



## AGENDA FOR THE TOWN MEETING

May 13, 2013

7:00 p.m.

### PLEDGE TO THE FLAG

### CALL TO ORDER

### CONSENT AGENDA

- Financial Statements
- Banner Pole Guidelines & Request Form
- Town Minutes
  - April 8, 2013 – Town Meeting

### PERSONAL REQUESTS FOR AGENDA:

*Katherine Phillips, Middletown Farmers Market – Signage Design*

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

Community Deputy Report

Staff Planner

Zoning Administrator

Engineer's Report

Main Street Manager

### UNFINISHED BUSINESS:

- Budget Workshop
  - General Fund Operating & CIP
  - Water & Sewer Fund Operating & CIP
- Broad Street Re-Opening Discussion
- War Memorial Improvements – Forward Funding
- Admar Annexation – Discussion of Water Allocation for Active Adult
- AT&T Response to Lease Amendment
- Fireman's Lane Dedication to the Town

## REPORT OF COMMITTEES:

Water/Sewer	Commissioner Falcinelli
Public Works	Commissioner Bussard
Planning Commission Liaison	Commissioner Goodman
Parks & Recreation	Commissioner Ventre
Finance	Commissioner Dietrick
Public Information Committee	Commissioner Falcinelli

## NEW BUSINESS:

- [Planning Commission Annual Report](#)
- Appointment to Planning Commission & Board of Appeals
- [Deputy Contract for FY 2014](#)

## PUBLIC COMMENTS:

*Please state Name and Address for the Record*

## ANNOUNCEMENTS:

*Town Meeting for Monday, May 27, 2013 CANCELLED in Observance of Memorial Day*

## ADJOURNMENT

## EXECUTIVE SESSION: *(If Necessary)*

### Meetings for the month of April 2013

- |                                       |                                |               |
|---------------------------------------|--------------------------------|---------------|
| • <i>Planning Commission Workshop</i> | <i>Wednesday, May 15, 2013</i> | <i>7:00PM</i> |
| • <i>Planning Commission</i>          | <i>Monday, May 20, 2013</i>    | <i>7:00PM</i> |
| • <i>Parks &amp; Recreation</i>       | <i>Tuesday, May 21, 2013</i>   | <i>7:00PM</i> |
| • <i>Main Street Board</i>            | <i>Thursday, May 23, 2013</i>  | <i>7:00PM</i> |

**TOWN OF MIDDLETOWN  
DAILY CASH BALANCE STATEMENT  
As Of April 30, 2013**

	<b>Cash Balance</b>
<b>GENERAL FUND</b>	
<b>Operating Accounts</b>	
<i>BB &amp; T Operating Gen Fund</i>	\$ 705,865
<i>Petty Cash</i>	200
<i>BB &amp; T Payroll</i>	<u>20,874</u>
	<b>\$ 726,939</b>
<b>CIP Accounts</b>	
<i>BB &amp; T Index</i>	\$ 935,701
<i>PNC Investment</i>	<u>205,539</u>
	<b>\$ 1,141,240</b>
<b>TOTAL GF FUNDS AVAILABLE</b>	<b><u>\$ 1,868,179</u></b>
 <b>Reserved Accounts *</b>	
<i>BB&amp;T Rainy Day Fund</i>	\$ 193,351
<i>BB&amp;T Reserve - Fire Company</i>	50,000
	<u>243,351</u>
<b>TOTAL GENERAL FUND RESERVES *</b>	<b><u>\$ 243,351</u></b>
 <b>WATER &amp; SEWER FUND</b>	
<b>Operating Accounts</b>	
<i>Middletown Valley Bank</i>	\$ 35,807
<i>BB &amp; T Operating W/S Fund</i>	<u>(226,772)</u>
	<b>\$ (190,965)</b>
<b>CIP Accounts</b>	
<i>BB &amp; T Index</i>	\$ 16,796
<b>TOTAL W &amp; S FUNDS AVAILABLE</b>	<b><u>\$ (174,169)</u></b>
 <b>Reserved Accounts *</b>	
<i>MVB Bonds</i>	\$ 5,120
<i>BB&amp;T Index - Sludge Removal</i>	63,825
<i>BB &amp; T Index - I &amp; I</i>	212,500
	<u>281,445</u>
<b>TOTAL WATER &amp; SEWER RESERVES *</b>	<b><u>\$ 281,445</u></b>

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

Town of Middletown  
Statement of Revenue & Expenditures  
General Fund  
Fiscal Year 2013  
For the 10 Months Ended April 30, 2013

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
<b>REVENUE</b>			
<b>LOCAL TAX</b>			
Real Property	\$ 1,065,363	\$ 1,073,256	\$ 7,893
Tangible Personal Property	27,000	33,877	6,877
Public Utilities	7,850	9,425	1,575
Franchise (Cable)	36,000	21,023	(14,977)
Penalties & Interest	10,000	8,238	(1,762)
	<u>\$ 1,146,213</u>	<u>\$ 1,145,819</u>	<u>\$ (394)</u>
<b>STATE SHARED TAX</b>			
Admission & Amusement	\$ 32,950	\$ 26,562	\$ (6,388)
Highway Gasoline & Licenses	38,876	22,895	(15,981)
	<u>\$ 71,826</u>	<u>\$ 49,457</u>	<u>\$ (22,369)</u>
<b>COUNTY SHARED TAX</b>			
Income Taxes	\$ 675,440	\$ 349,832	\$ (325,608)
Tax Equity Grant	561,699	561,699	
	<u>\$ 1,237,139</u>	<u>\$ 911,531</u>	<u>\$ (325,608)</u>
<b>LICENSES AND PERMITS</b>			
Beer, Wine and Liquor	\$ 1,950		\$ (1,950)
Business / Traders	4,000	268	(3,732)
Planning / Zoning Fees	9,500	18,057	8,557
	<u>\$ 15,450</u>	<u>\$ 18,325</u>	<u>\$ 2,875</u>
<b>PARKS AND RECREATION</b>			
Pavillion Fees	\$ 1,900	\$ 1,570	\$ (330)
	<u>\$ 1,900</u>	<u>\$ 1,570</u>	<u>\$ (330)</u>
<b>POLICE PROTECTION</b>			
State Grant	\$ 15,126	\$ 11,345	\$ (3,781)
	<u>\$ 15,126</u>	<u>\$ 11,345</u>	<u>\$ (3,781)</u>
<b>MISCELLANEOUS</b>			
Community Events			
Parking Citations		150	150
Bank Shares Grant	1,491	1,491	
Miscellaneous & Donations	1,009	10,563	9,554
	<u>\$ 2,500</u>	<u>\$ 12,204</u>	<u>\$ 9,704</u>
<b>OPERATING REVENUES</b>	<b>\$ 2,490,154</b>	<b>\$ 2,150,251</b>	<b>\$ (339,903)</b>
State Grants & Interest	\$ 123,836	\$ 1,574	\$ (122,262)
<b>TOTAL REVENUE</b>	<b>\$ 2,613,990</b>	<b>\$ 2,151,825</b>	<b>\$ (462,165)</b>

**Town of Middletown**  
**Statement of Revenue & Expenditures**  
**General Fund**  
**Fiscal Year 2013**  
**For the 10 Months Ended April 30, 2013**

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<b><u>EXPENDITURES</u></b>			
<b><u>LEGISLATIVE</u></b>			
Commissioner's Salary	\$ 12,000	\$ 9,000	\$ (3,000)
Communications	1,300	2,584	1,284
Dues & Subscriptions	7,300	7,313	13
Office Supplies & Exp	3,000	7,754	4,754
Advertising	1,000	300	(700)
Meetings & Conventions	<u>7,700</u>	<u>4,188</u>	<u>(3,512)</u>
	\$ 32,300	\$ 31,139	\$ (1,161)
<b><u>EXECUTIVE</u></b>			
Burgess Salary	<u>\$ 6,000</u>	<u>\$ 4,500</u>	<u>\$ (1,500)</u>
	\$ 6,000	\$ 4,500	\$ (1,500)
<b><u>ELECTION</u></b>			
Clerk Fees			
Other Administrative Expenses			
<b><u>GENERAL SERVICES</u></b>			
<b><u>ADMINISTRATION</u></b>			
GS - Capital Outlay	\$ 5,200		\$ (5,200)
Administrative Salary	178,997	156,259	(22,738)
Postage & Printing	2,500	96	(2,404)
Communications	7,600	6,304	(1,296)
Computer Expenses	16,801	15,765	(1,036)
Office Supplies & Exp	16,271	17,718	1,447
Office Maintenance	52,719	52,793	74
Dues & Subscriptions	100	25	(75)
Professional Services	3,600	5,700	2,100
Meetings & Conventions	<u>100</u>		<u>(100)</u>
	\$ 283,888	\$ 254,660	\$ (29,228)
<b><u>OPERATIONS</u></b>			
Maintenance Capital Outlay		\$ 67,900	\$ 67,900
Vehicle Capital Outlay		50,058	50,058
Director Salary	81,830	68,092	(13,738)
Maintenance Salary	37,596	29,855	(7,741)
Communications	5,866	5,078	(788)
Supplies & Expenses	11,100	13,372	2,272
Dues & Meetings		318	318
Maintenance & Repairs	24,768	12,941	(11,827)
Tools & Equipment	<u>2,200</u>	<u>2,721</u>	<u>521</u>
	\$ 163,360	\$ 250,335	\$ 86,975

Town of Middletown  
**Statement of Revenue & Expenditures**  
 General Fund  
 Fiscal Year 2013  
 For the 10 Months Ended April 30, 2013

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<b><u>PROFESSIONAL SERVICES</u></b>			
Independent Accounting	\$ 12,250	\$ 12,250	
Legal - Development		1,890	1,890
Legal - Ordinances	<u>7,500</u>	<u>4,840</u>	<u>(2,660)</u>
	\$ 19,750	\$ 18,980	\$ (770)
<b><u>PLANNING &amp; ZONING</u></b>			
Salary & Fees	\$ 43,916	\$ 35,154	\$ (8,762)
Other Expenses	<u>1,292</u>	<u>1,162</u>	<u>(130)</u>
	\$ 45,208	\$ 36,316	\$ (8,892)
<b><u>MAIN STREET PROGRAM</u></b>			
Manager Salary	\$ 24,912	\$ 24,104	\$ (808)
Town Contribution	<u>8,500</u>	<u>8,046</u>	<u>(454)</u>
	\$ 33,412	\$ 32,150	\$ (1,262)
<b><u>PUBLIC SAFETY</u></b>			
Fire Dept. Donation	\$ 15,000	\$ 15,000	
School Crossing Guards	14,461	11,051	(3,410)
Community Deputy Program	<u>390,883</u>	<u>266,723</u>	<u>(124,160)</u>
	\$ 420,344	\$ 292,774	\$ (127,570)
<b><u>SANITATION &amp; WASTE REMOVAL</u></b>			
Resident Trash & Yard Waste	\$ 287,937	\$ 238,805	\$ (49,132)
<b><u>RECREATION AND CULTURE</u></b>			
Parks - Capital Outlay	166,472	23,198	(143,274)
Park Salary	40,182	20,233	(19,949)
Park Electric	2,200	1,247	(953)
Maintenance & Repairs	20,900	7,767	(13,133)
Mowing	38,550	18,792	(19,758)
Remsberg Park - Interest	40,124	23,516	(16,608)
Remsberg Park - Principal	<u>92,729</u>	<u>90,513</u>	<u>(2,216)</u>
	\$ 401,157	\$ 185,266	\$ (215,891)

Town of Middletown  
**Statement of Revenue & Expenditures**  
 General Fund  
 Fiscal Year 2013  
 For the 10 Months Ended April 30, 2013

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
<b><u>HIGHWAYS AND STREETS</u></b>			
Streets - Capital Outlay	\$ 618,200	\$ 123,227	\$ (494,973)
Equipment - Capital Outlay	7,400	5,578	(1,822)
Salary	88,207	69,657	(18,550)
Street Lighting	153,600	113,411	(40,189)
Storm Water Management	1,500	611	(889)
Snow Removal	51,500	35,315	(16,185)
Repairs & Resurfacing	108,125	73,681	(34,444)
Signs	3,000	3,030	30
Truck Repair & Operation	19,045	23,940	4,895
Equipment Repairs & Ops	7,190	6,215	(975)
Mowing	31,744	15,952	(15,792)
East Green St - Interest	8,310	7,147	(1,163)
East Green St - Principal	10,500	10,500	
	<u>\$ 1,108,321</u>	<u>\$ 488,264</u>	<u>\$ (620,057)</u>
<b><u>OTHER EXPENSES</u></b>			
MT Historical Society - CIP	\$ 5,000	\$ 5,000	
Water & Sewer Fund Grant	11,780	58,981	47,201
Donations	100		(100)
Travel - Mileage	2,500	1,297	(1,203)
Community Events	61,950	43,710	(18,240)
Payroll Taxes	40,159	31,602	(8,557)
Insurance - Property	9,748	10,325	577
Insurance - Employee	106,829	106,230	(599)
Retirement/Pension	69,621	41,716	(27,905)
Web Page & Directory	5,700	2,752	(2,948)
Real Estate Taxes	712	753	41
Other	3,500	4,060	560
	<u>\$ 317,599</u>	<u>\$ 306,426</u>	<u>\$ (11,173)</u>
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,119,276</b>	<b>\$ 2,139,615</b>	<b>\$ (979,661)</b>
<b>INCOME (LOSS) Exc. Cash Reserves</b>	<b>\$ (505,286)</b>	<b>\$ 12,210</b>	<b>\$ 517,496</b>
<b>CASH RESERVES</b>	<b>\$ 1,466,088</b>	<b>\$ 1,139,856</b>	<b>\$ (326,232)</b>
<b>SURPLUS / (DEFICIT)</b>	<b>\$ 960,802</b>	<b>\$ 1,152,066</b>	<b>\$ 191,264</b>

Town of Middletown  
**CIP Funds & Expenditures**  
 General Fund  
 Fiscal Year 2013  
 For the 10 Months Ended April 30, 2013

