



AGENDA FOR THE TOWN MEETING

November 11, 2013

7:00 p.m.

PLEDGE TO THE FLAG

CALL TO ORDER

CONSENT AGENDA

- Financial Statements
- Town Minutes
- October 28, 2013 – Town Meeting

PERSONAL REQUESTS FOR AGENDA:

STAFF REPORT:

Community Deputy Report

Staff Planner

Zoning Administrator

Engineer's Report

Main Street Manager

UNFINISHED BUSINESS:

- RER Solar – Letter of Intent
- Discussion of Change in the Fees for the Plan Submission
- Budget Amendments for Funding of Locust Court Waterline Extension

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:

- Proposal for Graphic Design of Walking Trail Maps
- Review of Contractual Planting Pilot Program
- Decision on Monthly Billing Pilot Program for Glenbrook
- LGIT / Benecon Health Insurance Refund FY 2013

PUBLIC COMMENTS:

Please state Name and Address for the Record

ANNOUNCEMENTS:

ADJOURNMENT

EXECUTIVE SESSION: (If Necessary)

Meetings for the month of November 2013

- *Planning Commission Workshop* *Wednesday, November 13, 2013* *7:00PM*
- *Planning Commission* *Monday, November 18, 2013* *7:00PM*
- *Parks & Recreation* *Tuesday, November 19, 2013* *7:00PM*
- *Water & Sewer Committee* *Wednesday, November 20, 2013* *7:00PM*
- *Main Street Board* *Thursday, November 21, 2013* *7:00PM*
- *Town Meeting* *Monday, November 25, 2013* *7:00PM*

**TOWN OF MIDDLETOWN
DAILY CASH BALANCE STATEMENT
As Of November 6, 2013**

	Cash Balance
GENERAL FUND	
Operating Accounts	
BB & T Operating Gen Fund	\$ 798,212
Petty Cash	200
BB & T Payroll	<u>108,617</u>
	\$ 907,029
CIP Accounts	
BB & T Index	\$ 1,046,139
PNC Investment	<u>205,626</u>
	\$ 1,251,765
TOTAL GF FUNDS AVAILABLE	<u>\$ 2,158,794</u>
Reserved Accounts *	
BB&T Rainy Day Fund	\$ 193,425
BB&T Reserve - Fire Company	
TOTAL GENERAL FUND RESERVES *	<u>\$ 193,425</u>
 WATER & SEWER FUND	
Operating Accounts	
Middletown Valley Bank	\$ 57,167
BB & T Operating W/S Fund	<u>(179,255)</u>
	\$ (122,088)
CIP Accounts	
BB & T Index	\$ 82,875
TOTAL W & S FUNDS AVAILABLE	<u>\$ (39,213)</u>
Reserved Accounts *	
MVB Bonds	\$ 5,120
BB&T Index - Sludge Removal	48,565
BB & T Index - I & I	<u>243,750</u>
TOTAL WATER & SEWER RESERVES *	<u>\$ 297,435</u>

* 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 2014
For the 4 Months Ended October 31, 2013

