

BURGESS AND COMMISSIONERS OF MIDDLETOWN MARYLAND

TOWN MEETING MINUTES

REGULAR MEETING

March 23, 2015

The second monthly meeting of the Burgess and Commissioners of Middletown was called to order on March 23, 2015, by Burgess Miller at 7:00 p.m. in the Middletown Municipal Center, 31 W. Main Street, Middletown, Maryland. Present were: Commissioners Jennifer Falcinelli, Rick Dietrick, Larry Bussard, Tony Ventre, and Christopher Goodman.

PERSONAL REQUEST FOR AGENDA:

Shawn Dennison, Scott Key Center – Rain Barrel Program – Commissioner Falcinelli stated that in previous years the Town has partnered with the Interstate Commission on the Potomac River Basin to sell rain barrels to our residents. The Interstate Commission has decided not to do rain barrels any longer, therefore this year we will partner with the Scott Key Center. Mr. Dennison brought along one of the rain barrels and went over how they are made and that they are a little different from the ones that we had purchased previously. The Town will once again sell rain barrels to our residents from April 1-30, 2015 on a first come first serve basis.

Miss McHugh – Girl Scout Storm Drain Project – Miss McHugh was present to update the Board on where she is with her project. Miss McHugh stated that she has 3 or 4 other girl scouts that would like to help with this project. Miss McHugh stated that she did get the ok from the DNR on the wording to only put Chesapeake Bay Drainage. The Board agreed to green over ivory paint color. Miss McHugh will be soliciting for some donations to help offset the cost for her project. Start time will be sometime in May or June and it must be completed by September 30, 2015.

James Bongard – Eagle Scout Project Trail Markers – Mr. Bongard presented his project idea to the Park Committee last week and they asked him to present this to the Town Board for their approval. Mr. Bongard will be installing trail markers on the Linden Blvd. trail, Remsberg Park trail, Foxfield trail and the Wiles Branch Park trail. Mr. Bongard will also be installing a bench along the Remsberg Park trail. The estimated cost of this project is \$2,500, Mr. Bongard asked if the Board would donate \$1,500 toward this project.

Motion by Commissioner Goodman to donate \$1,500 toward this Eagle Scout project, seconded by Commissioner Ventre. Motion passed (6-0).

Unfinished Business:

FY 2016 Water & Sewer Fund Budget – Commissioner Falcinelli stated that the Water & Sewer Committee is recommending a 4% rate increase, a capital improvement fee increase and that if the contingency fund has a balance move that to a reserve account each year. Burgess Miller went over the proposed Water & Sewer operating budget that shows a 3% rate increase. Drew went over the Water & Sewer CIP budget that shows several projects Well 15 iron & manganese removal, main street waterline, reservoir cover/liner replacements and stream erosion restoration at well field. Drew also stated that the spreadsheet shows what loans we have currently and when they will be paid off and the new loan for the water line & reservoir cover replacement.

Review of Fees for Permitting Services – Burgess Miller stated that included in the packet are the current rates that we charge residential and commercial properties. Town Planner Cindy Unangst is recommending that we have a tiered rate fee schedule for residential properties ranging from \$25 - \$200 and commercial properties ranging from \$25 - \$500. Cindy will go over her recommendations at the workshop in May.

NEW BUSINESS:

Amendments to the Personnel Policy – Adding Section for Part-Time Employees – Drew stated that our current Personnel Policy does not identify part-time employees, seasonal employees and also with the Town being under 20 employees we do not qualify to offer Cobra benefits to any employees that leave, but we can offer any employee to that leaves service the option to continue their insurance for 60 days with them paying the premium.

Motion by Commissioner Bussard to approve the changes presented to the Personnel Policy, seconded by Commissioner Ventre. Motion carried (6-0).

RFP from Davenport & Company for Loan Preparation Services – Drew stated that included in the packet is an RFP from Davenport & Company. Drew stated that the RFP states if the Town engages Davenport to provide Transaction Services on both the CDA Pool and the Direct Bank Loan transactions, the compensation to Davenport is \$40,000, with \$30,000 allocated to the Direct Bank Loan and \$10,000 allocated to the CDA Pool. However if the Town only engages Davenport in one of the two transactions, the minimum completion fee will be \$30,000. Commissioner Ventre asked by engaging Davenport what does it save the Town. The Board agreed to have Drew negotiate further with Davenport on the cost and also what will the Town get out of this fee if we engage with Davenport.

Schedule Public Hearing for Constant Yield Tax Rate – Burgess Miller stated that we must hold a public hearing this year on our constant yield tax rate as it is higher than the property tax rate which has not been the case previously. Public Hearing will be held on Thursday, May 7, 2015 at 7pm.

Request from Villages of Foxfield to reconsider trash pickup policy – Burgess Miller stated that the Town received a letter from the HOA from the Villages at Foxfield in regards to the trash collection. When the Villages of Foxfield was built the streets were not built to the Town standards, therefore the Town did not accept those streets. At that time the advised the developer that our trash hauler would not do curbside trash pick-up from these streets, the residents would need to bring their trash to the end of the street for pick-up. The developer worked out an agreement with the same trash hauler that picks up in Town for an extra fee to have curbside trash pick-up for these residents. This fee is an extra fee that is charged to these residents by the HOA. Drew stated that the Town pays for the unit fee as well as the tipping fees for these house the extra fee is for the extra time and fuel it takes to pick-up curbside from these residents. The residents of the Villages feel that they pay the same tax rate as all the other residents in Town who get this service free why are should they pay extra? The Board agreed to look into this and also stated that if the HOA is in agreement to have the Town sign a waiver for any damage of the streets that the Town is not responsible.

PUBLIC COMMENT:

ANNOUNCEMENTS:

Hydrant Flushing Spring 2015 – March 30th – April 3rd

ADJOURNMENT

With no further business to come before the Board, the regular meeting adjourned at 8:38 p.m.

Respectfully submitted,

Ann Griffin
Office Manager