AGENDA FOR THE TOWN MEETING

May 23, 2016
7:00 p.m.

Red Indicates –	Action Item
Green Indicates –	Ordinance Introduction
Blue Indicates –	Link to Additional Information

PLEDGE TO THE FLAG

CALL TO ORDER

PUBLIC HEARINGS

Ordinance No. 16-05-01
AN ORDINANCE TO AMEND TITLE 13, CHAPTER 13.12, SECTION 13.12.060 OF THE MIDDLETOWN MUNICIPAL CODE FOR THE PURPOSE OF REVISING THE RATE SCHEDULE FOR WATER AND SEWER SERVICE FOR RESIDENTIAL USER ACCOUNTS AND NON-RESIDENTIAL USER ACCOUNTS AND THE AMOUNT OF THE QUARTER-ANNUAL CAPITAL IMPROVEMENT FEE.

Operating Budgets – FY 2017
- General Fund
- Water & Sewer Fund

Capital Improvements Program Budgets – FY 2017 thru FY 2021
- General Fund
- Water & Sewer Fund

CONSENT AGENDA

- Town Meeting Minutes
  - May 9, 2016 – Town Meeting

PERSONAL REQUESTS FOR AGENDA:

UNFINISHED BUSINESS:

- Community Service Time – Policy for Employees

NEW BUSINESS:

- Planning Commission 2015 Annual Report
- Compost Bin Program

PUBLIC COMMENTS:

ANNOUNCEMENTS:.

Memorial Park Water Fountain Dedication – Saturday, May 28th at 10:30AM at Memorial Park

Middletown Memorial Day Celebration – Saturday, May 28th from 11AM – 2PM at Memorial Park

ADJOURNMENT

NOTICE OF PUBLIC HEARING
TOWN OF MIDDLETOWN

Notice is hereby given that the Burgess and Commissioners of Middletown will hold a Public Hearing on **Monday, May 23, 2016 beginning at the hour of 7:00 P.M.,** at the Town Office 31 West Main Street, Middletown, Maryland to consider the adoption of an ORDINANCE to establish the following:

ORDINANCE NO. 16-05-01

The Ordinance proposes to increase the cost of the rates, for **residential** & **non-residential** users. The tables below provide the proposed rates.

Residential Rates

Quarterly Usage	Existing Rates	Proposed Rates	Increase
0 to 3,000 gallons	$ 70.22	$ 72.33	3.00%
3,001 to 25,000 gallons	$ 9.95	$ 10.25	3.00%
25,001 to 30,000 gallons	$ 14.91	$ 15.36	3.00%
30,001 to 35,000 gallons	$ 19.91	$ 20.51	3.00%
35,001 to 40,000 gallons	$ 29.84	$ 30.74	3.00%
40,001 to 45,000 gallons	$ 34.79	$ 35.83	3.00%
45,001 to 50,000 gallons	$ 39.79	$ 40.98	3.00%
50,001 to 55,000 gallons	$ 59.67	$ 61.46	3.00%
55,001 to 60,000 gallons	$ 74.60	$ 76.84	3.00%
60,001 to 65,000 gallons	$ 89.51	$ 92.20	3.00%
65,001 to 70,000 gallons	$ 104.41	$ 107.54	3.00%
70,001 to 75,000 gallons	$ 119.35	$ 122.93	3.00%
75,001 gallons and above	$ 134.24	$ 138.27	3.00%

Non-Residential Rates

Quarterly Usage	Existing Rates	Proposed Rates	Increase
5/8 to 3/4 inch meter			
Base Use - 3,000 gallons	$ 70.22	$ 72.33	3.00%
Cost / 1,000 Additional	$ 9.95	$ 10.25	3.00%
1 inch meter			
Base Use - 4,200 gallons	$ 98.26	$ 101.21	3.00%
Cost / 1,000 Additional	$ 9.95	$ 10.25	3.00%
1.5 inch meter			

Base Use - 5,400 gallons	$	126.35	$	130.14	3.00%
Cost / 1,000 Additional	$	9.95	$	10.25	3.00%
2 inch meter					
Base Use - 8,700 gallons	$	203.57	$	209.68	3.00%
Cost / 1,000 Additional	$	9.95	$	10.25	3.00%
3 inch meter					
Base Use - 33,000 gallons	$	772.20	$	795.37	3.00%
Cost / 1,000 Additional	$	9.95	$	10.25	3.00%
4 inch meter					
Base Use - 42,000 gallons	$	982.79	$	1012.27	3.00%
Cost / 1,000 Additional	$	9.95	$	10.25	3.00%
6 inch meter					
Base Use - 63,000 gallons	$	1474.20	$	1518.43	3.00%
Cost / 1,000 Additional	$	9.95	$	10.25	3.00%
8 inch meter					
Base Use - 87,000 gallons	$	2035.78	$	2096.85	3.00%
Cost / 1,000 Additional	$	9.95	$	10.25	3.00%

All citizens wishing to be heard will be recognized at this hearing. Any person desiring a stenographic transcript shall be responsible for supplying a competent stenographer.

AND

To increase the Capital Improvement Fee from $39.00/Quarter to **$44.50**/Quarter.

Individuals requiring special accommodations are requested to contact Andrew Bowen, Town of Middletown, at (301) 371-6171, as least 72 hours prior to the Public Hearing.

ORDINANCE NO. 16-05-01

AN ORDINANCE TO AMEND TITLE 13, CHAPTER 13.12, SECTION 13.12.060 OF THE MIDDLETOWN MUNICIPAL CODE FOR THE PURPOSE OF REVISING THE RATE SCHEDULE FOR WATER AND SEWER SERVICE FOR RESIDENTIAL USER ACCOUNTS AND NON-RESIDENTIAL USER ACCOUNTS AND THE AMOUNT OF THE QUARTER-ANNUAL CAPITAL IMPROVEMENT FEE.

WHEREAS, the Town of Middletown is authorized to establish rates and charges for water and sewer service pursuant to Annotated Code of Maryland, Environment Article, Section 9-720 *et seq.* and Chapter 13.12 of the Middletown Municipal Code; and

WHEREAS, the Burgess and Commissioners of the Town of Middletown have reviewed and considered proposed changes to the water and sewer rates for both residential and non-residential user accounts and the capital improvement fee and find said changes to be reasonably related to the cost of providing such services; and

WHEREAS, notice of a public hearing on said changes was duly publicized in a newspaper of general circulation in the Town of Middletown; and

WHEREAS, after a public hearing was held on said rate changes, the Burgess and Commissioners deem it to be in the best interest of the Town of Middletown and its citizens to revise said rates in accordance herewith.