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<u>REVENUE</u>			
<u>LOCAL TAX</u>			
Real Property	\$ 1,080,728	\$ 682,911	\$ (397,817)
Tangible Personal Property	33,500	24,381	(9,119)
Public Utilities	9,618		(9,618)
Franchise (Cable)	44,125		(44,125)
Penalties & Interest	9,105	22	(9,083)
	<u>\$ 1,177,076</u>	<u>\$ 707,314</u>	<u>\$ (469,762)</u>
<u>STATE SHARED TAX</u>			
Admission & Amusement	\$ 40,628	\$ 15,320	\$ (25,308)
Highway Gasoline & Licenses	122,500	91,821	(30,679)
	<u>\$ 163,128</u>	<u>\$ 107,141</u>	<u>\$ (55,987)</u>
<u>COUNTY SHARED TAX</u>			
Income Taxes	\$ 755,958	\$ 100,507	\$ (655,451)
Tax Equity Grant	584,765	292,382	(292,383)
	<u>\$ 1,340,723</u>	<u>\$ 392,889</u>	<u>\$ (947,834)</u>
<u>LICENSES AND PERMITS</u>			
Beer, Wine and Liquor	\$ 1,950		\$ (1,950)
Business / Traders	4,900	855	(4,045)
Planning / Zoning Fees	9,500	21,993	12,493
	<u>\$ 16,350</u>	<u>\$ 22,848</u>	<u>\$ 6,498</u>
<u>PARKS AND RECREATION</u>			
Pavillion Fees	\$ 1,900	\$ 250	\$ (1,650)
	<u>\$ 1,900</u>	<u>\$ 250</u>	<u>\$ (1,650)</u>
<u>POLICE PROTECTION</u>			
State Grant	\$ 24,000	\$ 6,611	\$ (17,389)
	<u>\$ 24,000</u>	<u>\$ 6,611</u>	<u>\$ (17,389)</u>
<u>MISCELLANEOUS</u>			
Community Events			
Parking Citations			
Bank Shares Grant	1,491		(1,491)
Miscellaneous & Donations	8,509	3,367	(5,142)
	<u>\$ 10,000</u>	<u>\$ 3,367</u>	<u>\$ (6,633)</u>
OPERATING REVENUES	\$ 2,733,177	\$ 1,240,420	\$ (1,492,757)
State Grants & Interest	\$ 217,963	\$ 150	\$ (217,813)
TOTAL REVENUE	\$ 2,951,140	\$ 1,240,570	\$ (1,710,570)

Town of Middletown
Statement of Revenue & Expenditures
General Fund
Fiscal Year 2014
For the 4 Months Ended October 31, 2013

	<u>ANNUAL</u> <u>BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER)</u> <u>BUDGET</u>
<u>EXPENDITURES</u>			
<u>LEGISLATIVE</u>			
Commissioner's Salary	\$ 12,000	\$ 3,000	\$ (9,000)
Communications	3,480	1,207	(2,273)
Dues & Subscriptions	7,222	7,285	63
Office Supplies & Exp	3,600	1,055	(2,545)
Advertising	750		(750)
Meetings & Conventions	<u>9,900</u>	<u>306</u>	<u>(9,594)</u>
	\$ 36,952	\$ 12,853	\$ (24,099)
<u>EXECUTIVE</u>			
Burgess Salary	<u>\$ 6,000</u>	<u>\$ 1,500</u>	<u>\$ (4,500)</u>
	\$ 6,000	\$ 1,500	\$ (4,500)
<u>ELECTION</u>			
Clerk Fees	\$ 450		\$ (450)
Other Administrative Expenses	<u>250</u>		<u>(250)</u>
	\$ 700		\$ (700)
<u>GENERAL SERVICES</u>			
<u>ADMINISTRATION</u>			
GS - Capital Outlay		\$ 7,200	\$ 7,200
Administrative Salary	195,536	70,304	(125,232)
Postage & Printing	2,500	41	(2,459)
Communications	7,925	3,164	(4,761)
Computer Expenses	16,905	11,434	(5,471)
Office Supplies & Exp	23,520	3,629	(19,891)
Office Maintenance	45,368	8,225	(37,143)
Dues & Subscriptions	150	111	(39)
Professional Services	6,600	900	(5,700)
Meetings & Conventions	100	22	(78)
Water and Sewer Grant	<u>100,000</u>		<u>(100,000)</u>
	\$ 398,604	\$ 105,030	\$ (293,574)
<u>OPERATIONS</u>			
Maintenance Capital Outlay			
Vehicle Capital Outlay			
Director Salary	85,572	28,133	(57,439)
Maintenance Salary	28,085	9,974	(18,111)
Communications	6,600	2,357	(4,243)
Supplies & Expenses	13,760	3,610	(10,150)
Dues & Meetings		1,322	1,322
Landscaping/Beautification			
Maintenance & Repairs	19,480	5,901	(13,579)
Tools & Equipment	3,000	22	(2,978)

