



AGENDA FOR THE TOWN MEETING

March 24, 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

PUBLIC HEARING

Ordinance 14-03-01

AN ORDINANCE TO REPEAL AND RE-ENACT, WITH AMENDMENTS, TITLE 17, CHAPTER 17.52 OF THE MIDDLETOWN MUNICIPAL CODE PERTAINING TO THE ASSESSMENT AND COLLECTION OF FEES FOR THE SUBMISSION AND REVIEW OF DOCUMENTS RELATING TO VARIOUS LAND USE, PLANNING AND ZONING MATTERS; TO ESTABLISH A FEE SCHEDULE FOR SUCH FEES, INCLUDING THE ASSESSMENT OF AN ELECTRONIC FILING FEE FOR CERTAIN SUBMISSIONS.

CONSENT AGENDA

- Town Minutes
- [March 10, 2014 – Town Meeting](#)

PERSONAL REQUESTS FOR AGENDA:

Johnson Controls – Middletown Feasibility Presentation
Heston Crandon, Senior Account Executive

UNFINISHED BUSINESS:

- [Budget Workshop – Review of Operating Budgets](#)
- [Review of Proposed Text Amendment on Active Adult & Cluster Developments](#)
- [POS Requests for FY 2015](#)
- [Discussion of Cross Stone Commons – Access off East Main Street \(US Alt. 40\)](#)
- [Review of Draft Ethics Ordinance](#)

NEW BUSINESS:

- [Municipal Building Security Policy & Information](#)
- [Discussion of Parking in Downtown](#)
- **[Appointment of Election Judges](#)**
- Discussion of Wellness Program for Employees

PUBLIC COMMENTS:

Please state Name and Address for the Record

ANNOUNCEMENTS:

- *Public Hearing for Change in Speed Limit Along South Jefferson Street
Thursday, April 3, 2014 at 7:00PM*
- *Public Hearing for Sandwich Board Regulations
Thursday, April 3, 2014 at 7:25PM*
- *Hydrant Flushing – April 14 – 18, 2014*

ADJOURNMENT

STAFF REPORT

Date: 3/21/2014

To: Burgess and Commissioners, Middletown
From: Cynthia K. Unangst, Middletown Staff Planner
RE: Development Review Fees text amendment

The Middletown Planning Commission and the Town Board have been discussing for some time the need to update the town's development review fees. They have not been updated since 2006 and upon review of the fees that other municipalities are charging, it has been apparent that our fees are lower than most. The Planning Commission decided to look to the new fees that Myersville is charging as the basis for the updated fees in which to recommend to the Burgess & Commissioners. Town Attorney John Clapp has recommended that Section 17.52, pertaining to review fees, be repealed and replaced with a newer "slimmed down" version. The current language in Section 17.52 is very outdated, and the staff planner agrees that the proposed language will be the most efficient means to update the Code.

As part of the updated fees, the Planning Commission has recommended that an electronic filing fee be added in lieu of paper copies of plans for the Planning Commission (PC) members and ARRO Engineering. The PC researched the fees associated with the printing of plans and has recommended a flat rate of \$15.00/sheet for all plan submittals. Their hope is that the revenue garnered from this electronic filing fee can accumulate to cover the purchase of iPads and file transfer services for the PC. The Town Board agreed last fall to review the proposal to purchase iPads during the next budget cycle.

In reviewing the proposed ordinance, Staff has realized that the review fee for Home Occupation questionnaires has inadvertently been omitted from the Review Fee List. A fee of \$50 for review of Home Occupations should be added to the proposed ordinance.

ORDINANCE NO. 14-03-01

AN ORDINANCE TO REPEAL AND RE-ENACT, WITH AMENDMENTS, TITLE 17, CHAPTER 17.52 OF THE MIDDLETOWN MUNICIPAL CODE PERTAINING TO THE ASSESSMENT AND COLLECTION OF FEES FOR THE SUBMISSION AND REVIEW OF DOCUMENTS RELATING TO VARIOUS LAND USE, PLANNING AND ZONING MATTERS; TO ESTABLISH A FEE SCHEDULE FOR SUCH FEES, INCLUDING THE ASSESSMENT OF AN ELECTRONIC FILING FEE FOR CERTAIN SUBMISSIONS.

SECTION I. BE IT ORDAINED AND ENACTED by the Burgess and Commissioners of the Town of Middletown, Maryland that Title 17, Chapter 17.52 of the Middletown Municipal Code be, and hereby is, **REPEALED**.

SECTION II. BE IT FURTHER ORDAINED AND ENACTED by the Burgess and Commissioners of the Town of Middletown, Maryland the following be, and it hereby is, enacted as Title 17, Chapter 17.52 of the Middletown Municipal Code.

TITLE 17 ZONING

Chapter 17.52 - Fees

17.52.010 Generally.

To partially defray the expense of administering various planning and zoning services, review and permitting processes, and administrative hearings and procedures, fees shall be paid to the Town of Middletown as specified in this Chapter. All fees required to be paid by this Chapter shall be paid to the Town of Middletown and must be paid upon submission of the applicable applications and/or materials for review or action. No consideration and/or action on any application for review or issuance of a permit or other request shall be taken by the Town until such applicable fees are paid in full.

17.52.020 Services for which fees charged.

The services for which fees are charged by the Town shall include, but not be limited to, the following:

- A. Issuance of a Building Permit or Zoning Certificate for any structural alterations or improvements or other changes as required by Chapter 17.08 of this Code;
- B. Inspection and approval of construction prior to the issuance of a Construction Permit;
- C. Administrative procedures to include appeals to the Board of Appeals, requests for Text Amendments, applications for rezoning, applications for annexation, requests to amend the Water and Sewer Master Plan, recording of documents and review of Public Works Agreements and Homeowner Association documents;
- D. Review of land use and subdivision plats and plans.

17.52.030 Submissions to Planning Commission.

All plans submitted for review and approval by the Planning Commission and all applicable fees for such review and approval must be received at the Middletown Town Office no later than noon on the Monday two weeks prior to the monthly meeting of the Planning Commission. The Planning Commission meets the third Monday of every month at 7:00 p.m.

17.52.040 Fee Schedule

The fees for the services to be rendered as set forth in this Chapter are as stated in the following Fee Schedule.

BURGESS AND COMMISSIONERS OF MIDDLETOWN, MARYLAND
 FEES FOR VARIOUS LAND USE, PERMITTING,
 SUBDIVISION AND ZONING PROCEDURES

<u>Permits</u>	<u>Fee</u>
<u>Residential Permits</u>	
Internal Improvements	\$25.00
External Improvements	\$25.00
<u>New Residence Permits</u>	
Single-Family Unit-	\$200.00
Multi-Family Unit-	\$200.00 + \$100.00/additional unit
Demolition	\$50.00
<u>Commercial Permits</u>	
Internal Improvements	\$100.00
External Improvements	\$100.00
Structure Conversion	\$100.00
New Commercial	\$500.00
Demolition	\$100.00
Change of Use	\$50.00 + all other applicable fees

<u>Construction</u>	<u>Fee</u>
<u>New Subdivision</u>	
Construction Inspection	1% of Total Cost Estimates for Stormwater Management, Sediment & Erosion Control and Public Improvements

<u>Development</u>	<u>Fee</u>
<u>Concept Plan</u>	\$250.00 + \$200.00 Engineering Fee + \$15.00/Sheet Electronic Filing Fee

<u>Site Plan</u>	
Residential	\$250.00 + \$10/unit + \$15.00/Sheet Electronic Filing Fee
All Other	\$350.00 + \$50/acre + \$200.00 Engineering Fee + \$15.00/Sheet Electronic Filing Fee
<u>Preliminary Plan Review</u>	
All Subdivisions	\$350.00 + \$50/lot + \$200.00 Engineering Fee + \$15.00/Sheet Electronic Filing Fee
<u>Mass Grade Plan Review</u>	
All Subdivisions	\$250.00 + \$200.00 Engineering Fee + \$15.00/Sheet Electronic Filing Fee
<u>Improvement Plan Review</u>	\$300.00/page + \$200.00 Engineering Fee + \$15.00/Sheet Electronic Filing Fee
<u>Forestry Plan Review</u>	
Simplified Forest Plan	\$200.00 + \$15.00/Sheet Electronic Filing Fee
Preliminary Forest Plan	\$200.00 + \$4.00/acre + \$15.00/Sheet Electronic Filing Fee
Final Forest Plan	\$200.00 + \$4.00/acre + \$15.00/Sheet Electronic Filing Fee
Inspection Fee	\$50.00 per inspection +1% of Total Cost Estimates for Plant Material and Planting
<u>Final Plat Review</u>	
Combined Prelim/Final	\$250.00 + \$50/lot + \$200.00 Engineering Fee + \$15.00/Sheet Electronic Filing Fee
Correction Plat	\$100.00 + \$10/lot + \$15.00/Sheet Electronic Filing Fee
Addition Plat	\$100.00 + \$10/lot + \$15.00/Sheet Electronic Filing Fee
Final Plat	\$300.00 + \$25/Lot + \$100.00 Engineering Fee + \$15.00/Sheet Electronic Filing Fee
<u>Resubmission</u>	50% of original fee + 25% of Original Legal Fee and/or Engineering Fee + \$15.00/Sheet Electronic Filing Fee

<u>Administrative</u>	<u>Fee</u>
<u>Board of Appeals</u>	
Variance	\$100.00 + \$100 advertising for non principal structure \$200.00 + \$100 advertising for principal structure
Special Exception	\$300.00 + \$100 advertising
Administrative Error	\$200.00 + \$100 advertising
<u>Text Amendment</u>	\$300.00 + \$200 advertising + \$150.00 Legal Fee
<u>Rezoning Request</u>	\$400.00 + \$20/acre + \$200.00 advertising
<u>Annexation Review</u>	\$1,000.00 + \$50/acre + \$150.00 Legal Fee + \$200.00 advertising
<u>Recording Fees</u>	
Plats	\$75 fee + \$5/plat
All other Documents	\$50.00/document
<u>Public Works Agreement Review</u>	\$225.00 + \$150.00 Legal Fee
<u>HOA Document Review</u>	\$225.00 + \$150.00 Legal Fee
<u>Water & Sewer Master Plan Change</u>	\$500.00 + \$100.00 Engineering Fee

SECTION III. 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 _____, 2014

PASSED ON THE _____ DAY OF _____, 2014

EFFECTIVE DATE: _____, 2014

ATTEST:

**BURGESS AND COMMISSIONERS
OF MIDDLETOWN**

Andrew J. Bowen, Town Administrator

By: _____
John D. Miller, Burgess

Memorandum

To: Middletown Burgess & Commissioners

From: Cynthia K. Unangst, Staff Planner

Date: October 22, 2013

RE: FEE SCHEDULE AMENDMENT

The Planning Commission Chairman, Mark Carney, would like to recommend a change to the Town's current fee schedule for subdivision and zoning procedures [17.050.060] by adding an electronic filing fee in lieu of paper copies of plans for the Planning Commission (PC) members. The revenue garnered from this electronic filing fee can accumulate to cover the purchase of iPads and file transfer services for the PC. The Town Board agreed at their last meeting to review the proposal to purchase iPads during the next budget cycle.

