



AGENDA FOR THE TOWN MEETING

July 22, 2013

7:00 p.m.

PLEDGE TO THE FLAG

CALL TO ORDER

CONSENT AGENDA

- Financial Statements – End of Year FY 2013
- Town Minutes
- July 8, 2013 – Town Meeting

PERSONAL REQUESTS FOR AGENDA:

STAFF REPORT:

Staff Planner

Zoning Administrator

Engineer's Report

Main Street Manager

UNFINISHED BUSINESS:

- Recommendation for Water Allocation for Active Adult
- 5K/10K Race – Atlantic Edge Discussion
- Discussion of Memorial Hall Grant Award

REPORT OF COMMITTEES:

Water/Sewer

Public Works

Planning Commission Liaison

Parks & Recreation

Finance

Public Information Committee

Commissioner Falcinelli

Commissioner Bussard

Commissioner Goodman

Commissioner Ventre

Commissioner Dietrick

Commissioner Falcinelli

NEW BUSINESS:

- [Update on Recycling Center County Reimbursement](#)
- [Request for Music at Memorial Park for Fund Raiser for Middletown Food Bank](#)
- Recommendation from Streetscape Task Force on Streetscape Elements
- [Open Meetings Compliance Board Requirements](#)

PUBLIC COMMENTS:

Please state Name and Address for the Record

ANNOUNCEMENTS:

ADJOURNMENT

EXECUTIVE SESSION: (If Necessary)

Town of Middletown
Statement of Revenue & Expenditures
General Fund
Fiscal Year 2013
For the 12 Months Ended June 30, 2013

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
REVENUE			
LOCAL TAX			
Real Property	\$ 1,065,363	\$ 1,080,241	\$ 14,878
Tangible Personal Property	27,000	36,099	9,099
Public Utilities	7,850	9,426	1,576
Franchise (Cable)	36,000	31,775	(4,225)
Penalties & Interest	10,000	8,571	(1,429)
	<u>\$ 1,146,213</u>	<u>\$ 1,166,112</u>	<u>\$ 19,899</u>
STATE SHARED TAX			
Admission & Amusement	\$ 32,950	\$ 26,562	\$ (6,388)
Highway Gasoline & Licenses	38,876	29,452	(9,424)
	<u>\$ 71,826</u>	<u>\$ 56,014</u>	<u>\$ (15,812)</u>
COUNTY SHARED TAX			
Income Taxes	\$ 675,440	\$ 695,154	\$ 19,714
Tax Equity Grant	561,699	561,699	
	<u>\$ 1,237,139</u>	<u>\$ 1,256,853</u>	<u>\$ 19,714</u>
LICENSES AND PERMITS			
Beer, Wine and Liquor	\$ 1,950	\$ 1,990	\$ 40
Business / Traders	4,000	4,421	421
Planning / Zoning Fees	9,500	22,236	12,736
	<u>\$ 15,450</u>	<u>\$ 28,647</u>	<u>\$ 13,197</u>
PARKS AND RECREATION			
Pavillion Fees	\$ 1,900	\$ 2,030	\$ 130
	<u>\$ 1,900</u>	<u>\$ 2,030</u>	<u>\$ 130</u>
POLICE PROTECTION			
State Grant	\$ 15,126	\$ 15,126	
	<u>\$ 15,126</u>	<u>\$ 15,126</u>	
MISCELLANEOUS			
Community Events			
Parking Citations		150	150
Bank Shares Grant	1,491	1,491	
Miscellaneous & Donations	1,009	12,325	11,316
	<u>\$ 2,500</u>	<u>\$ 13,966</u>	<u>\$ 11,466</u>
OPERATING REVENUES	\$ 2,490,154	\$ 2,538,748	\$ 48,594
State Grants & Interest	\$ 123,836	\$ 1,957	\$ (121,879)
TOTAL REVENUE	\$ 2,613,990	\$ 2,540,705	\$ (73,285)

Town of Middletown
Statement of Revenue & Expenditures
General Fund
Fiscal Year 2013
For the 12 Months Ended June 30, 2013

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<u>EXPENDITURES</u>			
<u>LEGISLATIVE</u>			
Commissioner's Salary	\$ 12,000	\$ 12,000	
Communications	1,300	3,247	1,947
Dues & Subscriptions	7,300	7,313	13
Office Supplies & Exp	3,000	7,923	4,923
Advertising	1,000	431	(569)
Meetings & Conventions	7,700	7,434	(266)
	<u>\$ 32,300</u>	<u>\$ 38,348</u>	<u>\$ 6,048</u>
<u>EXECUTIVE</u>			
Burgess Salary	<u>\$ 6,000</u>	<u>\$ 6,000</u>	
	\$ 6,000	\$ 6,000	
<u>ELECTION</u>			
Clerk Fees			
Other Administrative Expenses			
<u>GENERAL SERVICES</u>			
<u>ADMINISTRATION</u>			
GS - Capital Outlay	\$ 5,200		\$ (5,200)
Administrative Salary	178,997	189,913	10,916
Postage & Printing	2,500	128	(2,372)
Communications	7,600	7,640	40
Computer Expenses	16,801	16,250	(551)
Office Supplies & Exp	16,271	24,929	8,658
Office Maintenance	52,719	59,716	6,997
Dues & Subscriptions	100	25	(75)
Professional Services	3,600	6,300	2,700
Meetings & Conventions	100	20	(80)
	<u>\$ 283,888</u>	<u>\$ 304,921</u>	<u>\$ 21,033</u>
<u>OPERATIONS</u>			
Maintenance Capital Outlay		\$ 67,900	\$ 67,900
Vehicle Capital Outlay		50,058	50,058
Director Salary	81,830	83,789	1,959
Maintenance Salary	37,596	34,027	(3,569)
Communications	5,866	6,523	657
Supplies & Expenses	11,100	16,046	4,946
Dues & Meetings		341	341
Landscaping/Beautification		5,423	5,423
Maintenance & Repairs	24,768	16,363	(8,405)
Tools & Equipment	2,200	2,754	554
	<u>\$ 163,360</u>	<u>\$ 283,224</u>	<u>\$ 119,864</u>

Town of Middletown
Statement of Revenue & Expenditures
General Fund
Fiscal Year 2013
For the 12 Months Ended June 30, 2013

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<u>PROFESSIONAL SERVICES</u>			
Independent Accounting	\$ 12,250	\$ 12,250	
Legal - Development		2,953	2,953
Legal - Ordinances	7,500	5,049	(2,451)
	<u>\$ 19,750</u>	<u>\$ 20,252</u>	<u>\$ 502</u>
<u>PLANNING & ZONING</u>			
Salary & Fees	\$ 43,916	\$ 44,295	\$ 379
Other Expenses	1,292	1,596	304
	<u>\$ 45,208</u>	<u>\$ 45,891</u>	<u>\$ 683</u>
<u>MAIN STREET PROGRAM</u>			
Manager Salary	\$ 24,912	\$ 29,594	\$ 4,682
Town Contribution	8,500	8,978	478
	<u>\$ 33,412</u>	<u>\$ 38,572</u>	<u>\$ 5,160</u>
<u>PUBLIC SAFETY</u>			
Fire Dept. Donation	\$ 15,000	\$ 65,000	\$ 50,000
School Crossing Guards	14,461	13,844	(617)
Community Deputy Program	390,883	266,723	(124,160)
	<u>\$ 420,344</u>	<u>\$ 345,567</u>	<u>\$ (74,777)</u>
<u>SANITATION & WASTE REMOVAL</u>			
Resident Trash & Yard Waste	\$ 287,937	\$ 290,123	\$ 2,186
<u>RECREATION AND CULTURE</u>			
Parks - Capital Outlay	166,472	24,685	(141,787)
Park Salary	40,182	31,210	(8,972)
Park Electric	2,200	1,664	(536)
Maintenance & Repairs	20,900	11,939	(8,961)
Mowing	38,550	25,344	(13,206)
Remsberg Park - Interest	40,124	25,402	(14,722)
Remsberg Park - Principal	92,729	98,923	6,194
	<u>\$ 401,157</u>	<u>\$ 219,167</u>	<u>\$ (181,990)</u>

Town of Middletown
Statement of Revenue & Expenditures
 General Fund
 Fiscal Year 2013
 For the 12 Months Ended June 30, 2013

