



AGENDA FOR THE TOWN MEETING

March 10, 2014
7:00 p.m.

PLEDGE TO THE FLAG

CALL TO ORDER

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

CONSENT AGENDA

- [Financial Statements](#)
- [Constant Yield Tax Rate Exemption for FY 2015](#)
- Town Minutes
 - [February 24, 2014 – Town Meeting](#)

PERSONAL REQUESTS FOR AGENDA:

STAFF REPORT:

Community Deputy Report
[Staff Planner](#)
[Zoning Administrator](#)
[Engineer's Report](#)
[Main Street Manager](#)

UNFINISHED BUSINESS:

- Reschedule Public Hearing for Ordinance 14-03-01 – Text Amendment to Sign Regulations for Sandwich Board's
- Discussion of Funding of T-Shirts for 150th Commemoration of Civil War Ransom
- [POS Requests for FY 2015](#)
- Update on Solar Array

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:

- Parking Safety Concerns on South Jefferson Street
- Replacement of Trash Cans – Wiles Branch Park \$3,500

PUBLIC COMMENTS:

Please state Name and Address for the Record

ANNOUNCEMENTS:

- *Public Hearing for Increase in Development Review Fees
Monday, March 24, 2014 at 7:00PM*
- *Hydrant Flushing – April 14 – 18, 2014*

ADJOURNMENT

EXECUTIVE SESSION: *(If Necessary)*

Meetings for the month of March 2014

- | | | |
|---------------------------------------|----------------------------------|---------------|
| • <i>Planning Commission Workshop</i> | <i>Wednesday, March 12, 2014</i> | <i>7:00PM</i> |
| • <i>Planning Commission</i> | <i>Monday, March 17, 2014</i> | <i>7:00PM</i> |
| • <i>Town Board</i> | <i>Monday, March 24, 2014</i> | <i>7:00PM</i> |
| • <i>Main Street Board</i> | <i>Thursday, March 27, 2014</i> | <i>7:00PM</i> |

Town of Middletown
Statement of Revenue & Expenditures
General Fund
Fiscal Year 2014
For the 8 Months Ended February 28, 2014

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
REVENUE			
<u>LOCAL TAX</u>			
Real Property	\$ 1,080,728	\$ 1,054,586	\$ (26,142)
Tangible Personal Property	33,500	37,225	3,725
Public Utilities	9,618		(9,618)
Franchise (Cable)	44,125	22,628	(21,497)
Penalties & Interest	9,105	478	(8,627)
	<u>\$ 1,177,076</u>	<u>\$ 1,114,917</u>	<u>\$ (62,159)</u>
<u>STATE SHARED TAX</u>			
Admission & Amusement	\$ 40,628	\$ 24,524	\$ (16,104)
Highway Gasoline & Licenses	122,500	109,257	(13,243)
	<u>\$ 163,128</u>	<u>\$ 133,781</u>	<u>\$ (29,347)</u>
<u>COUNTY SHARED TAX</u>			
Income Taxes	\$ 755,958	\$ 466,003	\$ (289,955)
Tax Equity Grant	584,765	438,574	(146,191)
	<u>\$ 1,340,723</u>	<u>\$ 904,577</u>	<u>\$ (436,146)</u>
<u>LICENSES AND PERMITS</u>			
Beer, Wine and Liquor	\$ 1,950		\$ (1,950)
Business / Traders	4,900	934	(3,966)
Planning / Zoning Fees	9,500	29,068	19,568
	<u>\$ 16,350</u>	<u>\$ 30,002</u>	<u>\$ 13,652</u>
<u>PARKS AND RECREATION</u>			
Pavillion Fees	\$ 1,900	\$ 1,000	\$ (900)
	<u>\$ 1,900</u>	<u>\$ 1,000</u>	<u>\$ (900)</u>
<u>POLICE PROTECTION</u>			
State Grant	\$ 24,000	\$ 13,222	\$ (10,778)
	<u>\$ 24,000</u>	<u>\$ 13,222</u>	<u>\$ (10,778)</u>
<u>MISCELLANEOUS</u>			
Community Events			
Parking Citations		25	25
Bank Shares Grant	2,500	1,491	(1,009)
*Miscellaneous & Donations	36,274	19,789	(16,485)
	<u>\$ 38,774</u>	<u>\$ 21,305</u>	<u>\$ (17,469)</u>
OPERATING REVENUES	<u>\$ 2,761,951</u>	<u>\$ 2,218,804</u>	<u>\$ (543,147)</u>
State Grants & Interest	\$ 217,963	\$ 30,206	\$ (187,757)
TOTAL REVENUE	<u>\$ 2,979,914</u>	<u>\$ 2,249,010</u>	<u>\$ (730,904)</u>

Town of Middletown
Statement of Revenue & Expenditures
 General Fund
 Fiscal Year 2014
 For the 8 Months Ended February 28, 2014

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<u>EXPENDITURES</u>			
<u>LEGISLATIVE</u>			
Commissioner's Salary	\$ 12,000	\$ 7,000	\$ (5,000)
Communications	3,480	2,238	(1,242)
Dues & Subscriptions	7,222	7,360	138
Office Supplies & Exp	3,600	2,524	(1,076)
Advertising	750	313	(437)
Meetings & Conventions	<u>9,900</u>	<u>696</u>	<u>(9,204)</u>
	\$ 36,952	\$ 20,131	\$ (16,821)
<u>EXECUTIVE</u>			
Burgess Salary	<u>\$ 6,000</u>	<u>\$ 3,500</u>	<u>\$ (2,500)</u>
	\$ 6,000	\$ 3,500	\$ (2,500)
<u>ELECTION</u>			
Clerk Fees	\$ 450		\$ (450)
Other Administrative Expenses	<u>250</u>		<u>(250)</u>
	\$ 700		\$ (700)
<u>GENERAL SERVICES</u>			
<u>ADMINISTRATION</u>			
GS - Capital Outlay		\$ 7,200	\$ 7,200
Administrative Salary	195,536	132,566	(62,970)
Postage & Printing	2,500	41	(2,459)
Communications	7,925	5,392	(2,533)
Computer Expenses	16,905	18,298	1,393
Office Supplies & Exp	23,520	13,967	(9,553)
Office Maintenance	45,368	24,736	(20,632)
Dues & Subscriptions	150	111	(39)
Professional Services	6,600	2,100	(4,500)
Meetings & Conventions	100	22	(78)
Water and Sewer Grant	<u>100,000</u>		<u>(100,000)</u>
	\$ 398,604	\$ 204,433	\$ (194,171)
<u>OPERATIONS</u>			
Maintenance Capital Outlay			
Vehicle Capital Outlay		51,678	51,678
Director Salary	85,572	56,843	(28,729)
Maintenance Salary	28,085	29,738	1,653
Communications	6,600	4,471	(2,129)
Supplies & Expenses	13,760	7,214	(6,546)
Dues & Meetings		1,459	1,459
Landscaping/Beautification			
Maintenance & Repairs	19,480	13,023	(6,457)
Tools & Equipment	3,000	2,812	(188)