Town of Middletown
Statement of Revenue & Expenditures
General Fund
Fiscal Year 2014
For the 4 Months Ended October 31, 2013

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
	\$ 156,497	\$ 51,319	\$ (105,178)
<u>PROFESSIONAL SERVICES</u>			
Independent Accounting	\$ 12,500		\$ (12,500)
Legal - Development			
Legal - Ordinances	7,500	1,254	(6,246)
	<u>\$ 20,000</u>	<u>\$ 1,254</u>	<u>\$ (18,746)</u>
<u>PLANNING & ZONING</u>			
Salary & Fees	\$ 44,356	\$ 15,195	\$ (29,161)
Other Expenses	1,300	515	(785)
	<u>\$ 45,656</u>	<u>\$ 15,710</u>	<u>\$ (29,946)</u>
<u>MAIN STREET PROGRAM</u>			
Manager Salary	\$ 32,136	\$ 13,637	\$ (18,499)
Town Contribution	12,000	8,555	(3,445)
	<u>\$ 44,136</u>	<u>\$ 22,192</u>	<u>\$ (21,944)</u>
<u>PUBLIC SAFETY</u>			
Fire Dept. Donation	\$ 15,000		\$ (15,000)
School Crossing Guards	16,309	3,664	(12,645)
Community Deputy Program	353,499	177,810	(175,689)
	<u>\$ 384,808</u>	<u>\$ 181,474</u>	<u>\$ (203,334)</u>
<u>SANITATION & WASTE REMOVAL</u>			
Resident Trash & Yard Waste	\$ 275,447	\$ 78,909	\$ (196,538)
<u>RECREATION AND CULTURE</u>			
Park Salary	37,892	19,733	(18,159)
Park Electric	1,500	296	(1,204)
Maintenance & Repairs	32,800	4,564	(28,236)
Mowing	34,651	10,647	(24,004)
Remsberg Park - Interest	20,968	9,110	(11,858)
Remsberg Park - Principal	102,582	42,369	(60,213)
	<u>\$ 230,393</u>	<u>\$ 86,719</u>	<u>\$ (143,674)</u>

Town of Middletown
Statement of Revenue & Expenditures
 General Fund
 Fiscal Year 2014
 For the 4 Months Ended October 31, 2013

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<u>HIGHWAYS AND STREETS</u>			
Salary	\$ 91,927	\$ 24,166	\$ (67,761)
Street Lighting	151,200	40,560	(110,640)
Storm Water Management	1,500	4,797	3,297
Snow Removal	52,125		(52,125)
Repairs & Resurfacing	100,000	3,878	(96,122)
Signs	3,500	1,370	(2,130)
Truck Repair & Operation	19,300	9,029	(10,271)
Equipment Repairs & Ops	11,800	1,070	(10,730)
Mowing	31,744	13,312	(18,432)
Interest	8,478	2,734	(5,744)
East Green St - Principal	11,000		(11,000)
Case Loader - Principal	14,555	14,555	
	<u>\$ 497,129</u>	<u>\$ 115,471</u>	<u>\$ (381,658)</u>
<u>OTHER EXPENSES</u>			
MT Historical Society - CIP	\$ 5,000	\$ 5,000	
Donations	100		(100)
Travel - Mileage	1,500	1,059	(441)
Community Events	82,358	12,499	(69,859)
Payroll Taxes	44,420	14,076	(30,344)
Insurance - Property	12,748	15,082	2,334
Insurance - Employee	107,892	61,675	(46,217)
Retirement/Pension	54,607	4,134	(50,473)
Web Page & Directory	5,555	3,044	(2,511)
Real Estate Taxes	753	712	(41)
Other	3,500	2,022	(1,478)
	<u>\$ 318,433</u>	<u>\$ 119,303</u>	<u>\$ (199,130)</u>
TOTAL EXPENDITURES	<u>\$ 2,414,755</u>	<u>\$ 791,734</u>	<u>\$ (1,623,021)</u>
INCOME (LOSS) Exc. Cash Reserves	\$ 536,385	\$ 448,836	\$ (87,549)
CASH RESERVES	\$ 1,091,102	\$ 1,250,039	\$ 158,937
SURPLUS / (DEFICIT)	<u>\$ 1,627,487</u>	<u>\$ 1,698,875</u>	<u>\$ 71,388</u>