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<u>HIGHWAYS AND STREETS</u>			
Streets - Capital Outlay	\$ 618,200	\$ 142,262	\$ (475,938)
Equipment - Capital Outlay	7,400	5,578	(1,822)
Salary	88,207	75,592	(12,615)
Street Lighting	153,600	151,763	(1,837)
Storm Water Management	1,500	677	(823)
Snow Removal	51,500	35,315	(16,185)
Repairs & Resurfacing	108,125	73,894	(34,231)
Signs	3,000	3,112	112
Truck Repair & Operation	19,045	31,583	12,538
Equipment Repairs & Ops	7,190	7,534	344
Mowing	31,744	24,144	(7,600)
East Green St - Interest	8,310	8,953	643
East Green St - Principal	<u>10,500</u>	<u>10,500</u>	
	\$ 1,108,321	\$ 570,907	\$ (537,414)
<u>OTHER EXPENSES</u>			
MT Historical Society - CIP	\$ 5,000	\$ 5,000	
Water & Sewer Fund Grant	11,780	58,981	47,201
Donations	100		(100)
Travel - Mileage	2,500	1,997	(503)
Community Events	61,950	46,752	(15,198)
Payroll Taxes	40,159	37,977	(2,182)
Insurance - Property	9,748	12,150	2,402
Insurance - Employee	106,829	112,878	6,049
Retirement/Pension	69,621	43,167	(26,454)
Web Page & Directory	5,700	3,452	(2,248)
Real Estate Taxes	712	753	41
Other	<u>3,500</u>	<u>2,713</u>	<u>(787)</u>
	\$ 317,599	\$ 325,820	\$ 8,221
TOTAL EXPENDITURES	\$ 3,119,276	\$ 2,488,792	\$ (630,484)
INCOME (LOSS) Exc. Cash Reserves	\$ (505,286)	\$ 51,913	\$ 557,199
CASH RESERVES	\$ 1,466,088	\$ 1,189,855	\$ (276,233)
SURPLUS / (DEFICIT)	<u>\$ 960,802</u>	<u>\$ 1,241,768</u>	<u>\$ 280,966</u>

Town of Middletown
STATEMENT OF REVENUE and EXPENDITURES
WATER & SEWER
Fiscal Year 2013
For the 12 Months Ended June 30, 2013

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<u>REVENUE</u>			
Water Revenue	\$ 532,440	\$ 544,682	\$ 12,242
Sewer Revenue	532,440	541,468	9,028
Penalties/Reconnects	16,000	15,625	(375)
Rain Barrel Sales	2,250	1,575	(675)
General Fund Grant/Misc	<u>11,780</u>	<u>63,753</u>	<u>51,973</u>
TOTAL OPERATING REVENUE	\$ 1,094,910	\$ 1,167,103	\$ 72,193
<u>EXPENDITURES</u>			
<u>ADMINISTRATIVE</u>			
Office Salaries	\$ 49,168	\$ 44,202	\$ (4,966)
Communications	7,000	6,923	(77)
Postage	7,500	7,426	(74)
Office Supplies/Expense	9,700	7,730	(1,970)
Legal - Other	3,000		(3,000)
Meetings & Seminars	250	331	81
Advertising	500		(500)
Uniforms	2,600	2,804	204
Dues/Subscrip/Certifications	300	415	115
Travel	250	203	(47)
Payroll Taxes	18,016	19,971	1,955
Insurance - Prop. & Liability	12,000	7,603	(4,397)
Insurance - Workers Comp	12,000	11,142	(858)
Insurance - Health	44,195	46,367	2,172
Retirement/Pension	26,459	17,250	(9,209)
Real Estate Taxes	292	292	
Rain Barrel/Educational Programs	4,625	105	(4,520)
Waterline / I & I Loans	<u>72,795</u>	<u>72,088</u>	<u>(707)</u>
Sub-Total	\$ 270,650	\$ 244,852	\$ (25,798)
<u>Vehicles & Equipment</u>			
1999 Truck	\$ 3,866	\$ 1,362	\$ (2,504)
2001 Truck	3,567	3,432	(135)
2008 Truck	3,067	3,331	264
2012 Truck		3,690	3,690
Misc Equipment	3,000	3,003	3
Bobcat Mini-Excavator		203	203
Case Backhoe	<u>2,000</u>	<u>732</u>	<u>(1,268)</u>
Sub-Total	\$ 15,500	\$ 15,753	\$ 253

Town of Middletown
STATEMENT OF REVENUE and EXPENDITURES
WATER & SEWER
Fiscal Year 2013
For the 12 Months Ended June 30, 2013

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
WATER			
Salaries	\$ 105,957	\$ 109,602	\$ 3,645
Water Distribution System			
Supplies	2,000	2,640	640
Repairs & Maintenance	45,600	41,141	(4,459)
Water Line Break Repairs	10,000	246	(9,754)
Chemicals	500		(500)
Tools & Equipment	1,000	6,339	5,339
Sub-Total	\$ 59,100	\$ 50,366	\$ (8,734)
Water Plant/Reservoir/Booster/Tower/BS Wellhouse			
Electric	\$ 36,325	\$ 25,966	\$ (10,359)
Supplies	1,500	1,532	32
Repairs & Maintenance	21,819	35,117	13,298
Chemicals	17,500	20,632	3,132
Tools & Equipment	2,450	4,062	1,612
Testing & Analysis	8,800	7,683	(1,117)
Sub-Total	\$ 88,394	\$ 94,992	\$ 6,598
Abandoned Well Costs			
TOTAL WATER EXPENSES	\$ 253,451	\$ 254,960	\$ 1,509
SEWER			
Salaries	\$ 103,926	\$ 113,488	\$ 9,562
Sewer Collection System			
Cone Branch PS	21,811	10,942	(10,869)
Brookridge South PS	7,038	13,418	6,380
Foxfield PS	8,637	5,900	(2,737)
Sanitary Sewerlines & Manholes	22,600	19,796	(2,804)
I & I Accrual	75,000	75,000	
Sub-Total	\$ 135,086	\$ 125,056	\$ (10,030)

Town of Middletown
STATEMENT OF REVENUE and EXPENDITURES
WATER & SEWER
Fiscal Year 2013
For the 12 Months Ended June 30, 2013

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
Wastewater Treatment Plants			
East Wastewater Treatment Plant			
Electric	\$ 33,880	\$ 33,224	\$ (656)
Supplies	5,000	3,273	(1,727)
Repairs & Maintenance	33,400	32,355	(1,045)
Chemicals	36,000	40,867	4,867
Tools & Equipment	2,500	7,656	5,156
Testing & Analysis	15,000	19,430	4,430
Sludge Hauling Expense	<u>64,000</u>	<u>58,300</u>	<u>(5,700)</u>
Sub-Total	\$ 189,780	\$ 195,105	\$ 5,325
West Wastewater Treatment Plant			
Electric	\$ 17,411	\$ 17,365	\$ (46)
Supplies	750	1,622	872
Repairs & Maintenance	4,400	3,005	(1,395)
Chemicals	40,500	49,564	9,064
Tools & Equipment	10,100	7,407	(2,693)
Testing & Analysis	6,600	7,684	1,084
Sludge Hauling Expense	<u>17,500</u>	<u>22,959</u>	<u>5,459</u>
Sub-Total	\$ 97,261	\$ 109,606	\$ 12,345
TOTAL SEWER EXPENSES	<u>\$ 526,053</u>	<u>\$ 543,255</u>	<u>\$ 17,202</u>
TOTAL WATER/SEWER EXPENSES	<u>\$ 1,065,654</u>	<u>\$ 1,058,820</u>	<u>\$ (6,834)</u>
NET INCOME (LOSS)	<u>\$ 29,256</u>	<u>\$ 108,283</u>	<u>\$ 79,027</u>

***BURGESS AND COMMISSIONERS
OF MIDDLETOWN MARYLAND***

TOWN MEETING MINUTES

REGULAR MEETING

July 8, 2013

The first monthly meeting of the Burgess and Commissioners of Middletown was called to order on July 8, 2013, by Burgess John D. Miller at 7:00 p.m. in the Middletown Municipal Center, 31 W. Main Street, Middletown, Maryland. Present were: Burgess Miller, Commissioners Jennifer Falcinelli, Larry Bussard, Richard Dietrick, Tony Ventre and Christopher Goodman.

CONSENT AGENDA

Town Minutes – June 6, 2013 Public Hearing

Town Minutes – June 10, 2013 Town Meeting

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

PERSONAL REQUEST FOR AGENDA:

Cooper Fisher, Marbles champion. Burgess Miller introduced Cooper and a few of his team mates. Burgess Miller presented Cooper with a certificate congratulating him on being crowned king of the National Marbles Tournament.

UNFINISHED BUSINESS

Middletown Farmers Market Sign – Burgess Miller stated that the signs will be 1 sided only, the Farmers market will contribute \$360 and Main Street Middletown will contribute \$200-\$350 adding their logo, therefore the signs are paid for. Drew stated that the location of the signs will be along the Middletown Parkway near Holter Road and along Franklin Street by the primary school. Drew stated that the Town staff will put the signs up and also will change the small sign at the bottom.

Motion by Falcinelli to accept the locations of the signs, seconded by Bussard. Motion carried.

Discussion of Water Allocation for Active Adult – The water & sewer committee does not object to using 200 gal. per day for active adult only. Drew provided some statics that show we are well below the average for both Active Adult and residential properties. Burgess Miller stated that if we lower the usage for active adult we will gain more taps, which could help us with the Hailey Development. Drew stated that this would all have to be resubmitted to MDE for their approval. There was some discussion that since the statics shows that the active adult units currently use less than 150 gal. per day that we

could possibly reduce the active adult units to 150 gal. per day. It was recommended that this go back to the Water & Sewer committee for their review now that Drew has prepared the static data.

AT&T Cellular Lease Amendment – Drew stated that he has the lease amendment in hand giving the Town \$600 more a month.