SECTION I. BE IT ORDAINED, RESOLVED AND ENACTED by the Burgess and Commissioners of the Town of Middletown, Maryland that Title 13, Chapter 13.12, Section 13.12.060 of the Middletown Municipal Code be amended as follows. Deleted language is designated by being in ~~[brackets and marked through]~~ and new language is designated by being in **BOLD NUMERALS OR BOLD CAPITAL LETTERS**, as the case may be:

13.12.060 Rate and fee schedules - Residential and non-residential users.

A. Residential users of water and sewer services and their accounts will be billed on a tiered system based upon the amount of quarter-annual usage of water and sewer service at the location at which service is provided. Water and sewer rates for such residential accounts shall be as follows:

For Quarter-Annual Usage Of:	The Rate is:
0 to 3000 gallons	~~[$70.22]~~ **$72.33**
3,001 - 25,000 gallons	~~[$9.95]~~ **$10.25** per 1,000 gallons
25,001 - 30,000 gallons	~~[$14.91]~~ **$15.36** per 1,000 gallons
30,001 - 35,000 gallons	~~[$19.91]~~ **$20.51** per 1,000 gallons
35,001 - 40,000 gallons	~~[$29.84]~~ **$30.74** per 1,000 gallons
40,001 - 45,000 gallons	~~[$34.79]~~ **$35.83** per 1,000 gallons
45,001 - 50,000 gallons	~~[$39.79]~~ **$40.98** per 1,000 gallons
50,001 - 55,000 gallons	~~[$59.67]~~ **$61.46** per 1,000 gallons
55,001 - 60,000 gallons	~~[$74.60]~~ **$76.84** per 1,000 gallons
60,001 - 65,000 gallons	~~[$89.51]~~ **$92.20** per 1,000 gallons
65,001 - 70,000 gallons	~~[$104.41]~~ **$107.54** per 1,000 gallons
70,001 - 75,000 gallons	~~[$119.35]~~ **$122.93** per 1,000 gallons
75,001 gallons and above	~~[$134.24]~~ **$138.27** per 1,000 gallons

B. Nonresidential users of water and sewer services and their accounts will be billed based upon the size of the meter for the location at which service is provided. Water and sewer rates for such nonresidential accounts shall be as follows:

5/8 to 3/4 inch meter	~~[$70.22]~~ **$72.33** for 3,000 gallon base	~~[$9.95]~~ **$10.25** /1,000 gallons after base
1 inch meter	~~[$98.26]~~ **$101.21** for 4,200 gallon base	~~[$9.95]~~ **$10.25** /1,000 gallons after base
1 ½ inch meter	~~[$126.35]~~ **$130.14** for 5,400 gallon base	~~[$9.95]~~ **$10.25** /1,000 gallons after base
2 inch meter	~~[$203.57]~~ **$209.68** for 8,700 gallon base	~~[$9.95]~~ **$10.25** /1,000 gallons after base
3 inch meter	~~[$772.20]~~ **$795.37** for 33,000 gallon base	~~[$9.95]~~ **$10.25** /1,000 gallons after base
4 inch meter	~~[$982.79]~~ **$1012.27** for 42,000 gallon base	~~[$9.95]~~ **$10.25** /1,000 gallons after base
6 inch meter	~~[$1474.20]~~ **$1518.43** for 63,000 gallon base	~~[$9.95]~~ **$10.25** /1,000 gallons after base

8 inch meter	~~[$2035.78]~~ **$2096.85** for 87,000 gallon base	~~[$9.95]~~ **$10.25** /1,000 gallons after base

C. Unless otherwise exempted as hereinafter provided, each residential and non-residential user of water and sewer services shall pay a capital improvement fee of ~~[thirty-nine dollars ($39.00)]~~ **FORTY-FOUR DOLLARS AND FIFTY CENTS ($44.50)** per quarter the capital improvement fee shall be in addition to the fees charged pursuant to subsections A. and B. of this section, and shall be billed and included in the quarter-annual bills for each user. Each user, customer or account which is subject to and is obligated to pay the debt service charge required by Section 13.20.010 of the Middletown Municipal Code is and shall be exempt from the obligation to pay the capital improvement fee until January 1, 2020.

SECTION II: This Ordinance shall take effect twenty (20) calendar days following its approval by the Burgess and Commissioners.

INTRODUCED ON THE _____ DAY OF_____, 2015

PASSED ON THE _____DAY OF_____, 2015

EFFECTIVE DATE: _____

ATTEST:

BURGESS AND COMMISSIONERS OF MIDDLETOWN

_____
Andrew J. Bowen, Town Administrator

By:_____
John Miller, Burgess

u:JClapp\Middletown\Ordinance.WaterRate2013

TOWN OF MIDDLETOWN
GENERAL FUND
BUDGET FY 2017

DESCRIPTION	AUDIT FY 2012	AUDIT FY2013	AUDIT FY2014	AUDIT FY2015	Budget FY 2016	Preliminary Budget FY 2017
REVENUE						
LOCAL TAXES						
Real Property	1,261,942	1,093,396	1,111,313	1,125,061	1,154,966	1,244,642
Tangible Personal Property	29,267	42,120	35,392	38,043	35,540	37,108
Public Utilities	8,037	9,426	10,664	11,609	10,356	12,841
Franchise (Cable)	38,623	43,219	45,419	46,222	48,062	49,940
Discounts	(15,068)	(12,961)	(13,585)	(13,458)	(15,011)	(16,182)
Penalties & Interest	10,328	8,570	1,652	8,540	9,607	10,357
	1,333,129	**1,183,770**	**1,190,855**	**1,216,017**	**1,243,521**	**1,338,705**
STATE SHARED TAXES						
Amusement Taxes	35,977	36,435	33,016	20,856	16,500	22,500
Highway User Taxes	59,110	38,352	132,049	137,530	154,758	162,421
	95,087	**74,787**	**165,065**	**158,386**	**171,258**	**184,921**
COUNTY SHARED TAXES						
Income Taxes	725,954	695,154	774,117	788,153	721,465	834,937
Tax Equity	296,884	561,699	584,765	581,111	555,964	566,687
	1,022,838	**1,256,853**	**1,358,882**	**1,369,264**	**1,277,429**	**1,401,624**
LICENSES, PERMITS & FEES						
Filing/Permit Fees	5,745	4,130	7,688	6,501	6,500	6,500
Beer, Wine & Liquor	1,970	1,990	-	-	1,950	1,950
Traders	4,941	4,421	6,898	4,899	4,900	4,900
Planning & Zoning	3,211	18,107	31,995	34,881	13,106	13,691
	15,867	**28,648**	**46,581**	**46,281**	**26,456**	**27,041**
PARKS & RECREATION						
Pavillion Fees	**1,990**	**2,030**	**1,860**	**1,860**	**1,900**	**1,900**
POLICE PROTECTION						
State Grant	**15,126**	**15,126**	**24,236**	**24,066**	**24,928**	**26,187**
MISC INCOME						
Other (Bank Grant, Animal, Citations)	1,232	62,088	2,016	21,909	2,500	2,500
LGIT Health Insurance Rebate		9,516	13,531		-	-
FredCo Municipal Recycling Reimbursement					5,000	5,000
Community Events			13,386			
MISC	**1,232**	**62,088**	**28,933**	**21,909**	**7,500**	**7,500**
OPERATING REVENUE	**2,485,269**	**2,623,302**	**2,816,412**	**2,837,782**	**2,752,992**	**2,987,878**
EXPENSES						
LEGISLATIVE						
Commissioner's Fees	12,000	12,000	12,000	12,000	12,300	15,600
Communications	1,243	3,247	3,394	3,127	3,480	3,480
Dues & Subscriptions	7,238	7,312	7,420	7,525	7,370	7,400
Office Supplies/Expenses	3,631	7,925	2,731	3,343	3,600	3,600
Advertising	750	431	513	613	750	750
Meetings & Conventions	8,182	11,592	4,633	6,403	9,000	9,000
	33,044	**42,507**	**30,691**	**33,011**	**36,500**	**39,830**
EXECUTIVE						
Burgess	**6,000**	**6,000**	**6,000**	**6,000**	**6,667**	**10,200**
ELECTION EXPENSES						
Clerk Fees	430	-	350	-	450	-
Printing, Supplies, Advertising	235	-	59	-	250	-
	665	**-**	**409**	**-**	**700**	**-**
GENERAL/ADMINISTRATIVE SERVICES						
Capital Outlay	59,989		14,075		-	-
Administration Salary	163,182	189,913	199,118	216,763	227,019	247,131
Postage & Printing	66	128	74	36	200	200
Communications	6,907	7,641	7,824	6,774	10,471	6,977
Computer Expenses	21,934	16,250	26,983	24,355	22,600	28,400
Supplies & Expense	19,682	29,306	23,750	24,396	27,200	26,000
Maintenance & Repairs	41,773	60,320	42,395	32,801	52,680	13,400
Professional Services	3,600	6,600	6,809	4,845	3,600	4,600
Dues & Subscriptions	145	25	111	-	150	150
Meetings & Seminars	35	20	26	132	100	100

