



AGENDA FOR THE TOWN MEETING
REVISED
January 13, 2014
7:00 p.m.

PLEDGE TO THE FLAG

CALL TO ORDER

CONSENT AGENDA

- [Tax Equity for FY 2014 Budget](#)
- [Financial Statements](#)
- Town Minutes
 - [December 5, 2013 – Public Hearing](#)
 - [December 9, 2013 – Town Meeting](#)

PERSONAL REQUESTS FOR AGENDA:

UNFINISHED BUSINESS:

- Memorial Hall Discussions
- [Ordinance 14-01-01 – Revisions to the Forest Conservation Act](#)
- [Introduction of Ordinance 14-01-02 – Monthly Billing for Water & Sewer Bills](#)
- [Review of Amendments to the Employee Handbook](#)

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:

- Appointment of Zoning Administrator
- Appointments to Board of Appeals
- [Review of Credit Card Costs](#)
- [Review of Development Review Fees](#)

PUBLIC COMMENTS:

Please state Name and Address for the Record

ANNOUNCEMENTS:

- *Position Available on Planning Commission as Temporary Alternate*
- *Position Available on Board of Appeals as Alternate*

ADJOURNMENT

EXECUTIVE SESSION:

Meetings for the month of January 2014

- | | | |
|---------------------------------------|------------------------------------|---------------|
| • <i>Planning Commission Workshop</i> | <i>Wednesday, January 15, 2014</i> | <i>7:00PM</i> |
| • <i>Water & Sewer Committee</i> | <i>CANCELLED</i> | |
| • <i>Planning Commission</i> | <i>Monday, January 20, 2014</i> | <i>7:00PM</i> |
| • <i>Main Street Board</i> | <i>Thursday, January 23, 2014</i> | <i>7:00PM</i> |



OFFICE OF THE COUNTY MANAGER FREDERICK COUNTY, MARYLAND

Budget Office

Winchester Hall • 12 East Church Street • Frederick, Maryland 21701
301-600-3191 • FAX 301-600-2305 • TTY Use Maryland Relay
www.FrederickCountyMD.gov

October 4, 2013

RECEIVED

OCT 08 2013

TOWN OF MIDDLETOWN, MD.

COMMISSIONERS

Blaine R. Young
President

C. Paul Smith
Vice President

Billy Shreve

David P. Gray

Kirby Delauter

COUNTY MANAGER

Lori L. Depies, CPA

BUDGET OFFICE

Regina M. Howell, CPA
Budget Officer

The Honorable John D. Miller
Burgess of Middletown
Town Office
31 W. Main Street
Middletown, MD 21769

Re: FY 2015 Property Tax Set Off

Dear Burgess Miller,

For fiscal year 2014, Middletown opted to receive the Frederick County property tax set off as a tax rebate payment. The City of Frederick and the Town of Myersville elected the tax differential option which resulted in a lower County property tax rate for their residents in lieu of a direct tax rebate payment to the municipality. We will continue to offer both options in fiscal year 2015.

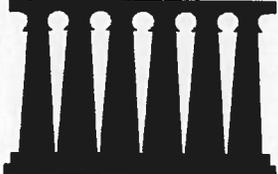
Please submit your financial statements to the Budget Office by December 31, 2013 so that we may calculate estimated tax rebate amounts and tax differential rates in January. Final calculations should be available for municipalities in February 2014. If you wish to change the method in which you receive the tax set off for FY15, please contact the Frederick County Budget Office by **March 7th, 2014**. If you have any questions, please feel free to contact me at 301-600-3191.

Sincerely,

Regina Howell,
Budget Officer

cc: Lori L. Depies, County Manager

CHARACTER COUNTS!



JOSEPHSON INSTITUTE OF ETHICSSM

TRUSTWORTHINESS • RESPECT
RESPONSIBILITY • FAIRNESS
CARING • CITIZENSHIP

CHARACTER COUNTS! and the Six Pillars of Character are service marks of the CHARACTER COUNTS! Coalition, a project of the Josephson Institute of Ethics.

- BURGESS
- COMMISSIONERS
- ADMINISTRATOR
- PLANNING & ZONING

Town of Middletown
Statement of Revenue & Expenditures
General Fund
Fiscal Year 2014
For the 5 Months Ended November 30, 2013

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
REVENUE			
LOCAL TAX			
Real Property	\$ 1,080,728	\$ 702,730	\$ (377,998)
Tangible Personal Property	33,500	29,870	(3,630)
Public Utilities	9,618		(9,618)
Franchise (Cable)	44,125	11,203	(32,922)
Penalties & Interest	9,105	122	(8,983)
	<u>\$ 1,177,076</u>	<u>\$ 743,925</u>	<u>\$ (433,151)</u>
STATE SHARED TAX			
Admission & Amusement	\$ 40,628	\$ 15,320	\$ (25,308)
Highway Gasoline & Licenses	122,500	96,712	(25,788)
	<u>\$ 163,128</u>	<u>\$ 112,032</u>	<u>\$ (51,096)</u>
COUNTY SHARED TAX			
Income Taxes	\$ 755,958	\$ 303,173	\$ (452,785)
Tax Equity Grant	584,765	292,383	(292,382)
	<u>\$ 1,340,723</u>	<u>\$ 595,556</u>	<u>\$ (745,167)</u>
LICENSES AND PERMITS			
Beer, Wine and Liquor	\$ 1,950		\$ (1,950)
Business / Traders	4,900	855	(4,045)
Planning / Zoning Fees	9,500	22,068	12,568
	<u>\$ 16,350</u>	<u>\$ 22,923</u>	<u>\$ 6,573</u>
PARKS AND RECREATION			
Pavillion Fees	\$ 1,900	\$ 250	\$ (1,650)
	<u>\$ 1,900</u>	<u>\$ 250</u>	<u>\$ (1,650)</u>
POLICE PROTECTION			
State Grant	\$ 24,000	\$ 6,611	\$ (17,389)
	<u>\$ 24,000</u>	<u>\$ 6,611</u>	<u>\$ (17,389)</u>
MISCELLANEOUS			
Community Events			
Parking Citations			
Bank Shares Grant	2,500		(2,500)
*Miscellaneous & Donations	36,274	19,667	(16,607)
	<u>\$ 38,774</u>	<u>\$ 19,667</u>	<u>\$ (19,107)</u>
OPERATING REVENUES	<u>\$ 2,761,951</u>	<u>\$ 1,500,964</u>	<u>\$ (1,260,987)</u>
State Grants & Interest	\$ 217,963	\$ 178	\$ (217,785)
TOTAL REVENUE	<u>\$ 2,979,914</u>	<u>\$ 1,501,142</u>	<u>\$ (1,478,772)</u>

Town of Middletown
Statement of Revenue & Expenditures
General Fund
Fiscal Year 2014
For the 5 Months Ended November 30, 2013

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
<u>EXPENDITURES</u>			
<u>LEGISLATIVE</u>			
Commissioner's Salary	\$ 12,000	\$ 4,000	\$ (8,000)
Communications	3,480	1,407	(2,073)
Dues & Subscriptions	7,222	7,360	138
Office Supplies & Exp	3,600	2,065	(1,535)
Advertising	750	313	(437)
Meetings & Conventions	9,900	696	(9,204)
	\$ 36,952	\$ 15,841	\$ (21,111)
<u>EXECUTIVE</u>			
Burgess Salary	\$ 6,000	\$ 2,000	\$ (4,000)
	\$ 6,000	\$ 2,000	\$ (4,000)
<u>ELECTION</u>			
Clerk Fees	\$ 450		\$ (450)
Other Administrative Expenses	250		(250)
	\$ 700		\$ (700)
<u>GENERAL SERVICES</u>			
<u>ADMINISTRATION</u>			
GS - Capital Outlay		\$ 7,200	\$ 7,200
Administrative Salary	195,536	84,009	(111,527)
Postage & Printing	2,500	41	(2,459)
Communications	7,925	3,687	(4,238)
Computer Expenses	16,905	12,671	(4,234)
Office Supplies & Exp	23,520	6,043	(17,477)
Office Maintenance	45,368	12,098	(33,270)
Dues & Subscriptions	150	111	(39)
Professional Services	6,600	1,200	(5,400)
Meetings & Conventions	100	23	(77)
Water and Sewer Grant	100,000		(100,000)
	\$ 398,604	\$ 127,083	\$ (271,521)
<u>OPERATIONS</u>			
Maintenance Capital Outlay			
Vehicle Capital Outlay		45,579	45,579
Director Salary	85,572	35,211	(50,361)
Maintenance Salary	28,085	12,986	(15,099)
Communications	6,600	2,679	(3,921)
Supplies & Expenses	13,760	4,516	(9,244)
Dues & Meetings		1,460	1,460
Landscaping/Beautification			
Maintenance & Repairs	19,480	7,658	(11,822)
Tools & Equipment	3,000	62	(2,938)

Town of Middletown
Statement of Revenue & Expenditures
General Fund
Fiscal Year 2014
For the 5 Months Ended November 30, 2013

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
	\$ 156,497	\$ 110,151	\$ (46,346)
<u>PROFESSIONAL SERVICES</u>			
Independent Accounting	\$ 12,500	\$ 7,500	\$ (5,000)
Legal - Development		323	323
Legal - Ordinances	<u>7,500</u>	<u>2,223</u>	<u>(5,277)</u>
	\$ 20,000	\$ 10,046	\$ (9,954)
<u>PLANNING & ZONING</u>			
Salary & Fees	\$ 44,356	\$ 18,331	\$ (26,025)
Other Expenses	<u>1,300</u>	<u>700</u>	<u>(600)</u>
	\$ 45,656	\$ 19,031	\$ (26,625)
<u>MAIN STREET PROGRAM</u>			
Manager Salary	\$ 32,136	\$ 16,274	\$ (15,862)
Town Contribution	<u>12,000</u>	<u>8,555</u>	<u>(3,445)</u>
	\$ 44,136	\$ 24,829	\$ (19,307)
<u>PUBLIC SAFETY</u>			
Fire Dept. Donation	\$ 15,000		\$ (15,000)
School Crossing Guards	16,309	5,139	(11,170)
Community Deputy Program	<u>353,499</u>	<u>177,810</u>	<u>(175,689)</u>
	\$ 384,808	\$ 182,949	\$ (201,859)
<u>SANITATION & WASTE REMOVAL</u>			
Resident Trash & Yard Waste	\$ 275,447	\$ 116,541	\$ (158,906)
<u>RECREATION AND CULTURE</u>			
Park Salary	37,892	24,309	(13,583)
Park Electric	1,500	435	(1,065)
Maintenance & Repairs	32,800	9,922	(22,878)
Mowing	34,651	13,104	(21,547)
Remsberg Park - Interest	20,968	10,868	(10,100)
Remsberg Park - Principal	<u>102,582</u>	<u>50,907</u>	<u>(51,675)</u>
	\$ 230,393	\$ 109,545	\$ (120,848)

Town of Middletown
Statement of Revenue & Expenditures
General Fund
Fiscal Year 2014
For the 5 Months Ended November 30, 2013