Town of Middletown
CIP Funds & Expenditures
 General Fund
 Fiscal Year 2014
 For the 4 Months Ended October 31, 2013

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
OPERATING REVENUE			
Revenue	\$ 2,733,177	\$ 1,240,420	\$ (1,492,757)
OPERATING EXPENSES			
Expenses	2,414,754	791,734	(1,623,020)
OPERATING SURPLUS (LOSS)	\$ 318,423	\$ 448,686	\$ 130,263
<u>OTHER FUND</u>			
POS - Development	\$ 90,020		\$ (90,020)
MVAA Remsberg Park	8,215		(8,215)
POS - Walking Trail Land Purchas	42,000		(42,000)
SRTS - School Walking Trail			
Other Grants	75,000		(75,000)
West Green & Walnut St Bridge Lo	700,000		(700,000)
RETAINED EARNINGS	421,311		(421,311)
Interest	2,728	150	(2,578)
TOTAL OTHER FUNDS	\$ 1,339,274	\$ 150	\$ (1,339,124)
TOTAL FUNDS AVAILABLE	\$ 1,657,697	\$ 448,836	\$ (1,208,861)
<u>CIP PROJECTS & PURCHASES</u>			
West Green St Improvements	\$ 797,812	\$ 10,249	\$ (787,563)
Walnut Street Bridge	308,208	228,352	(79,856)
Eastern Cr - Mill Overlay	70,000		(70,000)
Broad St-304 to Franklin	180,000		(180,000)
SWM Pond Fencing-Coblentz	16,400		(16,400)
Walking Trail Acq - E Main/Linde	42,000		(42,000)
Walking Trail Devel - Linden/Rem	94,801	59,245	(35,556)
Remsberg Park Netting	20,956		(20,956)
War Memorial Improvements	15,000		(15,000)
Foxfield/Wiles Trail Signage	26,400		(26,400)
Basketball Resurface - Wiles Bra	17,000		(17,000)
Purchase Memorial Hall	150,000		(150,000)
Remsburg Park - Other	37,226		(37,226)
Computer Replacements	5,200		(5,200)
W&S Funds - Walnut Bridge	127,430		(127,430)
TOTAL CIP COSTS	\$ 1,908,433	\$ 297,846	\$ (1,477,957)
OPERATING & CIP SURPLUS (LOSS)	\$ (250,736)	\$ 150,990	\$ 269,096

Town of Middletown
 CIP Funds & Expenditures
 General Fund
 Fiscal Year 2014
 For the 4 Months Ended October 31, 2013

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
Cash Reserves	\$ 1,091,102	\$ 1,250,039	\$ 158,937
TOTAL CASH SURPLUS	<u><u>\$ 840,366</u></u>	<u><u>\$ 1,401,029</u></u>	<u><u>\$ 428,033</u></u>

Town of Middletown
STATEMENT OF REVENUE and EXPENDITURES
WATER & SEWER
Fiscal Year 2014
For the 4 Months Ended October 31, 2013

