AGENDA FOR THE TOWN MEETING

June 23, 2014
REVISED
7:00 p.m.

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

PLEDGE TO THE FLAG

CALL TO ORDER

PUBLIC HEARING

Operating Budgets FY 2015 – General Fund and Water & Sewer Fund

CONSENT AGENDA

- Financial Statements
- Gladhill Furniture Street Banners for 100th Anniversary
- Town Minutes
  - May 12, 2014 – Town Meeting

PERSONAL REQUESTS FOR AGENDA:

"If I Were Mayor" Contest Winners
1st Place – Hannah LaPadula
2nd Place – Jillian Allen

UNFINISHED BUSINESS:

- Adoption of the FY 2015 Operating Budgets
- Ordinance 14-05-01 – Residential Clusters
- Discussion of Elected Official Salaries
- War Memorial Lighting Bids
- Review of Power Purchase Agreement by Town Attorney

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:

- Planning Commission Annual Report
- Community Deputy Contract for FY 2015
- Request for Community Parks & Playground Projects

PUBLIC COMMENTS:

Please state Name and Address for the Record

ANNOUNCEMENTS:

- *Monday, July 7, 2014 at 7:00PM – "Heart of the Civil War" Film*
- *Wednesday, July 9, 2014 at 6:00PM – Original Ransom Note Preview Event*
- *Saturday, July 12, 2014 – Sesquicentennial Events*

ADJOURNMENT

Town of Middletown
Statement of Revenue & Expenditures
General Fund
Fiscal Year 2014
For the 11 Months Ended May 31, 2014

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
REVENUE			
LOCAL TAX			
Real Property	$ 1,080,728	$ 1,095,088	$ 14,360
Tangible Personal Property	33,500	46,881	13,381
Public Utilities	9,618		(9,618)
Franchise (Cable)	44,125	34,024	(10,101)
Penalties & Interest	9,105	1,537	(7,568)
	$ 1,177,076	$ 1,177,530	$ 454
STATE SHARED TAX			
Admission & Amusement	$ 40,628	$ 26,115	$ (14,513)
Highway Gasoline & Licenses	122,500	118,868	(3,632)
	$ 163,128	$ 144,983	$ (18,145)
COUNTY SHARED TAX			
Income Taxes	$ 755,958	$ 634,242	$ (121,716)
Tax Equity Grant	584,765	584,765	
	$ 1,340,723	$ 1,219,007	$ (121,716)
LICENSES AND PERMITS			
Beer, Wine and Liquor	$ 1,950		$ (1,950)
Business / Traders	4,900	944	(3,956)
Planning / Zoning Fees	9,500	39,083	29,583
	$ 16,350	$ 40,027	$ 23,677
PARKS AND RECREATION			
Pavillion Fees	$ 1,900	$ 1,620	$ (280)
	$ 1,900	$ 1,620	$ (280)
POLICE PROTECTION			
State Grant	$ 24,000	$ 19,833	$ (4,167)
	$ 24,000	$ 19,833	$ (4,167)
MISCELLANEOUS			
Community Events			
Parking Citations		25	25
Bank Shares Grant	2,500	1,491	(1,009)
*Miscellaneous & Donations	36,274	40,508	4,234
	$ 38,774	$ 42,024	$ 3,250
OPERATING REVENUES	**$ 2,761,951**	**$ 2,645,024**	**$ (116,927)**
State Grants & Interest	$ 217,963	$ 51,356	$ (166,607)
TOTAL REVENUE	**$ 2,979,914**	**$ 2,696,380**	**$ (283,534)**

Town of Middletown

Statement of Revenue & Expenditures

General Fund

Fiscal Year 2014

For the 11 Months Ended May 31, 2014

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
EXPENDITURES			
LEGISLATIVE			
Commissioner's Salary	$ 12,000	$ 10,000	$ (2,000)
Communications	3,480	3,123	(357)
Dues & Subscriptions	7,222	7,420	198
Office Supplies & Exp	3,600	2,716	(884)
Advertising	750	512	(238)
Meetings & Conventions	9,900	4,209	(5,691)
	$ 36,952	$ 27,980	$ (8,972)
EXECUTIVE			
Burgess Salary	$ 6,000	$ 5,000	$ (1,000)
	$ 6,000	$ 5,000	$ (1,000)
ELECTION			
Clerk Fees	$ 450	$ 350	$ (100)
Other Administrative Expenses	250	59	(191)
	$ 700	$ 409	$ (291)
GENERAL SERVICES			
ADMINISTRATION			
GS - Capital Outlay		$ 16,979	$ 16,979
Administrative Salary	195,536	180,553	(14,983)
Postage & Printing	2,500	56	(2,444)
Communications	7,925	7,310	(615)
Computer Expenses	16,905	24,109	7,204
Office Supplies & Exp	23,520	19,969	(3,551)
Office Maintenance	45,368	39,141	(6,227)
Dues & Subscriptions	150	110	(40)
Professional Services	6,600	3,000	(3,600)
Meetings & Conventions	100	27	(73)
Water and Sewer Grant	100,000	100,000	
	$ 398,604	$ 391,254	$ (7,350)
OPERATIONS			
Maintenance Capital Outlay			
Vehicle Capital Outlay		51,678	51,678
Director Salary	85,572	78,696	(6,876)
Maintenance Salary	28,085	38,095	10,010
Communications	6,600	6,389	(211)
Supplies & Expenses	13,760	9,277	(4,483)
Dues & Meetings		1,459	1,459
Landscaping/Beautification		2,878	2,878
Maintenance & Repairs	19,480	15,963	(3,517)
Tools & Equipment	3,000	3,228	228

Town of Middletown

Statement of Revenue & Expenditures

General Fund

Fiscal Year 2014

For the 11 Months Ended May 31, 2014

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
	$ 156,497	$ 207,663	$ 51,166
PROFESSIONAL SERVICES			
Independent Accounting	$ 12,500	$ 13,000	$ 500
Legal - Development		323	323
Legal - Ordinances	7,500	5,168	(2,332)
	$ 20,000	$ 18,491	$ (1,509)
PLANNING & ZONING			
Salary & Fees	$ 44,356	$ 41,431	$ (2,925)
Other Expenses	1,300	2,399	1,099
	$ 45,656	$ 43,830	$ (1,826)
MAIN STREET PROGRAM			
Manager Salary	$ 32,136	$ 37,211	$ 5,075
Town Contribution	12,000	9,523	(2,477)
	$ 44,136	$ 46,734	$ 2,598
PUBLIC SAFETY			
Fire Dept. Donation	$ 15,000	$ 15,000	
School Crossing Guards	16,309	13,007	(3,302)
Community Deputy Program	353,499	355,450	1,951
	$ 384,808	$ 383,457	$ (1,351)
SANITATION & WASTE REMOVAL			
Resident Trash & Yard Waste	$ 275,447	$ 243,269	$ (32,178)
RECREATION AND CULTURE			
Park Salary	37,892	45,379	7,487
Park Electric	1,500	1,442	(58)
Maintenance & Repairs	32,800	17,070	(15,730)
Mowing	34,651	14,742	(19,909)
Remsberg Park - Interest	20,968	19,338	(1,630)
Remsberg Park - Principal	102,582	93,915	(8,667)
	$ 230,393	$ 191,886	$ (38,507)

Town of Middletown

Statement of Revenue & Expenditures

General Fund

Fiscal Year 2014

For the 11 Months Ended May 31, 2014

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
HIGHWAYS AND STREETS			
Salary	$ 91,927	$ 81,548	$ (10,379)
Street Lighting	151,200	133,509	(17,691)
Storm Water Management	1,500	6,343	4,843
Snow Removal	52,125	78,603	26,478
Repairs & Resurfacing	100,000	16,695	(83,305)
Signs	3,500	4,718	1,218
Truck Repair & Operation	19,300	24,502	5,202
Equipment Repairs & Ops	11,800	3,001	(8,799)
Mowing	31,744	18,432	(13,312)
Interest	8,478	6,672	(1,806)
East Green St - Principal	11,000	11,000	
Case Loader - Principal	14,555	14,554	(1)
	$ 497,129	$ 399,577	$ (97,552)
OTHER EXPENSES			
MT Historical Society - CIP	$ 5,000	$ 5,000	
Donations	100		(100)
Travel - Mileage	1,500	2,253	753
Community Events	82,358	63,837	(18,521)
Payroll Taxes	44,420	38,226	(6,194)
Insurance - Property	12,748	11,616	(1,132)
Insurance - Employee	107,892	127,100	19,208
Retirement/Pension	54,607	48,070	(6,537)
Web Page & Directory	5,555	4,444	(1,111)
Real Estate Taxes	753	2,356	1,603
Other	3,500	3,744	244
	$ 318,433	$ 306,646	$ (11,787)
TOTAL EXPENDITURES	**$ 2,414,755**	**$ 2,266,196**	**$ (148,559)**
INCOME (LOSS) Exc. Cash Reserves	**$ 565,159**	**$ 430,184**	**$ (134,975)**
CASH RESERVES	**$ 1,091,102**	**$ 1,135,188**	**$ 44,086**
SURPLUS / (DEFICIT)	**$ 1,656,261**	**$ 1,565,372**	**$ (90,889)**

*Board Approved Amendment made during FY2014

Town of Middletown
CIP Funds & Expenditures
General Fund
Fiscal Year 2014
For the 11 Months Ended May 31, 2014

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
OPERATING REVENUE			
Revenue	$ 2,761,951	$ 2,645,024	$ (116,927)
OPERATING EXPENSES			
Expenses	2,414,754	2,266,196	(148,558)
OPERATING SURPLUS (LOSS)	**$ 347,197**	**$ 378,828**	**$ 31,631**
OTHER FUND			
POS - Development	$ 90,020	$ 30,000	$ (60,020)
MVAA Remsberg Park	8,215		(8,215)
POS - Walking Trail Land Purchas	42,000		(42,000)
Other Grants	75,000		(75,000)
West Green Street Loan	700,000		(700,000)
RETAINED EARNINGS	421,311		(421,311)
Interest	2,728	356	(2,372)
TOTAL OTHER FUNDS	**$ 1,339,274**	**$ 30,356**	**$ (1,308,918)**
TOTAL FUNDS AVAILABLE	**$ 1,686,471**	**$ 409,184**	**$ (1,277,287)**
CIP PROJECTS & PURCHASES			
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)
Remsberg Park Netting	20,956	28,000	7,044
War Memorial Improvements	15,000	39,066	24,066
Foxfield/Wiles Trail Signage	26,400	207	(26,193)
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	18,354	13,154
W&S Contribution - Walnut Bridge	127,430	127,430	
TOTAL CIP COSTS	$ 1,881,737	$ 557,874	$ (1,323,863)
OPERATING & CIP SURPLUS (LOSS)	**$ (195,266)**	**$ (148,690)**	**$ 46,576**
Cash Reserves	$ 1,091,102	$ 1,235,188	$ 144,086

Town of Middletown

CIP Funds & Expenditures

General Fund

Fiscal Year 2014

For the 11 Months Ended May 31, 2014

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
TOTAL CASH SURPLUS	$ 895,836	$ 1,086,498	$ 190,662

*Board approved amendment made to line item during FY14

Town of Middletown
STATEMENT OF REVENUE and EXPENDITURES
WATER & SEWER
Fiscal Year 2014
For the 11 Months Ended May 31, 2014

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
REVENUE			
Water Revenue	$ 553,200	$ 424,890	$ (128,310)
Sewer Revenue	552,046	422,319	(129,727)
Penalties/Reconnects	14,500	15,993	1,493
*Rain Barrel Sales	1,575	3,105	1,530
General Fund Grant/Misc	100,000	100,000	
TOTAL OPERATING REVENUE	**$ 1,221,321**	**$ 966,307**	**$ (255,014)**
EXPENDITURES			
ADMINISTRATIVE			
Office Salaries	$ 41,993	$ 35,745	$ (6,248)
Communications	7,000	7,068	68
Postage	9,000	9,098	98
Office Supplies/Expense	11,000	12,362	1,362
Legal - Other	8,500	10,578	2,078
Meetings & Seminars	250	725	475
Advertising	500	863	363
Uniforms	2,800	2,051	(749)
Dues/Subscrip/Certifications	500	612	112
Travel		175	175
Payroll Taxes	18,471	17,675	(796)
Insurance - Prop. & Liability	8,000	7,162	(838)
Insurance - Workers Comp	12,306	7,651	(4,655)
Insurance - Health	46,504	38,314	(8,190)
Retirement/Pension	18,968	18,674	(294)
Real Estate Taxes	292	292	
Rain Barrel/Educational Programs	3,150	126	(3,024)
Waterline / I & I Loans	32,550	(15,450)	(48,000)
Sub-Total	$ 221,784	$ 153,721	$ (68,063)
Vehicles & Equipment			
1999 Truck	$ 3,700	$ 123	$ (3,577)
2001 Truck	3,400	546	(2,854)
2008 Truck	3,200	2,937	(263)
2013 Truck		3,998	3,998
Misc Equipment	4,275	248	(4,027)
Bobcat Mini-Excavator		175	175
Case Backhoe	3,000	75	(2,925)
Sub-Total	$ 17,575	$ 8,102	$ (9,473)

Town of Middletown
STATEMENT OF REVENUE and EXPENDITURES
WATER & SEWER
Fiscal Year 2014
For the 11 Months Ended May 31, 2014