In lieu of submitting paper copies of plans for the PC members and ARRO Engineering, it is proposed that an electronic filing fee of \$15.00 per sheet be imposed. Historically 16 – 20 copies were required for plan review. With the implementation of the electronic review process, it is expected that only 3 – 9 paper copies will be needed. When the town has had to take plans out for copies that cannot be done with our copier, we have been charged \$1.875 per sheet. We heard from consultants that paper copies can range from \$1.00 per sheet to \$1.50 per sheet. In searching on-line for prices, we have found that they can range from \$2.50 per sheet for up to 24 copies to \$0.85 per sheet for 500 copies and above.

Because the number of sheets varies depending on the type of plan submittal, a flat rate of \$15.00/sheet is recommended for all plan submittals. The Town will still require some printed copies for internal review and record copies. The number of copies required is shown on the revised Checklist for Plan Review Policy.

Attached are the revised code and the revised Checklist for Plan Review Policy.

Please let me know if you have any questions.

**BURGESS AND COMMISSIONERS
OF MIDDLETOWN MARYLAND**

TOWN MEETING MINUTES

REGULAR MEETING

March 10, 2014

The first monthly meeting of the Burgess and Commissioners of Middletown was called to order on March 10, 2014, by Burgess Miller at 7:00 p.m. in the Middletown Municipal Center, 31 W. Main Street, Middletown, Maryland. Present were: Commissioners Jennifer Falcinelli, Larry Bussard, Richard Dietrick, Tony Ventre and Christopher Goodman.

CONSENT AGENDA

Financial Statements

Replacement of Trash Cans – Wiles Branch Park \$3,500.00

Constant Yield Tax Rate Exemption for FY 2015

Town Minutes – February 24, 2014 Town Meeting

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

PERSONAL REQUEST FOR AGENDA:

Kris & Angela Baker, 330 S. Jefferson Street – Mr. & Mrs. Baker emailed a letter to Drew about concerns they have with the traffic and speeding on S. Jefferson Street. One concern they have is the residents in the 100-300 block now park on both sides of the streets, which creates a single lane of traffic or a “bottle neck” which leaves drivers from both directions blind to on-coming traffic. Another concern is cars flying down the street once they come to the crest of the hill they ignore the signs and speed. It was noted that S. Jefferson Street is one of Middletown’s original streets and it’s not wide enough for parking on both sides. Drew stated that with the houses along Jefferson Street being so close we cannot widen the road. The Commissioners agreed to explore several measures, including lowering the speed limit from 25mph to 15mph, installing no parking signs on one side of the street and increase police enforcement in this area. Burgess Miller stated that we will notify all the residents along S. Jefferson Street about the public hearing on April 3, 2014 to discuss these proposed changes.

Unfinished Business:

Discussion of Funding of T-shirts for 150th Commemoration of Civil War Ransom – Commissioner Goodman presented quotes from Middletown Sportsland and Marlow Sports. Marlow Sports came in the lowest for 200 t-shirts at \$1,340.00 and if we need to re-order we can re-order in increments of 50. Main Street will be responsible for the specific details with regard to the order and will reimbursement the Town for the initial investment of \$1,340.00 after August 1, 2014. All profits after the reimbursement to the Town will be disbursed among the sponsors of the 150th Commemoration of the Civil War Ransom.

Motion by Commissioner Ventre to go with Marlow Sports quote for the t-shirts, seconded by Commissioner Goodman. Motion carried 6-0.

POS Requests for FY 2015 – Commissioner Ventre stated that the Parks and Rec. Committee will meet on March 18, 2014 if the Commissioner have any thoughts on what they would like to apply for to please

forward them to Commissioner Ventre. Members from the Glenbrook Community were present at the meeting and are proposing the addition of tennis courts at Natelli Field.

Update on Solar Array – Burgess Miller stated that RER is continuing to work on finding the funding for this project. Burgess Miller stated that we are about 3 months behind. The next step would be for us to have an addition plat drawn up to make the part of the land that we wish to put the array on become part of the E WWTP. Burgess Miller stated that this all can be done simultaneously while RER is finding an investor. Filing this addition plat with the County will exempt the Town from having to file a Board of Appeals case and site plan with the County. The Board by General Consent directed staff to move forward with the addition plat.

REPORTS OF COMMITTEES –

WATER & SEWER – Commissioner Falcinelli reported:

Water usage - 283,000 gallons per day

Spring Flow – 138,000 gallons per day

Unbudgeted Expenses - Commissioner Falcinelli stated that the water & sewer fund has had \$26,000 unbudgeted expenses this year.

Manganese Removal Design – Bruce Carbaugh is working on the design its 90% finished.

No meeting in March will meet again in April to discuss the budget.

PUBLIC WORKS – Commissioner Bussard reported:

Snow/Ice – we had several snow/ice events; the guys have been out and have had the streets in very good shape. The guys have been making repairs to the trucks and plows, they made sure all the storm drains were open and they patched pot holes on all the streets.

Bulk Trash – Saturday, March 15 is the next bulk trash pick-up.

PLANNING COMMISSION – Commissioner Goodman reported:

Active adult text amendment – still working on

Cross Stone Commons – CVS reps will be present at the workshop. Commissioner Goodman invited the Burgess & Commissioners to attend March 12, 2014 at 7pm.

Development Review Fees – Public Hearing scheduled for March 24th at 7pm.

PARKS & RECREATION – Commissioner Ventre reported:

Commissioner Ventre stated that the Parks & Rec Committee will meet on March 18, 2014 to discuss what they would like to submit POS grants for.

FINANCE – no report

PUBLIC INFORMATION – no report

New Business: None

PUBLIC COMMENT:

Dave Dunn, Frederick County Liaison – stated that no one from Middletown is taking advantage of the Senior Tax Credit program. Drew stated that he has been speaking Kathy Schay from Frederick County Department of Aging and is trying to schedule a time when representatives can come to Middletown and possibly help our residents with this program.

ADJOURNMENT

With no further business to come before the Board, the regular meeting adjourned at 7:55p.m.

Respectfully submitted,

Ann Griffin
Office Manager

**TOWN OF MIDDLETOWN
GENERAL FUND
BUDGET FY 2015**

	Budget FY 2014	YTD FY2014 Updated: 1/31/2014	Forecast FY 2014	Preliminary Budget FY 2015
REVENUE				
LOCAL TAXES	-20%			
Real Property	1,094,954	1,068,156	1,101,851	1,110,666
Tangible Personal Property	33,500	32,912	36,732	34,505
Public Utilities	9,618	-	-	9,907
Franchise (Cable)	44,125	11,203	45,934	48,231
Discounts	(14,226)	(13,570)	(14,232)	(14,438)
Penalties & Interest	9,105	123	9,109	9,241
	1,177,076	1,098,824	1,179,394	1,198,111
STATE SHARED TAXES				
Amusement Taxes	40,628	24,524	40,124	40,926
Highway User Taxes	122,500	103,408	122,500	95,043
	163,128	127,932	162,624	135,969
COUNTY SHARED TAXES				
Income Taxes	755,958	303,173	742,497	778,572
Tax Equity	584,765	438,574	591,471	581,111
	1,340,723	741,747	1,333,968	1,359,683
LICENSES, PERMITS & FEES				
Filing/Permit Fees	4,000	4,413	3,500	4,000
Beer, Wine & Liquor	1,950	-	1,950	1,950
Traders	4,900	920	4,900	4,900
Planning & Zoning	5,500	18,255	14,500	5,500
	16,350	23,588	24,850	16,350
PARKS & RECREATION				
Pavillion Fees	1,900	910	1,900	1,900
POLICE PROTECTION				
State Grant	24,000	13,222	15,126	25,835
MISC INCOME				
Other (Bank Grant, Animal, Citations)	2,500	4,910	4,910	2,500
LGIT Health Insurance Rebate	19,974	-	9,516	-
FredCo Municipal Recycling Reimbursement	16,300	16,300	16,300	5,000
Community Events	-	-	-	-
	38,774	21,210	30,726	7,500
OPERATING REVENUE	2,761,951	2,027,433	2,748,588	2,745,347
EXPENSES				
LEGISLATIVE				
Commissioner's Fees	12,000	6,000	12,000	12,000
Communications	3,480	2,038	2,323	3,480
Dues & Subscriptions	7,222	7,360	7,212	7,370
Office Supplies/Expenses	3,600	2,524	7,500	3,600
Advertising	750	313	750	750
Meetings & Conventions	9,900	696	5,894	9,000
	36,952	18,930	35,679	36,200
EXECUTIVE				
Burgess	6,000	3,000	6,000	6,000
ELECTION EXPENSES				
Clerk Fees	450	-	-	-