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<b>OPERATING REVENUE</b>			
Revenue	\$ 2,490,154	\$ 2,150,252	\$ (339,902)
<b>OPERATING EXPENSES</b>			
Expenses	2,213,775	1,763,642	(450,133)
Loan Principal Payments	103,229	101,012	(2,217)
<b>OPERATING SURPLUS (LOSS)</b>	<b>\$ 173,150</b>	<b>\$ 285,598</b>	<b>\$ 112,448</b>
<b><u>OTHER FUNDS</u></b>			
POS - Development	\$ 22,395		\$ (22,395)
MVAA Remsberg Park	25,776		(25,776)
POS - Walking Trail Land Pu	42,000		(42,000)
SRTS - School Walking Trail	30,000		(30,000)
Interest	3,665	1,574	(2,091)
<b>TOTAL OTHER FUNDS</b>	<b>\$ 123,836</b>	<b>\$ 1,574</b>	<b>\$ (122,262)</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>\$ 296,986</b>	<b>\$ 287,172</b>	<b>\$ (9,814)</b>
<b><u>CIP PROJECTS &amp; PURCHASES</u></b>			
MT Historical Society	\$ 5,000	\$ 5,000	
Computer Hardware	5,200		(5,200)
Maintenance Truck/Snow Plow		50,058	50,058
Case 580SN Loader/Backhoe		67,900	67,900
Hydraulic Breaker-Excavator	7,400	5,579	(1,821)
SWM Pond Fencing-Coblentz	18,200	16,563	(1,637)
Jefferson St Paving		54,200	54,200
Walking Trail Purchase-Lind	42,000		(42,000)
Walking Trail Design/Constr	66,801	15,937	(50,864)
Remsberg Park Netting	46,671		(46,671)
Wiles Branch Park Signs	6,000		(6,000)
Walkway Lighting	5,000	7,261	2,261
West Green St Improvements	100,000	41,881	(58,119)
Walnut Street Bridge	500,000	10,583	(489,417)
<b>TOTAL CIP COSTS</b>	<b>\$ 802,272</b>	<b>\$ 274,962</b>	<b>\$ (527,310)</b>
<b>OPERATING &amp; CIP SURPLUS (LOSS)</b>	<b>\$ (505,286)</b>	<b>\$ 12,210</b>	<b>\$ 517,496</b>
Cash Reserves	\$ 1,466,088	\$ 1,139,856	\$ (326,232)
<b>TOTAL CASH SURPLUS</b>	<b>\$ 960,802</b>	<b>\$ 1,152,066</b>	<b>\$ 191,264</b>

Town of Middletown  
**STATEMENT OF REVENUE and EXPENDITURES**  
**WATER & SEWER**  
**Fiscal Year 2013**  
**For the 10 Months Ended April 30, 2013**

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
<b><u>REVENUE</u></b>			
Water Revenue	\$ 532,440	\$ 407,564	\$ (124,876)
Sewer Revenue	532,440	404,523	(127,917)
Penalties/Reconnects	16,000	13,109	(2,891)
Rain Barrel Sales	2,250	1,530	(720)
General Fund Grant/Misc	11,780	63,754	51,974
<b>TOTAL OPERATING REVENUE</b>	<b>\$ 1,094,910</b>	<b>\$ 890,480</b>	<b>\$ (204,430)</b>
 <b><u>EXPENDITURES</u></b>			
<b>ADMINISTRATIVE</b>			
Office Salaries	\$ 49,168	\$ 35,143	\$ (14,025)
Communications	7,000	5,624	(1,376)
Postage	7,500	5,126	(2,374)
Office Supplies/Expense	9,700	6,348	(3,352)
Legal - Other	3,000		(3,000)
Meetings & Seminars	250	70	(180)
Advertising	500		(500)
Uniforms	2,600	2,109	(491)
Dues/Subscrip/Certifications	300	340	40
Travel	250		(250)
Payroll Taxes	18,016	16,597	(1,419)
Insurance - Prop. & Liability	12,000	6,324	(5,676)
Insurance - Workers Comp	12,000	9,742	(2,258)
Insurance - Health	44,195	44,296	101
Retirement/Pension	26,459	16,657	(9,802)
Real Estate Taxes	292	292	
Rain Barrel/Educational Programs	4,625		(4,625)
Waterline / I & I Loans	72,795	71,486	(1,309)
Sub-Total	\$ 270,650	\$ 220,154	\$ (50,496)
 <b>Vehicles &amp; Equipment</b>			
1999 Truck	\$ 3,866	\$ 1,223	\$ (2,643)
2001 Truck	3,567	2,899	(668)
2008 Truck	3,067	2,358	(709)
2012 Truck		2,601	2,601
Misc Equipment	3,000	1,802	(1,198)
Bobcat Mini-Excavator		134	134
Case Backhoe	2,000	662	(1,338)
Sub-Total	\$ 15,500	\$ 11,679	\$ (3,821)

Town of Middletown  
 STATEMENT OF REVENUE and EXPENDITURES  
 WATER & SEWER  
 Fiscal Year 2013  
 For the 10 Months Ended April 30, 2013

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
<b>WATER</b>			
Salaries	\$ 105,957	\$ 89,660	\$ (16,297)
<b>Water Distribution System</b>			
Supplies	2,000	1,804	(196)
Repairs & Maintenance	45,600	30,904	(14,696)
Water Line Break Repairs	10,000	246	(9,754)
Chemicals	500		(500)
Tools & Equipment	1,000	6,308	5,308
Sub-Total	\$ 59,100	\$ 39,262	\$ (19,838)
<b>Water Plant/Reservoir/Booster/Tower/BS Wellhouse</b>			
Electric	\$ 36,325	\$ 20,611	\$ (15,714)
Supplies	1,500	1,492	(8)
Repairs & Maintenance	21,819	19,649	(2,170)
Chemicals	17,500	15,991	(1,509)
Tools & Equipment	2,450	4,062	1,612
Testing & Analysis	8,800	6,254	(2,546)
Sub-Total	\$ 88,394	\$ 68,059	\$ (20,335)
Abandoned Well Costs			
<b>TOTAL WATER EXPENSES</b>	<b>\$ 253,451</b>	<b>\$ 196,981</b>	<b>\$ (56,470)</b>
<b>SEWER</b>			
Salaries	\$ 103,926	\$ 94,151	\$ (9,775)
<b>Sewer Collection System</b>			
Cone Branch PS	21,811	8,601	(13,210)
Brookridge South PS	7,038	11,886	4,848
Foxfield PS	8,637	5,231	(3,406)
Sanitary Sewerlines & Manholes	22,600	18,038	(4,562)
I & I Accrual	75,000	62,500	(12,500)
Sub-Total	\$ 135,086	\$ 106,256	\$ (28,830)

Town of Middletown  
**STATEMENT OF REVENUE and EXPENDITURES**  
**WATER & SEWER**  
**Fiscal Year 2013**  
For the 10 Months Ended April 30, 2013

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
<b>Wastewater Treatment Plants</b>			
<b>East Wastewater Treatment Plant</b>			
Electric	\$ 33,880	\$ 27,653	\$ (6,227)
Supplies	5,000	2,022	(2,978)
Repairs & Maintenance	33,400	24,084	(9,316)
Chemicals	36,000	33,473	(2,527)
Tools & Equipment	2,500	5,831	3,331
Testing & Analysis	15,000	14,847	(153)
Sludge Hauling Expense	64,000	41,993	(22,007)
Sub-Total	\$ 189,780	\$ 149,903	\$ (39,877)
<b>West Wastewater Treatment Plant</b>			
Electric	\$ 17,411	\$ 13,428	\$ (3,983)
Supplies	750	944	194
Repairs & Maintenance	4,400	2,967	(1,433)
Chemicals	40,500	34,603	(5,897)
Tools & Equipment	10,100	7,407	(2,693)
Testing & Analysis	6,600	6,232	(368)
Sludge Hauling Expense	17,500	18,417	917
Sub-Total	\$ 97,261	\$ 83,998	\$ (13,263)
<b>TOTAL SEWER EXPENSES</b>	<b>\$ 526,053</b>	<b>\$ 434,308</b>	<b>\$ (91,745)</b>
<b>TOTAL WATER/SEWER EXPENSES</b>	<b>\$ 1,065,654</b>	<b>\$ 863,122</b>	<b>\$ (202,532)</b>
<b>NET INCOME (LOSS)</b>	<b>\$ 29,256</b>	<b>\$ 27,358</b>	<b>\$ (1,898)</b>

Town of Middletown  
**CIP FUNDS and EXPENDITURES**  
**WATER & SEWER**  
**Fiscal Year 2013**  
**For the 10 Months Ended April 30, 2013**

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<b><u>FUNDING SOURCES</u></b>			
Operating Revenue	\$ 1,094,910	\$ 890,480	\$ (204,430)
Operating Expenses	<u>1,065,654</u>	<u>863,122</u>	<u>(202,532)</u>
<b>OPERATING INCOME (LOSS)</b>	<b>\$ 29,256</b>	<b>\$ 27,358</b>	<b>\$ (1,898)</b>
Debt Service Fee - New Homes	\$ 133,800	\$ 102,300	\$ (31,500)
Capital Improvement Fees	107,400	80,280	(27,120)
Improvement/Tap Fees	260,000	130,000	(130,000)
Water Meter Sales	15,500	3,709	(11,791)
Water Tower & Land Leases	157,225	139,526	(17,699)
Case Loader/Backhoe Trade In	<u>          </u>	<u>10,500</u>	<u>10,500</u>
<b>TOTAL OTHER REVENUE</b>	<b>\$ 673,925</b>	<b>\$ 466,315</b>	<b>\$ (207,610)</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>703,181</b>	<b>493,673</b>	<b>(209,508)</b>
<b><u>DEBT SERVICE COSTS</u></b>			
<b>Principal Payments</b>			
BB&T Line of Credit	\$ 35,500	\$ 35,500	
CDA - Water Tower	92,650	92,650	
MDE - East WWTP	191,685	191,685	
Interest - All Loans	<u>69,633</u>	<u>60,896</u>	<u>(8,737)</u>
<b>TOTAL DEBT SERVICE COSTS</b>	<b>\$ 389,468</b>	<b>\$ 380,731</b>	<b>\$ (8,737)</b>
<b><u>WATER &amp; SEWER PROJECTS</u></b>			
Main Street Waterline Program	\$ 155,000	\$ 105,335	\$ (49,665)
Link2Site Upgrade at Brookridge	20,000		(20,000)
Maganese Removal System	15,000		(15,000)
Reservoir Kohler Generator		25,998	25,998
Maple St Waterline Replacement	8,000		(8,000)
Refrigerated Sampler - E WWTP		5,178	5,178
Chemical Storage Bldg - W WWTP	<u>30,000</u>		<u>(30,000)</u>
<b>TOTAL WATER &amp; SEWER PROJECTS</b>	<b>\$ 228,000</b>	<b>\$ 136,511</b>	<b>\$ (91,489)</b>
<b>TOTAL CIP COSTS</b>	<b>\$ 617,468</b>	<b>\$ 517,242</b>	<b>\$ (100,226)</b>
<b>TOTAL FUNDS REMAINING</b>	<b><u>\$ 85,713</u></b>	<b><u>\$ (23,569)</u></b>	<b><u>\$ (109,282)</u></b>



## **BANNER POLE GUIDELINES & REQUEST FORM**

Main Street Middletown is pleased to offer guidelines about the use of the Town banner poles for decorative-display banners. We have developed these guidelines based on the experiences Main Street has had with designing, developing, and ordering the banners. We consider these guidelines a list of best practices for the banners to have meaning to residents and visitors who travel through Middletown, a long shelf-life, and ensure the longevity to the condition of the banner poles.

### **WHO CAN APPLY FOR BANNERS:**

Any organization or person responsible for Town Sponsored Events is eligible to request and purchase banners relevant to the event and the general seasons in which they are held. In addition, the Burgess and Commissioners will consider applications by any citizen, business, or organization celebrating a Landmark Event that pertains to the history of the Town of Middletown.

### **PROCESS:**

The Main Street Middletown Design Committee is available to assist the applicant, in part or fully, with the design of the banners and submission of applications.

- 1) Please complete the application on the back of this sheet and submit to the Main Street Manager, Becky Reich at Town Hall, 31 West Main Street, Middletown, MD 21769, or via email at [breich@ci.middletown.md.us](mailto:breich@ci.middletown.md.us).
- 2) The Main Street Manager will contact the applicant within two-business days and if the applicant wishes, the Main Street Design Committee can assist in part or fully with the design of the proposed banners.
- 3) The applicant shall submit the design of the proposed banner three months prior to the event during which they will be displayed. At the request of the Burgess and Commissioners to ensure the continuity and effectiveness of the banners, the Main Street Middletown Design Committee will assist the applicant through the review of all banner designs for readability and compliance with the guidelines. The three month time period allows adequate time for ordering the banners, proofing the banners, and installing the banners in time for the subject event.
- 4) All requests for the subsequent display of existing banners should be submitted one month prior to the desired date for the banner to be displayed (to allow staff scheduling to change the banners).

**GUIDELINES:**

- 1) Banner designs shall be required to be seasonal and relevant to the Town Sponsored Events. Specific dates and locations should be avoided to maximize the longevity and usefulness of the banners.
- 2) All designs shall be submitted in PDF format, scaled to reflect an 18" x 46" Banner.
- 3) All designs shall be limited to three colors and must contain wording and images easily discernible from a moving vehicle.
- 4) All designs shall be considered appropriate for at least one month prior to and after the scheduled event.
- 5) While banners are not required to be professionally designed, all banners and their designs will be considered wholly the property of the Town of Middletown to be used, reproduced and displayed entirely at the Town's discretion.
- 6) The applicant will be responsible for funding for the banners. The Town of Middletown will be responsible for the ordering, installation, removal, and storage of the banners. Currently we have 19 Banner Poles. Therefore, the applicant will purchase 9 banners. Ten of the "Welcome to Historic Middletown" banners will remain on the poles, with the new banners being hung every-other banner pole.

**BANNER REQUEST FORM**

**APPLICANT** \_\_\_\_\_

**Organization** \_\_\_\_\_

**Town Sponsored Event** \_\_\_\_\_

**Landmark Event** \_\_\_\_\_

**Funding Amount Received from Town (If applicable)** \_\_\_\_\_

**Contact Person** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Fax** \_\_\_\_\_ **Email** \_\_\_\_\_

**Designer (If applicable)** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Fax** \_\_\_\_\_ **Email** \_\_\_\_\_

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

**TOWN MEETING MINUTES**

**REGULAR MEETING**

**April 8, 2013**

The first monthly meeting of the Burgess and Commissioners of Middletown was called to order on April 8, 2013, by Burgess John D. Miller at 7:00 p.m. in the Middletown Municipal Center, 31 W. Main Street, Middletown, Maryland. Present were: Burgess Miller, Commissioners Larry Bussard, Richard Dietrick, Anthony Ventre and Christopher Goodman.

