



## AGENDA FOR THE TOWN MEETING

*Revised*

**March 11, 2013**

**7:00 p.m.**

### **PLEDGE TO THE FLAG**

### **CALL TO ORDER**

### **CONSENT AGENDA**

- **Financial Statements**
- Hydrant Flushing – April 1-5, 2013
- Request from Foxfield Active Adult for the Installation of Neighborhood Watch Signs at:
  - Corner of Rhoderick Circle & Layla Drive
  - Corner of Smithfield Drive & Roundabout (Foxfield Village Side)
  - Corner of Rhoderick Circle & Hoffman Drive/Layla Drive
- **Town Minutes**
  - **February 7, 2013 – Public Hearing 13-02-02**
  - **February 11, 2013 – Town Meeting**

### **PERSONAL REQUESTS FOR AGENDA:**

#### **STAFF REPORTS (*From Workshop*):**

Community Deputy Report  
Staff Planner  
Zoning Administrator  
Engineer's Report  
Main Street Manager

### **UNFINISHED BUSINESS:**

- **Ordinance 13-03-01 - Coblantz Property Master Plan Amendments** (*Action Item #1*)
- **Ordinance 13-03-02 – Amendments to the Water & Sewer Billing Policy, Section L** (*Action Item #2*)

## 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:

- Mowing Contract Bids (Action Item #3)
- Request from AT&T for Cellular Lease Expansion
- ~~Frederick County Submission of POS Projects~~
- Proposed Landscaping Plans – Wiles Branch & Remsburg Parks
- Request for an Advertising Sign at Remsburg Park for the Farmers Market
- Offer from Key Sanitation for Waste Removal Service Discount for Renewal of 3-Year Contract
- Constant Yield Tax Rate Exemption – FY 2014

## PUBLIC COMMENTS:

*Please state Name and Address for the Record*

## ANNOUNCEMENTS:

## ADJOURNMENT

## EXECUTIVE SESSION: *(If Necessary)*

### Meetings for the month of March 2013

- |                                       |                                  |               |
|---------------------------------------|----------------------------------|---------------|
| • <i>Planning Commission Workshop</i> | <i>Wednesday, March 13, 2013</i> | <i>7:00PM</i> |
| • <i>Planning Commission</i>          | <i>Monday, March 18, 2013</i>    | <i>7:00PM</i> |
| • <i>Parks &amp; Recreation</i>       | <i>Tuesday, March 19, 2013</i>   | <i>7:00PM</i> |
| • <i>Water &amp; Sewer Committee</i>  | <i>Wednesday, March 20, 2013</i> | <i>7:00PM</i> |
| • <i>Main Street Board</i>            | <i>Thursday, March 28, 2013</i>  | <i>7:00PM</i> |

**TOWN OF MIDDLETOWN  
DAILY CASH BALANCE STATEMENT  
As Of March 6, 2013**

	<b>Cash Balance</b>
<b>GENERAL FUND</b>	
<b>Operating Accounts</b>	
<i>BB &amp; T Operating Gen Fund</i>	\$ 895,539
<i>Petty Cash</i>	200
<i>BB &amp; T Payroll</i>	<u>372</u>
	<b>\$ 896,111</b>
<b>CIP Accounts</b>	
<i>BB &amp; T Index</i>	\$ 935,473
<i>PNC Investment</i>	<u>205,500</u>
	<b>\$ 1,140,973</b>
<b>TOTAL GF FUNDS AVAILABLE</b>	<b><u>\$ 2,037,084</u></b>
 <b>Reserved Accounts *</b>	
<i>BB&amp;T Rainy Day Fund</i>	\$ 193,316
<i>BB&amp;T Reserve - Fire Company</i>	<u>50,000</u>
<b>TOTAL GENERAL FUND RESERVES *</b>	<b><u>\$ 243,316</u></b>
 <b>WATER &amp; SEWER FUND</b>	
<b>Operating Accounts</b>	
<i>Middletown Valley Bank</i>	\$ 28,003
<i>BB &amp; T Operating W/S Fund</i>	<u>(286,437)</u>
	<b>\$ (258,434)</b>
<b>CIP Accounts</b>	
<i>BB &amp; T Index</i>	\$ 23,571
<b>TOTAL W &amp; S FUNDS AVAILABLE</b>	<b><u>\$ (234,863)</u></b>
 <b>Reserved Accounts *</b>	
<i>MVB Bonds</i>	\$ 5,120
<i>BB&amp;T Index - Sludge Removal</i>	59,550
<i>BB &amp; T Index - I &amp; I</i>	<u>200,000</u>
<b>TOTAL WATER &amp; SEWER RESERVES *</b>	<b><u>\$ 264,670</u></b>

\* These funds have been reserved for specific purposes and are not available for use.

Town of Middletown  
Statement of Revenue & Expenditures  
General Fund  
Fiscal Year 2013  
For the 8 Months Ended February 28, 2013

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
<b>REVENUE</b>			
<b>LOCAL TAX</b>			
Real Property	\$ 1,065,363	\$ 1,042,688	\$ (22,675)
Tangible Personal Property	27,000	23,213	(3,787)
Public Utilities	7,850	9,426	1,576
Franchise (Cable)	36,000	21,023	(14,977)
Penalties & Interest	10,000	7,009	(2,991)
	<u>\$ 1,146,213</u>	<u>\$ 1,103,359</u>	<u>\$ (42,854)</u>
<b>STATE SHARED TAX</b>			
Admission & Amusement	\$ 32,950	\$ 24,065	\$ (8,885)
Highway Gasoline & Licenses	38,876	10,874	(28,002)
	<u>\$ 71,826</u>	<u>\$ 34,939</u>	<u>\$ (36,887)</u>
<b>COUNTY SHARED TAX</b>			
Income Taxes	\$ 675,440	\$ 347,967	\$ (327,473)
Tax Equity Grant	561,699	421,274	(140,425)
	<u>\$ 1,237,139</u>	<u>\$ 769,241</u>	<u>\$ (467,898)</u>
<b>LICENSES AND PERMITS</b>			
Beer, Wine and Liquor	\$ 1,950		\$ (1,950)
Business / Traders	4,000	268	(3,732)
Planning / Zoning Fees	9,500	16,257	6,757
	<u>\$ 15,450</u>	<u>\$ 16,525</u>	<u>\$ 1,075</u>
<b>PARKS AND RECREATION</b>			
Pavillion Fees	\$ 1,900	\$ 1,010	\$ (890)
	<u>\$ 1,900</u>	<u>\$ 1,010</u>	<u>\$ (890)</u>
<b>POLICE PROTECTION</b>			
State Grant	\$ 15,126	\$ 7,563	\$ (7,563)
	<u>\$ 15,126</u>	<u>\$ 7,563</u>	<u>\$ (7,563)</u>
<b>MISCELLANEOUS</b>			
Community Events			
Parking Citations		150	150
Bank Shares Grant	1,491	1,491	
Miscellaneous & Donations	1,009	10,544	9,535
	<u>\$ 2,500</u>	<u>\$ 12,185</u>	<u>\$ 9,685</u>
<b>OPERATING REVENUES</b>	<b>\$ 2,490,154</b>	<b>\$ 1,944,822</b>	<b>\$ (545,332)</b>
State Grants & Interest	\$ 123,836	\$ 1,273	\$ (122,563)
<b>TOTAL REVENUE</b>	<b>\$ 2,613,990</b>	<b>\$ 1,946,095</b>	<b>\$ (667,895)</b>

Town of Middletown  
Statement of Revenue & Expenditures  
General Fund  
Fiscal Year 2013  
For the 8 Months Ended February 28, 2013

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
<b><u>EXPENDITURES</u></b>			
<b><u>LEGISLATIVE</u></b>			
Commissioner's Salary	\$ 12,000	\$ 7,000	\$ (5,000)
Communications	1,300	1,900	600
Dues & Subscriptions	7,300	7,212	(88)
Office Supplies & Exp	3,000	7,404	4,404
Advertising	1,000	213	(787)
Meetings & Conventions	7,700	1,380	(6,320)
	\$ 32,300	\$ 25,109	\$ (7,191)
<b><u>EXECUTIVE</u></b>			
Burgess Salary	\$ 6,000	\$ 3,500	\$ (2,500)
	\$ 6,000	\$ 3,500	\$ (2,500)
<b><u>ELECTION</u></b>			
Clerk Fees			
Other Administrative Expenses			
<b><u>GENERAL SERVICES</u></b>			
<b><u>ADMINISTRATION</u></b>			
GS - Capital Outlay	\$ 5,200		\$ (5,200)
Administrative Salary	178,997	126,747	(52,250)
Postage & Printing	2,500	74	(2,426)
Communications	7,600	5,268	(2,332)
Computer Expenses	16,801	12,140	(4,661)
Office Supplies & Exp	16,271	13,582	(2,689)
Office Maintenance	52,719	32,757	(19,962)
Dues & Subscriptions	100	25	(75)
Professional Services	3,600	5,100	1,500
Meetings & Conventions	100		(100)
	\$ 283,888	\$ 195,693	\$ (88,195)
<b><u>OPERATIONS</u></b>			
Maintenance Capital Outlay			
Vehicle Capital Outlay		50,058	50,058
Director Salary	81,830	55,722	(26,108)
Maintenance Salary	37,596	22,165	(15,431)
Communications	5,866	4,324	(1,542)
Supplies & Expenses	11,100	10,913	(187)
Dues & Meetings		256	256
Maintenance & Repairs	24,768	10,695	(14,073)
Tools & Equipment	2,200	2,463	263
	\$ 163,360	\$ 156,596	\$ (6,764)

Town of Middletown  
Statement of Revenue & Expenditures  
General Fund  
Fiscal Year 2013  
For the 8 Months Ended February 28, 2013