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
WATER			
Salaries	$ 115,895	$ 105,488	$ (10,407)
Water Distribution System			
Supplies	2,500	814	(1,686)
Repairs & Maintenance	22,000	48,056	26,056
Water Meters	105,838	80,092	(25,746)
Water Line Break Repairs	5,000		(5,000)
Chemicals	500	186	(314)
Tools & Equipment	9,600	9,468	(132)
Sub-Total	$ 145,438	$ 138,616	$ (6,822)
Water Plant/Reservoir/Booster/Tower/BS Wellhouse			
Electric	$ 31,370	$ 23,043	$ (8,327)
Supplies	7,000	787	(6,213)
Repairs & Maintenance	28,600	31,097	2,497
Chemicals	20,000	15,796	(4,204)
Tools & Equipment	2,400	2,007	(393)
Testing & Analysis	9,000	9,649	649
Sub-Total	$ 98,370	$ 82,379	$ (15,991)
Abandoned Well Costs			
TOTAL WATER EXPENSES	**$ 359,703**	**$ 326,483**	**$ (33,220)**
SEWER			
Salaries	$ 114,952	$ 97,044	$ (17,908)
Sewer Collection System			
Cone Branch PS	34,364	27,578	(6,786)
Brookridge South PS	9,700	8,489	(1,211)
Foxfield PS	5,940	9,089	3,149
Sanitary Sewerlines & Manholes	10,500	6,809	(3,691)
I & I Accrual	75,000	62,500	(12,500)
Sub-Total	$ 135,504	$ 114,465	$ (21,039)

Town of Middletown
STATEMENT OF REVENUE and EXPENDITURES
WATER & SEWER
Fiscal Year 2014
For the 11 Months Ended May 31, 2014

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
Wastewater Treatment Plants			
East Wastewater Treatment Plant			
Electric	$ 33,000	$ 33,017	$ 17
Supplies	10,500	6,805	(3,695)
Repairs & Maintenance	9,700	11,670	1,970
Chemicals	42,000	26,645	(15,355)
Tools & Equipment	8,400	2,940	(5,460)
Testing & Analysis	19,500	19,268	(232)
Sludge Hauling Expense	56,400	46,257	(10,143)
Sub-Total	$ 179,500	$ 146,602	$ (32,898)
West Wastewater Treatment Plant			
Electric	$ 20,000	$ 15,879	$ (4,121)
Supplies	750	4,474	3,724
Repairs & Maintenance	6,700	30,765	24,065
Chemicals	47,520	42,695	(4,825)
Tools & Equipment	1,000	1,398	398
Testing & Analysis	7,800	7,545	(255)
Sludge Hauling Expense	22,650	16,225	(6,425)
Sub-Total	$ 106,420	$ 118,981	$ 12,561
TOTAL SEWER EXPENSES	**$ 536,376**	**$ 477,092**	**$ (59,284)**
TOTAL WATER/SEWER EXPENSES	**$ 1,135,438**	**$ 965,398**	**$ (170,040)**
CONTINGENCY FUND - 6.7%	**$ 76,074**	**$ 64,682**	**$ (11,393)**
ADJUSTED WATER/SEWER EXPENSES	**$ 1,211,512**	**$ 1,030,080**	**$ (181,433)**
NET INCOME (LOSS)	**$ 9,809**	**$ (63,773)**	**$ (73,581)**

*Board Approved budget amendment made during FY2014

Town of Middletown

CIP FUNDS and EXPENDITURES

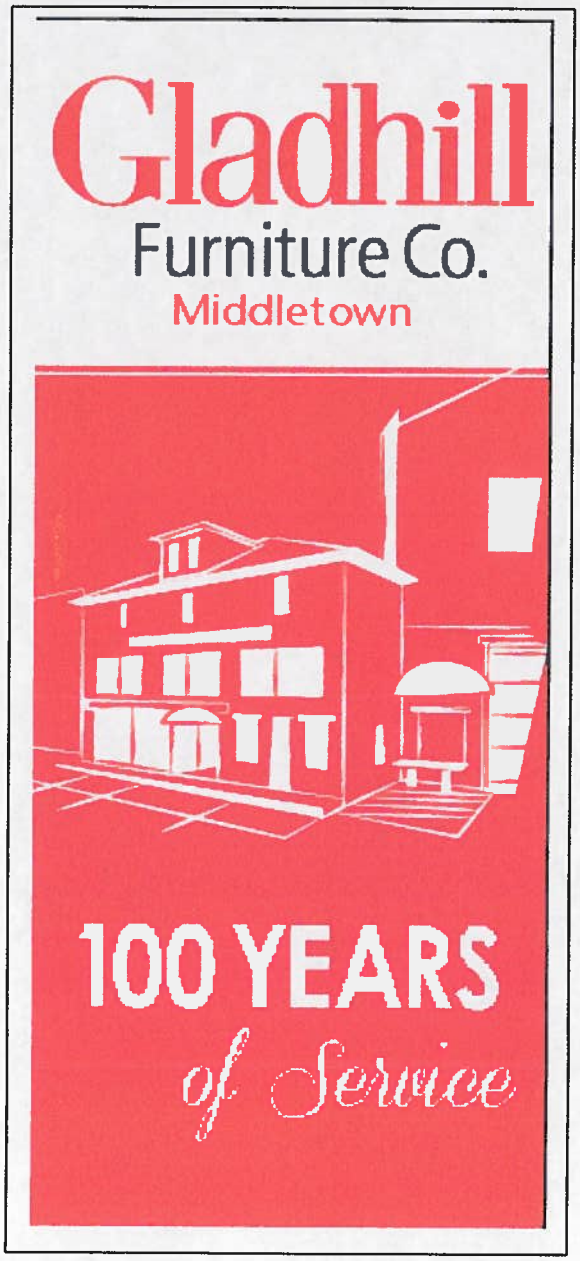
WATER & SEWER

Fiscal Year 2014

For the 11 Months Ended May 31, 2014

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
FUNDING SOURCES			
Operating Revenue	$ 1,221,321	$ 966,307	$ (255,014)
Operating Expenses	1,135,438	965,398	(170,040)
OPERATING INCOME (LOSS)	**$ 85,883**	**$ 909**	**$ (84,974)**
Debt Service Fee - New Homes	$ 136,800	$ 108,905	$ (27,895)
Capital Improvement Fees	118,008	88,179	(29,829)
Improvement/Tap Fees	140,000	150,000	10,000
Water Meter Sales	80,648	4,861	(75,787)
Water Tower & Land Leases	163,150	148,244	(14,906)
Gen Fund (Walnut St Waterline)	127,430	127,430	
TOTAL OTHER REVENUE	**$ 766,036**	**$ 627,619**	**$ (138,417)**
TOTAL FUNDS AVAILABLE	**851,919**	**628,528**	**(223,391)**
DEBT SERVICE COSTS			
Principal Payments			
MVB Line of Credit	$ 35,500		$ (35,500)
CDA - Water Tower	95,250	95,200	(50)
MDE - East WWTP	196,190	196,190	
Interest - All Loans	61,560	46,426	(15,134)
TOTAL DEBT SERVICE COSTS	**$ 388,500**	**$ 337,816**	**$ (50,684)**
WATER & SEWER PROJECTS			
Walnut Bridge Waterline	$ 132,026	$ 132,026	
Locust Court Water Extension	130,340	130,144	(196)
Reservoir - Dual Feed Cover	40,000	18,914	(21,086)
Maganese Removal System	110,000		(110,000)
TOTAL WATER & SEWER PROJECTS	**$ 412,366**	**$ 281,084**	**$ (131,282)**
TOTAL CIP COSTS	**$ 800,866**	**$ 618,900**	**$ (181,966)**
TOTAL FUNDS REMAINING	**$ 51,053**	**$ 9,628**	**$ (41,425)**

- The Banner Guidelines state that "any organization or person responsible for Town Sponsored events is eligible to request and purchase banners relevant to the event. In addition, the Burgess and Commissioners will consider applications by any citizen, business, or organization celebrating a Landmark Event that pertains to the history of the Town of Middletown."
    - Gladhill Furniture has made such a request.
    - ***The Design Committee is requesting that the Burgess and Commissioners determine if Gladhill's 100th anniversary fits the definition of "Landmark Event."***
    - In addition, Gladhill's would like to have the banners hung in October, November 2014 and again in February and March 2015 for their commemorative purposes.



Thank you for your continued support of Main Street Middletown!

BURGESS AND COMMISSIONERS
OF MIDDLETOWN MARYLAND

TOWN MEETING MINUTES

REGULAR MEETING **May 12, 2014**

The first monthly meeting of the Burgess and Commissioners of Middletown was called to order on May 12, 2014, by Burgess Miller at 7:00 p.m. in the Middletown Municipal Center, 31 W. Main Street, Middletown, Maryland. Present were: Commissioners Jennifer Falcinelli(late), Richard Dietrick, Tony Ventre and Christopher Goodman.

PUBLIC HEARING
Ordinance No. 14-05-01 – to repeal and re-enact, with amendments, Title 17, Chapter 17.48, Section 17.48.015 of the Middletown Municipal code pertaining to special exception requirements for active adult communities; to authorize the establishment of an active adult community as a residential cluster development on parcels of between thirty and one hundred acres; to establish special exception standards and requirements for active adult communities as a residential cluster development.

Cindy Unangst, Staff Planner went over the Ordinance and amendments.

Barbara Reeder, 4 Groff Court – stated that the driveways in the current Active Adult Community are not long enough for a car to park in without blocking the sidewalk. Mrs. Reeder also stated that she feels the streets should be wide enough for snow plows to be able to maintain the street properly.

Burgess Miller stated that we have learned from our previous actions with developments and agrees that vehicles parked in the driveway should be able to be parked in the driveway without blocking the sidewalk.

It was the consensus of the Board to have Cindy add language to the Ordinance that the house setback is 10 feet and that the driveway must be a minimum of 20 feet to allow for cars to be parked in driveway without blocking sidewalk. This revised language will be present to the Town Board at the June 23rd Town Meeting.

The Public Hearing adjourned at 7:32pm.

CONSENT AGENDA
Town Minutes – April 28, 2014 Town Meeting
Commissioner Goodman motioned to accept this consent agenda, seconded by Commissioner Dietrick and passed unanimously.

PERSONAL REQUEST FOR AGENDA:

Unfinished Business:
New Truck Bids – Burgess Miller stated that we had originally set aside $75,000 in this year's budget to match the grant if we purchased the Memorial Hall, which we opted not to do. Therefore we have moved that $75,000 to cover the purchase of a new small dump truck and the remaining will come out of the

general fund surplus! We received 3 bids from Keystone Ford $82,818, Hagerstown Ford $83,659 and Crouse Ford $83,702.80.
Motion by Commissioner Goodman to approve the bid from Keystone Ford for $82,818 to purchase the dump truck, seconded by Commissioner Ventre. Motion carried 4-0.

Middletown Public Ethics Ordinance 14-05-02 – Burgess Miller stated that this is now required by State Law. Commissioner Ventre stated that the purpose of this is to provide transparency with the Elected Officials acting in the intent of the general public. Commissioner Ventre stated that Middletown has always been exempt from but due to the size of Middletown doubling over the last 18 years we are now required to have an Ethics Ordinance in place.
Motion by Commissioner Ventre to approve the Ethics Ordinance as presented, seconded by Commissioner Dietrick. Motion carried 4-0.

Update on RER Solar Array – Representatives from RER were present to go over where they are with the solar array. The investor is Empower. RER presented the Board with their proposed 4-5ac. Of land that they will put the solar arrays on that will power our water/sewer facilities. Burgess Miller stated that we decided to go with the water/sewer facilities since the water/sewer budget is always looking for money so if we can save money that is where we should try to save it at. It was stated that this would save approximately $11,000 a year and would continue to increase over time. Burgess Miller stated that there is a contingency to get the 6.7 cent rate. RER stated that we needed the larger array which we have presented here and also get a contract with another municipality. RER stated that they are currently working with Myersville and Boonsboro. RER stated that they would like to be finished construction by September or October at the latest. There is a December 31st, 2014 deadline in order to get the 30% tax credit. RER will forward the PPA to Drew by weeks end. RER will forward to the Town the draft Power Purchase Agreements (PPA's) for the Town attorney to review and provide input back to the Town.

Budget Workshop – May 21st at 7pm.

REPORTS OF COMMITTEES –
WATER & SEWER – Commissioner Falcinelli reported:
Water usage - 328,000 gallons per day (hydrant flushing included)
Spring Flow – 132,000 gallons per day
PUBLIC WORKS – No report
PLANNING COMMISSION – Commissioner Goodman reported:
Cross Stone Commons – Improvement plans submitted waiting on SHA decision on ingress from Alt. 40.
PARKS & RECREATION – Commissioner Ventre reported:
POS applications submitted to Frederick Co. for the following projects 1)Walking trail & footbridge at Remsberg Park $40,000; 2)Remsberg Park picnic tables $3,000; and 3)Resurface of trail at Wiles Branch Park $21,000.
Commissioner Ventre stated that he and the Parks Committee did a survey of all the parks and stated that the Natelli field has some drainage issues. RFP, Inc. looked at the field and to fix the drainage problem with this field it would cost around $6,000. Commissioner Ventre stated that to date the Parks & Rec. has spent $15,000 and we budgeted $34,000, therefore there is money in our budget to fix this problem if we decide to do so.
FINANCE – no report
PUBLIC INFORMATION – Commissioner Falcinelli reported:
Currently updating the Community Directory, hope to have it finished & printed by Heritage Festival.