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
<u>REVENUE</u>			
Water Revenue	\$ 553,200	\$ 145,725	\$ (407,475)
Sewer Revenue	552,046	142,992	(409,054)
Penalties/Reconnects	14,500	4,237	(10,263)
Rain Barrel Sales	4,575		(4,575)
General Fund Grant/Misc	100,000		(100,000)
TOTAL OPERATING REVENUE	\$ 1,224,321	\$ 292,954	\$ (931,367)
 <u>EXPENDITURES</u>			
<u>ADMINISTRATIVE</u>			
Office Salaries	\$ 41,993	\$ 12,122	\$ (29,871)
Communications	7,000	2,396	(4,604)
Postage	9,000	9,085	85
Office Supplies/Expense	11,000	1,660	(9,340)
Legal - Other	8,500	6,743	(1,757)
Meetings & Seminars	250	350	100
Advertising	500	587	87
Uniforms	2,800	395	(2,405)
Dues/Subscrip/Certifications	500	75	(425)
Travel			
Payroll Taxes	18,471	6,380	(12,091)
Insurance - Prop. & Liability	8,000	10,220	2,220
Insurance - Workers Comp	12,306	2,782	(9,524)
Insurance - Health	46,504	19,171	(27,333)
Retirement/Pension	18,968	1,100	(17,868)
Real Estate Taxes	292	292	
Rain Barrel/Educational Programs	3,150		(3,150)
Waterline / I & I Loans	32,550	124,609	92,059
Sub-Total	\$ 221,784	\$ 197,967	\$ (23,817)
 <u>Vehicles & Equipment</u>			
1999 Truck	\$ 3,700		\$ (3,700)
2001 Truck	3,400	267	(3,133)
2008 Truck	3,200	358	(2,842)
2012 Truck		512	512
Misc Equipment	4,275	44	(4,231)
Bobcat Mini-Excavator		120	120
Case Backhoe	3,000		(3,000)
Sub-Total	\$ 17,575	\$ 1,301	\$ (16,274)

Town of Middletown
STATEMENT OF REVENUE and EXPENDITURES
WATER & SEWER
Fiscal Year 2014
For the 4 Months Ended October 31, 2013

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
WATER			
Salaries	\$ 115,895	\$ 34,426	\$ (81,469)
Water Distribution System			
Supplies	2,500	179	(2,321)
Repairs & Maintenance	22,000	12,019	(9,981)
Water Meters	105,838	7,324	(98,514)
Water Line Break Repairs	5,000		(5,000)
Chemicals	500		(500)
Tools & Equipment	9,600	6,626	(2,974)
Sub-Total	\$ 145,438	\$ 26,148	\$ (119,290)
Water Plant/Reservoir/Booster/Tower/BS Wellhouse			
Electric	\$ 31,370	\$ 5,463	\$ (25,907)
Supplies	7,000	234	(6,766)
Repairs & Maintenance	28,600	8,336	(20,264)
Chemicals	20,000	5,048	(14,952)
Tools & Equipment	2,400	663	(1,737)
Testing & Analysis	9,000	2,669	(6,331)
Sub-Total	\$ 98,370	\$ 22,413	\$ (75,957)
Abandoned Well Costs			
TOTAL WATER EXPENSES	\$ 359,703	\$ 82,987	\$ (276,716)
SEWER			
Salaries	\$ 114,952	\$ 39,378	\$ (75,574)
Sewer Collection System			
Cone Branch PS	34,364	17,627	(16,737)
Brookridge South PS	9,700	2,531	(7,169)
Foxfield PS	5,940	5,370	(570)
Sanitary Sewerlines & Manholes	10,500	1,474	(9,026)
I & I Accrual	75,000	18,750	(56,250)
Sub-Total	\$ 135,504	\$ 45,752	\$ (89,752)

Town of Middletown
STATEMENT OF REVENUE and EXPENDITURES
WATER & SEWER
Fiscal Year 2014
For the 4 Months Ended October 31, 2013