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
<b><u>PROFESSIONAL SERVICES</u></b>			
Independent Accounting	\$ 12,250	\$ 12,250	
Legal - Development		1,045	1,045
Legal - Ordinances	7,500	4,142	(3,358)
	\$ 19,750	\$ 17,437	\$ (2,313)
<b><u>PLANNING &amp; ZONING</u></b>			
Salary & Fees	\$ 43,916	\$ 28,074	\$ (15,842)
Other Expenses	1,292	926	(366)
	\$ 45,208	\$ 29,000	\$ (16,208)
<b><u>MAIN STREET PROGRAM</u></b>			
Manager Salary	\$ 24,912	\$ 19,164	\$ (5,748)
Town Contribution	8,500	7,993	(507)
	\$ 33,412	\$ 27,157	\$ (6,255)
<b><u>PUBLIC SAFETY</u></b>			
Fire Dept. Donation	\$ 15,000	\$ 15,000	
School Crossing Guards	14,461	8,535	(5,926)
Community Deputy Program	390,883	177,903	(212,980)
	\$ 420,344	\$ 201,438	\$ (218,906)
<b><u>SANITATION &amp; WASTE REMOVAL</u></b>			
Resident Trash & Yard Waste	\$ 287,937	\$ 193,603	\$ (94,334)
<b><u>RECREATION AND CULTURE</u></b>			
Parks - Capital Outlay	166,472	17,455	(149,017)
Park Salary	40,182	16,915	(23,267)
Park Electric	2,200	960	(1,240)
Maintenance & Repairs	20,900	6,361	(14,539)
Mowing	38,550	18,792	(19,758)
Remsberg Park - Interest	40,124	19,683	(20,441)
Remsberg Park - Principal	92,729	73,754	(18,975)
	\$ 401,157	\$ 153,920	\$ (247,237)

Town of Middletown  
Statement of Revenue & Expenditures  
General Fund  
Fiscal Year 2013  
For the 8 Months Ended February 28, 2013

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
<b><u>HIGHWAYS AND STREETS</u></b>			
Streets - Capital Outlay	\$ 618,200	\$ 122,503	\$ (495,697)
Equipment - Capital Outlay	7,400	5,578	(1,822)
Salary	88,207	57,865	(30,342)
Street Lighting	153,600	100,862	(52,738)
Storm Water Management	1,500	600	(900)
Snow Removal	51,500	28,124	(23,376)
Repairs & Resurfacing	108,125	73,502	(34,623)
Signs	3,000	3,031	31
Truck Repair & Operation	19,045	20,593	1,548
Equipment Repairs & Ops	7,190	4,517	(2,673)
Mowing	31,744	15,952	(15,792)
East Green St - Interest	8,310	2,993	(5,317)
East Green St - Principal	<u>10,500</u>	<u>          </u>	<u>(10,500)</u>
	\$ 1,108,321	\$ 436,120	\$ (672,201)
<b><u>OTHER EXPENSES</u></b>			
MT Historical Society - CIP	\$ 5,000	\$ 5,000	
Water & Sewer Fund Grant	11,780	58,981	47,201
Donations	100		(100)
Travel - Mileage	2,500	874	(1,626)
Community Events	61,950	38,933	(23,017)
Payroll Taxes	40,159	25,839	(14,320)
Insurance - Property	9,748	7,245	(2,503)
Insurance - Employee	106,829	91,754	(15,075)
Retirement/Pension	69,621	40,314	(29,307)
Web Page & Directory	5,700	2,753	(2,947)
Real Estate Taxes	712	752	40
Other	<u>3,500</u>	<u>3,820</u>	<u>320</u>
	\$ 317,599	\$ 276,265	\$ (41,334)
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,119,276</b>	<b>\$ 1,715,838</b>	<b>\$ (1,403,438)</b>
<b>INCOME (LOSS) Exc. Cash Reserves</b>	<b>\$ (505,286)</b>	<b>\$ 230,257</b>	<b>\$ 735,543</b>
<b>CASH RESERVES</b>	<b>\$ 1,466,088</b>	<b>\$ 1,139,855</b>	<b>\$ (326,233)</b>
<b>SURPLUS / (DEFICIT)</b>	<b>\$ 960,802</b>	<b>\$ 1,370,112</b>	<b>\$ 409,310</b>

Town of Middletown  
CIP Funds & Expenditures  
General Fund  
Fiscal Year 2013  
For the 8 Months Ended February 28, 2013

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
<b>OPERATING REVENUE</b>			
Revenue	\$ 2,490,154	\$ 1,944,822	\$ (545,332)
<b>OPERATING EXPENSES</b>			
Expenses	2,213,775	1,441,489	(772,286)
Loan Principal Payments	103,229	73,754	(29,475)
<b>OPERATING SURPLUS (LOSS)</b>	<b>\$ 173,150</b>	<b>\$ 429,579</b>	<b>\$ 256,429</b>
<b><u>OTHER FUNDS</u></b>			
POS - Development	\$ 22,395		\$ (22,395)
MVAA Remsberg Park	25,776		(25,776)
POS - Walking Trail Land Pu	42,000		(42,000)
SRTS - School Walking Trail	30,000		(30,000)
Interest	3,665	1,273	(2,392)
<b>TOTAL OTHER FUNDS</b>	<b>\$ 123,836</b>	<b>\$ 1,273</b>	<b>\$ (122,563)</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>\$ 296,986</b>	<b>\$ 430,852</b>	<b>\$ 133,866</b>
<b><u>CIP PROJECTS &amp; PURCHASES</u></b>			
MT Historical Society	\$ 5,000	\$ 5,000	
Computer Hardware	5,200		(5,200)
Maintenance Truck/Snow Plow		50,058	50,058
Hydraulic Breaker-Excavator	7,400	5,579	(1,821)
SWM Pond Fencing-Coblentz	18,200	16,563	(1,637)
Jefferson St Paving		54,200	54,200
Walking Trail Purchase-Lind	42,000		(42,000)
Walking Trail Design/Constr	66,801	10,194	(56,607)
Remsberg Park Netting	46,671		(46,671)
Wiles Branch Park Signs	6,000		(6,000)
Walkway Lighting	5,000	7,261	2,261
West Green St Improvements	100,000	41,271	(58,729)
Walnut Street Bridge	500,000	10,469	(489,531)
<b>TOTAL CIP COSTS</b>	<b>\$ 802,272</b>	<b>\$ 200,595</b>	<b>\$ (601,677)</b>
<b>OPERATING &amp; CIP SURPLUS (LOSS)</b>	<b>\$ (505,286)</b>	<b>\$ 230,257</b>	<b>\$ 735,543</b>
Cash Reserves	\$ 1,466,088	\$ 1,139,855	\$ (326,233)
<b>TOTAL CASH SURPLUS</b>	<b>\$ 960,802</b>	<b>\$ 1,370,112</b>	<b>\$ 409,310</b>

Town of Middletown  
 STATEMENT OF REVENUE and EXPENDITURES  
 WATER & SEWER  
 Fiscal Year 2013  
For the 8 Months Ended February 28, 2013

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
<b><u>REVENUE</u></b>			
Water Revenue	\$ 532,440	\$ 271,818	\$ (260,622)
Sewer Revenue	532,440	271,548	(260,892)
Penalties/Reconnects	16,000	11,229	(4,771)
Rain Barrel Sales	2,250		(2,250)
General Fund Grant/Misc	11,780	63,754	51,974
<b>TOTAL OPERATING REVENUE</b>	<b>\$ 1,094,910</b>	<b>\$ 618,349</b>	<b>\$ (476,561)</b>
<b><u>EXPENDITURES</u></b>			
<b>ADMINISTRATIVE</b>			
Office Salaries	\$ 49,168	\$ 29,085	\$ (20,083)
Communications	7,000	4,491	(2,509)
Postage	7,500	5,125	(2,375)
Office Supplies/Expense	9,700	7,897	(1,803)
Legal - Other	3,000		(3,000)
Meetings & Seminars	250		(250)
Advertising	500		(500)
Uniforms	2,600	1,718	(882)
Dues/Subscrip/Certifications	300	240	(60)
Travel	250		(250)
Payroll Taxes	18,016	13,388	(4,628)
Insurance - Prop. & Liability	12,000	5,047	(6,953)
Insurance - Workers Comp	12,000	8,348	(3,652)
Insurance - Health	44,195	38,521	(5,674)
Retirement/Pension	26,459	16,106	(10,353)
Real Estate Taxes	292	292	
Rain Barrel/Educational Programs	4,625		(4,625)
Waterline / I & I Loans	72,795	43,053	(29,742)
Sub-Total	\$ 270,650	\$ 173,311	\$ (97,339)
<b>Vehicles &amp; Equipment</b>			
1999 Truck	\$ 3,866	\$ 878	\$ (2,988)
2001 Truck	3,567	2,026	(1,541)
2008 Truck	3,067	2,204	(863)
2012 Truck		2,541	2,541
Misc Equipment	3,000	1,803	(1,197)
Bobcat Mini-Excavator		134	134
Case Backhoe	2,000	662	(1,338)
Sub-Total	\$ 15,500	\$ 10,248	\$ (5,252)

Town of Middletown  
**STATEMENT OF REVENUE and EXPENDITURES**  
**WATER & SEWER**  
**Fiscal Year 2013**  
For the 8 Months Ended February 28, 2013