Motion by Bussard to accept the AT&T lease amendment giving us \$600 more a month, seconded by Falcinelli. Motion carried.

5K/10K Race – John with Atlantic Edge was present. He stated that they plan to hold their 5K/10K race here in Middletown on November 2, 2013. This is a profit organization and what they plan to do is give a certain percentage amount of the proceeds to the Fire Dept. Burgess Miller stated that we've never had a profit organization want to do something like this before. The Commissioners directed staff to see what other municipalities do in this type of situation and also have Atlantic Edge contact the Fire Department to see if they would be on board with this event.

REPORTS OF COMMITTEES – postponed to July 22 meeting

NEW BUSINESS

Hailey Development – Additional Water Capacity Discussions – Burgess Miller stated that this interjects with our previous discussion in regards to water taps. Right now there is only enough taps for phase 1 of this project which is 35 and 81 total needed. Hailey Development wishes to start the pursuit of the additional water needed. Commissioner Falcinelli stated that there is no money budgeted to drill more wells and perform the draw down tests required. Hailey Development is aware of this and that would be something that would have to be worked about between Hailey & the Town. Drew stated that the next area we would look for water would be the Harris property just on the outside of Town west of Brookridge South. Drew stated that in previous years the Harris' were open to being annexed into Town and acquiring the water rights for this property as most of this property is in the floodplain. Staff was directed to enter into discussions with Hailey and come back to the Town Board with a draft public works agreement.

PUBLIC COMMENTS

Joe Rosin, 104 Prospect Street and Dawn Riset - representing St. Thomas Moore were present tonight looking for some assistance on getting the sale of the property approved through the State. Ms. Riset stated that currently St. Thomas Moore pays rent on this property at a much higher rate than what their mortgage payment will be once they have acquired the building and because of this their funds have decreased significantly and they cannot afford to continue to do so. Burgess Miller recommended that they speak to the Superintendent of Schools first. Burgess Miller said that the Commissioner will support any action and he would write letters to the Board of Education.

Susan Krauss, 104 Locust Court – stated that there is a lack of communication with her and the Town. Ms. Krauss stated that she has contacted the Town by letter and phone a few times and it has taken quite some time for her to get a response back from the Town in regards to her water problem. Ms. Krauss stated that she cannot do white clothes as they come out dirty from the dirty water. Ms. Krauss is wanting some answers, she is aware that Plan A is not going to happen as her neighbor is not willing to give the Town the easement necessary to do so, so she is wanting to know what plan B is? The Board agreed to explore getting the easement possibly from Mr. Grim and they also agreed to allow Ms. Krauss to change her water filters out every 2 months versus every 3 as previously noted.

ANNOUNCEMENTS

"Taste of the Town" – Saturday, July 20, 2013

MEETINGS FOR THE MONTH

<i>Planning Commission Workshop</i>	<i>Wednesday, July 10, 2013</i>	<i>7:00 p.m.</i>
<i>Water & Sewer Committee</i>	<i>Wednesday, July 17, 2013</i>	<i>7:00 p.m.</i>
<i>Planning Commission</i>	<i>Monday, July 15, 2013</i>	<i>7:00 p.m.</i>
<i>Parks & Recreation</i>	<i>Tuesday, July 16, 2013</i>	<i>7:00 p.m.</i>
<i>Town Board Meeting</i>	<i>Monday, July 22, 2013</i>	<i>7:00 p.m.</i>
<i>Main Street Board</i>	<i>Thursday, July 25, 2013</i>	<i>7:00 p.m.</i>

ADJOURNMENT

With no further business to come before the Board, the meeting adjourned at 8:25 p.m.

Respectfully submitted,

Ann Griffin
Office Manager

Town of Middletown Planning Department

To: Burgess & Commissioners and Middletown Planning Commission

From: Cindy Unangst, Staff Planner

Date: 7/1/2013

RE: Monthly Planning Update

Major Subdivisions:

Coblentz on Green – SWM Concept Plan – approved by County October 15, 2010
Water Tap agreement approved by Burgess & Commissioners – March 2012
Planning Commission approved Forest Stand Delineation/Forest Conservation Plan – Jan 2013
Master Plan Amendment approved - March 11, 2013
Planning Commission conditionally approved preliminary plan – March 18, 2013

Foxfield Section 4- FRO plantings have all been installed. 16 homes still to be built.
1st year FRO review – 67% compliance – 232 additional trees planted (May 2013)

Minor Site Plans and Subdivisions:

AMVETS Expansion Plans – Site Plan approved – October 15, 2012; (Plans expire 10/15/2015)

Chesterbrook Apts/Middletown Valley Apts - Site Plan approved – July 17, 2006
Improvement Plans signed by County – July 17, 2008
Improvement Plans approved and signed – September 16, 2008
SWM waiver received from County – May 12, 2011
SWM admin waiver shall expire on May 4, 2017; final plans approved prior to May 4, 2013.

Coblentz Grove minor subdivision – Preliminary/Final Plat conditionally approved – Nov. 15, 2010
FSD & Forest Conservation Plan approved – November 15, 2010
Improvement Plans conditionally approved – February 21, 2011
Final Plat approved – July 18, 2011 (recorded – October 24, 2012)
Building permits applied for – October 30, 2012

Cone Branch Walking Trail – Concept plans approved – March 19, 2012
Improvement plans conditionally approved – January 21, 2013

Fire Co Activities Center- SWM Plan approved by Frederick County – November 3, 2011
Improvement Plans conditionally approved – April 22, 2013
Revised Site Plan conditionally approved – April 22, 2013 (Plans expire April 22, 2016)
Building permit issued – May 24, 2013

Fire Station – Concept plan submitted to PC for comments – April 22, 2013

Hollow Creek – Revised Site Plan approved and signed – October 14, 2010
Revised Site Plan (leaderboard) approved – February 21, 2011; (Plans expire February 21, 2014)

Hollow Creek Golf Course SWM Pond #1 Revision plans submitted to County 12/1/2010
Plans approved by County – December 22, 2010
Revised Plans submitted for PC review – December 30, 2010
Revised Plans submitted to SCD for review – January 5, 2011

Horman Apartments- Site Plan approved – April 21, 2008
Improvement Plans conditionally approved – May 17, 2010

Jiffas – Site Improvement Plan conditionally approved – October 20, 2008
Forest Conservation Plan approved – October 20, 2008

Middletown H.S. Stadium Concession Stand Expansion Plan – approved June 18, 2012
(Plans expire June 18, 2015)

Middletown H.S. C-container site plan – conditionally approved February 18, 2013

Miller (Ingalls) – Concept and Phase I & II Plan submitted – September 20, 2010
Approved and signed – September 27, 2010

More Ice Cream site plan – conditionally approved – **June 17, 2013**

Newton Property (Cross Stone Commons) – Concept Plan discussion – June 18, 2012
Concept Plan submitted – October 1, 2012
Traffic Impact Study submitted – October 18, 2012
BOA Special Exception Use Hearing – May 8, 2013 (Conditionally approved)
Revised Concept Plan reviewed by PC – May 20, 2013

Potomac Gun Depot – plans conditionally approved – February 18, 2013
Revised site plan conditionally approved – June 17, 2013

Putman – Site Plan conditionally approved- November 17, 2008
Forest Conservation Plan approved – June 16, 2009
Improvement Plans conditionally approved – July 20, 2009
Improvement Plans approved and signed by all agencies – July 2010
Revised Site Plan approved – April 16, 2012; (Plans expire April 16, 2015)

Right A Way Powder Coating site plan – conditionally approved – **June 17, 2013**

Rock Star, LLC (personal trainer) site plan – conditionally approved – **June 17, 2013**

Rudy pool demolition site plan – approved – **June 17, 2013**

Subway property – site plan reviewed for ice cream parlor during workshop discussion– May 15, 2013

The Valley School – BOA special exception use hearing – May 8, 2013 (Approved)
Demolition plan and Forest Conservation Plan submitted – June 3, 2013
Forest Conservation Plan approved – June 17, 2013
Site Plan submitted – July 1, 2013
Improvement Plans submitted – July 1, 2013

Thompson Funeral Home Revised Parking Lot Site Plan – conditionally approved April 22, 2013

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

County Park – Annexation agreement approved by BOCC – May 30, 2013
Annexation agreement approved by Town Board – June 10, 2013

Reports:

Meetings: Maryland Planning Directors Roundtable – Annapolis – June 13, 2013
Frederick County Municipal Planners Quarterly meeting – June 14, 2013

Town of Middletown Zoning Department

To: Burgess & Commissioners and Middletown Planning Commission

From: Cindy Unangst, Zoning Administrator

Date: 7/1/2013

RE: Monthly Zoning Update

P & Z Issues:

Zoning Code review - ongoing

BOA Hearings:

Variance request approved for a 10-foot variance for a deck at 212 Layla Drive – 6/24/2013.