Town of Middletown
Statement of Revenue & Expenditures
General Fund
Fiscal Year 2014
For the 8 Months Ended February 28, 2014

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
	\$ 156,497	\$ 167,238	\$ 10,741
 <u>PROFESSIONAL SERVICES</u>			
Independent Accounting	\$ 12,500	\$ 13,000	\$ 500
Legal - Development		323	323
Legal - Ordinances	7,500	2,375	(5,125)
	<u>\$ 20,000</u>	<u>\$ 15,698</u>	<u>\$ (4,302)</u>
 <u>PLANNING & ZONING</u>			
Salary & Fees	\$ 44,356	\$ 29,776	\$ (14,580)
Other Expenses	1,300	1,196	(104)
	<u>\$ 45,656</u>	<u>\$ 30,972</u>	<u>\$ (14,684)</u>
 <u>MAIN STREET PROGRAM</u>			
Manager Salary	\$ 32,136	\$ 26,564	\$ (5,572)
Town Contribution	12,000	8,555	(3,445)
	<u>\$ 44,136</u>	<u>\$ 35,119</u>	<u>\$ (9,017)</u>
 <u>PUBLIC SAFETY</u>			
Fire Dept. Donation	\$ 15,000	\$ 15,000	
School Crossing Guards	16,309	8,534	(7,775)
Community Deputy Program	353,499	266,630	(86,869)
	<u>\$ 384,808</u>	<u>\$ 290,164</u>	<u>\$ (94,644)</u>
 <u>SANITATION & WASTE REMOVAL</u>			
Resident Trash & Yard Waste	\$ 275,447	\$ 179,424	\$ (96,023)
 <u>RECREATION AND CULTURE</u>			
Park Salary	37,892	28,999	(8,893)
Park Electric	1,500	883	(617)
Maintenance & Repairs	32,800	10,948	(21,852)
Mowing	34,651	13,923	(20,728)
Remsberg Park - Interest	20,968	16,015	(4,953)
Remsberg Park - Principal	102,582	76,647	(25,935)
	<u>\$ 230,393</u>	<u>\$ 147,415</u>	<u>\$ (82,978)</u>

Town of Middletown
Statement of Revenue & Expenditures
 General Fund
 Fiscal Year 2014
 For the 8 Months Ended February 28, 2014

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<u>HIGHWAYS AND STREETS</u>			
Salary	\$ 91,927	\$ 63,429	\$ (28,498)
Street Lighting	151,200	93,699	(57,501)
Storm Water Management	1,500	4,959	3,459
Snow Removal	52,125	53,996	1,871
Repairs & Resurfacing	100,000	12,070	(87,930)
Signs	3,500	3,222	(278)
Truck Repair & Operation	19,300	19,387	87
Equipment Repairs & Ops	11,800	1,834	(9,966)
Mowing	31,744	17,408	(14,336)
Interest	8,478	2,735	(5,743)
East Green St - Principal	11,000		(11,000)
Case Loader - Principal	14,555	14,554	(1)
	<u>\$ 497,129</u>	<u>\$ 287,293</u>	<u>\$ (209,836)</u>
<u>OTHER EXPENSES</u>			
MT Historical Society - CIP	\$ 5,000	\$ 5,000	
Donations	100		(100)
Travel - Mileage	1,500	1,717	217
Community Events	82,358	53,258	(29,100)
Payroll Taxes	44,420	28,241	(16,179)
Insurance - Property	12,748	7,540	(5,208)
Insurance - Employee	107,892	102,261	(5,631)
Retirement/Pension	54,607	45,147	(9,460)
Web Page & Directory	5,555	3,744	(1,811)
Real Estate Taxes	753	712	(41)
Other	3,500	3,575	75
	<u>\$ 318,433</u>	<u>\$ 251,195</u>	<u>\$ (67,238)</u>
TOTAL EXPENDITURES	<u>\$ 2,414,755</u>	<u>\$ 1,632,582</u>	<u>\$ (782,173)</u>
INCOME (LOSS) Exc. Cash Reserves	\$ 565,159	\$ 616,428	\$ 51,269
CASH RESERVES	\$ 1,091,102	\$ 1,240,265	\$ 149,163
SURPLUS / (DEFICIT)	<u>\$ 1,656,261</u>	<u>\$ 1,856,693</u>	<u>\$ 200,432</u>

*Board Approved Amendment made during FY2014

Town of Middletown
CIP Funds & Expenditures
General Fund
Fiscal Year 2014
For the 8 Months Ended February 28, 2014

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
OPERATING REVENUE			
Revenue	\$ 2,761,951	\$ 2,218,804	\$ (543,147)
OPERATING EXPENSES			
Expenses	2,414,754	1,632,582	(782,172)
OPERATING SURPLUS (LOSS)	\$ 347,197	\$ 586,222	\$ 239,025
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)
SRTS - School Walking Trail			
Other Grants	75,000		(75,000)
West Green & Walnut St Bridge Lo	700,000		(700,000)
RETAINED EARNINGS	421,311		(421,311)
Interest	2,728	206	(2,522)
TOTAL OTHER FUNDS	\$ 1,339,274	\$ 30,206	\$ (1,309,068)
TOTAL FUNDS AVAILABLE	\$ 1,686,471	\$ 616,428	\$ (1,070,043)
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		(20,956)
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		(5,200)
W&S Funds - Walnut Bridge	127,430		(127,430)
TOTAL CIP COSTS	\$ 1,881,737	\$ 384,090	\$ (1,365,017)
OPERATING & CIP SURPLUS (LOSS)	\$ (195,266)	\$ 232,338	\$ 294,974

Town of Middletown
 CIP Funds & Expenditures
 General Fund
 Fiscal Year 2014
 For the 8 Months Ended February 28, 2014

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
Cash Reserves	\$ 1,091,102	\$ 1,240,265	\$ 149,163
TOTAL CASH SURPLUS	<u>\$ 895,836</u>	<u>\$ 1,472,603</u>	<u>\$ 444,137</u>

