



AGENDA FOR THE TOWN MEETING

March 25, 2013

7:00 p.m.

PLEDGE TO THE FLAG

CALL TO ORDER

CONSENT AGENDA

- Town Minutes
 - March 7, 2013 – Public Hearing 13-03-01
 - March 11, 2013 – Town Meeting

PERSONAL REQUESTS FOR AGENDA:

Jim McMahon – AMVETS Post #9 – War Memorial Improvement Plans

- *Scott Bowen, MSB Architects*

UNFINISHED BUSINESS:

- Budget Workshop – Water & Sewer Fund Operating and CIP Budgets
- Elected Officials Compensation
- Discussion of MVFC Activities Building Fees
- Walnut Street Waterline Replacement (Action Item #1)

NEW BUSINESS:

- Audit Bids (Action Item #2)
- Reschedule of the July 4, 2013 Town Workshop
- Disposal of Excess Town Equipment
- 2013 Rain Barrel Program

PUBLIC COMMENTS:

Please state Name and Address for the Record

ANNOUNCEMENTS:

ADJOURNMENT

EXECUTIVE SESSION: (If Necessary)

BURGESS AND COMMISSIONERS OF MIDDLETOWN MARYLAND

TOWN MEETING MINUTES

PUBLIC HEARING

March 7, 2013

The Public Hearing of the Burgess and Commissioners of Middletown was called to order on March 7, 2013 by Burgess John D. Miller at 7:05 p.m. in the Middletown Municipal Center, 31 W. Main Street, Middletown, Maryland. Present were: Burgess Miller, Larry Bussard, Richard Dietrick, Tony Ventre and Christopher Goodman.

PUBLIC HEARING – Coblentz Property Master Plan Amendment

Staff Planner, Cindy Unangst stated this Public Hearing was advertised and the changes from the previously approved Master Plan are:

Decrease dwelling units from 94 to 81 units

No duplex units

A decrease in alleyways and driveway lengths

The new stormwater management regulations that requires Environmental Site Design to the Maximum Extent Practicable is the reason for these changes.

Bob Smart, 7524 Coblentz Road mentioned the Planning Commission talked about curb and gutter along E. Green Street due to the volume of traffic.

Molly Derr, 7823 Myersville Road asked about future road connections for the five homes that are on the Coblentz Farm that is not within the Town boundaries.

The Public Hearing adjourned at 7:25 p.m.

Respectfully submitted,

Andrew J. Bowen
Town Administrator

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

TOWN MEETING MINUTES

REGULAR MEETING

March 11, 2013

The first monthly meeting of the Burgess and Commissioners of Middletown was called to order on March 13, 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 Jennifer Falcinelli, Larry Bussard, Richard Dietrick, Anthony Ventre and Christopher Goodman.

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 Ordinance 13-02-02

February 11, 2013 – Town Meeting

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

PERSONAL REQUEST FOR AGENDA: - No Request

UNFINISHED BUSINESS

Ordinance 13-03-01 – Coblenz Property Master Plan Amendments – Changes are due to the new stormwater management regulations. Commissioner Ventre motioned to approve this amendment to the Coblenz Property Master Plan, seconded by Commissioner Goodman and passed unanimously.

Ordinance 13-03-02 – Amendments to the Water & Sewer Billing Policy, Section L – The Water/Sewer committee recommends changing the last sentence of the first paragraph in “L” to read; *The revised bill will be established as based upon two (2) times the average of the water usage for the property for the four (4) quarters immediately preceding the high water usage.* Commissioner Ventre motioned to accept this amendment to “L”, seconded by Commissioner Falcinelli and passed unanimously.

REPORTS OF COMMITTEES

WATER & SEWER – Commissioner Falcinelli reported:

Water Status – usage 286,000 gallons per day, last year was 275,000 gallons

Discharge – east WWTP 280,000 – west WWTP 288,000

Reservoir – Currently leaking 40,000 – 60,000 gallons per day. A diver will be here later this month to discover the location of the leak and determine if it can be patched or needs to be replaced.

February Committee meeting – the committee reviewed the budget and recommends the following

1. Breaking one of the line items into the following categories; Water Plant – Booster Station – Reservoir – Brookridge South Treatment Plant – Water Tower.
2. Review the Operating and CIP budget at the same time.
3. Money owed to the General Fund be documented.

Commissioner Falcinelli motioned to accept the recommendation of the Water/Sewer Committee, seconded by Commissioner Ventre and passed unanimously.

March Committee Meeting – March 20, 2013 at 7:00 p.m.

PUBLIC WORKS – Commissioner Bussard reported:

Snow Removal – Town employees did a great job during the recent storm

Walnut Street Bridge – Work to begin Mid May and end in August

Municipal Center – Carpet to be installed the middle of April

Bulk Trash Pick Up – Scheduled for March 23, 2013 - Place only 2 items out by 6 a.m.

Yard Waste Pick Up – Begins April 2, 2013

Mowing Contract – The following bids were received:

Classic Landscaping	\$206,925.00
Valley Crest Landscape Maintenance	\$230,796.00 rounding errors
Ground Envy	\$268,741.89
Nature Boys	\$357,446.95 rounding errors
Lancaster Landscapes	\$427,740.00

Commissioner Bussard motioned to accept the bid from Classic Landscaping in the amount of \$206,925.00 for 3 years, seconded by Commissioner Dietrick and passed unanimously. It was noted that 108 acres are mowed weekly and in the past, Classic Landscaping has been very cooperative and at times done work over and above what is required.

Trash Removal – Key Sanitation submitted an offer of \$6.29 (5% discount from the previous 3 years) per unit for trash services and \$1.80 (same as previous 3 years) per unit for yard waste. Commissioner Bussard motioned to accept Key Sanitation offer for the next 3 years, seconded by Commission Dietrick and passed unanimously. Commissioner Bussard mentioned Key Sanitation does a lot for the Town and some at no charge.

PLANNING COMMISSION – Commissioner Goodman reported:

Coblentz Property – Tabled until after the March 7 Public Hearing

Middletown High School – Approved application for a storage container

Middletown Municipal Center – Approved application for a storage container

213 W. Main Street – approved change of use application for Potomac Gun Depot

PARKS & RECREATION – Commissioner Ventre reported:

Wiles Branch Park - \$5200.00 of FRO money was identified to use in planting trees. Commissioner Ventre motioned to donate \$1,000.00 of this FRO money to Memorial Park and plant 10 cherry trees and 2 crape myrtle at a cost of \$4,200.00 in Wiles Branch Park, seconded by Commissioner Goodman and passed unanimously.

