

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

TOWN MEETING MINUTES

REGULAR MEETING

May 13, 2013

The first monthly meeting of the Burgess and Commissioners of Middletown was called to order on May 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, Larry Bussard, Richard Dietrick, and Christopher Goodman. Commissioner Falcinelli arrived at 7:05 p.m.

Boy Scout James Bongard led the Pledge to the Flag.

CONSENT AGENDA

Financial Statements

Town Minutes – April 8, 2013 Town Meeting

Banner Pole Guidelines

Commissioner Bussard motioned to accept this consent agenda, seconded by Commissioner Goodman and passed with a 4-0 vote.

PERSONAL REQUEST FOR AGENDA:

Katherine Phillips, Middletown Farmers Market Manager – In March the Board agreed to having small directional signs being placed at the end of Middletown Parkway and Remsberg Park rather than a banner. Mrs. Phillips is asking the Board to consider a permanent sign (copy of her request is attached). This sign would be 3 ft. x 5 ft. with the Cornucopia-logo for farmer's market and also the Town and Main Street logo. The Town Administrator mentioned their banner is placed on the Newton property when the space is available. Commissioner Falcinelli would like to look at options as to where this permanent sign could be placed. Bob Smart, 7525 Coblenz Road mentioned Remsberg Park is in the County. Staff will contact Shannon Baum Sign and come up with draft signs and the Board will get back with Mrs. Phillips next week.

Burgess Miller asked the Board to consider the War Memorial Improvements since Mr. James McMahon was present. Mr. McMahon stated the Amvets have raised \$20,579 and has committed \$18,000 for this improvement, the remaining amount will be used to place additional names in the future. He also went on to say 4 (1 in Korea, 2 in Viet Nam and 1 in Desert Storm) were killed in action. Mr. McMahon feels

an additional \$14,000 is needed. Commissioner Bussard motioned to fund up to \$15,000 for the improvement to the War Memorial, seconded by Commissioner Goodman and passed with a 5-0 vote.

Dave Dunn, Frederick County Municipal Liaison – Commissioner Falcinelli ask Mr. Dunn about the Rain Tax. Mr. Dunn mentioned the State is mandating Counties to access a levy and the County Commissioner voted to access \$1.00 annually. Other Counties have levied up to \$25/annually.

UNFINISHED BUSINESS

Budget Workshop

General Fund Operating & CIP
Water & Sewer Fund Operating & CIP

Items discussed:

2% salary increase.

Shows \$100,000 grant from the General Fund to the Water/Sewer Fund to be used on water meter replacement with radio read meters.

2% Water/Sewer rate increase

Include grant information on line items when applicable

The Town Administrator mentioned that from now on POS funding will now 90 to 10 share instead of 75 to 25. Commissioner Falcinelli mentioned it is the goal of the Water/Sewer Committee for this fund to be self sufficient. Ike Wilson, Frederick News/Post asked the debt of Water/Sewer fund to the General Fund and was told \$250,000.00. By general consent, the Board agreed to advertise with the draft figures presented to them at this meeting. The Public Hearing will be June 6, 2013 at 7:00 p.m.

Broad Street Re-Opening Discussion – Mr. Coyne, SHA will meet with the Town on June 3, 2013 at 3:00 p.m. to discuss this re-opening.

War Memorial Improvements – Forward Funding – See Personal Request

Admar Annexation – Discussion of Water Allocation for Active Adult – Tabled until June

AT&T Response to Lease Amendment – AT&T countered with a \$500 a month increase. By general consent the Board asked Staff to present their final offer of \$600 per month increase.

Fireman's Lane Dedication to the Town – James Goodman, President of the Middletown Volunteer Fire Department was present. Items discussed:

Town currently plows to the fence

If dedicated to Town then the Town would need an easement to get to the hydrant

Do the Remsbergs and Magahas have easements with the fire department

If Town has this road then they would be maintaining this

Mr. Goodman has a board meeting next week and will get back to the Town in June.