Zoning Violations: none

June 2013 Zoning Permits	Address	Permit #	M-town Received	C Unangst Approved	County Approval
Warren - garage and interior renovations	3 Tobias Run Court	110049	6/5/2013	6/11/2013	yes
Rock Star LLC – change of use	14-2A W. Main St.	109979	5/28/2013	6/18/2013	yes
Rudy – pool demolition	101 Broad Street	110332	4/29/2013	6/19/2013	yes
Warner – deck with steps	212 Layla Drive	109814	5/28/2013	6/24/2013	yes
Verts – fence	1 Valley View Court	Town	6/11/2013	6/11/2013	n/a
Maddox – fence	312 E. Main St.	Town	6/13/2013	6/18/2013	n/a

**Operations and Construction Monthly Report
July 4, 2013**

Streets and Parks

New Business

trimmed trees at fences multiple locations, installed AC at deputies office, cleaned storm drains, assist W&S with slide gate removal, movie banner check exit lights and fire extinguishers, banner install, removed 3 hydrants for powder coating rebuilt and reinstalled, cleaned parts, trim trees at Knoll side and Water tower Road, 11 pallets of bags unloaded, tree down at Wiles Branch removed, picked up 97 chevy, movie night prep, completed water tower road trimming, trim trees at Memorial Park, cleaned parks washed bathrooms, repair table at townhall, Spray weeds at various locations, water leak at memorial park repaired, Foxfield landscape areas mulched and weeded, mulching various signs, sprayed weeds at EWWTP and CBPS, remove limb at EWWTP tree split, 2 pallets of bags to townhall, open MH at Green St removed down tree at Wiles Branch Park. Installed new gear box and remachine auger on roto press. Service rubber tire loader, interviews, make chute for auger, movie night setup, installed Well 9, install valves at memorial park and replace line, cleared culvert at west end of town, fabricate pipe pull fitting, uncover curb box at north pointe, service truck 4, clean truck 2, test pit at springline, check battery backup at tank, test pit valve and tee at reservoir.

Water and Sewer

New Business

Replacement of AC/Heat system, Reed Bed, contact hauler and Wastler, reviewed water monitoring schedule from MDE. Well 9 – replaced pump pipe, cable and motor, install monitor/controller, repair pressure tank at Brookridge WTP, checked well depths, replaced 5 meters, removed and installed new slide gates at EWWTP, cleaned tanks at W WWTP, 10 water shutoffs, review and respond to draft permit for W WWTP, Slide gates removed for replacement, Surveyed reservoir, Ordered lip seal for gear reducer installation, cleaned bypass channel and removing damaged gates, cleanout repair in Glenbrook, Complete MES sludge delivery for the month, apply rootx at Franklin St residence.

Sludge cost for FY \$53,669.33 102000 gal hauled, 0 gal bedded **Total hauled 555200gal Bedded 446087gal**

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

Permit Limits (gal) 381,500/486,300 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	333,000	291,000	142,000	137,000	241,000	270,000	206,000	235,000
February	275,000	286,000	141,000	137,000	199,000	280,000	172,000	288,000
March **	293,000	284,000	141,000	137,000	223,000	276,000	188,000	190,000
April **	311,000	305,000	141,000	137,000	172,700	185,000	188,000	129,000
May	296,000	306,000	140,000	132,000	192,761	210,000	204,000	176,000
June	304,000	297,000	140,000	132,000	206,907	204,000	229,000	179,000
July	326,000	300,000	107,000	123,000	161,000	173,000	124,000	124,000
August	304,000	300,000	73,000	96,000	155,000	162,000	133,000	120,000
September	303,000	309,000	70,000	78,000	211,000	159,000	163,000	133,000
October **	322,000	311,000	83,000	79,000	240,000	215,000	218,000	248,000
Novembr**	369,000	278,000	102,000	120,000	228,000	233,000	255,000	243,000
December	343,000	287,000	134,000	126,000	267,000	217,000	258,000	147,000

Avg Daily/yr 314917 296167 117833 119500 208114 215333 194833 184333

Avg Yr Flw 114.94 108.10 43.01 43.62 75.96 78.60 71.11 67.28

**Hydrants flushed this month

Apr 10 used 660,000 gal, Nov 10 680,000 gal, April 11 696,000, April 12 563,000 gal Oct 12 778,000, April 13 684,039

Planned Work

Cone Branch pump station pump rebuild, July 22 reed bed cleanout, remove corp stop for old goat farm house on Hollow Road, replace the relief valve at the booster station, valve installation at reservoir, emergency repair plan, SS cleaning in Glenbrook, Rebuild UV at W WWTP, Sewer Cleanout repairs in Foxfield, Repair valve boxes. Repair platform support at EWWTP corroded away.

PROJECTS

Old Business

EWWTTP: Will review sludge alternatives for more cost effective treatment. Contact Reed Bed Systems regarding expansion addition of beds. Reed Beds will be cleaned out July 22.

W WWTP: We are required to have the UV repaired.

WWTP NPDES PERMIT RENEWAL: Received Draft permit and requested revisions and revisions were granted. No action

Walnut Street Bridge: The North and South support walls have been installed. Revisions required to the original documents include a new wing wall at the North West corner, a corbel placed on the south support wall, cutting and chipping the stone abutment due to its location. 4 rain days for the month of June. 2.5 days delay for stone cutting and chipping.

Develop Grease Trap Ordinance and Education Program: Have a DRAFT of the Ordinance completed. Develop details to match ordinance but now on hold due to other priorities. Size the interceptor for the FD banquet hall and have determined that the Ordinance is workable.

West Green Street: Plans to be reviewed. No action.

Water System: Hydraulic Model: No action, **System:** Leak rate at the reservoir is currently 30,000 gallons per day. We have met with a Baltimore Firm to provide a proposal for the permanent repair of the temporary patch. We anticipate this work to be performed in September, public notice will be required as well as water use restrictions.

Brookridge PS: Will need to upgrade panel with VFD's for 3 phase and purchase in next budget year. Cost is \$13,000.00. No action

Sidewalk Inspections: Completed 50 additional inspections Cone Branch, Grey Fox CT and Walnut Pond.

Main St. Waterline Replacement: Reviewed proposals for the waterline design and have requested in the CIP budget. Design needs to be completed to provide to SHA streetscape project. No action.

Streetscape: Need to review plans and provide comments to SHA. No action.

Street CIP: No action

Foxfield Path Lights: Will install mulch. No action

Well 15 Filters: Continue working with 2 vendors for equipment selection. No action.

Energy Use Audit: No action

HVAC and Control System: Need to provide plans to contractors.

EWWTTP Admin Bldg: Cost is \$5800.00 installed.

Townhall: HVAC system in training/deputies office is broken and not worth repairing. 23 years old and completely outdated and inefficient. Will proceed with cost estimates for a split heatpump system.

Window unit installed in deputies office.

New Business

Well 9: Installed new monitor/controller to monitor the power we are being provided. Potomac Edison feed is suspected to be unbalanced, working with them to verify.

Developments

Coblentz Road Subdivision: 3 houses under construction nearing completion.

Foxfield Active Adult: No action

Coblentz Property: Met with Developer regarding turning lanes and frontage improvements and existing utilities.

Fire Department Activities Building: Need to send a letter to Fire Department regarding the use and maintenance of the grease interceptor.

Planned Work

Walnut St Bridge: Construction, Inspections and shop drawings

Water System: Manganese Removal Well 15 – Design

Regulatory: Grease Ordinance completion.

Operations: Surge device installation at Foxfield PS.

E WWTP: design spray system for clarifier, Exhaust Hood for Bisulfate Design and Build

Municipal Center: Spot light for flag pole, HVAC replacement

Projects on Hold:

Well Field Stream Restoration, School House Dr and Green Street Intersection, Elm Street Parking Lot (permit apps expired 3/2010). S Broad St.

Directors Current Project List

Epoxy Cement for E WWTP

Booster Station Relief Valve and pipe replacement and pinhole repairs

Green St improvement Plans Review – Due March 2012

Design Spray Nozzle system for clarifier

Program CBPS dialer – Doug

Program E WWTP Dialer – complete reprogram

Hydraulic Model Maps – review and revise

Trace Locate Shopping Ctr W/L – meter in vault?

Street Sign Replacement Policy

Grease Ordinance Completion

Pull transducer at Well 16 and send back

Remsburg Park Buildings Final Plans, Remsburg Park Completion – retainage review for Mabelle

Memorial Park Partition Replacement Design 2014 Budget

Order door replacement for side door at MMC

Well 15 install price to Callas

W WWTP Chemical Building Design (Fall)

Reservoir Liner replacement – bypass piping

W WWTP UV rebuild

Contact APSC- Ewwtp Power correction Capacitance – reduces surging, install on service if not there

Simonoff Swale Partial rebuild – photographed in September and swale is dry.