TOWN OF MIDDLETOWN
GENERAL FUND
BUDGET FY 2017

DESCRIPTION	AUDIT FY 2012	AUDIT FY2013	AUDIT FY2014	AUDIT FY2015	Budget FY 2016	Preliminary Budget FY 2017
Water and Sewer Grant			100,000	203,219	**80,000**	-
	317,313	**310,203**	**421,165**	**513,321**	**424,020**	**326,958**
OPERATIONS/MAINTENANCE						
Maintenance - Capital Outlay	5,049	73,478				
Director Salary	81,435	83,789	86,659	91,351	93,227	97,355
Maintenance Salary	28,964	34,027	40,297	40,064	35,015	126,742
Communications	5,906	6,524	6,878	7,564	9,000	9,000
Supplies	12,958	11,300	6,540	10,426	13,000	17,000
Dues/Training/Certifications	563	431	1,509	449	1,500	1,500
Landscaping / Beautification				-	-	-
Maintenance & Repairs	19,035	12,286	13,900	11,963	14,317	8,000
Mowing		10,640	10,646	12,047	12,133	12,133
Tools & Equipment	3,698	2,754	3,256	1,288	3,161	500
	157,608	**235,229**	**169,685**	**175,152**	**181,354**	**272,230**
PROFESSIONAL SERVICES						
Independent Accounting	12,000	12,250	13,000	28,100	12,500	16,000
Legal - Development & Ordinance	4,883	8,002	8,892	5,852	7,500	7,796
	16,883	**20,252**	**21,892**	**33,952**	**20,000**	**23,796**
PLANNING & ZONING						
Salaries	35,429	36,045	39,200	41,194	41,146	44,072
Bd Members Compensation	7,650	7,800	7,800	7,800	7,800	7,800
Zoning Expenses	1,486	9,887	2,593	3,114	3,109	3,207
	44,565	**53,732**	**49,593**	**52,108**	**52,055**	**55,079**
MAIN STREETS MANAGER						
Mainstreet - Capital Outlay						
Salary	20,980	29,594	41,190	43,720	43,522	43,680
Town Contribution	9,812	8,977	9,523	10,366	10,000	10,000
Wayfinding Signs Grant Contribution				-	8,000	-
	30,792		**50,713**	**54,086**	**61,522**	**53,680**
PUBLIC SAFETY						
Fire Department Donation	15,000	15,000	15,000	20,000	20,000	20,000
School Crossing Guards	14,113	13,844	13,747	14,812	17,408	15,758
Deputy Contract Services	337,107	336,962	316,375	333,374	365,101	401,611
	366,220	**365,806**	**345,122**	**368,186**	**402,509**	**437,369**
SANITATION & WASTE REMOVAL						
Trash Collection & Disposal						
Recycling Pickup Station		6,477	7,201	7,459	5,000	5,000
Regular Pick-up	136,880	144,023	132,025	130,862	132,026	133,126
Landfill - Tipping Fees	87,747	89,717	79,575	82,595	91,350	84,830
Yard Waste (April - Dec)	29,746	29,789	30,024	30,024	30,024	30,672
Eco-Bags	17,635	27,203	18,011	19,566	18,501	20,260
	272,008	**297,208**	**266,836**	**270,507**	**276,901**	**273,888**
RECREATION & CULTURE						
Park Capital Outlay	320,299	24,685	234,263			
Park Interest	44,638	25,402	20,968	17,847	14,632	11,320
Park Loan Payments	88,215	98,923	102,582	105,702	108,917	112,230
Park Salary	40,088	31,210	49,802	42,320	46,911	34,807
Park Electric	1,790	1,743	1,807	2,289	1,800	2,358
Park Supplies/Equipment	7,035	4,571	3,832	15,574	5,000	1,500
Park Mowing Contract	19,715	28,620	22,113	23,964	26,215	26,215
Park Repairs & Maintenance	12,607	7,430	28,316	24,439	**39,100**	24,950
	534,387	**222,584**	**463,683**	**232,135**	**242,575**	**213,378**
HIGHWAYS & STREETS						
Streets Capital Outlay	158,610	261,530	398,137		-	-
Vehicle/Equipment Capital Outlay					-	-
Salaries - Regular	66,957	75,592	90,310	76,647	93,356	48,841
Street Lighting	154,811	151,802	160,240	160,973	165,600	161,916
Storm Water Management	2,335	678	7,688	1,673	4,670	7,800
Snow Removal	12,307	36,192	80,759	100,830	**70,000**	75,000
Mowing (SWM & Streets)	25,373	28,240	27,648	29,696	32,696	32,696
Repairs & Resurfacing	90,916	76,270	34,504	166,470	**53,800**	67,195
Signs	3,042	3,112	5,367	3,904	**3,500**	6,200
Truck Repair & Maintenance	21,210	32,801	40,460	35,615	**50,700**	48,600
Equipment Repairs & Maintenance	5,813	3,837	2,281	3,135	**10,000**	10,000
Street Loan - Principal	10,000	10,500	11,000	11,500	12,000	78,460

TOWN OF MIDDLETOWN
GENERAL FUND
BUDGET FY 2017

DESCRIPTION	AUDIT FY 2012	AUDIT FY2013	AUDIT FY2014	AUDIT FY2015	Budget FY 2016	Preliminary Budget FY 2017
Street Loan - Interest	8,987	8,953	9,016	7,418	6,941	60,927
Case Loader -Principal & Interest	21,805	-	14,555	28,352	15,158	15,159
	582,166	**689,507**	**881,965**	**626,213**	**518,421**	**612,794**
MISCELLANEOUS						
MT Historical Society	10,000		5,000	5,000	5,000	5,000
Donations	600	-	-	-	100	100
Mileage - Travel	3,574	1,997	2,698	3,436	2,783	4,578
Web Page / Directory / Public Information	3,373	4,118	4,445	3,625	5,000	1,400
Community Events	45,488	51,752	36,268	37,855	**19,750**	30,250
Payroll Taxes	36,658	38,007	41,414	42,269	54,257	56,578
Insurance		12,150				
Property	7,556	10,902	12,559	12,986	12,618	13,376
Health	91,035	97,092	98,119	96,741	107,234	111,243
Worker's Compensation	12,197	16,042	14,784	15,487	11,605	11,921
Professional	1,248	-	-	946	1,248	688
Pension	53,067	43,167	49,131	56,298	65,725	75,062
Real Estate Taxes	712	753	2,356	712	1,242	1,242
Miscellaneous	4,475	50,197	10,116	1,231	3,500	3,500
	269,983	**326,177**	**316,890**	**276,586**	**290,061**	**314,936**
TOTAL OPERATING EXPENSES	**2,077,687**	**2,209,513**	**2,373,169**	**2,636,256**	**2,508,284**	**2,634,140**
TOTAL OPERATING SURPLUS	**407,582**	**413,789**	**443,243**	**201,526**	**244,707**	**353,739**