**CONSENT AGENDA**

*Financial Statements*

*Town Minutes – March 25, 2013 – Town Meeting*

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

**PERSONAL REQUEST FOR AGENDA:**

Burgess Miller asked the Board to consider the request from Hollow Creek, since Matt Crutchfield was present. Hollow Creek is requesting a permit for live music outside for Friday evenings from 8 p.m. until 11 p.m. beginning May 3, 2013 through September 27, 2013. It was noted that they stayed within the decibel levels last year. Commissioner Ventre motioned to accept and approve this requested dated March 19, 2013, seconded by Commissioner Goodman and passed unanimously.

**UNFINISHED BUSINESS**

***Way Finding Signs Business District*** – Main Street Middletown has identified 12 locations for way-finding signage. (copy attached). Due to the expense of these sign, the group felt that location numbers 4, 5, 7, 11 and 12 are priority. Washington St., leaving Main's Parking Lot (Location 12) – placing a sign identifying parking locations was discussed. Commissioner Bussard mentioned he has a problem with spending \$720 for a pole to install a \$30 sign. Commissioner Goodman asked if temporary signs could be installed. Bob Smart, 7525 Coblenz Road asked that this be forward to the Planning Commission for their review. By general consent, the Board agreed to place a temporary sign along Washington Street across from the Main Cup parking lot that identifies additional parking.

***POS Projects for Submission*** – The Park Committee came up with the following suggestions for the annual POS program; Trail signs at Remsberg Park, Bleachers at Remsberg Park, Tot Lot at Remsberg

Park, Trail Signs at Wiles Branch Park and Exercise equipment at Wiles Brach Park. Commissioner Dietrick is in favor of installing bleachers at Remsberg Park as top priority. By general consent, the Board agreed that the Town could pay for the trail signs. Commissioner Ventre motioned to submit for the following POS funds:

1. Bleachers (8) at Remsberg Park in the amount of \$12,150
2. Exercise equipment in Wiles Branch Park in the amount of \$7,500
3. Tot Lot in Remsberg Park in the amount of \$25,076

This motioned was seconded by Commissioner Dietrick and passed unanimously.

#### REPORTS OF COMMITTEES

**WATER & SEWER** – No report

**PUBLIC WORKS** – Commissioner Bussard reported:

**Glenbrook Subdivision** – repaired fire hydrant

**Walnut Street Bridge** – Work to begin in May and the bridge will close as soon as school is out for the summer.

**Streetscape** – Staff met with State Highway Adm.

**Municipal Center** – Carpet to be installed April 10 and 11, 2013. Staff met with 2 contractors for budget pricing on replacement of HVAC and control system. Also received a price for removal of oil tank and replacement cost for FY 14.

**PLANNING COMMISSION** – Commissioner Goodman reported:

**Coblentz Property** – Conditionally approved the preliminary plan

**Fire Hall** – Will be submitting a revised concept plan, showing an emergency only exit across from Walnut Pond Court.

**PARKS & RECREATION** – See Unfinished Business

**FINANCE** – Commissioner Dietrick reported:

**Streets** - \$51,500 was budgeted for snow removal, \$30,000 was used this fiscal year. Commissioner Dietrick would like to carry this amount over in case the weather is worst next winter.

**Broad Street** – Estimated cost for upgrade and repairing the inlet is \$160,000

**PUBLIC INFORMATION** – No report

#### NEW BUSINESS

**Hollow Creek Request for Permit for Live Music Outside** – See Personal Request.

**Early Warning Siren Protocols MOU** – Commissioner Bussard motioned to accept this MOU as presented, seconded by Commissioner Goodman and passed unanimously.

#### PUBLIC COMMENTS

#### ANNOUNCEMENTS

**April 22, 2013 Town Meeting – Cancelled**

**Tornado Siren Testing for Middletown is scheduled for noon on April 13, 2013**

**Joint meeting between the Town Board and the Planning Commission will be May 6, 2013**

#### MEETINGS FOR THE MONTH

**Planning Commission Workshop**

**Wednesday, April 17, 2013**

**7:00 p.m.**

**Water & Sewer Committee**

**TBA**

**7:00 p.m.**

**Planning Commission**

**Monday, April 22, 2013**

**7:00 p.m.**

**Parks & Recreation**

**Tuesday, April 16, 2013**

**7:00 p.m.**

**Main Street Board**

**Thursday, April 25, 2013**

**7:00 p.m.**

**ADJOURNMENT**

With no further business to come before the Board, the meeting adjourned at 7:35 p.m.

Respectfully submitted,

Christine H. Moore  
Administrative Assistant

TOWN OF MIDDLETOWN  
GENERAL FUND  
BUDGET FY 2014

DESCRIPTION	AUDIT FY 2009	AUDIT FY 2010	AUDIT FY 2011	AUDIT FY 2012	Budget FY 2013	Actuals @ 3/31/2013	Forecast FY 2013	PROPOSED Budget FY 2014
<b>REVENUE</b>						Updated 4/19		
<b>LOCAL TAXES</b>								
Real Property	1,150,783	1,178,466	1,210,333	1,261,942	1,079,863	1,072,147	1,095,311	1,094,954
Tangible Personal Property	46,191	39,614	38,212	29,267	27,000	30,393	33,500	33,500
Public Utilities	8,305	6,057	7,791	8,037	7,850	9,618	9,618	9,618
Franchise (Cable)	32,179	34,736	36,977	38,623	42,023	21,023	42,023	44,125
Discounts	(13,748)	(14,060)	(14,676)	(15,068)	(14,500)	(13,735)	(14,230)	(14,226)
Penalties & Interest	8,323	10,305	10,036	10,328	10,000	7,591	9,107	9,105
	<b>1,232,033</b>	<b>1,255,118</b>	<b>1,288,673</b>	<b>1,333,129</b>	<b>1,152,236</b>	<b>1,127,037</b>	<b>1,175,329</b>	<b>1,177,076</b>
<b>STATE SHARED TAXES</b>								
Amusement Taxes	25,346	36,321	33,467	35,977	37,563	24,065	37,563	40,628
Highway User Taxes	223,424	26,977	19,421	59,110	38,876	16,830	38,310	122,500
	<b>248,770</b>	<b>63,298</b>	<b>52,888</b>	<b>95,087</b>	<b>76,439</b>	<b>40,895</b>	<b>75,873</b>	<b>163,128</b>
<b>COUNTY SHARED TAXES</b>								
Income Taxes	615,975	598,651	711,087	725,954	675,440	349,832	738,448	755,958
Tax Equity	296,537	301,725	296,884	296,884	561,699	421,275	561,699	584,765
	<b>912,512</b>	<b>900,376</b>	<b>1,007,971</b>	<b>1,022,838</b>	<b>1,237,139</b>	<b>771,107</b>	<b>1,300,147</b>	<b>1,340,723</b>
<b>LICENSES, PERMITS &amp; FEES</b>								
Filing/Permit Fees	9,475	11,615	5,790	5,745	4,000	2,800	3,500	4,000
Beer, Wine & Liquor	1,940	1,955	1,965	1,970	1,950	-	1,950	1,950
Traders	5,245	4,504	4,308	4,941	4,000	268	4,900	4,900
Planning & Zoning	6,856	12,270	7,257	3,211	5,500	14,232	14,500	5,500
	<b>23,516</b>	<b>30,344</b>	<b>19,320</b>	<b>15,867</b>	<b>15,450</b>	<b>17,300</b>	<b>24,850</b>	<b>16,350</b>
<b>PARKS &amp; RECREATION</b>								
Pavillion Fees	1,900	1,970	2,190	1,990	1,900	1,190	1,900	1,900
<b>POLICE PROTECTION</b>								
State Grant	24,241	15,126	15,126	15,126	15,126	11,345	15,126	24,000
<b>MISC INCOME</b>								
Other (Bank Grant, Animal, Citations)	47,354	114,320	2,374	1,232	2,500	2,673	2,673	2,500
LGIT Health Insurance Rebate	23,320	24,794	1,496			9,516	9,516	7,500
Community Events	70,674	139,114	3,870	1,232	2,500	12,189	12,189	2,500
	<b>2,513,645</b>	<b>2,405,346</b>	<b>2,390,038</b>	<b>2,485,269</b>	<b>2,500,790</b>	<b>1,981,063</b>	<b>2,605,414</b>	<b>2,725,677</b>
<b>OPERATING REVENUE</b>								
<b>EXPENSES</b>								
<b>LEGISLATIVE</b>								
Commissioner's Fees	12,200	12,000	12,000	12,000	12,000	8,000	12,000	12,000
Communications				1,243	1,300	2,184	3,039	3,480
Dues & Subscriptions	6,746	7,008	7,213	7,238	7,300	7,313	7,212	7,222

TOWN OF MIDDLETOWN  
GENERAL FUND  
BUDGET FY 2014

DESCRIPTION	AUDIT FY 2009	AUDIT FY 2010	AUDIT FY 2011	AUDIT FY 2012	Budget FY 2013	Actuals @ 3/31/2013	Forecast FY 2013	PROPOSED Budget FY 2014
Office Supplies/Expenses	2,469	2,858	2,125	3,631	3,000	7,403	7,500	3,600
Advertising	2,664	1,804	2,822	750	1,000	300	750	750
Meetings & Conventions	14,170	8,200	7,647	8,182	7,700	1,381	9,386	9,900
<b>EXECUTIVE</b>	<b>38,249</b>	<b>31,870</b>	<b>31,807</b>	<b>33,044</b>	<b>32,300</b>	<b>26,581</b>	<b>39,887</b>	<b>36,952</b>
Burgess	6,000	6,000	6,000	6,000	6,000	4,000	6,000	6,000
<b>ELECTION EXPENSES</b>								
Clerk Fees		435		430				450
Printing, Supplies, Advertising		206		235				250
		641		665				700
<b>GENERAL/ADMINISTRATIVE SERVICES</b>								
Capital Outlay	5,656	95,460	4,199	59,989				
Administration Salary	161,564	173,172	181,321	163,182	178,997	140,892	186,418	193,639
Postage & Printing	1,329	2,264	1,208	66	2,500	1,166	2,500	2,500
Communications	9,779	9,338	8,095	6,907	7,600	5,862	7,695	7,925
Computer Expenses	20,302	14,034	18,537	21,934	16,801	12,140	15,765	16,905
Supplies & Expense	18,684	21,740	20,501	19,682	16,271	14,899	20,029	23,520
Maintenance & Repairs	35,375	31,188	36,671	41,773	52,719	41,074	59,785	45,368
Professional Services	5,170	12,981	5,907	3,600	3,600	5,400	6,600	6,600
Dues & Subscriptions	140	138	145	145	100	25	150	150
Meetings & Seminars	14	93	17	35	100	100	100	100
Water and Sewer Grant					11,780	58,981	58,981	100,000
	<b>258,013</b>	<b>360,408</b>	<b>276,456</b>	<b>317,313</b>	<b>290,468</b>	<b>280,439</b>	<b>299,042</b>	<b>396,707</b>
<b>OPERATIONS/MAINTENANCE</b>								
Maintenance - Capital Outlay	6,661		6,361	5,049			117,958	
Director Salary	79,567	80,222	80,072	81,435	81,830	61,864	84,198	84,741
Maintenance Salary	38,435	24,593	39,443	28,964	37,596	25,231	31,731	27,812
Communications	2,973	3,563	5,019	5,906	5,866	4,811	6,311	6,600
Supplies	9,877	6,994	10,739	12,958	11,100	12,024	12,919	13,760
Dues/Training/Certifications	1,415		613	563	500	308	500	1,500
Maintenance & Repairs	8,088	8,776	10,010	19,035	12,488	6,187	11,260	6,200
Mowing					11,780	6,080	11,780	11,780
Tools & Equipment	3,353	1,213	2,550	3,698	2,200	2,484	3,000	3,000
	<b>150,369</b>	<b>125,361</b>	<b>154,807</b>	<b>157,608</b>	<b>163,360</b>	<b>236,947</b>	<b>279,657</b>	<b>155,393</b>
<b>PROFESSIONAL SERVICES</b>								
Independent Accounting	11,920	13,765	12,435	12,000	12,250	12,250	12,250	12,500
Legal - Development & Ordinance	13,935	15,223	11,352	4,883	7,500	5,894	7,500	7,500
	<b>25,855</b>	<b>28,988</b>	<b>23,787</b>	<b>16,883</b>	<b>19,750</b>	<b>18,144</b>	<b>19,750</b>	<b>20,000</b>
<b>PLANNING &amp; ZONING</b>								
Salaries	35,756	33,500	33,053	35,429	36,116	26,944	35,849	36,201
Bd Members Compensation	4,750	375	6,925	7,650	7,800	4,125	7,800	7,800
Zoning Expenses	2,349	5,503	2,521	1,486	1,292	1,097	1,300	1,300
	<b>42,856</b>	<b>39,378</b>	<b>42,499</b>	<b>44,565</b>	<b>45,208</b>	<b>32,166</b>	<b>44,949</b>	<b>45,301</b>