**TOWN OF MIDDLETOWN
GENERAL FUND
BUDGET FY 2015**

	Budget FY 2014	YTD FY2014 Updated: 1/31/2014	Forecast FY 2014	Preliminary Budget FY 2015
Printing, Supplies, Advertising	250	-		-
	700	-	-	-
GENERAL/ADMINISTRATIVE SERVICES				
Capital Outlay	-	7,200	-	-
Administration Salary	195,536	118,800		196,663
Postage & Printing	2,500	41		200
Communications	7,925	4,936	9,872	10,167
Computer Expenses	16,905	17,497	34,994	22,400
Supplies & Expense	23,520	11,915	23,830	30,401
Maintenance & Repairs	45,368	21,218	42,436	43,412
Professional Services	6,600	1,800	3,600	3,600
Dues & Subscriptions	150	111	222	150
Meetings & Seminars	100	22	44	100
Water and Sewer Grant	100,000	-	-	
	398,604	183,540	114,998	307,093
OPERATIONS/MAINTENANCE				
Maintenance - Capital Outlay			-	
Director Salary	85,572	49,909	56,781	91,107
Maintenance Salary	28,085	25,212	27,212	43,137
Communications	6,600	4,113	8,226	8,472
Supplies	13,760	6,473	12,946	13,334
Dues/Training/Certifications	1,500	1,459	518	534
Landscaping / Beautification	-	-	-	-
Maintenance & Repairs	6,200	4,379	6,358	6,549
Mowing	11,780	6,846	11,406	11,780
Tools & Equipment	3,000	1,490	2,980	3,069
	156,497	99,881	126,428	177,982
PROFESSIONAL SERVICES				
Independent Accounting	12,500	13,000	13,000	12,500
Legal - Development & Ordinance	7,500	2,698	7,500	7,500
	20,000	15,698	20,500	20,000
PLANNING & ZONING				
Salaries	36,556	25,285	28,025	42,382
Bd Members Compensation	7,800	3,900	7,800	7,800
Zoning Expenses	1,300	1,169	1,169	1,300
	45,656	30,354	36,994	51,482
MAIN STREETS MANAGER				
Mainstreet - Capital Outlay				
Salary	32,136	23,309	25,709	43,577
Town Contribution	12,000	8,555	8,555	8,800
	44,136	31,864	34,264	52,377
PUBLIC SAFETY				
Fire Department Donation	15,000	15,000	15,000	16,000
School Crossing Guards	16,309	7,180	9,980	17,121
Deputy Contract Services	353,499	266,630	349,507	388,849
	384,808	288,810	374,487	421,970
SANITATION & WASTE REMOVAL				
Trash Collection & Disposal				
Recycling Pickup Station	5,000	4,532	6,082	5,000
Regular Pick-up	131,060	98,310	144,024	130,862
Landfill - Tipping Fees	91,369	47,628	89,717	93,226
Yard Waste (April - Dec)	30,024	19,703	30,024	30,024
Eco-Bags	17,994	9,251	17,276	18,501

**TOWN OF MIDDLETOWN
GENERAL FUND
BUDGET FY 2015**

	Budget FY 2014	YTD FY2014 Updated: 1/31/2014	Forecast FY 2014	Preliminary Budget FY 2015
	275,447	179,424	287,123	277,613
RECREATION & CULTURE				
Park Capital Outlay				
Park Interest	20,968	14,321	20,968	17,847
Park Loan Payments	102,582	68,045	102,582	105,702
Park Salary	37,892	27,933	32,521	43,474
Park Electric	1,500	719	1,438	1,800
Park Supplies/Equipment	5,000	1,910	3,820	5,000
Park Mowing Contract	34,651	13,923	23,255	25,451
Park Repairs & Maintenance	27,800	10,835	21,670	22,320
	230,393	137,686	206,254	221,594
HIGHWAYS & STREETS				
Streets Capital Outlay	-			-
Vehicle/Equipment Capital Outlay	-			-
Salaries - Regular	91,927	49,116	98,232	81,282
Street Lighting	151,200	80,516	161,032	152,400
Storm Water Management	1,500	4,960	9,920	2,500
Snow Removal	52,125	22,980	30,640	52,125
Mowing (SWM & Streets)	31,744	17,408	23,211	31,744
Repairs & Resurfacing	100,000	12,069	75,000	75,000
Signs	3,500	1,702	3,404	3,500
Truck Repair & Maintenance	19,300	17,477	34,954	25,000
Equipment Repairs & Maintenance	11,800	1,835	3,670	10,000
Street Loan - Principal	11,000	-	10,500	11,500
Street Loan - Interest	7,875	2,734	8,415	7,418
Case Loader -Principal & Interest	15,158	14,555	537	15,158
	497,129	225,352	459,514	467,627
MISCELLANEOUS				
MT Historical Society	5,000	5,000	5,000	5,000
Donations	100			-
Mileage - Travel	1,500	1,514	3,028	2,500
Web Page / Directory / Public Information	5,555	3,744	5,299	4,000
Community Events	42,358	39,054	40,054	38,129
CMHL - 150th Anniversary - South Mountain	40,000	19,205	40,000	-
Payroll Taxes	44,420	24,644	22,323	52,274
Insurance				
Property	11,500	6,598	8,422	11,500
Health	97,661	94,751	80,463	99,536
Worker's Compensation	10,231			11,911
Professional	1,248		1,248	1,248
Pension	54,607	44,311	46,589	66,423
Real Estate Taxes	753	712	712	712
Miscellaneous	3,500	3,500	3,500	3,500
	318,433	243,033	256,638	296,733
TOTAL OPERATING EXPENSES	2,414,754	1,452,572	1,953,879	2,336,671
TOTAL OPERATING SURPLUS	347,196	574,861	794,708	408,677
TOTAL SURPLUS	(1,343,274)	305,134	796,561	

TOWN OF MIDDLETOWN
Water Sewer Operating Budget

	Budget FY 2014	YTD FY2014 Updated: 1/31/2014	Prelim Budget FY 2015
Operating Revenue			
Water Revenue	553,200	290,689	588,919
Sewer Revenue	552,046	287,891	565,791
Penalties and Reconnects	14,500	8,626	14,600
General Fund Grant	100,000	-	
Rain Barrels	1,575	1,575	1,575
LGIT Rebate/MISC	-	-	-
Total Revenue	1,221,322	588,781	1,170,885
Expenses			
Administrative			
Salaries	41,993	23,656	52,890
Communications	7,000	4,398	7,100
Postage	9,000	9,098	10,222
Office Supplies/Expenses	11,000	8,379	12,800
Professional Services/Legal	8,500	10,304	8,500
Meetings & Seminars	250	350	250
Advertising	500	863	500
Uniforms	2,800	1,193	2,800
Dues/Subscriptions/Certifications	500	345	500
Principal (CDA)	32,550	4,276	33,056
Travel/Mileage	-	152	200
Payroll Taxes	18,471	11,453	18,075
Insurance			
Property	8,000	4,608	8,000
Health	46,504	28,942	38,036
Worker's Compensation	12,306	4,868	13,791
Retirement/Pension	18,968	17,685	19,949
Real Estate Taxes	292	292	292
Conservation Environment	3,150	-	3,150
Vehicle/Equipment Expenses	17,575	4,268	14,000
Total Administrative	239,359	135,130	244,111
Water			
Salaries	115,895	66,670	122,910
Water Distribution			
Supplies	2,500	574	2,500
Repairs & Maintenance	22,000	26,972	22,000
Water Meters	105,838	7,325	40,000
Waterline Break Repairs	5,000		5,000
Chemicals	500	185	500
Tools & Equipment	9,600	8,671	1,000
Subtotal	145,438	43,727	71,000

TOWN OF MIDDLETOWN
Water Sewer Operating Budget

	Budget FY 2014	YTD FY2014 Updated: 1/31/2014	Prelim Budget FY 2015
Water Plant, Reservoir, Booster, Tower, BS Wellhouse			
Electric	31,370	13,020	31,370
Supplies	7,000	599	2,000
Repairs & Maintenance	28,600	22,695	28,600
Chemicals	20,000	10,382	20,000
Tools & Equipment	2,400	1,313	2,400
Testing & Analysis	9,000	7,406	9,000
SUB-TOTAL	98,370	55,415	93,370
Abandoned Well Costs	-		-
TOTAL WATER	359,703		287,280
Sewer			
Salaries	114,952	63,810	124,154
Sewer Collection System			
Conebranch Pump Station	34,364	21,106	20,000
Brookridge South Pump Station	9,700	6,139	9,700
Foxfield Pump Station	5,940	6,522	6,500
Sanitary Sewer Lines/Manholes	10,500	3,566	10,500
I & I Accrual	75,000	37,500	75,000
Subtotal	135,504	74,833	121,700
East WWTP			
Electric	33,000	16,421	33,000
Parts & Supplies	10,500	4,932	10,500
Repairs & Maintenance	9,700	8,590	9,700
Chemicals	42,000	14,847	42,000
Mowing			
Tools & Equipment	8,400	2,940	8,400
Testing & Analysis	19,500	11,428	23,000
Sludge Hauling Expense	56,400	28,884	56,400
Subtotal	179,500	88,042	183,000
West WWTP			
Electric	20,000	9,193	20,000
Supplies	750	3,360	2,500
Repairs & Maintenance	6,700	16,053	6,000
Chemicals	47,520	23,209	47,520
Mowing			
Tools & Equipment	1,000	59	1,000
Testing & Analysis	7,800	4,389	8,760
Sludge Hauling Expense	22,650	10,475	22,650

**TOWN OF MIDDLETOWN
Water Sewer Operating Budget**

	Budget FY 2014	YTD FY2014 Updated: 1/31/2014	Prelim Budget FY 2015
SUB-TOTAL	106,420	66,738	108,430
TOTAL SEWER	536,376	293,422	537,284
TOTAL OPERATING EXPENSES	1,135,438	428,552	1,068,674
Contigency Fund 6.7%	76,074		71,601
Adjusted Operating Expense	1,211,512		1,140,276
OPERATING INCOME (LOSS)	9,809		30,609

MEMORANDUM

Date: 3/20/2014

To: Burgess and Commissioners, Middletown
From: Cynthia K. Unangst, Middletown Staff Planner
RE: Active adult text amendment

The Middletown Planning Commission on March 17, 2014 again reviewed the proposed Active Adult text amendment submitted by the Memar Corporation which would establish that parcels of land less than 100 acres could be used in their entirety for active adult communities as long as the total density remained below two units per acre. By consensus the Planning Commission recommends approval of the proposed text amendment with a modification and the inclusion of the cluster development regulations within the Active Adult Specific Standards section of the Code.