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
<u>HIGHWAYS AND STREETS</u>			
Salary	\$ 91,927	\$ 26,051	\$ (65,876)
Street Lighting	151,200	53,869	(97,331)
Storm Water Management	1,500	4,797	3,297
Snow Removal	52,125		(52,125)
Repairs & Resurfacing	100,000	6,508	(93,492)
Signs	3,500	1,597	(1,903)
Truck Repair & Operation	19,300	13,774	(5,526)
Equipment Repairs & Ops	11,800	1,310	(10,490)
Mowing	31,744	16,384	(15,360)
Interest	8,478	2,734	(5,744)
East Green St - Principal	11,000		(11,000)
Case Loader - Principal	14,555	14,555	
	<u>\$ 497,129</u>	<u>\$ 141,579</u>	<u>\$ (355,550)</u>
<u>OTHER EXPENSES</u>			
MT Historical Society - CIP	\$ 5,000	\$ 5,000	
Donations	100		(100)
Travel - Mileage	1,500	1,187	(313)
Community Events	82,358	33,952	(48,406)
Payroll Taxes	44,420	16,879	(27,541)
Insurance - Property	12,748	4,713	(8,035)
Insurance - Employee	107,892	77,412	(30,480)
Retirement/Pension	54,607	4,970	(49,637)
Web Page & Directory	5,555	3,044	(2,511)
Real Estate Taxes	753	712	(41)
Other	3,500	2,021	(1,479)
	<u>\$ 318,433</u>	<u>\$ 149,890</u>	<u>\$ (168,543)</u>
TOTAL EXPENDITURES	<u>\$ 2,414,755</u>	<u>\$ 1,009,485</u>	<u>\$ (1,405,270)</u>
INCOME (LOSS) Exc. Cash Reserves	\$ 565,159	\$ 491,657	\$ (73,502)
CASH RESERVES	\$ 1,091,102	\$ 1,230,192	\$ 139,090
SURPLUS / (DEFICIT)	<u>\$ 1,656,261</u>	<u>\$ 1,721,849</u>	<u>\$ 65,588</u>

*Board Approved Amendment made during FY2014

Town of Middletown
CIP Funds & Expenditures
 General Fund
 Fiscal Year 2014
 For the 5 Months Ended November 30, 2013

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
OPERATING REVENUE			
Revenue	\$ 2,761,951	\$ 1,500,963	\$ (1,260,988)
OPERATING EXPENSES			
Expenses	2,414,754	955,369	(1,459,385)
OPERATING SURPLUS (LOSS)	<u>\$ 347,197</u>	<u>\$ 545,594</u>	<u>\$ 198,397</u>
<u>OTHER FUND</u>			
POS - Development	\$ 90,020		\$ (90,020)
MVAA Remsburg Park	8,215		(8,215)
POS - Walking Trail Land Purchas	42,000		(42,000)
SRTS - School Walking Trail			
Other Grants	75,000		(75,000)
West Green & Walnut St Bridge Lo	700,000		(700,000)
RETAINED EARNINGS	421,311		(421,311)
Interest	2,728	178	(2,550)
TOTAL OTHER FUNDS	<u>\$ 1,339,274</u>	<u>\$ 178</u>	<u>\$ (1,339,096)</u>
TOTAL FUNDS AVAILABLE	<u>\$ 1,686,471</u>	<u>\$ 545,772</u>	<u>\$ (1,140,699)</u>
<u>CIP PROJECTS & PURCHASES</u>			
West Green St Improvements	\$ 797,812	\$ 10,363	\$ (787,449)
Walnut Street Bridge	290,562	259,398	(31,164)
Eastern Cr - Mill Overlay	70,000		(70,000)
Broad St-304 to Franklin	180,000		(180,000)
SWM Pond Fencing-Coblentz	16,400	14,911	(1,489)
Walking Trail Acq - E Main/Linde	42,000		(42,000)
Walking Trail Devel - Linden/Rem	85,751	60,145	(25,606)
Remsburg Park Netting	20,956		(20,956)
War Memorial Improvements	15,000	36,642	21,642
Foxfield/Wiles Trail Signage	26,400		(26,400)
Basketball Resurface - Wiles Bra	17,000		(17,000)
Purchase Memorial Hall	150,000		(150,000)
Remsburg Park - Other	37,226		(37,226)
Computer Replacements	5,200		(5,200)
W&S Funds - Walnut Bridge	127,430		(127,430)
TOTAL CIP COSTS	<u>\$ 1,881,737</u>	<u>\$ 381,459</u>	<u>\$ (1,367,648)</u>
OPERATING & CIP SURPLUS (LOSS)	<u>\$ (195,266)</u>	<u>\$ 164,313</u>	<u>\$ 226,949</u>

Town of Middletown
CIP Funds & Expenditures
General Fund
Fiscal Year 2014
For the 5 Months Ended November 30, 2013

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
Cash Reserves	\$ 1,091,102	\$ 1,230,192	\$ 139,090
TOTAL CASH SURPLUS	<u><u>\$ 895,836</u></u>	<u><u>\$ 1,394,505</u></u>	<u><u>\$ 366,039</u></u>

Town of Middletown
STATEMENT OF REVENUE and EXPENDITURES
WATER & SEWER
Fiscal Year 2014
For the 5 Months Ended November 30, 2013

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
<u>REVENUE</u>			
Water Revenue	\$ 553,200	\$ 145,968	\$ (407,232)
Sewer Revenue	552,046	143,175	(408,871)
Penalties/Reconnects	14,500	4,373	(10,127)
*Rain Barrel Sales	1,575	1,575	
General Fund Grant/Misc	100,000		(100,000)
TOTAL OPERATING REVENUE	\$ 1,221,321	\$ 295,091	\$ (926,230)
 <u>EXPENDITURES</u>			
<u>ADMINISTRATIVE</u>			
Office Salaries	\$ 41,993	\$ 13,686	\$ (28,307)
Communications	7,000	3,046	(3,954)
Postage	9,000	9,098	98
Office Supplies/Expense	11,000	6,666	(4,334)
Legal - Other	8,500	7,064	(1,436)
Meetings & Seminars	250	350	100
Advertising	500	587	87
Uniforms	2,800	645	(2,155)
Dues/Subscrip/Certifications	500	315	(185)
Travel		152	152
Payroll Taxes	18,471	8,195	(10,276)
Insurance - Prop. & Liability	8,000	3,194	(4,806)
Insurance - Workers Comp	12,306	3,477	(8,829)
Insurance - Health	46,504	24,384	(22,120)
Retirement/Pension	18,968	1,324	(17,644)
Real Estate Taxes	292	292	
Rain Barrel/Educational Programs	3,150		(3,150)
Waterline / I & I Loans	32,550	4,275	(28,275)
Sub-Total	\$ 221,784	\$ 86,750	\$ (135,034)
 <u>Vehicles & Equipment</u>			
1999 Truck	\$ 3,700		\$ (3,700)
2001 Truck	3,400	507	(2,893)
2008 Truck	3,200	839	(2,361)
2013 Truck			
Misc Equipment	4,275	248	(4,027)
Bobcat Mini-Excavator		175	175
Case Backhoe	3,000	75	(2,925)
Sub-Total	\$ 17,575	\$ 1,844	\$ (15,731)

Town of Middletown
STATEMENT OF REVENUE and EXPENDITURES
WATER & SEWER
Fiscal Year 2014
For the 5 Months Ended November 30, 2013

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
WATER			
Salaries	\$ 115,895	\$ 50,189	\$ (65,706)
Water Distribution System			
Supplies	2,500	314	(2,186)
Repairs & Maintenance	22,000	17,817	(4,183)
Water Meters	105,838	7,325	(98,513)
Water Line Break Repairs	5,000		(5,000)
Chemicals	500	185	(315)
Tools & Equipment	9,600	7,758	(1,842)
Sub-Total	\$ 145,438	\$ 33,399	\$ (112,039)
Water Plant/Reservoir/Booster/Tower/BS Wellhouse			
Electric	\$ 31,370	\$ 7,799	\$ (23,571)
Supplies	7,000	577	(6,423)
Repairs & Maintenance	28,600	20,752	(7,848)
Chemicals	20,000	6,924	(13,076)
Tools & Equipment	2,400	1,312	(1,088)
Testing & Analysis	9,000	4,458	(4,542)
Sub-Total	\$ 98,370	\$ 41,822	\$ (56,548)
Abandoned Well Costs			
TOTAL WATER EXPENSES	\$ 359,703	\$ 125,410	\$ (234,293)
SEWER			
Salaries	\$ 114,952	\$ 47,064	\$ (67,888)
Sewer Collection System			
Cone Branch PS	34,364	18,134	(16,230)
Brookridge South PS	9,700	3,945	(5,755)
Foxfield PS	5,940	5,713	(227)
Sanitary Sewerlines & Manholes	10,500	1,525	(8,975)
I & I Accrual	75,000	25,000	(50,000)
Sub-Total	\$ 135,504	\$ 54,317	\$ (81,187)

Town of Middletown
STATEMENT OF REVENUE and EXPENDITURES
WATER & SEWER
Fiscal Year 2014
For the 5 Months Ended November 30, 2013

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
Wastewater Treatment Plants			
East Wastewater Treatment Plant			
Electric	\$ 33,000	\$ 9,689	\$ (23,311)
Supplies	10,500	3,292	(7,208)
Repairs & Maintenance	9,700	6,567	(3,133)
Chemicals	42,000	10,941	(31,059)
Tools & Equipment	8,400	755	(7,645)
Testing & Analysis	19,500	8,121	(11,379)
Sludge Hauling Expense	<u>56,400</u>	<u>21,333</u>	<u>(35,067)</u>
Sub-Total	\$ 179,500	\$ 60,698	\$ (118,802)
West Wastewater Treatment Plant			
Electric	\$ 20,000	\$ 2,979	\$ (17,021)
Supplies	750	2,467	1,717
Repairs & Maintenance	6,700	3,533	(3,167)
Chemicals	47,520	19,498	(28,022)
Tools & Equipment	1,000	59	(941)
Testing & Analysis	7,800	3,151	(4,649)
Sludge Hauling Expense	<u>22,650</u>	<u>7,601</u>	<u>(15,049)</u>
Sub-Total	\$ 106,420	\$ 39,288	\$ (67,132)
TOTAL SEWER EXPENSES	<u>\$ 536,376</u>	<u>\$ 201,367</u>	<u>\$ (335,009)</u>
TOTAL WATER/SEWER EXPENSES	<u>\$ 1,135,438</u>	<u>\$ 415,371</u>	<u>\$ (720,067)</u>
CONTINGENCY FUND - 6.7%	<u>\$ 76,074</u>	<u>\$ 27,830</u>	<u>\$ (48,244)</u>
ADJUSTED WATER/SEWER EXPENSES	<u>\$ 1,211,512</u>	<u>\$ 443,201</u>	<u>\$ (768,311)</u>
NET INCOME (LOSS)	<u><u>\$ 9,809</u></u>	<u><u>\$ (148,110)</u></u>	<u><u>\$ (157,919)</u></u>

*Board Approved budget amendment made during FY2014

Town of Middletown
CIP FUNDS and EXPENDITURES
WATER & SEWER
Fiscal Year 2014
For the 5 Months Ended November 30, 2013