Town of Middletown
STATEMENT OF REVENUE and EXPENDITURES
WATER & SEWER
Fiscal Year 2014
For the 8 Months Ended February 28, 2014

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
<u>REVENUE</u>			
Water Revenue	\$ 553,200	\$ 290,815	\$ (262,385)
Sewer Revenue	552,046	288,018	(264,028)
Penalties/Reconnects	14,500	8,627	(5,873)
*Rain Barrel Sales	1,575	1,575	
General Fund Grant/Misc	100,000		(100,000)
TOTAL OPERATING REVENUE	\$ 1,221,321	\$ 589,035	\$ (632,286)
 <u>EXPENDITURES</u>			
ADMINISTRATIVE			
Office Salaries	\$ 41,993	\$ 26,617	\$ (15,376)
Communications	7,000	5,002	(1,998)
Postage	9,000	9,098	98
Office Supplies/Expense	11,000	11,074	74
Legal - Other	8,500	10,579	2,079
Meetings & Seminars	250	725	475
Advertising	500	863	363
Uniforms	2,800	1,443	(1,357)
Dues/Subscrip/Certifications	500	495	(5)
Travel		153	153
Payroll Taxes	18,471	12,834	(5,637)
Insurance - Prop. & Liability	8,000	5,246	(2,754)
Insurance - Workers Comp	12,306	5,445	(6,861)
Insurance - Health	46,504	31,198	(15,306)
Retirement/Pension	18,968	17,910	(1,058)
Real Estate Taxes	292	292	
Rain Barrel/Educational Programs	3,150		(3,150)
Waterline / I & I Loans	32,550	4,275	(28,275)
Sub-Total	\$ 221,784	\$ 143,249	\$ (78,535)
 Vehicles & Equipment			
1999 Truck	\$ 3,700	\$ 123	\$ (3,577)
2001 Truck	3,400	546	(2,854)
2008 Truck	3,200	1,742	(1,458)
2013 Truck		1,517	1,517
Misc Equipment	4,275	248	(4,027)
Bobcat Mini-Excavator		175	175
Case Backhoe	3,000	75	(2,925)
Sub-Total	\$ 17,575	\$ 4,426	\$ (13,149)

Town of Middletown
STATEMENT OF REVENUE and EXPENDITURES
WATER & SEWER
Fiscal Year 2014
For the 8 Months Ended February 28, 2014

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
WATER			
Salaries	\$ 115,895	\$ 73,439	\$ (42,456)
Water Distribution System			
Supplies	2,500	613	(1,887)
Repairs & Maintenance	22,000	31,239	9,239
Water Meters	105,838	10,426	(95,412)
Water Line Break Repairs	5,000		(5,000)
Chemicals	500	185	(315)
Tools & Equipment	9,600	9,169	(431)
Sub-Total	\$ 145,438	\$ 51,632	\$ (93,806)
Water Plant/Reservoir/Booster/Tower/BS Wellhouse			
Electric	\$ 31,370	\$ 15,712	\$ (15,658)
Supplies	7,000	642	(6,358)
Repairs & Maintenance	28,600	23,437	(5,163)
Chemicals	20,000	10,382	(9,618)
Tools & Equipment	2,400	2,007	(393)
Testing & Analysis	9,000	7,407	(1,593)
Sub-Total	\$ 98,370	\$ 59,587	\$ (38,783)
Abandoned Well Costs			
TOTAL WATER EXPENSES			
	\$ 359,703	\$ 184,658	\$ (175,045)
SEWER			
Salaries	\$ 114,952	\$ 72,412	\$ (42,540)
Sewer Collection System			
Cone Branch PS	34,364	21,868	(12,496)
Brookridge South PS	9,700	6,419	(3,281)
Foxfield PS	5,940	7,740	1,800
Sanitary Sewerlines & Manholes	10,500	3,565	(6,935)
I & I Accrual	75,000	43,750	(31,250)
Sub-Total	\$ 135,504	\$ 83,342	\$ (52,162)

Town of Middletown
STATEMENT OF REVENUE and EXPENDITURES
WATER & SEWER
Fiscal Year 2014
For the 8 Months Ended February 28, 2014

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
Wastewater Treatment Plants			
East Wastewater Treatment Plant			
Electric	\$ 33,000	\$ 20,733	\$ (12,267)
Supplies	10,500	4,932	(5,568)
Repairs & Maintenance	9,700	8,646	(1,054)
Chemicals	42,000	17,656	(24,344)
Tools & Equipment	8,400	2,940	(5,460)
Testing & Analysis	19,500	13,306	(6,194)
Sludge Hauling Expense	56,400	32,369	(24,031)
Sub-Total	\$ 179,500	\$ 100,582	\$ (78,918)
West Wastewater Treatment Plant			
Electric	\$ 20,000	\$ 10,959	\$ (9,041)
Supplies	750	3,533	2,783
Repairs & Maintenance	6,700	16,833	10,133
Chemicals	47,520	24,329	(23,191)
Tools & Equipment	1,000	1,398	398
Testing & Analysis	7,800	5,309	(2,491)
Sludge Hauling Expense	22,650	11,914	(10,736)
Sub-Total	\$ 106,420	\$ 74,275	\$ (32,145)
TOTAL SEWER EXPENSES	\$ 536,376	\$ 330,611	\$ (205,765)
TOTAL WATER/SEWER EXPENSES	\$ 1,135,438	\$ 662,944	\$ (472,494)
CONTINGENCY FUND - 6.7%	\$ 76,074	\$ 44,417	\$ (31,657)
ADJUSTED WATER/SEWER EXPENSES	\$ 1,211,512	\$ 707,361	\$ (504,151)
NET INCOME (LOSS)	\$ 9,809	\$ (118,326)	\$ (128,135)

*Board Approved budget amendment made during FY2014

Town of Middletown
CIP FUNDS and EXPENDITURES
WATER & SEWER
Fiscal Year 2014
For the 8 Months Ended February 28, 2014