Well 15 relief valve

July 1 Budgets

W&S

Exhaust Hood for Bisulfate Design and Build purchased components

Brookridge PS Control Upgrade

Cone Branch PS Pump 1 Rebuild – Summer

Foxfield PS Surge Device purchased unit, install summer 13

Maple St Waterline Replacement – Delegate to Paul (fall)

Glenbrook 12" SS Cleaning – delegate to Paul

Manganese Removal Well 15 – Design (Early Fall) Equipment Purchase July 2013

General

School Walking Path TBD

Memorial Park Fountain NEW - Paul

Wiles Branch Park BBall seal and stripe - Paul

Remsburg Park Fencing – TBD



Preload Inc. • 3481 Sunrise Lake
Milford, PA 18337

Prestressed Concrete Tanks
"An Equal Opportunity Employer"

570-686-2930 • Fax 570-686-2940
Steven J. Dudle, P.E.
sjd@preloadinc.com

VIA E-MAIL

July 1, 2013

Mr. Bruce A. Carbaugh
Town of Middletown
31 West Main Street
Middletown, MD 21769

Re: 1.5 MG Prestressed Concrete Raw Water Storage Tank
Middletown, Maryland
Preload File No. P13-084

Dear Mr. Carbaugh:

Thank you for your request for a tank budget. Based on the information you have provided, Preload is pleased to offer the following budget estimates for the raw water storage tank:

<u>Item/Description</u>	<u>Tank Budget Estimate</u> (Tank Structure and Listed Appurtenances Only)
One 1.5 MG (89.32' I.D. x 32' Side Water Depth [SWD]) Wire-wound, Precast, Prestressed Concrete Dome Roof Raw Water Storage Tank, per ANSI/AWWA D110, Type III. The tanks are designed to be differentially buried.	\$955,000.00
One 1.5 MG as above except 95.5' I.D. x 28' Side Water Depth [SWD])	\$965,000.00
One 1.5 MG as above except 103.1' I.D. x 24' Side Water Depth [SWD])	\$985,000.00
One 1.5 MG as above except 113' I.D. x 20' Side Water Depth [SWD])	\$1,025,000.00

Tank Budget Estimates, based on current construction costs for a tank complete in accordance with Preload's design standards and normal construction procedures, **include (for each tank)**: our standard cast-in-place reinforced concrete floor slab; a precast, circumferentially prestressed concrete wall incorporating a continuous mechanically bonded steel diaphragm; a concrete clear span dome roof; a tank inlet pipe and a tank outlet pipe (both stubbed out approximately 2.0 feet from the tank); an overflow pipe with weir discharging through the wall with an exterior flap valve; standard 42" square aluminum dome roof hatch; standard fiberglass mushroom-style dome vent; aluminum internal ladder

Continued...



Mr. Bruce A. Carbaugh
July 1, 2013
Page 2 of 2

with OSHA-approved anti-fall device; aluminum external ladder with OSHA-approved anti-fall device; exterior decorative coating consisting of two coats 100% acrylic such as Tammscoat Smooth or equal on all exposed dome and wall surfaces.

Adequate work area and soil values are assumed.

Items not included in the above price:

- Baffle Walls**
- Piles**
- Excavation**
- Soil foundation preparation**
- Tank backfill**
- Additional piping not listed above**
- Mechanical appurtenances not listed above**
- Related site work**
- Taxes.**

Thank you for considering Preload tanks and I look forward to further discussion of any questions you might have. Please do not hesitate to call me at 570-686-2930.

Sincerely,

Steven J. Dudle, P.E.
District Sales Manager
Preload Inc.
3481 Sunrise Lake
Milford, PA 18337

Cc: Nicole Leonard



TO: The Burgess and Commissioners
FROM: Becky Reich, Main Street Manager
DATE: July 1, 2013
RE: July Workshop/Town Meeting

PROMOTION:

- Taste of the Town has been the focus of Main Street in the last few weeks. With the event scheduled for Saturday, July 20, we are closing in on details – working with the Town for the license to host the wineries, coordinating with the health department, planning the decorations, etc. We are looking forward to the event this year and sales to date have been stronger than this time last year!
- The Sesquicentennial Committee met on June 11 to begin discussing next steps and fund-raising goals. We reviewed the planned events that were outlined in the Heritage Area Grant. Between the three organizations – Main Street, the Historical Society and Central Maryland Heritage League) we reached the consensus that it is a reasonable expectation to plan, organize, and execute a new, 1-day festival. Once we have received the results of the grant request, we can prioritize the other commemorative activities: developing the outdoor exhibit sign, developing three retractable banners discussing the Middletown Civil War experience, and the conservation treatment and purchase of archival case for the ransom note. Other items discussed included identifying other key people in town to ask to join the Sesquicentennial Committee, centering the event on Jefferson Street and in the Middletown Valley Bank lot and parking lot, the formation of the Sesquicentennial website, creating items to sell, identifying different advertising venues, and establishing a separate checking account. One fundraising idea is to host a preview party where guests have a sneak-peak of the ransom letter, along with hearing noted guest speakers that evening.

DESIGN:

- The Design Committee met on June 20 to review the Character Maintenance booklet. We are in the process of compiling comments to send back to the graphic designer. The focus of the booklet is to provide an educational look at Middletown's architectural history and best practices on building maintenance. The full Main Street Board was so impressed by the quality of the photographs and text, that we have already begun investigating different avenues to print hard-backed copies to sell as coffee-table book.
- The Design Committee has developed a work plan for FY 2014. Key issues include working with the Economic Development Committee on how the publication of the Character Maintenance booklet can be tied to economic development goals (ie – encouraging businesses to apply for the new local tax credit).
- The Design Committee is currently working on design ideas for the decorating the Town during the Sesquicentennial.

ECONOMIC DEVELOPMENT:

- The Economic Development Committee has developed a work plan for FY 2014. In the work plan, the Economic Development Committee identified a few key issues such formalizing a speaker series, and applying for grant funds to develop a business recruitment plan. The Committee is currently working on updating our business inventory to provide specific information as requested by the Maryland Main Street program.

ORGANIZATION:

- Main Street Manager attended the workshop on applying for the Humanities Council grants. The goal of the Humanities Council is to fund events/projects that promote dialogue between citizens that explores history, architecture, archeology, philosophy, ethics, literature, art history, and the social sciences. The Maryland Humanities Council is a 501c3 and matching funds are required. The Maryland Humanities Council is in part funded by the National Endowment of the Arts.
- Main Street Middletown represented Middletown at the Maryland Municipal League Conference June 23-25.
- Main Street Board member, Daphne Gabb has volunteered to head up the SHA Streetscape Citizen's Task Force. Thank you, Daphne!
- Main Street Middletown successfully closed out the Heart of the Civil War Mini Grant.

*Thank You for Your Continued Support of
Main Street Middletown*



Burgess and Commissioners of Middletown, Maryland

Policy on Residential Growth – Adopted July 17, 2003 **Amended on August 22, 2011**

Policy Statement

It is the policy of the Town of Middletown that all new residential development resulting from annexation, will not occur before the first quarter of 2015.

Existing lots of record for single-family units are excluded from this policy, provided that adequate water and sewer capacity exists at the time of requested residential development.

Development Criteria

For development to be considered in the year 2015 and beyond, all of the following criteria must be met:

- ✓ Developer must provide 250 gallons of allocable water per unit, and may be required to cover all costs of physical connection to the Town system,
- ✓ Developer must pay a proportionate share of cost to upgrade/increase sewer capacity, based on all factors at time of Water/Sewer certification,
- ✓ Prior to Preliminary Site Plan approval, all Middletown schools located within the corporate limits of Middletown must be less than 105% capacity as rated at the time of the most recently submitted Frederick County Public Schools Quarterly Enrollment report, and approval will only be valid for two years after the Plan is signed by the Middletown Planning Commission,
- ✓ Developer must provide a Traffic Impact Study at the request of the Town, to be conducted during a period of time approved by the Town, and solutions to all identified problems related to the requested development must be corrected at the cost to the developer,
- ✓ Developer must provide usable recreation space, as determined by the Planning Commission, at .05acres/unit for the total number of units in the development,
- ✓ No development will receive more than 20 residential permits per year. However, the Town shall not approve more than 30 residential permits per calendar year for all residential development within the Town, and all residential permit allocations for each residential development will be determined by the Town.
- ✓ The Town will determine and negotiate through Public Works Agreements all necessary off-site improvements that will be required to be constructed by and at the cost to the developer,
- ✓ Other factors as determined by the Town that may be applicable to each individual development request in addition to those listed herein.