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<u>FUNDING SOURCES</u>			
Operating Revenue	\$ 1,221,321	\$ 295,091	\$ (926,230)
Operating Expenses	<u>1,135,438</u>	<u>415,371</u>	<u>(720,067)</u>
OPERATING INCOME (LOSS)	\$ 85,883	\$ (120,280)	\$ (206,163)
Debt Service Fee - New Homes	\$ 136,800	\$ 34,250	\$ (102,550)
Capital Improvement Fees	118,008	29,406	(88,602)
Improvement/Tap Fees	140,000	70,000	(70,000)
Water Meter Sales	80,648	2,175	(78,473)
Water Tower & Land Leases	163,150	58,881	(104,269)
Gen Fund (Walnut St Waterline)	<u>127,430</u>	<u></u>	<u>(127,430)</u>
TOTAL OTHER REVENUE	\$ 766,036	\$ 194,712	\$ (571,324)
TOTAL FUNDS AVAILABLE	851,919	74,432	(777,487)
<u>DEBT SERVICE COSTS</u>			
Principal Payments			
BB&T Line of Credit	\$ 35,500		\$ (35,500)
CDA - Water Tower	95,250		(95,250)
MDE - East WWTP	196,190		(196,190)
Interest - All Loans	<u>61,560</u>	<u>14,533</u>	<u>(47,027)</u>
TOTAL DEBT SERVICE COSTS	\$ 388,500	\$ 14,533	\$ (373,967)
<u>WATER & SEWER PROJECTS</u>			
Walnut Bridge Waterline	\$ 132,026	\$ 132,026	
Locust Court Water Extension	130,340	(1)	(130,341)
Reservoir - Dual Feed Cover	40,000	4,730	(35,270)
Maganese Removal System	<u>110,000</u>	<u></u>	<u>(110,000)</u>
TOTAL WATER & SEWER PROJECTS	\$ 412,366	\$ 136,755	\$ (275,611)
TOTAL CIP COSTS	\$ 800,866	\$ 151,288	\$ (649,578)
TOTAL FUNDS REMAINING	<u>\$ 51,053</u>	<u>\$ (76,856)</u>	<u>\$ (127,909)</u>

BURGESS AND COMMISSIONERS OF MIDDLETOWN MARYLAND

TOWN MEETING MINUTES

PUBLIC HEARING

December 5, 2013

The Public Hearing of the Burgess and Commissioners of Middletown was called to order on December 5, 2013 by Commissioner Bussard at 7:00 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 – Resolution 13-01 – Middletown (County) Park Annexation - A resolution initiated by the Burgess and Commissioners of the Town of Middletown to change the boundaries of the Town of Middletown by the annexation into the corporate limits of the Town of 79.011 acres of real property, more or less.

There was no comment from the public.

The Public Hearing adjourned at 7:05 p.m.

Respectfully submitted,

Ann Griffin
Office Manager

BURGESS AND COMMISSIONERS OF MIDDLETOWN MARYLAND

TOWN MEETING MINUTES

REGULAR MEETING

December 9, 2013

The first monthly meeting of the Burgess and Commissioners of Middletown was called to order on December 9, 2013, 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

Financial Statements

Town Minutes – November 11, 2013 Town meeting

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

PERSONAL REQUEST FOR AGENDA:

Adam Cosden, Albright, Crumbacker, Moul & Itell, LLC – presented the FY13 audit to the Board. A copy of Adam's report is included with the minutes.

Unfinished Business:

Resolution 13-01 – Middletown (County) Park Annexation – Commissioner Bussard stated that no one spoke for or against at the Public Hearing held on December 5, 2013.

Motion by Ventre to adopt Resolution 13-01 adding 79.011 acres of real property to the corporate limits of the Town of Middletown, seconded by Bussard. Motion carried 6-0.

Burgess Miller stated that although the County park will be within the Town limits, the County will still continue to own and maintain the park.

Replacement Truck Bids – Bruce Carbaugh presented the Board with 3 different bids to replace the truck that was stolen and set on fire.

Motion by Commissioner Falcinelli to approve the bid from Crouse Ford for \$45,979 and the bid from R&B Steel of \$5,999 for the snow plow as presented, seconded by Dietrick. Motion carried 6-0.

Drew provided the Board with some budget amendments as to where we would get the funds to purchase this replacement truck. Drew stated that we received \$16,000 from LGIT (ins. For truck), \$19,974 LGIT rebate on health insurance, walking trail and Walnut street projects both came in under budget which totals a savings of \$62,970.

Commissioner Dietrick motioned to pay for the replacement truck (\$51,978) out of those monies, seconded by Bussard. Motion carried 6-0.

Response from Maryland Historic Trust regarding required easements for Memorial Hall – Burgess Miller stated that representatives of the MD Historical Trust visited the Memorial Hall on November 12, 2013. Following the site visit the Trust determined that the scope of the Easement must include the exterior of the building and archeology on the property. They removed the interior easement

as originally stated. Burgess Miller proposed to the Board to make a final decision on this at the February meeting, all were in agreement with that.

Active Adult Text Amendment-Planning Commission Response – Burgess Miller introduced the proposed Active Adult text amendment submitted by the Memar Corporation. The Board will hold a public hearing on this in January. Burgess Miller stated that the Planning Commission has reviewed this and made no recommendation at this time; they feel more information is needed. Burgess Miller stated that this will be on the joint Town Board and Planning Commission meeting in January.

Introduction of Ordinance 14-01-01 – Revisions to the Forest Conservation Act – Burgess Miller introduced Ordinance 14-01-01 relating to Forest Conservation to add definitions for the terms “priority funding area” and “stream restoration project”; to add exemptions from the forest conservation requirements; to amend the Town’s forest conservation ordinance in accordance with the State of Maryland Forest Preservation Act of 2013. Burgess Miller stated that the public hearing will be scheduled in January.

REPORTS OF COMMITTEES –

WATER & SEWER – Commissioner Falcinelli reported:

Water usage - 288,000 gallons per day

Spring Flow – 126,000 gallons per day

Reservoir repairs – Commissioner Falcinelli stated that the patch seems to be working only minimal leaking as of now. The repair cost \$10,500.

Muffin Monster – had to replace the muffin monster at the EWWTP - \$11,000

Water line break Linden/Pine Streets – town staff repaired

Glenbrook HOA – Commissioner Falcinelli stated that she, Bob Smart and Drew attended the Glenbrook HOA meeting last month to get feedback on monthly billing trial. Commissioner Falcinelli stated that they seemed to be receptive of and stated that they would like to have e-billing and to be able to pay online.

PUBLIC WORKS – Commissioner Bussard reported:

Town Staff have been working on getting ready for winter. They have been getting the snow plows and salt spreaders working, put the flag poles in at the War Memorial, and put the Town Christmas tree up as well as the wreath and decorations at the Municipal Center. Christmas tree pick-up will be on January 7 and 21, 2014.

PLANNING COMMISSION – Commissioner Goodman reported:

Cross Stone Commons - Planning Commission approved the FRO preliminary plan, the addition plat was conditionally approved as well as the revised site plan was conditionally approved.

Fire Station – Planning Commission conditionally approved the site plan for the new fire station.

PARKS & RECREATION – Commissioner Ventre reported:

Remsberg Park – permit has been received for the pavilion should be completed by mid-January. Fence contract has been signed and approved should be completed by the end of winter.

Signage for parks – met with Ellen Baker, she will be doing an overall diagram of the town as well as a diagram of each park.

Board will not meet again until March.

FINANCE – Commissioner Dietrick reported:

Audit FY13 – was presented tonight, Commissioner Dietrick suggested that the Board read it.

PUBLIC INFORMATION – Commissioner Falcinelli reported:

Quarterly Update – please get any information you wish to be included in the January update to Ann. Commissioner Falcinelli also thanked Good Spirits Tree Farm for once again donating the tree to the Town.

New Business:

Discussion of Tax Equity of Tax Set-Off for FY 2014 Budget – Burgess Miller stated that we received a letter from Frederick County Budget Office stating the for FY14 Middletown opted to receive the property tax set off as a tax rebate payment. The County is asking that we let them know our wishes for FY15 if we want to change. It was noted that the City of Frederick and Myersville elected the tax differential option. Burgess Miller suggested that we table this to January for more information.

Discussion of Streetlight buy-back program feasibility study – It was the consensus of the Board to go forward with the Feasibility Study from Johnson Controls at no charge to the Town.

Discussion of Line of Credit with BB&T – Drew included a memo to Burgess & Commissioners that our line of Credit that we currently have with BB&T is up for renewal. Drew was asking for some direction from the Board on how to proceed. It was agreed to keep the line of credit and put it out to bid to get the best rate possible.

Motion by Ventre to have staff put this out to bid, seconded by Goodman. Motion carried 6-0.

ANNOUNCEMENTS

Burgess Miller stated that Cindy Unangst the Staff Planner and Zoning Administrator resigned as Zoning Administrator on December 4, 2013. Burgess Miller proposed making Drew Bowen the temporary Zoning Administrator until we are able to find a replacement. The Board was in agreement with this. Burgess Miller stated that we will advertise for this position.

Dave Dunn, Frederick County Board Liaison – wanted to make the Seniors aware about the Senior Tax Credit enacted by the Board of County Commissioners in 2012. Mr. Dunn stated that you must be 65 years of age and your gross income must be \$60,000 or less. Mr. Dunn stated that the Dept. of Aging will be in contact with all the Municipalities in January, they would like to hold a forum to help the seniors fill out the forms if necessary.

December 17, 2013 Parks & Recreation meeting - cancelled

December 23, 2013 Town Meeting – cancelled

ADJOURNMENT

With no further business to come before the Board, the regular meeting adjourned at 8:40p.m.

The Board entered into executive session at this time.

Respectfully submitted,

Ann Griffin
Office Manager

ORDINANCE NO. 14-01-01

AN ORDINANCE TO AMEND TITLE 16, CHAPTER 16.40, OF THE MIDDLETOWN MUNICIPAL CODE RELATING TO FOREST CONSERVATION; TO ADD DEFINITIONS FOR THE TERMS "PRIORITY FUNDING AREA" AND "STREAM RESTORATION PROJECT"; TO ADD EXEMPTIONS FROM THE FOREST CONSERVATION REQUIREMENTS; TO AMEND THE TOWN'S FOREST CONSERVATION ORDINANCE IN ACCORDANCE WITH THE STATE OF MARYLAND FOREST PRESERVATION ACT OF 2013.

SECTION I. BE IT RESOLVED, ORDAINED AND ENACTED by the Burgess and Commissioners of Middletown that Title 16, Chapter 16.40, Section 16.40.011 "Definitions" of the Middletown Municipal Code be, and hereby is, amended by adding definitions for "Priority Funding Area" and "Stream Restoration Project". Each definition shall be codified by inserting the definition alphabetically in section 16.40.011. New language is designated by being in **BOLD CAPITAL LETTERS**:

Title 16 Subdivisions

Chapter 16.40 Forest Conservation

16.40.011 Definitions

"PRIORITY FUNDING AREA" MEANS AN AREA DESIGNATED AS A PRIORITY FUNDING AREA UNDER §5-7B-02 OF THE STATE FINANCE AND PROCUREMENT ARTICLE, ANNOTATED CODE OF MARYLAND.