The staff planner disagrees with the placement of the cluster development regulations as part of the active adult regulations and feels that they should be a separate section of the Code, in line with Planned Unit Developments, in order to be able to address any potential types of cluster developments which could occur elsewhere in the future. The Town Attorney will need to review the draft regulations and put them in ordinance form. A public hearing should be scheduled ahead of a vote by the Town Board on the proposed ordinance.

Attached is the Planning Commission's recommendation, which has Farhad's support as well.

Chapter 17.48 SPECIFIC STANDARDS FOR SPECIAL EXCEPTIONS

17.48.015 Active adult community.

In the R-20 residential district and subject to the requirements of that district except as modified and provided in this chapter there shall be two types of active adult subdivisions:

- A. An active adult community in the R-20 district ~~can~~ **must** be developed as an integral component of a larger R-20 zoned subdivision and may constitute no more than fifteen (15) percent of the total acreage in the subdivision with the minimum size of the overall subdivision being 100 acres.
- B. Minimum size of overall R-20 subdivision: one hundred (100) acres. On parcels less than 100 acres but more than 30 acres, entire parcel can be used for active adult community using the cluster development concept as long as total density remains at or below two units per acre using the cluster development regulations listed below.
- C. Minimum lot area per dwelling: three thousand two hundred (3,200) square feet; minimum average lot area per dwelling, five thousand five hundred (5,500) square feet; provided that no more than twenty-five (25) percent of the total number of lots may be less than four thousand (4,000) square feet.
- D. The planning commission, at its discretion, may approve reduced yards, subject to the following limitations:
 1. The front, rear or side yard setback from any lot fronting on a major town street (arterial or collector) shall be thirty-five (35) feet.
 2. Minimum setbacks for lots fronting on interior public or private subdivision streets shall be as follows:
 - a. Front: ten (10) feet;
 - b. Rear: fifteen (15) feet;
 - c. Side: five feet.
- E. Any individual dead-end private drive or street may be used to serve no more than ten (10) dwelling units.
- F. Pavers or other alternative materials which meet the standards approved by the town engineer may be used in the construction of private drives or streets.
- G. A homeowners' association shall be established to maintain all open spaces, common areas, stormwater management facilities, and private streets and to arrange for private waste removal services, if required, and snow removal services for private streets and drives. The homeowners' association shall have the responsibility to enforce all covenants and special conditions required of residents and property owners in the active adult community.

Prior to any assumption of responsibility for lands and facilities held by the homes association, the burgess and commissioners may require that such land and facilities meet the minimum standards required of similar facilities normally under town responsibility.

- H. The planning commission shall approve a site development plan for the active adult community and shall have architectural review authority for the dwelling units to be constructed within the community.
- I. The planning commission shall review and approve the homeowners' association declaration of covenants, articles of incorporation and by-laws prior to final approval of the site development plan for an active adult community.

Should any established homes association decide to dissolve such association, or if such association becomes defunct by any reason, the town disclaims any obligation to assume responsibility for lands held in common by such association. The burgess and commissioners reserve the option, however, to correct and bill homeowners involved for expenses incurred improving, operating and maintaining common facilities. Such charges shall become a lien against the property if not paid.

J. Cluster development regulations:

The purpose of these regulations is to permit such flexibility and provide performance criteria, which can result in residential cluster developments in order to:

- A. encourage creative and flexible site design that is sensitive to the land's natural features and adapts to the natural topography;
- B. protect environmentally sensitive areas of a development site and preserve on a permanent basis common open space and natural features;
- C. decrease or minimize nonpoint source pollution impacts by reducing the amount of impervious surfaces in site development;
- D. promote cost savings in infrastructure installation and maintenance by such techniques as reducing the distance over which utilities, such as water and sewer lines, need to be extended or by reducing the width or length of streets;
- E. provide opportunities for social interaction and walking and hiking in common open space areas; and
- F. provide a more desirable environment than would be possible through the strict application of other sections of this title. A residential cluster development shall be a separate entity with a distinct character in harmony with surrounding development. Common open space must be an essential and major element of the

plan, which is related to and affects the long-term value of the homes and other developments.

As used in this ordinance, the following words and terms shall have the meanings specified herein:

“Buffer” means land maintained in either a natural or landscaped state and used to screen and/or mitigate the impacts of development on surrounding areas, properties, or rights-of-way.

“Cluster” or “Clustering” means a site-planning technique that concentrates buildings and structures in specific areas on a lot, site, or parcel to allow the remaining land to be used for recreation, common open space, and/or preservation of features and/or structures with environmental, historical, cultural, or other significance. The techniques used to concentrate buildings may include, but shall not be limited to, reduction in lot areas, setback requirements, and/or bulk requirements, with the resultant common open space being devoted by deed restrictions for one or more eligible uses.

“Cluster development, residential” means a land development project in which the site planning technique of clustering dwelling units is employed.

“Common open space” means the portion of the site set aside in perpetuity as open space. This area may include wetlands, floodplains or flood-hazard areas, stream corridors, scenic views, historical or cultural features, archaeological sites, or other elements to be protected from development, as well as easements for public utilities.

“Eligible uses” means parkland, recreational fields, trails, community buildings or similar-type uses or as approved by the Middletown Planning Commission.

“Gross buildable area” means the total area of the site minus the areas that are not buildable, such as wetlands, floodplains, steep slopes, buffers and other environmental features. This resulting area is used to determine the maximum number of units to be built.

“Infrastructure” means the facilities and services needed to sustain residential, commercial, industrial, institutional, and other activities.

“Land development project” means a project in which one or more lots, tracts, or parcels of land are to be developed or redeveloped as a coordinated site for a complex of uses, units, or structures, including, but not limited to, planned unit development and/or

cluster development for residential, commercial, institutional, recreational, common open space, and/or mixed uses as are provided for in the zoning ordinance.

“Street, private” means a local roadway serving only abutting lots, not publicly dedicated or maintained by the Town but meeting specific municipal improvement standards, and providing access for service and emergency vehicles.

The applicability and general provisions for Cluster Developments are as follows:

A. A residential cluster development shall be permitted in the R-20 residential zoning district. All principal and accessory uses authorized in the R-20 district shall be allowed in the cluster development.

B. The following provisions shall apply to any residential cluster development, regardless of the general requirements of the R-20 zoning district:

1. The minimum area of the cluster development shall be 30 acres.

2. A minimum width of 60 feet per dwelling unit shall apply unless requested by the applicant and approval by the planning commission.

3. A minimum side yard setback of 5 feet shall be provided between all principal buildings and structures.

4. A minimum yard or common open space of at least 25 feet in depth shall be provided, as measured from all streets and from the side and rear lot lines at the boundaries of the entire cluster development.

5. There shall be a maximum height limitation based on the R20 zoning district.

The preliminary and final site development plans for a residential cluster development shall include, but shall not be limited to, the following information:

1. The maximum number and type of dwelling units proposed.

2. The areas of the site on which the dwelling units are to be constructed and their building envelope size showing the general area in which the dwelling unit is to be located.

3. The calculations for the permitted number of dwelling units based on gross buildable area.
4. The areas of the site on which non-residential principal and accessory uses may be located and their size.
5. The areas of the site designated for common open space and their size.
6. The areas of the site designated for parking and loading and the size of the spaces.
7. The location of sidewalks, trails, and bike paths.
8. The proposed landscaping for the development.
9. A phasing plan for the construction of the development.

Review Criteria:

- A. In reviewing a residential cluster development, the planning commission shall determine whether:
 1. The site plan satisfies all requirements of Section 17.42 above;
 2. Buildings and structures are adequately grouped so at least 25% of the total area of the site is set aside as common open space. To the greatest degree practicable, common open space shall be designed as a single block and not divided into unconnected small parcels located in various parts of the development;
 3. Pedestrians can easily access common open space;
 4. The site plan establishes, where applicable, an upland buffer of vegetation of at least 50 feet in depth adjacent to wetlands and surface waters, including creeks, streams, springs, lakes, and ponds;
 5. Individual lots, buildings, structures, streets, and parking areas are situated to minimize the alteration of natural features, natural vegetation, and topography;
 6. Existing scenic views or vistas are permitted to remain unobstructed, especially from public streets;
 7. The site plan accommodates and preserves any features of historic, cultural, or archaeological value;
 8. Floodplains, wetlands, and areas with slopes in excess of 25% are protected from development; and

9. The cluster development advances the purposes of this ordinance as stated in Section 17.42.010 above.

- B. The planning commission may, in its opinion, apply such special conditions or stipulations to its approval of a residential cluster development as may be required to maintain harmony with neighboring uses and to promote the objectives and purposes of the comprehensive plan and the zoning and subdivision ordinances.
- C. In approving a residential cluster development, the planning commission may reduce the pavement width of any public or private streets that would otherwise be required by the subdivision regulations if the town engineer is in concurrence.
- D. An applicant, who wants the reduction of pavement width of public or private streets as provided for in paragraph (D) above, shall submit a statement of justification for the reduction along with the site plan.
- E. Common Open Space. At least twenty-five (25%) percent of the entire tract of land to be developed in a residential cluster development must be devoted to common open space purposes. Areas that are reserved as common open space shall be shown on the plat and approved by the Planning Commission.
- F. Public Utilities and Facilities. Public water and public sewer must be provided to the development. The planning commission may require the reservation of development sites for other public facilities (schools, fire or police stations, library, etc.) if the need of the development justifies the facilities.



