



## AGENDA FOR THE TOWN MEETING

Revised  
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](#)
- Replacement of Trash Cans – Wiles Branch Park \$3,500
- [Constant Yield Tax Rate Exemption for FY 2015](#)
- Town Minutes
  - [February 24, 2014 – Town Meeting](#)

### PERSONAL REQUESTS FOR AGENDA:

### UNFINISHED BUSINESS:

- Discussion of Funding of T-Shirts for 150<sup>th</sup> 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](#)

### 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*
- *Public Hearing for Sandwich Board Regulations  
Thursday, April 3, 2014 at 700PM*
- *Hydrant Flushing – April 14 – 18, 2014*

## **ADJOURNMENT**

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

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>
<b><u>EXPENDITURES</u></b>			
<b><u>LEGISLATIVE</u></b>			
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)
<b><u>EXECUTIVE</u></b>			
Burgess Salary	<u>\$ 6,000</u>	<u>\$ 3,500</u>	<u>\$ (2,500)</u>
	\$ 6,000	\$ 3,500	\$ (2,500)
<b><u>ELECTION</u></b>			
Clerk Fees	\$ 450		\$ (450)
Other Administrative Expenses	<u>250</u>		<u>(250)</u>
	\$ 700		\$ (700)
<b><u>GENERAL SERVICES</u></b>			
<b><u>ADMINISTRATION</u></b>			
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)
<b><u>OPERATIONS</u></b>			
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
 <b><u>PROFESSIONAL SERVICES</u></b>			
Independent Accounting	\$ 12,500	\$ 13,000	\$ 500
Legal - Development		323	323
Legal - Ordinances	<u>7,500</u>	<u>2,375</u>	<u>(5,125)</u>
	\$ 20,000	\$ 15,698	\$ (4,302)
 <b><u>PLANNING &amp; ZONING</u></b>			
Salary & Fees	\$ 44,356	\$ 29,776	\$ (14,580)
Other Expenses	<u>1,300</u>	<u>1,196</u>	<u>(104)</u>
	\$ 45,656	\$ 30,972	\$ (14,684)
 <b><u>MAIN STREET PROGRAM</u></b>			
Manager Salary	\$ 32,136	\$ 26,564	\$ (5,572)
Town Contribution	<u>12,000</u>	<u>8,555</u>	<u>(3,445)</u>
	\$ 44,136	\$ 35,119	\$ (9,017)
 <b><u>PUBLIC SAFETY</u></b>			
Fire Dept. Donation	\$ 15,000	\$ 15,000	
School Crossing Guards	16,309	8,534	(7,775)
Community Deputy Program	<u>353,499</u>	<u>266,630</u>	<u>(86,869)</u>
	\$ 384,808	\$ 290,164	\$ (94,644)
 <b><u>SANITATION &amp; WASTE REMOVAL</u></b>			
Resident Trash & Yard Waste	\$ 275,447	\$ 179,424	\$ (96,023)
 <b><u>RECREATION AND CULTURE</u></b>			
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	<u>102,582</u>	<u>76,647</u>	<u>(25,935)</u>
	\$ 230,393	\$ 147,415	\$ (82,978)

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>
<b><u>HIGHWAYS AND STREETS</u></b>			
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	<u>14,555</u>	<u>14,554</u>	<u>(1)</u>
	\$ 497,129	\$ 287,293	\$ (209,836)
<b><u>OTHER EXPENSES</u></b>			
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	<u>3,500</u>	<u>3,575</u>	<u>75</u>
	\$ 318,433	\$ 251,195	\$ (67,238)
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,414,755</b>	<b>\$ 1,632,582</b>	<b>\$ (782,173)</b>
<b>INCOME (LOSS) Exc. Cash Reserves</b>	<b>\$ 565,159</b>	<b>\$ 616,428</b>	<b>\$ 51,269</b>
<b>CASH RESERVES</b>	<b>\$ 1,091,102</b>	<b>\$ 1,240,265</b>	<b>\$ 149,163</b>
<b>SURPLUS / (DEFICIT)</b>	<b><u>\$ 1,656,261</u></b>	<b><u>\$ 1,856,693</u></b>	<b><u>\$ 200,432</u></b>

\*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

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<b>OPERATING REVENUE</b>			
Revenue	\$ 2,761,951	\$ 2,218,804	\$ (543,147)
<b>OPERATING EXPENSES</b>			
Expenses	2,414,754	1,632,582	(782,172)
<b>OPERATING SURPLUS (LOSS)</b>	<u>\$ 347,197</u>	<u>\$ 586,222</u>	<u>\$ 239,025</u>
<b><u>OTHER FUND</u></b>			
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)
<b>TOTAL OTHER FUNDS</b>	<u>\$ 1,339,274</u>	<u>\$ 30,206</u>	<u>\$ (1,309,068)</u>
<b>TOTAL FUNDS AVAILABLE</b>	<u>\$ 1,686,471</u>	<u>\$ 616,428</u>	<u>\$ (1,070,043)</u>
<b><u>CIP PROJECTS &amp; PURCHASES</u></b>			
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)
<b>TOTAL CIP COSTS</b>	<u>\$ 1,881,737</u>	<u>\$ 384,090</u>	<u>\$ (1,365,017)</u>
<b>OPERATING &amp; CIP SURPLUS (LOSS)</b>	<u>\$ (195,266)</u>	<u>\$ 232,338</u>	<u>\$ 294,974</u>