**TOWN OF MIDDLETOWN  
GENERAL FUND  
BUDGET FY 2014**

DESCRIPTION	AUDIT FY 2009	AUDIT FY 2010	AUDIT FY 2011	AUDIT FY 2012	Budget FY 2013	Actuals @ 3/31/2013	Forecast FY 2013	PROPOSED Budget FY 2014
<b>MAIN STREETS MANAGER</b>								
Mainstreet - Capital Outlay			91,346					
Salary	12,069	11,059	13,809	20,980	24,912	21,794	29,594	31,824
Town Contribution	18,104	9,956	8,846	9,812	8,500	8,046	8,500	12,000
	<b>30,173</b>	<b>21,015</b>	<b>114,001</b>	<b>30,792</b>	<b>33,412</b>	<b>29,840</b>	<b>38,094</b>	<b>43,824</b>
<b>PUBLIC SAFETY</b>								
Fire Department Donation	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
School Crossing Guards	11,629	13,496	14,003	14,113	14,461	9,902	14,102	16,149
Deputy Contract Services	345,360	349,389	329,741	337,107	390,883	264,903	349,507	353,499
	<b>371,989</b>	<b>377,885</b>	<b>358,744</b>	<b>366,220</b>	<b>420,344</b>	<b>289,805</b>	<b>378,609</b>	<b>384,648</b>
<b>SANITATION &amp; WASTE REMOVAL</b>								
Trash Collection & Disposal								
Recycling Pickup Station								
Regular Pick-up	126,631	128,531	130,122	136,880	5,000	4,232	5,472	5,000
Landfill - Tipping Fees	107,591	101,756	84,518	87,747	142,833	118,509	142,255	131,060
Yard Waste (April - Dec)	26,695	33,070	26,469	29,746	92,520	60,486	89,742	91,369
Eco-Bags	15,041	16,556	16,980	17,635	29,949	21,971	30,024	30,024
	<b>275,957</b>	<b>279,913</b>	<b>258,089</b>	<b>272,008</b>	<b>287,937</b>	<b>214,153</b>	<b>279,973</b>	<b>275,447</b>
<b>RECREATION &amp; CULTURE</b>								
Park Capital Outlay	211,552	396,729	276,460	320,299				
Park Interest	56,555	48,447	48,931	44,638	40,124	22,268	168,733	
Park Loan Payments	76,268	73,335	83,921	88,215	92,729	82,123	25,402	20,968
Park Salary	30,298	29,205	34,851	40,088	40,182	17,753	98,923	102,582
Park Electric	1,903	2,049	2,038	1,790	2,200	1,131	36,705	37,525
Park Supplies/Equipment			3,603	7,035	5,000	6,352	1,506	1,500
Park Mowing Contract	21,497	20,653	13,794	19,715	38,550	18,792	7,000	5,000
Park Repairs & Maintenance	18,867	8,167	11,805	12,607	15,900	562	32,464	34,651
	<b>416,940</b>	<b>578,585</b>	<b>475,403</b>	<b>534,387</b>	<b>234,685</b>	<b>170,591</b>	<b>385,733</b>	<b>27,800</b>
<b>HIGHWAYS &amp; STREETS</b>								
Streets Capital Outlay	112,565	61,522	130,883	158,610		122,503	296,010	-
Vehicle/Equipment Capital Outlay			50,673			5,578	5,578	-
Salaries - Regular	55,527	96,242	74,071	66,957	88,207	64,655	82,655	91,132
Street Lighting	141,226	154,354	158,405	154,811	153,600	113,360	150,860	151,200
Storm Water Management	643	3,539	1,495	2,335	1,500	612	2,100	1,500
Snow Removal	28,322	106,393	43,136	12,307	51,500	29,871	35,315	52,125
Mowing (SWM & Streets)	19,605	25,929	21,753	25,373	31,744	15,952	31,312	31,744
Repairs & Resurfacing	35,600	17,447	15,188	90,916	108,125	73,502	78,502	100,000
Signs	3,660	3,017	5,910	3,042	3,000	3,031	3,500	3,500
Truck Repair & Maintenance	15,021	16,091	26,357	21,210	19,045	21,923	24,023	19,300
Equipment Repairs & Maintenance	5,180	9,751	7,278	5,813	7,190	6,215	7,500	11,800
Street Loan - Principal	9,000	9,500	10,000	10,000	10,500		10,500	11,000

TOWN OF MIDDLETOWN  
GENERAL FUND  
BUDGET FY 2014

DESCRIPTION	AUDIT FY 2009	AUDIT FY 2010	AUDIT FY 2011	AUDIT FY 2012	Budget FY 2013	Actuals @ 3/31/2013	Forecast FY 2013	PROPOSED Budget FY 2014
Street Loan - Interest	9,755	10,735	9,638	8,987	8,310	2,991	8,415	7,875
Case Loader -Principal & Interest		22,960	22,234	21,805			537	15,158
	<b>436,104</b>	<b>537,480</b>	<b>577,021</b>	<b>582,166</b>	<b>482,721</b>	<b>460,193</b>	<b>736,807</b>	<b>496,333</b>
<b>MISCELLANEOUS</b>								
MT Historical Society - CIP	894	800		10,000		5,000	5,000	-
Donations	894	800		600	100		100	1,500
Mileage - Travel	3,680	3,174	2,515	3,574	2,500	1,171	1,500	6,175
Web Page / Directory / Public Information	2,781	1,180	6,375	3,373	5,700	2,752	4,307	42,311
Community Events	53,250	64,131	40,383	45,488	46,200	41,730	43,480	40,000
CMHL - 150th Anniversary - South Mountain					15,750	1,980	1,980	43,983
Payroll Taxes	32,855	36,489	37,197	36,658	40,159	28,725	39,357	
Insurance								
Property	10,229	11,931	7,920	7,556	8,500	8,157	10,893	11,500
Health	65,685	76,001	85,435	91,035	93,829	86,996	97,376	97,661
Worker's Compensation	8,126	8,776	12,216	12,197	13,000	11,996	16,094	10,231
Professional	1,246		1,246	1,248	1,248	1,248	1,248	1,248
Pension	30,581	31,058	47,902	53,067	69,621	41,015	43,293	54,072
Real Estate Taxes	530	678	753	712	712	753	753	753
Miscellaneous	1,727	4,212	1,051	4,475	3,500	4,731	3,500	3,500
	<b>212,480</b>	<b>239,230</b>	<b>242,993</b>	<b>269,983</b>	<b>300,819</b>	<b>236,254</b>	<b>268,881</b>	<b>313,034</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>2,264,986</b>	<b>2,073,043</b>	<b>2,097,161</b>	<b>2,077,687</b>	<b>2,317,004</b>	<b>1,725,806</b>	<b>2,184,103</b>	<b>2,404,365</b>
<b>TOTAL OPERATING SURPLUS</b>	<b>248,660</b>	<b>332,303</b>	<b>292,877</b>	<b>407,582</b>	<b>183,786</b>	<b>255,257</b>	<b>421,311</b>	<b>321,312</b>



**BURGESS AND COMMISSIONERS OF MIDDLETOWN**

**GENERAL CAPITAL IMPROVEMENT BUDGET**

**FY 2014 - FY 2018**

	FY '14	FY '15	FY '16	FY '17	FY '18
<b>INCOME</b>					
CASH RESERVES	1,141,102	569,576	-64,500	-163,262	-266,498
INTEREST INCOME	2,853	1,424	-161	-408	-666
OPERATING INCOME From Previous Years	421,311	321,312	400,000	400,000	400,000
PROGRAM OPEN SPACE (Development)	56,517				
PROGRAM OPEN SPACE (Acquisition)	42,000				
MVAA Contribution (Remsburg Park Netting)	7,000				
Grant - Memorial Hall	75,000				
Loan - West Green Street/Walnut Street Bridge	700,000				
OTHER					
<b>SUB-TOTAL</b>	<b>2,445,783</b>	<b>892,312</b>	<b>335,338</b>	<b>236,330</b>	<b>132,836</b>
<b>PROJECTS</b>					
<b>Highways &amp; Streets</b>					
WEST GREEN STREET IMPROVEMENTS		697,812			
Walnut Street Reconstruction - West Main to Bridge	797,812				
Bridge Replacement - Walnut Street	80,000				
Eastern Circle - Mill & Overlay	355,638				
Franklin St. to Broad St. - Selective Patching, Mill & Overlay	70,000				
Franklin St. to Walnut Pond - Selective Patching, Mill & Overlay	40,000	100,000			
Broad St. - 304 to Franklin (Inlet and Road Reconstruction)	15,000	60,000			
Broad St. - Main to Linden Blvd (Road Reconstruction)	180,000	30,000	250,000		
Manda Drive - Mill & Overlay				88,000	
Prospect St. (Road Reconstruction)			35,000	315,000	
Lombardy Court - Selective Patching, Mill & Overlay			16,000	78,000	
SWM Fence Replacements	16,400	22,600			
Salt Building - Equipment Storage Shed		35,000			
Dump Truck Replacement		66,000			
<b>Recreation &amp; Culture</b>					
Walking Trail Land Acquisition - East Main Street to Linden Blvd (POS)	42,000				
Walking Trail Construction - East Main Street to Linden Blvd	66,801				
Remsburg Park Netting (POS & MVAA)	20,956				
Walking Trail - Remsburg Park	28,000				
War Memorial Improvements	15,000				
Middletown Park - Skatespot (POS)				16,028	
Foxfield Walking Trail Signage (POS)	5,400				
Wiles Branch Walking Trail Signage (POS)	6,000				
Basketball Resurfacing - Wiles Branch Park	17,000				
Purchase Memorial Hall	150,000				
Middletown Valley Historical Society	5,000	5,000	5,000	5,000	5,000
Wayfinding Signs	15,000	15,000			
<b>General Services Administration &amp; Operations</b>					
Municipal Center - HVAC Replacement	5,200	23,000	27,000	15,000	
Computer Replacements (3 Computers/Year)		5,400	5,600	5,800	6,000
<b>SUB-TOTAL</b>	<b>1,876,207</b>	<b>956,812</b>	<b>488,600</b>	<b>502,828</b>	<b>11,000</b>
<b>SURPLUS/(DEFICIT)</b>	<b>\$569,576</b>	<b>-\$64,500</b>	<b>-\$163,262</b>	<b>-\$266,498</b>	<b>\$121,836</b>

Loan West Green Street DHCD \$700K @ 3.4% for 20 years  
 Loan West Green Street BB&T Line of Credit - 75% of Prime Variable  
 \$47,203 Yearly Payment (10 Year No Call Provision)  
 \$47,487 Yearly Payment - Assumes 20 years at 3.5%

**TOWN OF MIDDLETOWN  
Water Sewer Operating Budget**

	<b>AUDIT FY 2012</b>	<b>Budget FY 2013</b>	<b>YTD @ 3/31/2013</b>	<b>FORECAST FY 2013</b>	<b>Prelim Budget FY 2014</b>
<b>Operating Revenue</b>					
Water Revenue	507,375	532,440	408,193	537,491	545,553
Sewer Revenue	506,864	532,440	407,992	536,350	544,396
Penalties and Reconnects	14,389	16,000	11,660	15,000	14,500
General Fund Grant		11,780	58,981	58,981	100,000
Rain Barrels/LGIT Rebate	8,127	2,250	4,773	6,348	4,575
<b>Total Revenue</b>	<b>1,036,755</b>	<b>1,094,910</b>	<b>891,599</b>	<b>1,154,170</b>	<b>1,209,024</b>
<b>Expenses</b>					
<b>Administrative</b>					
Salaries	36,078	49,168	32,223	42,159	41,587
Communications	6,785	7,000	5,074	7,274	7,000
Postage	8,589	7,500	5,126	7,126	9,000
Office Supplies/Expenses	12,050	9,700	8,667	11,452	11,000
Professional Services/Legal	6,226	3,000	-	-	8,500
Meetings & Seminars	496	250	-	300	250
Advertising	997	500	-	500	500
Uniforms	3,258	2,600	1,914	2,481	2,800
Dues/Subscriptions/Certifications	650	300	240	500	500
Principal (CDA / I & I )	73,803	72,795	43,053	72,085	32,550
Travel/Mileage	202	250	-	-	-
Payroll Taxes	20,506	18,016	15,106	19,656	18,319
Insurance					
Property	11,347	12,000	5,686	7,604	8,000
Health	46,026	44,195	41,408	46,369	46,504
Worker's Compensation	13,081	12,000	9,045	11,142	12,306
Retirement/Pension	20,379	26,459	16,382	17,280	18,814
Real Estate Taxes	292	292	292	292	292
Conservation Environment	4,691	4,625	-	3,150	3,150
Vehicle/Equipment Expenses	12,101	15,500	11,672	16,072	17,575
<b>Total Administrative</b>	<b>277,557</b>	<b>286,150</b>	<b>195,888</b>	<b>265,441</b>	<b>238,647</b>
<b>Water</b>					
Salaries	<b>108,348</b>	<b>105,957</b>	<b>79,196</b>	<b>106,496</b>	<b>114,769</b>
<b>Water Distribution</b>					
Supplies	2,435	2,000	1,552	2,000	2,500
Repairs & Maintenance	30,681	40,600	20,556	40,206	22,000
Water Meters	31,745	5,000	9,839	10,000	105,838
Waterline Break Repairs	17,697	10,000	246	5,000	5,000
Chemicals	477	500	-	-	500
Tools & Equipment	2,058	1,000	4,068	5,000	9,600
<b>Subtotal</b>	<b>85,093</b>	<b>59,100</b>	<b>36,261</b>	<b>62,206</b>	<b>145,438</b>
<b>Water Resources</b>					
Brookridge South Water Plant	8,814	5,700	4,210	9,610	6,500
Reservoir & Wells	22,426	28,300	14,808	27,758	36,200
Water Tower	4,825	8,125	4,023	5,083	4,170
Water Plant/Booster Station	50,115	46,269	42,167	57,517	51,500
<b>SUB-TOTAL</b>	<b>86,180</b>	<b>88,394</b>	<b>65,208</b>	<b>99,968</b>	<b>98,370</b>