**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

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David P. Gray
Kirby Delauter

Lori L. Depies, CPA
County Manager

MEMORANDUM

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: rhicks@frederickcountymd.gov. Thank you for your cooperation.

(over)

PLANT SCHEDULE

NO.	SYMBOL	DESCRIPTION	QTY	UNIT	REMARKS
01	1" DBL	1" DBL	1	EA	
02	2" DBL	2" DBL	1	EA	
03	3" DBL	3" DBL	1	EA	
04	4" DBL	4" DBL	1	EA	
05	5" DBL	5" DBL	1	EA	
06	6" DBL	6" DBL	1	EA	
07	7" DBL	7" DBL	1	EA	
08	8" DBL	8" DBL	1	EA	
09	9" DBL	9" DBL	1	EA	
10	10" DBL	10" DBL	1	EA	
11	12" DBL	12" DBL	1	EA	
12	14" DBL	14" DBL	1	EA	
13	16" DBL	16" DBL	1	EA	
14	18" DBL	18" DBL	1	EA	
15	20" DBL	20" DBL	1	EA	
16	24" DBL	24" DBL	1	EA	
17	30" DBL	30" DBL	1	EA	
18	36" DBL	36" DBL	1	EA	
19	42" DBL	42" DBL	1	EA	
20	48" DBL	48" DBL	1	EA	
21	54" DBL	54" DBL	1	EA	
22	60" DBL	60" DBL	1	EA	
23	66" DBL	66" DBL	1	EA	
24	72" DBL	72" DBL	1	EA	
25	78" DBL	78" DBL	1	EA	
26	84" DBL	84" DBL	1	EA	
27	90" DBL	90" DBL	1	EA	
28	96" DBL	96" DBL	1	EA	
29	102" DBL	102" DBL	1	EA	
30	108" DBL	108" DBL	1	EA	
31	114" DBL	114" DBL	1	EA	
32	120" DBL	120" DBL	1	EA	
33	126" DBL	126" DBL	1	EA	
34	132" DBL	132" DBL	1	EA	
35	138" DBL	138" DBL	1	EA	
36	144" DBL	144" DBL	1	EA	
37	150" DBL	150" DBL	1	EA	
38	156" DBL	156" DBL	1	EA	
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42	180" DBL	180" DBL	1	EA	
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47	210" DBL	210" DBL	1	EA	
48	216" DBL	216" DBL	1	EA	
49	222" DBL	222" DBL	1	EA	
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51	234" DBL	234" DBL	1	EA	
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57	270" DBL	270" DBL	1	EA	
58	276" DBL	276" DBL	1	EA	
59	282" DBL	282" DBL	1	EA	
60	288" DBL	288" DBL	1	EA	
61	294" DBL	294" DBL	1	EA	
62	300" DBL	300" DBL	1	EA	
63	306" DBL	306" DBL	1	EA	
64	312" DBL	312" DBL	1	EA	
65	318" DBL	318" DBL	1	EA	
66	324" DBL	324" DBL	1	EA	
67	330" DBL	330" DBL	1	EA	
68	336" DBL	336" DBL	1	EA	
69	342" DBL	342" DBL	1	EA	
70	348" DBL	348" DBL	1	EA	
71	354" DBL	354" DBL	1	EA	
72	360" DBL	360" DBL	1	EA	
73	366" DBL	366" DBL	1	EA	
74	372" DBL	372" DBL	1	EA	
75	378" DBL	378" DBL	1	EA	
76	384" DBL	384" DBL	1	EA	
77	390" DBL	390" DBL	1	EA	
78	396" DBL	396" DBL	1	EA	
79	402" DBL	402" DBL	1	EA	
80	408" DBL	408" DBL	1	EA	
81	414" DBL	414" DBL	1	EA	
82	420" DBL	420" DBL	1	EA	
83	426" DBL	426" DBL	1	EA	
84	432" DBL	432" DBL	1	EA	
85	438" DBL	438" DBL	1	EA	
86	444" DBL	444" DBL	1	EA	
87	450" DBL	450" DBL	1	EA	
88	456" DBL	456" DBL	1	EA	
89	462" DBL	462" DBL	1	EA	
90	468" DBL	468" DBL	1	EA	
91	474" DBL	474" DBL	1	EA	
92	480" DBL	480" DBL	1	EA	
93	486" DBL	486" DBL	1	EA	
94	492" DBL	492" DBL	1	EA	
95	498" DBL	498" DBL	1	EA	
96	504" DBL	504" DBL	1	EA	
97	510" DBL	510" DBL	1	EA	
98	516" DBL	516" DBL	1	EA	
99	522" DBL	522" DBL	1	EA	
100	528" DBL	528" DBL	1	EA	

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SITE PLAN - Landscape Sheet

Cross Stone Commons
(Newton Property)

RELATED TO DEVELOPMENT & DESIGN OF THE SITE
TOWN OF ANDOVER, MASSACHUSETTS
PROJECT NO. 2014-001

DMW
DAVE MICONE WALKER INC.
2 EAST STREET, SUITE 200, ANDOVER, MASSACHUSETTS 01810
TEL: 978.686.1111 FAX: 978.686.1112 WWW.DMW.COM

Logg Property Consulting
210 West Park & Street
Suite 201
Andover, Massachusetts 01810
Tel: 978.686.1111
Logg@loggpc.com

Scale: 1" = 40' (AS SHOWN)
Date: 08/14/14
Sheet: 1 of 3
Project: Cross Stone Commons
Drawing No: 1044-01
Scale: 1" = 40' (AS SHOWN)
Date: 08/14/14
Sheet: 1 of 3
Project: Cross Stone Commons
Drawing No: 1044-01

Drew Bowen

From: Katherine Thompson -Ethics- [katherine.thompson@maryland.gov]
Sent: Thursday, March 06, 2014 8:40 AM
To: Drew Bowen
Subject: Re: Local Ethics Law

Good Morning,

I have reviewed the Town of Middletown's proposed Ethics Ordinance. The only thing it is missing is the identification of which Town employees and appointed officials (or specific Town Boards and Commissions) would need to fill out the shorter disclosure form in Section 4.24.010. Other than that small addition, we will recommend approval of the current law at our next Commission meeting on April 24, 2014.

Please let us know if Middletown makes any additional changes. We look forward to seeing the final draft.

Thank you again for all your work on this issue, the ordinance looks great.

Best,

Kate

Katherine Thompson
Assistant General Counsel
State Ethics Commission
45 Calvert Street, 3rd Floor
Annapolis, MD 21401
410.260.7770

On Fri, Feb 28, 2014 at 9:52 AM, Drew Bowen <Drew@ci.middletown.md.us> wrote:

Katherine:

Attached is the draft ordinance prepared by our attorney, John Clapp. We would appreciate your review and comments. This ordinance is scheduled to be back on the Town Agenda in March.

Any questions please call.

Thanks Drew

ORDINANCE NO. _____

AN ORDINANCE TO ENACT PROVISIONS PERTAINING TO ETHICS FOR PUBLIC ELECTED AND APPOINTED OFFICIALS AND EMPLOYEES OF THE TOWN OF MIDDLETOWN; TO PROVIDE REQUIREMENTS RELATING TO CONFLICTS OF INTEREST AND FINANCIAL DISCLOSURE; TO ESTABLISH AN ETHICS COMMISSION AND DUTIES FOR THAT COMMISSION; TO PROVIDE FOR EXEMPTIONS FROM THE REQUIREMENTS OF THE ETHICS LAW; AND TO PROVIDE FOR THE ENFORCEMENT OF THE PROVISIONS OF THE ETHICS LAW.

SECTION I. BE IT RESOLVED, ORDAINED AND ENACTED by the Burgess and Commissioners of Middletown, pursuant to State Government Article, Title 15, Subtitle 8, Annotated Code of Maryland that the Middletown Municipal Code be, and hereby is, amended by adopting and adding thereto "Title 4 – Ethics" which is attached hereto as Exhibit "A" and incorporated by reference herein.

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 Miller, Burgess

TITLE 4 — ETHICS

Chapter 4.04 Short title.

4.04.010 This title may be cited as the Middletown Public Ethics Ordinance.

Chapter 4.08 Applicability.

4.08.010 The provisions of this title apply to all Town elected officials, employees, and appointees to boards and commissions of Town.

Chapter 4.12. Ethics Commission.

4.12.010 There is a Middletown Ethics Commission that consists of three (3) members appointed by the Burgess.

4.12.020 The Commission shall:

- (A) Devise, receive, and maintain all forms required by this title;
- (B) Develop procedures and policies for advisory opinion requests and provide published advisory opinions to persons subject to this Title regarding the applicability of the provisions of this title to them;
- (C) Develop procedures and policies for the processing of complaints to make appropriate determinations regarding complaints filed by any person alleging violations of this title; and
- (D) Conduct a public information program regarding the purposes and application of this title.

4.12.030 The Town Attorney shall advise the Commission.

4.12.040 The Commission shall certify to the State Ethics Commission on or before October 1 of each year that the Town is in compliance with the requirements of State Government Article, Title 15, Subtitle 8, Annotated Code of Maryland, for elected local officials.

4.12.050 The Commission shall determine if changes to this title are required to be in compliance with the requirements of State Government Article, Title 15, Subtitle 8, Annotated

Code of Maryland, and shall forward any recommended changes and amendments to the Town Burgess and Board of Commissioners for enactment.