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
Wastewater Treatment Plants			
East Wastewater Treatment Plant			
Electric	\$ 33,000	\$ 7,250	\$ (25,750)
Supplies	10,500	3,029	(7,471)
Repairs & Maintenance	9,700	5,742	(3,958)
Chemicals	42,000	7,869	(34,131)
Tools & Equipment	8,400	60	(8,340)
Testing & Analysis	19,500	6,044	(13,456)
Sludge Hauling Expense	<u>56,400</u>	<u>16,459</u>	<u>(39,941)</u>
Sub-Total	\$ 179,500	\$ 46,453	\$ (133,047)
West Wastewater Treatment Plant			
Electric	\$ 20,000	\$ 4,455	\$ (15,545)
Supplies	750	1,208	458
Repairs & Maintenance	6,700	1,434	(5,266)
Chemicals	47,520	15,925	(31,595)
Tools & Equipment	1,000	59	(941)
Testing & Analysis	7,800	2,311	(5,489)
Sludge Hauling Expense	<u>22,650</u>	<u>6,163</u>	<u>(16,487)</u>
Sub-Total	\$ 106,420	\$ 31,555	\$ (74,865)
TOTAL SEWER EXPENSES	<u>\$ 536,376</u>	<u>\$ 163,138</u>	<u>\$ (373,238)</u>
TOTAL WATER/SEWER EXPENSES	<u>\$ 1,135,438</u>	<u>\$ 445,393</u>	<u>\$ (690,045)</u>
CONTINGENCY FUND - 6.7%	<u>\$ 76,074</u>	<u>\$ 29,841</u>	<u>\$ (46,233)</u>
ADJUSTED WATER/SEWER EXPENSES	<u>\$ 1,211,512</u>	<u>\$ 475,234</u>	<u>\$ (736,278)</u>
NET INCOME (LOSS)	<u><u>\$ 12,809</u></u>	<u><u>\$ (182,280)</u></u>	<u><u>\$ (195,089)</u></u>

Town of Middletown
CIP FUNDS and EXPENDITURES
WATER & SEWER
Fiscal Year 2014
For the 4 Months Ended October 31, 2013

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<u>FUNDING SOURCES</u>			
Operating Revenue	\$ 1,351,751	\$ 293,189	\$ (1,058,562)
Operating Expenses	<u>1,029,600</u>	<u>444,661</u>	<u>(584,939)</u>
OPERATING INCOME (LOSS)	\$ 322,151	\$ (151,472)	\$ (473,623)
Debt Service Fee - New Homes	\$ 136,800	\$ 34,250	\$ (102,550)
Capital Improvement Fees	118,008	29,406	(88,602)
Improvement/Tap Fees	140,000	100,000	(40,000)
Water Meter Sales	80,648	9,055	(71,593)
Water Tower & Land Leases	163,150	55,418	(107,732)
Gen Fund (Walnut St Waterline)	<u>127,430</u>	<u>235</u>	<u>(127,195)</u>
TOTAL OTHER REVENUE	\$ 766,036	\$ 228,364	\$ (537,672)
TOTAL FUNDS AVAILABLE	1,088,187	76,892	(1,011,295)
<u>DEBT SERVICE COSTS</u>			
Principal Payments			
BB&T Line of Credit	\$ 35,500		\$ (35,500)
CDA - Water Tower	95,250		(95,250)
MDE - East WWTP	196,190		(196,190)
Interest - All Loans	<u>61,560</u>	<u>14,533</u>	<u>(47,027)</u>
TOTAL DEBT SERVICE COSTS	\$ 388,500	\$ 14,533	\$ (373,967)
<u>WATER & SEWER PROJECTS</u>			
Walnut Bridge Waterline	\$ 127,430	\$ 132,026	\$ 4,596
Reservoir - Dual Feed Cover	40,000	3,594	(36,406)
Maganese Removal System	110,000		(110,000)
Upgrade - Brookridge South WTP	19,000		(19,000)
Maple St Waterline Replacement	8,200		(8,200)
Chemical Storage Bldg - W WWTP	<u>30,000</u>		<u>(30,000)</u>
TOTAL WATER & SEWER PROJECTS	\$ 334,630	\$ 135,620	\$ (199,010)
TOTAL CIP COSTS	\$ 723,130	\$ 150,153	\$ (572,977)
TOTAL FUNDS REMAINING	<u>\$ 365,057</u>	<u>\$ (73,261)</u>	<u>\$ (438,318)</u>

**BURGESS AND COMMISSIONERS
OF MIDDLETOWN MARYLAND**

TOWN MEETING MINUTES

REGULAR MEETING

October 28, 2013

The second monthly meeting of the Burgess and Commissioners of Middletown was called to order on October 28, 2013, 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, Richard Dietrick, Tony Ventre and Christopher Goodman.

