

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

TOWN MEETING MINUTES

REGULAR MEETING

March 11, 2013

The first monthly meeting of the Burgess and Commissioners of Middletown was called to order on March 13, 2013, by Burgess John D. Miller at 7:00 p.m. in the Middletown Municipal Center, 31 W. Main Street, Middletown, Maryland. Present were: Burgess Miller, Commissioners Jennifer Falcinelli, Larry Bussard, Richard Dietrick, Anthony Ventre and Christopher Goodman.

CONSENT AGENDA

Financial Statements

Hydrant Flushing – April 1-5, 2013

Request from Foxfield Active Adult for the Installation of Neighborhood Watch Signs at:

Corner of Rhoderick Circle & Layla Drive

Corner of Smithfield Drive & Roundabout (Foxfield Village Side)

Corner of Rhoderick Circle & Hoffman Drive/Layla Drive

Town Minutes

February 7, 2013 – Public Hearing Ordinance 13-02-02

February 11, 2013 – Town Meeting

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

PERSONAL REQUEST FOR AGENDA: - No Request

UNFINISHED BUSINESS

Ordinance 13-03-01 – Coblenz Property Master Plan Amendments – Changes are due to the new stormwater management regulations. Commissioner Ventre motioned to approve this amendment to the Coblenz Property Master Plan, seconded by Commissioner Goodman and passed unanimously.

Ordinance 13-03-02 – Amendments to the Water & Sewer Billing Policy, Section L – The Water/Sewer committee recommends changing the last sentence of the first paragraph in “L” to read; *The revised bill will be established as based upon two (2) times the average of the water usage for the property for the four (4) quarters immediately preceding the high water usage.* Commissioner Ventre motioned to accept this amendment to “L”, seconded by Commissioner Falcinelli and passed unanimously.

REPORTS OF COMMITTEES

WATER & SEWER – Commissioner Falcinelli reported:

Water Status – usage 286,000 gallons per day, last year was 275,000 gallons

Discharge – east WWTP 280,000 – west WWTP 288,000

Reservoir – Currently leaking 40,000 – 60,000 gallons per day. A diver will be here later this month to discover the location of the leak and determine if it can be patched or needs to be replaced.

February Committee meeting – the committee reviewed the budget and recommends the following

1. Breaking one of the line items into the following categories; Water Plant – Booster Station – Reservoir – Brookridge South Treatment Plant – Water Tower.
2. Review the Operating and CIP budget at the same time.
3. Money owed to the General Fund be documented.

Commissioner Falcinelli motioned to accept the recommendation of the Water/Sewer Committee, seconded by Commissioner Ventre and passed unanimously.

March Committee Meeting – March 20, 2013 at 7:00 p.m.

PUBLIC WORKS – Commissioner Bussard reported:

Snow Removal – Town employees did a great job during the recent storm

Walnut Street Bridge – Work to begin Mid May and end in August

Municipal Center – Carpet to be installed the middle of April

Bulk Trash Pick Up – Scheduled for March 23, 2013 - Place only 2 items out by 6 a.m.

Yard Waste Pick Up – Begins April 2, 2013

Mowing Contract – The following bids were received:

Classic Landscaping	\$206,925.00
Valley Crest Landscape Maintenance	\$230,796.00 rounding errors
Ground Envy	\$268,741.89
Nature Boys	\$357,446.95 rounding errors
Lancaster Landscapes	\$427,740.00

Commissioner Bussard motioned to accept the bid from Classic Landscaping in the amount of \$206,925.00 for 3 years, seconded by Commissioner Dietrick and passed unanimously. It was noted that 108 acres are mowed weekly and in the past, Classic Landscaping has been very cooperative and at times done work over and above what is required.

Trash Removal – Key Sanitation submitted an offer of \$6.29 (10% discount from the current year) per unit for trash services and \$1.80 (same as current year) per unit for yard waste. Commissioner Bussard motioned to accept Key Sanitation offer for the next 3 years, seconded by Commission Dietrick and passed unanimously. Commissioner Bussard mentioned Key Sanitation does a lot for the Town and some at no charge.

PLANNING COMMISSION – Commissioner Goodman reported:

Coblentz Property – Tabled until after the March 7 Public Hearing

Middletown High School – Approved application for a storage container

Middletown Municipal Center – Approved application for a storage container

213 W. Main Street – approved change of use application for Potomac Gun Depot

PARKS & RECREATION – Commissioner Ventre reported:

Wiles Branch Park - \$5200.00 of FRO money was identified to use in planting trees. Commissioner Ventre motioned to donate \$1,000.00 of this FRO money to Memorial Park and plant 10 cherry trees and 2 crape myrtle at a cost of \$4,200.00 in Wiles Branch Park, seconded by Commissioner Goodman and passed unanimously.

POS Funds – Funds have been awarded for a pavilion at Wiles Branch Park North. Commissioner Ventre motioned to have Staff to request a change of location to Remsberg Park, seconded by Commissioner Goodman and passed unanimously. Commissioner Dietrick asked if this would be enough to build a pavilion and was told MVAA is contributing toward the construction of a pavilion at Remsberg Park.

Tree Plantings at the Town Parks – Tabled until a priority list is prepared.

FINANCE – Commissioner Dietrick reported:

Commissioner Dietrick passed out a list of cost the Town incurs during Community Groups activities throughout the year for the Board review during the upcoming budget meetings. (See copy attached)

PUBLIC INFORMATION – Commissioner Falcinelli reported:

Quarterly newsletter – items to be included must be given to Ann

Community Directory – work will resume after budget talks

NEW BUSINESS

Mowing Contract Bids – See Public Works report

Request from AT&T for Cellular Lease Expansion – The Town Administrator mentioned the original lease was for 6 antennas with the option to go to 9 (which they have done). AT&T is requesting to increase to 12 at an additional monthly cost of \$300.00. By general consent, the Board asked Staff to counter this offer with \$700.00 monthly increase.

Proposed Landscaping Plans – Wiles Branch & Remsberg Parks – see Park & Recreation report

Request for an Advertising Sign at Remsberg Park for the Farmers Market – The Town received a request to install a banner at Remsberg Park advertising the Farmer’s Market. By general consent would agree to small directional sign at the end of the Middletown Parkway and the entrance to Remsberg Park.

Offer from Key Sanitation for Waste Removal Service Discount for Renewal of 3-year Contract – See Public Works report

Constant Yield Tax Rate Exemption – The Town received notification of being exempt for FY 2014.

PUBLIC COMMENTS

ANNOUNCEMENTS

Budget Meeting – March 25, 2013.

MEETINGS FOR THE MONTH

<i>Planning Commission Workshop</i>	<i>Wednesday, March 13, 2013</i>	<i>7:00 p.m.</i>
<i>Water & Sewer Committee</i>	<i>Wednesday, March 20, 2013</i>	<i>7:00 p.m.</i>
<i>Planning Commission</i>	<i>Monday, March 18, 2013</i>	<i>7:00 p.m.</i>
<i>Parks & Recreation</i>	<i>Tuesday, March 19, 2013</i>	<i>7:00 p.m.</i>
<i>Town Board Meeting</i>	<i>Monday, March 25, 2013</i>	<i>7:00 p.m.</i>
<i>Main Street Board</i>	<i>Thursday, March 28, 2013</i>	<i>7:00 p.m.</i>

ADJOURNMENT

With no further business to come before the Board, the meeting adjourned at 7:45 p.m.

Respectfully submitted,

Christine H. Moore
Administrative Assistant