"STREAM RESTORATION PROJECT" MEANS AN ACTIVITY THAT:

(1) IS DESIGNED TO STABILIZE STREAM BANKS OR ENHANCE STREAM FUNCTION OR HABITAT LOCATED WITHIN AN EXISTING STREAM, WATERWAY, OR FLOODPLAIN;

(2) **AVOIDS AND MINIMIZES IMPACTS TO FORESTS AND PROVIDES FOR REPLANTING ON-SITE AN EQUIVALENT NUMBER OF TREES TO THE NUMBER REMOVED BY THE PROJECT;**

(3) **MAY BE PERFORMED UNDER A MUNICIPAL SEPARATE STORM SEWER SYSTEM PERMIT, A WATERSHED IMPLEMENTATION PLAN GROWTH OFFSET, OR ANOTHER PLAN ADMINISTERED BY THE STATE OR LOCAL GOVERNMENT TO ACHIEVE OR MAINTAIN WATER QUALITY STANDARDS; AND**

(4) **IS NOT PERFORMED TO SATISFY STORMWATER MANAGEMENT, WETLANDS MITIGATION, OR ANY OTHER REGULATORY REQUIREMENT ASSOCIATED WITH PROPOSED DEVELOPMENT ACTIVITY.**

SECTION II. BE IT RESOLVED, ORDAINED AND ENACTED by the Burgess and Commissioners of Middletown that Title 16, Chapter 16.40, Section 16.40.013 “Exemptions” of the Middletown Municipal Code be, and hereby is, amended as follows. New language is designated by being in **BOLD CAPITAL LETTERS**:

16.40.013 Exemptions.

This chapter does not apply to:

(A) – (L) *{Unchanged}*

(M) **ANY STREAM RESTORATION PROJECT FOR WHICH THE APPLICANT FOR A GRADING OR SEDIMENT CONTROL PERMIT HAS**

EXECUTED A BINDING MAINTENANCE AGREEMENT OF AT LEAST 5 YEARS WITH THE AFFECTED PROPERTY OWNER.

(N) MAINTENANCE OR RETROFITTING OF A STORMWATER MANAGEMENT STRUCTURE THAT MAY INCLUDE CLEARING OF VEGETATION OR REMOVAL AND TRIMMING OF TREES, SO LONG AS THE MAINTENANCE OR RETROFITTING IS WITHIN THE ORIGINAL LIMITS OF DISTURBANCE FOR CONSTRUCTION OF THE EXISTING STRUCTURE, OR WITHIN ANY MAINTENANCE EASEMENT FOR ACCESS TO THE STRUCTURE.

(O) PREVIOUSLY DEVELOPED AREAS COVERED BY AN IMPERVIOUS SURFACE AND LOCATED IN A PRIORITY FUNDING AREA AS DEFINED IN SECTION 16.40.011 AT THE TIME OF THE APPLICATION FOR SUBDIVISION PLAN, GRADING, OR SEDIMENT CONTROL PERMIT APPROVAL.

SECTION III. BE IT FURTHER ENACTED AND ORDAINED that this Ordinance shall take effect twenty (20) calendar days following its approval by the Burgess and Commissioners.

INTRODUCED ON THE _____ DAY OF _____, 201__

PASSED ON THE _____ DAY OF _____, 201__

EFFECTIVE DATE: _____, 201__

ATTEST:

**BURGESS AND COMMISSIONERS
OF MIDDLETOWN**

Andrew J. Bowen, Town Administrator

By: _____
John Miller, Burgess

ORDINANCE NO. 14-01-02

AN ORDINANCE TO AMEND TITLE 13, CHAPTER 13.12, SECTION 13.12.040 OF THE MIDDLETOWN MUNICIPAL CODE BY PROVIDING FOR MONTHLY BILLING FOR WATER AND SEWER SERVICES IN THE GLENBROOK SUBDIVISION IN THE TOWN OF MIDDLETOWN.

SECTION I. BE IT RESOLVED, ORDAINED AND ENACTED by the Burgess and Commissioners of Middletown that Title 13, Chapter 13.12, Section 13.12.040 of the Middletown Municipal Code be, and hereby is, amended as follows. New language is designated by being in **BOLD CAPITAL LETTERS**. Deleted language is designated by being in [brackets] and ~~stricken through~~:

Title 13 - Public Services

Chapter 13.12 WATER AND SEWER FEES AND CHARGES

13.12.040 Billing policies and procedures

A. *{Unchanged}*

B. **EXCEPT AS OTHERWISE PROVIDED HEREIN, W**~~[W]~~ater and sewer bills are issued quarter-annually and mailed in January, April, July and October of each year for water and sewer usage during the preceding three months. **FOR PROPERTIES WHICH ARE LOCATED IN THE GLENBROOK SUBDIVISION, WATER AND SEWER BILLS ARE ISSUED MONTHLY FOR WATER AND SEWER USAGE DURING THE PRECEDING MONTH.** All water and sewer accounts will be established in the name of the property owner where service is rendered. Bills are mailed in the name of the property owner to the property address. The town will, however, upon written request by the property owner, mail bills to the property owner to such other address as designated by the property owner and will also mail bills

in the name of the property owner but in the care of a designated property management company at that company's address. No accounts will be established and no bills will be mailed in the name of tenants. Late notices, disconnection notices and any other notices will be mailed in the name of the property owner to the property address or to such other address or to such property management company as has been designated by the property owner for the mailing of bills.

C. – M. *{Unchanged}*

SECTION II. BE IT FURTHER ENACTED AND ORDAINED that this Ordinance shall take effect twenty (20) calendar days following its approval by the Burgess and Commissioners.

INTRODUCED ON THE _____ DAY OF _____, 201__

PASSED ON THE _____ DAY OF _____, 201__

EFFECTIVE DATE: _____, 201__

ATTEST:

**BURGESS AND COMMISSIONERS
OF MIDDLETOWN**

Andrew J. Bowen, Town Administrator

By: _____
John Miller, Burgess

Burgess and Commissioners of Middletown, Maryland



Town Personnel Policy Employee Handbook

Approved by the Burgess and Commissioners
October 8, 2007

**Burgess and Commissioners of
Middletown, Maryland**

**Town Personnel Policy
Employee Handbook**

Table of Contents

- I. Introduction**
- II. Equal Opportunity**
- III. Work Schedule**
- IV. Compensation**
- V. Standards of Conduct**
- VI. Leave**
- VII. Benefits**
- VIII. Termination**
- IX. Employee Appeals**

Introduction

The Town of Middletown (Town) is committed to fair, clearly stated and supportive relationships between the organization and its staff. The personnel policies of the Town have been established in order to provide a guide to the personnel practices of the Town and to ensure consistency of personnel decisions. It is the intention of the Town to administer the personnel programs in a manner which complies with the letter and spirit of all applicable federal, state and local regulations. This document is designed to provide guidance to staff at the Town. It is not a part of any contract between the Town and its employees. It is only a set of informal guidelines for personnel practices. Notwithstanding the provisions of the personnel policies, all employees are "*at will employees*" which means that they may be terminated at any time with or without cause without subjecting the Town to a claim for breach of an employment contract.

Equal Opportunity

The policy and intent of the Town is to provide equal employment opportunity for all persons regardless of race, color, religion, national origin, marital status, political affiliation, status with regard to public assistance, disability, sex, or age.

The Town intends to respond affirmatively in its employment practices. Affirmative action applies to all aspects of employment practices including, but not limited to, recruiting, hiring, placement, promotion, demotion, transfer, training, compensation, benefits, layoff, recall, and termination. The Town seeks to do business with organizations that encourage equal employment opportunity.

Work Schedule

Work Week

Administrative Staff

Full-time employees are paid based on a 40 hour work week including ½ hour for lunch per work day. Regular work hours ~~hours~~ are established as 8:00AM – 4:00PM, Monday – Friday. Certain positions are considered [Fair Labor Standards Act \(FLSA\)](#) exempt. Those positions are listed as: Town Administrator and Director of [Public Works, Operations & Construction](#) and [Assistant Director of Public Works](#).

Some administrative staff is required to attend evening meetings held by the Town Board and/or Commission(s) and/or Committee(s). Compensation for these additional hours of work is covered in the Compensation Section of this policy.

Maintenance Staff

Full-time employees are paid based on a 40 hour work week including ½ hour for lunch per work day. Regular work hour tours are established as 7:00AM – 3:00PM, Monday – Friday. In the event of extreme heat during the summer, the Director of [Public Works Operation and Construction](#) and/or the Town Administrator, may authorize a change in starting time to avoid heat related health issues. Maintenance staff, in the Water & Sewer Department, is required to work weekends and holidays in order to maintain the treatment facilities of the Town. Compensation for these additional hours of work is covered in the Compensation Section of this policy.

Holiday Schedule

The TOWN observes the following holiday(s):

1. New Year's Day
2. Good Friday
3. Memorial Day
4. Independence Day
5. Labor Day
6. Thanksgiving Day
7. Day After Thanksgiving
8. Half Day on Christmas Eve
9. Christmas Day
10. Employee's Birthday

If the holiday falls on a Saturday, the preceding Friday is the observed holiday; if it falls on a Sunday, the following Monday is the observed holiday. Holiday time is classified as administrative leave. Administrative leave is defined as hours paid by employer for leave that is not deducted from an employee's vacation or sick time.

With regard to the Water & Sewer Department, the next succeeding weekday following the observed holiday is designated as the holiday time off.

Emergency Closings

In cases of severe weather or other unusual work conditions, i.e. no heat or air conditioning or no running water, the Burgess may grant administrative leave and/or issue an early dismissal to employees at the workplace. This includes both full-time and part-time employees.

Emergency Work

In response to emergency situations such as ~~as~~ waterline breaks, sewer clogs, snow storm events, etc., some employees, as identified by the Town Administrator and/or Director of [Public Works Operations & Construction](#), will be required to work to resolve the emergency. Compensation for these additional hours of work is covered in the Compensation Section of this policy.

Compensation

~~Employees will be compensated based on the hourly rate and/or salary that they are offered at the time of hiring.~~ There are ~~two (2)~~ three (3) FLSA exempt staff positions in the Town. They are the Town Administrator, ~~and the Director of Public Works, and the Assistant Director of Public Works, Operations & Construction.~~ All other positions in the Town are hourly.

Overtime will be paid at a rate of 1.5 times the employee's normal hourly rate. Overtime will be paid for all hours worked in excess of 40 hours worked per week. Vacation, sick, holiday, jury duty, voting, administrative leave or bereavement leave are not hours physically worked and cannot be used to determine hours worked in excess of 40 hours per week. In addition, any hours worked outside the normal work week will be paid at an overtime rate. Weekend work will be paid at overtime rates.

Telecommuting

Employees may be able to telecommute if it would benefit both everyone. Telecommuting is the practice of working at home or at a place closer to home instead of physically traveling to a central workplace. If you think that telecommuting would improve your ability to get your job done, submit a written request to Town Administrator.

The request should explain how you think telecommuting would be good for both us and you. Your request should explain how you would be accountable and responsible, what equipment is necessary, and how communication barriers would be overcome.

In deciding if telecommuting will be permitted, we look at factors such as position and job duties, performance history, related work skills, and the impact on the organization. In addition, your compensation, benefits, work status, work responsibilities, and the amount of time you are expected to work each day or each pay period will stay the same as before you started telecommuting (unless changes are agreed upon in writing).

You and your immediate supervisor must agree upon your schedule. If there is no written agreement about your schedule, you will work the same schedule as you did before you started telecommuting. You cannot change your schedule until Town Administrator approves the change.

Telecommuting is an alternative method for meeting the business needs of the Town of Middletown. It is not a universal employee benefit. We have the right to refuse to make telecommuting available to an employee. We also may terminate an existing telecommuting arrangement at any time.