**TOWN OF MIDDLETOWN  
Water Sewer Operating Budget**

	<b>AUDIT FY 2012</b>	<b>Budget FY 2013</b>	<b>YTD @ 3/31/2013</b>	<b>FORECAST FY 2013</b>	<b>Prelim Budget FY 2014</b>
Abandoned Well Costs					-
<b>TOTAL WATER</b>	<b>279,621</b>	<b>253,451</b>	<b>180,665</b>	<b>268,670</b>	<b>358,577</b>
<b>Sewer</b>					
Salaries	<b>109,381</b>	<b>103,926</b>	<b>87,086</b>	<b>114,386</b>	<b>113,836</b>
<b>Sewer Collection System</b>					
Conebranch Pump Station	15,418	21,811	7,907	20,016	34,364
Brookridge South Pump Station	6,545	7,038	11,715	13,215	9,700
Foxfield Pump Station	5,769	8,637	4,760	8,870	5,940
Sanitary Sewer Lines/Manholes	14,643	22,600	17,943	24,543	10,500
I & I Accrual	75,000	75,000	56,250	75,000	75,000
<b>Subtotal</b>	<b>117,375</b>	<b>135,086</b>	<b>98,575</b>	<b>141,644</b>	<b>135,504</b>
<b>East WWTP</b>					
Electric	36,746	33,880	23,834	34,834	33,000
Parts & Supplies	6,457	5,000	1,926	5,000	10,500
Repairs & Maintenance	8,596	33,400	11,998	28,198	9,700
Chemicals	42,961	36,000	30,618	39,618	42,000
Mowing	3,525	-	-	-	-
Tools & Equipment	7,834	2,500	5,830	5,830	8,400
Testing & Analysis	20,299	15,000	12,712	17,912	19,500
Sludge Hauling Expense	66,293	64,000	37,487	54,672	56,400
<b>Subtotal</b>	<b>192,711</b>	<b>189,780</b>	<b>124,405</b>	<b>186,064</b>	<b>179,500</b>
<b>West WWTP</b>					
Electric	18,582	17,411	13,428	20,628	20,000
Supplies	678	750	892	1,000	750
Repairs & Maintenance	5,202	4,400	2,943	5,000	6,700
Chemicals	51,972	40,500	32,785	43,285	47,520
Mowing	2,225	-	-	-	-
Tools & Equipment	391	10,100	7,407	7,407	1,000
Testing & Analysis	8,958	6,600	5,617	7,567	7,800
Sludge Hauling Expense	6,358	17,500	16,501	22,164	22,650
<b>SUB-TOTAL</b>	<b>94,366</b>	<b>97,261</b>	<b>79,573</b>	<b>107,051</b>	<b>106,420</b>
<b>TOTAL SEWER</b>	<b>513,833</b>	<b>526,053</b>	<b>389,639</b>	<b>549,145</b>	<b>535,260</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>1,071,011</b>	<b>1,065,654</b>	<b>766,192</b>	<b>1,083,256</b>	<b>1,132,484</b>
<b>Contingency Fund 6.7%</b>					<b>75,876</b>
<b>Adjusted Operating Expense</b>		<b>1,065,654</b>	<b>766,192</b>	<b>1,083,256</b>	<b>1,208,360</b>
<b>OPERATING INCOME (LOSS)</b>	<b>(34,256)</b>	<b>29,256</b>	<b>125,407</b>	<b>70,914</b>	<b>663</b>

Town of Middletown  
Capital Improvement Program

INCOME	FY '14	FY '15	FY '16	FY '17	FY '18
DEBT SERVICE FEE - NEW HOMES	\$136,800	\$139,000	\$142,600	\$146,000	\$149,400
CAPITAL IMPROVEMENT FEE	\$107,280	\$107,280	\$107,280	\$107,280	\$107,280
Land Leases	\$163,150	\$168,044	\$173,086	\$178,278	\$183,626
Tap Fees (See Growth Projections)	\$196,000	\$360,000	\$340,000	\$340,000	\$20,000
Other Income	\$25,063				
Total Revenue	\$628,293	\$774,324	\$762,966	\$771,558	\$460,306
<b>Debt Service</b>					
WATER STORAGE TANK LOAN	\$112,703	\$111,736	\$111,468	\$111,820	
EAST WWTP LOAN	\$241,265	\$241,265	\$241,265	\$241,265	\$241,265
<b>DEVELOPMENT PROJECTS</b>					
Brookridge WTP (Loan Payments)	\$35,500	\$35,500	\$35,500	\$35,500	\$35,500
Total Debt Service	\$389,467	\$388,500	\$388,233	\$388,585	\$276,765
<b>Net Income</b>	<b>\$238,826</b>	<b>\$385,824</b>	<b>\$374,732</b>	<b>\$382,973</b>	<b>\$183,542</b>
<b>Projects</b>					
<b>SYSTEM UPGRADE PROJECTS</b>					
<b>WATER SYSTEM</b>					
Main Street Waterline Program		\$247,500	\$250,000	\$250,000	\$250,000
Reservoir - Dual Feed Cover/Liner Replacement	\$40,000	\$275,000	\$250,000		
Manganese Removal - Well #15	\$110,000				
Upgrade to VFD's Brookridge South WTP	\$19,000				
Mill & Overlay Reservoir Roadway		\$20,000			
Reservoir Fence Replacement/Relocation		\$18,900			
Stream Erosion - Well Field Restoration			\$125,000		
Generator Connection for Well Field				\$27,800	
Maple Street - Waterline Replacement	\$8,200				
<b>WASTEWATER SYSTEM</b>					
West WWTP - New Chemical Storage Building	\$30,000				
Influent Flume & Ultrasonic Meter		\$12,800			
West WWTP - Curtain Replacement		\$80,000			
Brookridge PS Vault Magmeter & Cabinet		\$11,000			
Cone Branch PS - Control Panel Upgrade		\$25,000			
Total Projects	\$207,200	\$690,200	\$625,000	\$277,800	\$250,000
<b>Surplus / Deficit</b>	<b>\$31,626</b>	<b>(\$304,376)</b>	<b>(\$250,268)</b>	<b>\$105,173</b>	<b>(\$66,458)</b>
***Footnote to Include - Cash Reserves / (Loan from General Fund)	(\$249,273)	(\$522,023)	(\$772,291)	(\$667,117)	(\$733,576)
**Outstanding Balance on Brookridge WTP Loan	\$406,862	As of March 2013			
<b>NON-CASH PROJECTS</b>					
Inflow and Infiltration	\$68,500	\$49,500	\$280,500		
Sludge Removal - East WWTP	\$35,000				
Sludge Removal - West WWTP (Next Scheduled for 2032)					
Total Non-Cash Projects	\$103,500	\$49,500	\$280,500	\$0	\$0
<b>** Outstanding Balance on Brookridge WTP Loan</b>	<b>\$406,861.82</b>	<b>As of March 2013</b>			

**Water Sewer Combined Operating CIP**

<b>Burgess and Commissioners Middletown, Maryland</b>					
<b>Consolidated Statement Operating Funds &amp; Capital Improvement Program</b>					
	<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>
<b>Funding Sources</b>					
Operating Revenues	1,209,024	1,245,295	1,282,654	1,321,133	1,360,767
Operating Expenses	1,208,360	1,208,680	1,243,537	1,284,167	1,263,144
Operating Income (Loss)	\$ 664	\$ 36,615	\$ 39,117	\$ 36,966	\$ 97,623
Debt Service Fee (DSF)	\$136,800	\$139,000	\$142,600	\$146,000	\$149,400
Capital Improvement Fee (CIF)	\$107,280	\$107,280	\$107,280	\$107,280	\$107,280
Land Leases	\$163,150	\$168,044	\$173,086	\$178,278	\$183,626
Tap Fees	\$196,000	\$360,000	\$340,000	\$340,000	\$20,000
Other Income	\$25,063				
<b>Sub-Total</b>	<b>\$628,293</b>	<b>\$774,324</b>	<b>\$762,966</b>	<b>\$771,558</b>	<b>\$460,306</b>
<b>Total Revenue</b>	<b>\$ 628,957</b>	<b>\$ 810,939</b>	<b>\$ 802,082</b>	<b>\$ 808,524</b>	<b>\$ 557,930</b>
<b>Debt Service Costs</b>					
CDA - Water Tank Loan	\$112,703	\$111,736	\$111,468	\$111,820	
MDE - East WWTP Loan	\$241,265	\$241,265	\$241,265	\$241,265	\$241,265
BB&T - Brookridge South WTP	\$35,500	\$35,500	\$35,500	\$35,500	\$35,500
<b>Total Debt Service</b>	<b>\$389,467</b>	<b>\$388,500</b>	<b>\$388,233</b>	<b>\$388,585</b>	<b>\$276,765</b>
<b>Water &amp; Sewer Projects</b>					
Main Street Waterline Program		\$247,500	\$250,000	\$250,000	\$250,000
Reservoir - Dual Feed Cover/Liner Replacement		\$275,000	\$250,000		
Manganese Removal - Well #15	\$40,000				
Upgrade to VFD's Brookridge South WTP	\$110,000				
Mill & Overlay Reservoir Roadway	\$19,000				
Reservoir Fence Replacement/Relocation		\$20,000			
Stream Erosion - Well Field Restoration		\$18,900			
Generator Connection for Well Field			\$125,000		
Maple Street - Waterline Replacement	\$8,200			\$27,800	
Influent Flume & Ultrasonic Meter		\$12,800			
West WWTP - Curtain Replacement		\$80,000			
West WWTP - New Chemical Storage Building	\$30,000				
Brookridge PS Vault Manometer & Cabinet		\$11,000			
Cone Branch PS - Control Panel Upgrade		\$25,000			
<b>Total Water &amp; Sewer Projects</b>	<b>\$207,200</b>	<b>\$690,200</b>	<b>\$625,000</b>	<b>\$277,800</b>	<b>\$250,000</b>
<b>Total CIP Cost</b>	<b>\$596,667</b>	<b>\$1,078,700</b>	<b>\$1,013,233</b>	<b>\$666,385</b>	<b>\$526,765</b>
<b>Total Remaining Funds</b>	<b>\$32,290</b>	<b>(\$267,761)</b>	<b>(\$211,151)</b>	<b>\$142,140</b>	<b>\$31,165</b>
<b>***Footnote to Include - Cash Reserves / (Loan from General Fund)</b>	<b>(\$249,273)</b>	<b>(\$484,745)</b>	<b>(\$695,896)</b>	<b>(\$553,756)</b>	<b>(\$522,591)</b>
<b>NON-CASH PROJECTS</b>					
Inflow and Infiltration	\$68,500	\$49,500	\$280,500		
Sludge Removal - East WWTP	\$35,000				
Sludge Removal - West WWTP (Next Scheduled for 2032)					
<b>Total Non-Cash Projects</b>	<b>\$68,500</b>	<b>\$84,500</b>	<b>\$280,500</b>	<b>\$0</b>	<b>\$0</b>



## **Burgess and Commissioners Middletown, Maryland**

### **War Memorial Improvements**

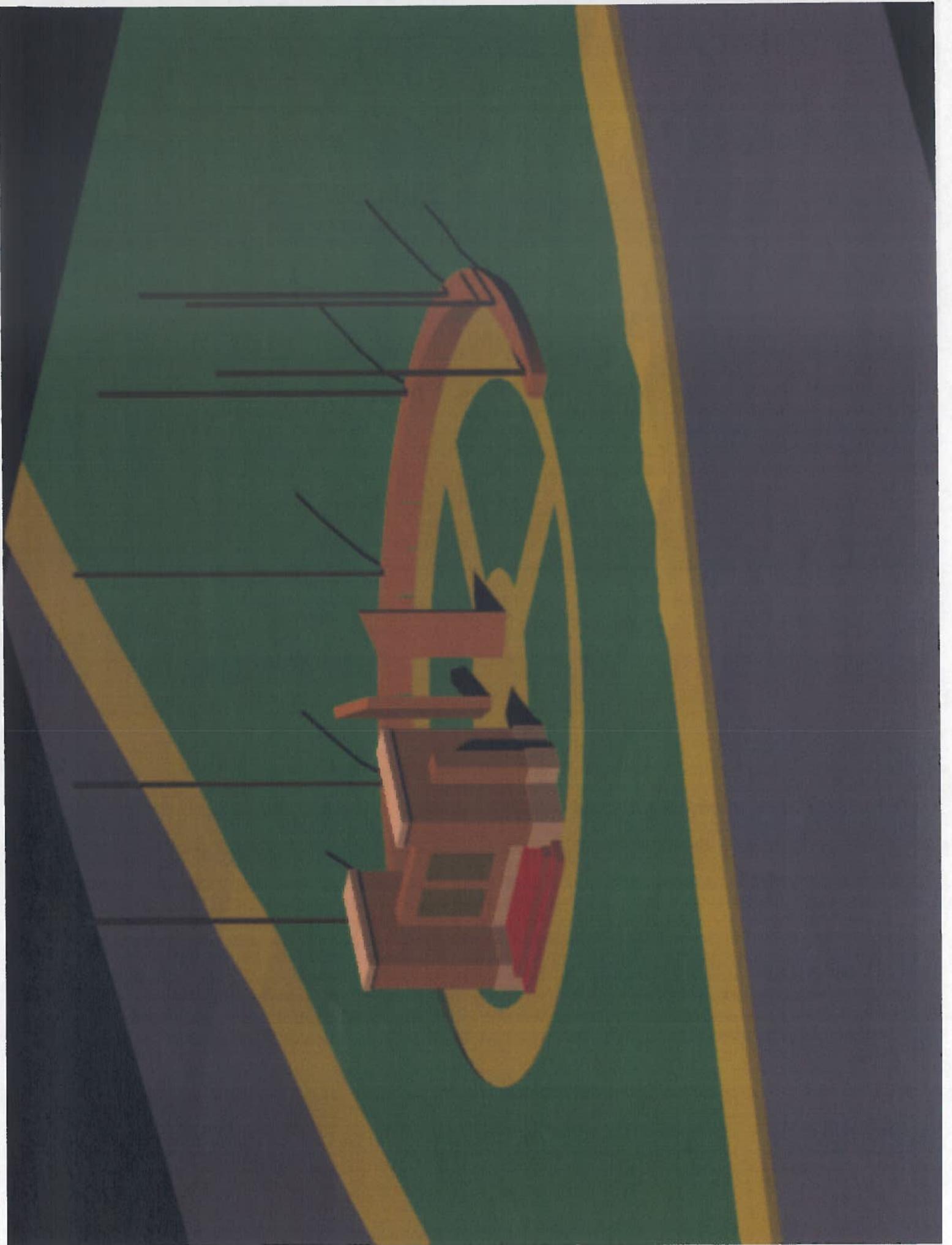
#### **Revenue**

Town	\$ 15,000.00
AMVETS	\$ 18,000.00
	<u>\$ 33,000.00</u>

#### **Expenses**

Monuments & Plaque Restoration	\$ 18,000.00
Excavation & Sidewalks	\$ 12,600.00
Landscaping	\$ 2,400.00
	<u>\$ 33,000.00</u>

**Requested Amount for Forward Funding                      \$ 15,000.00**





**Burgess and Commissioners  
Middletown, Maryland**

**Water Rights Evaluation  
Admar Annexation**

**Original Calculations**

Land Area	Little Catoclin	Cone Branch
	44	50
Water Rights - MDE	16,000	18,200

Total 34,200  
 Residential Growth Policy 250  
 Unit / EDU's 137

\*Information from MDE Evaluation Report 6/14/07

**OTHER INFORMATION**

Sustainable Well Yields	Annual Average	Month of Maximum Use
Requested by Developer	57,000	86,400
MDE - Approval	42,000	82,100

Residential Growth Policy 300  
 Units / EDU's - MDE Approved #'s 140

**Requested Calculations**

Land Area	Little Catoclin	Cone Branch
	44	50
Water Rights - MDE	16,000	18,200

Total 34,200  
 Active Adult Usage Number 200  
 Unit / EDU's 171

\*Information from MDE Evaluation Report 6/14/07

**OTHER INFORMATION**

Sustainable Well Yields	Annual Average	Month of Maximum Use
Requested by Developer	57,000	86,400
MDE - Approval	42,000	82,100

Active Adult Usage Number 200  
 Units / EDU's - MDE Approved #'s 210

**Middletown  
Water & Sewer Committee Minutes  
January 30, 2013**

Present: Drew Bowen, Bruce Carbaugh, Jennifer Falcinelli, Daphne Gabb, Rich Gallagher, Chris Goodman, David Lake, Bob Smart

**1. W&S Budget**

Preliminary Operating Budget presented by Drew Bowen with numbers provided by staff. This is not the Burgess's budget. Bruce Carbaugh will have the walk through of facilities complete with recommendations for maintenance and needed replacements to be added to the budget for the February W&S meeting.

