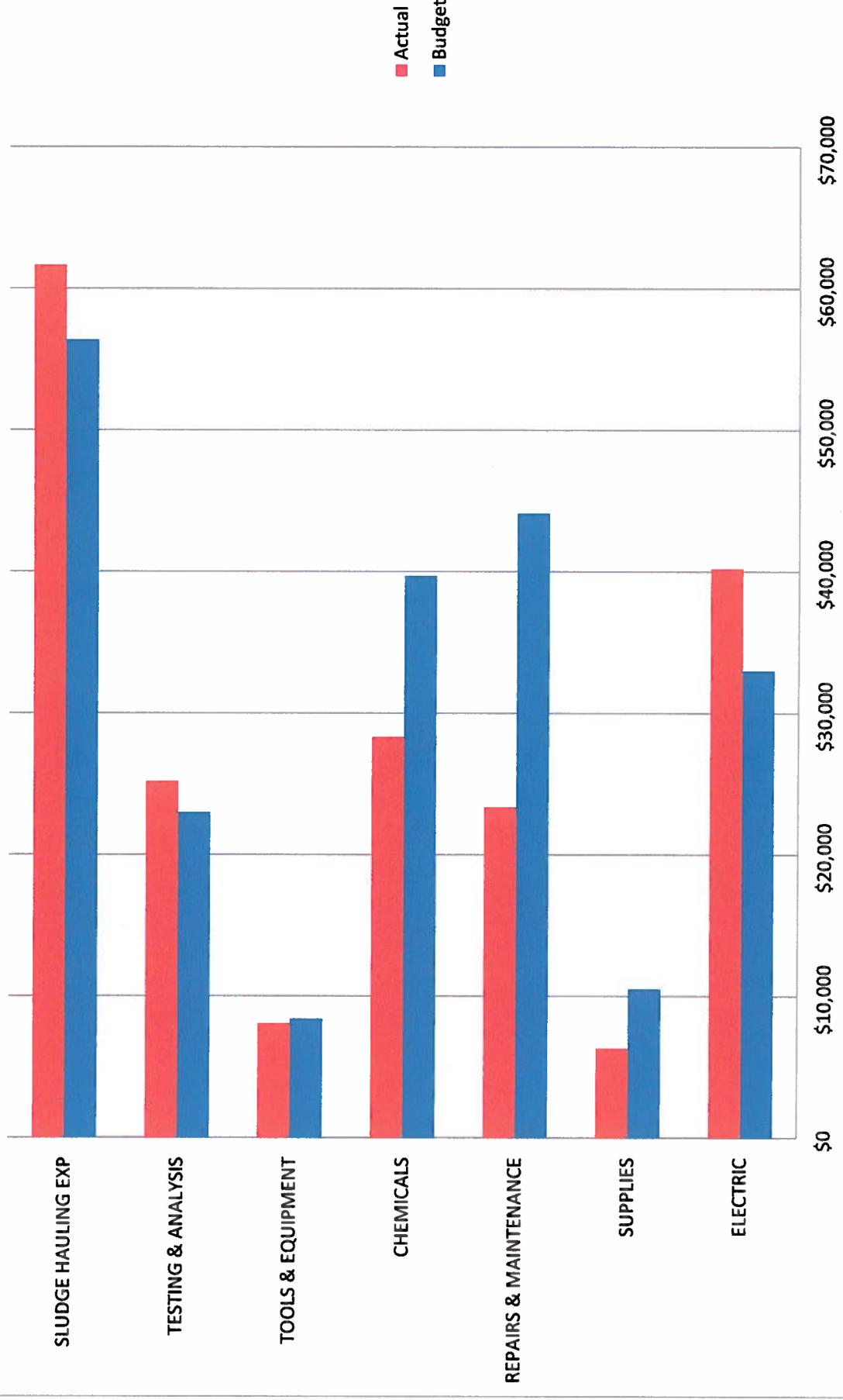
# Sewer Salaries



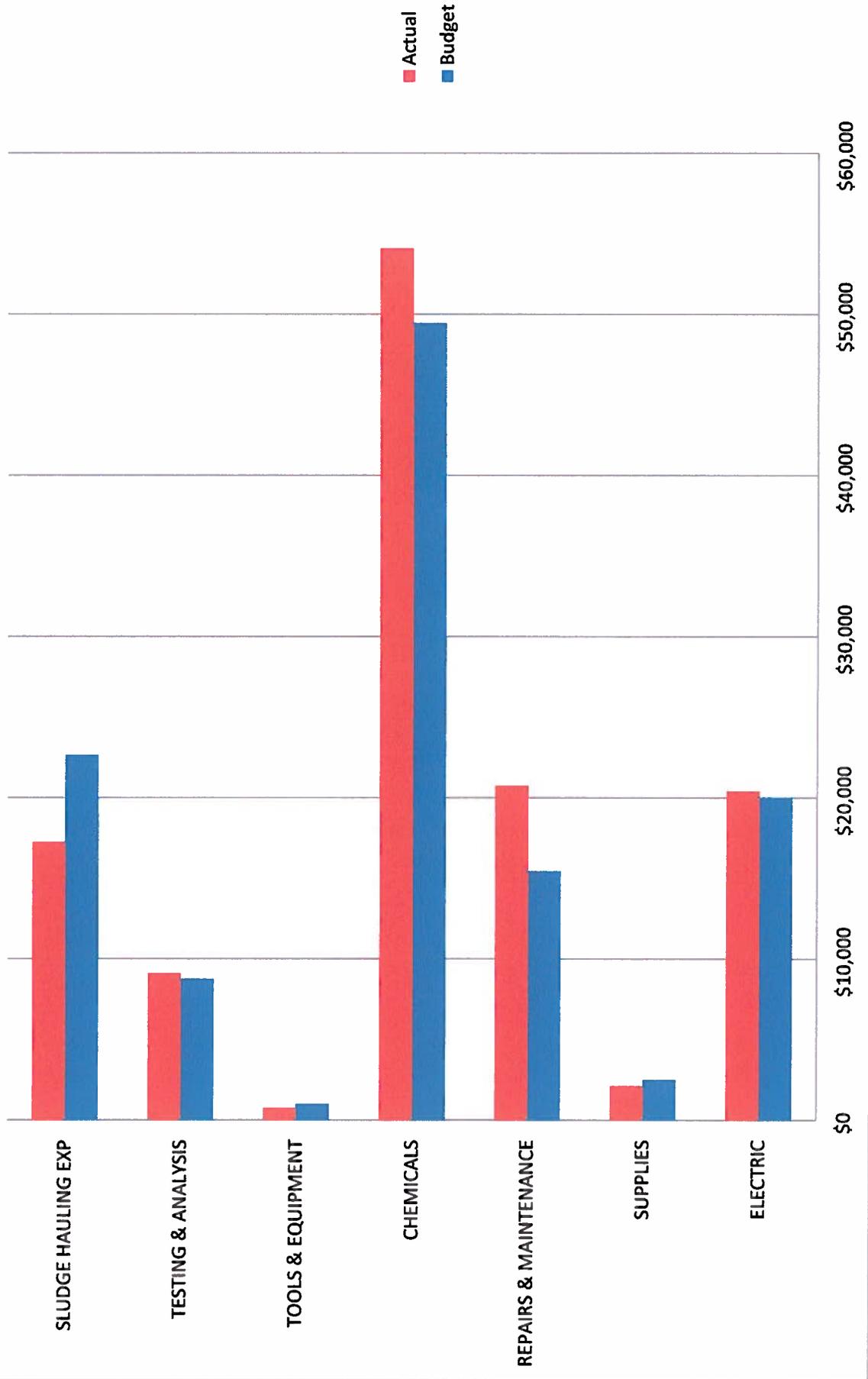
# Sewer Collection System



# East WWTP



# West WWTP



## **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.middleton.md.us](mailto:office@ci.middleton.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:

<b><u>Day</u></b>	<b><u>Date</u></b>	<b><u>Time</u></b>	<b><u>Budget</u></b>
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

## 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](mailto: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](mailto:agriffin@ci.middletown.md.us)