NEW BUSINESS:

Discussion of Election Official Salaries – Burgess Miller stated that included in the packets is a proposed salary enhancement for the Burgess & Commissioners. The last increase for the Burgess & Commissioners was in 1996. The proposed increase is as follows:

- Current Burgess Salary - $500/month
- Proposed Burgess Salary - $850/month
- Current Commissioner Salary - $200/month
- Proposed Commissioner Salary - $350/month

Ordinance would take effect following the April, 2016 election and would apply to only those officials facing election. Other elected officials would receive a salary increase following the April, 2018 election.

PUBLIC COMMENT: None

ADJOURNMENT

With no further business to come before the Board, the regular meeting adjourned at 8:35p.m.

Respectfully submitted,

Ann Griffin
Office Manager

BURGESS AND COMMISSIONERS OF MIDDLETOWN
GENERAL FUND – Operating Budget

FISCAL YEAR 2015

REVENUES	PROPOSED 15 LEVELS
LOCAL TAXES:	1,198,111
COUNTY SHARED TAXES:	1,359,683
STATE-SHARED TAXES:	135,969
LICENSES AND PERMITS:	16,350
PARKS AND RECREATION:	1,900
POLICE PROTECTION:	25,835
OTHER REVENUE:	7,499
TOTAL REVENUES:	**$2,745,347**

EXPENDITURES	PROPOSED 15 LEVELS
LEGISLATIVE:	36,200
EXECUTIVE:	6,000
ELECTION EXPENSES:	0
GENERAL SERVICES:	413,683
MAINTENANCE:	180,898
PROFESSIONAL SERVICES	20,000
PLANNING AND ZONING:	51,482
MAIN STREET MANAGER	52,377
PUBLIC SAFETY:	363,778
SANITATION AND WASTE REMOVAL:	277,613
RECREATION & CULTURE	236,349
HIGHWAYS AND STREETS:	501,332
MISCELLANEOUS	301,628
CIP CONTRIBUTION	304,008
TOTAL OPERATING EXPENSES	**$2,745,348**
SURPLUS/(DEFICIT)	**$ 0**

BURGESS AND COMMISSIONERS OF MIDDLETOWN
WATER AND SEWER FUND – Operating Budget

FISCAL YEAR 2015

	PROPOSED 15 LEVELS
REVENUES	
OPERATING REVENUES:	1,273,625
TOTAL OPERATING INCOME	**$ 1,273,625**
OPERATING EXPENSES:	
Administrative	255,298
WATER:	
Salaries	138,865
Water Distribution System	125,900
Water Plant/Tower/Booster Station	90,792
SEWER:	
Salaries	124,154
Sewer Collection System	123,700
East Wastewater Treatment Plant	215,124
West Wastewater Treatment Plant	119,817
CONTINGENCY FUND	79,975
TOTAL OPERATING EXPENSES	**$ 1,273,625**
SURPLUS/(DEFICIT)	**$ 0**

Burgess and Commissioners of Middletown, Maryland

Fiscal Year 2015
Tax Rates

Town of Middletown - Property Tax Rate	**$**	**0.232**	*per $100 assessed value*

Town of Middletown - Personal Tangible Property Tax Rate	**$**	**0.580**	*per $100 assessed value*

Months	Discount Rate	Interest Rate
July-10	2.00%	
August-10	1.00%	
September-10	Base	Base
October-10		0.67%
November-10		1.33%
December-10		2.00%
January-11		2.67%
February-11		3.33%
March-11		4.00%
April-11		4.67%
May-11		5.33%
June-11		6.00%

MEMORANDUM

Date: 6/2/2014

To: Burgess and Commissioners, Middletown

From: Cynthia K. Unangst, Middletown Staff Planner

RE: Active adult text amendment

The Middletown Planning Commission on March 17, 2014 reviewed the proposed Active Adult text amendment submitted by the Memar Corporation which would establish that parcels of land less than 100 acres could be used in their entirety for active adult communities as long as the total density remained below two units per acre. By consensus the Planning Commission recommends approval of the proposed text amendment with a modification and the inclusion of the cluster development regulations within the Active Adult Specific Standards section of the Code.

The staff planner disagrees with the placement of the cluster development regulations as part of the active adult regulations and feels that they should be a separate section of the Code, in line with Planned Unit Developments, in order to be able to address any potential types of cluster developments which could occur elsewhere in the future. The Town Attorney drafted an ordinance which is attached. A public hearing was held on May 12, 2014. After the public hearing there was discussion regarding including a provision of a greater driveway depth in the Active Adult communities. The proposed language is included in red below:

2. The planning commission, at its discretion, may approve reduced yards, subject to the following limitations:

   (a) The front, rear or side yard setback from any lot fronting on a major town street (arterial or collector) shall be thirty-five (35) feet.

   (b) Minimum setbacks for lots fronting on interior public or private subdivision streets shall be as follows:

      (i) Front: ten (10) feet;

      (ii) Rear: fifteen (15) feet;

      (iii) Side: five (5) feet.

   (c) Driveways must have a minimum length of 20 feet from a public or local street.

Below are minutes from discussions that took place within the past five months concerning the proposed text amendment regarding active adult communities:

Town Board Public Hearing – May 12, 2014

PUBLIC HEARING
Ordinance No. 14-05-01 – to repeal and re-enact, with amendments, Title 17, Chapter 17.48, Section 17.48.015 of the Middletown Municipal code pertaining to special exception requirements for active adult communities; to authorize the establishment of an active adult community as a residential cluster development on parcels of between thirty and one hundred acres; to establish special exception standards and requirements for active adult communities as a residential cluster development.

Cindy Unangst, Staff Planner went over the Ordinance and amendments.

Barbara Reeder, 4 Groff Court – stated that the driveways in the current Active Adult Community are not long enough for a car to park in without blocking the sidewalk. Mrs. Reeder also stated that she feels the streets should be wide enough for snow plows to be able to maintain the street properly.

Burgess Miller stated that we have learned from our previous actions with developments and agrees that vehicles parked in the driveway should be able to be parked in the driveway without blocking the sidewalk.

It was the consensus of the Board to have Cindy add language to the Ordinance that the house setback is 10 feet and that the driveway must be a minimum of 20 feet to allow for cars to be parked in driveway without blocking sidewalk.

The Public Hearing adjourned at 7:32pm.

Planning Commission meeting – March 17, 2014

Cluster Development Regulations – The changes suggested from last month's meeting and last week's workshop were reviewed. It was suggested that a definition for "eligible uses" be added to the definitions section of the regulations. Subsection A of section 17.42.060 Home Owner's Association was recommended to be removed as it is already mentioned in section 17.48.015 Active Adult Community. It was also recommended that subsections B and C of Section 17.42.060 Home Owner's Association be incorporated into Section 17.48.015 Active Adult Community after subsection G, but before subsection I.

The Staff Planner stated that she recommends placing the cluster development regulations as part of active adult communities stating that she thinks these regulations should have their own section in order to be able to address any potential types of cluster developments which could occur in the future. The Planning Commission has discussed this issue at previous meetings/workshops and understood the Staff Planner's recommendation.

Action: Commissioner Lake motioned to approve the cluster development regulation for active adult communities as amended tonight for recommendation to the Town Board for approval at the next Town Board meeting March 24, 2014. Commissioner Miller seconded. Motion carried (4-0-1). Commissioner Goodman abstained.

Planning Commission meeting – February 17, 2014

Cluster Development Regulations –

- **Location within the Municipal Code and Purpose** - Discussion occurred as to the location and purpose of the cluster development regulation. Positions expressed regarding these regulations were: 1) These regulations should be included as part of the specific standards for adult active communities. 2) These regulations should have their own section in order to include any other types of future cluster developments within the town. 3. Putting the

regulations in an overlay district. The Commission members decided to review the draft regulation which would help clarify this point.

- **Draft Regulation Section Review** – The Planning Commission discussed the draft regulation and reviewed it section by section. After review of the draft regulations, the Planning Commission reached consensus that these cluster development regulations should be included as part of the specific standards for active adult communities. The Staff Planner was tasked with making the changes and to send the draft to the text amendment applicant and Planning Commission members. It will also be added as an agenda item for the March Planning Commission Meeting.

Action: None

Town Board Meeting – January 27, 2014

Discussion of Active Adult Text Amendments – Burgess stated that the Planning Commission has forwarded us proposed language for the proposed Active Adult text amendment submitted by Memar Corporation. The proposed language refers to "cluster development regulations," which at this time there is no definition for. The Board stated that they would like to see the definition for "cluster development" before we are able to proceed any further.

Planning Commission meeting – January 20, 2014

Active Adult Text Amendment - Cindy reviewed the text amendment changes submitted by the applicant. The proposed text amendment change request now states that on parcels less than 100 acres but more than 30 acres, entire parcel can be used for active adult community using the cluster development concept as long as total density remains below 2 units per acre and complies with any other requirement of the cluster development regulations.

- Discussion ensued regarding whether the wording should remain "total density remains below two units per acre" or be changed to "total density should remain at or below 2 units per acre". Commissioner Lake stated that the regulation should state at or below 2 units per acre. Mr Memarsadeghi (Admar Custom Homes, Inc.) stated that this point should actually be reflected in the cluster development regulations and not in this section. Cindy stated that the Planning Commission needs to make a recommendation to the Town Board before its' next meeting on January 27, 2014, and that the Planning Commission in that recommendation can state that the cluster development regulations will be forthcoming.
- **Cluster Development Regulation:** The Planning Commission has tasked Cindy with developing starting points on cluster development regulations. The Planning Commission will then take those and complete the cluster development regulations within the month.

Action: Commissioner Lake motioned to approve text amendment section 17.48.015 Active Adult Community with changes as noted for submittal to the Town Board for modification. Commissioner Smart seconded. Motion carried (4-0-1). Commissioner Goodman abstained.

Town Board Meeting – December 9, 2013

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.

ORDINANCE NO. 14-05-01

AN ORDINANCE TO REPEAL AND RE-ENACT, WITH AMENDMENTS, TITLE 17, CHAPTER 17.48, SECTION 17.48.015 OF THE MIDDLETOWN MUNICIPAL CODE PERTAINING TO SPECIAL EXCEPTION REQUIREMENTS FOR ACTIVE ADULT COMMUNITIES; TO AUTHORIZE THE ESTABLISHEMENT OF AN ACTIVE ADULT COMMUNITY AS A RESIDENTIAL CLUSTER DEVELOPMENT ON PARCELS OF BETWEEN THIRTY AND ONE HUNDRED ACRES; TO ESTABLISH SPECIAL EXCEPTION STANDARDS AND REQUIREMENTS FOR ACTIVE ADULT COMMUNITIES AS A RESIDENTIAL CLUSTER DEVELOPMENT.

SECTION I. **BE IT ORDAINED AND ENACTED** by the Burgess and Commissioners of the Town of Middletown, Maryland that Title 17, Chapter 17.48, Section 17.48.015 of the Middletown Municipal Code be, and it hereby is, REPEALED.

SECTION II. **BE IT FURTHER ORDAINED AND ENACTED** by the Burgess and Commissioners of the Town of Middletown, Maryland that the following is hereby adopted as Title 17, Chapter 17.48, Section 17.48.015 of the Middletown Municipal Code.

TITLE 17 ZONING

Chapter 17.48 SPECIFIC STANDARDS FOR SPECIAL EXCEPTIONS

17.48.015 Active Adult Community.

An Active Adult Community located in the R-20 residential district is subject to the requirements of that district except as modified and provided in this Section.

A. An active adult community in the R-20 district may be developed as an integral component of a larger R-20 zoned subdivision consisting of at least 100 acres in which event the active adult community portion of the development may constitute no more than fifteen (15)

percent of the total acreage in the subdivision. All such active adult community developments shall be subject to the following:

1. Minimum lot area per dwelling: three thousand two hundred (3,200) square feet; minimum average lot area per dwelling, five thousand five hundred (5,500) square feet; provided that no more than twenty-five (25) percent of the total number of lots may be less than four thousand (4,000) square feet.

2. The planning commission, at its discretion, may approve reduced yards, subject to the following limitations:

(a) The front, rear or side yard setback from any lot fronting on a major town street (arterial or collector) shall be thirty-five (35) feet.

(b) Minimum setbacks for lots fronting on interior public or private subdivision streets shall be as follows:

(i) Front: ten (10) feet;

(ii) Rear: fifteen (15) feet;

(iii) Side: five (5) feet.

3. Any individual dead-end private drive or street may be used to serve no more than ten (10) dwelling units.

4. Pavers or other alternative materials which meet the standards approved by the town engineer may be used in the construction of private drives or streets.

5. A homeowners' association shall be established to maintain all open spaces, common areas, stormwater management facilities, and private streets and to arrange for private waste removal services, if required, and snow removal services for private streets and drives. The homeowners' association shall have the responsibility to enforce all

covenants and special conditions required of residents and property owners in the active adult community. Before assuming any responsibility for lands and facilities held or controlled by the homeowners' association, the burgess and commissioners may require that such land and facilities meet the minimum standards required of similar facilities for which the Town is generally responsible.