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<u>FUNDING SOURCES</u>			
Operating Revenue	\$ 1,221,321	\$ 589,035	\$ (632,286)
Operating Expenses	<u>1,135,438</u>	<u>662,944</u>	<u>(472,494)</u>
OPERATING INCOME (LOSS)	\$ 85,883	\$ (73,909)	\$ (159,792)
Debt Service Fee - New Homes	\$ 136,800	\$ 74,418	\$ (62,382)
Capital Improvement Fees	118,008	58,842	(59,166)
Improvement/Tap Fees	140,000	100,000	(40,000)
Water Meter Sales	80,648	2,686	(77,962)
Water Tower & Land Leases	163,150	107,954	(55,196)
Gen Fund (Walnut St Waterline)	<u>127,430</u>	<u></u>	<u>(127,430)</u>
TOTAL OTHER REVENUE	\$ 766,036	\$ 343,900	\$ (422,136)
TOTAL FUNDS AVAILABLE	851,919	269,991	(581,928)
<u>DEBT SERVICE COSTS</u>			
Principal Payments			
BB&T Line of Credit	\$ 35,500		\$ (35,500)
CDA - Water Tower	95,250		(95,250)
MDE - East WWTP	196,190	196,190	
Interest - All Loans	<u>61,560</u>	<u>35,950</u>	<u>(25,610)</u>
TOTAL DEBT SERVICE COSTS	\$ 388,500	\$ 232,140	\$ (156,360)
<u>WATER & SEWER PROJECTS</u>			
Walnut Bridge Waterline	\$ 132,026	\$ 132,026	
Locust Court Water Extension	130,340	111,704	(18,636)
Reservoir - Dual Feed Cover	40,000	18,914	(21,086)
Maganese Removal System	<u>110,000</u>	<u></u>	<u>(110,000)</u>
TOTAL WATER & SEWER PROJECTS	\$ 412,366	\$ 262,644	\$ (149,722)
TOTAL CIP COSTS	\$ 800,866	\$ 494,784	\$ (306,082)
TOTAL FUNDS REMAINING	<u>\$ 51,053</u>	<u>\$ (224,793)</u>	<u>\$ (275,846)</u>



State of Maryland

MARTIN O'MALLEY
Governor

DEPARTMENT OF ASSESSMENTS AND TAXATION

ROBERT E. YOUNG
Director

Office of the Director

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

February 14, 2014

RECEIVED

FEB 17 2014

MEMORANDUM

To: Municipal Corporation Taxing Authorities

TOWN OF MIDDLETOWN, MD.

From: Robert E. Young, Director

Re: 2014/15 Constant Yield Tax Rate – Exemption

Section 6-308 of the Tax-Property Article, Annotated Code of Maryland, requires the Department of Assessments and Taxation to certify to all taxing authorities a Constant Yield Tax Rate that will produce the same revenue in the coming taxable year that was produced in the prior taxable year. This does not prevent the reduction of the tax rate.

Section 2-205(d) states that:

"The Director shall exempt a municipal corporation from the constant yield tax rate provisions of § 6-308 of this article if a difference of less than \$25,000 exists between:

- (1) the property tax revenue that is provided by applying the municipal corporation real property tax rate for the preceding taxable year to the estimated assessment of all real property in the municipal corporation; and
- (2) the property tax revenue that is provided by applying the constant yield tax rate for the next taxable year to the estimated assessment of all real property in the municipal corporation."

This is to certify that your jurisdiction has been exempted from the provisions of § 6-308 of the Tax-Property Article.

Attached is Form CYTR#1 which shows your Constant Yield Tax Rate exemption and also includes an estimate of the assessable real property base for the 2014/15 taxable year.

If you should have any questions, please contact Cynthia Barkley in our Headquarters Office in Baltimore at (410) 767-4884.

Enclosure: Form CYTR#1

2014 Constant Yield Tax Rate Certification

Taxing authority: **Middletown
 in Frederick County**

1	1-Jul-2013	Gross assessable real property base	\$	475,483,927
2	1-Jul-2013	Homestead Tax Credit	-	<u>47,799</u>
3	1-Jul-2013	Net assessable real property base		475,436,128
4	1-Jul-2013	Actual local tax rate (per \$100)	x	<u>0.2320</u>
5	1-Jul-2013	Potential revenue	\$	1,103,012
6	1-Jul-2014	Estimated assessable base	\$	476,435,961
7	1-Jan-2014	Half year new construction	-	327,100
8	1-Jul-2014	Estimated full year new construction*	-	0
9	1-Jul-2014	Estimated abatements and deletions**	-	<u>1,113,794</u>
10	1-Jul-2014	Net assessable real property base	\$	474,995,067

11	1-Jul-2013	Potential revenue	\$	1,103,012
12	1-Jul-2014	Net assessable real property base	+	474,995,067
13	1-Jul-2014	Constant yield tax rate	\$	<u>0.2322</u>

EXEMPT

Certified by

Robert S. C. Young
 Director

* Includes one-quarter year new construction where applicable.
 **Actual + estimated as of July 1, 2014, including Homestead Tax Credit.
 CYTR #1

**BURGESS AND COMMISSIONERS
OF MIDDLETOWN MARYLAND**

TOWN MEETING MINUTES

REGULAR MEETING

February 24, 2014

The second monthly meeting of the Burgess and Commissioners of Middletown was called to order on February 24, 2014, by Burgess Miller at 7:00 p.m. in the Middletown Municipal Center, 31 W. Main Street, Middletown, Maryland. Present were: Commissioners Larry Bussard, Jennifer Falcinelli, Richard Dietrick, Tony Ventre and Christopher Goodman.

CONSENT AGENDA

Town Minutes – February 10, 2014

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

PERSONAL REQUEST FOR AGENDA:

FY 2015 Budget Requests from Community Groups – The Burgess & Commissioners heard budget requests from the Lions Club, the Heritage Festival, Middletown Arts & Activities Committee, JR Deputy program, Historical Society, Middletown Rec. Council and Main Street Middletown. The Board will consider these requests when preparing the 2015 budget.

Unfinished Business:

Memorial Hall Decision – Burgess Miller stated that the owners of the Memorial Hall have decided to withdraw their offer to sell the Memorial Hall, therefore no decision to make by Board.

Appointment of Board of Appeals Alternate – Burgess Miller stated that Alex Kundrick has expressed his interest as serving as the Alternate for the Board of Appeals.

Motion by Commissioner Ventre to appoint Alex Kundrick as the Board of Appeals Alternate, seconded by Commissioner Bussard. Motion carried 6-0.

Review of Additional Cost for Security System for Municipal Center – Drew stated that at the last meeting the Board asked that he get additional prices on possibly putting the security system on the first floor. The cost to do this would be an additional \$4,328.

After much discussion Commissioner Falcinelli motioned to install the security system on the back door only at this time, seconded by Dietrick. Motion carried 6-0.

Schedule Public Hearing for Development Review Fee Amendments – Burgess Miller introduced this Ordinance tonight and the Public Hearing will be held on Monday, March 24 at 7pm.