4.12.060 The Commission may adopt other policies and procedures to assist in the implementation of the Commission's programs established in this title.

Chapter 4.16. Conflicts of interest.

4.16.010 In this chapter, "qualified relative" means a spouse, parent, child, or sibling.

4.16.020 All Town elected officials, officials appointed to Town boards and commissions subject to this title, and employees are subject to this chapter.

4.16.030 Participation prohibitions. Except as permitted by Commission regulation or opinion, an official or employee may not participate in:

(A) Except in the exercise of an administrative or ministerial duty that does not affect the disposition or decision of the matter, any matter in which, to the knowledge of the official or employee, the official or employee, or a qualified relative of the official or employee has an interest.

(B) Except in the exercise of an administrative or ministerial duty that does not affect the disposition or decision with respect to the matter, any matter in which any of the following is a party:

(1) A business entity in which the official or employee has a direct financial interest of which the official or employee may reasonably be expected to know;

(2) A business entity for which the official, employee, or a qualified relative of the official or employee is an officer, director, trustee, partner, or employee;

(3) A business entity with which the official or employee or, to the knowledge of the official or employee, a qualified relative is negotiating employment or has any arrangement concerning prospective employment.

(4) If the contract reasonably could be expected to result in a conflict between the private interests of the official or employee and the official duties of the official or employee, a business entity that is a party to an existing contract with the official or employee, or which, to the knowledge of the official or employee, is a party to a contract with a qualified relative;

(5) An entity, doing business with the Town, in which a direct financial interest is owned by another entity in which the official or employee has a direct

financial interest, if the official or employee may be reasonably expected to know of both direct financial interests; or

(6) A business entity that:

(i) The official or employee knows is a creditor or obligee of the official or employee or a qualified relative of the official or employee with respect to a thing of economic value; and

(ii) As a creditor or obligee, is in a position to directly and substantially affect the interest of the official or employee or a qualified relative of the official or employee.

(C) A person who is disqualified from participating under paragraphs (A) or (B) of this section shall disclose the nature and circumstances of the conflict and may participate or act if:

(1) The disqualification leaves a body with less than a quorum capable of acting;

(2) The disqualified official or employee is required by law to act; or

(3) The disqualified official or employee is the only person authorized to act.

(D) The prohibitions of paragraphs (A) and (B) of this section do not apply if participation is allowed by regulation or opinion of the Commission.

4.16.040 Employment and financial interest restrictions.

(A) Except as permitted by regulation of the Commission when the interest is disclosed or when the employment does not create a conflict of interest or appearance of conflict, an official or employee may not:

(1) Be employed by or have a financial interest in any entity:

(i) Subject to the authority of the official or employee or the Town agency, board, commission with which the official or employee is affiliated; or

(ii) That is negotiating or has entered a contract with the agency, board, or commission with which the official or employee is affiliated; or

(2) Hold any other employment relationship that would impair the impartiality or independence of judgment of the official or employee.

(B) This prohibition does not apply to:

(1) An official or employee who is appointed to a regulatory or licensing authority pursuant to a statutory requirement that persons subject to the jurisdiction of the authority be represented in appointments to the authority;

(2) Subject to other provisions of law, a member of a board or commission in regard to a financial interest or employment held at the time of appointment, provided the financial interest or employment is publicly disclosed to the appointing authority and the Commission;

(3) An official or employee whose duties are ministerial, if the private employment or financial interest does not create a conflict of interest or the appearance of a conflict of interest, as permitted by and in accordance with regulations adopted by the Commission; or

(4) Employment or financial interests allowed by regulation of the Commission if the employment does not create a conflict of interest or the appearance of a conflict of interest or the financial interest is disclosed.

4.16.050 Post-employment limitations and restrictions.

(A) A former official or employee may not assist or represent any party other than the Town for compensation in a case, contract, or other specific matter involving the Town if that matter is one in which the former official or employee significantly participated as an official or employee.

(B) Until the conclusion of the next regular session that begins after the elected official leaves office, a former Burgess or former member of the Town Board of Commissioners may not assist or represent another party for compensation in a matter that is the subject of legislative action.

4.16.060 Contingent compensation. Except in a judicial or quasi-judicial proceeding, an official or employee may not assist or represent a party for contingent compensation in any matter before or involving the Town.

4.16.070 Use of prestige of office.

(A) An official or employee may not intentionally use the prestige of office or public position for the private gain of that official or employee or the private gain of another.

(B) This section does not prohibit the performance of usual and customary constituent services by an elected local official without additional compensation.

4.16.080 Solicitation and acceptance of gifts.

(A) An official or employee may not solicit any gift.

(B) An official or employee may not directly solicit or facilitate the solicitation of a gift, on behalf of another person, from an individual regulated lobbyist.

(C) An official or employee may not knowingly accept a gift, directly or indirectly, from a person that the official or employee knows or has the reason to know:

(1) Is doing business with or seeking to do business with the Town office, agency, board, or commission with which the official or employee is affiliated;

(2) Has financial interests that may be substantially and materially affected, in a manner distinguishable from the public generally, by the performance or nonperformance of the official duties of the official or employee;

(3) Is engaged in an activity regulated or controlled by the official's or employee's governmental unit; or

(4) Is a lobbyist with respect to matters within the jurisdiction of the official or employee.

(D) Paragraph (E) of this section does not apply to a gift:

(1) That would tend to impair the impartiality and the independence of judgment of the official or employee receiving the gift;

(2) Of significant value that would give the appearance of impairing the impartiality and independence of judgment of the official or employee; or

(3) Of significant value that the recipient official or employee believes or has reason to believe is designed to impair the impartiality and independence of judgment of the official or employee.

(E) Notwithstanding paragraph (C) of this subsection, an official or employee may accept the following:

(1) Meals and beverages consumed in the presence of the donor or sponsoring entity;

(2) Ceremonial gifts or awards that have insignificant monetary value;

(3) Unsolicited gifts of nominal value that do not exceed \$20 in cost or trivial items of informational value;

(4) Reasonable expenses for food, travel, lodging, and scheduled entertainment of the official or the employee at a meeting which is given in return for the participation of the official or employee in a panel or speaking engagement at the meeting;

(5) Gifts of tickets or free admission extended to an elected local official to attend a charitable, cultural, or political event, if the purpose of this gift or admission is a courtesy or ceremony extended to the elected official's office;

(6) A specific gift or class of gifts that the Commission exempts from the operation of this section upon a finding, in writing, that acceptance of the gift or class of gifts would not be detrimental to the impartial conduct of the business of the Town and that the gift is purely personal and private in nature;

(7) Gifts from a person related to the official or employee by blood or marriage, or any other individual who is a member of the household of the official or employee; or

(8) Honoraria for speaking to or participating in a meeting, provided that the offering of the honorarium is in not related in any way to the official's or employee's official position.

4.16.090 Disclosure of confidential information. Other than in the discharge of official duties, an official or employee may not disclose or use confidential information, that the official or employee acquired by reason of the official's or employee's public position and that is not available to the public, for the economic benefit of the official or employee or that of another person.

4.16.100 Participation in procurement.

(A) An individual or a person that employs an individual who assists a Town agency in the drafting of specifications, an invitation for bids, or a request for proposals for a procurement may not submit a bid or proposal for that procurement or assist or represent another person, directly or indirectly, who is submitting a bid or proposal for the procurement.

(B) The Commission may establish exemptions from the requirements of this section for providing descriptive literature, sole source procurements, and written comments solicited by the procuring agency.

Chapter 4.20. Financial disclosure — local elected officials and candidates to be local elected officials.

4.20.010

(A) This chapter applies to all local elected officials and candidates to be local elected officials.

(B) Except as provided in section 4.20.020 of this chapter, a local elected official or a candidate to be a local elected official shall file the financial disclosure statement required under this chapter:

- (1) On a form provided by the Commission;
- (2) Under oath or affirmation; and
- (3) With the Commission.

(C) Deadlines for filing statements.

(1) An incumbent local elected official shall file a financial disclosure statement annually no later than April 30 of each year for the preceding calendar year.

(2) An individual who is appointed to fill a vacancy in an office for which a financial disclosure statement is required and who has not already filed a financial disclosure statement shall file a statement for the preceding calendar year within 30 days after appointment.

(3) (i) An individual who, other than by reason of death, leaves an office for which a statement is required shall file a statement within 60 days after leaving the office.

(ii) The statement shall cover:

(a) The calendar year immediately preceding the year in which the individual left office, unless a statement covering that year has already been filed by the individual; and

(b) The portion of the current calendar year during which the individual held the office.

4.20.020 Candidates to be local elected officials.

(A) Except for an official who has filed a financial disclosure statement under another provision of this chapter for the reporting period, a candidate to be an elected local official shall file a financial disclosure statement each year beginning with the year in which the certificate of candidacy is filed through the year of the election.

(B) A candidate to be an elected local official shall file a statement required under this chapter:

(1) In the year the certificate of candidacy is filed, no later than the filing of the certificate of candidacy;

(2) In the year of the election, on or before the earlier of April 30 or the last day for the withdrawal of candidacy; and

(3) In all other years for which a statement is required, on or before April 30.

(C) A candidate to be an elected official:

(1) May file the statement required under §4.20.020(B)(1) of this section with the Town Administrator with the certificate of candidacy or with the Commission prior to filing the certificate of candidacy; and

(2) Shall file the statements required under §4.20.020(B)(2) and (3) with the Commission.

(D) If a candidate fails to file a statement required by this chapter after written notice is provided by the Town Administrator at least 20 days before the last day for the withdrawal of candidacy, the candidate is deemed to have withdrawn the candidacy.

(E) The Town Administrator may not accept any certificate of candidacy unless a statement has been filed in proper form.

(F) Within 30 days of the receipt of a statement required under this chapter, the Town Administrator shall forward the statement to the Commission or the office designated by the Commission.