Pay Period

Wages are disbursed weekly on Friday's. The pay period is from Thursday – Wednesday. Employees are only offered the option of direct deposit ~~or paycheek~~. There are 52 pays per year. If a pay day falls on a holiday, ~~paycheeks~~ will be made available the day before.

Comment [MSOffice1]: Language taken from LGIT's website.

Time Sheets

Employees are responsible for computing and maintaining a weekly time sheet. Time sheets are to be submitted to the office no later than Thursday morning by 9:00am. Time sheets must be signed by the employee. Any reimbursement, such as mileage, safety clothing, or other Town related expenses must be included with the time sheet and include a copy of an invoice.

Compensatory Time

Compensatory time off is time off with pay in lieu of overtime pay for irregular or occasional overtime work. Non-Exempt employees must be compensated for every hour worked. Every hour physically worked over 40 hours, in a work week, must be compensated at one and one half times their normal rate of pay.

Performance Evaluations

Every employee will receive a performance evaluation yearly. Performance evaluations will be conducted during May and June of each year. Maintenance staff will have their performance evaluations conducted by the [Superintendents of Water/Wastewater and Streets/Utilities](#). ~~The Superintendents will have their performance evaluations conducted by the~~ Director of [Public Works and the Assistant Director of Public Works, Operations & Construction](#). Administrative staff will have their performance evaluations conducted by the Town Administrator. The Town Administrator will have a performance evaluation conducted by the Burgess.

Standards of Conduct

Dress Code

All Maintenance Staff are required to wear Town uniforms. The uniforms will be supplied by the Town and include laundry services. Included will be summer and winter uniforms. T-shirts will be offered to employees, but laundry service for t-shirts will be the responsibility of the employee. The Town will pay \$120.00 toward the purchase of one (1) new pair of boots and \$50.00 toward the purchase of one (1) set of coveralls each year.

All Administrative Staff are expected to wear appropriate business attire, unless specific duties for that day require other clothing.

Probationary Period

A new employee serves a probationary period of 180 days during which performance, progress, and attitude are closely observed. An employee may be terminated at any time during the probationary period. At the end of this probationary period, a formal appraisal is completed and the employee is removed from probationary status.

Resignation

An employee choosing to resign employment with the Town is asked to give at least two (2) weeks notice prior to the intended date of departure. All Town property, such as keys, uniforms, cellular phones, etc. must be turned into the Town prior to receiving the last pay. Any items that are not turned in will have the cost of the replacement deducted from the last pay. At the time of the effective date of the resignation, the employee shall be able to use any accrued annual leave or the employee shall be paid for all unused accrued annual leave. If the employee has used all annual leave due prior to resignation, all hours used in excess of those earned shall be deducted from the employee's final paycheck at the rate of salary paid at the time of resignation. No employee shall be compensated for any unused sick leave at the time of resignation.

Leave

Annual

Annual leave is accrued in accordance with the following time in service and based on 40 hours of straight-time pay and is accounted for on a calendar year:

<u>Years of Service</u>	<u>Hours Accrued per Week</u>
1 through completion of Year 3	1.54
4 through completion of Year 14	2.31
15 and Up	3.08

For full-time employees, hours accrued per calendar year translate to 2 weeks for ~~less than~~ 3 years of service [or less](#); 3 weeks for more than ~~4~~ 3 years but less than 15 years of service; 4 weeks for ~~more than~~ 15 years of service [or more](#). Although accrual of annual leave begins when an employee enters on duty, annual leave may be used only after the employee is no longer on probationary status.

Part-time employees and intermittent and/or temporary employees do not earn annual leave.

Employees may carry over 80 hours of annual leave at the end of each year, i.e. December 31st. Employees are allowed to cash out an additional 40 hours beyond the 80 hours that is allowed for carry over each year. Example: If on December 31st the employee has 130 hours of annual leave accumulated, 80 hours would carry over to the next year, 40 hours would be paid out to the employee, and 10 hours would be lost.

Employees are required to notify their direct supervisor of request for use of annual leave.

Family and Medical Leave Act (FMLA)

[A. In addition to other types of leave mentioned in this chapter, eligible regular employees may qualify for FMLA leave.](#)

Basic Leave Entitlement

[Upon proper request to the Town Administrator, eligible regular employees may qualify](#)

Comment [MSOffice2]: Language taken from LGIT's website.

for a total of twelve (12) work weeks of leave (paid or unpaid) during any 12 month period (measured backward from the first date the leave begins) for one or more of the following conditions:

- Birth of a son or daughter;
- Placement of a son or daughter with the employee for adoption or foster care;
- Care for spouse, son, daughter, parent or parent-in-law who has a serious health condition; or
- A serious health condition of the employee whether work-related or not.

Military Leave Entitlement

Upon proper request to the Town Administrator, eligible employees with a spouse, son, daughter, or parent on active military duty, or called to active duty status in the National Guard or Reserves in support of a contingency operation may qualify for up to twelve weeks during any 12 month period (measured backward from the first date the leave begins) to address certain qualifying exigencies which may include:

- Attending certain military events
- Arranging for alternative childcare;
- Addressing certain financial and legal arrangements;
- Attending certain counseling sessions;
- Attending post-deployment reintegration briefings

There is also a military caregiver leave that permits eligible employees to take up to 26 weeks of leave in a 12-month period (measured forward only) to care for a covered service member who has a serious disabling injury or illness incurred in the line of duty during active duty status.

1. All eligible accrued leave (e.g. annual, sick, holiday and/or compensatory) must be used before unpaid leave can be used. Both paid and unpaid leave will count toward the maximum total of 12 work weeks of FMLA leave within a 12 month period.
2. The Town will continue the employee's health care coverage at the regular employee's rate as long as all employee contributions are paid during the unpaid leave periods. However, if the employee does not return to work, the employee will be responsible for the Town's portion of the premiums for the unpaid leave period. Arrangements must be made with the Town Administrator.
3. During the unpaid FMLA leave periods, sick leave and annual leave will not be accrued.
4. While the employee is using FMLA leave, the employee's position will be protected, and the employee will return to the position at the same grade and rate of pay at which he/she left.
5. Whenever the need for FMLA leave is foreseeable, the employee is asked to provide 30 days advance written notice before the leave is to begin.

B. Whenever the leave request is for a serious health condition, the Town will require that a request for leave be supported with certification from the health care provider of the employee, spouse, son, daughter, parent or parent-in-law. The Certification of Physician or Practitioner form must be used.

1. If the validity of the certification is in doubt, the Town may request that the employee obtain a second opinion, at the Town's expense, from a health care provider designated by the Town.

2. If there is a conflict of opinion between the two health care providers, the Town may request the employee to obtain, at the Town's expense, an opinion from a third provider jointly approved by the Town and the employee.

C. Whenever the leave request is for military family leave, the Town will require that the request be supported by an appropriate certification, as outlined below:

1. Leave for a qualifying exigency will require a copy of the covered military member's active duty orders and certification providing the appropriate facts related to the particular qualifying exigency including contact information if the leave involves meeting with a third party;

2. Leave to care for a covered servicemember with a serious injury or illness will require certification completed by an authorized health care provider or by a copy of an Invitational Travel Order (ITO) or Invitational Travel Authorization (ITA) issued to any member of the covered servicemember's family.

D. FMLA leave shall end:

• When the employee, spouse, son, daughter, parent or parent-in-law is no longer affected by the serious health condition;

• If the employee fails to provide documentation to continue the leave when requested;

• When the employee has exhausted the maximum period of time eligible for FMLA leave. If additional time needed, the employee may request leave of absence in accordance with the Leave Without Pay section of the Employee Handbook. An absence beyond the maximum time under FMLA leave is not protected by that law.

• If the employee accepts other employment.

Sick

Sick leave is accrued at the rate of two (2) hours for every 40 hours worked in straight-time pay status. Sick leave accrual is unlimited and accumulates throughout total employment with the Town. Sick leave in excess of three (3) consecutive workdays must be attested to by ~~of~~ a medical certificate from a physician.

Funeral Bereavement

Funeral leave, not to exceed three (3) paid days, may be granted in the event of a death of an immediate family member: ~~;~~ - parent, spouse, child, brother, sister, grandparent, ~~grandchild and grandchild~~. If additional time is needed, an employee may request annual leave. With respect to other relatives ~~;~~ - uncle, aunt, nephew, niece, ~~cousin and cousin~~, ~~;~~ - an excused absence with pay is granted not to exceed one (1) day. In other cases, an employee may request annual leave.

Military

Employees absent on their annual two-week reserve or National Guard duty shall be considered on an excused leave of absence and may elect one of the following options related to their pay:

- The employee may take their vacation and retain their military pay.
- The employee may surrender their military pay to the ORGANIZATION, receive their regular salary and take their vacation at a later date.
- The employee may take unpaid leave and retain their military pay.

An employee called up to active duty is allowed an unpaid leave of absence to meet her/his military responsibilities.

Upon honorable discharge from active duty, the employee will be allowed ninety days to apply for reinstatement to her/his former job. The employee will be reinstated to the same job formerly held, with the same duties, same level of pay, benefits and seniority had s/he not been on active military duty. Employee benefits will not accumulate during the leave. The employee will be given a Consolidated Omnibus Budget Reconciliation Act notice for election to continue insurances during the leave.

Jury Duty

Court leave is granted with pay when an employee has been summonsed for jury duty or as a witness on behalf of the Town.

Leave without Pay

Leave without pay must be approved by the employee's direct supervisor. The request should include starting date, estimated duration, and purpose.

Benefits

The Town is committed to providing a flexible and cost-effective medical care, disability income, life insurance and retirement program for all its full-time employees. The Town reserves the right, in its discretion, however, to change the nature of the benefits offered to employees, or to change insurance carriers, deductibles, premiums, or other features of any benefit. In addition, the Town may decide to discontinue one or more benefits. Covered employees will be notified of such changes or discontinuations as soon as practicable. ~~The Town will provide insurance to part time employees based on a pro-rated amount based on the percentage of time worked. Example: An employee that works 20 hour/week would be eligible for 50% of the benefits offered to full-time employees.~~

Health & Life Insurance

The Town provides all full-time employees with major medical, disability, and partial dental ~~and vision~~ coverage. In addition, the Town provides full-time employees with a life insurance policy with a face value of one times your yearly salary. The Town pays the entire insurance premium for the full-time employee and 50% of the premium of any dependents.

Workers Compensation

The Town provides Workers Compensation through the State of Maryland, Injured Workers Fund. Coverage limits are \$100,000 for bodily injury by accident; \$100,000 bodily injury by disease.

Retirement

Full-time employees are enrolled in the Maryland State Retirement and Pension System. All premiums are paid by the Town. An employee is eligible for full retirement benefits according to the following table, from the Maryland State Retirement and Pension System:

<u>Age</u>	<u>Years of Service</u>
62	5
63	4
64	3
65 or Older	2
Any Age	30

No benefits are payable with less than two years of service. Employees become vested with the system after five (5) years of service. Benefits in the event of death are also payable under the Maryland State Retirement and Pension System to the employee's designated beneficiary. The employee's designated beneficiary may receive a lump-sum payment equal to the employee's annual salary if death occurs before retirement OR opt for monthly payments of benefits provided the employee was age 55 or older and had 15 years service or employee was age 62 or older.