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<b>WATER</b>			
Salaries	\$ 105,957	\$ 69,566	\$ (36,391)
<b>Water Distribution System</b>			
Supplies	2,000	1,552	(448)
Repairs & Maintenance	45,600	29,213	(16,387)
Water Line Break Repairs	10,000	246	(9,754)
Chemicals	500		(500)
Tools & Equipment	<u>1,000</u>	<u>2,377</u>	<u>1,377</u>
Sub-Total	\$ 59,100	\$ 33,388	\$ (25,712)
<b>Water Plant/Reservoir/Booster/Tower/BS Wellhouse</b>			
Electric	\$ 36,325	\$ 16,617	\$ (19,708)
Supplies	1,500	1,492	(8)
Repairs & Maintenance	21,819	18,837	(2,982)
Chemicals	17,500	13,969	(3,531)
Tools & Equipment	2,450	4,062	1,612
Testing & Analysis	<u>8,800</u>	<u>4,510</u>	<u>(4,290)</u>
Sub-Total	\$ 88,394	\$ 59,487	\$ (28,907)
Abandoned Well Costs			
<b>TOTAL WATER EXPENSES</b>	<u><b>\$ 253,451</b></u>	<u><b>\$ 162,441</b></u>	<u><b>\$ (91,010)</b></u>
<b>SEWER</b>			
Salaries	\$ 103,926	\$ 76,838	\$ (27,088)
<b>Sewer Collection System</b>			
Cone Branch PS	21,811	7,011	(14,800)
Brookridge South PS	7,038	11,056	4,018
Foxfield PS	8,637	4,562	(4,075)
Sanitary Sewerlines & Manholes	22,600	17,799	(4,801)
I & I Accrual	<u>75,000</u>	<u>50,000</u>	<u>(25,000)</u>
Sub-Total	\$ 135,086	\$ 90,428	\$ (44,658)

Town of Middletown  
**STATEMENT OF REVENUE and EXPENDITURES**  
**WATER & SEWER**  
**Fiscal Year 2013**  
For the 8 Months Ended February 28, 2013

	<b>ANNUAL BUDGET</b>	<b>YTD ACTUAL</b>	<b>OVER (UNDER) BUDGET</b>
<b>Wastewater Treatment Plants</b>			
<b>East Wastewater Treatment Plant</b>			
Electric	\$ 33,880	\$ 19,568	\$ (14,312)
Supplies	5,000	1,185	(3,815)
Repairs & Maintenance	33,400	9,826	(23,574)
Chemicals	36,000	27,017	(8,983)
Tools & Equipment	2,500	511	(1,989)
Testing & Analysis	15,000	11,162	(3,838)
Sludge Hauling Expense	64,000	33,384	(30,616)
Professional Services			
Sub-Total	\$ 189,780	\$ 102,653	\$ (87,127)
<b>West Wastewater Treatment Plant</b>			
Electric	\$ 17,411	\$ 11,600	\$ (5,811)
Supplies	750	892	142
Repairs & Maintenance	4,400	2,872	(1,528)
Chemicals	40,500	29,904	(10,596)
Tools & Equipment	10,100	7,407	(2,693)
Testing & Analysis	6,600	4,816	(1,784)
Sludge Hauling Expense	17,500	14,291	(3,209)
Sub-Total	\$ 97,261	\$ 71,782	\$ (25,479)
<b>TOTAL SEWER EXPENSES</b>	<b>\$ 526,053</b>	<b>\$ 341,701</b>	<b>\$ (184,352)</b>
<b>TOTAL WATER/SEWER EXPENSES</b>	<b>\$ 1,065,654</b>	<b>\$ 687,701</b>	<b>\$ (377,953)</b>
<b>NET INCOME (LOSS)</b>	<b>\$ 29,256</b>	<b>\$ (69,352)</b>	<b>\$ (98,608)</b>

Town of Middletown  
**CIP FUNDS and EXPENDITURES**  
**WATER & SEWER**  
**Fiscal Year 2013**  
**For the 8 Months Ended February 28, 2013**

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<b><u>FUNDING SOURCES</u></b>			
Operating Revenue	\$ 1,094,910	\$ 618,349	\$ (476,561)
Operating Expenses	<u>1,065,654</u>	<u>687,701</u>	<u>(377,953)</u>
<b>OPERATING INCOME (LOSS)</b>	<b>\$ 29,256</b>	<b>\$ (69,352)</b>	<b>\$ (98,608)</b>
Debt Service Fee - New Homes	\$ 133,800	\$ 68,100	\$ (65,700)
Capital Improvement Fees	107,400	53,520	(53,880)
Water Meter Sales	15,500	3,709	(11,791)
Water Tower & Land Leases	157,225	112,578	(44,647)
Improvement/Tap Fees	<u>260,000</u>	<u>120,000</u>	<u>(140,000)</u>
<b>TOTAL OTHER REVENUE</b>	<b>\$ 673,925</b>	<b>\$ 357,907</b>	<b>\$ (316,018)</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>703,181</b>	<b>288,555</b>	<b>(414,626)</b>
<b><u>DEBT SERVICE COSTS</u></b>			
<b>Principal Payments</b>			
BB&T Line of Credit	\$ 35,500	\$ 35,500	
CDA - Water Tower	92,650		(92,650)
MDE - East WWTP	191,685	191,685	
Interest - All Loans	<u>69,633</u>	<u>49,659</u>	<u>(19,974)</u>
<b>TOTAL DEBT SERVICE COSTS</b>	<b>\$ 389,468</b>	<b>\$ 276,844</b>	<b>\$ (112,624)</b>
<b><u>WATER &amp; SEWER PROJECTS</u></b>			
Main Street Waterline Program	\$ 155,000	\$ 105,335	\$ (49,665)
Link2Site Upgrade at Brookridge	20,000		(20,000)
Maganese Removal System	15,000		(15,000)
Reservoir Kohler Generator		25,998	25,998
Maple St Waterline Replacement	8,000		(8,000)
Refrigerated Sampler - E WWTP		5,178	5,178
Chemical Storage Bldg - W WWTP	<u>30,000</u>		<u>(30,000)</u>
<b>TOTAL WATER &amp; SEWER PROJECTS</b>	<b>\$ 228,000</b>	<b>\$ 136,511</b>	<b>\$ (91,489)</b>
<b>TOTAL CIP COSTS</b>	<b>\$ 617,468</b>	<b>\$ 413,355</b>	<b>\$ (204,113)</b>
<b>TOTAL FUNDS REMAINING</b>	<b><u>\$ 85,713</u></b>	<b><u>\$ (124,800)</u></b>	<b><u>\$ (210,513)</u></b>

## Community Events Breakdown Requests

Organizations	Board Approved 2010	Board Approved 2011	Board Approved 2012	Board Approved 2013	Requests 2014
<b>Middletown Arts and Activities</b>					
Movie Nights in the Park	\$ 4,822.00	\$ 4,680.00	\$ 4,840.00	\$ 4,400.00	
Scarecrow Event & Movie	\$ 2,700.00	\$ 960.00	\$ 975.00	\$ 820.00	
Ice Cream Social	\$ 2,250.00	\$ 2,545.00	\$ 2,540.00	\$ 2,415.00	
General Expenses	\$ 250.00	\$ 250.00	\$ 100.00	\$ 50.00	
Less: Charity Golf Tournament					
Remaining Funds	\$ (2,688.12)	\$ (4,062.19)	\$ (1,581.57)	\$ (2,368.77)	
Sub-Total	\$ 7,333.88	\$ 4,372.81	\$ 6,873.43	\$ 5,500.00	\$ -
<b>Lions Club</b>					
Halloween Parade	\$ 1,600.00	\$ 2,055.00	\$ 1,785.00	\$ 1,975.00	
Less: Charity Golf Tournament					
Sub-Total	\$ 1,600.00	\$ 2,055.00	\$ 1,785.00	\$ 1,975.00	\$ -
<b>Christmas in the Valley</b>					
	\$ 1,200.00	\$ 1,000.00	\$ -	\$ -	\$ -
<b>Heritage Weekend**</b>					
	\$ 10,000.00	\$ 10,000.00	\$ 8,000.00	\$ 8,000.00	
Less: Charity Golf Tournament					
Remaining Funds					
Sub-Total				\$ 8,000.00	\$ -
<b>Middletown Rec Council</b>					
4th of July Celebration	\$ 9,000.00	\$ 8,550.00	\$ 8,500.00	\$ 8,500.00	
Annual Egg Hunt	\$ -	\$ -			
Fishing Derby	\$ -	\$ -			
Less: Charity Golf Tournament					
Sub-Total	\$ 9,000.00	\$ 8,550.00	\$ 8,500.00	\$ 8,500.00	\$ -
<b>Childrens Police Junior Academy</b>					
	\$ 500.00	\$ 750.00	\$ 500.00	\$ 800.00	\$ 1,000.00
<b>Middletown Valley Historical Society</b>					
	\$ 5,000.00	\$ 5,000.00	\$ 10,000.00		Moved to CIP
<b>Community Events Total</b>	<b>\$ 34,633.88</b>	<b>\$ 31,727.81</b>	<b>\$ 35,658.43</b>	<b>\$ 24,775.00</b>	<b>\$ 1,000.00</b>

# **BURGESS AND COMMISSIONERS OF MIDDLETOWN MARYLAND**

## **TOWN MEETING MINUTES**

### **PUBLIC HEARING**

**February 7, 2013**

The Public Hearing of the Burgess and Commissioners of Middletown was called to order on February 7, 2013 by Burgess John D. Miller at 7:45 p.m. in the Middletown Municipal Center, 31 W. Main Street, Middletown, Maryland. Present were: Burgess Miller, Commissioners Jennifer Falcinelli, Larry Bussard, Richard Dietrick, Tony Ventre and Christopher Goodman.

**PUBLIC HEARING – Ordinance 13-02-02** – An Ordinance to amend Title 17, Chapter 17.16, section 17.06..030 of the Middletown Municipal Code by adding “Parking Lots” as a use in the R-2 zoning district permitted by special exception; To amend Title 17, chapter 17.48 of the Middletown Municipal Code by adding Section 17.48.400 establishing specific standards which must be met in order to permit parking lots in the R-2 district by special exception.

Staff Planner, Cindy Unangst stated this public hearing was properly advertised. She went on to say the Planning Commission made a number of revisions/additions to the language (appears in red) and the Burgess & Commissioners revision are shown in blue. Copy of the Proposed Text Amendment is attached. The ordinance form appearing before the Board has all of the changes incorporated.

Burgess Miller mentioned this ordinance will be voted on at the February 11, 2013 meeting.