4.20.030 Public record.

(A) The Commission or office designated by the Commission shall maintain all financial disclosure statements filed under this chapter.

(B) Financial disclosure statements shall be made available during normal office hours for examination and copying by the public subject to reasonable fees and administrative procedures established by the Commission.

(C) If an individual examines or copies a financial disclosure statement, the Commission or the office designated by the Commission shall record:

(1) The name and home address of the individual reviewing or copying the statement; and

(2) The name of the person whose financial disclosure statement was examined or copied.

(D) Upon request by the official or employee whose financial disclosure statement was examined or copied, the Commission or the office designated by the Commission shall provide the official with a copy of the name and home address of the person who reviewed the official's financial disclosure statement.

4.20.040 Retention requirements. The Commission or the office designated by the Commission shall retain financial disclosure statements for four years from the date of receipt.

4.20.050 Contents of statement.

(A) Interests in real property.

(1) A statement filed under this chapter shall include a schedule of all interests in real property wherever located.

(2) For each interest in real property, the schedule shall include:

(i) The nature of the property and the location by street address, mailing address, or legal description of the property;

(ii) The nature and extent of the interest held, including any conditions and encumbrances on the interest;

(iii) The date when, the manner in which, and the identity of the person from whom the interest was acquired;

(iv) The nature and amount of the consideration given in exchange for the interest or, if acquired other than by purchase, the fair market value of the interest at the time acquired;

(v) If any interest was transferred, in whole or in part, at any time during the reporting period, a description of the interest transferred, the nature and amount of the consideration received for the interest, and the identity of the person to whom the interest was transferred; and

(vi) The identity of any other person with an interest in the property.

(B) Interests in corporations and partnerships.

(1) A statement filed under this chapter shall include a schedule of all interests in any corporation, partnership, limited liability partnership, or limited liability corporation, regardless of whether the corporation or partnership does business with the Town.

(2) For each interest reported under this section, the schedule shall include:

(i) The name and address of the principal office of the corporation, partnership, limited liability partnership, or limited liability corporation;

(ii) The nature and amount of the interest held, including any conditions and encumbrances on the interest;

(iii) With respect to any interest transferred, in whole or in part, at any time during the reporting period, a description of the interest transferred, the nature and amount of the consideration received for the interest, and, if known, the identity of the person to whom the interest was transferred; and

(iv) With respect to any interest acquired during the reporting period:

(a) The date when, the manner in which, and the identity of the person from whom the interest was acquired; and

(b) The nature and the amount of the consideration given in exchange for the interest or, if acquired other than by purchase, the fair market value of the interest at the time acquired.

(3) An individual may satisfy the requirement to report the amount of the interest held under item (B)(2)(ii) of this section by reporting, instead of a dollar amount:

(i) For an equity interest in a corporation, the number of shares held and, unless the corporation's stock is publicly traded, the percentage of equity interest held; or

(ii) For an equity interest in a partnership, the percentage of equity interest held.

(C) Interests in business entities doing business with Town.

(1) A statement filed under this chapter shall include a schedule of all interests in any business entity that does business with the Town, other than interests reported under paragraph (B) of this section.

(2) For each interest reported under this paragraph, the schedule shall include:

(i) The name and address of the principal office of the business entity;

(ii) The nature and amount of the interest held, including any conditions to and encumbrances on the interest;

(iii) With respect to any interest transferred, in whole or in part, at any time during the reporting period, a description of the interest transferred, the nature and amount of the consideration received in exchange for the interest, and, if known, the identity of the person to whom the interest was transferred; and

(iv) With respect to any interest acquired during the reporting period:

(a) The date when, the manner in which, and the identity of the person from whom the interest was acquired; and

(b) The nature and the amount of the consideration given in exchange for the interest or, if acquired other than by purchase, the fair market value of the interest at the time acquired.

(D) Gifts.

(1) A statement filed under this chapter shall include a schedule of each gift in excess of \$20 in value or a series of gifts totaling \$100 or more received during the reporting period from or on behalf of, directly or indirectly, any one person who does business with or is regulated by the Town.

(2) For each gift reported, the schedule shall include:

(i) A description of the nature and value of the gift; and

(ii) The identity of the person from whom, or on behalf of whom, directly or indirectly, the gift was received.

(E) Employment with or interests in entities doing business with Town.

(1) A statement filed under this chapter shall include a schedule of all offices, directorships, and salaried employment by the individual or member of the immediate family of the individual held at any time during the reporting period with entities doing business with the Town.

(2) For each position reported under this paragraph, the schedule shall include:

- (i) The name and address of the principal office of the business entity;
- (ii) The title and nature of the office, directorship, or salaried employment held and the date it commenced; and
- (iii) The name of each Town agency with which the entity is involved.

(F) Indebtedness to entities doing business with Town.

(1) A statement filed under this chapter shall include a schedule of all liabilities, excluding retail credit accounts, to persons doing business with the Town owed at any time during the reporting period:

- (i) By the individual; or
- (ii) By a member of the immediate family of the individual if the individual was involved in the transaction giving rise to the liability.

(2) For each liability reported under this paragraph, the schedule shall include:

- (i) The identity of the person to whom the liability was owed and the date the liability was incurred;
- (ii) The amount of the liability owed as of the end of the reporting period;
- (iii) The terms of payment of the liability and the extent to which the principal amount of the liability was increased or reduced during the year; and
- (iv) The security given, if any, for the liability.

(G) A statement filed under this chapter shall include a schedule of the immediate family members of the individual employed by the Town in any capacity at any time during the reporting period.

(H) Sources of earned income.

(1) A statement filed under this chapter shall include a schedule of the name and address of each place of employment and of each business entity of which the individual or a member of the individual's immediate family was a sole or partial owner and from which the individual or member of the individual's immediate family received earned income, at any time during the reporting period.

(2) A minor child's employment or business ownership need not be disclosed if the agency that employs the individual does not regulate, exercise authority over, or contract with the place of employment or business entity of the minor child.

(I) A statement filed under this chapter may also include a schedule of additional interests or information that the individual making the statement wishes to disclose.

4.20.060 For the purposes of §4.20.050(e)(A), (B), and (C) of this title, the following interests are considered to be the interests of the individual making the statement:

(A) An interest held by a member of the individual's immediate family, if the interest was, at any time during the reporting period, directly or indirectly controlled by the individual.

(B) An interest held by a business entity in which the individual held a 30% or greater interest at any time during the reporting period.

(C) An interest held by a trust or an estate in which, at any time during the reporting period:

(1) The individual held a reversionary interest or was a beneficiary; or

(2) If a revocable trust, the individual was a settlor.

4.20.070

(A) The Commission shall review the financial disclosure statements submitted under this chapter for compliance with the provisions of this chapter and shall notify an individual submitting the statement of any omissions or deficiencies.

(B) The Town Ethics Commission may take appropriate enforcement action to ensure compliance with this section.

Chapter 4.24. Financial disclosure — employees and appointed officials.

4.24.010 This chapter only applies to the following appointed officials and employees:

(list of appointed official titles and employee titles)

4.24.020 A statement filed under this chapter shall be filed with the Commission under oath or affirmation.

4.24.030 On or before April 30 of each year during which an official or employee holds office, an official or employee shall file a statement disclosing gifts received during the preceding calendar year from any person that contracts with or is regulated by Town, including the name of the donor of the gift and the approximate retail value at the time of receipt.

4.24.040 An official or employee shall disclose employment and interests that raise conflicts of interest or potential conflicts of interest in connection with a specific proposed action by the employee or official sufficiently in advance of the action to provide adequate disclosure to the public.

4.24.050 The Commission shall maintain all disclosure statements filed under this chapter as public records available for public inspection and copying as provided in §§4.20.030 and 4.20.040 of this title.

Chapter 4.28. Exemptions and modifications.

The Commission may grant exemptions and modifications to the provisions of chapters 4.16 and 4.24 of this title to employees and to appointed members of Town Boards and Commissions, when the Commission finds that an exemption or modification would not be contrary to the purposes of this title, and the application of this title would:

- (A) Constitute an unreasonable invasion of privacy; and
- (B) Significantly reduce the availability of qualified persons for public service.

Chapter 4.32. Enforcement.

4.32.010 The Commission may:

(A) Assess a late fee of \$2 per day up to a maximum of \$250 for a failure to timely file a financial disclosure statement required under chapters 4.20 and 4.24 of this title; and

(B) Issue a cease and desist order against any person found to be in violation of this title.

4.32.020 Upon a finding of a violation of any provision of this title, the Commission may:

(A) Issue an order of compliance directing the respondent to cease and desist from the violation;

(B) Issue a reprimand; or

(C) Recommend to the appropriate authority other appropriate discipline of the respondent, including censure or removal if that discipline is authorized by law.

4.32.030

(A) Upon request of by the Commission, the Town Attorney may file a petition for injunctive or other relief in the circuit court of Frederick County, or in any other court having proper venue for the purpose of requiring compliance with the provisions of this title.

(B) The court may:

(i) Issue an order to cease and desist from the violation;

(ii) Except as provided in paragraph (C) of this section, void an official action taken by an official or employee with a conflict of interest prohibited by this title when the action arises from or concerns the subject matter of the conflict and if the legal action is brought within 90 days of the occurrence of the official action, if the court deems voiding the action to be in the best interest of the public; or

(iii) Impose a fine of up to \$5,000 for any violation of the provisions of this title, with each day upon which the violation occurs constituting a separate offense.

(C) A court may not void any official action appropriating public funds, levying taxes, or providing for the issuance of bonds, notes, or other evidences of public obligations.

4.32.040 In addition to any other enforcement provisions in this title, a person who the Commission or a court finds has violated this title:

(A) Is subject to termination or other disciplinary action; and

(B) May be suspended from receiving payment of salary or other compensation pending full compliance with the terms of an order of the Commission or a court.