~~The Town will provide retirement to part-time employees based on a pro-rated amount based on the percentage of time worked. Example: An employee that works 20-hour/week would be eligible for 50% of the benefits offered to full-time employees.~~

Termination Disciplinary Action

--Terminations--

Discharge may become necessary due to the employee's lack of ability or failure to fulfill the requirements of the job. Discharges are always unpleasant and costly, and the decision to discharge is not made lightly. Advance notice may or may not be given depending on the circumstances surrounding the termination.

All terminating employees will have an exit interview. The purpose of the interview is to be certain the reasons for the employee's termination are not founded on a misunderstanding or erroneous situation and to solicit information on what the employee understands of the company and the company benefits. The interview will also cover what compensation the employee has coming and when termination of benefits will occur. Employees are expected to turn in all property assigned to them at the time of termination.

--Progressive Discipline--

We believe it is important that all employees are treated fairly and that disciplinary actions are prompt, consistent, and impartial. The purpose of a disciplinary action is to correct the problem, prevent it from happening again, and prepare the employee for satisfactory performance in the

Comment [MSOffice3]: Language taken from LGIT's website.

future.

Progressive discipline means that we will normally take these steps in the following order:

1. The first offense may call for a verbal warning;
2. The next offense may be followed by a written warning;
3. Another offense may lead to a suspension; and,
4. Repeated offenses may lead to termination of employment.

If more than 3 months have passed since the last disciplinary action, the process will normally start over. In very serious situations, certain offenses may justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

You should also look at the Standard of Conduct and Work Rules policy in this handbook. That policy lists examples of unacceptable conduct that might result in immediate suspension or termination of employment. However, some of the examples of unsatisfactory conduct listed may result in the progressive discipline process described above instead of immediate suspension or termination.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and Town of Middletown.

Discipline and/or discharge may result for many reasons including, but not limited to, inappropriate behavior and/or unsatisfactory performance. Inappropriate behavior is defined as including, but not limited to, misbehavior on the job, refusal to do work reasonably expected, wrongful use of or taking of agency property, conviction of a felony, ~~violation~~ and violation of any policies or practices of the Town.

Unsatisfactory performance means failure of an employee to meet performance standards, to complete tasks in a timely, competent way, or to maintain an adequate attendance record. Uncooperative behavior or negative attitudes that affect the work or morale of others may result in termination. At the discretion of the Burgess, any staff member facing termination for unsatisfactory performance may be given the option to resign as described in the above section under "Resignation."

Employee Appeals

Town employees have the ability to appeal the following items to the Burgess and Commissioners for their consideration:

- Termination

The decision of the Burgess and Commissioners shall be final.

Ethics

Comment [MSOffice4]: Language taken from LGIT's website.

--Code of Ethics for Public Officers and Employees --

It is the policy of the State that no officer or employee of a state agency or of a county, city, or other political subdivision of the State, and no member of the Legislature or legislative employee, shall have any interest, financial or otherwise, direct or indirect; engage in any business transaction or professional activity; or incur any obligation of any nature which is in substantial conflict with the proper discharge of his or her duties in the public interest.

To implement this policy and strengthen the faith and confidence of the people of the State in their government, there is enacted a code of ethics setting forth standards of conduct required of state, county, and city officers and employees, and of officers and employees of other political subdivisions of the State, in the performance of their official duties. It is the intent of the Legislature that this code shall serve not only as a guide for the official conduct of public servants in this State, but also as a basis for discipline of those who violate its provisions.

It is the policy of the State that public officers and employees, state and local, are agents of the people and hold their positions for the benefit of the public. They are bound to uphold the Constitution of the United States and the State Constitution and to perform efficiently and faithfully their duties under the laws of the federal, state, and local governments. Such officers and employees are bound to observe, in their official acts, the highest standards of ethics consistent with this code and the advisory opinions rendered by the State Commission on Ethics with respect hereto regardless of personal considerations, recognizing that promoting the public interest and maintaining the respect of the people in their government must be of foremost concern.

--Anti-Harassment Policy

We expect all employees to be treated with fairness, respect, and dignity. This includes customers and vendors as well as employees. Accordingly, any form of harassment based on an individual's race, color, sex, religion, national origin, age or disability is a violation of this policy and will be treated as a disciplinary matter.

The term harassment includes slurs and any other offensive remarks, jokes, graphic material, or other offensive verbal, written, or physical conduct. Unwelcome sexual advances, requests for sexual favors, and any other unwelcome, unbecoming verbal or physical conduct will not be tolerated and is not a condition of employment.

Neither submission to nor rejection of such conduct will be used as a basis for employment decisions. We are committed to maintaining a safe and healthy work environment and take all appropriate health and safety precautions consistent with current medical knowledge. Employees may not refuse to work with or cooperate with, withhold services from or otherwise harass, intimidate, degrade or isolate a co-worker because of a known or suspected disability or disease.

or because of a co-worker's association with a person with a disability or disease. Any employee who believes that he or she has been subject of harassment shall immediately report the conduct to Town Administrator.

All complaints will be promptly investigated and we will endeavor to handle these matters expeditiously, confidentially, and in a professional manner so as to protect the offended individual and other individuals providing relevant information. Upon completion of a thorough investigation by management, prompt and appropriate action will be taken. There will be no retaliation against anyone for stepping forward with a concern regarding any type of harassment. All employees are to cooperate with any investigation into a harassment complaint. False accusations of harassment cause harm to innocent people and such conduct will not be tolerated.

We will take all steps necessary to prevent any form of harassment from occurring. All supervisors and managers are informed of this policy and have been instructed as to what constitutes proper and improper behavior. We are prepared to promptly take steps necessary to enforce this policy. Violations of this harassment policy will result in disciplinary action, up to and including discharge.

Employee Acknowledgement

I acknowledge that I have read and understood and received a copy of the policies outlined in this copy of the Town of Middletown Personnel Policy. I understand that these policies provide only a general reference and are not a full statement of Town's procedure nor are they a contract.

Employee signature _____ Date _____



**Burgess and Commissioners
Middletown, Maryland**

Credit Card Cost Analysis

Number of Water & Sewer Accounts	1,605
Estimate Percentage of Credit Card Users	25%
Average Cost of Water & Sewer Bill (18,000 gpg)	\$ 265.80

Credit Card Type	Rate %	Transaction Fee
Visa Interchange Rates (Customer Standard)	2.70%	\$ 0.10
Mastercard Interchange Rate (Convenience Base)	1.90%	\$ -

Charges and Fees	M&T Bank	MVB	BB&T
One-Time Set Up Fees	\$ -	\$ 75.00	\$ 100.00
Terminal	\$ -		\$ 399.00
Transaction Fees			
- Authorization Rate / Transaction	\$ 0.10	\$ 0.05	\$ 0.05
-Interchange Pass Through	0.14%	0.25%	0.20%
-Batch Fee (One/Day)	\$ -	\$ 0.39	
Monthly Fees	\$ 3.95	\$ 8.33	\$ 38.28
Web On-line Option			
-Set Up Fee	\$ 50.00	\$ 199.99	
-Monthly Fee	\$ 15.00	\$ 19.95	
-Transaction Fee	\$ -	\$ 0.05	
-Batch Fee (One/Day)	\$ -	\$ 0.39	

Based on Above % of Usage 25%

Cost for Credit Card Used	M&T Bank	MVB	BB&T
Visa			
-Percentage Fee	\$ 12,115.70	\$ 12,584.97	\$ 12,371.66
-Transaction Processing Fee	321.00	240.75	240.75
-Batch Fee	\$ -	\$ 78.00	\$ -
-Monthly Fee	\$ 47.40	\$ 99.95	\$ 459.36
Total Yearly Cost	\$ 12,484.10	\$ 13,003.67	\$ 13,071.77

Mastercard			
-Percentage Fee	\$ 8,702.82	\$ 9,172.09	\$ 8,958.79
-Transaction Processing Fee	\$ 160.50	\$ 80.25	\$ 80.25
-Batch Fee	\$ -	\$ 78.00	\$ -
-Monthly Fee	\$ 47.40	\$ 99.95	\$ 459.36
Total Yearly Cost	\$ 8,910.72	\$ 9,430.29	\$ 9,498.40

VISA INTERCHANGE RATES

Consumer Cards	Debit (Off-line)	Prepaid	Credit
Regulated Visa Check Card	0.65%	\$0.22	N/A
Consumer Standard	1.60%	\$0.25	\$0.10
CPS Supermarket	0.00%	\$0.30	\$0.05
CPS Supermarket CAP	N/A	N/A	N/A
CPS Passenger Transport Card Present	1.19%	\$0.10	\$0.10
CPS Passenger Transport Card Not Present	1.70%	\$0.15	\$0.10
CPS Retail	0.80%	\$0.15	\$0.10
CPS Hotel/Car Rental - Card Not Present	1.70%	\$0.15	\$0.10
CPS Hotel/Car Rental - Card Present	1.18%	\$0.10	\$0.10
CPS Card Not Present - MOTO	1.65%	\$0.15	\$0.10
CPS Automated Fuel Dispenser (AFD)	0.80%	\$0.15	\$0.25
CPS Automated Fuel Dispenser (AFD) CAP***	0.00%	\$0.95	\$1.10
EIRF CAP***	1.75%	\$0.20	\$0.10
CPS Retail 2 - Emerging Markets	0.00%	\$0.95	\$1.10
CPS Retail 2 Cap	0.65%	\$0.15	\$0.05
CPS Charity	0.00%	\$2.00	N/A
CPS Retail - Key Entry	1.65%	\$0.15	\$0.05
CPS e-Commerce - Basic	1.65%	\$0.15	\$0.10
CPS Account Funding	1.75%	\$0.20	\$0.10
CPS e-Commerce - Preferred	1.60%	\$0.15	\$0.10
CPS Passenger Transport e-Commerce Preferred	1.70%	\$0.15	\$0.10
CPS Hotel/Car Rental e-Commerce Preferred	1.70%	\$0.15	\$0.10
CPS Small Ticket	1.55%	\$0.04	\$0.04
CPS Restaurant	1.10%	\$0.10	\$0.10
CPS Service Station	0.80%	\$0.15	\$0.25
CPS Service Station CAP***	0.00%	\$0.95	\$1.10
Utility*	0.00%	\$0.65	\$0.75
CPS Rewards 1	N/A	N/A	\$0.10
CPS Rewards 2	N/A	N/A	\$0.10
Signature Preferred	N/A	N/A	\$0.10
Signature Preferred - Card Not Present	N/A	N/A	\$0.10
Signature Preferred - Retail	N/A	N/A	\$0.10
Signature Preferred - B2B	N/A	N/A	\$0.10
Signature Preferred - Fuel	N/A	N/A	\$0.25
Signature Preferred - Fuel CAP***	N/A	N/A	\$1.10
Signature Preferred Standard - Travel	N/A	N/A	\$0.10
Signature Preferred Standard Electronic - Travel	N/A	N/A	\$0.10
Signature Preferred Standard - non Travel	N/A	N/A	\$0.00
Signature Preferred Interregional	N/A	N/A	\$0.00

Visa Assessment Fee	0.1125%
Visa Int'l Service Fee**	0.95%
Card Brand Poss Thru Fee	\$0.0450