Review & Approval of Employee Handbook – The Board reviewed the Employee Handbook and made a few minor changes to it.

Motion by Commissioner Ventre to approve the Employee Handbook with changes, seconded by Commissioner Bussard. Motion carried 6-0.

Itron Bid for Radio Read Meters – Drew provided the Board with an updated quote from Itron without the leak sensor services. The updated quote is \$68,276.60. This quote does not include the meters. Commissioner Falcinelli stated that the Water & Sewer Committee met and discussed this quote and agrees with staff's recommendation. They would like for Drew to get quotes on the meters possibly piggy back with the County or some other agency. Commissioner Dietrick stated that we currently have \$100,000 budgeted for this and asked Drew how much he thought the meters would cost? Drew gave an estimate of approximately \$700-\$800 each. Commissioner Dietrick stated that we should be over budget to much if Drew's estimate on the meters is in the ball park. Motion by Commissioner Falcinelli to approve the Itron quote for \$68,276.60, seconded by Commissioner Dietrick. Motion carried 6-0.

Update on Thompson Funeral Home Parking Lot – Burgess Miller stated that he, Commissioners Bussard and Ventre and Drew met with Mr. Thompson on December 9th informing him what he needed to do and that he would be facing \$100/per day fine until this is taken care of. Burgess Miller stated that Drew had a meeting with the County and we will be turning this issue over to the County for enforcement as they have a "bigger hammer" so to speak since he has not submitted plans to the County for review, the plans are not signed and he has not applied for a permit, but is using this as a parking area. The Board agreed to turn this over to the County for enforcement and the Town will continue to fine him until he comes into compliance.

Review of Bids for Lighting at War Memorial – Burgess Miller tabled this to March for more information.

New Business:

Discussion of Funding of T-shirts for 150th Commemoration of Civil War Ransom – Commissioner Goodman presented the Board with a few different proposals on the cost of the t-shirts. After much discussion it was agreed to have Commissioner Goodman to speak to the company to see if they could give us a better deal. Commissioner Goodman stated that he would report back at next month's meeting.

Review of Draft Ethics Ordinance for the Town – Burgess Miller asked to table this to the March 24, 2014 meeting as he would like to obtain more information.

POS Request for FY 2015 – Commissioner Ventre stated that Parks & Rec will meet in March, if anyone has any suggestions on what we should apply for please email them.

PUBLIC COMMENTS – Commissioner Bussard stated that we received a note from Linda Noble praising our guys on the good job they did on the streets during the snow events we've had.

ANNOUNCEMENTS

- *Nominating Convention – February 25, 2014 at 7pm.*
- *Public Hearing – Sandwich Board signs – March 6, 2014 7pm.*
- *Bulk Trash pick-up – March 15, 2014*
- *Hydrant Flushing – April 14-17, 2014*

ADJOURNMENT

With no further business to come before the Board, the meeting adjourned at 8:42p.m.

Respectfully submitted,

Ann Griffin
Office Manager

Town of Middletown Planning Department

To: Burgess & Commissioners and Middletown Planning Commission

From: Cindy Unangst, Staff Planner

Date: 3/3/2014

RE: Monthly Planning Update

Major Subdivisions:

Coblentz on Green – SWM Concept Plan – approved by County October 15, 2010
Water Tap agreement approved by Burgess & Commissioners – March 2012
Planning Commission approved Forest Stand Delineation/Forest Conservation Plan – Jan 2013
Master Plan Amendment approved - March 11, 2013
Planning Commission conditionally approved preliminary plan – March 18, 2013
Improvement plans conditionally approved – October 16, 2013
Final FRO plan submitted – March 4, 2014

Foxfield Section 4- FRO plantings have all been installed. 11 homes still to be built.
1st year FRO review – 67% compliance – 232 additional trees planted (May 2013)

Site Plans and Minor Subdivisions:

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

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

Coblentz Grove minor subdivision – FSD & Forest Conservation Plan approved – November 15, 2010
Improvement Plans conditionally approved – February 21, 2011
Final Plat approved – July 18, 2011 (recorded – October 24, 2012)
U&O's released for two of the lots – October 29, 2013

Fire Station – Concept plan submitted to PC for comments – April 22, 2013
Fire Station plat conditionally approved – October 16, 2013
Fire Station Site Plan conditionally approved – November 18, 2013

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

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

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

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

Miller (Ingalls) – Concept and Phase I & II Plan approved & signed – September 27, 2010
Revised Concept Plan reviewed by PC – September 16, 2013
Concept Plan sent to SHA for review – September 23, 2013
SHA comment letter received February 18, 2014

More Ice Cream site plan – conditionally approved – June 17, 2013
Change of Use permit approved – July 2, 2013

Newton Property (Cross Stone Commons) – Concept Plan submitted – October 1, 2012
Traffic Impact Study submitted – October 18, 2012
BOA Special Exception Use Hearing – May 8, 2013 (Conditionally approved)
FRO Preliminary Plan approved – November 18, 2013
Addition Plat conditionally approved by PC – November 18, 2013
Revised Site Plan conditionally approved by PC – November 18, 2013
Improvement Plans submitted – February 5, 2014
Revised architectural plans submitted – March 3, 2014

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

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

Subway property - Garden Center – Revised Concept plan submitted to PC for comments –
February 28, 2014

Thompson Funeral Home Revised Parking Lot Site Plan – conditionally approved April 22, 2013
SWM Plans conditionally approved by Frederick County – October 29, 2013

Annexations:

A.C. Jets Property- PC approval of annexation petition of 35.96 acres – December 21, 2009
Public hearing date - Monday, October 11, 2010
Annexation petition denied – October 11, 2010

County Park – Annexation agreement approved by Town Board – June 10, 2013
Annexation recommended for approval by PC – September 16, 2013
Public Hearing held on December 5, 2013
County Park annexation approved by Town Board – December 9, 2013
PFA Status approved by MDP – February 25, 2014

Text Amendments:

Zoning Code review – ongoing

Active Adult text amendment – received language from Farhad – October 28, 2013
Planning Commission review – November 18, 2013 (no recommendation)
Planning Commission recommended approval with modifications – January 20, 2014
Planning Commission discussion of cluster development regulations – March 12, 2014

Reports: **Draft Annual Report submitted to PC for discussion – March 12, 2014**

Meetings: **County/Municipal Planners meeting – March 14, 2014**

Town of Middletown Zoning Department

To: Burgess & Commissioners and Middletown Planning Commission

From: Ron Forrester, Zoning Administrator

Date: 3/6/2014

RE: Monthly Zoning Update

BOA Hearings: none

Zoning Violations:

Thompson Parking Lot

- (1) February 19, 2014 letter sent to property owner by Town Manager.
- (2) February 28, 2014 letter sent to Frederick County Department of Planning and Development Review and Department of Permits and Inspections requesting their assistance in enforcement of the State's storm water management, sediment and erosion control regulations.