POS Funds – Funds have been awarded for a pavilion at Wiles Branch Park North. Commissioner Ventre motioned to have Staff to request a change of location to Remsberg Park, seconded by Commissioner Goodman and passed unanimously. Commissioner Dietrick asked if this would be enough to build a pavilion and was told MVAA is contributing toward the construction of a pavilion at Remsberg Park.

Tree Plantings at the Town Parks – Tabled until a priority list is prepared.

FINANCE – Commissioner Dietrick reported:

Commissioner Dietrick passed out a list of cost the Town incurs during Community Groups activities throughout the year for the Board review during the upcoming budget meetings. (See copy attached)

PUBLIC INFORMATION – Commissioner Falcinelli reported:

Quarterly newsletter – items to be included must be given to Ann

Community Directory – work will resume after budget talks

NEW BUSINESS

Mowing Contract Bids – See Public Works report

Request from AT&T for Cellular Lease Expansion – The Town Administrator mentioned the original lease was for 6 antennas with the option to go to 9 (which they have done). AT&T is requesting to increase to 12 at an additional monthly cost of \$300.00. By general consent, the Board asked Staff to counter this offer with \$700.00 monthly increase.

Proposed Landscaping Plans – Wiles Branch & Remsberg Parks – see Park & Recreation report

Request for an Advertising Sign at Remsberg Park for the Farmers Market – The Town received a request to install a banner at Remsberg Park advertising the Farmer’s Market. By general consent would agree to small directional sign at the end of the Middletown Parkway and the entrance to Remsberg Park.

Offer from Key Sanitation for Waste Removal Service Discount for Renewal of 3-year Contract – See Public Works report

Constant Yield Tax Rate Exemption – The Town received notification of being exempt for FY 2014.

PUBLIC COMMENTS

ANNOUNCEMENTS

Budget Meeting – March 25, 2013.

MEETINGS FOR THE MONTH

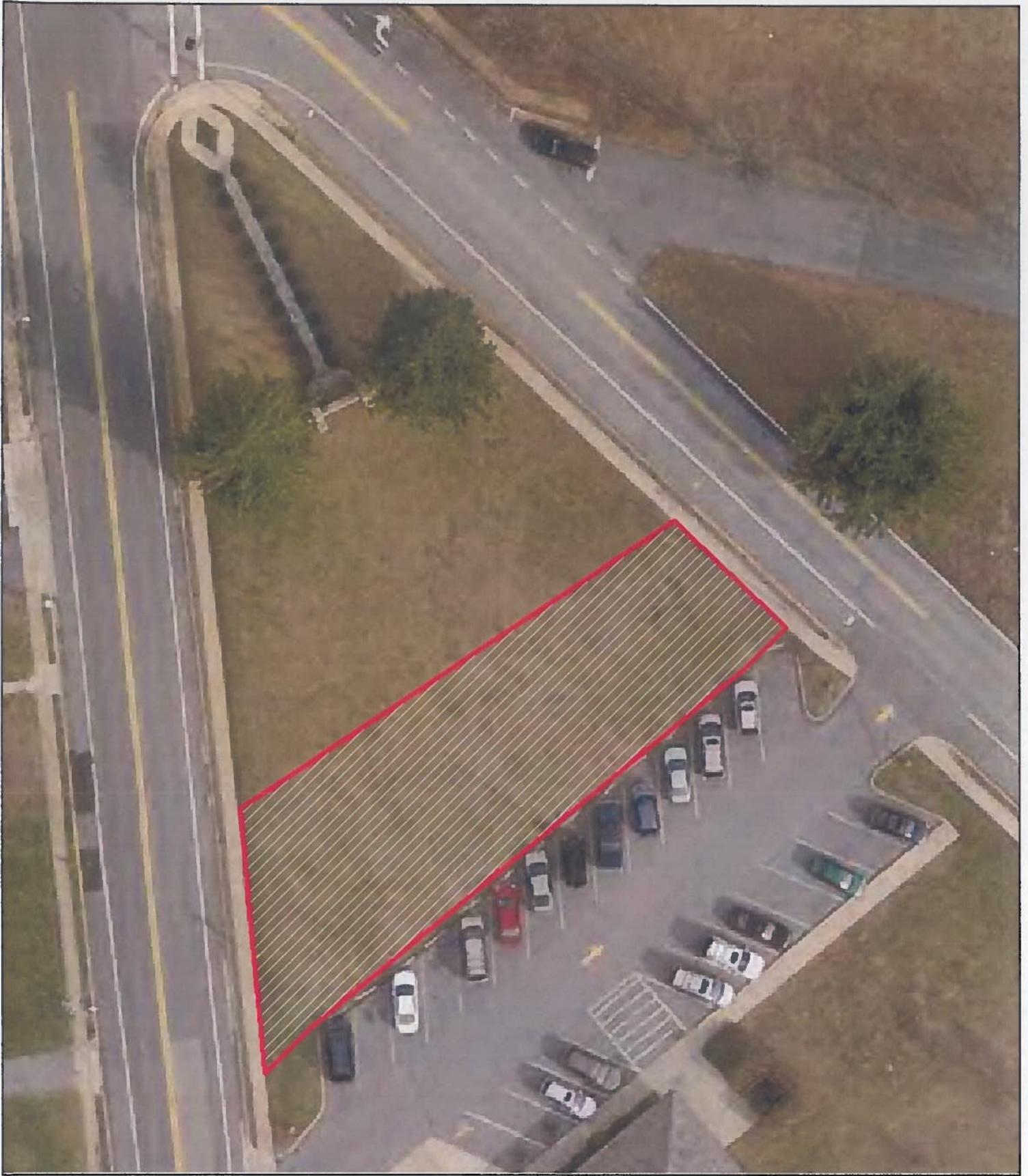
<i>Planning Commission Workshop</i>	<i>Wednesday, March 13, 2013</i>	<i>7:00 p.m.</i>
<i>Water & Sewer Committee</i>	<i>Wednesday, March 20, 2013</i>	<i>7:00 p.m.</i>
<i>Planning Commission</i>	<i>Monday, March 18, 2013</i>	<i>7:00 p.m.</i>
<i>Parks & Recreation</i>	<i>Tuesday, March 19, 2013</i>	<i>7:00 p.m.</i>
<i>Town Board Meeting</i>	<i>Monday, March 25, 2013</i>	<i>7:00 p.m.</i>
<i>Main Street Board</i>	<i>Thursday, March 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.