6. The planning commission shall approve a site development plan for the active adult community and shall have architectural review authority for the dwelling units to be constructed within the community.

7. The planning commission shall review and approve the homeowners' association declaration of covenants, articles of incorporation and by-laws prior to final approval of the site development plan for an active adult community. In the event that a homeowners' association fails, refuses or neglects for any reason to maintain, operate or improve all or part of any of the facilities, common areas, open spaces, streets, or other portions of the subdivision held or controlled by it and for which it is responsible, the Town may, but shall not be obligated to, fulfill such obligations, and upon doing so, the costs and expenses incurred by the Town shall be paid by the owners of the properties which are subject to the Homeowners' Association Declaration of Covenants. Each property shall be responsible for its' pro rata share of the expense based upon the number of properties subject to the HOA Covenants, and such charges shall be a lien upon the property and may be collected in any manner, including the collection of taxes. In no event, however, shall the Town be obligated to undertake the maintenance, operation or improvement of all or part of any of the facilities, common areas, open spaces, streets, or other portions of the subdivision for which the homeowners' association is responsible.

B. Cluster Development Regulations. On parcels less than 100 acres but more than 30 acres, the entire parcel may be used for an active adult community in accordance with the following cluster development concept and regulations

1. The purpose of these regulations is to permit such flexibility and provide performance criteria which can result in residential cluster developments in order to:

(a) encourage creative and flexible site design that is sensitive to the land's natural features and adapts to the natural topography;

(b) protect environmentally sensitive areas of a development site and preserve on a permanent basis common open space and natural features;

(c) decrease or minimize nonpoint source pollution impacts by reducing the amount of impervious surfaces in site development;

(d) promote cost savings in infrastructure installation and maintenance by such techniques as reducing the distance over which utilities, such as water and sewer lines, need to be extended or by reducing the width or length of streets;

(e) provide opportunities for social interaction and walking and hiking in common open space areas; and

(f) provide a more desirable environment than would be possible through the strict application of other sections of this Title. A residential cluster development shall be a separate entity with a distinct character in harmony with surrounding development. Common open space must be an essential and major element of the

plan which is related to and affects the long-term value of the homes and other developments.

2. Definitions: As used in this sub-section, the following words and terms shall have the meanings specified herein:

"Buffer" means land maintained in either a natural or landscaped state and used to screen and/or mitigate the impacts of development on surrounding areas, properties, or rights-of-way.

"Cluster" or "Clustering" means a site-planning technique that concentrates buildings and structures in specific areas on a lot, site, or parcel to allow the remaining land to be used for recreation, common open space, and/or preservation of features and/or structures with environmental, historical, cultural, or other significance. The techniques used to concentrate buildings may include, but shall not be limited to, reduction in lot areas, setback requirements, and/or bulk requirements, with the resultant common open space being devoted by deed restrictions for one or more eligible uses.

"Cluster development, residential" means a land development project in which the site planning technique of clustering dwelling units is employed.

"Common open space" means the portion of the site set aside in perpetuity as open space. This area may include wetlands, floodplains or flood-hazard areas, stream corridors, scenic views, historical or cultural features, archaeological sites, or other elements to be protected from development as well as easements for public utilities.

"Eligible uses" means parkland, recreational fields, trails, community buildings or similar-type uses or as approved by the Middletown Planning Commission.

"Gross buildable area" means the total area of the site minus the areas that are not buildable, such as wetlands, floodplains, steep slopes, buffers and other environmental features. This resulting area is used to determine the maximum number of units to be built.

"Infrastructure" means the facilities and services needed to sustain residential, commercial, industrial, institutional, and other activities.

"Land development project" means a project in which one or more lots, tracts, or parcels of land are to be developed or redeveloped as a coordinated site for a complex of uses, units, or structures, including, but not limited to, planned unit development and/or cluster development for residential, commercial, institutional, recreational, common open space, and/or mixed uses as are provided for in the zoning ordinance.

"Street, private" means a local roadway serving only abutting lots, not publicly dedicated or maintained by the Town but meeting specific municipal improvement standards and providing access for service and emergency vehicles.

3. The development of an Active Adult Community as a Cluster Development is subject to the following requirements and regulations.

(a) A residential cluster development shall be permitted in the R-20 residential zoning district. All principal and accessory uses authorized in the R-20 district shall be allowed in the cluster development.

(b) Except as otherwise provided in this sub-section B.3., the requirements for an Adult Active Community as provided in sub-section A. shall be applicable to an Adult Active Community developed as a residential cluster development. In addition, the

following provisions shall apply to any residential cluster development regardless of the general requirements of the R-20 zoning district:

(i) The minimum area of the cluster development shall be 30 acres and the maximum area shall be less than 100 acres;

(ii) Total density shall be 2 or fewer units per acre;

(iii) A minimum width of 60 feet per dwelling unit shall apply unless requested by the applicant and approved by the planning commission;

(iv) A minimum side yard setback of 5 feet shall be provided between all principal buildings and structures;

(v) A minimum yard or common open space of at least 25 feet in depth shall be provided as measured from all streets and from the side and rear lot lines at the boundaries of the entire cluster development;

(vi) The maximum height limitation shall be that established for the R-20 zoning district.

(c) The preliminary and final site development plans for a residential cluster development shall include, but shall not be limited to, the following information:

(i) The maximum number and type of dwelling units proposed;

(ii) The areas of the site on which the dwelling units are to be constructed and their building envelope size showing the general area in which the dwelling unit is to be located;

(iii) The calculations for the permitted number of dwelling units based on gross buildable area;

(iv) The areas of the site on which non-residential principal and accessory uses may be located and their size;

(v) The areas of the site designated for common open space and their size;

(vi) The areas of the site designated for parking and loading and the size of the spaces;

(vii) The location of sidewalks, trails, and bike paths;

(viii) The proposed landscaping for the development;

(ix) A phasing plan for the construction of the development.

(d) Review Criteria: In reviewing a residential cluster development, the planning commission shall determine whether:

(i) The site plan satisfies all requirements of sub-section B.3.(c) above;

(ii) Buildings and structures are adequately grouped so at least 25% of the total area of the site is set aside as common open space. To the greatest degree practicable, common open space shall be designed as a single block and not divided into unconnected small parcels located in various parts of the development;

(iii) Pedestrians can easily access common open space;

(iv) The site plan establishes, where applicable, an upland buffer of vegetation of at least 50 feet in depth adjacent to wetlands and surface waters, including creeks, streams, springs, lakes, and ponds;

(v) Individual lots, buildings, structures, streets, and parking areas are situated to minimize the alteration of natural features, natural vegetation, and topography;

(vi) Existing scenic views or vistas are permitted to remain unobstructed, especially from public streets;

(vii) The site plan accommodates and preserves any features of historic, cultural, or archaeological value;

(viii) Floodplains, wetlands, and areas with slopes in excess of 25% are protected from development; and

(ix) The cluster development advances the purposes of this ordinance as stated in sub-section B. 1. above.

(e) General Considerations:

(i) The planning commission may, in its opinion, apply such special conditions or stipulations to its approval of a residential cluster development as may be required to maintain harmony with neighboring uses and to promote the objectives and purposes of the comprehensive plan and the zoning and subdivision ordinances.

(ii) In approving a residential cluster development, the planning commission may reduce the pavement width of any public or private streets that would otherwise be required by the subdivision regulations if the town engineer is in concurrence. An applicant who wants the reduction of pavement width of public or private streets shall submit a statement of justification for the reduction along with the site plan.

(iii) Common Open Space. At least twenty-five (25%) percent of the entire tract of land to be developed in a residential cluster development must be devoted to common open space purposes. Areas that are reserved as common open space shall be shown on the plat and approved by the Planning Commission.

(iv) Public Utilities and Facilities. Public water and public sewer must be provided to the development. The planning commission may require the reservation of development sites for other public facilities (schools, fire or police stations, library, etc.) if the need of the development justifies the facilities.

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 _____, 2014

PASSED ON THE _____ DAY OF _____, 2014

EFFECTIVE DATE: _____, 2014

ATTEST:

BURGESS AND COMMISSIONERS OF MIDDLETOWN

_____
Andrew J. Bowen, Town Administrator

By:_____
John D. Miller, Burgess

May, 2014

Proposed Salary Enhancement for Burgess and Commissioners

History:

The last salary increase for the Burgess and Commissioners took effect in 1996

- That enhancement took salaries from $100 to $200 per month for Commissioners
- It enhanced the Burgess salary from $350 to $500 per month

Beginning in February, 2009 we added an additional meeting date to our monthly calendar

Most Commissioners are now attending at least 3 meetings per month in addition to a committee meeting.

Proposal:

Existing Burgess Salary	*$500/month =$6,000 yearly*	
Proposed Burgess Enhancement	$850/month =$10,200 yearly	An increase of $4,200

Existing Commissioner Salary	*$200/month=$2,400 yearly x 5 Commissioners=$12,000*
Proposed Commissioner Enhancement	$350/month=$4,200 yearly x 5 Commissioners=$21,000

A proposed $9,000 increase for all 5 Commissioners

Budget Implications:

None for this fiscal year

$7,800 increase in FY '16 budget (April, May and June 2016 payments)

$13,200 yearly increase in General Fund for salaries for Burgess and Commissioners in FY'17 budget

This increase represents less than .5% of general fund budget.

General Fund budgets have averaged a surplus of $341,223 from FY '09 through '13

Current General Fund budget is expected to have a surplus exceeding $500,000

Effective Date:

Ordinance would take effect following the April, 2016 election and would apply to only those officials facing election.

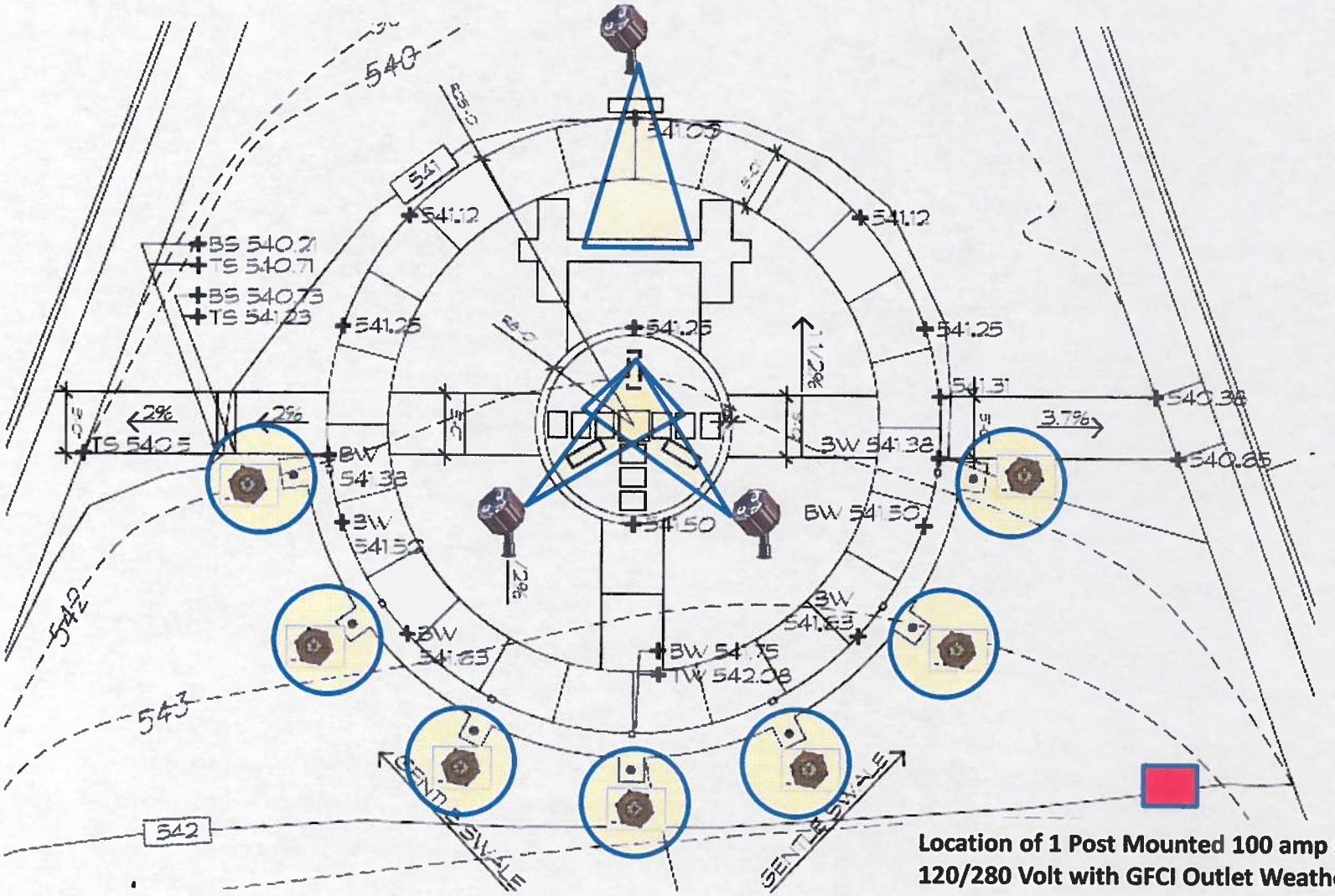
Other elected officials would receive a salary increase following the April, 2018 election.