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
<b>TOTAL CASH SURPLUS</b>	<u><u>\$ 895,836</u></u>	<u><u>\$ 1,472,603</u></u>	<u><u>\$ 444,137</u></u>

Town of Middletown  
**STATEMENT OF REVENUE 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>
<b><u>REVENUE</u></b>			
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	<u>100,000</u>		<u>(100,000)</u>
<b>TOTAL OPERATING REVENUE</b>	<b>\$ 1,221,321</b>	<b>\$ 589,035</b>	<b>\$ (632,286)</b>
<b><u>EXPENDITURES</u></b>			
<b><u>ADMINISTRATIVE</u></b>			
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	<u>32,550</u>	<u>4,275</u>	<u>(28,275)</u>
Sub-Total	\$ 221,784	\$ 143,249	\$ (78,535)
<b><u>Vehicles &amp; Equipment</u></b>			
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	<u>3,000</u>	<u>75</u>	<u>(2,925)</u>
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
<b>WATER</b>			
Salaries	\$ 115,895	\$ 73,439	\$ (42,456)
<b>Water Distribution System</b>			
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)
<b>Water Plant/Reservoir/Booster/Tower/BS Wellhouse</b>			
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			
<b>TOTAL WATER EXPENSES</b>	<b>\$ 359,703</b>	<b>\$ 184,658</b>	<b>\$ (175,045)</b>
<b>SEWER</b>			
Salaries	\$ 114,952	\$ 72,412	\$ (42,540)
<b>Sewer Collection System</b>			
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
<b>Wastewater Treatment Plants</b>			
<b>East Wastewater Treatment Plant</b>			
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)
<b>West Wastewater Treatment Plant</b>			
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)
<b>TOTAL SEWER EXPENSES</b>	<b>\$ 536,376</b>	<b>\$ 330,611</b>	<b>\$ (205,765)</b>
<b>TOTAL WATER/SEWER EXPENSES</b>	<b>\$ 1,135,438</b>	<b>\$ 662,944</b>	<b>\$ (472,494)</b>
<b>CONTINGENCY FUND - 6.7%</b>	<b>\$ 76,074</b>	<b>\$ 44,417</b>	<b>\$ (31,657)</b>
<b>ADJUSTED WATER/SEWER EXPENSES</b>	<b>\$ 1,211,512</b>	<b>\$ 707,361</b>	<b>\$ (504,151)</b>
<b>NET INCOME (LOSS)</b>	<b>\$ 9,809</b>	<b>\$ (118,326)</b>	<b>\$ (128,135)</b>

\*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>
<b><u>FUNDING SOURCES</u></b>			
Operating Revenue	\$ 1,221,321	\$ 589,035	\$ (632,286)
Operating Expenses	<u>1,135,438</u>	<u>662,944</u>	<u>(472,494)</u>
<b>OPERATING INCOME (LOSS)</b>	<b>\$ 85,883</b>	<b>\$ (73,909)</b>	<b>\$ (159,792)</b>
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>
<b>TOTAL OTHER REVENUE</b>	<b>\$ 766,036</b>	<b>\$ 343,900</b>	<b>\$ (422,136)</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>851,919</b>	<b>269,991</b>	<b>(581,928)</b>
<b><u>DEBT SERVICE COSTS</u></b>			
<b>Principal Payments</b>			
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>
<b>TOTAL DEBT SERVICE COSTS</b>	<b>\$ 388,500</b>	<b>\$ 232,140</b>	<b>\$ (156,360)</b>
<b><u>WATER &amp; SEWER PROJECTS</u></b>			
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>
<b>TOTAL WATER &amp; SEWER PROJECTS</b>	<b>\$ 412,366</b>	<b>\$ 262,644</b>	<b>\$ (149,722)</b>
<b>TOTAL CIP COSTS</b>	<b>\$ 800,866</b>	<b>\$ 494,784</b>	<b>\$ (306,082)</b>
<b>TOTAL FUNDS REMAINING</b>	<b><u>\$ 51,053</u></b>	<b><u>\$ (224,793)</u></b>	<b><u>\$ (275,846)</u></b>



State of Maryland

DEPARTMENT OF ASSESSMENTS AND TAXATION

MARTIN O'MALLEY  
Governor

ROBERT E. YOUNG  
Director

Office of the Director

February 14, 2014

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

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	-	47,799
3	1-Jul-2013	Net assessable real property base		475,436,128
4	1-Jul-2013	Actual local tax rate (per \$100)	x	0.2320
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**	-	1,113,794
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	\$	0.2322

# EXEMPT

Certified by

*Robert S. 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 9<sup>th</sup> 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 150<sup>th</sup> 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



**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; E-mail: [rbhicks@frederickcountymd.gov](mailto: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