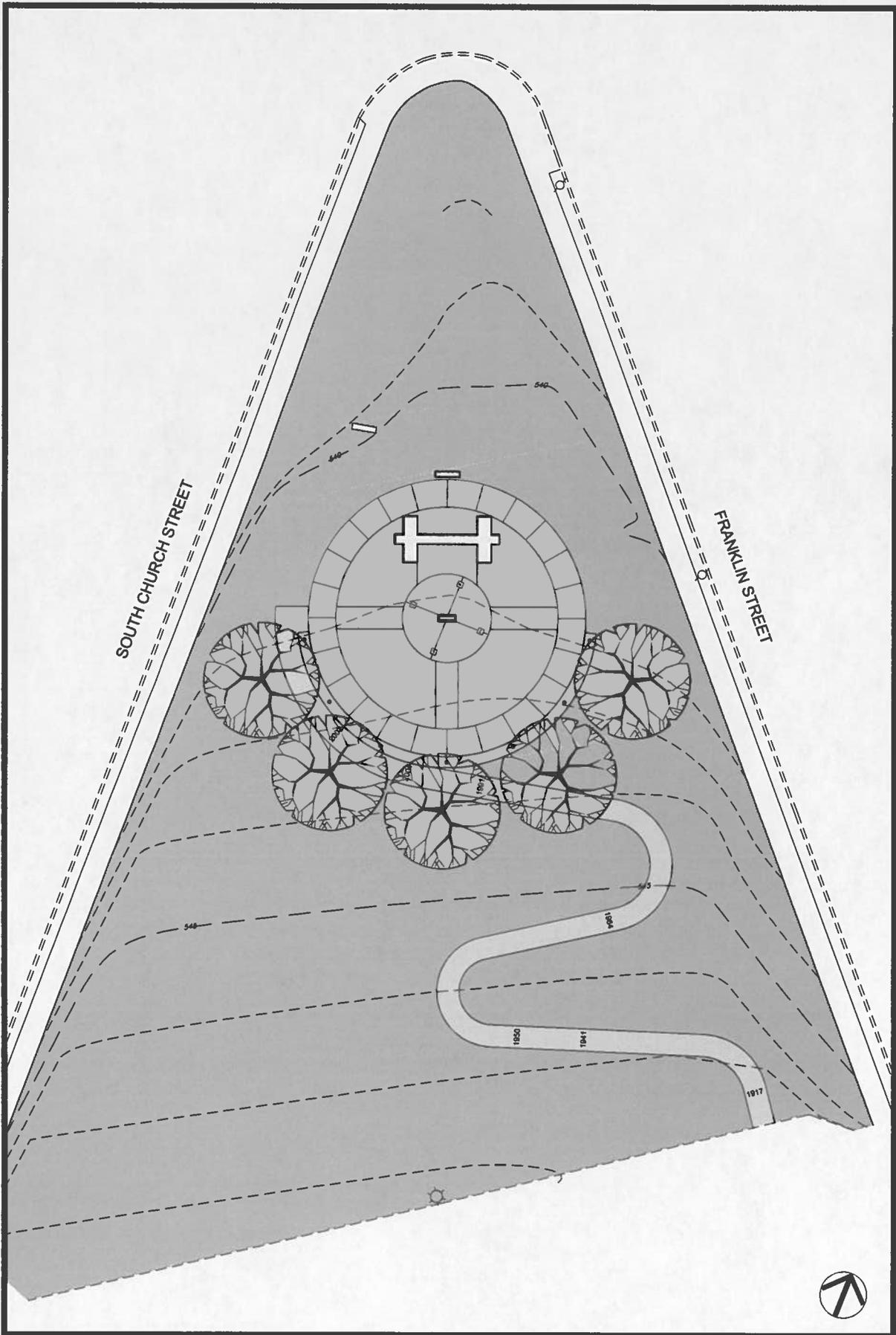
Respectfully submitted,

Christine H. Moore
Administrative Assistant



Town of Middletown - Frederick County

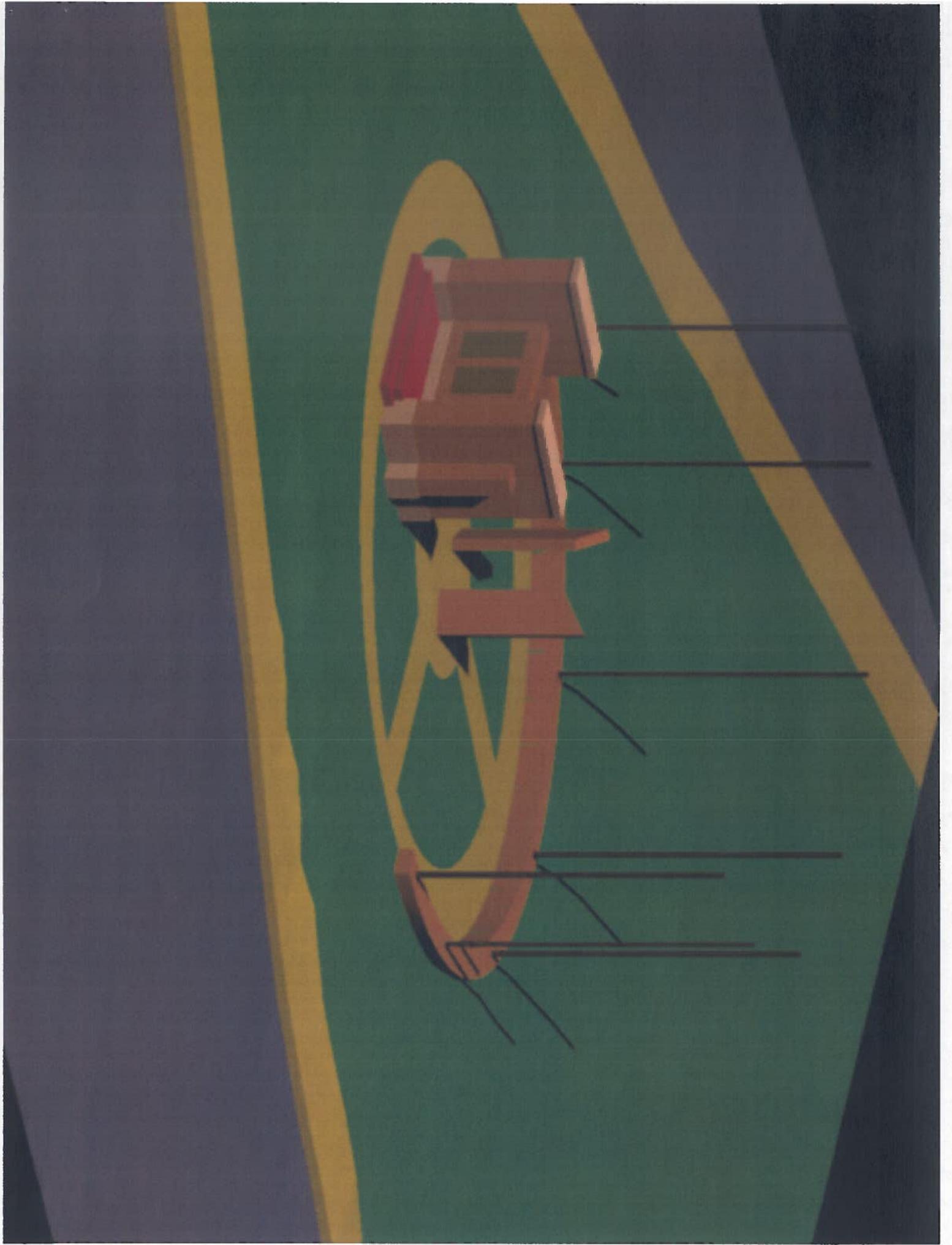
War Memorial - Harp Medical Center Buffer