Burgess and Commissioners
Middletown, Maryland

Revised Bids for Lighting at War Memorial

Contractor	Cost	Description
Dixie Electric	$ 11,160.00	See Attached Specifications
Antietam Electrical Contractors	$ 10,988.00	See Attached Specifications

War Memorial – Lighting Plan



Location of 1 Post Mounted 100 amp service 120/280 Volt with GFCI Outlet Weatherproof

-In Ground Light
-For Flags

-Accent Light
-For Memorials

KICHLER

PROJECT:	
TYPE:	
ORDERING # :	
COMMENTS:	

ARCHITECTURAL OUTDOOR

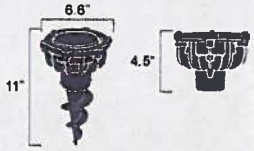
Design Pro LED In-Ground 14W

BBR

16036 (14W 10˚ Spot) 16037 (14W 35˚ Flood) 16039 (14W 60˚ Wide Flood)

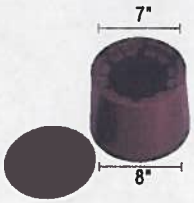
FEATURES

- Three beam spread options put light where you want it.
- A range of Kelvin color temperature choices from warm white 2,700K to pure white 3,000K.
- Radiax™ Optics deliver the greatest lumens per watt in the industry for comparable fixtures.
- All brass construction is corrosion-free and stronger than aluminum or composite built designs.
- 15˚ adjustable aiming.
- Auger stake, with anti-heaving feature included.
- Durable 9V-15V operating range.
- Drive-over and walk-over rated.



ORDERING INFORMATION

EXAMPLE: 16036 BBR27, 16050 BBR
Product ordered is a 14W, 2700K, 10 degree spot in-ground light in Bronzed Brass with a cast brass cowl accessory.

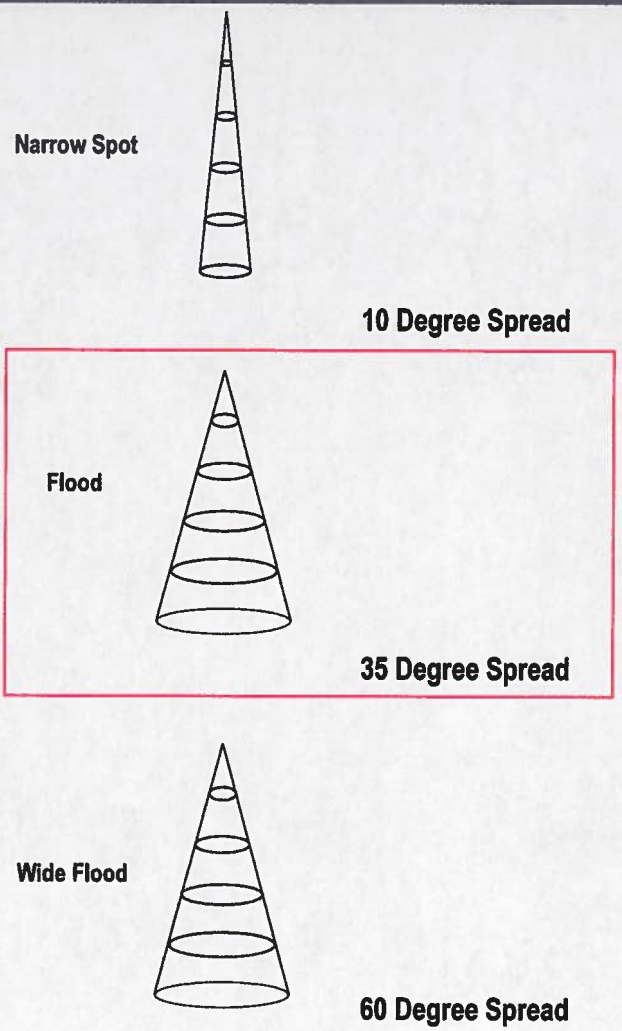
PRODUCT	WATTAGE/STYLE	LIGHT SOURCE	FINISH	OPTIONS / ACCESSORIES
2700K WARM WHITE **10 Degree** 16036 BBR27 **35 Degree** 16037 BBR27 **60 Degree** 16038 BBR27 **3000K PURE WHITE** **10 Degree** 16036 BBR30 **35 Degree** 16037 BBR30 **60 Degree** 16038 BBR30	*14W / 18.5VA - 10 Degree Spot Beam Spread *14W / 18.5VA - 35 Degree Floodlight Beam Spread *14W / 18.5VA - 60 Degree Wide Floodlight Beam Spread	**LED Specs** - Integrated LEDs & Driver - LEDs: High Output CREE® LEDs tightly binned for color uniformity - Color Temp. (CCT): 2,700K (-50/+100) Warm White 3,000K (-45/+130) Pure White - CRI: 80s - 9V–15V AC/DC - 40,000 Hours Lamp Life To L70 Specifications ** - Efficacy: 2,700K = 37Lm/W 3,000K = 42Lm/W **Wiring** - 24" of Usable #18-2 Wire - SPT-1-W Leads **Included Mounting Accessories** - Anti-heaving, Auger-style In-Ground Stake - Pro Series Wire Connector **Note:** Fixture is Not For Use w/ Electronic Transformers	**Cast Brass** **BBR** - Bronzed Brass	**Mounting Options** **Concrete Kit** **16501BBRP** - Bronzed Brass Finish Drive-over and walk-cover rated for a 4500 lb car or truck Throw-away debris lid 

KICHLER

PROJECT:	
TYPE:	
ORDERING # :	
COMMENTS:	

PHOTOMETRIC INFORMATION

PRODUCT	DISTANCE	FOOTCANDLES	BEAM WIDTH
10 Degree Spot 16036	8 Feet	214.7	1.4 Feet
	12 Feet	95.4	2.1 Feet
	24 Feet	23.8	4.3 Feet
	36 Feet	10.6	6.4 Feet
	48 Feet	6	8.6 Feet
	60 Feet	3.8	10.7 Feet
35 Degree Floodlight 16037	4 Feet	98.5	2.3 Feet
	8 Feet	24.6	4.5 Feet
	16 Feet	6.1	9.1 Feet
	24 Feet	2.7	13.6 Feet
	32 Feet	1.5	18.1 Feet
	40 Feet	1	22.6 Feet
60 Degree Wide Floodlight 16038	4 Feet	25.1	4.4 Feet
	8 Feet	6.3	8.8 Feet
	16 Feet	1.6	17.7 Feet
	24 Feet	0.7	26.5 Feet
	32 Feet	0.4	35.3 Feet
	40 Feet	0.3	44.2 Feet



NOTES

FCC Compliant

**Definition of 40,000 hours: Voluntarily following the accepted industry standard of L70, Kichler rates the entire lighting fixture system at 40,000 hours; with engineered electronics that will last at least 40,000 hours, superior optical engineering, and finally utilizing a design that operates at the optimal temperature thresholds for the LED chips. The end result is a complete light fixture that does not require replacement parts and will provide 70% or more of its original light output for at least 40,000 hours. It has been proven that the human eye can hardly detect any difference in light output when light output is at 70% or above of its original output.

Intertek

* 14W is The Halogen Equivalent of a 50W MR16 Lamp
- Fixtures Must be Used With a Kichler ANSI/UL Power Supply
IES Files & LM-79 Data is available at www.landscapelighting.com.
LM-79 data is not available on our site.

We reserve the right to revise the design or components of any product due to parts availability or change in UL standards, without assuming any obligation or liability to modify any ANSI/UL Standards products previously manufactured, and without notice.

KICHLER

PROJECT:	
TYPE:	
ORDERING # :	
COMMENTS:	

LED Accent Light 12.4W

10 Degree, 35 Degree Spread (SHOWN AZT), 60 Degree Spread

FEATURES

- Housing Available in Die-Cast Aluminum w/ Textured Black or Textured Architectural Bronze Finish, or in Die-Cast Brass w/ a Bronzed Brass Finish
- Polycarbonate Mounting Stem & Locknut
- Clear Tempered Glass Capped Lens
- 9 LED Array Providing 12.4W / 16.7 VA Light Output
- 9-15V AC/DC Operating Range w/ Integrated, Constant Voltage Driver
- Available in Spot Light, Floodlight, & Wide Floodlight Beam Spread
- Custom T.I.R. (Total Internal Reflection) Acrylic Optics Developed Specifically For Kichler LED Fixtures
- Suitable For Use in Wet Location

- 10-Year / 40,000 Hour Warranty on LED Driver & All Other Electrical Components
- 5-Year Warranty on Aluminum LED Housings & Exterior Finishes

ORDERING INFORMATION

EXAMPLE: 15751AZT (Product # & Finish)

PRODUCT	WATTAGE/STYLE	LIGHT SOURCE	FINISH	OPTIONS / ACCESSORIES
10 Degree Spot Light 15751	12.4W / 16.7 VA	**LED Specs** - Integrated LEDs & Driver - 9V–15V AC/DC - 3000K Color Temperature - 40,000 Hours Lamp Life To L70 Specifications ** **Wiring** - 35" of Usable #18-2 Wire - SPT-1-W Leads - Cable Connector Supplied **Included Mounting Accessories** - 8" In-Ground Stake - Cable Connector Supplied **Note:** Fixture is Not For Use w/ Electronic Transformers	**Cast Aluminum** **AZT** - Textured Architectural Bronze **BKT** - Textured Black **Cast Brass** **BBR** - Bronzed Brass (not shown)	**Mounting Options** **Flange For Surface Mounting** **15601AZT** - Textured Bronze Finish **15601BKT** - Textured Black Finish **15601BBR** - Bronzed Brass Finish **Flange For Tree / Surface Mounting** **15607AZT** - Textured Bronze Finish **15607BKT** - Textured Black Finish **15607BBR** - Bronzed Brass Finish **90° Elbow** **15647AZT** - Textured Bronze Finish **15647BKT** - Textured Black Finish **15647BBR** - Bronzed Brass Finish 1.18" W 2.09" H 1.35" L **Junction Box Mounting Bracket** **15609AZT** - Textured Bronze Finish **15609BKT** - Textured Black Finish 2.39" W 5.56" H **Lens Options** **15875AMB** - Amber Lens For a Warmer Hue **15895FRO** - Frosted Lens For Diffusing Light Where Needed **15885GRN** - Green Lens For Intensifying Foliage Colors - Includes Replacement Gasket, Allen Wrench, & Extra Ring Screws - **Please Note:** Colored Lenses Will Slightly Reduce Light Output **Snap-On Hood Options** **15701 AZTP, BKTP** - Short Cowl for use with 4.5W and 8.5W size. **15702 AZTP, BKTP** - Short Cowl for use with 12.4W size. **15703 AZTP, BKTP** - Long Cowl for use with 4.5W and 8.5W size. **15704 AZTP, BKTP** - Long Cowl for use with 12.4W size. Finishes to match accent fixtures. Please Note: For BBR fixture finishes, use AZTP.
35 Degree Floodlight 15752	12.4W / 16.7 VA			
60 Degree Wide Floodlight 15753	12.4W / 16.7 VA			

NOTES

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Intertek

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- Fixtures Must be Used With a Kichler ANSI/UL Power Supply
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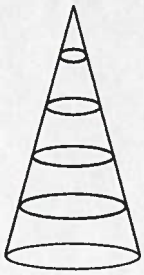
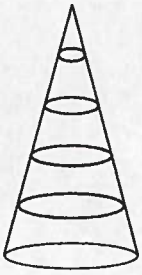
7711 E. Pleasant Valley Road, Cleveland, OH 44131 ph:(216) 573-1000 fax:(216) 573-2270 email:sales@kichler.com web:landscapelighting.com

KICHLER.

PROJECT:	
TYPE:	
ORDERING # :	
COMMENTS:	

PHOTOMETRIC INFORMATION

PRODUCT	DISTANCE	ILLUMINANCY	BEAM WIDTH	
10 Degree Spot Light 15751	8 Feet	100.6 Footcandles	1.2 Feet	Narrow Spot
	12 Feet	44.7 Footcandles	1.9 Feet	
	24 Feet	11.18 Footcandles	3.6 Feet	
	36 Feet	4.97 Footcandles	5.4 Feet	
	48 Feet	2.79 Footcandles	7.2 Feet	
	60 Feet	1.79 Footcandles	9.0 Feet	
35 Degree Floodlight 15752	4 Feet	98.1 Footcandles	1.9 Feet	Flood 
	8 Feet	24.5 Footcandles	3.9 Feet	
	16 Feet	6.1 Footcandles	7.8 Feet	
	24 Feet	2.71 Footcandles	11.7 Feet	
	32 Feet	1.53 Footcandles	15.6 Feet	
	40 Feet	0.98 Footcandles	19.5 Feet	
60 Degree Wide Floodlight 15753	4 Feet	47.03 Footcandles	2.4 Feet	Wide Flood 
	8 Feet	11.8 Footcandles	4.8 Feet	
	16 Feet	2.9 Footcandles	9.6 Feet	
	24 Feet	1.29 Footcandles	14.4 Feet	
	32 Feet	0.73 Footcandles	19.2 Feet	
	40 Feet	0.46 Footcandles	24.0 Feet	

NOTES

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7711 E. Pleasant Valley Road, Cleveland, OH 44131 ph:(216) 573-1000 fax:(216) 573-2270 email:sales@kichler.com web:landscapelighting.com

Antietam Electrical Contractors

P.O. Box 316
Williamsport, MD 21795
Phone 301-223-1152
FAX 301-223-1155
Email – antietamec@myactv.net

To :	Drew Bowen	# Pages:	1	Date:	5/28/14
Company:	Town of Middletown	Notes	EMAILED		
Phone #					

RE: Flagpole Lighting – War Memorial Flagpole Lighting
Middletown, MD

SCOPE OF WORK:

1. Price includes all electrical work per sketch prepared by Town of Middletown. See attached.
2. All material and work is in accordance with industry standards.
3. Trenching, backfilling, core drilling, cutting & patching is included.
4. Applicable taxes and inspection fees are included.
5. A new underground service is included with item 1. Service to be 120/240 Volt, 1 phase, 100 Amp. All service equipment to be mounted on 6"x 6" PT post.
6. All lighting to be manufactured by HADCO, low voltage type, with halogen lamps.
7. All low voltage underground wiring to be direct buried.