The Public Hearing adjourned at 8:00 p.m.

Respectfully submitted,

Christine H. Moore  
Administrative Assistant

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

**TOWN MEETING MINUTES**

**REGULAR MEETING**

**February 11, 2013**

The first monthly meeting of the Burgess and Commissioners of Middletown was called to order on February 11, 2013, by Burgess John D. Miller at 7:00 p.m. in the Middletown Municipal Center, 31 W. Main Street, Middletown, Maryland. Present were: Burgess Miller, Commissioners Larry Bussard, Richard Dietrick, Anthony Ventre and Christopher Goodman. Also in attendance was David Dunn, Frederick County Municipal Liaison. Commissioner Jennifer Falcinelli arrived at 7:10 p.m.

**CONSENT AGENDA**

Financial Statements

Request for SHA Special Events Permit for YMCA Women's Triathlon

Request for SHA Special Events Permit for Francie's Family 5K Run/Walk

January 28, 2013 Town Minutes

Commissioner Bussard motioned to accept this consent agenda, seconded by Commissioner Ventre and passed 5 to 0.

**PERSONAL REQUEST FOR AGENDA:**

*Mr. Tim Ailsworth, Executive Director, LGIT* – Mr. Ailsworth presented to the Board a rebate check (Health Co-Op) in the amount of \$14,289.00.

**UNFINISHED BUSINESS**

**Ordinance 13-02-01** – Amendments to Middletown Commercial Tax Credit Program – Burgess Miller explained the County and Town adopted the Commercial Tax Credit Program at the same time and the purpose of this ordinance is that the language for both the County and Town are the same.

Commissioner Dietrick motioned to adopt Ordinance 13-02-01, seconded by Commissioner Goodman and passed 5 to 0.

**Ordinance 13-02-02** – Amendment for Allowing Parking Lots in R-2 Districts – Burgess Miller mentioned in paragraph "C" minimum setback will be 35 foot front yard (down from 50) and 20 foot side yard and fencing no higher than 4 feet and appropriate signage for restricting parking to its intended use. In paragraph "F" include impervious surface will be removed and property returned to a stabilized condition, consistent with residential development. Commissioner Bussard motioned to adopt Ordinance 13-02-02 with these corrections, seconded by Commissioner Falcinelli and passed unanimously.

**Review and Award of Walnut Street Bridge Replacement Bids** – Bruce Carbaugh, Director of Construction and Operations estimated the cost for this project as \$280,172.00. Three bids were received:

C. William Hetzer, Inc.	\$225,638.00
Kinsley Construction, Inc.	\$381,174.25
Ross Contracting, Inc.	\$396,901.00

Commissioner Ventre motioned to accept the bid from C. William Hetzer, Inc. in the amount of \$225,638.00, seconded by Commissioner Bussard and passed unanimously. It was noted with the savings, Staff will obtain cost for upgrading the water lines in this area.

## REPORTS OF COMMITTEES

**WATER & SEWER** – Commissioner Falcinelli reported:

**Water Status** – 291,000 gallons

**Spring Flow** – 137,000 gallons

**Discharge** – east WWTP 270,000 gallons and west WWTP 235,000 gallons

**Reservoir** – loosing approximately 40,000 gallons a day due to a leak in the liner. A diver will come late March to discover the location of the leak and determine if it can be patched or needs to be replaced.

Cost of this is \$10,000.00 and the cost for replacement of the liner would be \$300,000.00

**Committee Meeting discussions:**

Water/Sewer owes the General fund \$505,000.00

Meter Replacement for whole town at a cost of \$1.4 million

Replacement of the Main Street Waterline

Goal to go to monthly billing

Looking into the option of paying bills with a credit card

**Water usage guidelines** – Currently the State uses 150 gallons per day and the Town uses 250 gallons per day. Mr. Memarsadeghi, Admar Construction is asking the Board to consider that this be lowered to 200 gallons for an Active Adult Community.

**PUBLIC WORKS** – Commissioner Bussard reported:

**Town Vehicles** – Staff has done minor repairs and clean salt off after the bad weather

**Memorial Park** – pickup limbs and sticks and rebuilt BBQ grate

**Municipal Center** – Painting has begun and carpet installation will be Mid March

**Walnut Street Bridge** – Work to begin Mid May and looking into water line replacement in this area

**Recycling Area** – Have increased pickup to twice a week and so far the area is much cleaner but the cost has doubled. Mr. Dunn mentioned the County is working on a resolution.

**PLANNING COMMISSION** – Commissioner Goodman reported:

**Coblentz Property Preliminary Plans** – waiting on comments from Arro

**Coblentz Property Preliminary Forest Conservation Plan** – Approved

**Washington Gas Line/Cone Branch Walking Path Plans** – Approved

**Election** – Mark Carney as Chairman and David Lake as Vice Chairman

**PARKS & RECREATION** – Commissioner Ventre reported: - No Report

**FINANCE** – Commissioner Dietrick reported:

**Year to Date** – Current figures for the General Fund are 67% in revenues and 49% in expenses and the Water & Sewer fund are 57% in expenses and 52% in revenues.

**PUBLIC INFORMATION** – Commissioner Falcinelli reported:

**Web Site** – have a new volunteer who will be working on the Town's web site.

**Community Directory** – working on update.

**NEW BUSINESS**

**Request to Amend Section L of the Water & Sewer Billing Policy** – Commissioner Falcinelli mentioned the Water & Sewer Committee agreed the wording in paragraph “L”, last sentence in first paragraph should be changed to read “*The revised bill will be established as two (2) times the average usage of the previous four (4) quarter immediately preceding the high water usage.*” Commissioner Falcinelli motioned to adopt this change, seconded by Commissioner Goodman and passed unanimously.

**Funds Transfer from General Fund to Water & Sewer Fund** – Burgess Miller announced the following increase in revenues and reduced expenditures in the General Fund:

Additional Revenues;	
Planning and Zoning Fees	\$ 2,500.00
Health Care Refund	14,289.00
Main Street Grant	2,000.00
Expenditure reduction;	
Community Deputy Contract	\$21,141.00
Payroll Increase	( 7,068.00)
Refinancing Remsberg Loan	14,338.94

Surplus Total from Approved Budget \$47,200.94

Commissioner Ventre motioned to transfer the General Fund surplus of \$47,200.94 to the Water & Sewer Fund, seconded by Commissioner Bussard and passed unanimously.

**PUBLIC COMMENTS**

David Dunn suggests the Town look into piggyback with the County on cost for chemical, salt or other purchases. Staff can call him anytime.

**ANNOUNCEMENTS**

**MEETINGS FOR THE MONTH**

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

**ADJOURNMENT**

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

Respectfully submitted,

Christine H. Moore  
Administrative Assistant

## MEMORANDUM

Date: 3/4/2013

To: Middletown Burgess & Commissioners  
Drew Bowen, Town Administrator

From: Cynthia K. Unangst, Middletown Staff Planner

RE: COBLENTZ PROPERTY MASTER PLAN

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The Planning Commission reviewed and ultimately recommended approval of the Coblentz Property NTR Master Plan Amendment Application at their meeting on January 21, 2013 with the modification that curb and gutter be installed along the East Green Street frontage.

As worded in Chapter 17.17 Overlay Zoning Districts, upon receipt of the Planning Commission's recommendation, the Burgess and Commissioners shall hold one or more public hearings to review, consider, discuss and evaluate the Overlay District Master Plan application. Public notice of the hearing shall be given at least one time at least 15 days prior to the hearing. After the hearing, the Burgess and Commissioners may approve, approve with conditions or changes, or deny the application. The Burgess and Commissioners may accept or modify any Planning Commission recommended condition of approval.

The changes from the previously approved Master Plan, which was approved November 10, 2008, include the following:

- A decrease in dwelling units from 94 units to 81 units
- No duplex units
- A decrease in alleyways and driveway lengths

The changes are due to the new stormwater management regulations which require Environmental Site Design to the Maximum Extent Practicable. The development is laid out to reduce the amount of impervious surface as much as practicable within the town's design guidelines.





**ORDINANCE NO. 13-03-01**

**AN ORDINANCE TO AMEND ORDINANCE NO. 08-11-01 PREVIOUSLY ENACTED BY THE BURGESS AND COMMISSIONERS OF MIDDLETOWN ON THE APPLICATION OF HAILEY DEVELOPMENT, L.L.C.; TO APPROVE AN AMENDMENT TO THE MASTER PLAN, THE DEVELOPMENT PROGRAM/PHASING PLAN, AND THE DESIGN GUIDELINES PERTAINING TO THE DEVELOPMENT OF "THE COBLENTZ PROPERTY" IDENTIFIED IN ORDINANCE NO. 08-11-01.**

**RECITALS**

**WHEREAS**, by Ordinance No. 08-11-01, dated November 10, 2008, the town approved the application and Master Plan for the establishment, placement and superimposition of a Neo-Traditional Residential Overlay District for 18.27 acres of property referred to in that Ordinance as "the Coblentz Property"; and

**WHEREAS**, since the enactment of Ordinance No. 08-11-01, the State of Maryland has revised its laws and regulations pertaining to Stormwater Management and other matters which relate to the development of the Coblentz Property which severely and adversely impact the ability of the developer of the Coblentz Property to comply with the plans and designs originally approved by the Town in Ordinance No. 08-11-01; and

**WHEREAS**, Hailey Development, L.L.C., the contract purchaser of the Coblentz Property, submitted an application to the Town of Middletown to amend the Master Plan for the Coblentz Property in order to comply with the revised Stormwater Management regulations, and the application was considered by both the Town of Middletown Planning Commission and the Middletown Burgess and Commissioners after due notice and public hearing on the amendment application; and

**WHEREAS**, the Burgess & Commissioners find that the application to amend the Master Plan for the Coblentz Property was prepared in accordance with the requirements of the Middletown Municipal Code and the *Land Use* Article of the Annotated Code of Maryland, that it is consistent with the Town of Middletown's Comprehensive Plan, that it comports with sound planning principles and practices, and that it complies with the restrictions and principles specified for the applicable overlay district.