It was noted that the W&S Operating Fund had the following audited deficits:

2010 \$13,549

2011 \$20,630

2012 \$34,256 (This budget had a \$90,000 contingency fund that was completely used)

It was noted that W&S owes \$350,000 to the General Fund

It was noted that the W&S CIP has 0 cash reserves.

The top 3 issues for the W&S budget are:

Replacing aging and probably inaccurate meters

Replacing the liner and reservoir cover (The reservoir is currently leaking 40,000 gpd)

Replacing the Main Street Waterline

The options to address the above issue are:

Defer capital costs

Increase rates

Grow/develop

**Recommendation:** Staff to create a 5 year budget plan including the necessary improvements and combining the Operating Budget and the CIP to anticipate the necessary funding needed to adequately maintain the system. Develop a financial plan to meet those needs.

**2. Meter Replacement/Billing** – Aging meters need to be replaced. The town is most likely losing revenue due to meters that are beyond their expected life and slow as they

age. This is the W&S funds cash register. The W&S budget can not afford to do a mass replacement plan at this time.

**The W&S Committee recommends that bills be sent out monthly.** If all residents had radio read meters it would be easy to do. Since W&S cannot afford to replace meters at this time the **recommendation is that the town explores software systems that would allow average monthly billing like the electric company does.** This does not require actual monthly readings and would be estimated for 2 months and read on the third month.

**The W&S Committee recommends that the town offers the option of paying bills with a credit card.** In this day and age it needs to be an option for our residents.

### **3. Active Adult Water Usage Planning Number**

Farhad, Foxfield Developer, requested a meeting with Burgess Miller and Commissioner Falcinelli to discuss the planning number the town uses for Active Adult homes. He requested that the town consider using 200 gpd as its planning number for Active Adult homes. The state planning number is 150 gpd. The town currently uses 250 gpd. Farhad was told that would be something the Town Board with the W&S committee's input would have to decide. The subject was brought to the W&S committee for an opinion. **The W&S committee was not opposed to using 200 gpd for Active Adult homes since it still provided a 50 gallon conservation.** Using this number may have the potential to create new taps from the existing Active Adult homes with MDE's blessing. The W&S committee requested Drew to provide additional information on using 200 gpd for Active Adult to provide additional data.

### **4. W&S Billing Policy**

**Recommendation to change Paragraph L to read, "The revised bill will be established as two times the average of the previous 4 quarters average usage.**

Respectfully submitted,  
Jennifer Falcinelli

## Drew Bowen

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**From:** Ruby Kapil [rubykapil@wi-finity.com]  
**Sent:** Wednesday, April 24, 2013 10:25 AM  
**To:** Drew Bowen  
**Subject:** AT&T Antennas on Water Tank: Rent and 5 Items  
**Attachments:** 10072272\_AWE-SchoolhouseRd\_CD's\_Rev0\_Stamped&Signed\_LTEW4\_022213-2.pdf;  
10072272\_AWE-ShoolhouseRd\_SA Passing\_Tower\_LTEW4\_12\_03\_12.pdf;  
SchoolhouseRd\_Draft Amendment to LL 042413.pdf

Hi Drew,

Please check with the Town to see if they would accept \$500.00 as the monthly increase. If yes, then I will prepare package for AT&T's final review and approval on that amount.

Since you will likely need to take this to a meeting, there are a number of items that also need approval/action . . . as follows. I'd love to get these items addressed as well. Thanks.

-----

**1) Review Amendment Language:**

Please review the lease amendment language and let me know of any changes that are needed in the wording of this document. I need any wording changes in order to prepare my package for AT&T.

**2) Sign Construction Drawings:**

Please review the Construction Drawings and sign/date the first page (fax the signed page back to me).

**3) Compliance Documents:**

Does the Town have a 1A survey or an FAA/ASR? If yes, please email or fax to me.

If no, do we have your permission to order a 1A survey?

This survey identifies the height of the structure. Once we have this information, I need to prepare a PAL document for our Compliance department.

**4) Town's Zoning Certificate:**

In order to apply for a building permit in Frederick, we will need the Town's Zoning Certificate.

Can we go ahead and submit this now to get it approved from the Town?

Besides the application form and fee of \$100, is there any other documentation we need to submit?

**5) Structural Analysis for your records:**

Attached is a Passing Structural Analysis for your records.

--

Ruby Kapil  
Site Acquisition Team  
Wi-finity, Inc.  
Phone: (336)337-6167  
Fax: (443)927-7239  
[rubykapil@wi-finity.com](mailto:rubykapil@wi-finity.com)

## Middletown Planning Office

### MEMORANDUM

Date: 4/23/2013

To: Burgess & Commissioners, Middletown

From: Cynthia Unangst, Middletown Staff Planner *CU*

RE: 2012-Draft Annual Report

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Attached are the Draft 2012 Middletown Annual Planning Report, Permit List and Annual Report map. These documents are being submitted to the Burgess & Commissioners for review and approval upon recommendation of the Middletown Planning Commission on April 22, 2013.

The Annual Report includes all activity performed by the Middletown Planning Commission, Board of Appeals, and Planning Staff for the calendar year 2012. State Law requires that an Annual Report be created, adopted, and filed each year for those governing bodies exercising local planning and zoning authority. Once approved by the Burgess and Commissioners, this report will be forwarded to the appropriate State agencies for their records.



## MIDDLETOWN PLANNING COMMISSION

# 2012 ANNUAL REPORT

Approved \_\_\_\_\_, 2013 by Burgess & Commissioners

### BURGESS & COMMISSIONERS

John Miller, Burgess (4/2012-4/2016)

Jennifer Falcinelli, Burgess Pro-tem (4/2010-4/2014)

Larry Bussard (4/2010-4/2014)

Richard Dietrick (4/2010-4/2014)

Anthony Ventre (4/2012-4/2016)

Vincent O'Reilly (4/2008-4/2012)

Chris Goodman (4/2012-4/2016)

Andrew J. Bowen, Town Administrator

### Middletown Planning Commission

Mark Carney, Chairman (12/2011-12/2016)

Robert Smart (12/2011-12/2016)

David Lake (2/2012-2/2017)

Richard Dietrick, Comm. Ex-Officio (4/10-4/12)

Bob Miller (1/2010-5/2013)

Chris Goodman, Alternate (1/2010-4/2012)

Chris Goodman, Comm. Ex-Officio (4/2012-4/2016)

Rich Gallagher, Alt. (2/2011-2/2016)

Ron Forrester, Temp. Alt (6/2012-6/2017)

### Middletown Board Of Appeals

Fred Rudy, Chairman (6/2010-6/2013)

Thomas Routzahn (1/2008-2/2014)

Kenneth Kyler (1/2008-2/2014)

Chris Stimac, Alternate (1/2008-2/2014)

### Planning Department Staff

Cynthia K. Unangst

### Town Zoning Administrator

Cynthia K. Unangst

### Engineering Staff

Bruce Carbaugh, Director of Operations and Construction

## INTRODUCTION

Section 3.09 of Article 66B of the Annotated Code of Maryland requires that the Planning Commissions of non-charter counties and municipalities prepare, adopt and file an annual report with the local legislative body and a copy of the report be mailed to the Director of the Maryland Office of Planning. The report is a retrospective look at development activity within the jurisdiction with a focus on whether that activity is or is not consistent with a variety of adopted plans. The report thus informs both the Planning Commission and local legislative body about the strengths and weaknesses of the local planning program.

### POPULATION IN MIDDLETOWN

<u>YEAR</u>	<u>POPULATION</u>	<u>INCREASE OR DECREASE</u>
1970 Census	1,262	N/A
1980 Census	1,748	486
1990 Census	1,834	86
2000 Census	2,668	173
2001 Estimate	2,768	100
2002 Estimate	2,951	183
2003 Estimate	3,237	286
2004 Estimate	3,655	418
2005 Estimate	3,833	178
2006 Estimate	3,966	133
2007 Estimate	4,105	139
2008 Estimate	4,198	93
2009 Estimate	4,239	41
<b>2010 Census</b>	<b>4,136</b>	<b>-103</b>
2011 Estimate	4,163	27
2012 Estimate	4,272	109

### TEN YEAR PERIODS OF POPULATION GROWTH based on Census

1970 – 1980	486
1980 – 1990	86
1990 – 2000	834
2000 – 2010	<u>1,468</u>
	2,874

### MIDDLETOWN PLANNING COMMISSION

The Middletown Planning Commission is a five-member commission, which has review and approval authority of site plans and subdivisions. In addition, the Planning Commission makes recommendations to the Burgess and Commissioners on rezoning, text amendments, annexations, and any other issue, which is planning related. The Middletown Planning Commission also makes recommendations to the Middletown Board of Appeals on cases involving special exceptions. (Numbers/letters in front of plan names correspond to numbers/letters on attached map.)

### CONCEPT PLANS PRESENTED-2012

<u>Name</u>	<u>Units</u>	<u>Zoning</u>	<u>Request for:</u>
1A. Cone Branch Trail	N/A	OS	Approval of trail alignment plans (Approved 3/19)
1B. Newton Property Middletown Parkway	4	GC	Review of commercial building plans (6/18 and 11/19)

**SITE PLANS-2012**

<u>Name</u>	<u>Units</u>	<u>Zoning</u>	<u>Request for:</u>
2A. Wren's Nest West Main Street	1	TC	Approval of temporary storage container (Approved 1/16; expired 7/16)
2B. Putman Plumbing Revised Boileau Drive	1	TC	Approval of site plan for plumbing business (Approved 4/16)
2C. Christ Reformed Church South Church Street	1	OS	Approval of special exception use for farmer's market (Approved 2/11) (3-year approval)
2D. Main Cup Expansion West Main Street	1	TC	Approval of the expansion of the Main Cup restaurant (Approved 6/18 and 10/15)
2E. Stadium Concession Stand Schoolhouse Drive	1	OS	Approval of expansion of concession stand (Approved 6/18)
2F. St. Thomas More Academy Prospect Street	1	R-2	Approval of change of use to a private school (Approved 7/16 and 10/15)
2G. Mtn. Spirit Yoga Expansion West Main Street	1	TC	Approval of expansion of yoga studio (Approved 8/20)
2H. Main St. Groomers West Main Street	1	TC	Approval of dog grooming business (Approved 9/17)
2I. Thompson Parking Lot East Green Street	1	R-2	Approval of parking lot for funeral home (Disapproved 10/15)
2J. AMVETS Expansion West Green Street	1	OS	Approval of addition to AMVETS building (Approved 10/15)
2K. EarthSong Music Studio East Main Street	1	TC	Approval of music studio and real estate office (Approved 10/15)

**MASTER PLANS-2012**

<u>Name</u>	<u>Units</u>	<u>Zoning</u>	<u>Request for:</u>
3. Coblenz Property East Green Street	81	R-3	Approval of amended Master Plan (12/17)

**LANDSCAPE PLANS-2012**

<u>Name</u>	<u>Units</u>	<u>Zoning</u>	<u>Request for:</u>
None			

**PRELIMINARY PLANS-2012**

<u>Name</u>	<u>Units</u>	<u>Zoning</u>	<u>Request for:</u>
None			

**MASS GRADING/SWM PLANS-2012**

Name                                      Units   Zoning                      Request for:

None

**IMPROVEMENT PLANS-2012**

Name                                      Units   Zoning                      Request for:

None

**FINAL FORESTRY PLANS-2012**

Name                                      Units   Zoning                      Request for:

None

**CORRECTION PLATS-2012**

Name                                      Units   Zoning                      Request for:

None

**ADDITION PLATS-2012**

Name                                      Units   Zoning                      Request for:

None

**FINAL PLATS-2012**

Name                                      Units   Zoning                      Request for:

None

**RE-ZONING REQUESTS:**

None

**ANNEXATIONS:**

None

**TEXT AMENDMENTS:**

Text Amendments recommended to Burgess and Commissioners for adoption. (Municipal Code Number)

Vehicle sales regulations – Planning Commission recommended adoption of regulations permitting the sale of motor vehicles in any residential district subject to certain conditions. (Section 17.32.125) [PC recommended 9/17; B&C adopted 11/12]

Parking Lot special exceptions – Planning Commission recommended adoption of parking lots as a use in the R-2 zoning district permitted by special exception and to establish specific standards which must be met in order to permit parking lots in the R-2 district by special exception. (Section 17.06.030, Section 17.48.400) [PC recommended 12/17]

**BOARD OF APPEALS: (letters in front of applicant names correspond to letters on attached map)**

<u>Applicant</u>	<u>Request</u>	<u>Location</u>	<u>Motion</u>	<u>Date</u>
A. Christ Reformed Church	Special exception for farmer's market	12 South Church	Approved	5/29/12
B. Stanley	variances for swimming pool	2 Wagon Shed Court	Approved	6/19/12
C. Williston	1' variance for enclosed porch	9 Crone Lane	Approved	9/19/12

**INFRASTRUCTURE PROJECTIONS:**

**TRANSPORTATION:**

Action taken by the Town in the year 2012 has been consistent with the Town Comprehensive Plan and best management planning practices.