REPORTS OF COMMITTEES

WATER & SEWER – Commissioner Falcinelli reported:

Water Status – 305,000 gallons of usage

Spring Flow – 137,000 gallons

Discharge – East WWTP 185,000 gallons and West WWTP 129,000 gallons

Small Reservoir – A leak has been fixed temporary. A valve leaking will be fixed during the next week or 10 days.

Hydrant Flushing – Was done the week of April 5, 2013

Committee meeting – No meeting this month

Rain Barrels – 35 barrels were sold, 4 still remain to be picked up. The Town received a grant in the amount of \$1,575 for these barrels.

PUBLIC WORKS – Commissioner Bussard reported:

Town Vehicles – removed salt spreaders and prep for storage

Memorial Park – cleaned and washed bathrooms and rebuilt water fountain

Municipal Center – Staff removed molding and cleaned paneling before carpet was installed

Remsberg Park – seed and top dress football field

Walnut Street – Will be close while school is closed for the summer.

Household Hazard Waste drop off – May 18, 2013 8 a.m. til noon at 5370 Public Safety Place

PLANNING COMMISSION – Commissioner Goodman reported:

Thompson Funeral Home – conditionally approved revised parking lot site plan

Fire Station – received concept plan

Fire Co. Activities Center – conditionally approved Improvement and revised site plans

Valley Child Care – Special exception approved by the Board of Appeals

Cross Stone Shopping Center – Special exception approved by the Board of Appeals

5 E. Main St. – Property owner is proposing to have ice cream and take out food in the area next to Subway.

PARKS & RECREATION

POS meeting – Scheduled for May 30, 2013, time to be determined.

FINANCE – Commissioner Dietrick reported:

Water/Sewer Fund – received a grant from the General Fund in the amount of \$63,754 in FY 2013.

Cone Branch Pump station is under budget while Brookridge Pump station is over budget (foreign debris being flushed down)

PUBLIC INFORMATION – Commissioner Falcinelli reported:

Community Directory – currently being updated. Patricia Hughes is helping with this update.

NEW BUSINESS

Planning Commission Annual Report – The draft was given to the Board for their review on May 2, 2013. Commissioner Bussard motioned to accept the Planning Commission Annual Report as presented, seconded by Commissioner Dietrick and passed with a 5-0 vote.

Appointment to Planning Commission and Board of Appeals – Burgess Miller stated Bob Miller and Fred Rudy have agreed to being re-appointed. Commissioner Bussard motioned to appoint Bob Miller to the Planning Commission (term ending 2018) and Fred Rudy to the Board of Appeals (term ending 2016), seconded by Commissioner Falcinelli and passed with a 5-0 vote.

Deputy Contract for FY 2014 – The contract in the amount of \$353,499 is \$16,240 less than last year. Commissioner Goodman motioned to accept the contract in the amount of \$353,499 as presented, seconded Commissioner Bussard. Commissioner Dietrick mentioned this contract covers all expenses not just salary. The motion before the Board passed with a 5-0 vote.

PUBLIC COMMENTS

James Bongard, 200 N. Pointe Ter. asked when Green Street would be finished. He mentioned he walks to school and does not feel safe on the street. Burgess Miller said this will go out for bid in October-November 2013 and work would begin a year from now.

Commissioner Falcinelli mentioned that Burgess Miller will be inducted into the Maryland Municipal League Hall of Fame as he has served 21 years on the Board.

ANNOUNCEMENTS

May 27, 2013 Town meeting cancelled in Observance of Memorial Day.

Burgess Miller announced employee Elmer Gouker will be retiring on May 22 after 20 years.

MEETINGS FOR THE MONTH

<i>Planning Commission Workshop</i>	<i>Wednesday, May 15, 2013</i>	<i>7:00 p.m.</i>
<i>Planning Commission</i>	<i>Monday, May 20, 2013</i>	<i>7:00 p.m.</i>
<i>Parks & Recreation</i>	<i>Tuesday, May 21, 2013</i>	<i>7:00 p.m.</i>
<i>Main Street Board</i>	<i>Thursday, May 23, 2013</i>	<i>7:00 p.m.</i>

ADJOURNMENT

With no further business to come before the Board, the meeting adjourned at 8:55 p.m.

Respectfully submitted,

Christine H. Moore
Administrative Assistant