War Memorial Conceptual Plan
 AMVETS - Post #9

September 20, 2012





MML MUNICIPAL ELECTED OFFICIALS SALARY AND BENEFITS SURVEY

(asterisk [*] indicates updated in 2012)
(population data from 2010 census)

<u>Municipality</u>	<u>Population</u>	<u>Mayor</u>	<u>Council/Commission</u>	<u>Council Pres.</u>
*Aberdeen	14,959	\$10,000	\$7,500	
*Accident	325	\$30/mtg.	\$20/mtg.	
*Annapolis	38,394	\$98,000	\$12,600	
Baltimore	620,961	\$125,000	\$48,000	\$80,000
Barclay	120	0	0	
Barnesville	172	0	0	
Barton	457	\$600	\$600	
*Bel Air	10,120	\$6,000	\$4,800	
*Berlin	4,485	\$5,000	\$2,000	
*Berwyn Heights	3,123	\$1,800	\$1,800	
*Betterton	345	\$1,200	\$600	
*Bladensburg	9,148	\$6,000	\$4,800	
*Boonsboro	3,336	\$3,600	\$1,200 Treas. \$1,000	
*Bowie	54,727	\$21,858	\$13,858	
*Brentwood	3,046	\$3,600	\$2,700	
Brookeville	134	0	0	
Brookview	60	\$100	0	
*Brunswick	5,870	\$9,600	\$3,600	
*Burkittsville	151	\$800	\$400	

<u>Municipality</u>	<u>Population</u>	<u>Mayor</u>	<u>Council/Commission</u>	<u>Council Pres.</u>
*Cambridge	12,326	\$12,000	\$10,000	
Capitol Heights	4,337	\$6,000	\$4,800	
*Cecilton	663	\$1,000	\$500	
*Centreville	4,285	\$4,500	\$4,500	
*Charlestown	1,183	0	0	
*Chesapeake Beach	5,753	0	0	
*Chesapeake City	673	\$4,800	0	
*Chestertown	5,252	\$5,000	\$2,000 plus \$75/special mtg.	
*Cheverly	6,173	\$3,600	\$2,400	
*Chevy Chase	2,824	0	0	
*Chevy Chase Sec 3	760	0	0	
Chevy Chase Sec 5	658	0	0	
Chevy Chase View	920	\$25/meeting	\$25/meeting	
*Chevy Chase Village	1,953	0	0	
Church Creek	125	0	0	
*Church Hill	745	0	0	
*Clear Spring	358	\$1,200 \$960 (vice-myr.)	\$720	
*College Park	30,413	\$7,500	\$5,000	
Colmar Manor	1,404	\$4,200	\$3000	
*Cottage City	1,305	\$3,600	\$3,600	
*Crisfield	2,726	\$4,000 \$3,000 (vice-myr.)	\$2,500	
*Cumberland	20,859	\$7,200	\$4,800	

<u>Municipality</u>	<u>Population</u>	<u>Mayor</u>	<u>Council/Commission</u>	<u>Council Pres.</u>
Deer Park	399	\$75/mtg.	\$10/mtg.	
*Delmar	3,003	\$2,300 \$2,000 (dpty.myr.)	\$1,700	
*Denton	4,418	\$3,600	\$3,000	
*District Heights	5,837	\$14,400	\$10,800	
*Eagle Harbor	63	0	0	
East New Market	400	\$1,500	\$1,200	
*Easton	16,300	\$8,500	\$5,000	\$6,000
*Edmonston	1,445	\$3,600	\$2,400	
Eldorado	59	0	0	
*Elkton	15,443	\$9,200	\$8,280	
*Emmitsburg	2,814	\$8,000	\$4,000	
*Fairmount Heights	1,494	\$3,600	\$1,800	
*Federalsburg	2,739	\$2,000	\$1,000	
*Forest Heights	2,447	\$5,000	\$2,500	
*Frederick	65,239	\$90,000	\$12,412 ck. this number	
*Friendship Heights	4,500	0	0	
*Friendsville	491	\$30/mtg.	\$15/mtg.	
*Frostburg	9,002	\$3,000	\$2,400	
*Fruitland	4,866	\$2,500	Tres.-\$2,000 \$1,800	
*Funkstown	904	0	0	
*Gaithersburg	59,993	\$20,000	\$16,500	
*Galena	612	\$1,200	\$300	

<u>Municipality</u>	<u>Population</u>	<u>Mayor</u>	<u>Council/Commission</u>	<u>Council Pres.</u>
Galestown	138	0	0	
*Garrett Park	992	0	0	
Glen Echo	255	0	0	
Glenarden	6,000	\$4,800	\$3,600	
Goldsboro	246	0	0	
*Grantsville	766	\$3,000	\$25/mtg.	
*Greenbelt	23,086	\$12,000	\$10,000	
*Greensboro	1,931	\$2,400	\$2,000	
*Hagerstown	39,662	\$28,000	\$8,000	
*Hampstead	6,323	\$7,000	\$3,000	
*Hancock	1,545	\$2,000	\$1,000	
*Havre de Grace	12,952	\$7,800	\$5,200	
*Hebron	1,084	\$1,740	\$1,440	
Henderson	146	\$15/mtg.	\$15/mtg.	
Highland Beach	96	\$1,200	0	
*Hillsboro	161	\$12	\$12	
*Hurlock	2,092	\$28,000	\$10,000	
*Hyattsville	17,557	\$6,047	\$4,031	
Indian Head	3,844	\$3,000	\$2,500	
*Keedysville	1,152	\$1,500	\$900	
		\$1,100 (asst. mayor)		
*Kensington	1,213	\$12,000	\$2,500	
Kitzmilller	321	\$1,440	\$480	
*Landover Hills	1,683	\$2,700	\$1,800	