Miscellaneous: Limited number of zoning enforcement inspections completed in February because of inclement weather conditions.

(1) The plan in to perform scheduled neighborhood inspections on a weekly basis once the weather improves.

(a) Three inspections of Brookridge South / Brookridge Estates neighborhood were performed with several zoning issues noted.

(2) Worked with contractor installing permanent sign at Valley School on February 28, 2014 to ensure free standing sign installed was IAW approved site plan.

February 2014 Zoning Certificates	Address	Permit #	M-town Received	M-town ZA Approved	County Approval
The Valley School – sign	30 East Green Street	Town	2/4/14	2/12/14	n/a
Dempsey Restaurant – sign	116 West Main Street	Town	2/5/14	2/11/14	n/a
Canale – solar panels	12 Bankbarn Circle	115929	2/12/14	2/12/14	Yes
Tovia – fire repairs to house	35 E. Main Street	116164	2/19/14	2/21/14	Yes
Baird – fence	5 North Point Circle	Town	2/21/14	2/21/14	n/a
Zerhusen - deck/covered porch	9 Hoffman Drive.	116252	2/24/14	3/4/14	Yes

**Public Works Monthly Report
March 6, 2014**

Streets and Utilities, Facilities

New Business

cleaned up snow at Elm St, boiler cell replacement, modify salt spreaders for sidewalks, trim trees at reservoir road, fixed gate at water tank off hinges, Snow Events 9th, 13th, 14th, 15th, 18th 26th, and 3rd. pickup fence posts for shop fence, cleaned trucks, repair low beam headlight, install hydrants on Jefferson and Broad St, repair truck 5 door latch and hood latch. Install flash cam at water tower. repair truck 8 hydraulic fittings, received and installed muffin monster. snow event, repair chevy dump, repair myers plow for 5500, remove and replace tire on truck 10, clean storm drains and Fire Hydrants, clean shop wash floor, washed blowers, unloaded salt, patch W Green St, chevy dump rear wheel repair, salt spreader not running installed new motor. truck 5 plow pump repair, remove and install muffin monster. washed truck 1. repair valve box at 9 Stine Ct, community sign repair at Brookridge, repair stops signs at Wiles Branch Park and Knoll Side. Install thermoplastic water valve and SS Co locations in Brookridge, truck 3 tire installation, repair head lights on 550 and truck 8, cleanup limbs at Jefferson Village, burn brush pile, budget work quote for tires, remove 2 hydrants at Jefferson and Church, repaired locks at effluent PS, remove junk from townhall basement, springroad storm drain cleared, remove snow piles, pricing for skid loader trailers, washed truck 2, install cutting edges on truck 3. trash, checked dog bags, oiled door knobs at W WWTP, picked up limbs in parks, repaired latch on Foxfield PS gate, pickup at materials at Ferguson, repair light at CB Park, put up banner, bulletin at Safeway,

Water and Sewer

New Business

Repair lighting contactor at W WWTP full of bugs, Replace MXU at Gladhills, Checked and photographed original spring Rebuild chemical feed pump at Brookridge, Check well levels, Attempt pista grit repair incorrect parts – returned, ordered direct form Smith and Loveless. Installed new starters and pumps at backwash pumpstation, yearly drain down of disk filter and inspection. Received Grunfos chemical pump for booster station. Water sampler recertification class, 2 meter installs,

Unbudgeted Expenses, New turbidimeter for WWTP \$1,100 (23yrs old), Muffin Monster at W WWTP \$10,644 (used CBPS budgeted unit), CBPS muffin monster failed 1/31 cost \$11,889.00 (orig budget \$9800), Pista Grit reducer \$2400.00

Sludge cost for FY \$30,450.00 36000 gal hauled, 32130 gal bedded **Total hauled 315000gal Bedded 223052gal**

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

Permit Limits (gal) 381,500/486,300 AD/MMU 250,000 AD 250,000 AD

MONTH	WATER USE		SPRING FLOW		East WWTP		West WWTP	
	past yr	present yr	past yr	present yr	past yr	present yr	past yr	present yr
January	291,000	301,000	137,000	129,000	270,000	270,000	235,000	258,000
February	286,000	283,000	137,000	138,000	280,000	353,000	288,000	331,000
March **	293,000	284,000	141,000	137,000	223,000	276,000	188,000	190,000
April **	311,000	305,000	141,000	137,000	172,700	185,000	188,000	129,000
May	296,000	306,000	140,000	132,000	192,761	210,000	204,000	176,000
June	304,000	297,000	140,000	132,000	206,907	204,000	229,000	179,000
July	300,000	292,000	123,000	115,000	173,000	197,258	124,000	157,000
August	300,000	293,000	96,000	98,000	162,000	168,000	120,000	133,000
September	309,000	310,000	78,000	69,000	159,000	140,900	133,000	122,000
October **	311,000	312,000	79,000	62,000	215,000	180,000	248,000	167,000
Novembr**	278,000	288,000	120,000	61,000	233,000	184,000	243,000	114,000
December	287,000	278,000	126,000	97,000	217,000	318,000	147,000	282,000

Avg Daily/yr 297167 295750 121500 108917 208697 223847 195583 186500
 Avg Yr Flw 108.47 107.95 44.35 39.75 76.17 81.70 71.39 68.07

**Hydrants flushed this month

April 11 696,000, April 12 563,000 gal Oct 12 778,000, April 13 684,039, Oct 13 660,700

Planned Work

replace the relief valve at the booster station, install relief valve at Well 15, SS cleaning in Glenbrook, Sewer Cleanout repairs in Foxfield, repair grit separator reducer

PROJECTS

Old Business

W WWTP: UV system repairs continuing, Connectors and main wiring to be repaired replaced next. Control panel partially rebuilt. No action.

Walnut Street Bridge: No action.

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

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

Water System: Hydraulic Model: No action, **System:** Some loss due to over pumping at the reservoir in February.

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

Sidewalk Inspections: no completed this month.

Main St. Waterline Replacement: No action.

Streetscape: No action.