**Burgess and Commissioners
Middletown, Maryland**

Historical Water Use By Street & Residential Type

Active Adult Section

Street Name	Historical Qrt Average Usage	Historical Daily Average
Crone	7,210.08	80.11
Derr	10,263.94	114.04
Everhart	5,857.14	65.08
Keller	6,744.03	74.93
Lamar	6,911.02	76.79
Rhoderick	9,100.00	101.11
Sara	9,000.00	100.00
Stine	5,828.13	64.76
Overall Average	7,614.29	84.60

RESIDENTIAL Single Family SECTIONS EXAMPLES

Brookridge South

Street Name	Historical Qrt Average Usage	Historical Daily Average
Knoll Side	14,998.52	166.65
Ivy Hill	15,699.96	174.44
Young Branch	18,177.85	201.98
Overall Average	16,292.11	181.02

Cone Branch Estates

Street Name	Historical Qrt Average Usage	Historical Daily Average
Woodmere Circle	16,238.92	180.43

Glenbrook

Street Name	Historical Qrt Average Usage	Historical Daily Average
Brooklodge	15,632.91	173.70
Farmstead Place	14,024.17	155.82
Glenbrook	16,227.71	180.31
Hollow Creek	11,461.25	127.35
Tile Silo	15,974.45	177.49
Tobias Court	16,552.17	183.91
Tobias Run	15,224.29	169.16
Wagon Shed	13,331.83	148.13
Wagon Shed Court	13,329.67	148.11
Overall Average	14,639.83	143.36

RESIDENTIAL Town Houses SECTIONS EXAMPLES

Jefferson Village

Street Name	Historical Qrt Average Usage	Historical Daily Average
Boileau Court	12,712.17	141.25

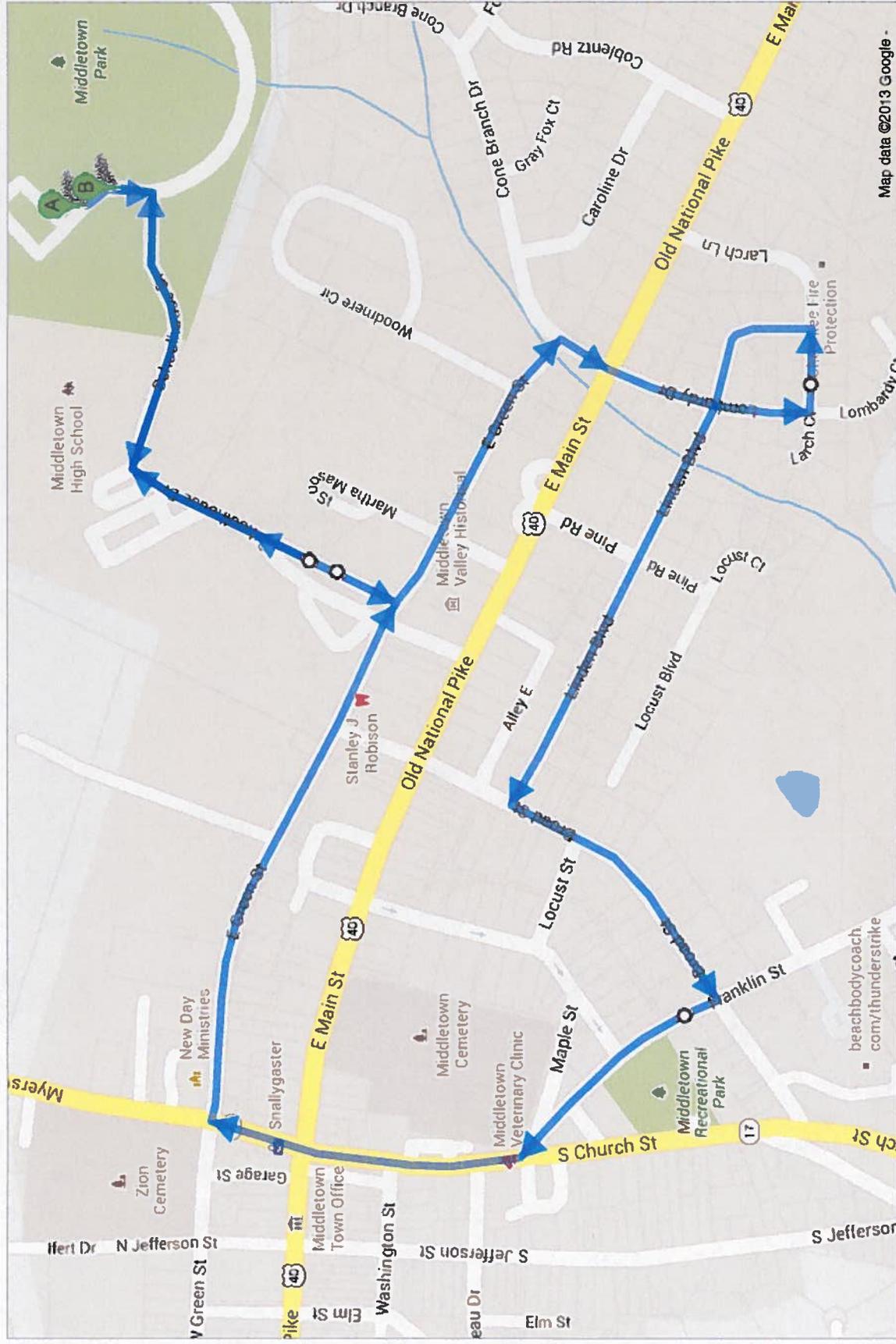
Glenbrook

Street Name	Historical Qrt Average Usage	Historical Daily Average
Bank Barn	9,973.50	110.82
Smokehouse	7,890.24	87.67
Stone Spring	9,799.92	108.89
Wash House	8,754.57	97.27
Overall Average	9,104.56	101.16

5K RACE
EVENT DATE 11/2/13



To see all the details that are visible on the screen, use the "Print" link next to the map.

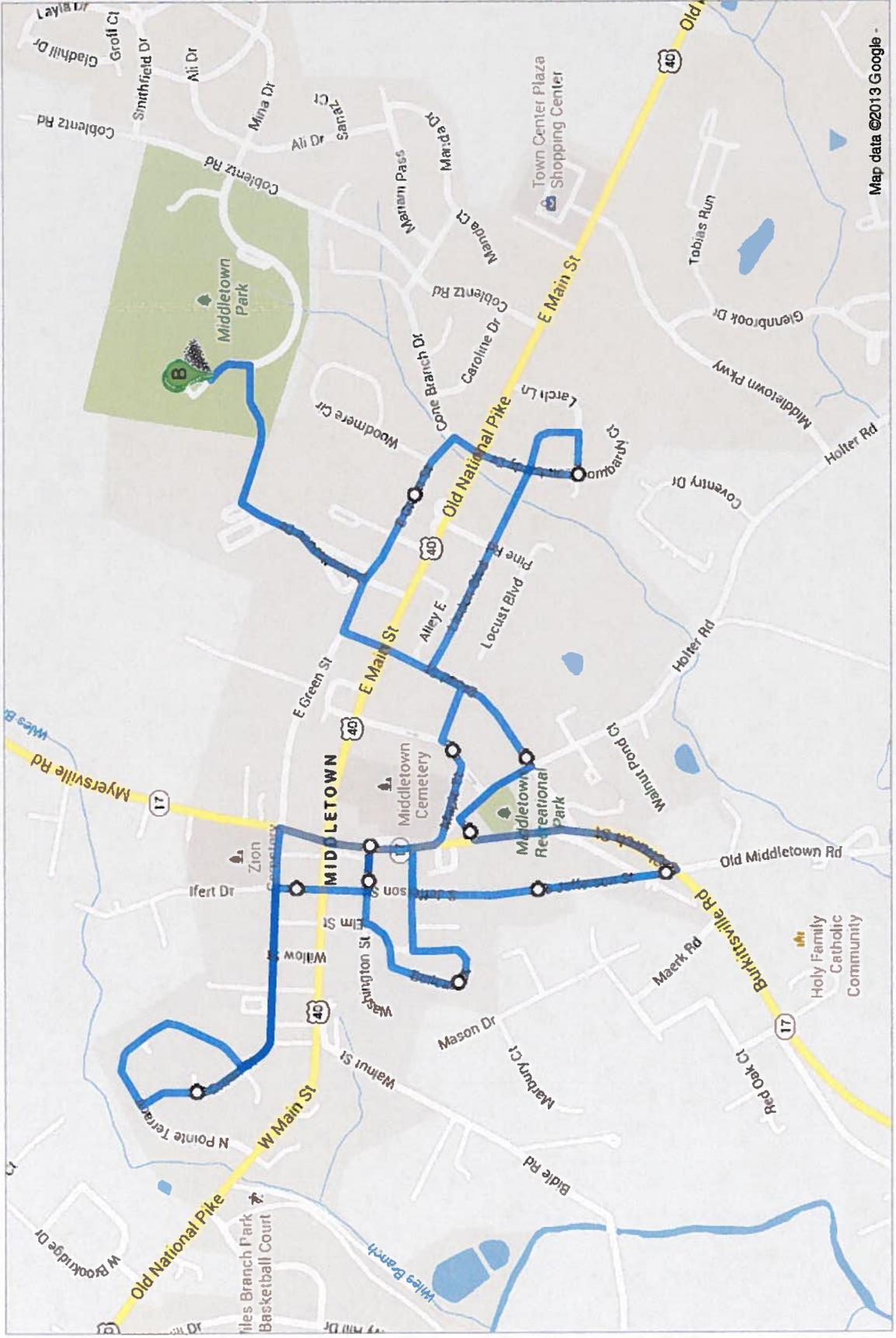


10K RACE



EVENT DATE 11/2/13

To see all the details that are visible on the screen, use the "Print" link next to the map.



Middletown Route

5K starts at the Middletown Park. Leave Pavilion and go RIGHT down

Schoolhouse Dr.

Take L- E. Green St.

R- Cone Branch Dr.

(Route 40 Crossover)

L- Larch Ln.

L- Linden Blvd.

L- Broad St.

R- Holter Rd.

R- S. Church St.

(Route 40 Crossover)

R- E. Green St.

L- Schoolhouse Dr.

Follow back up into the park and cross Finish Line.

10K starts at the Middletown Park. Leave Pavilion and go RIGHT down

Schoolhouse Dr.