<u>Municipality</u>	<u>Population</u>	<u>Mayor</u>	<u>Council/Commission</u>	<u>Council Pres.</u>
*La Plata	8,753	\$12,000	\$10,000	
*Laurel	25,115	\$20,000	\$7,500	\$7,500
*Laytonsville	353	0	0	
*Leonardtown	2,930	\$21,000	\$2,400	
*Loch Lynn Heights	552	\$30/mtg.	\$20/mtg.	
Lonaconing	1,214	\$1,800	\$1,500	
*Luke	65	\$6,000	\$3,000	
*Manchester	4,808	\$4,800	\$1,200	
*Mardela Springs	347	\$30/mtg.	\$25/mtg.	
*Martin's Additions	933	0	0	
Marydel	141	0	0	
*Middletown	4,136	\$6,000	\$2,400	
*Midland	446	\$1,400	\$1,100	
*Millington	642	0	0	
*Morningside	2,015	\$1,200	\$900	
*Mountain Lake Park	2,092	\$50/mtg. max. \$1,200	\$50/mtg. to \$700	
*Mount Airy	9,288	\$8,500	\$4,000	
*Mount Rainier	8,080	\$6,800	\$4,400	
*Myersville	1,626	\$4,200	\$45/mtg.	
*New Carrollton	12,135	\$7,200	\$4,800	
New Market	656	\$3,800	0	
*New Windsor	1,396	\$2,400	\$45/mtg.	
*North Beach	1,978	\$18,000	0	

<u>Municipality</u>	<u>Population</u>	<u>Mayor</u>	<u>Council/Commission</u>	<u>Council Pres.</u>
*North Brentwood	517	\$3,600	\$1,620	
North Chevy Chase	519	0	0	
*North East	3,572	0	0	
*Oakland	1,925	\$5,000	\$3,000	
Oakmont	180	\$500	\$500	
Ocean City	7,102	\$30,000	\$10,000	\$11,000
*Oxford	651	\$2,000	\$2,000	
*Perryville	4,361	0	0	
*Pittsville	1,417	\$750	\$600	
*Pocomoke City	4,184	\$7,500	\$6,000	
Poolesville	4,883	0	0	
*Port Deposit	653	0	0	
Port Tobacco	13	0	0	
*Preston	719	0	0	
*Princess Anne	3,290	\$7,500	\$6,000	
*Queen Anne	222	\$75/mtg.	\$75/mtg.	
*Queenstown	664	0	0	
*Ridgely	1,693	\$2,000	\$2,000	
*Rising Sun	2,781	\$25/mtg.	\$25/mtg.	
*Riverdale Park	6,956	\$7,200	\$3,600	
*Rock Hall	1,310	\$2,500	\$1,500	
*Rockville	61,209	\$25,750	\$20,600	
<u>Municipality</u>	<u>Population</u>	<u>Mayor</u>	<u>Council/Commission</u>	<u>Council Pres.</u>

*Rosemont	306	\$3,000	0	
*Salisbury	30,343	\$25,000	\$10,000	\$12,000
Seat Pleasant	4,542	\$4,287	\$3,320	
*Secretary	535	\$1,200	\$1,200	
Sharpsburg	705	\$300	\$30	plus \$2 per mtg.
*Sharptown	651	\$750	\$600	
*Smithsburg	2,975	\$3,000	\$1,500	
*Snow Hill	2,103	\$2,400	\$1,800	
*Somerset	1,216	\$15,000	0	
*St. Michaels	1,029	\$2,000	\$2,000	
*Sudlersville	497	0	0	
*Sykesville	4,436	\$4,000	\$2,000	
*Takoma Park	16,715	\$13,000	\$10,000	
*Taneytown	6,728	\$4,800	\$1,800	
Templeville	138	\$300	\$300	plus \$10/mtg.
		plus \$10/mtg.		
*Thurmont	6,107	\$12,000	\$8,000	
*Trappe	1,077	\$2,000	\$2,000	
*Union Bridge	975	\$1,800	\$30/mtg.	
		plus \$30/mtg.		
*University Park	2,548	\$10,500	0	
*Upper Marlboro	631	\$3,600	\$600	
*Vienna	271	\$1,800	\$1,200	
<u>Municipality</u>	<u>Population</u>	<u>Mayor/Council/Commission</u>	<u>Council Pres.</u>	
*Walkersville	5,800	\$12,500	\$3,600	

*Washington Grove	555	0	0	
*Westernport	1,888	\$2,000	\$1,500	
*Westminster	18,590	\$10,000	\$2,500	\$3,000
*Willards	958	\$800	\$800	
*Williamsport	2,137	\$4,500	\$2,500	
		\$3,500 (asst. mayor.)		
*Woodsboro	1,141	\$5,000	\$3,000	

OTHER COMPENSATION (Not including State Retirement Benefits)

*Aberdeen provides a \$15,000 life insurance benefit and \$1,200/year expense allowance.

*Annapolis provides aldermen \$1,500/yr. for education and training.

Baltimore provides a life insurance benefit at the same level as management employees - 2 ½ times salary and health insurance at the same level as employees, optional accidental death and disability coverage, a vision benefit the same as management employees, and retirement benefits.

Berlin provides a \$30,000 life insurance benefit and health insurance. Officials may also purchase family health insurance coverage.

Bladensburg provides health insurance.

Boonsboro provides \$10 per month to officials who act as liaison to subcommittees.

Bowie allows officials to purchase health insurance and contribute to a 457 retirement plan.

*Cambridge provides a \$25,000 life insurance benefit, \$25,000 accidental death and disability coverage, individual and family health insurance with the same premium co-pay as all other town employees.

Capitol Heights provides a flat expense allowance with receipts up to \$350 for the mayor and \$300 for councilpersons.

Chesapeake City provides a discretionary account for the mayor of \$250/month.

Cheverly provides a flat \$300/year to the mayor and \$200/year to the council members as an expense allowance.

Colmar Manor contributes 5% of salary to a retirement plan.

*College Park allows elected officials to purchase health and life insurance.

Cottage City allows officials to purchase health insurance.

*Crisfield provides a \$32,000 life insurance benefit reduced by 50% at age 65.