Item	Description	QTY	Unit Price	Total Price
1	Flagpole lighting at War Memorial	1	$ 10,988.00	$10,988.00

TERMS, CONDITIONS & EXCLUSIONS:

1. Quote is good for 60 days. Terms are net 30.
2. Item 1 would require @ 5/6 working days.
3. Material availability is @ 3 weeks after notice to proceed.
4. No power company charges are included.

If there are any questions concerning this proposal, please call.

Celia Palmer, President

Dixie Electric INC.

TONY'S TRENCHING INC.

6907 Baltimore National Pike, Suite 9 • Frederick, Maryland 21702
301-473-4665 Phone • 301-473-4119 Fax
The Details Make the Difference

May 1, 2014

Town of Middletown
Middletown Municipal Center
31 West Main Street
Middletown, MD 21769

Attn: Drew Bowen
Re: War Memorial Flag Lighting REVISED

Gentlemen,

We are pleased to offer for your consideration, the following revised scope of work and cost estimate for the above referenced project based upon our site visit and resultant designs. If this is acceptable, please sign in the space provided below and return to us. Upon receipt of signed proposal, we will place the order for the lighting fixtures and schedule the work to begin.

Scope of Work Included:

1. Procure an electrical permit and all required inspections.
2. Coordinate with Miss Utility to mark any buried utilities in the area before excavation begins.
3. Provide all required labor and equipment to excavate from an existing Potomac Edison utility pole to an area close to the memorial for new electrical service.
4. Furnish and install one (1) run of 3" PVC conduit with a pull line for use by the power company from the pole to the new service.
5. Furnish and install one (1) post mounted 100 amp, 120/208 volt electrical service to serve power to the proposed lighting.
6. Furnish and install one (1) GFCI protected weatherproof duplex receptacle mounted on the post service as required by code.
7. Furnish and install seven (7) LED low voltage in-ground flood lights to light the flags. Fixtures to be as previously submitted.
8. Furnish and install three (3) LED low voltage above ground flood lights to light the memorials. Fixtures to be as per the spec sheet provided to us by the town matching the flag pole lights.
9. Furnish and install one (1) low voltage transformer to serve the new lights.
10. Provide all required labor and equipment to excavate from the new service to the base of each flag pole and around to the front memorial for new underground wiring to serve the new lighting fixtures.
11. Provide all required labor and equipment to bore under the existing circular walkway for new underground wring to the two memorial flood lights within the circular walkway.
12. Furnish and install all required direct buried underground low voltage wiring from the low voltage transformer to each light fixture.
13. Provide labor to rake the disturbed area smooth and remove any large rocks that may be left.

Not Included:

1. Rock removal. If, while excavating to the required depths, rock is encountered that cannot be dug through, it will have to be removed on a time and materials basis at our current hourly rate of $85.00 per hour / per man.
2. Seeding, straw mulch, or sod replacement.
3. Utility company fees if applicable.

Total Price $11,160.00 Due upon completion

Thank you,

Brent W. Spear,
Vice President of Operations

Authorized Signature Date

Middletown Planning Office

MEMORANDUM

Date: 5/23/2014

To: Burgess & Commissioners, Middletown

From: Cynthia Unangst, Middletown Staff Planner

RE: 2013-Draft Annual Report

Attached are the Draft 2013 Middletown Annual Planning Report, Permit List and Annual Report map. These documents are being submitted to the Burgess & Commissioners for review and approval upon recommendation of the Middletown Planning Commission on May 19, 2014.

The Annual Report includes all activity performed by the Middletown Planning Commission, Board of Appeals, and Planning Staff for the calendar year 2013. State Law requires that an Annual Report be created, adopted, and filed each year for those governing bodies exercising local planning and zoning authority. Once approved by the Burgess and Commissioners, this report will be forwarded to the appropriate State agencies for their records.

MIDDLETOWN PLANNING COMMISSION

2013
ANNUAL REPORT

Approved _____, 2014 by Burgess & Commissioners

BURGESS & COMMISSIONERS
John Miller, Burgess (4/2012-4/2016)
Jennifer Falcinelli, Burgess Pro-tem (4/2010-4/2014)
Larry Bussard (4/2010-4/2014)
Richard Dietrick (4/2010-4/2014)
Anthony Ventre (4/2012-4/2016)
Chris Goodman (4/2012-4/2016)

Andrew J. Bowen, Town Administrator

Middletown Planning Commission
Mark Carney, Chairman (12/2011-12/2016)
Robert Smart (12/2011-12/2016)
David Lake (2/2012-2/2017)
Bob Miller (1/2010-5/2013) (5/2013-5/2018)
Chris Goodman, Comm. Ex-Officio (4/2012-4/2016)
Rich Gallagher, Alt. (2/2011-2/2016)
Ron Forrester, Temp. Alt (6/2012-6/2017)

Middletown Board Of Appeals
Fred Rudy, Chair (6/2010-6/2013)(6/2013-6/2016)
Thomas Routzahn (1/2008-2/2014)
Kenneth Kyler (1/2008-2/2014)
Chris Stimac, Alternate (1/2008-2/2014)

Planning Department Staff
Cynthia K. Unangst

Town Zoning Administrator
Cynthia K. Unangst (January-November 2013)
Andrew Bowen (December 2013)

Engineering Staff
Bruce Carbaugh, Director of Operations and Construction

INTRODUCTION

Section 1-207 of the Land Use Article of the Annotated Code of Maryland requires that the Planning Commissions of non-charter counties and municipalities prepare, adopt and file an annual report with the local legislative body and a copy of the report be mailed to the Director of the Maryland Office of Planning. The report is a retrospective look at development activity within the jurisdiction with a focus on whether that activity is or is not consistent with a variety of adopted plans. The report thus informs both the Planning Commission and local legislative body about the strengths and weaknesses of the local planning program.

POPULATION IN MIDDLETOWN

YEAR	POPULATION	INCREASE OR DECREASE
1970 Census	1,262	N/A
1980 Census	1,748	486
1990 Census	1,834	86
2000 Census	2,668	173
2001 Estimate	2,768	100
2002 Estimate	2,951	183
2003 Estimate	3,237	286
2004 Estimate	3,655	418
2005 Estimate	3,833	178
2006 Estimate	3,966	133
2007 Estimate	4,105	139
2008 Estimate	4,198	93
2009 Estimate	4,239	41
2010 Census	**4,136**	**-103**
2011 Estimate	4,163	27
2012 Estimate	4,272	109
2013 Estimate	4,295	23

TEN YEAR PERIODS OF POPULATION GROWTH based on Census

1970 – 1980	486
1980 – 1990	86
1990 – 2000	834
2000 – 2010	1,468
	2,874

MIDDLETOWN PLANNING COMMISSION

The Middletown Planning Commission is a five-member commission, which has review and approval authority of site plans and subdivisions. In addition, the Planning Commission makes recommendations to the Burgess and Commissioners on rezoning, text amendments, annexations, and any other issue, which is planning related. The Middletown Planning Commission also makes recommendations to the Middletown Board of Appeals on cases involving special exceptions. **(Plan names are shown on attached map.)**

CONCEPT PLANS PRESENTED-2013

Name	Units	Zoning	Request for:
1A. Fire Department Station Franklin Street	1	OS	Discussion of concept plan for new fire station (4/22 and 8/19)

1B. Cross Stone Shopping Center Middletown Parkway	4	GC	Discussion of concept plan for shopping center with four commercial buildings (5/20)
1C. Miller Property	4	TC	Discussion of concept plan for restaurant and market (9/16)

SITE PLANS-2013

Name	Units	Zoning	Request for:
2A. Washington Gas Line/ Cone Branch Walking Path	1	R-1	Approval of walking path and underlying gas line (Approved 1/21)
2B. High School C-container Schoolhouse Drive	1	OS	Approval of temporary C-container at high school (Approved 2/18)
2C. Municipal Center C-container West Main Street	1	TC	Approval of temporary C-container (Approved 2/18)
2D. Potomac Gun Depot West Main Street	1	TC	Approval of internet-based gun retail business (Approved 2/18)
2E. Thompson Parking Lot East Green Street	1	R-2	Approval of parking lot use in R-2 district by special exception (Approved 4/22)
2F. Potomac Gun Depot West Main Street	1	TC	Approval of revised site plan for gun retail business (Approved 6/17)
2G. Rudy Pool Demolition Broad Street	1	R-1	Approval of demolition of in-ground pool (Approved 6/17)
2H. Rock Star LLC West Main Street	1	TC	Approval of personal training business (Approved 6/17)
2I. More Ice Cream West Main Street	1	TC	Approval of ice cream parlor (Approved 6/17)
2J. Right-A-Way Powder Coating North Church Street	1	GC	Approval of powder-coating business (Approved 6/17)
2K. Valley School Demolition East Green Street	1	R-2	Approval of demolition of existing garage and shed (Approved 7/15)
2L. Valley School East Green Street	1	R-2	Approval of child day care center (Approved 8/19)
2M. High School C-Container Schoolhouse Drive	1	OS	Approval of extension of temporary C-container (Approved 8/19)
2N. Cross Stone Commons Middletown Parkway	4	GC	Approval of shopping center development (8/19; Approved 11/18)

DRAFT

2O. Fire Station Franklin Street	1	OS	Approval of new fire station (Approved 11/18)

MASTER PLANS-2013

Name	Units	Zoning	Request for:
3. Coblentz Property East Green Street	81	R-3	Approval of amended Master Plan (Approved 1/21)

PRELIMINARY PLANS-2013

Name	Units	Zoning	Request for:
4. Coblentz Property East Green Street	81	R-3	Approval of neo-traditional residential development (Approved 3/18)

MASS GRADING/SWM PLANS-2013

Name	Units	Zoning	Request for:
None			

IMPROVEMENT PLANS-2013

Name	Units	Zoning	Request for:
5A. Fire Dept. Activities Center Fireman's Way	1	OS	Approval of improvement plans for the fire department activities center (Approved 4/22)
5B. Valley School East Green Street	1	R-2	Approval of improvement plans for child daycare center (Approved 8/19)
5C. Coblentz Property East Green Street	81	R-3	Approval of improvement plans for neo-traditional residential development (Approved 10/21)

FOREST CONSERVATION PLANS-2013

Name	Units	Zoning	Request for:
6A. Coblentz Property East Green Street	81	R-3	Approval of preliminary forest conservation plan (Approved 1/21)
6B. Valley School East Green Street	1	R-2	Approval of combined forest conservation plan (Approved 6/17)
6C. Cross Stone Commons Middletown Parkway	4	GC	Approval of preliminary forest conservation plan (Approved 11/18)

CORRECTION PLATS-2013

Name	Units	Zoning	Request for:
None			

DRAFT

ADDITION PLATS-2013

Name	Units	Zoning	Request for:
7. Cross Stone Commons Middletown Parkway	4	GC	Approval of addition of two parcels into one (Approved 11/18)

FINAL PLATS-2013

Name	Units	Zoning	Request for:
8. Fire Station Franklin Street	1	OS	Approval of final plat for new fire station (Approved 10/21)

RE-ZONING REQUESTS:

None

ANNEXATIONS:

Middletown County Park Coblentz Road	74 acres	OS	Approval of Town request to annex park into town boundaries (9/16)

TEXT AMENDMENTS:

Text Amendments recommended to Burgess and Commissioners for adoption. (Municipal Code Number)

Parking Lot special exceptions – Planning Commission recommended adoption of parking lots as a use in the R-2 zoning district permitted by special exception and to establish specific standards which must be met in order to permit parking lots in the R-2 district by special exception. (Section 17.06.030, Section 17.48.400) [PC recommended 12/17/2012; B&C adopted 2/11]

Forest Resource regulations – Planning Commission recommended adoption of regulations relating to forest conservation including the addition of definitions for "priority funding area" are "stream restoration project" and the addition of exemptions from the forest conservation requirements. (Section 16.40) [PC recommended 12/16]

BOARD OF APPEALS: (letters in front of applicant names correspond to letters on attached map)

Applicant	Request	Location	Motion	Date
A. Thompson	Special exception for parking lot	32 East Green St.	Approved (conditionally)	3/27/13
B. Valley School	Special exception for daycare center	30 East Green St.	Approved	5/8/13
C. Cross Stone Commons	Special exception for shopping center	Middletown Parkway/ Alt. 40A	Approved (conditionally)	5/8/13
D. Wells	variance of 4′for pool	29 Wagon Shed Lane	Approved	5/8/13
E. Warner	variance of 10′ for deck	212 Layla Drive	Approved	6/24/13

INFRASTRUCTURE PROJECTIONS:

TRANSPORTATION:

Action taken by the Town in the year 2013 has been consistent with the Town Comprehensive Plan and best management planning practices.