Street CIP: Eastern Circle scheduled for mill and overlay in the Spring. Met with contractor to discuss the spring work.

Well 15 Filters: Have sketch plans 90% complete, need to create the control scheme and turn over to Engineer for formal plans and construction permit to be submitted to MDE.

HVAC and Control System: System is working correctly. Need to replace makeup water tank this summer. Item completed

Reservoir Repairs: I have contacted the Engineer and they are to schedule a meeting for reviewing the revisions during the first half of March. Anticipated reservoir relining and covers with pipe and structure modifications are estimated at \$700,000.00.

Locust Ct waterline Extension: Remaining work will be completed when the asphalt plants open later this month. WE have photographs of the one of the filters installed on Jan 23 and it is "clean". Will always be some tint to a filter over time.

County Waterline Interconnection: No action

Linden Blvd Walk Path: Drainage issue water ponding on path. Will need to have pipe installed to resolve.

CBPS: Muffin Monster replaced at a cost \$11,889.00. Installed.

New Business

Main Wellfield: Installed emergency generator connection switches for backup power (none previously)

Developments

Coblentz Road Subdivision: Received revised Asbuilts.

Coblentz Property: No action.

Fire Department Activities Building: Need to send a letter to Fire Department regarding the use and maintenance of the grease interceptor. No action.

Planned Work

Water System: Manganese Removal Well 15 – Design, relief valve purchase and install

W Green St: Review plans

Booster Station: Pipe leak repair, replace relief valve, paint skid.

Regulatory: Grease Ordinance completion.

E WWTP: design spray system for clarifier,

Municipal Center: Spot light for flag pole (drew)

Remsberg Park: Fence installation, paved path project, pavilion project.

Memorial Park: Memorial water fountain purchase and installation.

Cross Stone: No action.

FD Site Plan: No action.

Projects on Hold:

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

Directors Current Project List

PRIORITIES

Well 15 Filters design and relief valve
Budget – cost summaries for elec , lab , chem
Locust Ct waterline construction completion.
Remsberg Park Tree issue
Order surge relief for well 15, parts for booster relief, flowmeter for East WWTP, recaulk exp joints, clean and paint booster skid, multitrode probe
Spring house membrane roof
Adjust regional PRV's 45 psi at Glenbrook HP
Copies of HVAC plans to venders
Uv system repairs
Letter to hollow creek for backflow
Letter to Fire Department regarding grease trap maintenance
Hydraulic Model Maps – review and revise
Trace Locate Shopping Ctr W/L – meter in vault?
Pull transducer at Well 16 and send back
Contact APSC- Ewwtp Power correction Capacitance – reduces surging, install on service if not there
Well Field Generator Connection
Maple Street Waterline Replacement
Brookridge PS Control Upgrade
Order spot light for flag
Replace transducer at Golf Course pond

PLAN REVIEW

West Green St

BOOSTER STATION

Weld pinhole in Tee Replace relief valve and spool piece
Check P4 claval pilot or main valve reduced pumping
Repaint skid
Budget for pipe replacement
Inspect impellars and adjust PRV

RESERVOIR

Waterline to chem plant
Replacement Study

PARKS

Remsberg Park Fencing and path projects
Memorial Park Fountain NEW - Paul
Wiles Branch Park B Ball seal and stripe - Paul
Memorial Park Partition Replacement Design

ROADS

Patching Contract
Mill and Overlay Eastern Circle
Crosswalk installation at Franklin and Broad St

SANITARY SEWER

I&I project Design



TO: The Burgess & Commissioners
FROM: Becky Reich, Main Street Manager
RE: March Workshop
DATE: March 6, 2014

DESIGN:

- The Design Committee has received the latest plan submission from Cross Stone Commons and we will plan to attend the Planning Commission Workshop on Wednesday, March 12, 2014.
- The Design Committee has picked back up with the Design Guidelines!

ORGANIZATION:

- The Main Street Board met on February 27, 2014.
- We have shopped new financial software and we are looking at purchasing Quickbooks for Nonprofits.
- We are in the process of writing grants to secure TRIPP advertising and funds to help offset costs of events in FY 2015.
- We have made adjustments to our budget for Sesquicentennial, and finalized the mid-point report. We should be getting 75% of our funds from the state soon.

ECONOMIC DEVELOPMENT:

- We are updating our inventory of businesses. While we have a basic inventory, we need to take it to the next level of detail. We will want to know things like square footage of the workspace, owner and lease, number of part time and full time employees, how long the business has existed, etc. Since we plan in the next fiscal year to put together a business recruitment plan as well as printed materials, we need to take these initial background steps first. While much of this program year has been focused on the Sesquicentennial, our annual work plans are geared to economic development in FY 2015.

PROMOTIONS:

- Main Street Middletown is partnering with the Middletown Valley Historical Society and the Central Maryland Heritage League for Museums in the Mall on Saturday, March 22, 2014 from 10:00am until 4:00pm. We will bring the Middletown banners and will be promoting the Sesquicentennial event. Unfortunately, we cannot sell anything at this event, but we can encourage people to see our new web page where our items can be purchased! Come by the FSK Mall and say hi!
- We have received our calendars from the printer and they should be mailed out next week.
- Through a Heart of the Civil War Heritage Area Mini Grant, we received funds to create a new website for Sesquicentennial. It will be up and running by March 15, 2014. The website is www.CivilWarMiddletownMd.com.

SESQUICENTENNIAL

On behalf of the Sesquicentennial Planning Committee, I would like to submit to you a plan of events for the Commemorative Day-time event:

SATURDAY, JULY 12, 2014

- 11:00am the Event officially begins with the first walking tour offered
- 12:30pm – Re-enactment of the ransom – in front of Zion Lutheran
- 1:00pm – Rohrsville Band to perform
- 1:00pm – Second Walking tour begins
- 2:30pm – Re-enactment of the ransom – in front of Zion Lutheran
- 3:00pm – Third and last walking tour begins
- 4:30pm – Last re-enactment of the ransom – in front of Zion Lutheran
- 5:00pm – Official start time of evening event – Civil War themed Taste of the Town
- 9:00pm – End time of Taste of the Town and Sesquicentennial

Concurrently, the Middletown Valley Bank will be open with the new exhibit "Middletown in the Path of War," along with the ransom note on display. In addition, the Civil War Medical Museum will be located inside Zion Lutheran and interpreting the building as a Civil War hospital. Other period crafts will be demonstrated along Main Street and within the yards adjacent to Main Street. In between the re-enactments, the reenactors will be at camp, or walking the town and interacting with the visitors.