Denton provides a \$30,000 life insurance benefit.

*District Heights provides expense accounts and a vehicle.

Easton provides a \$22,000 life insurance benefit and health insurance benefits equivalent to employees and 100% paid life insurance benefits of \$22,000.

*Elkton provides a flat expense allowance of \$1,380.

Fairmount Heights provides a flat expense allowance of \$1,000 for mayor and \$500 for councilpersons.

Federalsburg provides health insurance benefits on an 80/20 cost share basis.

Frederick allows officials to participate in its retirement program at their expense.

*Funkstown provides mileage reimbursement to the mayor of \$180 per month and a water/sewer bill reduction to all of \$41.23 per quarter.

*Gaithersburg provides \$4,000/yr. to assist in participation in City benefits.

*Greenbelt provides the opportunity to participate in the City health, life and dental insurance plans and the use of City legal resources.

Hagerstown provides health, accidental death and disability benefits and retirement benefits in the State Retirement Plan.

Hurlock provides health benefits and an expense allowance.

*Hyattsville provides retirement benefits and allows officials to purchase health and accidental death and disability benefits.

Kensington provides the opportunity to participate at cost in a 457 retirement plan.

La Plata provides a 5% contribution to an ICMA Retirement Fund.

Laurel provides life and accidental death and disability benefits.

Lonaconing provides a \$25,000 life insurance benefit.

*Luke provides a life insurance benefit and a health insurance benefit.

Millington provides life and accidental death & disability benefits only if death occurs while engaged in official duties.

*Mount Rainier provides to each elected official a \$600/year expense allowance.

*New Carrollton provides the opportunity to participate at cost in employee benefits.

The New Market mayor has a \$500/year expense allowance.

*North Beach provides health insurance and allows officials to purchase life and accidental death & disability insurance.

North Brentwood provides an expense allowance for the mayor of \$1,500 per month.

North East provides that officials receive the minimum charge for quarterly water bills and a ham every holiday season.

Ocean City provides to each elected official life insurance coverage equal to twice the official's salary, accidental death and dismemberment coverage up to \$10,000, and health insurance coverage (including family).

Pittsville provides officials memberships in Sam's Club.

*Pocomoke City provides health insurance coverage and a maximum \$20,000 of life insurance coverage for each elected official and an expense allowance of \$2,000/year for the mayor and \$1,500/year for each council member (from which income taxes are deducted).

*Preston reimburses expenses for the President up to \$1,200/yr. and for the Commissioners up to \$1,000/yr.

Princess Anne officials receive Maryland State Retirement System benefits.

Queen Anne provides additional pay for special meetings of \$35.

*Rockville provides the option to participate in City medical, dental and life insurance plans and use of legal resources.

*Salisbury provides to opportunity to participate in City health and life insurance plans.

Seat Pleasant provides to each elected official an expense account of \$3,600/year from which incomes taxes are deducted.

St. Michaels provides an optional \$30,000 life insurance benefit and health insurance benefits that include dependent coverage.

Sudlersville provides free sewer service valued at \$72.50/quarter.

Sykesville allows officials to purchase health insurance benefits.

Thurmont officials receive Maryland State Retirement System benefits and the option of contributing to a 457 retirement plan.

Union Bridge provides a \$1,000 life insurance benefit and health insurance benefits that allow officials to purchase family coverage.

Westernport provides a \$6,000 life insurance benefit.

Westminster provides a \$10,000 life insurance benefit along with accidental death and disability. The mayor receives health insurance with the city cost share equal to 100% for the mayor and 93% for family and dental insurance with the city cost share equal to 100% for the mayor and 90% for family. Retirement benefits are provided through the State Retirement System.



C. WILLIAM HETZER, INC.
GENERAL CONTRACTORS

9401 SHARPSBURG PIKE
POST OFFICE BOX 506
HAGERSTOWN, MARYLAND 21741

TELEPHONE: (301) 733-7300
FACSIMILE: (301) 733-0812
E-MAIL: JKieffer@cwilliamhetzer.com

March 7, 2013

Bruce A. Carbaugh, P.E.
Director of Operations and Construction
Town of Middletown
31 West Main Street
Middletown, MD 21769

RE: Walnut Street Water Line Replacement

Dear Mr. Carbaugh:

Please accept our proposal for the above reference project. We propose to complete the Walnut Street Water Line Replacement as presented on our attached *Schedule of Values*. Our *Detailed Schedule of Values* is also attached, which provides a summary listing of our anticipated work phases.

GENERAL QUALIFICATIONS

1. Bid documents for this proposal are the attached scope-of-work, information, and drawings initially provided by the Town.
2. All required construction stakeout is included.
3. All excavation will be unclassified.
4. All work is to be accomplished concurrently with the temporary traffic closure required for the Walnut Street Bridge Replacement project.
5. Any and all water meters will be furnished and installed by the Town.
6. We exclude payment and procurement of any permits and fees.
7. Any geotechnical testing or other third party inspection and testing will be by others.

SUMMARY

Thank you for this opportunity to offer our services for this project. This proposal will remain valid for 30-days. If you have any questions or require additional information, please contact our office.

Sincerely,

C. WILLIAM HETZER, INC.

John M. Kieffer, P.E.
Senior Vice President

Attachments:

- Schedules of Value (1-page).
- Detailed Schedule of Values (2-pages).
- Scope & Information – Walnut St. Water Line Replacement (6-pages).
- Drawings – Walnut St. Water Line Replacement (4-sheets).

Schedule of Values

Town of Middletown, MD
Walnut Street Water Line Replacement
CWH Prop 1.1.



<i>Item No.</i>	<i>Description</i>	<i>Amount</i>
01	General Conditions	\$0.00
02	Misc. Demolition	\$3,010.00
03	Misc. Maintenance of Traffic	\$970.00
04	Temp Water Main & Services	\$21,340.00
05	8" Water Main Replacement	\$38,170.00
06	New Water Services	\$30,290.00
07	OPTION B WaterMainBridge X-ing	\$33,650.00
TOTAL		\$127,430.00

Detailed Schedule of Values

Town of Middletown, MD
Walnut Street Water Line Replacement
CWH Prop 1.1.