Take L- E. Green St.

R- Cone Branch Dr.

(Route 40 Crossover)

L- Larch Ln.

L- Linden Blvd.

L- Broad St.

R- Locust St.

L- Prospect St.

R- Maple St.

R- S. Church St.

L- Boileau Dr.

L- Boileau Ct.

R- Washington St.

L- N. Church St.

L- W. Green St.

R- N. Pointe Terrace

L- W. Green St.

R- S. Jefferson St.

L- Washington St.

R- S. Church St.

R- Boileau Dr.

L- S. Jefferson St.

L- S. Church St.

R- Franklin St.

L- Broad St.

R- E. Green St.

L- Schoolhouse Dr.

Follow back up into the park and cross Finish Line.

Drew Bowen

From: Dunn, David [DDunn@FrederickCountyMD.gov]
Sent: Tuesday, July 16, 2013 10:34 AM
To: Drew Bowen; 'Bill Blakeslee'; Gloria Rollins (walkersvillemanager@comcast.net); Dave Haller (dhaller@emmitsburgmd.gov)
Cc: Marschner, Mike; Harris, Phil; Demosky, Kevin; Depies, Lori
Subject: Public recycling centers

Drew, Bill, Dave, and Gloria,

We are changing the program slightly to accommodate any cost in excess of the original stipend.

We want to ensure municipalities receive total cost for centers.

Unless there is objection, I'm recommending paying at the end of the fiscal year once an invoice/verification is received from the municipalities of total cost.

Let me know your thoughts.

Thanks



Dave

David B. Dunn

Board of Commissioners' Liaison

Frederick County, MD

301-600-7700

ddunn@FrederickCountyMD.gov

Date	Jrn	Ref 1	Ref 2	Batch	Transaction Desc	Beginning Balance	Debit	Credit	Ending Balance
01 General Fund									
01-482.250 Recycling Pickup Station									
9-13-2012	APCD	RENTALS	1112982	6752	Auger - Dumpster		68.40		
9-20-2012	APCD	KEY	9112	6760	Container Set Up		105.00		
9-20-2012	APCD	KEY	9112	6760	Container PU 8/28		155.00		
9-20-2012	APCD	KEY	91312	6760	Container PU 9/13		155.00		
					Total 9-30-12	.00*	483.40*	.00*	483.40*
10-04-2012	APCD	HOMEDEP	7019074	6784	Recycle bin		174.60		
10-19-2012	APCD	FREDFENCE	53146	6800	Fence around Recycle bin		4,239.00		
10-25-2012	APCD	KEY	28940	6811	Recycling Pickup 9/23		155.00		
					Total 10-31-12	483.40*	4,568.60*	.00*	5,052.00*
11-21-2012	APCD	KEY	28277	6848	Recycling Nov 1, 7, 14		465.00		
					Total 11-30-12	5,052.00*	465.00*	.00*	5,517.00*
12-20-2012	APCD	KEY	0005	6881	Recycling Cleanup 11/19		225.00		
12-20-2012	APCD	KEY	28122	6881	Recycling Pickup 11/28		155.00		
12-20-2012	APCD	KEY	121512	6881	Recycling PU 12/5, 12/13		310.00		
12-20-2012	CMOP		9631		Fred'k Cty Recycling Credit			4,030.23-	
					Total 12-31-12	5,517.00*	690.00*	4,030.23-	2,176.77*
1-03-2013	APCD	SHANNON	188996	6906	Signs for recycling center		195.00		
1-24-2013	APCD	KEY	28168	6948	Recycling PU 12/28		155.00		
1-24-2013	APCD	KEY	28559	6948	Recycling PU: 1/2,1/9,1/16		465.00		
1-24-2013	APCD	KEY	28623	6948	Recycling PU 12/19		155.00		
					Total 1-31-13	2,176.77*	970.00*	.00*	3,146.77*
2-21-2013	APCD	KEY	28351	6992	Recycling P/U 2/7		155.00		
2-21-2013	APCD	KEY	28520	6992	Recycling dump 1/21&1/31		310.00		
2-21-2013	APCD	KEY	28723	6992	Recycling P/U 2/14		155.00		
					Total 2-28-13	3,146.77*	620.00*	.00*	3,766.77*
3-21-2013	APCD	KEY	28379	7030	Recycling PU 3/1 & 3/15		310.00		
3-21-2013	APCD	KEY	29040	7030	Recycling PU -2/22		155.00		
					Total 3-31-13	3,766.77*	465.00*	.00*	4,231.77*
4-25-2013	APCD	KEY	28700	7092	Recycling P/U 3/21		155.00		
4-25-2013	APCD	KEY	29140	7092	Recycling P/U 3/28		155.00		
4-25-2013	APCD	KEY	29219	7092	Recycling P/U 4/5 - 4/11		310.00		
					Total 4-30-13	4,231.77*	620.00*	.00*	4,851.77*
5-23-2013	APCD	KEY	29126	7131	Recycling P/U 4/18		155.00		
5-23-2013	APCD	KEY	29160	7131	Recycling P/U 4/26		155.00		
5-23-2013	APCD	KEY	29290	7131	Recycling PU 5/10		155.00		
5-23-2013	APCD	KEY	29324	7131	Recycling PU 5/2		155.00		
					Total 5-31-13	4,851.77*	620.00*	.00*	5,471.77*
6-27-2013	APCD	KEY	29448	7188	Recycling 6-1, 6-7, 6-13		465.00		
6-30-2013		MAM	5778		Recycling PU 5/16 & 5/24		310.00		
					Total 6-30-13	5,471.77*	775.00*	.00*	6,246.77*
Total Account 01-482.250 - Recycling Pickup Station						.00*	10,277.00*	4,030.23-	6,246.77*
Total Fund 01 - General Fund						.00*	10,277.00*	4,030.23-	6,246.77*
GRAND TOTALS						.00*	10,277.00*	4,030.23-	6,246.77*

Drew Bowen

From: Griffin Taube [gtaube1@students.towson.edu]
Sent: Wednesday, July 17, 2013 3:36 PM
To: Drew Bowen
Subject: Re: Food and Music at Kefauver Pavilion

Hello Mr. Bowen,

I spoke with Ms. Phyllis Thompson of the Food Bank and she was happy to hear about the event. She told me she didn't think they could have any representative there to say anything so I just double checked what sort of supplies the food bank needed to include on the Facebook event and flyers I'll make up. I also just wanted to say I'm seeing a friend this tomorrow who might be able to represent me at the town meeting on Monday. I will double check with her then and let you know if she'll be there and her name. Have a great day.

Griffin Taube

On Sun, Jul 14, 2013 at 12:30 PM, Griffin Taube <gtaube1@students.towson.edu> wrote:
Hello Mr. Bowen,

I just wanted to let you know I hadn't forgotten about the details with the Middletown Valley Food Bank. I got distracted while they were open and forgot to contact them but will definitely be contacting them Wednesday and giving you the details then.

On Thu, Jul 11, 2013 at 11:44 AM, Griffin Taube <gtaube1@students.towson.edu> wrote:
Hello Mr. Bowen,

I decided to just go ahead and reserve the Kefauver Pavilion at Middletown's Memorial Park for Friday August 16th from noon to dusk and will be inviting people to join me for treats and games in order to raise food for the Middletown Valley Food Bank whether or not the musical performances are approved.

Below is an overview of what I would ideally like to do that day however...

Some friends and I will be baking cookies, brownies and other treats as well as bringing drinks (non-alcoholic) for people to enjoy for free at the event.

Various acts of kids from the Frederick area who I will be booking will perform 15 to 30 minute sets of music for entertainment. We will only have guitars and vocals but they will be hooked up to amps. We will still follow the 50 foot rule and keep it to a respectable level. The purpose of the amps is just so that people who are at the pavilion can hear the performers over any traffic or other noises. In between performers and after the last of them have finished I would like to play music from my I-pod hooked to my I-home.

There will be games like bocci ball, croquet, and corn hole for people to enjoy as well.

I've spoken to the Middletown Valley Food Bank already and they said they like the idea and told me to ask Middletown's commissioners. Now that I've got your approval I will contact them this coming Saturday when they open again and ask them about any sort of details they'd like to include for the event such as having representatives there or advertising. I will send you an additional e-mail with those details on Saturday.

I would greatly appreciate it if you responded to this e-mail and the one on Saturday so that I know you have received them. I would have gladly attended the town meeting on July 22 but I will be away for a family reunion. I will bring my computer however so that I can respond to any e-mails or questions while I am away. You can also contact me by cell at 301-471-6901.

Thank you very much for all of your time and I look forward to hearing back from you.