TOWN OF MIDDLETOWN
Water Sewer Operating Budget
FY 2017

	AUDIT FY 2013	AUDIT FY 2014	AUDIT FY 2015	Budget FY 2016	Preliminary Budget FY 2017
Operating Revenue					
Water Revenue	544,682	557,321	557,826	**594,558**	**594,671**
Sewer Revenue	541,468	554,722	557,502	**596,089**	**594,325**
Penalties and Reconnects	15,608	18,876	21,311	**15,038**	**21,950**
General Fund Grant	-	-	102,740	**80,000**	
Rain Barrels			1,000	**1,575**	**1,000**
LGIT Rebate/MISC	-	-	-	**-**	**-**
Total Revenue	**1,101,758**	**1,130,919**	**1,240,379**	**1,287,260**	**1,211,946**
Expenses					
Administrative					
Salaries	44,202	38,059	43,379	**50,907**	**45,134**
Communications	7,107	7,761	11,178	**7,500**	**11,513**
Postage	7,426	9,098	10,304	**9,280**	**9,558**
Office Supplies/Expenses	8,381	14,470	13,668	**12,000**	**12,600**
Professional Services/Legal	-	10,578	16,447	**2,000**	**2,000**
Meetings & Seminars	331	895	392	**500**	**500**
Advertising	-	863	994	**500**	**500**
Uniforms	2,992	2,726	3,719	**998**	**3,925**
Dues/Subscriptions/Certifications	415	987	3,342	**500**	**500**
2010 CDA Water Tank Loan	72,008		32,498	**32,979**	**32,908**
Travel/Mileage	203	175	-	**200**	**200**
Payroll Taxes	19,971	19,081	21,477	**24,559**	**23,600**
Insurance					
Property	7,603	7,643	7,949	**8,500**	**8,500**
Health	46,367	37,781	36,608	**53,824**	**52,831**
Worker's Compensation	11,142	8,168	7,858	**8,214**	**8,718**
Retirement/Pension	17,250	18,954	19,685	**23,678**	**28,448**
Real Estate Taxes	292	292	(22)	**292**	**292**
Conservation Environment	105	3,276	5,755	**2,500**	**2,000**
Vehicle/Equipment Expenses	12,749	15,680	11,138	**21,000**	**25,600**
Total Administrative	**258,544**	**196,487**	**246,369**	**259,931**	**269,328**
Water					
Salaries	**109,602**	**113,066**	**131,501**	**133,411**	**139,545**
Water Distribution					
Supplies	2,894	3,764	3,468	**3,200**	**3,572**
Repairs & Maintenance	41,907	67,276	48,553	**70,950**	**52,450**
Water Meters	-	-	-	**65,250**	**-**
Waterline Break Repairs	246	72	3,452	**5,000**	**5,000**
Chemicals	353	185	-	**500**	**500**
Tools & Equipment	6,407	9,468	933	**4,330**	**3,874**
Subtotal	**51,807**	**80,765**	**56,406**	**149,230**	**65,396**
Water Plant, Reservoir, Booster, Tower, BS Wellhouse					
Electric	27,509	26,703	24,588	**26,900**	**20,150**
Supplies	1,666	787	3,568	**2,000**	**2,000**
Repairs & Maintenance	32,259	32,305	17,211	**27,350**	**31,700**
Chemicals	24,176	20,454	21,672	**18,226**	**23,943**

5/10/2016

TOWN OF MIDDLETOWN
Water Sewer Operating Budget
FY 2017

	AUDIT FY 2013	AUDIT FY 2014	AUDIT FY 2015	Budget FY 2016	Preliminary Budget FY 2017
Tools & Equipment	4,375	2,007	1,590	2,400	2,400
Testing & Analysis	7,857	10,488	11,661	12,988	12,988
SUB-TOTAL	**97,842**	**92,744**	**80,290**	**89,864**	**93,181**
Abandoned Well Costs				-	-
TOTAL WATER	**259,251**	**286,575**	**268,197**	**372,505**	**298,122**
Sewer					
Salaries	**113,488**	**107,724**	**120,064**	**124,358**	**121,920**
Sewer Collection System					
Conebranch Pump Station	11,503	27,036	19,518	20,000	18,500
Brookridge South Pump Station	13,703	9,854	11,153	10,000	9,735
Foxfield Pump Station	6,165	6,968	6,348	6,500	6,500
Sanitary Sewer Lines/Manholes	22,850	17,316	17,484	23,952	25,000
I & I Accrual	75,000	75,000	75,000	75,000	75,000
Subtotal	**129,221**	**136,174**	**129,503**	**135,452**	**134,735**
East WWTP					
Electric	35,844	38,450	40,211	33,279	29,647
Parts & Supplies	3,749	8,162	6,325	5,469	5,802
Repairs & Maintenance	32,355	11,960	23,354	35,357	35,800
Chemicals	40,867	32,727	28,329	40,844	40,844
Mowing		-	-	-	-
Tools & Equipment	7,721	2,849	8,091	8,400	5,573
Testing & Analysis	20,812	22,982	25,170	34,187	34,187
Sludge Hauling Expense	66,093	45,596	61,642	57,000	60,000
Subtotal	**207,441**	**162,726**	**193,122**	**214,535**	**211,853**
West WWTP					
Electric	19,020	18,989	20,410	17,934	23,084
Supplies	1,987	4,474	2,121	2,500	2,500
Repairs & Maintenance	3,196	7,102	20,740	11,750	6,050
Chemicals	50,684	53,057	54,073	61,258	61,258
Mowing	-	-	-		
Tools & Equipment	7,407	1,400	756	1,000	1,000
Testing & Analysis	8,303	8,808	9,106	10,459	10,459
Sludge Hauling Expense	22,959	17,663	17,250	22,650	22,650
SUB-TOTAL	**113,556**	**111,493**	**124,456**	**127,552**	**127,001**
TOTAL SEWER	**563,706**	**518,117**	**567,145**	**601,897**	**595,509**
TOTAL OPERATING EXPENSES	**1,081,501**	**1,001,179**	**1,081,711**	**1,234,334**	**1,162,959**
Contigency Fund				**43,202**	**40,704**
Adjusted Operating Expense				**1,277,535**	**1,203,663**
OPERATING INCOME (LOSS)	**20,257**	**129,740**	**158,668**	**9,724**	**8,283**