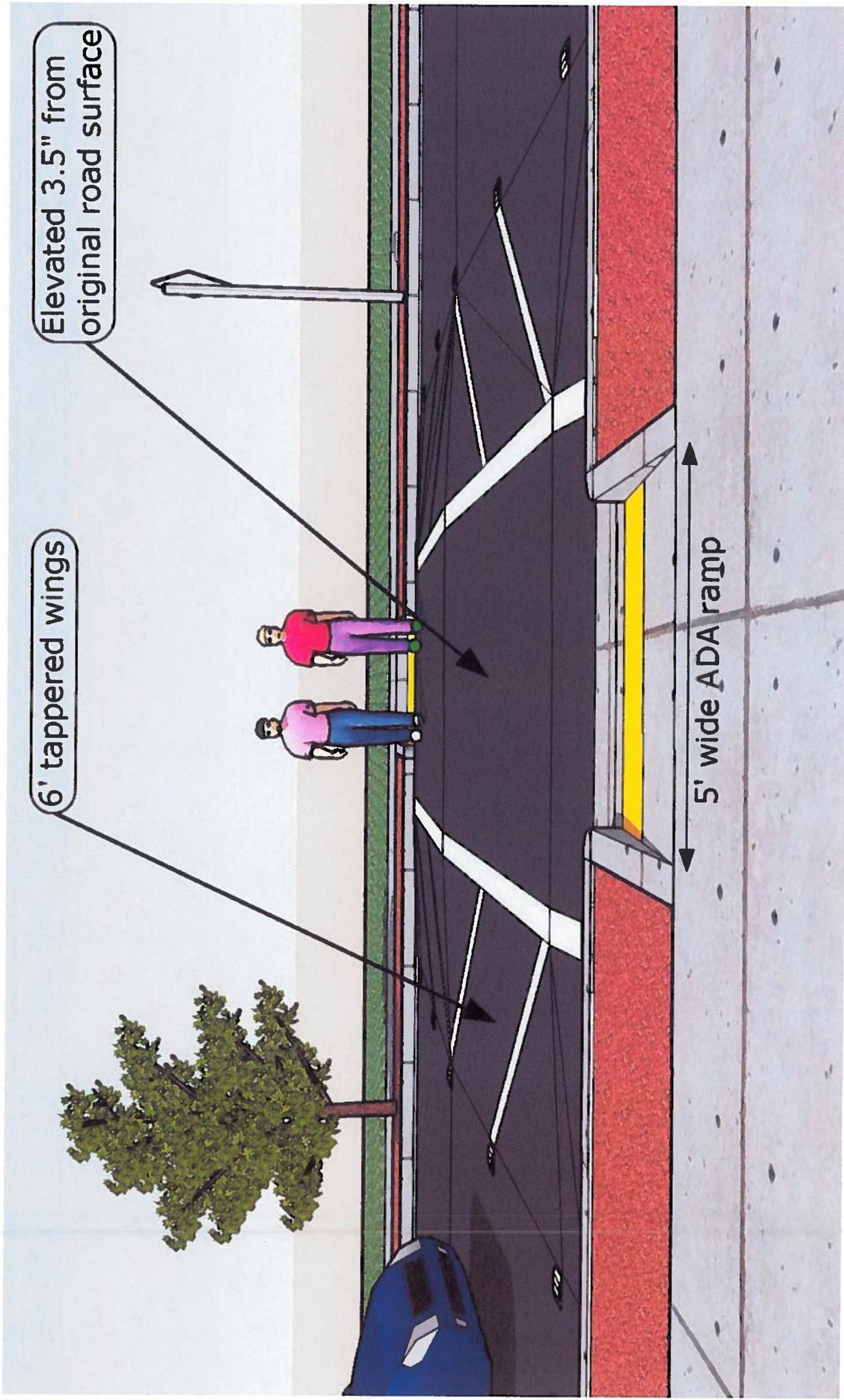
Elevated 3.5" from original road surface