Sincerely,
Griffin Taube

Drew Bowen

From: John R. Clapp [johnrclapp@verizon.net]
Sent: Thursday, June 06, 2013 2:15 PM
To: Drew Bowen; Haller, Dave; Aleshire, Kristin; Watson, Tom; ricewoodsboro@aol.com
Subject: FW: Maryland Attorney General - Open Meetings Compliance Board

Below is an e-mail I received relating to the new requirement regarding training on the Open Meetings Act. This is similar to the requirement that members of a Board of Appeals or a Planning Commission take a course (can be one offered over the Internet) on land use matters. I believe the requirement as outlined in the e-mail below is self-explanatory, but if there are any questions, please let me know. Since it is applicable to any body which is subject to the Open Meetings Act, this will include town councils, boards of commissioners, boards of appeals, planning commissions, ethics commissions, and possibly others. All members of the public body do not have to take the training; rather, only one member needs to take the training. The name of the person so designated must be sent to the Open Meetings Compliance Board. Note that the law becomes effective on October 1, so the training must be done after that date.

I would appreciate it if each of you would circulate this requirement among the municipal officials.

John

John R. Clapp
Clapp & Carper, LLC
1 West Church Street
Second Floor
Frederick, Maryland 21701
(301) 694-9700
(301) 694-5057 (fax)
johnrclapp@verizon.net

-----Original Message-----

From: [Elissa Levan](#)
Date: 06/05/13 15:56:28
To: [Andrew Mitchell](#); 'Brian.Kane@poole-kane.com'; [Charles D. MacLeod](#); 'dec@lawbrown.com'; 'dpodolsky@steinsperling.com'; [Elissa Levan](#); 'FSussman@cbknlaw.com'; 'hnwilson@verizon.net'; 'jaygullo@verizon.net'; 'jhall@ewingdietz.com'; [John Barr](#); 'johnrclapp@verizon.net'; 'ishay@bsm-legal.com'; [Karen Hardwick](#); [Karen Ruff](#); [Kevin Best](#); 'kevinkarpinski@aol.com'; 'lboard@gaitersburgmd.gov'; 'michaelcohen@atlanticbbs.net'; [Patrick W. Thomas](#); 'Perlman@sp-law.com'; 'pwilber@webbnetlaw.com'; 'rcolaresi@bkcklaw.com'; 'rmanzi@bsm-legal.com'; 'rob@cambridgetitle.net'; [Ron Bolt](#); 'rwplaw@aol.com'; 'silber@sp-law.com'; 'skehoe@ewingdietz.com'; 'snickols@cityoffrederick.com'; [Suellen M. Ferguson \(Ferguson@cbknlaw.com\)](#); 'svanemburgh@ewingdietz.com'; [Tom Yeager](#)
Subject: FW: Maryland Attorney General - Open Meetings Compliance Board

Jim Peck and Tom Reynolds have kindly reminded me that I should remind all of you as follows:

Training requirement: Effective October 1, 2013, each public entity subject to the Open Meetings Act must designate a member, officer, or employee to receive training on the requirements of the Act. The designated person must receive the training within 90 days of the designation. Because the legislation also specifies that the training must be completed

"within 6 months after the effective date," training received before October 1 will not satisfy the requirement.

The legislation requires each public body to send a list of its designees to the Open Meetings Compliance Board. That can be done by an e-mail to OpenGov@oag.state.md.us, with a subject line specifying "Open Meetings training designee(s) of [name of public body]."

The designee can receive the training either through (1) the online class "offered by the Office of the Attorney General and the University of Maryland's Institute for Governmental Service and Research," or (2) "a class on the requirements of the Open Meetings law offered by the Maryland Association of Counties or the Maryland Municipal League through the Academy for Excellence in Local Governance." The online class is posted at http://www.igsr.umd.edu/VLC/OMA/class_oma_intro1.php, and the designee can print out a certificate of completion.

The text of the legislation is posted at: http://mgaleg.maryland.gov/2013RS/chapters_noln/Ch_351_hb0139E.pdf.

A qualifying Open Meetings Academy class will next be offered at MML's Fall Conference in Solomon's, October 17-19, 2013.

Elissa D. Levan, Esquire

Brennan, McKenna, Manzi, Shay & Levan, Chartered

6305 Ivy Lane, Suite 700

Greenbelt, Maryland 20770

(301) 474-0044

(301) 474-5730 (fax)

From: Jim Peck
Sent: Wednesday, June 05, 2013 9:07 AM
To: elevan@fblaw.com
Cc: Tom Reynolds
Subject: Maryland Attorney General - Open Meetings Compliance Board

<http://www.oag.state.md.us/Opengov/Openmeetings/training.htm>

Good Morning Elissa,

The attached talks about the Open Meetings Act requirements in place as a result of the bill passed during the 2013 General Assembly legislative session. I thought you might like to share it with the membership of the attorney's department.

Jim Peck

Chapter 351

(House Bill 139)

AN ACT concerning

Training for Public Open Meetings Act – Training for Public Bodies

FOR the purpose of ~~requiring the State Open Meetings Law Compliance Board to develop and offer an online training program on the requirements of the open meetings law to employees, officers, or members of a public body;~~ requiring a public body to designate certain individuals to receive certain ~~online~~ training; requiring the public body to submit a list of the individuals designated to receive certain ~~online~~ training to the State Open Meetings Law Compliance Board; requiring certain individuals designated to receive certain ~~online~~ training to complete the training within a certain time period; ~~requiring certain individuals to complete certain annual online training;~~ and generally relating to ~~online training on the requirements of the Open Meetings Act~~ and training for public bodies.

BY repealing and reenacting, ~~with~~ without amendments,
Article – State Government
Section 10–502.4(d)
Annotated Code of Maryland
(2009 Replacement Volume and 2012 Supplement)

BY adding to
Article – State Government
Section 10–502.7
Annotated Code of Maryland
(2009 Replacement Volume and 2012 Supplement)

SECTION 1. BE IT ENACTED BY THE GENERAL ASSEMBLY OF MARYLAND, That the Laws of Maryland read as follows:

Article – State Government

10–502.4.

(d) The Board, in conjunction with the Office of the Attorney General and other interested organizations or persons, shall

(1) develop and conduct educational programs on the requirements of the open meetings law for the staffs and attorneys of:

~~{(1)}~~ ~~(I)~~ public bodies;

~~{(2)}~~ ~~(II)~~ the Maryland Municipal League; and

~~{(3)}~~ ~~(III)~~ the Maryland Association of Counties; ~~AND~~

~~(2) DEVELOP AND OFFER AN ONLINE TRAINING PROGRAM ON THE REQUIREMENTS OF THE OPEN MEETINGS LAW TO EMPLOYEES, OFFICERS, OR MEMBERS OF A PUBLIC BODY.~~

10-502.7.

(A) EACH PUBLIC BODY SHALL:

(1) ~~DESIGNATE INDIVIDUALS WHO ARE EMPLOYEES, OFFICERS, OR MEMBERS AT LEAST ONE INDIVIDUAL WHO IS AN EMPLOYEE, AN OFFICER, OR A MEMBER OF THE PUBLIC BODY TO RECEIVE ONLINE TRAINING ON THE REQUIREMENTS OF THE OPEN MEETINGS LAW; AND~~

(2) FORWARD A LIST OF THE INDIVIDUALS DESIGNATED UNDER ITEM (1) OF THIS SUBSECTION TO THE BOARD.

~~(B) (1) EACH INDIVIDUAL DESIGNATED UNDER SUBSECTION (A) OF THIS SECTION SHALL COMPLETE THE ONLINE TRAINING ON THE REQUIREMENTS OF THE OPEN MEETINGS LAW WITHIN 30 DAYS AFTER BEING DESIGNATED.~~

~~(2) AFTER THE INITIAL TRAINING COMPLETED UNDER PARAGRAPH (1) OF THIS SUBSECTION, THE INDIVIDUAL SHALL COMPLETE ANNUAL ONLINE TRAINING THAT INCLUDES INFORMATION REGARDING:~~

~~(I) AMENDMENTS TO THE OPEN MEETINGS LAW;~~

~~(II) WRITTEN OPINIONS OF THE BOARD; AND~~

~~(III) HOW THE PUBLIC BODY CAN COMPLY WITH THE OPEN MEETINGS LAW WITH REGARD TO CHANGING TECHNOLOGY.~~

(B) WITHIN 90 DAYS AFTER BEING DESIGNATED UNDER SUBSECTION (A)(1) OF THIS SECTION, AN INDIVIDUAL SHALL COMPLETE:

(1) AN ONLINE CLASS ON THE REQUIREMENTS OF THE OPEN MEETINGS LAW OFFERED BY THE OFFICE OF THE ATTORNEY GENERAL AND

THE UNIVERSITY OF MARYLAND'S INSTITUTE FOR GOVERNMENTAL SERVICE AND RESEARCH; OR

(2) A CLASS ON THE REQUIREMENTS OF THE OPEN MEETINGS LAW OFFERED BY THE MARYLAND ASSOCIATION OF COUNTIES OR THE MARYLAND MUNICIPAL LEAGUE THROUGH THE ACADEMY FOR EXCELLENCE IN LOCAL GOVERNANCE.

SECTION 2. AND BE IT FURTHER ENACTED, That the initial individuals designated under § 10-502.7(a)(1) of the State Government Article, as enacted by Section 1 of this Act, shall complete the ~~online~~ training on the requirements of the open meetings law within 6 months after the effective date of this Act.

SECTION 3. AND BE IT FURTHER ENACTED, That this Act shall take effect October 1, 2013.

Approved by the Governor, May 2, 2013.