5/10/2016

BURGESS AND COMMISSIONERS OF MIDDLETOWN

GENERAL CAPITAL IMPROVEMENT BUDGET
FY 2017 - FY 2021

Ranking		FY '17	FY '18	FY '19	FY '20	FY '21		
	INCOME							
	CASH RESERVES	$936,787	$386,451	$271,432	$94,075	$32,707		
	INTEREST INCOME	$2,342	$966	$679	$235	$82		
	OPERATING INCOME From Previous Years	$297,275	$353,739	$300,000	$350,000	$400,000		
	IMPROVEMENT FEE		$261,000	$207,000	$36,000			
	PROGRAM OPEN SPACE and Community Parks & Playground	$40,500	$40,500	$6,021				
	Grant for 250th Celebration	$32,000						
	Loan - West Green Street	$2,320,500						
	OTHER		$16,000					
	SUB-TOTAL	$3,629,404	$1,058,656	$785,132	$480,310	$432,789		
	PROJECTS							
Ranking	**Highways & Streets**							
1.00	WEST GREEN STREET IMPROVEMENTS	$2,253,056	$120,424	$120,229	$120,603	$120,542		
	SHA Streetscape Lighting	$175,000						
1.83	Boileau Court - Mill & Overlay						$220,000	
	Broad St. - Franklin Street (Inlets and Road Reconstruction)	$40,000	$500,000					
2.17	Broad St. - Main to Locust Alley (Road Reconstruction)			$300,000				
2.33	Elm Street Parking Lot Upgrades - Reconfiguartion and Paving					$300,000		
2.50	Linden Blvd. (Broad Street to Pine Street)					$35,000		$400,000
2.50	Locust Blvd. & Court (Road Reconstruction)	$415,000						
	Lombardy Court - Selective Patching, Mill & Overlay				$78,000			
	Manda Court - Mill & Overlay				$68,000			
	Manda Drive - Mill & Overlay				$125,000			
	Prospect St. (Road Reconstruction)				$35,000	$500,000		
	Washington Street Retaining Wall		$5,000	$25,000				
	Young Branch Drive - Mill & Overlay						$95,000	
	Pedestrian Bridge Rehabilitation			$15,000	$15,000			
	Pedestrian Safety Improvements - Franklin Street (Prospect to Primary School)	$85,000	$16,000					
	SWM Fence Replacements	$34,997		$12,000				
	Recreation & Culture							
	Remsberg Park - Walking Trail and Bridge over Cone Branch Creek (90% Grant; POS 10% Town $4,/	$45,000						
	Middletown Park - Skatespot (75% Grant POS; 25% Skateboard Group - Town Share $0)			$8,028				
	Memorial Park - Playground Replacement & Rehab	$74,000	$45,000					
	250th Celebration Event	$58,000						
	General Services Administration & Operations							
	Municipal Center - HVAC Replacement		$80,000					
	Municipal Center - Kitchen Cabinets & Countertop Replacement	$8,000						
	Municipal Center - Boiler Replacement to Natural Gas	$30,000						
	Phone System Upgrade			$30,000				
	Edco Scarifier Pavement Marker Remover	$4,300						
	Dump Truck Replacement			$150,000				
	Inspection Vehicle Replacement			$25,000				
	Backhoe Replacement Lease (4 years)	$15,200	$15,200					
	Computer Replacements (3 Computers/Year)	$5,400	$5,600	$5,800	$6,000	$6,200		
	SUB-TOTAL	$3,242,953	$787,224	$691,057	$447,603	$961,742		
	SURPLUS/(DEFICIT)	**$386,451**	**$271,432**	**$94,075**	**$32,707**	**-$528,953**		

5/10/2016

Town of Middletown
Water Sewer Fund
Capital Improvement Program

Burgess and Commissioners of Middletown

Water & Sewer Capital Improvement Program

FY 2017 - FY 2021

INCOME	FY '17	FY '18	FY '19	FY '20	FY '21
CASH Reserves	$251,799	$22,658	$62,512	$300,363	$202,451
DEBT SERVICE FEE - NEW HOMES	$139,000	$141,400	$148,500	$157,200	$164,100
CAPITAL IMPROVEMENT FEE	$149,298	$159,132	$168,966	$178,800	$178,800
Inflow & Infiltration - Reserve Account	$75,000	$420,000			
Land Leases	$192,028	$199,709	$207,697	$216,005	$224,646
Tap Fees (See Growth Projections)	$710,000	$609,000	$483,000	$84,000	$20,000
Main Street Waterline Loan	$2,895,000	$965,000			
Reservoir Cover Loan		$819,500			
Total Revenue	$4,412,125	$3,336,399	$1,070,675	$936,368	$789,996
Debt Service					
WATER STORAGE TANK LOAN	$111,820				
EAST WWTP LOAN	$241,265	$241,265	$241,265	$239,265	
MAIN STREET WATERLINE LOAN	$252,462	$250,184	$250,294	$250,899	$252,399
RESERVOIR LOAN	$56,670	$56,578	$56,754	$56,754	$56,725
DEVELOPMENT PROJECTS					
Brookridge WTP (Loan Payments)	$200,000	$201,361			
Outstanding Balance - $401,361.82					
Total Debt Service	$862,217	$749,388	$548,313	$546,918	$309,124
Net Income	$3,549,908	$2,587,012	$522,363	$389,451	$480,872
Projects					
SYSTEM UPGRADE PROJECTS					
WATER SYSTEM					
Main Street Waterline Program	$2,895,000	$965,000			
Reservoir - Dual Feed Cover/Liner Replacement/Road Rebuild		$819,500			
Fluoride Systems - Well #15/#16 & Brookridge WTP	$60,000				
Stream Erosion - Well Field Restoration	$125,000				
Scada Control System	$76,000	$50,000	$25,000		
Booster Station - Replace Starters with VFD's		$125,000			
Booster Station - Pump Bypass Connections	$25,000				
Booster Station - Process Piping Replacement			$40,000		
Booster Station - Roof Replacement/Building Painting		$5,000			
Fire Hydrant Install - Elm & Washington Street	$8,000				
Water Meter Replacements	$65,250	$60,000	$57,000	$57,000	$55,000
Springline Replacement - US 40 to Reservoir (Expected 2025)			$100,000	$100,000	$100,000
WASTEWATER SYSTEM					
West WWTP - Curtain Replacement	$60,000				
West WWTP - New Chemical Storage Structure	$15,000				
West WWTP - Influent Meter Replacement		$15,000			
West WWTP - Roof Replacement				$30,000	
East WWTP - Bar Screen Refurbishment	$40,000				
East WWTP - Influent Flume & Ultrasonic Meter	$16,000				
East WWTP - Sludge Mag Meter		$15,000			
Vactor Trailer & Excavator		$50,000			
Inflow & Infiltration	$75,000	$420,000			
Brookridge PS Vault Magmeter & Cabinet	$11,000				
Brookridge PS - 3 Phase VFD and New Pump Installation	$25,000				
Cone Branch PS - New Pumps	$31,000				
Total Projects	$3,527,250	$2,524,500	$222,000	$187,000	$155,000
Surplus / Deficit	$22,658	$62,512	$300,363	$202,451	$325,872

5/10/2016

BURGESS AND COMMISSIONERS
OF MIDDLETOWN MARYLAND

TOWN MEETING MINUTES

REGULAR MEETING **May 9, 2016**

The first monthly meeting of the Burgess and Commissioners of Middletown was called to order on May 9, 2016, by Burgess Miller at 7:00 p.m. in the Middletown Municipal Center, 31 W. Main Street, Middletown, Maryland. Present were: Commissioners Larry Bussard, Jennifer Falcinelli, Rick Dietrick, Tom Catania and Christopher Goodman.

CONSENT AGENDA
Financial Statements
Flower Planting along Walking Trails – Cone Branch & Wiles Branch
Town Minutes – April 25th Town Meeting
Commissioner Dietrick motioned to accept this consent agenda as corrected, seconded by Commissioner Falcinelli and passed unanimously.

Personal Requests for Agenda:
Abby Bolcik, Middletown Middle School Student Government – Fundraising for a bench to be placed along Wiles Branch Walking Trail – Abby showed a power point presentation to the Burgess & Commissioners with her idea of placing a bench along the Wiles Branch Walking Trail. The Board was very receptive of the idea and gave her the blessing to fund raise to do so. Burgess Miller stated that the Town Staff will provide the concrete pad for the bench.

Unfinished Business:
Review of Cross Stone Commons Revised Connection Fee Agreement - Drew stated that the revised agreement has new language per the Boards discussion last month. The new language states that "the connection fee per EDU which is in effect in the Town at the time of issuance (prevailing rate)". Commissioner Falcinelli stated that the Exhibit states $20,000 and so there is no confusion she would like to have that changed to the prevailing rate. Consensus of the Board to send back to the Town Attorney to finalize and forward onto the developer.
Budget Workshop – The Board went over the General operating, General CIP, Water/Sewer operating and Water/Sewer CIP. It was the consensus of the Board to advertise for a 3% water/sewer rate increase and advertise all the budgets as presented. The public hearing will be held on May 23, 2016 at 7pm.