Item No.	Description	Amount	
01	General Conditions		\$0.00
<i>Phase</i>	<i>Description</i>	<i>Quantity</i>	<i>UOM</i>
0000	Liability Insurance	1.00	LS
0010	Bonds	1.00	LS
0020	Supervision - Salary	1.00	LS
0022	Supervision - Hourly	1.00	LS
0030	Equipment Moves	1.00	LS
0050	Misc Tools	1.00	LS
0060	Show-up Time	1.00	LS
0070	Unload Materials	1.00	LS
0099	Sanipots	1.00	LS
0100	Job Runner	1.00	LS
0190	Project Cleanup	1.00	LS
02	Misc. Demolition		\$3,010.00
<i>Phase</i>	<i>Description</i>	<i>Quantity</i>	<i>UOM</i>
2010	Temp Patch Pavement Sawcuts	800.00	LF
2012	Perm Patch Pavement Sawcuts	400.00	LF
2020	Misc Demo	1.00	LS
03	Misc. Maintenance of Traffic		\$970.00
<i>Phase</i>	<i>Description</i>	<i>Quantity</i>	<i>UOM</i>
1566	Misc MOT Cones & Drums	15.00	EA
04	Temp Water Main & Services		\$21,340.00
<i>Phase</i>	<i>Description</i>	<i>Quantity</i>	<i>UOM</i>
1270	TempWtr - Buy Temp Pipe Mat'ls	1.00	LS
1272	TempWtr-Weld & Set 8" Main	350.00	LF
1274	TempWtr - Rdway Service X-ings	4.00	EA
1276	TempWtr - Connect to Exst Main	2.00	EA
1278	TempWtr -Conn to Exst Services	9.00	EA
1280	TempWtr - Test/Chlor/Dechlor	350.00	LF
1288	TempWtr - Rem & Salvage	350.00	LF
05	8" Water Main Replacement		\$38,170.00
<i>Phase</i>	<i>Description</i>	<i>Quantity</i>	<i>UOM</i>
2800	WL Buy Pipe & Fittings	1.00	LS
2810	WL Buy&Haul CR6 Bedding Stone	380.00	TON
2840	WL Connections	2.00	EA
2850	Lay 8" PVC Water W/L	314.00	LF
2852	Lay 8" Un-Insulated DIP W/L	20.00	LF
2870	WL Set FH Ass'y	1.00	EA
2890	WL Testing	1.00	LS
06	New Water Services		\$30,290.00
<i>Phase</i>	<i>Description</i>	<i>Quantity</i>	<i>UOM</i>

Item No.	Description	Amount	
06	New Water Services		cont'd
<i>Phase</i>	<i>Description</i>	<i>Quantity</i>	<i>UOM</i>
2880-010	ServLat-Buy Pipe & Appurtances	1.00	LS
2880-020	ServLat-Buy&Haul Sand Backfill	140.00	TON
2880-022	ServLat-Buy&Haul CR6M Backfill	0.10	TON
2880-110	ServLat Install Corp Stop	9.00	EA
2880-120	ServLat -Exc&Lay 3/4" Copper	180.00	LF
2880-200	ServLat-MeterBox & 3/4"Setter	9.00	EA
2880-900	WL Restore Turf	1.00	LS
07	OPTION B WaterMainBridge X-In		\$33,650.00
<i>Phase</i>	<i>Description</i>	<i>Quantity</i>	<i>UOM</i>
08-010	BrdgXing: Buy Insulated 8"DIP	53.00	LF
08-020	BrdgXing: Buy Hanger Assy's	4.00	EA
08-100	BrdgXing: Set Hanger Assy's	4.00	EA
08-200	BrdgXing: Set Insulated 8"DIP	53.00	LF

Detailed Schedule of Values

Town of Middletown, MD
Walnut Street Water Line Replacement
CWH Prop 1.1.



TOTAL	\$127,430.00
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FEDERAL TAX ID: 23-2670810

Forwarded Via Email:

Bruce Carbaugh

Bruce@ci.middletown.md.us

December 5, 2012

Town of Middletown

31 West Main Street
Middletown, Maryland 21769

Attention: Bruce Carbaugh, Director of Operations and Construction

Subject: **Quotation – Options A and B**
Walnut Street Waterline Replacement
Middletown Frederick County, Maryland

Ladies and Gentleman:

At Middletown's request, Mid-Atlantic Utilities, Inc. has prepared pricing for the construction effort to replace existing water main and service connections within Walnut Street from the existing bridge to the dead end of the existing water system. Pricing was developed through a complete review of the project description, specifications, sketch plan and available as-built drawings provided by Middletown via e-mail on November 2, 2012, and a detailed field measurement of the project site. Please allow the following pricing and conditions to define the project limits, scope and pricing for the water main replacement activities proposed on Walnut Street:

Option A (Walnut Street Waterline Replacement) involves the replacement of existing water main with a new 8" C900 PVC water line. Installations under this option will include a fire hydrant assemble and service connection replacements. Quantities of main, hydrant, water service and permanent restoration included in this phase area as follows:

Option A:

- | | |
|---|--------|
| • Furnish & Install 8" C900 DR18 PVC Water Main (Sta. 7+90 to Sta. 10+81) | 291 LF |
| • Furnish & Install Fire Hydrant Assembly | 1 EA |
| • Furnish & Install Water Service Connection | 9 EA |
| • Town Pavement Restoration (Permanent) | 85 SY |
| • <u>Town Pavement Restoration (Temporary)</u> | 60 SY |

Total Bid Price – Option A **\$90,390.00**

Option B (Insulated Waterline Installation) involves the installation of pre-insulated water main on the Walnut Street Bridge upon completion of the bridge deck replacement. Installations under this option will include new insulated water main and fittings (for exposed/minimum cover piping), pipe supports, connections to the existing water system and temporary pavement restoration. Quantities of main, hydrant, water service and permanent restoration included in this phase area as follows:

Option B:

- | | |
|---|-------|
| • Furnish & Install Pre-Insulated DIP Water Main & Fittings | 40 LF |
| • <u>Furnish & Install 8" C900 DR18 PVC Water Main</u> | 50 LF |

Total Bid Price – Option B **\$39,370.00**

Special Conditions – Options A and B:

Mid-Atlantic Utilities, Inc. will perform all activities related to the construction of the new replacement water main. Construction activities will include water main construction with appurtenances (fire hydrants, valves, etc...), water house connection replacements, traffic control and permanent restoration for the areas outside of the limits of the bridge deck replacement project (Sta. 7+90 to 8+65). All materials will be furnished as specified on the referenced sketch plan and per Town of Middletown/Frederick County standards and specifications. Please allow the following to summarize the parameters utilized in preparing the construction costs for this project.