A Middletown Parkway remains a priority of the Town and is included in the Town Comprehensive Plan with alignments both north and south of town. Future development should incorporate roadway dedication and construction to provide minimum collector type road links from east to west, and a collector from US 40-A north to I-70.

The County and Town should develop plans to transfer Coblentz Road from county road status to the municipal street system in conjunction with the Admar annexation, should that ever occur.

The State Highway Administration is resurrecting the plans and cost estimates for improvements to the Main Street area of Middletown. The scope of the work includes replacement of water mains and storm water lines in the Main Street SHA right-of-ways and the feasibility studies for relocating utility lines, new signage, traffic patterns, and replacement or installation of curb, gutter and sidewalks.

WATER SUPPLY AND DISTRIBUTION:

The Town depends on 22 wells, 4 groups of springs, two reservoirs, and a water tower to supply water to the Town. The current total withdrawal permitted by the Town is 387,000 gallons per day (gpd). The average daily use for 2013 was 296,000 gpd (down from 300,000 in 2012). The Town's continued annual decrease in water use is due to the Town's leak detection program and water conservation program. The water system is routinely monitored for possible contaminants in accordance with Federal and State laws, and none were at violation levels in 2013.

WASTE WATER TREATMENT FACILITIES:

The East End Wastewater Treatment Plant (WWTP) on the south side of Holter Road at Hollow Creek is designed to process 350,000 gpd of sewerage. The current discharge permit for the plant is 250,000 gpd. Average daily flows for 2013 were 215,000 gpd (up from 198,000 in 2012).

The discharge for the West End WWTP at Catoctin Creek in the southwest section of Town is 250,000 gpd. Average daily flows for 2013 were 182,000 gpd (slightly down from 183,000 gpd in 2012).

There were no violations for either plant in 2013.

NATURAL GAS

A natural gas line installation completed in 2013 provides natural gas to the school complex in Middletown. This upgrade provides enormous savings to the schools and was funded by Frederick County Public Schools. The Town provided the necessary easement across Town property to reduce the cost of running the line down Main Street.

WATER/SEWER MASTER PLAN

Although the Town developed a Water/Sewer Master Plan as a Subsidiary Plan to the County Water/Sewer Master Plan, it was denied by the State in 2004, and consequently the Town complies with the County's Water and Sewer Master Plan.

PARKS AND GREENWAYS:

In 2013, the Town completed construction of the walking/biking trail along the Cone Branch Creek. This walking/biking trail connects the existing sidewalk system to Remsberg Park and Middletown Primary School which is also a Recreation Center.

PROTECTION OF HISTORIC STRUCTURES:

At the present time, the only regulations regarding the demolition of buildings are a zoning control (Section 17.32.160, Zoning, Middletown Municipal Code), which requires a Demolition Permit. This permit allows a building to be inventoried prior to the demolition but does not prohibit demolition.

The Town has approval of two historic districts approved by the National Register, allowing for property owners to voluntarily participate in government programs to recognize and improve properties. This process required establishment of a Historic Commission, which acts as a conduit between property owners and available programs. The Town also worked with private citizens to implement an identification plaque program for placement of plaques on historically significant structures in the historic districts. No plaques were placed on historically significant structures in 2013.

STRATEGIC PLANNING INITIATIVES

ZONING ORDINANCE UPDATE

The Planning Commission and planning staff began a comprehensive review of the Town Zoning Ordinances to review changes for consistency with the updated Middletown Comprehensive Plan in 2010.

PLANNING COMMISSION RECOMMENDATIONS:

ONGOING RECOMMENDATIONS:

1. Review walkway and road construction strategies to be incorporated into current & future growth and development.

2. Review and refine a management system for the plan review process to help ensure that files are complete and easily accessible, and which includes a checklist to verify that all agency approvals are in place.

3. Continue review of zoning ordinances as needed to ensure compatibility with the comprehensive plan.

4. Work on promotion and development of a trails system as shown in the Comprehensive Plan by working with the Town Board, citizens and community groups.

NEW RECOMMENDATIONS:

1. Work closely with Main Street Maryland Program to help revitalize downtown Middletown.

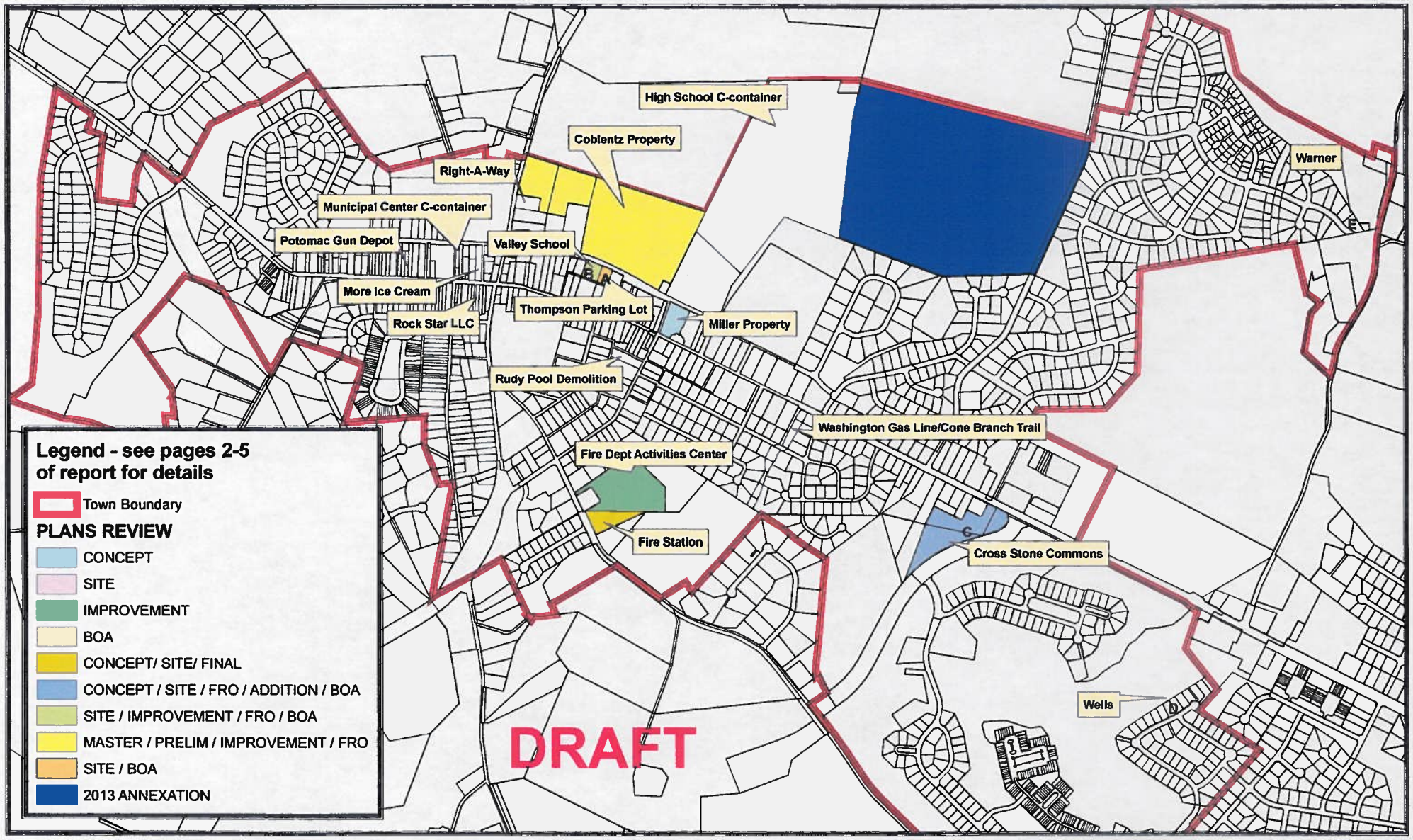
2. Work on promoting sustainable development practices thru the development review process.

3. Work on potential projects to consider for any applicable funding associated with the new Sustainable Communities designation through DHCD.

4. Planning Commission will promote electronic filing of permits and plans, adjustment of submission requirements as needed and use of electronic records review by the planning staff and the Planning Commission.

Permits Issued

TYPE	1996	1997	1998	1999	2000	5 yr.	2001	2002	2003	2004	2005	5 yr.	2006	2007	2008	2009	2010	5 yr.	2011	2012	2013	2014	2015	5 yr.
Single - Family	45	36	29	18	40	**168**	75	106	92	45	22	**340**	30	31	12	17	23	**113**	10	12	5			
Multi-Family	0	0	0	0	0	**0**	0	0	0	0	0	**0**	0	0	0	0	0	**0**	0	0	1			
Duplex	0	0	0	0	0	**0**	0	0	0	0	0	**0**	1	0	0	0	0	**1**	0	0	0			
Townhouse	0	0	0	0	0	**0**	0	0	42	15	0	**57**	16	19	23	24	0	**82**	0	0	0			
Apartments	0	0	1	0	0	**1**	0	1	0	0	0	**1**	0	0	0	0	0	**0**	0	0	0			
Interior Improvements	0	0	0	0	0	**0**	9	11	20	19	22	**81**	18	20	19	12	19	**88**	15	11	12			
Additions	0	0	0	0	0	**0**	6	15	15	28	20	**84**	8	12	2	6	2	**30**	6	7	4			
Pools & Hot Tubs	5	5	4	6	3	**23**	7	9	9	16	4	**45**	8	12	7	4	3	**34**	2	6	5			
Decks & Porches	18	23	34	20	11	**106**	18	38	36	64	39	**195**	37	41	31	27	28	**164**	32	19	9			
Accessory Structure	6	12	18	5	25	**66**	14	15	24	23	16	**92**	18	13	14	9	9	**63**	6	5	7			
Fences	6	13	19	17	11	**66**	18	27	41	36	29	**151**	23	16	25	24	20	**108**	16	24	13			
Demolitions	1	2	2	0	2	**7**	1	1	0	1	2	**5**	0	2	0	2	1	**5**	2	1	2			
Propane Tanks	0	0	0	0	0	**0**	1	1	3	6	6	**17**	3	4	2	2	1	**12**	6	2	4			
Sales Trailer	0	0	0	0	0	**0**	3	2	0	0	3	**8**	0	0	0	0	0	**0**	0	0	0			
Pump Station	0	0	0	0	0	**0**	1	0	0	0	0	**1**	0	0	1	0	0	**1**	0	0	0			
Signs	1	8	2	2	3	**16**	8	6	4	4	7	**29**	5	7	2	5	6	**25**	7	8	6			
Solar panels	0	0	0	0	0	**0**	0	0	0	0	0	**0**	0	0	0	0	0	**0**	0	0	4			
New Commercial	0	7	2	2	4	**15**	2	4	0	0	0	**6**	0	0	0	0	1	**1**	0	0	2			
Commercial Conversion	0	0	0	0	0	**0**	4	5	7	6	8	**30**	1	2	7	3	3	**16**	4	6	5			
Industrial Conversion	0	0	0	0	0	**0**	2	0	0	0	0	**2**	0	0	0	0	0	**0**	0	0	0			
Office Conversion	0	0	0	0	0	**0**	4	4	0	1	4	**13**	14	3	0	5	2	**24**	0	3	0			
Other														2	1	2	2	**7**	5	4	4			
Total Permits	82	106	111	70	99	**468**	173	245	293	264	182	**1157**	182	184	146	142	120	**774**	111	108	83			



Middletown 2013 Annual Report Map

FREDERICK COUNTY SHERIFF'S OFFICE

HEADQUARTERS
FREDERICK COUNTY LAW ENFORCEMENT CENTER
110 Airport Drive East
Frederick, Md. 21701
301-600-1046
301-600-1527 (Fax)
301-600-7655 (TTY)

JUDICIAL OPERATIONS
100 W. Patrick Street
Frederick, Md. 21701
301-600-2162
301-600-3690 (Fax)

CHARLES A. JENKINS
SHERIFF

DETENTION CENTER/ CENTRAL BOOKING
7300 Marcie's Choice Lane
Frederick, Md. 21704
301-600-2550 (D.C.)
301-600-2566 (D.C. Fax)
301-600-1790 (C.B.)
301-600-1791 (C.B. Fax)

WORK RELEASE CENTER
7281 Marcie's Choice Lane
Frederick, Md. 21704
301-600-1727
301-600-3404 (Fax)

RW/rw
May 28, 2014

RECEIVED
JUN 06 2014
TOWN OF MIDDLETOWN, MD.

Mr. John D. Miller, Burgess
Town of Middletown
31 W. Main Street
Middletown, Maryland 21769

Dear Burgess Miller:

Enclosed are two copies of the FY 2015 contract between the Frederick County Sheriff's Office and the Town of Middletown. Compared to the FY2014 contract, the contractual costs for FY 2015 have decreased by $26,842. This decrease is due to a change in personnel, a decrease in some of the salary fringes and a decrease in vehicle expenses. The salaries do reflect a merit increase and a 2% cost-of-living increase which, the Frederick County Board of Commissioners voted to give all Frederick County personnel in FY2015.