4.32.050 A Town official or employee found to have violated this title is subject to disciplinary or other appropriate personnel action, including removal from office, disciplinary action, suspension of salary, or other sanction.

4.32.060 A finding of a violation of this title by the Commission is public information.



Middletown Municipal Center Keycard Access Frequently Asked Questions

- **Who can get a keycard to access the building after business hours?** Any nonprofit organization that has scheduled the use of our meeting room for a meeting or event that will be occurring after normal business hours will need to get a keycard.
- **So if my nonprofit is meeting during business hours, I will not need a keycard to access the building?** That is correct.
- **How do I go about getting a keycard for my scheduled meeting?** As the point of contact for your nonprofit organization you will come to the municipal center during business hours and complete a keycard access form. A town office employee will then program and give you a keycard to access the building afterhours.
- **Will this keycard unlock all the doors of the municipal center?** No it will only unlock the door at the rear entrance of the municipal center. That is where the keycard reader has been installed.
- **How does it work?** Your keycard will have been programmed to unlock the door to allow you to enter the building on the date & time you specified when completing the keycard access form. To unlock the door hold your keycard 1-2 inches from the keycard reader. There is a small LED light on that keycard reader that will turn from red to green to signify the door is unlocked. You can now enter the building.
- **Does the door stay unlocked during my meeting time?** The door unlocks for the keycard holder only. However, the door can be programmed to unlock during that time. Office policy will have to determine how long the door is left unlocked during the meeting.
- **There are other people in my group that will want a keycard. How do we get more than 1 keycard?** The town will issue 1 keycard free of charge to your nonprofit organization. Each additional keycard will have to be paid for. Each person will also have to complete a keycard access form as well.
- **What is the cost of a keycard?** \$6.00
- **What if the keycard gets lost or damaged?** You are responsible for the keycard once it is signed out to you. If it is lost or damaged you will have to pay the replacement cost of \$6.00.

- **What if my organization wants to add an additional access date for another event than what is currently programmed on the card?** Just contact the Town Office to schedule the additional date and time.
- **How do I return the keycard?** You can place the keycard in the drop box by the rear entrance door, or you can come into the municipal center during business hours (Mon-Fri, 8am-4pm) to return it.
- **If I am no longer the point of contact for my organization can I give my keycard to the new person?** No you cannot. The new point of contact will have to come to the municipal center during business hours and complete a keycard access form. They will be issued their own card. You must turn in your keycard. You can drop it off during business hours, or place it in the drop box at the rear entrance. **Will the new point of contact have to pay for this?**



Middletown Municipal Center Building Usage Information Sheet

Because there is no fee to use the meeting space here at the Middletown Municipal Center, and in consideration of others that use this facility, the Burgess and Commissioners request that you please complete the following once your meeting/event has finished for the day.

1. Please leave the meeting room in a neat and orderly condition.
2. Place all trash in the trash can in the meeting room.
3. Turn off the meeting room lights.
4. You are responsible for the use and safeguard of the facility keycard issued to you. If the keycard is lost or damaged while in your possession, you agree to pay its replacement costs to the Town of Middletown.
5. If your organization no longer requires access to the facility after business hours (all your meetings and events have been completed), place the facility keycard in the drop box located just outside the back door to the facility.
6. If your organization uses the facility on an ongoing basis, and you have been issued a keycard by the Town, you will need to review your completed Key Access Form with Town Office staff annually for information currency. This review will occur in July and allow Town office staff to activate your keycard access for another year.

If something is broken, please notify the Town office at office@ci.middletown.md.us, or call 301.371.6171 during regular business hours to report it. If it is an afterhours emergency (for example there is a major water leak in the building), please dial 301.293.3818 to report it.



**Middletown Municipal Center
Key Access Form**

Today's Date: _____

Agency/Group Name: _____

Address: _____

Point of Contact: _____

Phone: _____

Email: _____

Date of Event/when access is needed: _____

Is this a reoccurring event? (Check one): Yes No

If yes, please provide more information as to how often this will occur & for how long
(For example: This meeting will occur the 3rd Monday evening of every month for the next 6
months) _____

Time of Event (include set up/walk in time): From _____ To _____

I the undersigned understand that I am responsible for use and safeguard of the keycard being issued to me for the purpose listed above. I agree to pay keycard replacement costs to the Town of Middletown if the keycard is lost or damaged while in my possession.

Signature: _____

Date: _____

Print Name: _____

Office Use Only:

Date Keycard was issued: _____

Staff Initials: _____

Date of Keycard activation: _____

Date of Keycard expiration: _____

Keycard # _____

Replacement keycard issued? _____ Yes Date: _____

Why? (damaged, lost, etc.) _____

New keycard # _____

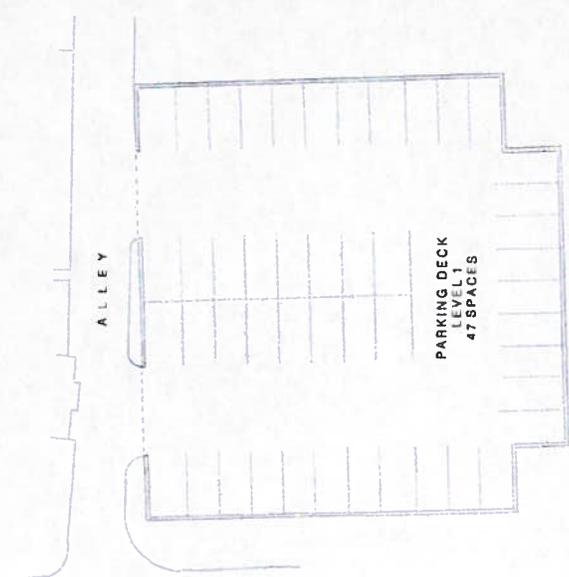
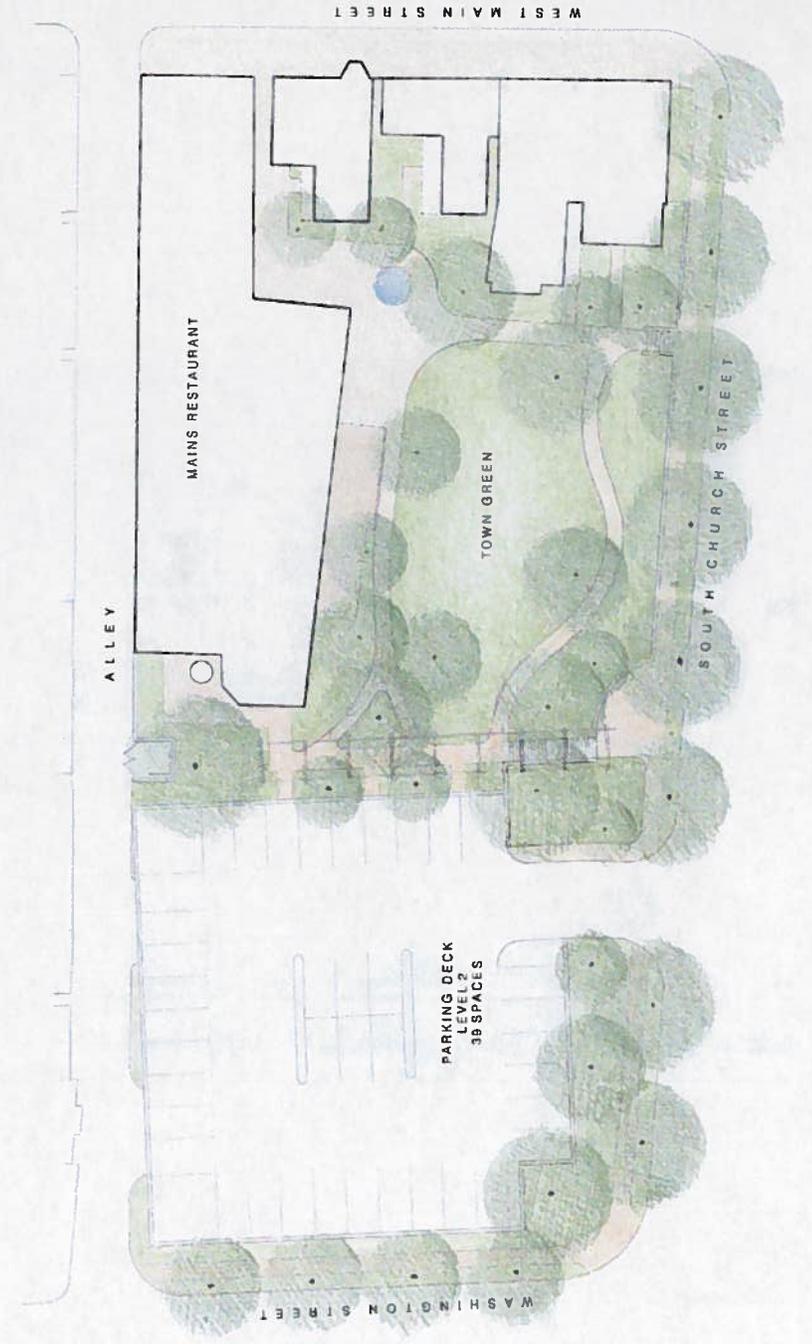
Staff Initials: _____

Replacement keycard issued? _____ Yes Date: _____

Why? (damaged, lost, etc.) _____

New keycard # _____

Staff Initials: _____



MAINS PROPERTY

MIDDLETOWN, MD

MASTER PLAN

WEST MAIN STREET

ALLEY

MAINS RESTAURANT

PARKING DECK
LEVEL 2
39 SPACES

TOWN GREEN

SOUTH CHURCH STREET

WASHINGTON STREET

ALLEY

PARKING DECK
LEVEL 1
47 SPACES

ELECTION JUDGES 2014

Doris KeastAM Shift

Linda DespeauxPM Shift

Laura LakeAM Shift

Jean SmartPM Shift

Alex KundrickPM Shift

****All are aware that they need to return to count the ballots.**