**Requires Visa registration to qualify

***Applies only to transactions at U.S. merchant locations where the card issuer country is non-US

****Applies only to transactions with MCC 5541 and 5542

Corporate Cards	Debit (Off-line)	Prepaid	Credit
Business - Standard	2.85%	\$0.10	2.95%
Business Enhanced - Standard	N/A	N/A	2.95%
Signature Business - Standard	N/A	N/A	2.95%
Corporate - Standard	N/A	\$0.10	2.95%
Purchasing - Standard	N/A	2.85%	2.95%
Business - Electronic	N/A	2.85%	2.40%
Business Enhanced - Electronic	N/A	N/A	2.75%
Signature Business - Electronic	N/A	N/A	2.85%
Corporate - Electronic	N/A	N/A	2.75%
Corporate - Electronic with Data	N/A	N/A	2.75%
Purchasing - Electronic	N/A	N/A	2.75%
Purchasing - Electronic with Data	N/A	N/A	2.75%
Corporate Card Travel Service	N/A	N/A	2.45%
Purchasing Card Travel Service	N/A	N/A	2.45%
Business - Card Not Present	2.45%	\$0.10	2.25%
Business Enhanced - Card Not Present	N/A	N/A	2.45%
Signature Business - Card Not Present	N/A	N/A	2.60%
Corporate - Card Not Present	N/A	\$0.10	2.20%
Purchasing - Card Not Present	N/A	2.65%	2.65%
Business - Retail	1.70%	\$0.10	2.20%
Business Enhanced - Retail	N/A	N/A	2.30%
Signature Business - Retail	N/A	N/A	2.40%
Corporate - Retail	N/A	2.15%	2.10%
Purchasing - Retail	N/A	2.15%	2.40%
Business - B2B	N/A	N/A	2.10%
Business Enhanced - B2B	N/A	N/A	2.25%
Signature Business - B2B	N/A	N/A	2.40%
Corporate - B2B	N/A	N/A	2.10%
Purchasing - B2B	N/A	N/A	2.40%
Purchasing card - Large Purchase Advantage 1	N/A	N/A	0.70%
Purchasing card - Large Purchase Advantage 2	N/A	N/A	0.60%
Purchasing card - Large Purchase Advantage 3	N/A	N/A	0.50%
Purchasing card - Large Purchase Advantage 4	N/A	N/A	0.40%
GSA Purchasing Large Ticket	N/A	N/A	1.20%
GSA - G2G*	N/A	N/A	1.85%
Purchasing Large Ticket	N/A	1.45%	1.45%
Business Non-T&E - Level 2 Data	N/A	N/A	2.05%
Business Enhanced Non-T&E - Level 2 Data	N/A	N/A	2.05%
Signature Business - Level 2 Data	N/A	N/A	2.05%
Corporate Non T&E - Level 2 Data	N/A	N/A	2.05%
Corporate Non T&E - Level 2/Level 3 Data	N/A	N/A	1.95%
Purchasing Non T&E - Level 2 Data	N/A	N/A	2.05%
Purchasing Non T&E - Level 2/Level 3 Data	N/A	N/A	2.05%
Utility Business*	0.00%	\$1.50	0.00%
International	0.00%	\$1.50	0.00%
International Merchant-Commercial	N/A	N/A	2.00%
International Business Card	N/A	N/A	2.00%
Interregional Corporate Card	N/A	N/A	2.00%
Interregional Purchasing Card	N/A	N/A	2.00%
Interregional Premium	N/A	N/A	1.80%

MASTERCARD INTERCHANGE RATES

Consumer Cards	Debit (Off-line)	PrePaid	Credit (Core)	Credit (Enhanced)	Credit (World)	World Elite &
Convenience Purchases Base	N/A	N/A	1.90%	\$0.00	2.00%	\$0.00
Convenience Purchases Tier 1	N/A	N/A	1.35%	\$0.00	1.45%	\$0.00
Emerging Markets	0.80%	0.80%	N/A	N/A	N/A	N/A
e-Commerce	\$0.25	\$0.25	1.85%	\$0.10	2.05%	\$0.10
e-Commerce Standard	\$0.15	\$0.20	1.85%	\$0.10	2.95%	\$0.10
Key Entered	\$0.15	\$0.15	1.85%	\$0.10	2.05%	\$0.10
Lodging and Auto Rental	\$0.15	\$0.20	1.85%	\$0.10	N/A	N/A
Ment I	\$0.15	\$0.20	1.43%	\$0.05	2.05%	\$0.10
Ment I - Insurance	N/A	\$0.00	1.10%	\$0.00	1.43%	\$0.10
Ment I - Real Estate	\$0.15	\$0.15	1.05%	\$0.00	2.20%	\$0.10
Ment III	\$0.17	\$0.17	1.90%	\$0.10	1.10%	\$0.00
Petroleum - CAT/AFD*	\$0.17	\$0.17	1.90%	\$0.10	1.77%	\$0.10
Petroleum - Service Stations*	\$0.15	\$0.15	1.90%	\$0.10	2.20%	\$0.10
Passenger Transport	\$0.15	\$0.15	1.90%	\$0.10	2.00%	\$0.00
Payment Transaction	\$0.53	\$0.53	1.90%	\$0.10	2.00%	\$0.00
Public Sector	N/A	N/A	0.19%	\$0.53	N/A	N/A
Regulated Debit	\$0.21	\$0.21	1.55%	\$0.10	0.19%	\$0.53
Regulated Debit with Fraud Adjustment	\$0.22	\$0.22	1.55%	\$0.10	1.55%	\$0.10
Restaurant	\$0.10	\$0.10	N/A	N/A	N/A	N/A
Service Industries	\$0.05	\$0.05	N/A	N/A	1.73%	\$0.10
Small Ticket	\$0.04	\$0.04	1.15%	\$0.05	1.15%	\$0.05
Standard	\$0.25	\$0.25	2.95%	\$0.10	2.95%	\$0.10
Supermarket	\$0.15	\$0.15	1.48%	\$0.10	1.58%	\$0.10
T&E	N/A	N/A	N/A	N/A	2.30%	\$0.10
T&E Large Ticket	N/A	N/A	1.98%	\$0.10	1.77%	\$0.10
UCAF	\$0.15	\$0.15	1.68%	\$0.10	1.87%	\$0.10
UCAF (Flut)	\$0.45	\$0.45	0.00%	\$0.65	0.00%	\$0.65
Utilities	N/A	N/A	0.00%	\$0.65	0.00%	\$0.65

Business Credit Cards	Small Business Level 1	Small Business Level 2	Small Business Level 3	Small Business Level 4	Business Card	Corporate Card	High Card	Purchasing Card
Commercial Payment Transaction	N/A	N/A	N/A	N/A	0.19%	\$0.53	0.19%	\$0.53
Commercial Face to Face	\$0.10	\$0.10	\$0.10	\$0.10	2.20%	\$0.10	2.50%	\$0.10
Commercial Face to Face Petroleum	N/A	N/A	N/A	N/A	2.05%	\$0.10	N/A	\$0.10
Commercial Large Ticket	\$40.00	\$40.00	\$40.00	\$40.00	1.25%	\$40.00	1.25%	\$40.00
Commercial Standard	\$0.10	\$0.10	\$0.10	\$0.10	2.95%	\$0.10	2.95%	\$0.10
Commercial Data Rate I	\$0.10	\$0.10	\$0.10	\$0.10	1.80%	\$0.10	1.80%	\$0.10
Commercial Data Rate II	\$0.10	\$0.10	\$0.10	\$0.10	2.31%	\$0.10	2.50%	\$0.10
Commercial Data Rate III	\$0.10	\$0.10	\$0.10	\$0.10	2.05%	\$0.10	2.05%	\$0.10
Commercial Data Rate IV	\$0.10	\$0.10	\$0.10	\$0.10	2.65%	\$0.10	2.65%	\$0.10
Commercial T&E I	\$0.10	\$0.10	\$0.10	\$0.10	2.35%	\$0.10	2.35%	\$0.10
Commercial T&E II	\$0.10	\$0.10	\$0.10	\$0.10	2.45%	\$0.10	2.55%	\$0.10
Commercial T&E III	\$0.10	\$0.10	\$0.10	\$0.10	2.65%	\$0.10	2.50%	\$0.10
Commercial T&E I	\$0.10	\$0.10	\$0.10	\$0.10	2.20%	\$0.10	2.70%	\$0.10
Commercial Supermarket	\$0.10	\$0.10	\$0.10	\$0.10	2.21%	\$0.10	2.50%	\$0.10
Utilities	\$1.50	\$1.50	\$1.50	\$1.50	0.00%	\$1.50	0.00%	\$1.50

International Consumer Credit Cards	International Corporate Credit Cards
International Standard	International Commercial
International e-Commerce	International Commercial Purchasing
International Fuel/UCAF	International Commercial Purchasing Data Rate II
International Merchant UCAF	International Commercial Purchasing Large Ticket
International Electronic	International Commercial Payment Transaction
International Payment Transaction	

MasterCard Assessment Fee	0.115%
MasterCard Assessment Fee (Above)**	0.15%
MasterCard Cross-border Fee***	1.45%
Card Brand Pass Thru Fee	\$0.0450

*0.95 maximum
 **Applies to Consumer and Commercial credit volume of \$1,000 or higher
 ***Applies only to transactions at U.S. merchant locations where the card issuer's country is non-U.S.

Memorandum

To: Middletown Burgess & Commissioners

From: Cynthia K. Unangst, Staff Planner

Date: October 22, 2013

RE: FEE SCHEDULE AMENDMENT

The Planning Commission Chairman, Mark Carney, would like to recommend a change to the Town's current fee schedule for subdivision and zoning procedures [17.050.060] by adding an electronic filing fee in lieu of paper copies of plans for the Planning Commission (PC) members. The revenue garnered from this electronic filing fee can accumulate to cover the purchase of iPads and file transfer services for the PC. The Town Board agreed at their last meeting to review the proposal to purchase iPads during the next budget cycle.

In lieu of submitting paper copies of plans for the PC members and ARRO Engineering, it is proposed that an electronic filing fee of \$15.00 per sheet be imposed. Historically 16 – 20 copies were required for plan review. With the implementation of the electronic review process, it is expected that only 3 – 9 paper copies will be needed. When the town has had to take plans out for copies that cannot be done with our copier, we have been charged \$1.875 per sheet. We heard from consultants that paper copies can range from \$1.00 per sheet to \$1.50 per sheet. In searching on-line for prices, we have found that they can range from \$2.50 per sheet for up to 24 copies to \$0.85 per sheet for 500 copies and above.

Because the number of sheets varies depending on the type of plan submittal, a flat rate of \$15.00/sheet is recommended for all plan submittals. The Town will still require some printed copies for internal review and record copies. The number of copies required is shown on the revised Checklist for Plan Review Policy.

Attached are the revised code and the revised Checklist for Plan Review Policy.

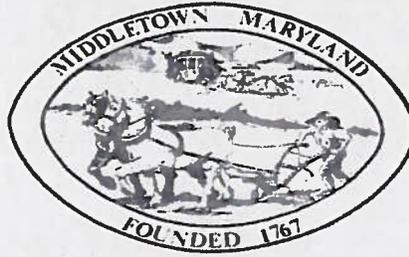
Please let me know if you have any questions.