Water Main Replacement:

- New 8" water main to replace existing 4" piping (remove/replace @ same location and offset to avoid disturbing existing curb and gutter)
- 42" minimum cover required to the top of all new water main piping.
- New PVC water main shall be placed in #8 stone bedding window 2' wide x 1.5' high.
- All tie-ins shall be performed during complete water shut downs provided by The Town of Middletown.
- Mechanical joint restraints shall be used on all fittings and valves.
- PVC piping restraints (Ebaa Model 1600) will be utilized for 2 joints in each direction from all branch connections and dead ends.

Water House Connection Replacement:

- Temporary bypass piping will be provided for all affected WHC's.
- No temporary bypass piping will be in service between November 15th and March 15th of any given construction season.
- All WHC's shall be bedded in sand unless installed by trenchless means (pulled).
- New WHC's will include new copper setters and meter vaults at the connection to the existing service line.
- WHC replacement will stop at the R/W line with no work occurring on private property.
- All new WHC's installed shall be minimum 3/4" diameter.
- Stainless steel service saddles will be used for all WHC replacements on C900 PVC.

Restoration & Work Hours:

- 8:30 AM to 2 PM work hours are included for activities within the travel lanes of Walnut Street.
- 7 AM to 5 PM work hours are included for activities when not affecting traffic (shoulder work).
- Trench backfill includes compacted CR6 material from top of main to grade.
- Final Town pavement repairs will consist of full depth pavement replacement (6" G.A.B., 4" base & 2" surface) for the areas disturbed between stations 7+90 and 8+65.

Items Provided By Town of Middletown:

- All necessary permits for construction (grading/soil conservation, Town, County, SHA, etc.).
- Yard site and material storage area for project staging.
- Project inspection for all construction activities.
- Perform water main shut downs & operate system valves to isolate work areas.
- Permanent restoration for areas within the limits of the bridge replacement contract.

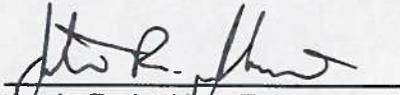
Exclusions:

- New system valves needed outside of the project area needed for shut downs.
- Third party compaction testing of trench backfill and asphalt restoration.
- Flowable fill trench backfill.
- Prime coat prior to placement of base asphalt.
- Davis Bacon, prevailing & scale wages.

- Minority subcontracting participation.
- Engineering and design.
- Construction stakeout and cut sheets.
- Archaeological investigations.
- Flood plain studies.
- Air release valve assemblies.
- Pavement mill & overlay.
- Performance and payment bonds. Bonds for this project area available at an additional cost of 1% based on the total contract awarded to Mid-Atlantic Utilities, Inc.

Mid-Atlantic Utilities, Inc. is prepared to provide the construction services as outlined above. Pricing is based on all work quoted being completed during a single mobilization to the project site. Additional mobilizations requested or directed by the project owner will be invoiced at \$1,500.00 each. Project pricing provided is good for 60 calendar days from the date of this quotation. We have crews available on or after March 1, 2013 with a minimum 3 business day notice required for obtaining the necessary Miss Utility locates. Please contact me personally with any questions. You can reach me via e-mail @ Justinj@MAUtilities.com or by phone @ 717-418-5121.

Thank you,
Mid-Atlantic Utilities, Inc.


Justin R. Junkins, Estimator



MEMORANDUM

DATE: March 20, 2013

TO: Town Administrator, Burgess and Commissioners

FROM: Mabelle Martin, Financial Officer

SUBJECT: Audit Bids FY 2013 - 2015

Six (6) Accounting firms submitted their bids to audit The Town's financial records for the 3 year period beginning FY 2013 through FY 2015. The total cost of the bids for the 3 year period ranged from \$33,000 - \$52,500.

I have attached a worksheet detailing the annual costs, and the pros and cons for each accounting firm.

Based on my review of the proposals and taking into consideration the time involved for a new accounting firm to familiarize themselves with the Town's financial and operational structure, I recommend that we continue to have Albright Crumbacker Moul & Itell audit the Town's financial records for the next three (3) years.

Future Recommendation: Engaging a new Accounting firm requires a significant amount of time of Town employees to explain *and* the new accounting firm to understand: (1) the Town's General Fund and Business Operations, (2) Accounting and Billing software processes and (3) Budgeting and Accounting methodology used in the preparation and reporting of the Town's Financial position. I highly recommend that the Town solicit 5-year audit bids with one (1) renewal offer in efforts to maintain continuity and to encourage ongoing communication throughout the contract years with an Accounting firm that will strive to be pro-active with the Town's interests and operations.

BURGESS AND COMMISSIONERS OF MIDDLETOWN – 3 YEAR AUDIT PROPOSAL ANALYSIS

ACCOUNTING/AUDITING FIRMS	3-YEAR COSTS FY 2013 – FY 2015	PROS	CONS
Lindsey & Associates, LLC Towson, MD	FY 2013 - \$10,520 FY 2014 - \$11,000 FY 2015 - \$11,480	Lowest Bid Primary specialty is government entities Currently audits 2 dozen municipalities Knowledgeable of W/S Operations	Firm's location is miles outside the area
Albright Crumbacker Moul & Itell Hagerstown, MD	FY 2013 - \$13,000 FY 2014 - \$13,000 FY 2015 - \$13,000	Audited prior 3 years Maintain continuity for 3 more years Knowledgeable of the Town's Operations, Processes and Procedures Familiar with the Town's Budgeting and Reporting structure	Deficient in timeliness resulting in rushing to meet Time Commitments Peer Audit dated 10/11 noted deficiencies; ACMI responded via letter indicating deficiencies were corrected
Kline & Company Hagerstown, MD	FY 2013 - \$13,000 FY 2014 - \$13,400 FY 2015 - \$13,800	Prior Auditor for many years Knowledgeable of the Town's Operations, Processes and Procedures Familiar with the Town's Budgeting and Reporting structure	Auditing methods are too simplistic in relation to current governmental auditing requirements
Rager, Lehman & Houck Frederick, MD (Main Office Hanover, PA)	FY 2013 - \$14,000 FY 2014 - \$14,250 FY 2015 - \$14,600	Local satellite office Experienced in local municipality audits Knowledgeable of W/S Operations Sophisticated Auditing Software	Firm did not provide a preliminary staffing plan (unusual)
Draper & McGinley Frederick, MD	FY 2013 - \$14,950 FY 2014 - \$15,450 FY 2015 - \$15,950	Local firm Continues to provide bids to expand their services in government audits	No References of government clients Limited government audit experience
Smith Elliott Kearns & Company Hagerstown, MD	FY 2013 - \$17,000 FY 2014 - \$17,500 FY 2015 - \$18,000		Highest Bid Limited government audit experience