**NOW, THEREFORE, BE IT RESOLVED, ORDAINED AND ENACTED** by the Burgess and Commissioners of Middletown that the application submitted by Hailey Development L.L.C. for an amendment to the Master Plan approved by Ordinance No. 08-11-01 be approved in accordance and compliance with the Justification Statement appended to the application including the exhibits attached thereto including the Revised Master Plan, the Development Program/Phasing Plan, and the Design Guidelines all of which are incorporated into this Ordinance.

**BE IT FURTHER RESOLVED, ORDAINED AND ENACTED** by The Burgess & Commissioners of Middletown that the procedures and other applicable requirements set forth in the Middletown Municipal Code for the development of the Coblentz property shall continue to be followed.

**BE IT FURTHER RESOLVED, ORDAINED AND ENACTED** that this Ordinance shall take effect twenty (20) calendar days following its approval by the Burgess and Commissioners.

**INTRODUCED ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2013**

**PASSED ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2013**

**EFFECTIVE DATE: \_\_\_\_\_, 2013**

**ATTEST:**

**BURGESS AND COMMISSIONERS  
OF MIDDLETOWN**

\_\_\_\_\_  
Andrew J. Bowen, Town Administrator

By: \_\_\_\_\_  
John Miller, Burgess

Middletown.Ordinance.Coblentz Overlay district amendment.3.3012

**ORDINANCE NO. 13-03-02**

**AN ORDINANCE TO AMEND TITLE 13, CHAPTER 13.12, SECTION 13.12.040 OF THE MIDDLETOWN MUNICIPAL CODE RELATING TO THE BILLING POLICIES AND PROCEDURES FOR ISSUING WATER AND SEWER BILLS; TO AMEND THE MANNER IN WHICH A REVISED BILL FOR UNUSUALLY EXCESSIVE WATER USAGE SHALL BE ESTABLISHED.**

**SECTION I. BE IT RESOLVED, ORDAINED AND ENACTED** by the Burgess and Commissioners of Middletown that Title 13, Chapter 13.12, Section 13.12.040 of the Middletown Municipal Code be, and hereby is, amended to read as follows. Language being deleted is designated as being in ~~[brackets and stricken through]~~. New language is designated by being in **BOLD CAPITAL LETTERS**.

**TITLE 13. PUBLIC SERVICES**

**CHAPTER 13.12 WATER AND SEWER FEES AND CHARGES**

**13.12.040 - BILLING POLICIES AND PROCEDURES.**

A. – K. *{Unchanged}*

L. Unusually excessive water use. In the event that a meter reading reflects an unusually high water usage which is due to a broken pipe or leak in the plumbing on the property, then the Town will allow, for a first such occurrence during a five (5) year period, a reduction in the amount of the water and sewer bill. In order to be granted the reduction, the property owner must submit a written request to the town for the reduction and state the nature of the cause of the high water usage and the action taken to correct and resolve the problem. The revised bill will be established as **BASED UPON** two (2) times the average of the ~~[bills]~~ **WATER USAGE** for the property for the four (4) quarters immediately preceding the high water reading.

In the event that there is a second occurrence within five (5) years of an unusually high meter reading for a same property, then the property owner shall be responsible for the entire water and sewer bill; provided, however, that if it can be demonstrated to the satisfaction of the town that the leaking water did not empty into the town's sanitary sewer system, and therefore did not require treatment at the wastewater treatment facility, then the town may, but is not required to, waive all or some of the sewer portion of the bill.

M. *{Unchanged}*

**SECTION II. BE IT FURTHER ENACTED AND ORDAINED** that this Ordinance shall take effect twenty (20) calendar days following its approval by the Burgess and Commissioners.

**INTRODUCED ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2013.**

**PASSED ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2013.**

**EFFECTIVE DATE: \_\_\_\_\_, 2013.**

**ATTEST:**

**BURGESS AND COMMISSIONERS  
OF MIDDLETOWN**

\_\_\_\_\_  
Andrew J. Bowen, Town Administrator

By: \_\_\_\_\_  
John D. Miller, Burgess



Burgess and Commissioners of Middletown 31 W Main St Middletown, MD 21769 Phone 301-371-6171 Fax 301-371-6474  
Bruce A. Carbaugh, P.E. Director of Operations and Construction Email: bcarbaugh@ci.middletown.md.us

### MEMORANDUM

**TO:** Burgess and Commissioners of Middletown

**FROM:** Bruce A. Carbaugh, P.E., Director of Operations and Construction

**DATE:** March 5, 2013

**RE: Mowing Contract for 2013 through 2015**

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Town Staff is recommending the Burgess and Commissioners accept the proposal from Classic Landscaping in the total amount of \$206,925.00. The \$68,975.00 yearly amount is the same for all three years of the contract. The Town received bids from five firms and range of bids was from \$206,925.00 to \$427,740.00

We have attached the bid results and the second lowest bidder tabulation.

**Middletown Mowing Contract  
Bid Results**

**February 12, 2013**

<b>Bidder</b>	<b>3 Year Total Bid</b>	
<b>Classic Landscaping</b>	<b>\$ 206,925.00</b>	
<b>Valley Crest Landscape Maintenance</b>	<b>\$ 230,796.00</b>	<b>rounding errors</b>
<b>Ground Envy</b>	<b>\$ 268,741.89</b>	
<b>Nature Boys</b>	<b>\$ 357,446.95</b>	<b>rounding errors</b>
<b>Lancaster Landscapes</b>	<b>\$ 427,740.00</b>	