**Burgess and Commissioners
Middletown, Maryland**

Proposed Development Fees

Permit Fees	Current fees	Proposed fees
Residential Permits		
Internal Improvements	\$25	\$25
External Improvements	\$25	\$25
New Residence		
Single Unit	\$200	\$200
Multi-Unit	\$200+\$100/Additional/Unit	\$200+\$100/Additional Unit
Demolition	\$25	\$50
Commercial Permits		
Internal Improvements	\$100	\$100
External Improvements	\$100	\$100
Structure Conversion	\$100	\$100
New Commercial	\$500	\$500
Demolition	\$50	\$100
Change of Use	\$50	\$50
Miscellaneous		
Construction		
New Subdivision		
Construction Inspection	1% of Total Cost Estimates	1% of Total Cost Estimates
Concept Plan	\$200	250+ \$200 engineering fee
Site Plan		
Residential	\$250+\$10/Unit	\$250+ \$10/unit
All Other	\$250+\$50/AC	\$350+ \$50/acre+ \$200 engineering fee
Preliminary Plan Review		
All Subdivisions	\$250+\$40/Lot	\$350+ \$50/lot+ \$200 engineering fee
Improvement Plan Review		
Forestry Plan Review		
Simplified Forest Plan	\$200	\$200
Preliminary Forest Plan	\$200+\$4/AC	\$200+ \$4/gross acre
Final Forest Plan	\$200+\$4/AC	\$200+ \$4/gross acre
Inspection Fee	\$50+1% of Cost Estimate	\$50+1% of total cost estimate
Final Plat Review		
Combined Preliminary/Final	\$150+\$25/Lot	\$250+ \$50/lot+ engineering fee
Correction Plat	\$100+\$10/Lot	\$100+ \$10/lot
Addition Plat	\$100+\$10/Lot	\$100+ \$10/lot
Final Plat	\$200+\$15/Lot	\$300+ \$25/lot+ \$100 engineering fee
Resubmission	50% of Original Standard Fee	50% original fee+ 25% original legal fee and/or engineering fee
Administrative		
Board of Appeals		
Variance - Principal	\$200+Advertising Cost	\$200+Advertising Cost
Variance - Non Principal	\$100+Advertising Cost	\$100+Advertising Cost
Special Exception	\$300+Advertising Cost	\$300+Advertising Cost
Administrative Error	\$200+Advertising Cost	\$200+Advertising Cost
Text Amendment	\$300+Advertising Cost	\$300 + \$200 advertising - advertising above \$200 paid by appl.
Rezoning Fee	\$300+\$20/AC+Advertising Cost	\$400+\$20/acre+\$200 advertising
Annexation Review	\$1,000+\$50/AC+Advertising Cost	\$1000+\$50/acre+\$150 legal fee+\$200 advertising
Recording Fee		
Plats	\$75+\$5/Plat	\$75+\$5/Plat
All Other Documents	\$50	\$50
Public Works Agreement Review	\$150	\$225+ \$150 legal fee
HOA Documents Review	\$200	\$225+ \$150 legal fee
Water & Sewer Master Plan Change	\$500	\$500+ \$100 engineering fees

Recommendation to review development fees every 4 years? 5 years?



BURGESS AND COMMISSIONERS OF MIDDLETOWN, MARYLAND

CHECKLIST FOR PLAN REVIEW POLICY

PROJECT NAME: _____

PLAN NAME: _____

NAME: _____

ADDRESS: _____

PHONE: _____

Please check the following type of plan you are submitting to the Town of Middletown for review. All plans **and fees** - must be **FOLDED** and submitted by 12:00 noon on the Monday **two weeks** before the **monthly** Planning Commission meeting. **Printed plans should be folded.**

CONCEPT PLAN:

CONCEPT PLAN - **10-3 PRINTED** COPIES ARE NEEDED WHEN SUBMITTING

\$200.00 \$250.00 + \$200.00 Engineering Fee check payable to the Town of Middletown at time of submission + **\$15.00/sheet electronic filing fee.**

SITE PLAN:

RESIDENTIAL SITE PLAN - **16-9 PRINTED** COPIES ARE NEEDED FOR 1ST SUBMISSION

\$250.00 Standard + \$10.00/unit fee check payable to the Town of Middletown a time of submission + **\$15.00/sheet electronic filing fee.**

_____ # of units

ALL OTHER SITE PLANS - **16-9 PRINTED** COPIES ARE NEEDED FOR 1ST SUBMISSION

- ~~\$250.00~~\$350.00 Standard + \$50.00/acre + ~~\$200.00~~ Engineering fee check payable to the Town of Middletown at time of submission + \$15.00/sheet electronic filing fee.

_____ # of acres

PRELIMINARY PLAN:

- SUBDIVISION - ~~20~~9 PRINTED COPIES ARE NEEDED FOR 1ST SUBMISSION

- ~~\$250.00~~\$350.00 Standard + ~~\$40.00~~\$50.00/lot + ~~\$200~~ Engineering fee check payable to the Town of Middletown at time of submission + \$15.00/sheet electronic filing fee.

_____ # of lots

MASS GRADING PLAN:

- MINOR SUBDIVISION - ~~14~~9 PRINTED COPIES + 5 COPIES OF SWM COMPUTATIONS ARE NEEDED FOR 1ST SUBMISSION

- \$250.00 Standard + ~~\$200.00~~ Engineering fee payable to the Town of Middletown at time of submission + \$15.00/sheet electronic filing fee.

*NOTE: Once the cost estimates have been approved by DPW and town engineer, you will be billed by the Town of Middletown for Town and Frederick Co. DPW review services.

IMPROVEMENT PLAN:

- ~~18~~9 PRINTED COPIES + 5 COPIES OF SWM COMPUTATIONS ARE NEEDED FOR 1ST SUBMISSION

- \$300.00/page-sheet + ~~\$200.00~~ Engineering fee payable to the Town of Middletown at time of submission + \$15.00/sheet electronic filing fee.

*NOTE: Once the cost estimates have been approved by DPW and town engineer, you will be billed by the Town of Middletown for Town and Frederick Co. DPW review services.

FORESTRY PLAN REVIEW:

- SIMPLIFIED FOREST PLAN - ~~12~~3 COPIES ARE NEEDED FOR 1ST SUBMISSION

- \$200.00 Standard payable to the Town of Middletown at time of submission + \$15.00/sheet electronic filing fee.;

- PRELIMINARY FOREST PLAN - ~~14~~3 COPIES ARE NEEDED FOR 1ST SUBMISSION

- \$200.00 Standard + \$4.00/gross acre payable to the Town of Middletown at time of submission + \$15.00/sheet electronic filing fee.;

_____ # of acres

FINAL FOREST PLAN – 143 COPIES ARE NEEDED FOR 1ST SUBMISSION

\$200.00 Standard + \$4.00/gross acre payable to the Town of Middletown + \$15.00/sheet electronic filing fee.

_____ # of acres

INSPECTION FEE – 1% of Total Cost Estimate + \$50.00 per site inspection

PLAT REVIEW:

COMBINED PRELIMINARY/FINAL PLAT - 163 COPIES ARE NEEDED FOR 1ST SUBMISSION

~~\$150.00~~\$250.00 Standard + ~~\$250.00~~\$250.00/lot + \$200.00 Engineering fee payable to the Town of Middletown + \$15.00/sheet electronic filing fee.

_____ # of lots

CORRECTION PLAT - 163 COPIES ARE NEEDED FOR 1ST SUBMISSION

\$100.00 Standard + \$10.00/lot payable to the Town of Middletown + \$15.00/sheet electronic filing fee.

_____ # of lots

ADDITION PLAT - 123 COPIES ARE NEEDED FOR 1ST SUBMISSION

\$100.00 Standard + \$10.00/lot payable to the Town of Middletown + \$15.00/sheet electronic filing fee.

_____ # of lots

FINAL PLAT - 163 COPIES + 5 MYLARS FOR SIGNATURE ARE NEEDED FOR 1ST SUBMISSION

~~\$200.00~~\$300.00 Standard + ~~\$125.00~~\$125.00/lot + \$100 Engineering fee payable to the Town of Middletown + \$15.00/sheet electronic filing fee

_____ # of lots

RE-SUBMISSION: - 50% of original **STANDARD** fee + 25% original legal fee and/or engineering fee payable to the Town of Middletown upon **EACH** re-submission of ANY plan(s).

NOTE: - 10-Same number of plans as originally submitted + applicable electronic filing fee + additional plan for each agency being addressed – include comps. (where applicable) and a response letter to address each agency's comments.

CONSTRUCTION FEE – 1% of total construction cost estimates.

Note: Developer is responsible for payment of ALL agency fees directly to the applicable agencies at time of submission. All plans MUST be submitted directly to the Town Planning Office for routing and review.

TOTAL TOWN FEES ENCLOSED

\$ _____

SUBMITTED BY: _____



BURGESS AND COMMISSIONERS OF MIDDLETOWN, MARYLAND

CHECKLIST FOR ADMINISTRATIVE FEE POLICY

PROJECT NAME: _____

PLAN NAME: _____

NAME: _____

ADDRESS: _____

PHONE: _____

Please check the following application that applies to you when submitting to the Town of Middletown for review.

BOARD OF APPEALS:

- VARIANCE APPLICATION
 - \$100.00 standard fee for non principal or \$200.00 standard fee for principal + \$100.00 advertising fee, made payable to the Town of Middletown at time of submission of application
 - SPECIAL EXCEPTION
 - \$300.00 standard fee + \$100.00 advertising fee, made payable to the Town of Middletown at time of submission of application
 - ADMINISTRATIVE ERROR
 - \$200.00 standard fee + \$100.00 advertising fee, made payable to the Town of Middletown at time of submission of application.
-

CHECKLIST FOR ADMINISTRATIVE FEE POLICY

- TEXT AMENDMENT - \$300.00 standard fee + \$200.00 advertising fee + \$150 legal fee, made payable to the Town of Middletown at time of submission of application.**
-

- RE-ZONING FEE - ~~\$300~~400.00 standard + \$20.00/acre + \$200.00 advertising fee made payable to the Town of Middletown at the time of submitting application.**

_____ # of acres

- ANNEXATION REVIEW - \$1,000.00 standard + \$50.00/acre + \$150 legal fee + \$200 advertising fee, made payable to the Town of Middletown at the time of submitting application (advertising and legal fees charged separate).**

_____ # of acres

- WATER AND SEWER MASTER PLAN MAP AMENDMENT - \$500.00 standard fee + \$100 engineering fee made payable to the Town of Middletown. Applicant must submit a proposed map amendment with fee for consideration of changes to the Water/Sewer Master Plan Map that is not in sequence with the regular six-month review process for change in services.**
-

RECORDING FEES:

- PLATS - \$5.00 made payable to the Clerk of the Court and \$75.00 made payable to the Town of Middletown for recordation procedures conducted by Middletown Planning Staff.**

- ALL OTHER DOCUMENTS - \$50.00/document payable to the Town of Middletown for recordation procedures conducted by Middletown Staff.**
-

- PUBLIC WORKS AGREEMENT REVIEW - ~~\$150~~225.00/each standard fee + \$150 legal fee made payable to the Town of Middletown when submitting public works agreement for review.**
-

- HOA DOCUMENT REVIEW - ~~\$200~~225.00 standard fee + \$150 legal fee made payable to the Town of Middletown when submitting HOA for review.**
-

TOTAL FEES ENCLOSED

\$ _____