

# *BURGESS AND COMMISSIONERS OF MIDDLETOWN MARYLAND*

## TOWN MEETING MINUTES

### REGULAR MEETING

November 11, 2013

The first monthly meeting of the Burgess and Commissioners of Middletown was called to order on November 11, 2013, by Burgess Miller at 7:00 p.m. in the Middletown Municipal Center, 31 W. Main Street, Middletown, Maryland. Present were: Commissioners Jennifer Falcinelli, Larry Bussard, Richard Dietrick, Tony Ventre (late) and Christopher Goodman.

### CONSENT AGENDA

#### *Financial Statements*

*Town Minutes* – October 28, 2013 Town meeting

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

### PERSONAL REQUEST FOR AGENDA:

#### **Staff Report:**

#### **Staff Planner/Zoning Administrator:**

- Coblenz Development on Green Street-Improvement plans conditionally approved.
- Coblenz Grove-2 U&O's released
- Fire Station-Plat conditionally approved and site plan has been submitted
- Cross Stone Commons- revised site plan submitted
- Valley School-building permit issued
- Thompson Funeral Home-SWM plan conditionally approved by Fred. Co.
- County Park-Annexation Public Hearing scheduled for December 5, 2013 at 7pm.

#### **Unfinished Business:**

**RER Solar – Letter of Intent** – RER Solar was present at the workshop meeting with the Commissioners to discuss the letter of intent.

Motion by Bussard to approve the letter of intent with RER Solar to include LGIT's comments clarifying the property insurance requirements and identifying the two options the Town Board would like to pursue (Option #1 and Option #3), seconded by Goodman. Motion carried 5-0.

**Discussion of Change in the Fees for the Plan Submission** – Drew presented the Board with a spreadsheet of where we stand with our fees in comparison to Brunswick and Frederick County. Our fees are substantially lower. After some discussion the Board agreed to send this back to the Planning Commission to review all of the fees charged and make a recommendation back to the Town Board for their approval. Cindy Unangst, Staff Planner was present and stated that the fees have not been increased since 2006.

**Budget Amendment for Funding of Locust Court Waterline Extension** – Drew stated that included in the packet was a copy of the Water & Sewer CIP approved budget. Drew highlighted a few things that could be put on hold to pay for the Locust Court waterline extension.

Motion by Dietrick to put on hold the upgrade to VFD's at Brookridge South WTP, Maple Street Waterline Replacement and the new chemical storage building at the West WWTP totaling \$57,200 in savings and take the remaining \$34,830 out of the Water & Sewer Operating contingency fund to fund this project, seconded by Bussard. Motion carried 6-0.

**REPORTS OF COMMITTEES –**

**WATER & SEWER** – Commissioner Falcinelli reported:

*Water usage* - 312,000 gallons per day

*Spring Flow* – 62,000 gallons per day

*Reservoir repairs* – Commissioner Falcinelli thanked the residents with their effort to conserve water during the repairs. Commissioner Falcinelli thanked the staff for all their hard work to get the repairs made in a timely manner.

**PUBLIC WORKS** – Commissioner Bussard reported:

*Town Staff* have been working on getting ready for winter. They have been getting the snow plows and salt spreaders working, put the flag poles in at the War Memorial, took the scarecrows down and installed the Farmers Market signs.

**PLANNING COMMISSION** – Commissioner Goodman reported:

The Planning Commission will be discussing the lights for the Coblenz development in possibly putting meters on them.

**PARKS & RECREATION** – Commissioner Ventre reported:

*Linden Blvd. walking trail* – completed

*Remsberg Park Trail* – will be done by the end of the month

*Schuyler Call, Eagle Scout project* – hoping to have his presentation by the end of the month.

**FINANCE** – no report

**PUBLIC INFORMATION** – no report

**New Business:**

**Proposal for Graphic Design of Walking Trail Maps** – Burgess Miller stated that Ellen Baker has submitted a proposal to the Town to design the Walking Trails map for \$1,800.

Motion by Bussard seconded by Ventre to approve the proposal from Ellen Baker for \$1,800 design the walking trail maps and illustrations. Motion carried 6-0.

**Review of Contractual Planting Pilot Program** – Drew stated that included in the packets was a breakdown of the costs for the Landscaping Pilot Program done by Mid-Maryland Landscaping. Drew was asking the Board if they liked the program and if he should include this as a line item for the FY15 budget.

Motion by Ventre seconded by Goodman to include this as a line item in the FY15 budget. Motion carried 6-0.

**Review of Monthly Billing Cost Analysis** – Burgess Miller stated that the Water & Sewer Committee has made a recommendation to the Town Board that they would like to try monthly billing. If approved Glenbrook subdivision would be our “pilot program”. Commissioner Falcinelli stated that the object of this to make the bills more reasonable for our residents and more cash flow coming in monthly for the water & sewer fund.

Motion by Falcinelli to approve the “pilot program” of monthly billing for the Glenbrook subdivision starting January 2014 through December 2014, seconded by Ventre. Motion carried 4-1(Bussard against)-1(Dietrick abstained).

**ANNOUNCEMENTS**

Burgess Miller stated that the Town will be receiving a rebate of \$19,974 back from LGIT on our health insurance. Drew stated that he would like to set aside maybe \$2,000 to make an incentive program for the employees.

Burgess Miller thanked all who attended the War Memorial dedication as well as the staff who helped with this.

Christmas in the Valley – December 6, 2013 at 6pm.

**ADJOURNMENT**

With no further business to come before the Board, the meeting adjourned at 8:07p.m.

Respectfully submitted,

Ann Griffin  
Office Manager