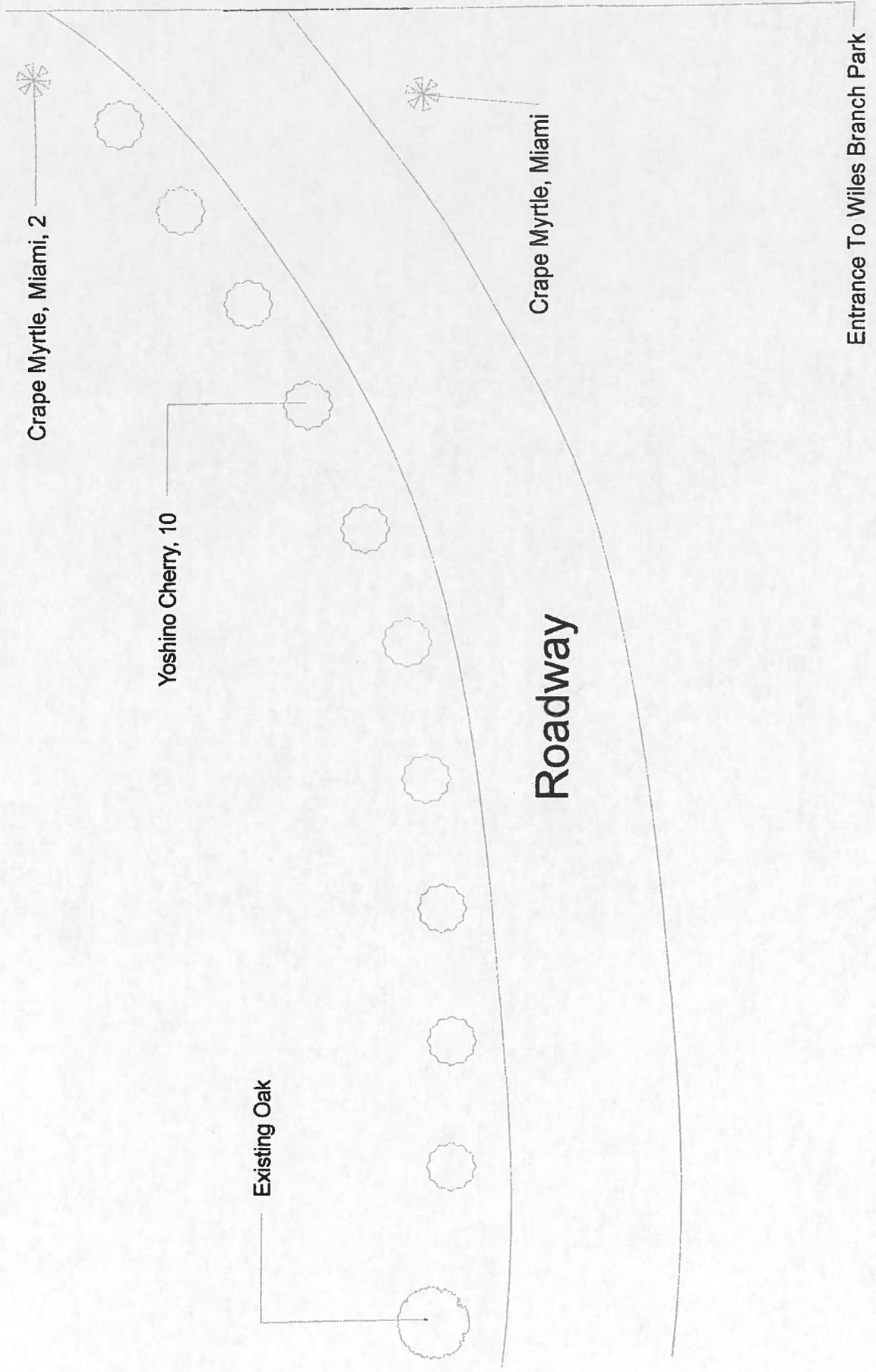
**Total Price for the 3 year contract**



Town of Middletown  
Mowing Contract  
Calendar Years 2013, 2014 & 2015

Item	Description	Unit /Ac	Quantity	2013		2014		2015		Total Price	
				Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price		
1	Wiles Branch Park	EA	16	206.55	6,403.05	206.55	6,403.05	206.55	6,403.05	6,403.05	
2	Wiles Branch Park Phase 3	EA	2	65.46	2,029.26	65.46	2,029.26	65.46	2,029.26	2,029.26	
3	Brookridge South SWM Pond	EA	1.5	31.19	866.89	31.19	866.89	31.19	866.89	866.89	
4	North Point Areas: Slope, SWM Pond and Water Quality Pond, 2 Outlets	EA	5.5	107.24	3,324.44	107.24	3,324.44	107.24	3,324.44	3,324.44	
5	West Wastewater Treatment Plant and ROW	EA	5.35	87.82	2,722.42	87.82	2,722.42	87.82	2,722.42	2,722.42	
6	Memorial Park & War Memorial	EA	4	74.44	2,907.84	74.44	2,907.84	74.44	2,907.84	2,907.84	
7	Jefferson Village and Out Lots	EA	2.84	91.51	2,836.81	91.51	2,836.81	91.51	2,836.81	2,836.81	
8	Washington St SWM	EA	0.44	29.77	922.87	29.77	922.87	29.77	922.87	922.87	
9	Lamar Rear Lot (Elm St) and mailbox area	EA	0.24	26.65	826.15	26.65	826.15	26.65	826.15	826.15	
10	Willow St Yard	EA	0.2	29.77	922.87	29.77	922.87	29.77	922.87	922.87	
11	Gladhill Slope (Walnut Street)	EA	0.1	29.77	922.87	29.77	922.87	29.77	922.87	922.87	
12	Water Tank	EA	0.59	46.64	1,445.84	46.64	1,445.84	46.64	1,445.84	1,445.84	
13	E Green St ROW's	EA	0.65	46.64	1,445.84	46.64	1,445.84	46.64	1,445.84	1,445.84	
14	Cone Branch SWM Large Pond & Caroline Dr SWM Pond	EA	1.68	68.30	2,117.30	68.30	2,117.30	68.30	2,117.30	2,117.30	
15	Cone Branch SWM Small Pond	EA	0.6	46.64	1,445.84	46.64	1,445.84	46.64	1,445.84	1,445.84	
16	Cone Branch Park	EA	0.4	29.89	926.59	29.89	926.59	29.89	926.59	926.59	
17	Cone Branch Court SWM Pond	EA	0.75	30.08	931.86	30.08	931.86	30.08	931.86	931.86	
18	Coblenz Farm SWM Pond	EA	0.4	53.53	1,659.43	53.53	1,659.43	53.53	1,659.43	1,659.43	
19	Coblenz Road SWM Pond	EA	1.2	51.30	1,590.30	51.30	1,590.30	51.30	1,590.30	1,590.30	
20	Foxfield Pass SWM Pond and Median Strip	EA	2.5	83.00	2,573.00	83.00	2,573.00	83.00	2,573.00	2,573.00	
21	Smitfield Drive SWM	EA	1.1	52.99	1,642.69	52.99	1,642.69	52.99	1,642.69	1,642.69	
22	Lavia Drive SWM and Foxfield PS	EA	2.3	45.80	1,419.80	45.80	1,419.80	45.80	1,419.80	1,419.80	
23	Lavia Drive Slopes and Open Space	EA	1	83.89	2,600.59	83.89	2,600.59	83.89	2,600.59	2,600.59	
24	Well Field 1	EA	1.4	29.77	922.87	29.77	922.87	29.77	922.87	922.87	
25	Well Field 2	EA	0.6	29.77	922.87	29.77	922.87	29.77	922.87	922.87	
26	Reservoir	EA	1.38	53.23	1,650.13	53.23	1,650.13	53.23	1,650.13	1,650.13	
27	Glenbrook Soccer Field and Parking Area	EA	2.2	71.47	2,215.57	71.47	2,215.57	71.47	2,215.57	2,215.57	
28	Glenbrook ROW	EA	0.18	27.03	837.93	27.03	837.93	27.03	837.93	837.93	
29	Middletown Parkway	EA	6.4	143.63	4,452.53	143.63	4,452.53	143.63	4,452.53	4,452.53	
30	East Wastwater Treatment Plant	EA	4.5	109.51	3,394.81	109.51	3,394.81	109.51	3,394.81	3,394.81	
31	Walnut Pond SWM, ROW and Cone Branch PS	EA	1.32	46.61	1,444.81	46.61	1,444.81	46.61	1,444.81	1,444.81	
32	Rennsburg Park Fields and SWM	EA	28.5	400.73	12,422.63	400.73	12,422.63	400.73	12,422.63	12,422.63	
33	Foxfield Reforestation	EA	4	177.38	2,838.08	177.38	2,838.08	177.38	2,838.08	2,838.08	
34	Rennsburg Park ROW and Reforestation Area	EA	5.6	115.24	1,843.84	115.24	1,843.84	115.24	1,843.84	1,843.84	
Contract Year Total											
3 Year Contract Total				109	76,830.52		76,830.52		76,830.52		76,830.52
											230,781.96

Contractors Spreadsheet has rounding errors  
Totals shown here are correct



Revision #:

Date: 2/21/2013

Scale:

0' 1" = 64' 0"

Landscape Plan:

**Wiles Branch Roadway**

Landscape Design by:

Middletown Parks Committee

## P.O.S. Money 13 Wiles Branch Park Entrance

### Wiles Branch Park Tree List

This is the area from the entrance to the bottom of the hill where the existing Oak Tree is. There are some existing trash trees and stumps that will need removed. This is something that the town can do with minimal mess. The budget is \$5200.00, however \$1000.00 dollars of that would go to the Memorial Park project.

### Wiles Branch Park Main Entrance

*See Attached Plan*

**Crape Myrtle Miami:** Mature at 20 feet and 15 feet wide, blooms dark pink / light purple in late . Very easy to maintain.

**Yoshino, Cherry:** Mature at 25-30 feet, blooms pink in spring and has a yellow red leaf color change in fall, very easy to maintain.

Item / Plant	Size	Units	Unit Price	Total
Budget				\$5,200.00
Reduction for Memorial Park				(\$1,000.00)
Yoshino, Cherry	2.5 inch caliber	10	\$350.00	(\$3,500.00)
Crape Myrtle Miami	6-7 foot	2	\$350.00	(\$700.00)
Balance				\$0.00

### Memorial Park

At this point, I don't have a lot of information on this, so the committee could only discuss the budget. When the town or Amnvets has a plan, I could get more in depth, but for now, this is a good starting point. I'm going to list 2 suggestions.

**Kwansen Cherry:** Matures at 20 feet tall and wide, blooms a strong pink in spring, in fall, leaves turn a yellow red color. Very easy to maintain

**Crape Myrtle:** If you were going to use a Crape Myrtle here, I would really need to see a plan, a \$1000.00 budget is fine.

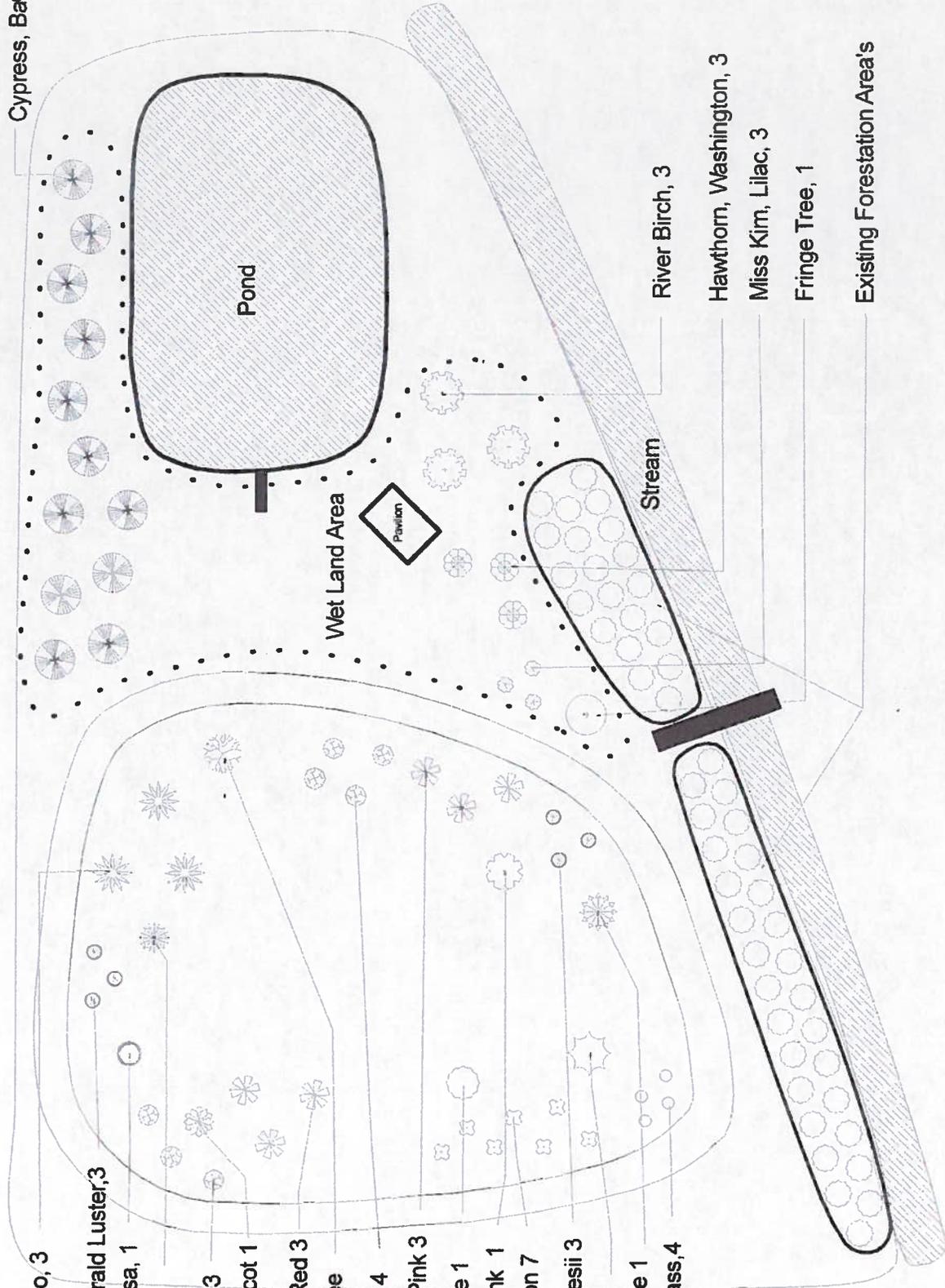
*The budget is off on this by \$50.00, however, if you have a \$5200.00 budget, your probably going to be able to a contractor to work with you and possibly get more trees.*