REPORTS OF COMMITTEES –
WATER & SEWER – Commissioner Falcinelli reported:
Spring Flow – 128,000, water used April 2016 – 277,000, East WWTP treated 186,000 gal., and the WWTP treated 132,000 gal.
Sold 20 rain barrels.
PUBLIC WORKS – Commissioner Bussard reported:
Our guys have been busy replacing the partitions at the Memorial Park bathrooms and mowing grass. Green Street project is underway.

PLANNING COMMISSION – Commissioner Catania reported:
Zoning Ordinance review has been completed the new language will be forthcoming to the Town Board for approval.
Signs around the football field at the High School a few were shown facing out and they need to be facing into the field. Ron Forrester has sent a letter to the school advising them of this.
PARKS and RECREATION – Commissioner Goodman reported:
POS priority list: Memorial Park Phase 2, Remsberg Park bathrooms and Benches at Cone Branch Park.
New meeting time is now the 3rd Wednesday of the month at 7pm.
FINANCE – Commissioner Dietrick reported:
Working on 2017 Budget.
PUBLIC INFORMATION – Commissioner Falcinelli reported:
Asked that we send out the information regarding the Dog Park.

NEW BUSINESS:
Richland Golf Club Summer Outdoor Music request – This request is the same as it has been for that last few years. Live Music will be allowed on the deck beginning Friday, May 27 thru Friday, September 30, 2016. The house will be from 7pm.-10pm. The music has to adhere to the 65 decibel stipulation.
Motion by Commissioner Bussard to approve the request, seconded by Commissioner Goodman. Motion carried 6-0.
Community Service Time – Policy for Employees – Burgess Miller stated that he has discussed this with the staff at the staff meetings and this would allow any employee to volunteer at different organizations or at school events and get paid for doing so. Burgess Miller asked that the Commissioners review and will approve at next month's meeting.
Appointment to the Board of Appeals – Chairman Rudy is up for re-appointment and has asked to be re-appointed.
Motion by Commissioner Falcinelli to re-appoint Fred Rudy to the Board of Appeals for a 3 year term, seconded by Commissioner Goodman. Motion carried 6-0.

PUBLIC COMMENT: none

ANNOUNCEMENTS:

ADJOURNMENT
Meeting adjourned at 8:30pm.

Respectfully submitted,

Ann Griffin
Office Manager

Community Service Time

Community service time is one of the ways the Town of Middletown supports your volunteer involvement in our community.

Community service time is time away with pay, separate from sick leave or annual leave (paid time off). If you are a full-time employee and regularly scheduled to work 30 hours or more per week, **you may be eligible for up to eight (8) hours of community service activities during the time when you would otherwise be scheduled to work.** For example if you are scheduled to work from 9:00 a.m. to 5:00 p.m. and you would like to volunteer for a local organization between 1:00 p.m. and 5:00 p.m., you may use community service time (CST).

Team members with less than six months of employment are eligible for a prorated amount and may take up to four (4) hours, with Town Administrator approval. If community service time is not used, it cannot be carried over to the following year and it is not payable as leave or upon termination of employment.

Exempt employees are required to use community service time in either full-day or half-day increments. Nonexempt employees may record community service time in full-day, half-day, or hourly increments. Except for the restrictions referenced below, you determine how you use your community service time, as long as you are using your skills and abilities to benefit an organization or community.

With the Town Adminstrator's approval, you may use PTO for time away to volunteer for any ineligible activities.

To avoid significant business interruptions, the Town Administrator must approve the request for time away 2 weeks **in advance**. Contact the Town Administrator for additional eligible and ineligible activities. An event in the Town that constitutes an emeregency (i.e. water line break(would cancel the use of service time.

In order to qualify for community service time, a team member should be volunteering for a community or nonprofit organization that is designated as 501 (c)(3) or 501 (c)(6) by the Internal Revenue Service (IRS), for a school, or for a city, county, state, or federal board, council, or election department.

Examples of ELIGIBLE activities include but are not limited to:

- Volunteering at a local school (chaperoning, working at a book fair, reading, whether your child attends the school or not).
- Serving on advisory boards, councils, or boards of directors of nonprofit organizations.
- Donating blood.
- Serving as an election official for a general election.

Examples of activities NOT ELIGIBLE for community service time include but are not limited to:

- Partisan political activities such as campaigning on behalf of a candidate or political party.
- Religious activities not involving community service.
- Parental activities such as parent-teacher conferences or attending school concerts or sporting events.
- Court-mandated community service.

MIDDLETOWN PLANNING COMMISSION

2015
ANNUAL REPORT

Approved May 16, 2016 by Middletown Planning Commission

BURGESS & COMMISSIONERS

John Miller, Burgess (4/2012-4/2016)
Jennifer Falcinelli, Burgess Pro-tem (4/2014-4/2018)
Larry Bussard (4/2014-4/2018)
Richard Dietrick (4/2014-4/2018)
Anthony Ventre (4/2012-4/2016)
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)
Bob Miller (5/2013-5/2018)
Chris Goodman, Comm. Ex-Officio (4/2012-4/2016)
Rich Gallagher, Alt. (2/2011-2/2016)
Dixie Eichelberger, Temp. Alt (2/2014-6/2017)

Middletown Board Of Appeals

Fred Rudy, Chair (6/2013-6/2016)
Thomas Routzahn (2/2014-2/2017)
Kenneth Kyler (2/2014-2/2015)
Alex Kundrick, Alternate (2/2014-2/2017)

Planning Department Staff

Cynthia K. Unangst

Town Zoning Administrator

Ron Forrester

Engineering Staff

Bruce Carbaugh, Director of Public Works
J.R. Hawkins, Project Manager

INTRODUCTION

Section 1-207 of the Land Use Article 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

YEAR	POPULATION	INCREASE OR DECREASE
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
2010 Census	**4,136**	**-103**
2011 Estimate	4,163	27
2012 Estimate	4,272	109
2013 Estimate	4,295	23
2014 Estimate	4,313	18
2015 Estimate	4,321	8

TEN YEAR PERIODS OF POPULATION GROWTH based on Census

1970 – 1980	486
1980 – 1990	86
1990 – 2000	834
2000 – 2010	1,468
	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 and annexations, and reviews and comments on text amendments 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. **(Plan names are shown on attached map.)**

PLAN REVIEWS - 2015

All plans reviewed and approved were consistent with the Middletown Comprehensive Plan adopted in 2010, the Middletown Zoning Code, and the Middletown Subdivision Regulations.

CONCEPT PLANS

Name	Units	Zoning	Request for:
None			

SITE PLANS

Name	Units	Zoning	Request for:
1A. Chesterbrook Rev. Phase 2 Franklin St. /Broad St.	18	R-3	Approval of revised plans for multi-family development (Approved 1/19)
1B. Overfield Demolition East Main Street	1	R-1	Approval of demolition of a carport (Approved 3/16)
1C. Jiffas Architectural Review West Green Street	2	TC	Approval of architectural renderings for duplex (Approved 3/16)
1D. Morrissey Demolition Lombardy Court	1	R-1	Approval of demolition of a sunroom (Approved 4/20)
1E. Miller Property East Main Street	4	TC	Approval of site plan for restaurant and market (Approved 7/20)
1F. Washington Gas Approach Cone Branch Pump Station	1	OS	Approval of approx. 400 linear feet of gas line (Approved 9/21)
1G. Frasher Demolition South Jefferson Street	1	R-3	Approval of demolition of porches and shed (Approved 10/19)

MASTER PLANS

Name	Units	Zoning	Request for:
None			

PRELIMINARY PLANS

Name	Units	Zoning	Request for:
None			

MASS GRADING/SWM PLANS

Name	Units	Zoning	Request for:
None			

IMPROVEMENT PLANS

Name	Units	Zoning	Request for:
2A. Cross Stone Commons Ph.2 Middletown Parkway	4	GC	Approval of improvement plans for shopping center (Approved 3/16)