Please sign both copies of the contract, have them witnessed, and return them to me. Once the remaining signatures are obtained, a signed original copy will be returned to you. Should you have any questions, please feel free to call Renee Williar at 301-600-1833.

- ■ BURGESS
- ■ ADMINISTRATION
- ☐ PUBLIC WORKS
- ☐ PLANNING & ZONING
- ☐ WATER & SEWER

Sincerely,

Charles A. Jenkins
Sheriff of Frederick County

/Enclosures (2)

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CONTRACT FOR LAW ENFORCEMENT SERVICES

WHEREAS the Burgess and Commissioners of Middletown, an incorporated municipality of Frederick County, desire to conclude an agreement with the Sheriff of Frederick County and the Board of County Commissioners of Frederick County for the provision of law enforcement services, by the Frederick County Sheriff's Office for the Town of Middletown.

NOW THEREFORE THIS AGREEMENT, made this _____ day of _____, 2014, by and between Sheriff Charles A. Jenkins, Sheriff of Frederick County, hereafter referred to as the Sheriff, the Board of County Commissioners, hereafter referred to as the County, and the Burgess and Town Commissioners of Middletown, an incorporated municipality of Frederick County, State of Maryland, hereafter referred to as the Municipality agree as follows:

The said Sheriff, pursuant to the rules and regulations pertaining to the provision of contract services by the Frederick County Sheriff's Office, a copy of which is attached in this agreement as Exhibit "A", and in consideration of the promises of the Municipality, does hereby detail regular assignment to the said Municipality three (3) uniformed Frederick County Sheriff's deputies.

The said uniformed deputies shall commence services as of July 1, 2014. The Sheriff pursuant to

his authority as chief law enforcement officer for Frederick County does hereby assign three (3) deputies to Middletown, Frederick County, in addition to the regular complement of deputies assigned law enforcement responsibilities for Frederick County.

This agreement shall cover the period from July 1, 2014 through June 30, 2015. This agreement shall be automatically renewed from year to year unless the Municipality shall give written notice to the Sheriff at least six (6) months prior to the expiration of any renewal term of its intention not to renew said agreement at the conclusion of the current term.

In return for the assignment of said Sheriff's deputies, the Municipality hereby promises and agrees to pay an amount equal to one hundred percent (100%) of the reasonable and proper costs of the assigned deputies as determined by the Sheriff of Frederick County. The costs shall be set forth as Exhibit "B" and shall be attached hereto. For each successive year this agreement remains in force, the annual certification of the Sheriff shall be attached hereto as the then current Exhibit "B" and shall become a part hereof.

The Sheriff retains the right to adjust operating costs actually incurred during the course of a particular fiscal year in which the agreement is in effect, but any increase in cost will not exceed 10% of the total budget contained in Exhibit "B". The contractee shall be notified by the Sheriff of any price escalation or de-escalation in writing as soon as possible, but in any event, no later than thirty (30) days from the time the Sheriff becomes aware of the cost fluctuation. The Sheriff may, from time to time, amend Exhibit "B" of this agreement, provided the above notification has been made and that any increase in cost will not exceed 10% of the total budget contained in Exhibit "B".

At least sixty (60) days prior to the end of the term of this agreement or any renewal hereof, the Sheriff shall estimate the reasonable and proper costs of the contracted services for the following term and shall so advise the Municipality.

In the event an increase greater than 10% is required, and the parties are unable to reach an agreement on how to fund the additional costs, either party may terminate this contract upon 30 days notice to the other party.

Payment for the current term of this agreement (one hundred percent [100%] of the reasonable and proper costs as determined by the Sheriff in accordance with Exhibit "B") shall be made by the Municipality to the Board of County Commissioners on a quarterly basis when billed to the Municipality by the Board of County Commissioners. In the event that any payment due under the terms of this agreement remains unpaid for a period of thirty (30) days beyond the date when such payment is due, the Sheriff reserves the right to terminate this agreement, in addition to pursuing any other legal remedy to obtain the amount due under this agreement.

The Municipality agrees that the operation of the contracted law enforcement services will be governed by the Sheriff's Office "Rules and Regulations for the Provision of Contracted Services", a copy of which is attached hereto as Exhibit "A". The Sheriff may, from time to time, amend said regulations. Prior to amending said regulations, the Sheriff shall send a copy of said proposed amendment(s) to the Municipality at least thirty (30) days prior to their effective date, to provide the Municipality an opportunity to review and comment upon said regulation(s) as amended.

The Frederick County Government shall assume liability that is customary in the provision of law enforcement services and carry a liability insurance policy to cover same.

This writing contains the full and final agreement between the parties and may only be amended in writing, signed by the parties and attached hereto as an amendment.

IN WITNESS WHEREOF, the said parties have hereunto set their hands and seals this _____ day of _____ 2014.

Sophia Adams
Witness

Charles A. Jenkins, Sheriff
Frederick County, Maryland

ATTEST:

BOARD OF COUNTY COMMISSIONERS OF FREDERICK COUNTY BY:

Lori Depies
County Manager

Blaine R. Young
Board of County Commissioners of Frederick County

BURGESS AND COMMISSIONERS OF MIDDLETOWN:

Andrew Bowen
Town Administrator

John D. Miller, Burgess
Middletown, Maryland

Approved as to form and legal sufficiency this _____ day of _____ 2014:

County Attorney
Frederick County, Maryland

Exhibit "A"

FREDERICK COUNTY SHERIFF'S OFFICE

RULES AND REGULATIONS
FOR
THE PROVISION OF CONTRACT SERVICES

1. Sheriff's deputies involved in the provision of contract services will remain under the direct control of the Frederick County Sheriff's Office. They will be supervised by the Commander of Patrol Operations or their designate. All organizational orders, regulations, and directives apply with full force to these deputies.

2. In keeping with contemporary management principles whereby no person should have more than one immediate supervisor, deputies providing contract services shall receive orders by normal communication channels through the Sheriff's Office Patrol Operations Commander or their designate. The principal executive of the contracting jurisdiction or their designate shall deal with the Patrol Operations Commander or their designate on all matters concerning the duties or performance of the deputies assigned to their community on a contract basis.

3. Matters concerning working hours shall be arranged by the Patrol Operations Commander or their designate based on the needs of the contractee, considering input from the Municipal representative and the assigned deputy.

4. Deputies providing contract services shall be in uniform at all times during regular working hours unless a specific need arises and special permission is given by the Patrol Operations Commander or their designate to work in civilian attire. The uniform of the day shall be governed by the normal Sheriff's Office policy.

5. The deputies assigned to a municipality to provide contract services shall not leave their agreed upon patrol area without the permission of the Patrol Operations Commander or their designate.

6. The Sheriff's Office will not remove deputies providing contracted services from their assigned Municipality for use on searches for missing persons, manhunts, etc., except in emergency cases. If the Sheriff, Chief Deputy, Law Enforcement Bureau Chief, Operations Division Commander, or Patrol Operations Commander deem this action as necessary, the deputies providing contract services shall be relieved to return to their assigned Municipality as soon as reasonably possible.

7. From time to time, there will be conferences, meetings, training sessions, and/or other occasions wherein the contracted deputy's presence will be required. Such events will be kept to a minimum. The contracting Municipality will be notified of such absences prior to any scheduled absence. The Sheriff's Office is not obligated to provide special coverage beyond the normal coverage afforded Frederick County during such absences.

8. If the terms of the contract specify that law enforcement services are to be limited to a patrol area, shift or certain duties, the Patrol Operations Commander or their designate and contracted deputies will be guided by those terms. If the Patrol Operations Commander or their designate has good and sufficient reasons to alter or rearrange any work conditions specified in the contract, he will obtain concurrence from the Chief Executive of the Municipality concerned.

9. Deputies who are assigned to a Municipality on a contract basis shall not direct traffic at church or school crossings without the specific approval of the Patrol Operations Commander or their designate. They will not collect

money from parking meters or otherwise attend them.

10. The Sheriff's Office is not required to provide special fill-in coverage for contracted deputies during regular leave, vacation, and short periods of sick leave (one to five days). The normal coverage afforded Frederick County will be provided by the Sheriff's Office during such absences.

11. The names of deputies assigned to Municipalities for the provision of contract services will be listed among Sheriff's Office members assigned to Patrol Operations Division with the name of the jurisdiction to which they are assigned to provide contract law enforcement services.

12. Contracted deputies will normally be expected to work a forty-hour week consisting of one shift per working day. After hours, and when on days off, calls for service will be handled by the Sheriff's Office.

13. Any other law enforcement officers working within the jurisdiction contracting with the Sheriff's Office for law enforcement services will work in cooperation with the deputies providing contract services. If these conditions exist, the contracted deputy will be advised of all law enforcement activities in his/her assigned area.

14. A deputy assigned to provide contract services shall be required to have a listed telephone in his/her home. The deputy will maintain contact with the Sheriff's Office Operations Division while on duty. He/she will be available for recall to duty in cases of emergency on the same basis as other members of the Sheriff's Office.

15. Selection of deputies to be assigned to Municipalities for the provision of contract services shall be by the Law Enforcement Bureau Chief with recommendations from the Operations Division Commander and Patrol Operations Commander and approval of the Sheriff.

16. Deputies providing contract services shall enforce local ordinances of the contracting jurisdiction as well as state motor vehicle and criminal law.

17. Supplies, equipment, and maintenance will be obtained from the Sheriff's Office through the Operations Division. Car, radio, and other equipment repairs will be made in accordance with existing Sheriff's Office policies and procedures. A spare vehicle shall be furnished when necessary. No contracted deputy will make arrangements for any services outside the Sheriff's Office policies and procedures without approval of the Patrol Operations Commander or their designate.

18. Deputies involved in the provision of contract services for the Sheriff's Office shall retain all the rights and privileges of Sheriff's Office personnel.

19. Community deputies assigned to the town of Middletown shall be provided office space at City Hall or other appropriate location. Deputies shall not spend an undue amount of time in the office performing administrative duties.

20. Records of the activities of the Community Deputies will be maintained by the Sheriff's Office. This data will include such information as details of calls for service (type, time of day, location, response time, etc.), assistance provided, and number and types of arrests. The data will be stored in the main agency database; and will be entered so that information specific to the Community Deputies can be extracted.

Exhibit "B"

FREDERICK COUNTY SHERIFF'S OFFICE
Costs for Contract Services - FY 2015
Town of Middletown

	DFC Hewitt-Angleberger	DFC Linehan	DFC Olander
Salary & Benefits:			
Salary	$67,047	$64,045	$72,522
Overtime (Estimate of salary plus benefits)	$2,500	$2,500	$2,500
Benefits:			
FICA	$5,320	$5,091	$5,739
Worker's Compensation	$1,613	$1,544	$1,741
Health Insurance	$0	$0	$6,527
Retirement	$14,750	$14,090	$0
Life Insurance	$154	$148	$167
Unemployment	$101	$101	$101
Dental	$60	$60	$60
Retiree Health Benefits	$5,142	$5,142	$5,142
Liability Insurance	$500	$500	$500
Motor Vehicle Operations & Maintenance:			
Vehicle depreciation, insurance, repairs & fuel costs	$12,500	$12,500	$12,500
Equipment & Supplies:			
Uniforms & Equipment	$650	$650	$650
Cleaning Allowance	$600	$600	$600
TOTAL	$110,937	$106,971	$108,749
TOTAL FOR THREE DEPUTIES		**$326,657**	

MARYLAND
DEPARTMENT OF
NATURAL RESOURCES

Martin O'Malley, Governor
Anthony G. Brown, Lt. Governor
Joseph P. Gill, Secretary
Frank W. Dawson III, Deputy Secretary

June 9, 2014

RECEIVED
JUN 12 2014
TOWN OF MIDDLETOWN, MD.

Mr. Andrew J. Bowen, V
Administrator
Middletown
31 W. Main Street
Middletown MD 21769-8004

Dear Mr. Bowen:

The Maryland Department of Natural Resources is now accepting grant proposals for the Community Parks and Playgrounds Program (CP&P). These proposals will be reviewed and considered for submission to the Maryland General Assembly as part of the Governor's FY2016 budget proposal.

Maryland's CP&P is designed to enhance the livability of communities by creating, restoring or enhancing parks, playgrounds and other open spaces. For applications submitted for FY2016 funding, applicants are once again encouraged to emphasize those projects that offer public benefits enhancing quality of life in existing population centers and demonstrating the use of low environmental impact development techniques, materials and management. The following pages provide the details about the Program and how municipal corporations of the State and Baltimore City may apply for State funding assistance.

If you would like to apply for CP&P project assistance, please complete the items listed on the enclosed "Grant Proposal List," "Community Parks and Playgrounds Project Agreement," "Project Details," and "Supporting Documents." All application materials may also be accessed at http://dnr.maryland.gov/land/pos/cpp.asp. Please submit all required forms and attachments as directed by this package by August 18, 2014.

After reviewing the attached information, if you have any questions concerning the Program, please contact your Program Administrator listed on the enclosed "Grant Proposal Guide." We look forward to working with you to enhance the quality of life in your communities through environmentally sustainable park and recreation facilities.

Sincerely,

HBell

Hilary Bell, Deputy Director
Land Acquisition and Planning

Enclosures

- ■ BURGESS
- ■ ADMINISTRATION
- ☐ PUBLIC WORKS
- ☐ PLANNING & ZONING
- ☐ WATER & SEWER