A Middletown Parkway remains a priority of the Town and is included in the Town Comprehensive Plan with alignments both north and south of town. Future development should incorporate roadway dedication and construction to provide minimum collector type road links from east to west, and a collector from US 40-A north to I-70.

The County and Town should develop plans to transfer Coblenz Road from county road status to the municipal street system in conjunction with the Admar annexation, should that ever occur.

The State Highway Administration is resurrecting the plans and cost estimates for improvements to the Main Street area of Middletown. The scope of the work includes replacement of water mains and storm water lines in the Main Street SHA right-of-ways and the feasibility studies for relocating utility lines, new signage, traffic patterns, and replacement or installation of curb, gutter and sidewalks.

**WATER SUPPLY AND DISTRIBUTION:**

The Town depends on 22 wells, 4 groups of springs, two reservoirs, and a water tower to supply water to the Town. The current total withdrawal permitted by the Town is 407,000 gallons per day (gpd). The average daily use for 2012 was 300,000 gpd (down from 321,000 in 2011). The water system is routinely monitored for possible contaminants in accordance with Federal and State laws, and none were at violation levels in 2012.

**WASTE WATER TREATMENT FACILITIES:**

The East End Wastewater Treatment Plant (WWTP) on the south side of Holter Road at Hollow Creek is designed to process 350,000 gpd of sewerage. The current discharge permit for the plant is 250,000 gpd. Average daily flows for 2012 were 198,000 gpd (down from 204,000 in 2011).

The discharge for the West End WWTP at Catoctin Creek in the southwest section of Town is 250,000 gpd. Average daily flows for 2012 were 183,000 gpd (down from 222,000 gpd in 2011).

There were two violations in 2012. The East WWTP had one violation for BOD (Biological Oxygen Demand) loading based on high flow from Hurricane Sandy. The West WWTP also had one violation for TSS (Total Suspended Solids) based on algae.

### WATER/SEWER MASTER PLAN

Although the Town developed a Water/Sewer Master Plan as a Subsidiary Plan to the County Water/Sewer Master Plan, it was denied by the State in 2004, and consequently the Town complies with the County's Water and Sewer Master Plan.

### PARKS AND GREENWAYS:

In 2012, the Town completed construction of Phase I of Remsberg Park, a community recreational park located on the south-side of Holter Road. Phase I construction included parking lots, two baseball/softball fields, three multi-purpose fields, a walking path, storm drainage, storm water management facilities, county road widening and an entrance road to the park. The total acreage of the park is approximately 87.9 acres.

The Town is currently funding design of the walking/biking trail along the Cone Branch Creek. The design is complete and MDE permits have been applied for with construction planned for 2013. This walking/biking trail will connect the existing sidewalk system to Remsberg Park and Middletown Primary School which is also a Recreation Center.

### PROTECTION OF HISTORIC STRUCTURES:

At the present time, the only regulations regarding the demolition of buildings are a zoning control (Section 17.32.160, Zoning, Middletown Municipal Code), which requires a Demolition Permit. This permit allows a building to be inventoried prior to the demolition but does not prohibit demolition.

The Town has approval of two historic districts approved by the National Register, allowing for property owners to voluntarily participate in government programs to recognize and improve properties. This process required establishment of a Historic Commission, which acts as a conduit between property owners and available programs. The Town also worked with private citizens to implement an identification plaque program for placement of plaques on historically significant structures in the historic districts. No plaques were placed on historically significant structures in 2012.

## STRATEGIC PLANNING INITIATIVES

### ZONING ORDINANCE UPDATE

The Planning Commission and planning staff began a comprehensive review of the Town Zoning Ordinances to review changes for consistency with the updated Middletown Comprehensive Plan in 2010.

### PLANNING COMMISSION RECOMMENDATIONS:

#### ONGOING RECOMMENDATIONS:

1. Review walkway and road construction strategies to be incorporated into current & future growth and development.
2. Review and refine a management system for the plan review process to help ensure that files are complete and easily accessible, and which includes a checklist to verify that all agency approvals are in place.
3. Continue review of zoning ordinances as needed to ensure compatibility with the comprehensive plan.

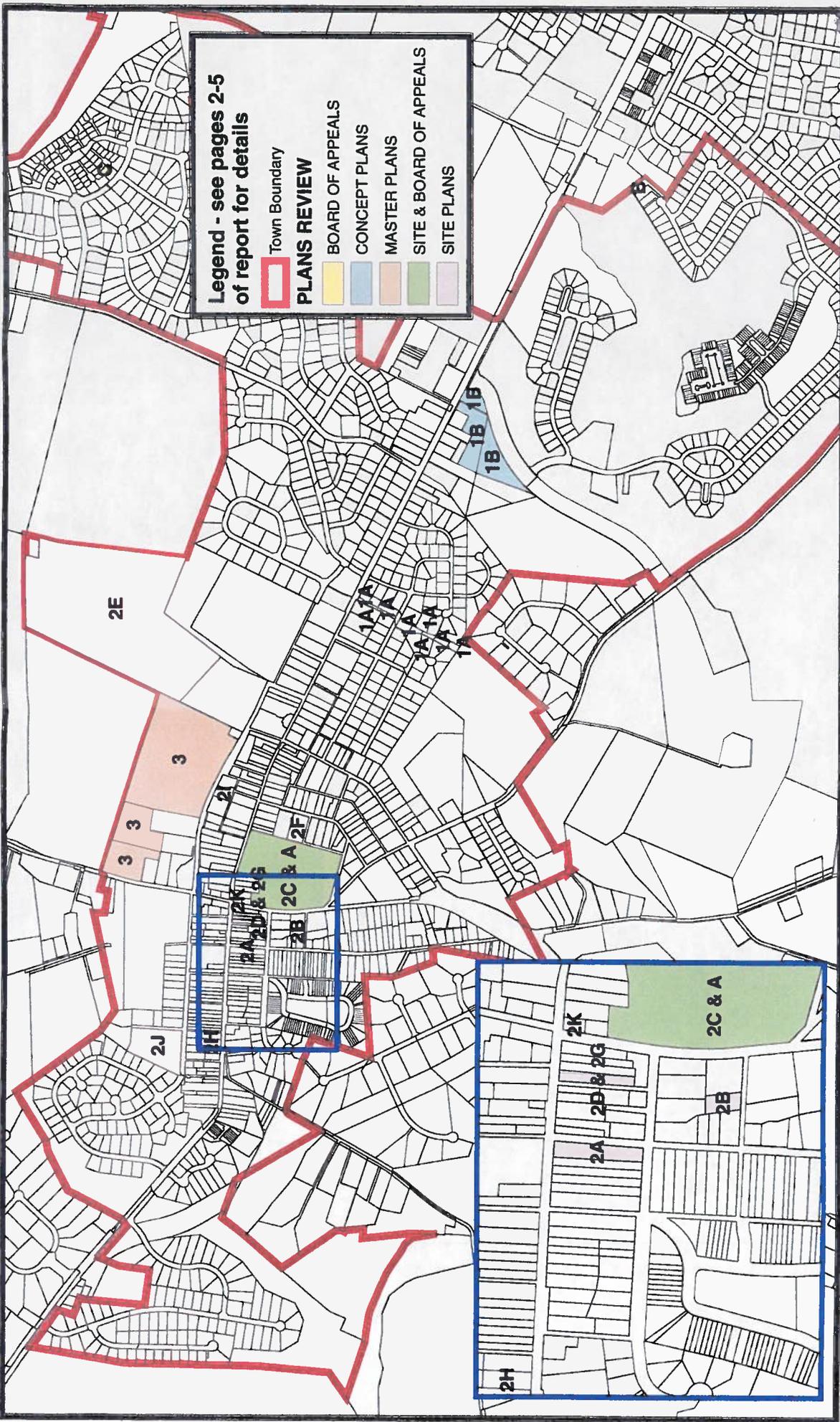
4. Work on promotion and development of a trails system as shown in the Comprehensive Plan by working with the Town Board, citizens and community groups.

NEW RECOMMENDATIONS:

1. Work closely with Main Street Maryland Program to help revitalize downtown Middletown.
2. Work on promoting sustainable development practices thru the development review process.
3. Work on applying for the Maryland Sustainable Communities designation and discuss potential projects to consider for any applicable funding associated with the designation.

### Permits Issued

TYPE	1996	1997	1998	1999	2000	5 yr.	2001	2002	2003	2004	2005	5 yr.	2006	2007	2008	2009	2010	5 yr.	2011	2012	2013	2014	2015
	Single - Family	45	36	29	18	40	168	75	106	92	45	22	340	30	31	12	17	23	113	10	12		
Multi-Family	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Duplex	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1	0	0		
Townhouse	0	0	0	0	0	0	0	0	42	15	0	57	16	19	23	24	0	82	0	0			
Apartments	0	0	1	0	0	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0			
Interior Improvements	0	0	0	0	0	0	9	11	20	19	22	81	18	20	19	12	19	88	15	11			
Additions	0	0	0	0	0	0	6	15	15	28	20	84	8	12	2	6	2	30	6	7			
Pools & Hot Tubs	5	5	4	6	3	23	7	9	9	16	4	45	8	12	7	4	3	34	2	6			
Decks & Porches	18	23	34	20	11	106	18	38	36	64	39	195	37	41	31	27	28	164	32	19			
Accessory Structure	6	12	18	5	25	66	14	15	24	23	16	92	18	13	14	9	9	63	6	5			
Fences	6	13	19	17	11	66	18	27	41	36	29	151	23	16	25	24	20	108	16	24			
Demolitions	1	2	2	0	2	7	1	1	0	1	2	5	0	2	0	2	1	5	2	1			
Propane Tanks	0	0	0	0	0	0	1	1	3	6	6	17	3	4	2	2	1	12	6	2			
Sales Trailer	0	0	0	0	0	0	3	2	0	0	3	8	0	0	0	0	0	0	0	0			
Pump Station	0	0	0	0	0	0	1	0	0	0	0	1	0	0	1	0	0	1	0	0			
Signs	1	8	2	2	3	16	8	6	4	4	7	29	5	7	2	5	6	25	7	8			
New Commercial	0	7	2	2	4	15	2	4	0	0	0	6	0	0	0	0	1	1	0	0			
Commercial Conversion	0	0	0	0	0	0	4	5	7	6	8	30	1	2	7	3	3	16	4	6			
Industrial Conversion	0	0	0	0	0	0	2	0	0	0	0	2	0	0	0	0	0	0	0	0			
Office Conversion	0	0	0	0	0	0	4	4	0	1	4	13	14	3	0	5	2	24	0	3			
Other														2	1	2	2	7	5	4			
<b>Total Permits</b>	<b>82</b>	<b>106</b>	<b>111</b>	<b>70</b>	<b>99</b>	<b>468</b>	<b>173</b>	<b>245</b>	<b>293</b>	<b>264</b>	<b>182</b>	<b>1157</b>	<b>182</b>	<b>184</b>	<b>146</b>	<b>142</b>	<b>120</b>	<b>774</b>	<b>111</b>	<b>108</b>			



**Legend - see pages 2-5 of report for details**

- Town Boundary

**PLANS REVIEW**

- BOARD OF APPEALS
- CONCEPT PLANS
- MASTER PLANS
- SITE & BOARD OF APPEALS
- SITE PLANS



# Middletown 2012 Annual Report Map

**Annual Report on Growth Related Changes**  
**Per SB 280/HB 295, effective June 1, 2009**

**Town of Middletown**  
(name of jurisdiction)

Prepared by the Middletown Planning Commission for the period  
January 2012 through December 2012

Submitted on April 10, 2013 (due July 1 for the preceding calendar year)

1. **Development Patterns** - List all changes in development patterns that have occurred over the past year, including:
  - (a) New subdivisions created: *none*
  - (b) New building permits issued; *12*
  - (c) Zoning map amendments; *none*
  - (d) Zoning text amendments that resulted in changes in development patterns; *none*
  - (e) New Comprehensive Plan or plan elements adopted; *none*
  - (f) New roads or substantial changes in roads or other transportation facilities; *none*
  - (g) New schools or additions to schools; *none*
  - (h) Other changes in development patterns. *none*
  
2. **Map** - Attach a map that shows the above changes in development patterns (the map should identify new subdivisions, zoning map changes, etc).

*Coblentz Grove Villas 3-lot subdivision approved last year has now been delineated by our GIS consultant; attached is a map.*
  
3. **Consistency** - Determine and state whether all of the changes in development patterns listed above are or are not consistent with:

(a) Each other; *yes, they are consistent.*

(b) The recommendations of the last annual report; *yes, they are consistent.*

(c) The adopted plans of the local jurisdiction; *yes, they are consistent.*

(d) The adopted plans of all adjoining local jurisdictions; *yes, they are consistent.*

(e) The adopted plans of State and local jurisdictions that have responsibility for financing or constructing public improvements necessary to implement the local jurisdiction's plan. *yes, they are consistent.*

4. **Process Improvements** - What are your jurisdictions plans for improving the local planning and development processes? *Walk-thru permits continue to be available thru local/County coordination; the Middletown Planning Commission holds a workshop ahead of the monthly meeting to review agenda items which makes it easier to approve plans at the monthly meeting.*

5. **Ordinances and/or Regulations** - List zoning ordinances or regulations that have been adopted or changed to implement the planning visions in §1.01 of Article 66B.  
*None within the past year.*

**Annual Report on Smart Growth Goals, Measures, and Indicators and  
Implementation of Planning Visions**

**Per SB 276/HB 295**

Second Report due July 1, 2013 for Calendar Year 2012

Town of Middletown

---

(name of jurisdiction)

Prepared by the Middletown Planning Commission  
for the period January 2012 through December 2012

Submitted on \_\_\_\_\_

Measures and Indicators

With the exception of jurisdictions that issue less than 50 building permits per year, the measures and indicators that must be reported on are:

Amount and share of growth that is being located inside and outside the Priority Funding Area (PFA):

---

Net density of growth that is being located inside and outside the PFA:

---

Creation of new lots and the issuance of residential and commercial building permits inside and outside the PFA: **12 residential single-family dwelling permits were issued inside the PFA; nine commercial building permits were issued inside the PFA which were change of use permits;**

---

Development capacity analysis, updated once every 3 years or when there is a significant zoning or land use change:

---

Number of acres preserved using local agricultural land preservation funding: **none**

---

# FREDERICK COUNTY SHERIFF'S OFFICE

**HEADQUARTERS  
FREDERICK COUNTY LAW  
ENFORCEMENT CENTER**

110 Airport Drive East  
Frederick, Md. 21701  
301-600-1046  
301-600-1527 (Fax)  
301-600-7655 (TTY)

**JUDICIAL OPERATIONS**

100 W. Patrick Street  
Frederick, Md. 21701  
301-600-2162  
301-600-3690 (Fax)



**CHARLES A. JENKINS**  
SHERIFF

RW/rw  
April 12, 2013

**DETENTION CENTER/  
CENTRAL BOOKING**

7300 Marcie's Choice Lane  
Frederick, Md. 21704  
301-600-2550 (D.C.)  
301-600-2566 (D.C. Fax)  
301-600-1790 (C.B.)  
301-600-1791 (C.B. Fax)

**WORK RELEASE CENTER**

7281 Marcie's Choice Lane  
Frederick, Md. 21704  
301-600-1727  
301-600-3404 (Fax)

Mr. John D. Miller, Burgess  
Town of Middletown  
31 W. Main Street  
Middletown, Maryland 21769

Dear Burgess Miller:

Enclosed are two copies of the FY 2014 contract between the Frederick County Sheriff's Office and the Town of Middletown. Compared to the FY 2013 contract, the contractual costs for FY 2014 have decreased by \$16,243. This is due to changes in personnel & a reduction in the liability insurance expense.