ALL PROCEEDS gathered from this event will equally benefit Main Street, the Historical Society, and the Central Maryland Heritage League.

1. We seek your permission for horses to be allowed on the street and in the back yards in town during this event (starting Friday, July 11 through Sunday, July 13, at 10:00am). (So far I have 3 registered riders, but anticipate at least 6).
2. We seek your assistance in providing water for the horses during the weekend
3. We seek your assistance in identifying places where we can get hay for the horses to eat
4. We seek your permission that the reenactors that spend the night in town may build campfires.

Progress on the evening TOTT event: Since we are coupling this event with the Civil War Sesquicentennial, we are planning the same basic event, but with details to speak to the Civil War era. The Capital of the Carriages is all set. The band we have secured, The Speakeasy Boys plays a mixture of old time fiddle music, Civil War era tunes, and popular music. Instead of heavy "finger-food" we are having more of a complete dinner – a full pig from Fat Pat (to have a pig-pickin), summer vegetables (Main Cup) Soda Biscuits (Maggie's Bake Shop), sweet tea (AmVets). This will be a fork and knife dinner! We are still working with Dempsey's, Hollow Creek, Debra's Sweet Creations, and More Ice Cream to fill out the menu and desserts. We are also working with South Mountain Creamery, Distillery Lane, and Asian Café. This is dress-period optional – it will be fun!!

As Always, Main Street Middletown is Thankful for the Town's Continued Support of Our Programs!



**FREDERICK COUNTY GOVERNMENT
DIVISION OF PARKS & RECREATION**

W. Paul Dial, Director

118 North Market Street
Frederick, Maryland 21701

www.FrederickCountyMD.gov

O: 301-600-1646 F: 301-600-2595

Commissioners

Blaine R. Young
President

C. Paul Smith
Vice President

Billy Shreve
David P. Gray
Kirby Delauter

Lori L. Depies, CPA
County Manager

MEMORANDUM

RECEIVED

FEB 10 2014

TOWN OF MIDDLETOWN, MD.

TO: POS Project Coordinators
FROM: Bob Hicks, CPRP – Assistant Director
DATE: February 10, 2014
SUBJECT: Submission of FY2015 POS Annual Program

The Division of Parks and Recreation staff is requesting that those municipalities who are interested in obtaining POS funding for FY2015 (which begins July 1, 2014) to develop their Annual Programs by completing the enclosed Project Information Forms for each project for which funding is requested. Electronic files for the memo, forms and instructions are also being sent by E-mail. Please contact me to confirm that you have received this information

Please remember that if a project was submitted in the past and it didn't receive funding, then it must still be resubmitted for FY2015. The appropriate municipal officials should be informed since this information is being sent only to local Project Coordinators or the Mayor/Burgess if a coordinator has not been designated. If your municipality is not interested in obtaining POS funding for FY2015 then disregard this information.

The forms must be returned to our offices by Friday, May 2, 2014. A summary of all municipal requests and the completed forms will be forwarded to the chairman of the Ad Hoc Committee for POS Annual Program Allocations – Frederick County Chapter- Maryland Municipal League (MML). The committee will make a decision on project funding. POS allocation for Frederick County in FY 2015 has not yet been determined.

DNR has made POS funding available for unencumbered acquisition, as well as development projects. The funding amounts available for these projects are such that we can meet all unencumbered municipal projects indicated in our Annual Programs. Therefore, I would urge you to apply for the funding of these projects as soon as possible.

As a reminder for those municipalities who will be applying for development funding of POS projects, it takes several months for applications to be processed and approved by the state once they are submitted. Project expenditures cannot be incurred unless you receive a Letter of Acknowledgment from the Director of POS (issued upon receipt of a completed application) or final application approval from the State Board of Public Works. Once POS projects are approved and expenses to them are incurred, our office is urging municipalities to expedite any reimbursements requests through DNR.

Please contact me if you have any questions. Phone: 301-600-6816; Email: rbhicks@frederickcountymd.gov. Thank you for your cooperation.

(over)

- BURGESS
 ADMINISTRATION
 PUBLIC WORKS
 PLANNING & ZONING
 WATER & SEWER

cc: file

Paul Dial, Parks & Recreation	Arleen Donnelly, Thurmont
Gloria Long Rollins, Walkersville	Kristin Aleshire, Myersville
Bill Rittelmeyer, Woodsboro	Drew Bowen, Middletown
Roelkey Myers, Frederick City	Bob McGrory, Brunswick
Winslow Burhans, New Market	Carrie Myers, Brunswick
David Blais, Mt. Airy	David Haller, Emmitsburg
Thomas Watson, Rosemont	Donna DesPres, Emmitsburg
Debby Burgoyne, Burkittsville	Monika Weierbach, Mt. Airy
Bill Blakeslee, Thurmont	

RECEIVED

MAR 04 2014

TOWN OF MIDDLETOWN, MD.

March 4, 2014

To: Middletown Burgess and Commissioners
31 West Main St.
Middletown, MD 21769

From: Mr. & Mrs. Baker
330 S. Jefferson St.
Middletown, MD 21769
301-371-6336

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

Dear Burgess and Commissioners,

As a resident of Middletown I am writing to express my concerns regarding the current conditions on South Jefferson Street of which you may not be aware.

1. New residents at the crest of the hill traveling south on South Jefferson Street, between the 100-300 block have taken to parking on both sides of the street. Positioned at the top of the hill, this creates a single lane of traffic or a "bottle neck" which leaves drivers from both directions blind to on-coming traffic. It will not be long before a car, recreational walker or a local child is the victim of an accident caused by the reckless and inconsiderate behavior of these new residents. We would like to see this situation dealt with as quickly as possible before an unfortunate incident occurs.
2. Cars routinely fly down the previously mentioned hill at what only can be described as "excessive" speeds ignoring the signs stating that this is a neighborhood with many children at play. We would like to see Middletown follow the example of neighboring towns and install traffic calming (speed bumps) before someone is seriously hurt or killed. We also feel that the Frederick County Sheriff's office could focus more attention to speeders on more than just Main Street and Rt.17 by the park. These are certainly not the only areas that require attention.
3. We would also recommend that South Jefferson Street be changed to a *One Way* street traveling south from Main to Rt. 17. This could be a viable way to counter the situation described in point #1.

I would appreciate the opportunity to speak with you privately or at the next Open Meeting so that we may come to a safe resolution that will protect all residents of Middletown that live and/or travel on South Jefferson St.

Sincere Regards,

Angela E. Baker