2B. Putman Plumbing Boileau Drive	1	R-3	Approval of revised improvement plans for plumbing business (Approved 3/16)
2C. Chesterbrook Rev. Phase 2 Franklin St. /Broad St.	18	R-3	Approval of revised improvement plans for multi-family development (Approved 9/21)

FOREST CONSERVATION PLANS

Name	Units	Zoning	Request for:
3. Chesterbrook Phase 2 Franklin St. /Broad St.	18	R-3	Approval of forest conservation plan (Approved 1/19)

DEDICATION PLATS

Name	Units	Zoning	Request for:
4. Straits East Main Street	1	R-1	Approval of dedication plat for right-of-way purposes (Approved 3/16)

ADDITION PLATS

Name	Units	Zoning	Request for:

None

FINAL PLATS

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)

Definitions and zoning administration update – Planning Commission recommended adoption of new definitions to the zoning code; to repeal and revise certain definitions; to reduce the time period for which a zoning certificate is valid from two years to one year; and to authorize the zoning administrator to extend the time period of validity for a zoning certificate. (Sections 17.04 and 17.08) [PC recommended 1/5; B&C adopted 2/9]

Open Space and Agricultural districts update – Planning Commission recommended adoption of revisions of the uses permitted and uses permitted by special exception in the open space district; to make other stylistic changes in the chapters regulating land use in the open space and agricultural districts. (Sections 17.28 and 17.30) [PC recommended 3/16; B&C adopted 4/13]

Residential districts update – Planning Commission recommended adoption of revisions to the types of uses permitted and uses permitted by special exception in the residential districts; to revise and restate the purpose intended for the regulation of uses in the R-2 and R-3 residential districts; to make other stylistic changes in the

chapters regulating land use in the residential districts. (Sections 17.16, 17.28 and 17.30) [PC recommended 3/16; B&C adopted 4/27]

Commercial districts update – Planning Commission recommended adoption of revisions to the types of uses permitted and uses permitted by special exception in the commercial districts; to repeal provisions relating to overnight parking of motor vehicles and the maximum size of signs in the MB mixed business zoning district; to revise the standards and requirements for site plans in the commercial zoning districts; to make other stylistic changes in the chapters regulating land use in the commercial districts. (Section 17.20) [PC recommended 3/16; B&C adopted 5/11]

Design standards update – Planning Commission recommended adoption of revisions to the design standards section of the code with the following: to clarify that mobile homes and mobile home parks are prohibited in all districts; to regulate disposal containers in the same manner as storage containers; to repeal off-street parking requirements for condominiums and boarding houses; to provide that off-street parking requirements for indoor sports facilities are subject to site plan approval; to revise the requirements for off-street loading spaces; to delete the requirement that an applicant for a demolition permit execute a release, waiver and indemnification agreement prepared by the town; to provide and revise regulations for non-conforming structures and uses; to add a definition of the term "impervious surface"; to make other stylistic and grammatical revisions and correct typographical errors. (Sections 17.04 and 17.32) [PC recommended 3/16; B&C adopted 6/8]

Special exception use requirements update – Planning Commission recommended adoption of regulations relating to requirements for special exception uses; to delete provisions relating to special exception uses for boarding and lodging houses, hospitals and sanatoriums, and offices for interior design services; to clarify various sections of that chapter and to make other grammatical, stylistic and non-substantive revisions. (Section 17.48) [PC recommended 7/20; B&C adopted 8/14]

Zoning amendment approvals – Planning Commission recommended adoption of regulations relating to the procedures and requirements for enacting amendments to Title 17 of the Code; to delete provisions requiring re-submission of proposed amendments to the planning commission when the burgess and commissioners propose changes to the proposed amendment after the amendment has been reviewed by the planning commission; to make other grammatical and stylistic changes to Section 17.08.100. (Section 17.08) [PC recommended 7/20; B&C adopted 9/28]

Subdivisions regulations update – Planning Commission recommended adoption of definitions for the terms 'cul-de-sac,' 'floodplain,' 'plat,' 'right-of-way,' 'arterial street,' and 'tract'; to require the submission of electronic copies of certain plats and other documents; to reduce the demands of a proposed subdivision or project for water and sewer consumption to 250 gallons of water per equivalent dwelling unit; to remove bonds as an acceptable type of guarantee for the construction of improvements; to add provisions relating to development in wetlands, floodplains, water buffer areas and forest lands; to increase minimum sight distances to 300 feet for development on collector streets; to require street name signs to be installed initially by the developer; and to make other non-substantive stylistic and linguistic changes. (Title 16 - Subdivisions) [PC recommended 10/19; B&C adopted12/14]

Board of appeals regulations update – Planning Commission reviewed and commented on the adoption of stylistic and grammatical changes to the board of appeals regulations and to correct references to state statutes and court rules. (Section 17.44) [PC commented 10/19; B&C adopted 12/14]

Sign regulations update – Planning Commission reviewed and commented on adoption of revised provisions relating to political signs; to authorize the zoning administrator to enforce certain provisions of the code relating to signs; to make stylistic and grammatical changes. (Section 17.36) [PC commented 10/19; B&C adopted 12/14]

BOARD OF APPEALS: (Applicant names are shown on attached map)

Applicant	Request	Location	Motion	Date
A. Chesterbrook-Phase 2	variance of 5' for height of buildings	corner of Broad and Franklin Streets	Approved	1/13
B. Sheffler	special exception for restricted vehicle in residential district	9 Linden Boulevard	Approved (PC recommended denial 3/16)	3/17
C. Overfield	variances of 1.5' from side setbacks for accessory building	122 East Main Street	Approved	3/17
D. Smart	variances from lot width and side setback	214 Broad Street	Approved	10/17

INFRASTRUCTURE PROJECTIONS:

TRANSPORTATION:
Action taken by the Town in the year 2015 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 Coblentz Road from county road status to the municipal street system in conjunction with the Admar annexation, should that ever occur.

The State Highway Administration has funded the Main Street streetscape project and notice to proceed is scheduled for June of 2016. The limits of the project extend from the western edge of town to the eastern edge of town, and includes the replacement of water mains from Coblentz Road to Eastern Circle. The SHA scope of the work includes replacement of storm water lines in the Main Street SHA right-of-ways and relocating some utility lines, new signage, traffic patterns, and replacement or installation of curb, gutter and sidewalks. The project also includes landscaping and planting of new trees. The project is expected to take up to two years to complete.

Improvements to West Green Street will include providing curb, gutter, and sidewalk from the Asian Café to the AMVETS's Post #9. Also included in the project will be new storm drain and street lighting, and natural gas service. This project received all necessary approvals in 2015, began construction in May of 2016 and is expected to take 9-12 months to complete.

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 387,000 gallons per day (gpd). The average daily use for 2015 was 300,667 gpd. The water system is routinely monitored for possible contaminants in accordance with Federal and State laws, and there were no violation levels in 2015.

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 2015 were 202,761 gpd.

The discharge permit for the West End WWTP at Catoctin Creek in the southwest section of Town is 250,000 gpd. Average daily flows for 2015 were 193,117 gpd.

There were no violations for either plant in 2015.

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 2015, the Town completed a new pavilion and tot lot at the town-owned Remsberg Park, which is located outside of the town limits. Additionally, a new dog park was completed at Wiles Branch Park with small and large dog areas.

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 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 2015.

STRATEGIC PLANNING INITIATIVES

ZONING ORDINANCE UPDATE

The Planning Commission and planning staff completed their comprehensive review of the Town Zoning Ordinances and the Subdivision regulations to review changes for consistency with the updated Middletown Comprehensive Plan in 2010 and sent the proposed revisions to the Town Board for approval which was done Section by Section throughout 2015.