Please sign both copies of the contract, have them witnessed, and return them to me. Once the remaining signatures are obtained, a signed original copy will be returned to you. Should you have any questions, please feel free to call Renee Williar at 301-600-1833.

Sincerely,

Charles A. Jenkins  
Sheriff of Frederick County

/Enclosures (2)

# FREDERICK COUNTY SHERIFF'S OFFICE

## HEADQUARTERS FREDERICK COUNTY LAW ENFORCEMENT CENTER

110 Airport Drive East  
Frederick, Md. 21701  
301-600-1046  
301-600-1527 (Fax)  
301-600-7655 (TTY)

## JUDICIAL OPERATIONS

100 W. Patrick Street  
Frederick, Md. 21701  
301-600-2162  
301-600-3690 (Fax)



**CHARLES A. JENKINS**  
SHERIFF

## DETENTION CENTER/ CENTRAL BOOKING

7300 Marcie's Choice Lane  
Frederick, Md. 21704  
301-600-2550 (D.C.)  
301-600-2566 (D.C. Fax)  
301-600-1790 (C.B.)  
301-600-1791 (C.B. Fax)

## WORK RELEASE CENTER

7281 Marcie's Choice Lane  
Frederick, Md. 21704  
301-600-1727  
301-600-3404 (Fax)

## CONTRACT FOR LAW ENFORCEMENT SERVICES

WHEREAS the Burgess and Commissioners of Middletown, an incorporated municipality of Frederick County, desire to conclude an agreement with the Sheriff of Frederick County and the Board of County Commissioners of Frederick County for the provision of law enforcement services, by the Frederick County Sheriff's Office for the Town of Middletown.

NOW THEREFORE THIS AGREEMENT, made this \_\_\_\_\_ day of \_\_\_\_\_, 2013, by and between Sheriff Charles A. Jenkins, Sheriff of Frederick County, hereafter referred to as the Sheriff, the Board of County Commissioners, hereafter referred to as the County, and the Burgess and Town Commissioners of Middletown, an incorporated municipality of Frederick County, State of Maryland, hereafter referred to as the Municipality agree as follows:

The said Sheriff, pursuant to the rules and regulations pertaining to the provision of contract services by the Frederick County Sheriff's Office, a copy of which is attached in this agreement as Exhibit "A", and in consideration of the promises of the Municipality, does hereby detail regular assignment to the said Municipality three (3) uniformed Frederick County Sheriff's deputies.

The said uniformed deputies shall commence services as of July 1, 2013. The Sheriff pursuant to

his authority as chief law enforcement officer for Frederick County does hereby assign three (3) deputies to Middletown, Frederick County, in addition to the regular complement of deputies assigned law enforcement responsibilities for Frederick County.

This agreement shall cover the period from July 1, 2013 through June 30, 2014. This agreement shall be automatically renewed from year to year unless the Municipality shall give written notice to the Sheriff at least six (6) months prior to the expiration of any renewal term of its intention not to renew said agreement at the conclusion of the current term.

In return for the assignment of said Sheriff's deputies, the Municipality hereby promises and agrees to pay an amount equal to one hundred percent (100%) of the reasonable and proper costs of the assigned deputies as determined by the Sheriff of Frederick County. The costs shall be set forth as Exhibit "B" and shall be attached hereto. For each successive year this agreement remains in force, the annual certification of the Sheriff shall be attached hereto as the then current Exhibit "B" and shall become a part hereof.

The Sheriff retains the right to adjust operating costs actually incurred during the course of a particular fiscal year in which the agreement is in effect, but any increase in cost will not exceed 10% of the total budget contained in Exhibit "B". The contractee shall be notified by the Sheriff of any price escalation or de-escalation in writing as soon as possible, but in any event, no later than thirty (30) days from the time the Sheriff becomes aware of the cost fluctuation. The Sheriff may, from time to time, amend Exhibit "B" of this agreement, provided the above notification has been made and that any increase in cost will not exceed 10% of the total budget contained in Exhibit "B".

At least sixty (60) days prior to the end of the term of this agreement or any renewal hereof, the Sheriff shall estimate the reasonable and proper costs of the contracted services for the following term and shall so advise the Municipality.

In the event an increase greater than 10% is required, and the parties are unable to reach an agreement on how to fund the additional costs, either party may terminate this contract upon 30 days notice to the other party.

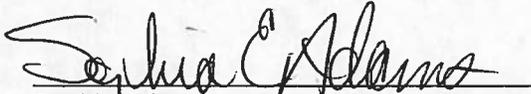
Payment for the current term of this agreement (one hundred percent [100%] of the reasonable and proper costs as determined by the Sheriff in accordance with Exhibit "B") shall be made by the Municipality to the Board of County Commissioners on a quarterly basis when billed to the Municipality by the Board of County Commissioners. In the event that any payment due under the terms of this agreement remains unpaid for a period of thirty (30) days beyond the date when such payment is due, the Sheriff reserves the right to terminate this agreement, in addition to pursuing any other legal remedy to obtain the amount due under this agreement.

The Municipality agrees that the operation of the contracted law enforcement services will be governed by the Sheriff's Office "Rules and Regulations for the Provision of Contracted Services", a copy of which is attached hereto as Exhibit "A". The Sheriff may, from time to time, amend said regulations. Prior to amending said regulations, the Sheriff shall send a copy of said proposed amendment(s) to the Municipality at least thirty (30) days prior to their effective date, to provide the Municipality an opportunity to review and comment upon said regulation(s) as amended.

The Frederick County Government shall assume liability that is customary in the provision of law enforcement services and carry a liability insurance policy to cover same.

This writing contains the full and final agreement between the parties and may only be amended in writing, signed by the parties and attached hereto as an amendment.

IN WITNESS WHEREOF, the said parties have hereunto set their hands and seals this \_\_\_\_\_ day of \_\_\_\_\_ 2013.

  
\_\_\_\_\_  
Sophia Adams  
Witness

  
\_\_\_\_\_  
Charles A. Jenkins, Sheriff  
Frederick County, Maryland

ATTEST:

BOARD OF COUNTY COMMISSIONERS  
OF FREDERICK COUNTY BY:

\_\_\_\_\_  
Lori Depies  
County Manager

\_\_\_\_\_  
Blaine R. Young  
Board of County Commissioners of  
Frederick County

BURGESS AND COMMISSIONERS OF  
MIDDLETOWN:

\_\_\_\_\_  
Andrew Bowen  
Town Administrator

\_\_\_\_\_  
John D. Miller, Burgess  
Middletown, Maryland

Approved as to form and legal sufficiency this \_\_\_\_\_ day of \_\_\_\_\_ 2013:

\_\_\_\_\_  
County Attorney  
Frederick County, Maryland

**FREDERICK COUNTY SHERIFF'S OFFICE**  
**RULES AND REGULATIONS**  
**FOR**  
**THE PROVISION OF CONTRACT SERVICES**

1. Sheriff's deputies involved in the provision of contract services will remain under the direct control of the Frederick County Sheriff's Office. They will be supervised by the Commander of Patrol Operations or their designate. All organizational orders, regulations, and directives apply with full force to these deputies.

2. In keeping with contemporary management principles whereby no person should have more than one immediate supervisor, deputies providing contract services shall receive orders by normal communication channels through the Sheriff's Office Patrol Operations Commander or their designate. The principal executive of the contracting jurisdiction or their designate shall deal with the Patrol Operations Commander or their designate on all matters concerning the duties or performance of the deputies assigned to their community on a contract basis.

3. Matters concerning working hours shall be arranged by the Patrol Operations Commander or their designate based on the needs of the contractee, considering input from the Municipal representative and the assigned deputy.

4. Deputies providing contract services shall be in uniform at all times during regular working hours unless a specific need arises and special permission is given by the Patrol Operations Commander or their designate to work in civilian attire. The uniform of the day shall be governed by the normal Sheriff's Office policy.

5. The deputies assigned to a municipality to provide contract services shall not leave their agreed upon patrol area without the permission of the Patrol Operations Commander or their designate.

6. The Sheriff's Office will not remove deputies providing contracted services from their assigned Municipality for use on searches for missing persons, manhunts, etc., except in emergency cases. If the Sheriff, Chief Deputy, Law Enforcement Bureau Chief, Operations Division Commander, or Patrol Operations Commander deem this action as necessary, the deputies providing contract services shall be relieved to return to their assigned Municipality as soon as reasonably possible.

7. From time to time, there will be conferences, meetings, training sessions, and/or other occasions wherein the contracted deputy's presence will be required. Such events will be kept to a minimum. The contracting Municipality will be notified of such absences prior to any scheduled absence. The Sheriff's Office is not obligated to provide special coverage beyond the normal coverage afforded Frederick County during such absences.

8. If the terms of the contract specify that law enforcement services are to be limited to a patrol area, shift or certain duties, the Patrol Operations Commander or their designate and contracted deputies will be guided by those terms. If the Patrol Operations Commander or their designate has good and sufficient reasons to alter or rearrange any work conditions specified in the contract, he will obtain concurrence from the Chief Executive of the Municipality concerned.

9. Deputies who are assigned to a Municipality on a contract basis shall not direct traffic at church or school crossings without the specific approval of the Patrol Operations Commander or their designate. They will not collect

money from parking meters or otherwise attend them.

10. The Sheriff's Office is not required to provide special fill-in coverage for contracted deputies during regular leave, vacation, and short periods of sick leave (one to five days). The normal coverage afforded Frederick County will be provided by the Sheriff's Office during such absences.

11. The names of deputies assigned to Municipalities for the provision of contract services will be listed among Sheriff's Office members assigned to Patrol Operations Division with the name of the jurisdiction to which they are assigned to provide contract law enforcement services.

12. Contracted deputies will normally be expected to work a forty-hour week consisting of one shift per working day. After hours, and when on days off, calls for service will be handled by the Sheriff's Office.

13. Any other law enforcement officers working within the jurisdiction contracting with the Sheriff's Office for law enforcement services will work in cooperation with the deputies providing contract services. If these conditions exist, the contracted deputy will be advised of all law enforcement activities in his/her assigned area.

14. A deputy assigned to provide contract services shall be required to have a listed telephone in his/her home. The deputy will maintain contact with the Sheriff's Office Operations Division while on duty. He/she will be available for recall to duty in cases of emergency on the same basis as other members of the Sheriff's Office.

15. Selection of deputies to be assigned to Municipalities for the provision of contract services shall be by the Law Enforcement Bureau Chief with recommendations from the Operations Division Commander and Patrol Operations Commander and approval of the Sheriff.

16. Deputies providing contract services shall enforce local ordinances of the contracting jurisdiction as well as state motor vehicle and criminal law.

17. Supplies, equipment, and maintenance will be obtained from the Sheriff's Office through the Operations Division. Car, radio, and other equipment repairs will be made in accordance with existing Sheriff's Office policies and procedures. A spare vehicle shall be furnished when necessary. No contracted deputy will make arrangements for any services outside the Sheriff's Office policies and procedures without approval of the Patrol Operations Commander or their designate.

18. Deputies involved in the provision of contract services for the Sheriff's Office shall retain all the rights and privileges of Sheriff's Office personnel.

19. Community deputies assigned to the town of Middletown shall be provided office space at City Hall or other appropriate location. Deputies shall not spend an undue amount of time in the office performing administrative duties.

20. Records of the activities of the Community Deputies will be maintained by the Sheriff's Office. This data will include such information as details of calls for service (type, time of day, location, response time, etc.), assistance provided, and number and types of arrests. The data will be stored in the main agency database; and will be entered so that information specific to the Community Deputies can be extracted.

**FREDERICK COUNTY SHERIFF'S OFFICE**  
**Costs for Contract Services - FY 2014**  
**Town of Middletown**

	<u>DFC Hewitt- Angleberger</u>	<u>DFC McQuain</u>	<u>DFC Olander</u>
<b>Salary &amp; Benefits:</b>			
Salary	\$64,867	\$66,945	\$71,100
Overtime (Estimate of salary plus benefits)	\$2,500	\$2,500	\$2,500
Benefits:			
FICA	\$5,154	\$5,313	\$5,630
Worker's Compensation	\$1,563	\$1,611	\$1,708
Health Insurance	\$0	\$17,977	\$6,191
Retirement	\$14,595	\$15,063	\$0
Life Insurance	\$149	\$154	\$164
Unemployment	\$101	\$101	\$101
Dental	\$60	\$60	\$60
Retiree Health Benefits	\$6,594	\$6,594	\$6,594
<b>Liability Insurance</b>	<b>\$500</b>	<b>\$500</b>	<b>\$500</b>
<b>Motor Vehicle Operations &amp; Maintenance:</b>			
Vehicle depreciation, insurance, repairs & fuel costs	\$14,100	\$14,100	\$14,100
<b>Equipment &amp; Supplies:</b>			
Uniforms & Equipment	\$650	\$650	\$650
Cleaning Allowance	\$600	\$600	\$600
<b>TOTAL</b>	<b>\$111,433</b>	<b>\$132,168</b>	<b>\$109,898</b>
<b>TOTAL FOR THREE DEPUTIES</b>		<b>\$353,499</b>	