

BURGESS AND COMMISSIONERS OF MIDDLETOWN MARYLAND

TOWN MEETING MINUTES

REGULAR MEETING

March 9, 2015

The first monthly meeting of the Burgess and Commissioners of Middletown was called to order on March 9, 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, Larry Bussard, Rick Dietrick, Tony Ventre and Christopher Goodman.

CONSENT AGENDA

Financial Statements

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

Town Minutes – February 23, 2015 Regular meeting

Commissioner Bussard motioned to accept this consent agenda as presented, seconded by Commissioner Goodman and passed unanimously.

PERSONAL REQUESTS FOR AGENDA:

David Price, South Mountain Creamery – List of Events – Mr. Price provided information regarding the two big events South Mountain Creamery holds each year. The next will be May 2nd-3rd. He expects 8,000-10,000 people to be coming through the area to the event. He reported they have 35 delivery trucks with routes across Maryland, Virginia, and Washington D.C. with a total of approximately 35,000 square miles. Besides the store on site, they also offer calf feedings daily, and agricultural tours in partnership with the Frederick County Public Schools. They have partnered with Animal Planet to host both a chick cam and a calf cam on their property. There have been over 1 million hits on those links since it began. Mr. Price introduced other members of the South Mountain Creamery staff. He provided samples of mixed greens, butters, and ice cream samples for Town Board members. He ended by stating that South Mountain Creamery is willing to assist the Town however possible. Burgess Miller stated that he knows the Creamery has been working with the Main Street Program Manager to further market the creamery's programs; which will further promote the Town of Middletown.

Unfinished Business:

FY 2016 Budget Workshop – Water & Sewer Fund - After lengthy discussion between Town Board members and Joe Mason of Davenport and Company, the Town Board directed the Town Administrator to file a loan application for \$7 million dollars with DHCD.

Review of Fees for Permitting Services – The Staff Planner has reviewed and compared the fee structures of other municipalities with the Town's as it relates to permitting services. Fees vary widely among the municipalities. The Staff Planner also noted that some municipalities utilize a 2 fee structure dependent upon whether the requests are residential or commercial in nature. Discussion occurred regarding setting fees that are reasonable versus costs prohibitive as it compares to actual costs taking into account staff time and minimum costs for a Board of Appeals meeting.

REPORTS OF COMMITTEES –

WATER & SEWER – Commissioner Falcinelli reported:

The Town Administrator researched the history of the annual funding of the contingency fund. The committee recommends that a standard percentage formula be used to calculate this every year. The percentage will be calculated using the average of the past 10 years minus the highest and lowest percentages over that time.

Recommend that any balance in the contingency fund be moved to a reserve account at the end of the fiscal year as a way to build the cash reserve. The Burgess recommended that those reserve funds be identified for use when placed there.

Recommend that the rate increase be 4% for next year. Recommend that the Capital Improvement fee be raised for next year.

Will need to find a new source for rain barrels. The Scott Key Center has them for sale for \$80.00 per barrel. They are terra cotta in color, but of good quality. It is a great organization to support.

PUBLIC WORKS – Commissioner Bussard reported:

Bulk trash pick-up is Saturday, March 21st, 2015.

PLANNING COMMISSION – Commissioner Goodman reported:

Cross Stone Commons has begun work at their construction site. No date has been set for a ribbon cutting ceremony.

PARKS & RECREATION – Commissioner Ventre reported:

Next meeting is March 17, 2015

Dog Park – It has been suggested to have an alternate field to utilize at the park to reduce wear on the grass. This requires more fencing and gates which increases project cost almost \$7,000. The Town Administrator suggested eliminating the partition fence within the large dog field, monitor for wear and tear, and, if needed, partition the yard at a later date. Has asked the Town Administrator get other bids on the project. The Town Engineer provided modification suggestions to lower the costs of the park and to make it more user friendly. Meeting minutes will be reviewed to verify if the Board has already voted approval to use POS monies for this project. If not, this will be an agenda item for the next meeting.

POS project – The Town should already be submitting any reimbursable costs on any POS projects. All projects are currently unencumbered, so there are no expenses.

FINANCE – Commissioner Dietrick reported:

Nothing more to add to what has already been discussed this evening.

PUBLIC INFORMATION – Commissioner Falcinelli

Town newsletter – The Office Manager has requested information for the upcoming newsletter be given to her as soon as possible. Checked website statistics from January 1 through February 16, 2015 to review how often the site was visited and how many times a person may have visited the site. Home page had 8,000 views during that time by 3,059 individuals. Other popular pages visited were 1. Business directory, 2. Water and sewer page, 3. Town government, 4. Community directory, 5. Town events, and 6. Trash.

NEW BUSINESS:

Update to Residential Zone Code – Schedule Public Hearings – Burgess Miller stated that the Board members have received the list of changes recommended by the Planning Commission. The changes are for Chapter 17 – Zoning. The date for the public hearing on this section is April 2, 2015. The Staff Planner reviewed the recommended changes. The Town Attorney had concerns regarding the time lag between the approval of the changes for this section and the review and approval of the Standards section of the Town Code. If a proposal comes in to the Town during that time, that project would be in limbo because the standards have not been approved. The Town Administrator suggested that changes can be approved as the review proceeds, but the effective date for the ordinance could occur after the Standards section is reviewed and approved in July. This would reduce any ambiguity.

PUBLIC COMMENT: Lewis Corl stated his neighbor's (Judy Brandenburg) concern about traffic exiting from the Middletown Parkway onto Alt Rt.40 currently does not stop and/or yield to traffic on

Alt40 when Alt40 traffic has the right of way. The concern is increased once the new shopping center is completed and traffic will increase at that intersection. He suggested that the Town post signs on Middletown Parkway reminding those drivers to stop and yield the right of way. Burgess Miller stated that the Town recognizes that problem with that intersection and it will be addressed.

The Burgess stated that the Town Board was disappointed at the County public hearing on the deer management program and rifle hunting in the region south of Route 70. The Town opposed it. The Town, town parks, and schools are all ringed by farms. This new measure is dangerous. None of the municipalities affected by this were contacted by the State delegation for their opinion. The County Executive has not taken a position on this matter. Commissioner Falcinelli suggested posting a summary of this on the Town Facebook page and sent out on the Town list serve to residents.

ANNOUNCEMENTS: none

ADJOURNMENT

Meeting adjourned at 9:36pm.

Respectfully submitted,

Drew Bowen
Town Administrator