Item / Plant	Size	Units	Unit Price	Total
Budget				\$1,000.00
Kwansen Cherry	2.5 inch caliber	3	\$350.00	(\$1,050.00)
	OR			
Crape Myrtle	6-7 foot	3	\$350.00	(\$1,050.00)

**My Thoughts:** This would be a great community project. First you are budgeting a \$1000.00. If this is done in house, we would probably looking at something like 6-7 trees depending on what we are doing. I personally would be happy to supervise the project. My thoughts are maybe have the town guys dig the holes with a backhoe, then have the Boyscouts ,Amnvets or some other group do the install. The hard work is digging, the rest is easy,a community group could come in and call it a home run. It's just a thought and as I said I would supervise it and make sure it's done correctly. Since you are tax exempt I can get you set up with a contractor price, Stadler Nurseries will even deliver the trees for \$50.00.

Thanks, Jimmy

Cypress, Badl, 12



- Cherry, Yoshino, 3
- Viburnum, Emerald Luster, 3
- Dogwood, Kousa, 1
- Apple Tree, 1
- Butterfly Bush 3
- Japanese Apricot 1
- Crapemyrtle, Red 3
- Sweetgum Tree
- Butterfly Bush 4
- Crapemyrtle, Pink 3
- Magnolia, Jane 1
- Crabapple, Pink 1
- Rose Of Sharon 7
- Viburnum, Carlesii 3
- Plum Tree 1
- Goldenrain Tree 1
- Miscanthus Grass, 4

- River Birch, 3
- Hawthorn, Washington, 3
- Miss Kim, Lilac, 3
- Fringe Tree, 1
- Existing Forestation Area's

Revision #: \_\_\_\_\_  
 Date: 2/24/2013

Scale:  
 0' 1" = 64' 0"

Landscape Plan:  
**Wiles Branch Park**

Landscape Design by:  
  
 MID MARYLAND  
 LANDSCAPING, INC.

## Notes For Wiles Branch Park13 & POS \$\$ Price Breakdown

This plan is just my suggestions and view points, you can add or delete anything you want. If you did small \$1000.00 or \$3000.00 P.O.S. money each year, it could probably be done in 10-15 years

1. Tony you brought up the idea of wild flowers. If wild flowers are done, they would have to be done in the larger circle area, they won't grow in the wet land area (too wet) and you can't grow them in forestation area's (too shady and too many roots). The main problem with wildflowers is after 2-3 years, weeds always take over and kill off the majority off the perennials. I have been involved in numerous wildflower projects and they always fail after 2-3 years. I would suggest not even entertaining the idea.
2. The stream can be a great focal point of the park. Facing the park from Rt.40 I would suggest cutting down all the vegetation along the stream on the left side ( just like you did on the other side of the park), once that is removed you will be able to see the stream from the road, people can walk down to the stream and use it. The other side of the stream the hill is steep, so you will need to leave that vegetation for erosion control and wildlife. There isn't enough vegetation on the left side to worry about it filtering the stream for the bay. It just needs to be cut down once or twice a year.
3. The existing Forestation Area's are doing there job, my only suggestion is just keep the trees elevated so you can see the stream, it will also make people feel safe with the trees being elevated and then just cut the grass once maybe twice a year, that way you will still get the wildlife, but it never gets out of control, this is how most forestation area's are done.

### **Wet Land Area**

4. The main thing about this area is the pond, it needs fixed, good luck with that.
5. If the pond gets fixed, then a small shelter would be great (maybe 10'x10').
6. Trees in this area have to be water absorbing. All the trees on the plan in the wet land area will do that.
7. On the west end of the pond at the property line, that area is extremely wet, probably a combination of run off and springs. The trees that are there now are doing nothing to help, I would suggest removing all the trees in that area and replacing them with the Bald Cypress, these trees are used in swamps to help eliminate water issues, they are a deciduous evergreen, they grow 70-80 feet tall, great trees for heavy water area's.
8. Birch Trees : Water loving, grows 50-60 feet, white bark in winter.
9. Fringe Tree: Water loving, grows 20-30 feet, heavy white blooms.
10. Hawthorn Tree: Water loving, grows 20-25 feet, red berries in winter, blooms white.
11. Miss Kim Lilac: Water loving, grows to 12 feet, blooms purple in spring.

### **Inside Circle Area**

12. This area is a drier area, currently there is a grouping of trees close to the west end, these trees are doing nothing, there not attractive and have grown out of the scaled proportion of the area, I would suggest just removing all trees in the circle area and starting over with trees that I have listed. The new trees bloom, are scaled proportional to the area and attract wildlife.
13. The current trail will need to be mulched every 2-3 years. When this was originally done someone put down a cheap fabric to prevent weeds. If you use that material you are just throwing your money away. A mulched path is great, however after 5-6 months of mulching the mulch will break down into soil, at that point seeds germinate in that soil and that's where

the weeds come from. In order to get rid of weeds on that trail, just plan on monthly round up sprayings. Fabric is a bad idea, the money is wasted and it never works.

**Plant Material**

14. Yoshino Cherry, grows to 20 feet, blooms pink in spring
15. Viburnum, grows to 6 feet , blooms pink in spring, berries in fall.
16. Dogwood Kousa, grows to 12 feet, blooms pink in spring and berries in October.
17. Apple tree. Grows 20 feet, produces fruit, there are new hybrids available, disease resistant.
18. Butterfly Bush, grows 10 feet, blooms purple, attracts butterflies.
19. Japanese Apricot, grows 20 feet, very fragrant, produces edible fruit.
20. Crape Myrtle, grows 15-30 feet, Blooms in summer, color to be deterred.
21. Sweetgum Tree, grows 35 feet, produces fruit for wildlife.
22. Butterfly Bush, grows 10 feet, blooms purple , attracts butterfly.
24. Magnolia Jane, dwarf, grows to 15-18 feet, blooms pink in spring.
25. Crabapple, Prairifire, matures at 25 feet, blooms dark pink, wildlife fruit in fall.
25. Rose of Sharon, grows to 6 feet, blooms blue in summer, seed pods in winter.
26. Viburnum Carlessi, Matures at 6 feet, blooms white, seed pods in fall.
26. Plum Tree, grows to 20 feet, blooms pink in spring, produces edible plums.
27. Goldenrain Tree, matures at 30 feet, heavy yellow blooms in spring.
28. I viewed this park as a wild life park, maintenance would be very minimal.

## Plant List Breakdown For Wiles Branch Nature Park

Item / Plant	Size	Units	Unit Price	Total
Bald Cypress	8-10 ft	12	\$400.00	\$4,800.00
River Birch, Heritage	8-10 ft	3	\$350.00	\$1,050.00
Crimson Cloud Hawthorn	2.5 inch cal	3	\$375.00	\$1,125.00
Lilac, Miss Kim	7 gallon	3	\$125.00	\$375.00
Chinese Fringe tree	8 ft	1	\$400.00	\$400.00
Yoshino, Cherry	8-10 ft	3	\$350.00	\$1,050.00
Viburnum, Emerald Luster	7 gallon	3	\$90.00	\$270.00
Kousa Dogwood	2.5 inch cal	1	\$275.00	\$275.00
Apple Tree, Liberty	2.5 inch cal	1	\$370.00	\$370.00
Butterfly bush	3 gallon	3	\$40.00	\$120.00
Japanese Apricot tree	3 inch	1	\$400.00	\$400.00
Crape Myrtle, Red Dynamite	8-10 foot	3	\$400.00	\$1,200.00
Sweetgum Tree	2.5 inch cal	1	\$350.00	\$350.00
Butterfly bush	3 gallon	4	\$40.00	\$160.00
Crape Myrtle, Miami Pink	8-10 foot	3	\$400.00	\$1,200.00
Magnolia, Jane	8 ft	1	\$360.00	\$360.00
Crabapple Tree, Prairifire	2.5 inch cal	1	\$340.00	\$340.00
Rose Of Sharon, Blue Bird	5 foot	7	\$225.00	\$1,575.00
Viburnum, Carlessi	7 gallon	3	\$90.00	\$270.00
Thundercloud Plum	2.5 inch cal	1	\$340.00	\$340.00
Goldenrain Tree	2.5 inch cal	1	\$375.00	\$375.00
Miscanthus Grass	3 gallon	20	\$35.00	\$700.00
Total install with 1 year guarantee				<b>\$17,105.00</b>