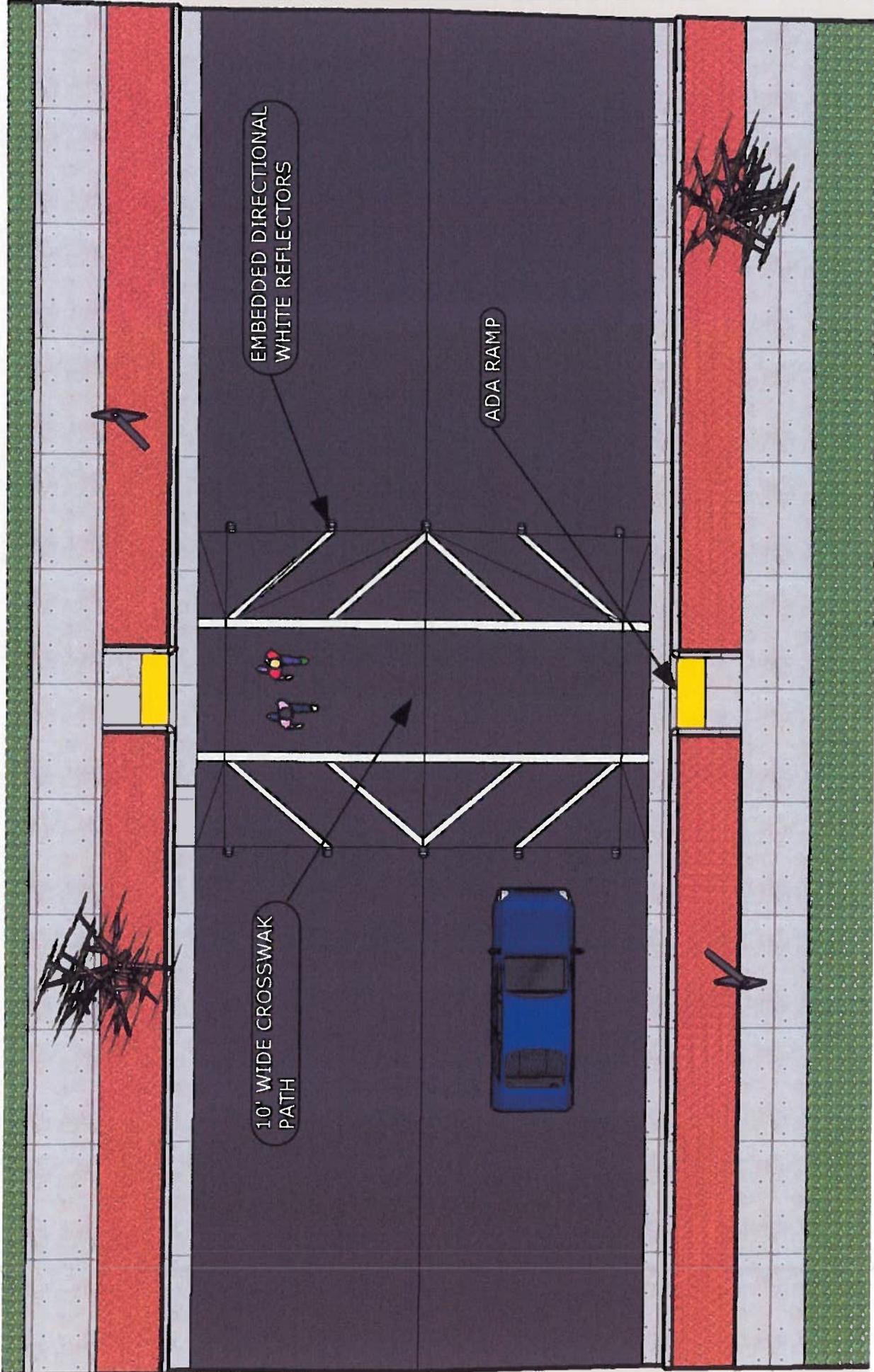
6' tapered wings

5' wide ADA ramp

Side View

No Scale





EMBEDDED DIRECTIONAL  
WHITE REFLECTORS

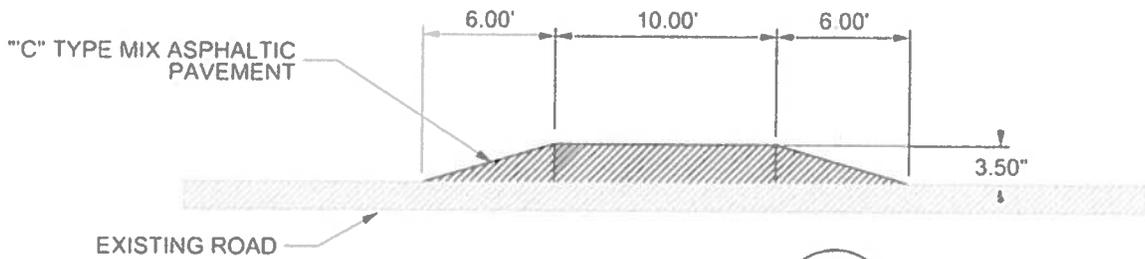
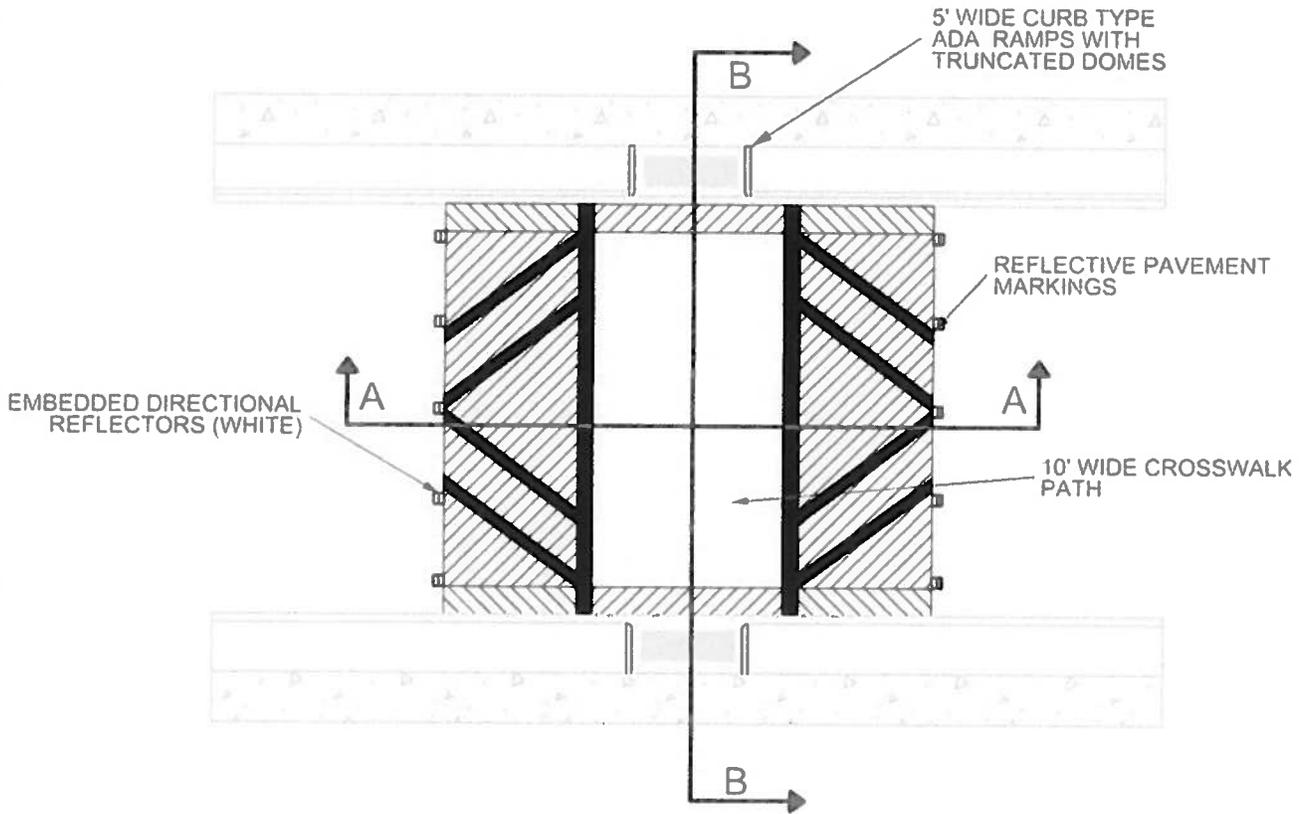
ADA RAMP

10' WIDE CROSSWAK  
PATH

A Top View

No Scale

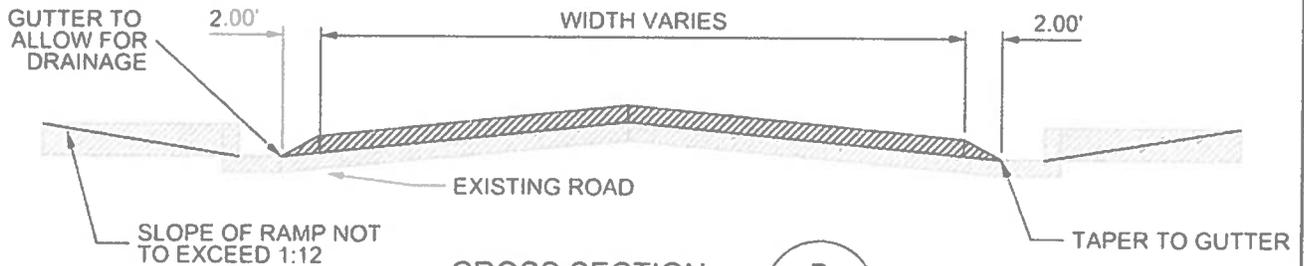




ALONG ROAD  
RAISED CROSSWALK

(A)

(A)



CROSS SECTION  
RAISED CROSSWALK

(B)

(B)

NOTE: THIS RAISED CROSSING IS A TRIAL VERSION

REVISIONS:

RAISED  
CROSSWALK

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

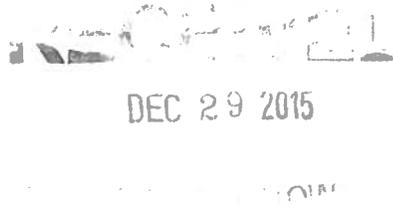


P.O. Box 163 Dickerson, MD 20842-0163

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