COMPREHENSIVE PLAN REVIEW

Due to the fact that there have been no policy changes made in recent years to warrant an update to the Town's Comprehensive Plan at this time, the Plan will most likely begin the update process in 2020 in conjunction with the 2020 Census data.

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.

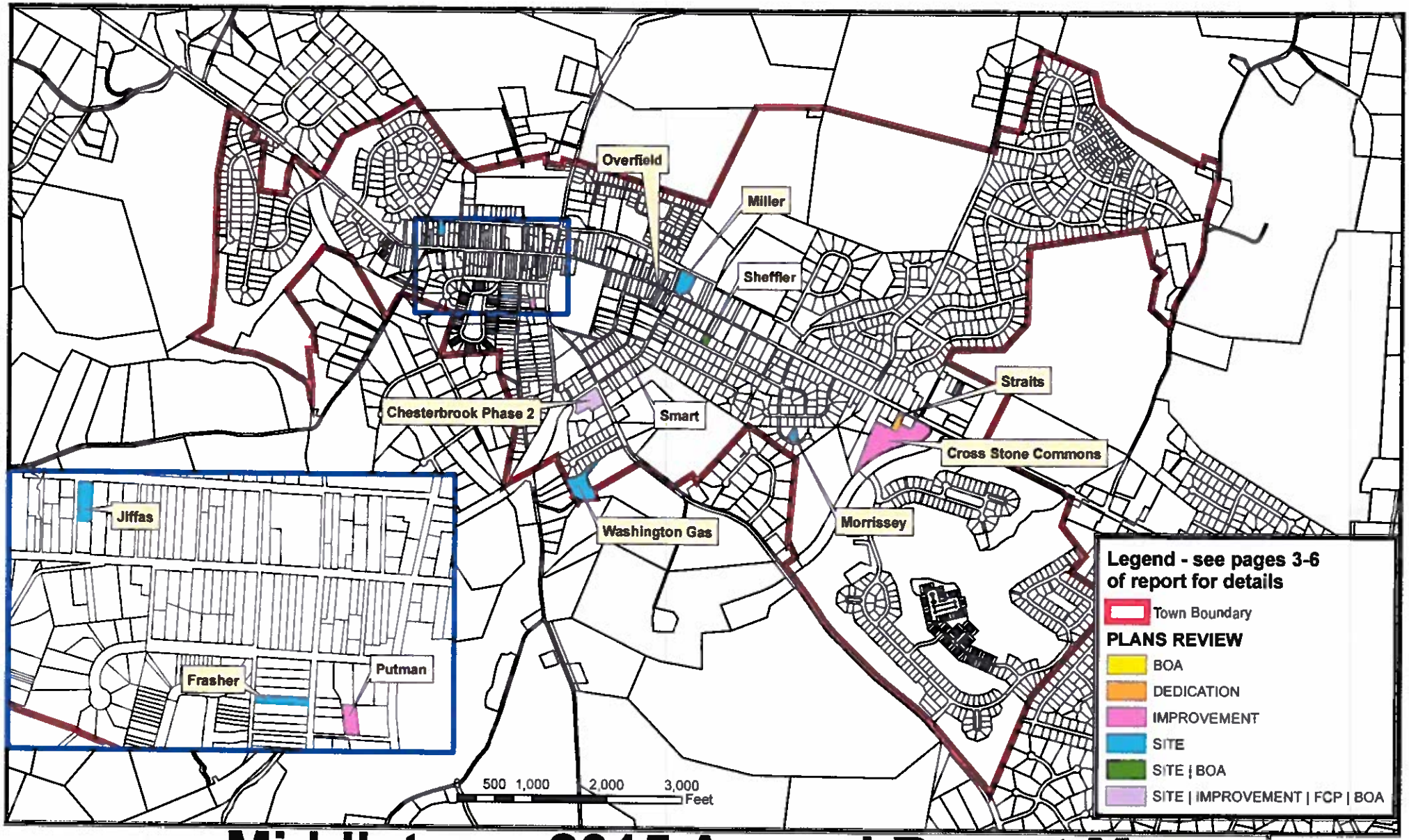
4. Work on promotion and development of a trails system as shown in the Comprehensive Plan by working with the Town Board, citizens and community groups.

5. Work closely with the Main Street Program to help revitalize downtown Middletown.

6. Work on promoting sustainable development practices thru the development review process as outlined in the 2010 Middletown Comprehensive Plan, along with potential projects to consider for any applicable funding associated with the new Sustainable Communities designation through DHCD.

NEW RECOMMENDATION:

1. Work on town regulations to address blighted properties.



Middletown 2015 Annual Report Map

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	5 yr.
Single - Family	45	36	29	18	40	**168**	75	106	92	45	22	**340**	30	31	12	17	23	**113**	10	12	5	8	4	**39**
Multi-Family	0	0	0	0	0	**0**	0	0	0	0	0	**0**	0	0	0	0	0	**0**	0	0	1	0	0	**1**
Duplex	0	0	0	0	0	**0**	0	0	0	0	0	**0**	1	0	0	0	0	**1**	0	0	0	0	0	**0**
Townhouse	0	0	0	0	0	**0**	0	0	42	15	0	**57**	16	19	23	24	0	**82**	0	0	0	0	0	**0**
Apartments	0	0	1	0	0	**1**	0	1	0	0	0	**1**	0	0	0	0	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	12	15	17	**70**
Additions	0	0	0	0	0	**0**	6	15	15	28	20	**84**	8	12	2	6	2	**30**	6	7	4	2	4	**23**
Pools & Hot Tubs	5	5	4	6	3	**23**	7	9	9	16	4	**45**	8	12	7	4	3	**34**	2	6	5	2	1	**16**
Decks & Porches	18	23	34	20	11	**106**	18	38	36	64	39	**195**	37	41	31	27	28	**164**	32	19	9	15	21	**96**
Accessory Structure	6	12	18	5	25	**66**	14	15	24	23	16	**92**	18	13	14	9	9	**63**	6	5	7	8	15	**41**
Fences	6	13	19	17	11	**66**	18	27	41	36	29	**151**	23	16	25	24	20	**108**	16	24	13	15	16	**84**
Demolitions	1	2	2	0	2	**7**	1	1	0	1	2	**5**	0	2	0	2	1	**5**	2	1	2	1	3	**9**
Propane Tanks	0	0	0	0	0	**0**	1	1	3	6	6	**17**	3	4	2	2	1	**12**	6	2	4	1	0	**13**
Sales Trailer	0	0	0	0	0	**0**	3	2	0	0	3	**8**	0	0	0	0	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	0	0	0	**0**
Signs	1	8	2	2	3	**16**	8	6	4	4	7	**29**	5	7	2	5	6	**25**	7	8	6	10	8	**39**
Solar panels	0	0	0	0	0	**0**	0	0	0	0	0	**0**	0	0	0	0	0	**0**	0	0	4	37	20	**61**
New Commercial	0	7	2	2	4	**15**	2	4	0	0	0	**6**	0	0	0	0	1	**1**	0	0	2	0	2	**4**
Commercial Conversion	0	0	0	0	0	**0**	4	5	7	6	8	**30**	1	2	7	3	3	**16**	4	6	5	5	8	**28**
Industrial Conversion	0	0	0	0	0	**0**	2	0	0	0	0	**2**	0	0	0	0	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	0	0	3	**6**
Other														2	1	2	2	**7**	5	4	4	6	4	**23**
Total Permits	82	106	111	70	99	**468**	173	245	293	264	182	**1157**	182	184	146	142	120	**774**	111	108	83	125	126	**553**