Thanks, Jimmy



#Notes 1A

H9Total

B1Total

C3Total

D1H1E1Total

F2Total

G4Total

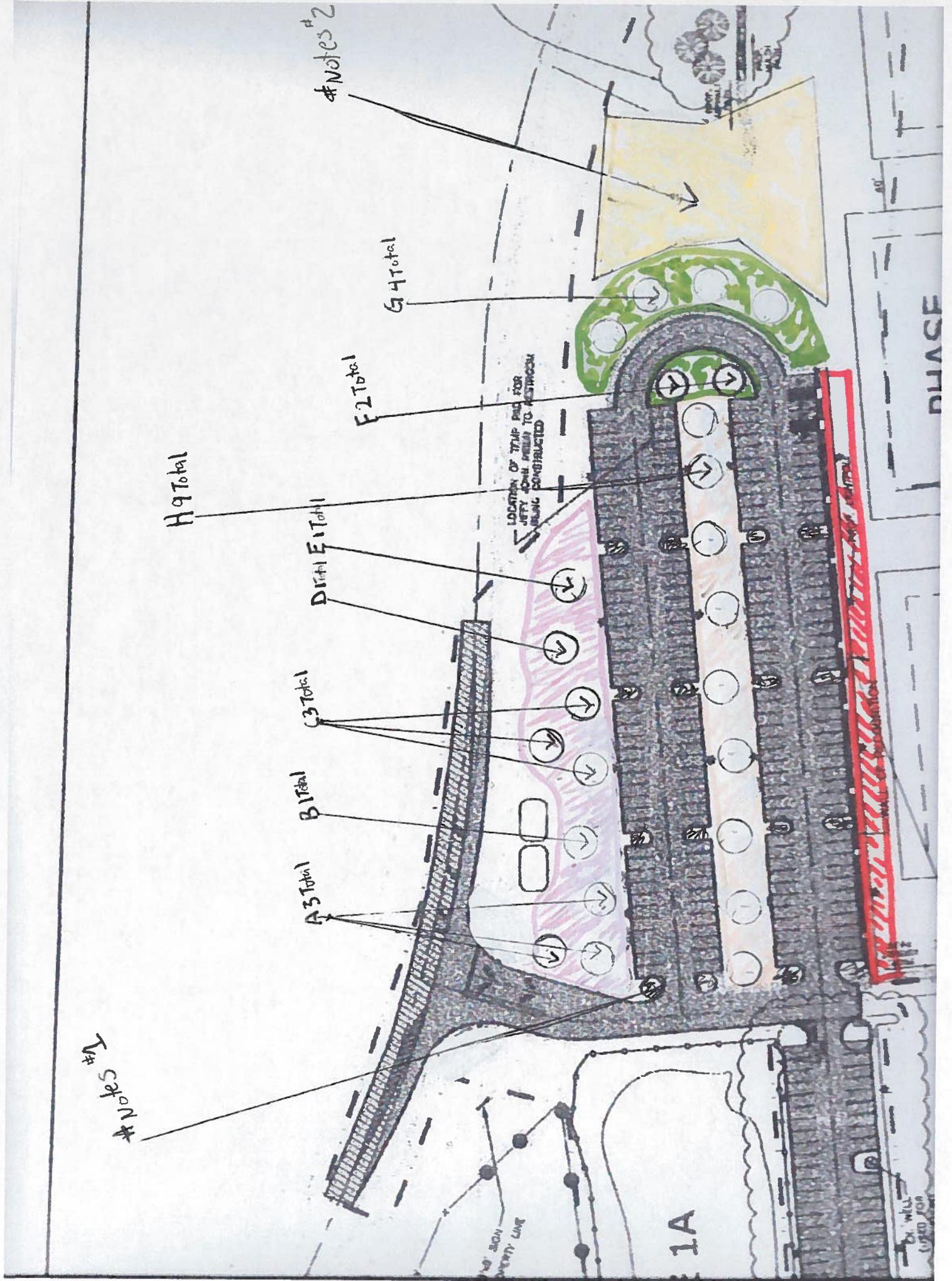
#Notes 2

LOCATION OF TRIP PAD FOR  
JITTY CARP ROLL TO RESTROOM  
SHALL BE CONSTRUCTED

1A

Dr. WILL  
(USED FOR)

PLAGE



## Tree list for Remsburg Park Per Revised Plan 13 / P.O.S. Money

At the last Parks Committee meeting, we discussed adding trees to Remsburg Park using P.O.S. money. At the meeting Don Delaughter mentioned some of the MVAA's concerns, also I walked the property with Linda Pitzenberger and discussed her thoughts and idea's. So what the Parks Committee came up with was to focus on the entrance, parking lot and pillar area's. We divided these area's into 3 area's, that way you have 3 different options on how to use money if it becomes available. Each area has a color on the map and is associated to the spreadsheet. On the map I whited out all the existing plant material and added new plants. The reason for this is because who ever designed the planting section on this plan did a horrible job. Some of the trees aren't conducive to the high winds in this area, some of the trees will never survive the full some, some of the trees are soft woods in a high wind areas, in general it's just a really bad landscape plan. The following is a list of additional notes from the plan and our last Parks Meeting discussing Remsburg Park.

Notes #1 On the map there was 16 spots for trees, those spots at the park have been filled in.

Notes #2 This is the area behind the new pillars. Don Delaughter said the MVAA will figure that area out and get back to us later

Notes #3 This is the red area on the plan. There isn't enough room to plant trees there, it's a very small grass. Don had mentioned some type of fencing or pillars with a chain, the MVAA is going to figure it out.

1. Linda and Don both said they didn't want to have trees directly next to the field, they felt it would be a leaf issue in years to come.

2. The front entrance area: Once again, the plan is horrible. I'm guessing there will be a sign at some point, after that goes in, I would suggest just letting me design you something.

3. There is a fair amount of stone going on with the pillars and The giver Field memorial, I would suggest a sign with stone involved with it some how.

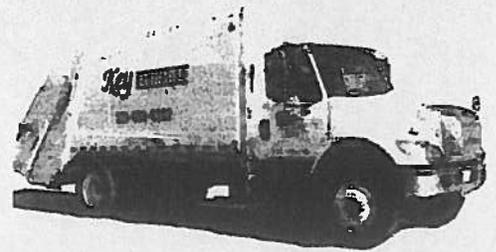
Map Area	Area	Area	Size	Units	UnitPrice	Total
█	Crape Myrtle	Pillar Area	8-10 ft	4	\$400.00	\$1,600.00
	Okame Cherry	Pillar Area	2 inch	2	\$335.00	\$670.00
						<b>\$2,270.00</b>
█	OctoberGloryMaple	Center Island	2 inch	9	\$325.00	<b>\$2,925.00</b>
█	Okame Cherry	Front hill area	2 inch	3	\$335.00	\$1,005.00
	Deordora Cedar	Front hill area	7-8 ft	1	\$350.00	\$350.00
	Yoshino Cherry	Front hill area	2 inch	3	\$335.00	\$1,005.00
	PrairieFire, Malus	Front hill area	7-8 ft	1	\$225.00	\$225.00
	Kwansen Cherry	Front hill area	2 inch	1	\$325.00	\$325.00
						<b>\$2,910.00</b>
All 3 areas total						<b>\$8,105.00</b>

Thanks, Jimmy

# Key **SANITATION** INC

Locally Owned & Operated • Bob Clark - President

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February 18, 2013

Burgess and Commissioners of Middletown  
31 West Main Street  
Middletown, MD 21769

Attention: Mr. Drew Bowen, Town Administrator

Dear Drew,

Key Sanitation would like to offer the following pricing for renewing the existing contract for trash and yard waste collection and disposal with the Town for an additional three years at a cost savings to the Town.

July 1- 2013-June 30, 2016

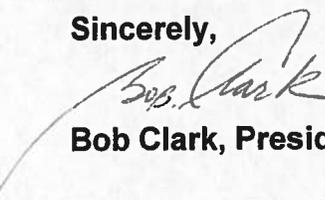
5% discount on trash services \$ 6.29 per unit  
Yard waste stay the same \$ 1.80 per unit

This is a monthly savings to town 1,062.50 3 year savings \$ 38,250.00

Key Sanitation, Inc. has provided quality service in the past and would like to continue the service. Key has the trucks and the same personnel as well has the experience with the Town of Middletown, knowing the route, all special areas and is always committed to providing the best possible service for the residents of the Town of Middletown as demonstrated over the years.

Thank you for your consideration on this matter and if you have any questions please do not hesitate contacting me and I look forward to providing the services for an additional three years. If the renewal is not accepted I would like the opportunity to bid.

Sincerely,

  
Bob Clark, President

- BURGESS
- COMMISSIONERS
- ADMINISTRATOR
- PLANNING & ZONING



State of Maryland

DEPARTMENT OF ASSESSMENTS AND TAXATION

Office of the Director

MARTIN O'MALLEY  
Governor

ROBERT E. YOUNG  
Director

February 8, 2013

- BURGESS
- COMMISSIONERS
- ADMINISTRATOR
- PLANNING & ZONING

RECEIVED

FEB 13 2013

TOWN OF MIDDLETOWN, MD.

**MEMORANDUM**

**To:** Municipal Corporation Taxing Authorities

**From:** Robert E. Young, Director

**Re:** 2013/14 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 2013/14 taxable year.

If you should have any questions, please contact Jacki Amato in our Headquarters Office in Baltimore at (410) 767-4881.

Enclosure: Form CYTR#1

## 2013 Constant Yield Tax Rate Certification

Taxing authority: **Middletown  
 in Frederick County**

1	1-Jul-2012	Gross assessable real property base	\$	470,494,689
2	1-Jul-2012	Homestead Tax Credit	-	<u>100,126</u>
3	1-Jul-2012	Net assessable real property base		470,394,563
4	1-Jul-2012	Actual local tax rate (per \$100)	x	<u>0.2320</u>
5	1-Jul-2012	Potential revenue	\$	1,091,315
6	1-Jul-2013	Estimated assessable base	\$	474,958,354
7	1-Jan-2013	Half year new construction	-	2,099,770
8	1-Jul-2013	Estimated full year new construction*	-	1,500,000
9	1-Jul-2013	Estimated abatements and deletions**	-	<u><u>1,697,799</u></u>
10	1-Jul-2013	Net assessable real property base	\$	469,660,785

11	1-Jul-2012	Potential revenue	\$	1,091,315
12	1-Jul-2013	Net assessable real property base	+	469,660,785
13	1-Jul-2013	Constant yield tax rate	\$	<b>0.2324</b>

# EXEMPT

Certified by

*Robert E. Young*  
 Director

\* Includes one-quarter year new construction where applicable.

\*\*Actual + estimated as of July 1, 2013, including Homestead Tax Credit.