CONSENT AGENDA

2014 Joint Meeting Calendar

Town Minutes – October 14, 2013 Town meeting

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

PERSONAL REQUEST FOR AGENDA:

Richard Anderson, CQI Energy – Electric Power Generation Cooperative – Mr. Anderson presented the Board with several different scenarios on the power generation service rates from several different companies. The Town is currently in a contract with Washington Gas Energy that expires February 2014. Mr. Anderson is suggesting that the Town go with a 39 month contract starting February 2014 through May 2017 locking in a rate of \$0.05956 for power generation services. Motion by Ventre to accept the 39 month proposal from Washington Gas Energy from February 2014-May 2017 with a supply service rate of \$0.05956, seconded by Bussard. Motion carried 6-0.

Unfinished Business:

RER Solar – Letter of Intent to move forward with the project – Drew stated that RER is requesting a letter of intent to move forward with this project. This letter will set forth their current expectations concerning the principal terms of the proposed lease, but does not create any binding obligations between the parties, except that for a period of six (6) months from the date of this letter, the Town will not solicit or engage in discussions or negotiations with any party other than RER.

Commissioner Ventre asked Drew to contact LGIT (our property insurance Co.) about any underwriting concerns that LGIT may have by adding the array of panels to our policy and what the cost will be to do so.

Commissioner Bussard motioned to conditionally approve the letter of intent to RER depending on what LGIT has to say about adding the array of panels to our policy, seconded by Ventre. Motion carried 6-0.

The Board will meet at 6pm. on November 7, 2013 to go over the proposals submitted from RER .

Update on Locust Court Waterline Project – Drew stated that included in the packets is a proposal from Mid-Atlantic Utilities with the cost to do this project. Drew stated there are 2 costs; \$130,340.00 if we go along the Fire Company's property or \$173,710.00 if we go along the Frederick County Public School property. Commissioner Bussard asked what the status of the easement along the Fire Company's

property was? James Goodman, president of the Middletown Fire Company stated that his board has agreed to accept the proposal with the Town increasing their donation from \$15,000/year to \$16,000/year. Commissioner Falcinelli stated that we need to sit down and look at the budget to see where we are going to take the money from to fund this project, but it's something that needs to be done and we owe it to our residents on Locust Court.

Commissioner Ventre motioned to accept Mid-Atlantic Utilities, Inc. proposal for \$130,340 and increase the MVFC donation from \$15,000/year to \$16,000/year, seconded by Commissioner Falcinelli. Motion carried 5-0-1(Goodman abstained).

Water & Sewer Billing Policy for Monthly Billing – Drew stated that the Water & Sewer Committee has reviewed this for some time now and have agreed on a policy for monthly billing. Commissioner Falcinelli stated that the goal is to implement monthly billing for the Glenbrook committee January 2014. In order to enact this we need to have a policy in place to do so.

After much discussion, Commissioner Dietrick motioned to approve the monthly billing policy as presented, seconded by Commissioner Goodman. Motion carried 5-1(Bussard voted against).

New Business:

Discussion of change in the fees for plan submission – Chairman Carney is asking the Town Boards approval to implement electronic filing fees. Chairman Carney stated that if we start collecting this fee now this could offset the cost of the iPads the Board agreed to look at purchasing for the Planning Commission members in the FY2015 budget. The Board tabled this to next month to be able to discuss with Planning Staff.

Text Amendment request for change in Active Adult requirements – Drew stated that Farhad Memarsadeghi submitted a request to change the Active Adult requirements. Commissioner Falcinelli asked for staff to conduct a good comprehensive review of the zoning requirements for Active Adult communities in other areas. The Board accepted the text amendment and has forwarded to the Planning Commissioner for a review and recommendation to the Town Board before scheduling a public hearing.

Central MD Heritage League(CMHL)offer to sell property – Drew stated that several years ago in the 1980's the CMHL came before the Planning Commission to subdivide the lot they own at 200 West Main Street. Drew stated that for some unknown reason the subdivision plat was never recorded at the court house, therefore the subdivision of that lot is null and void. Drew stated that the CMHL is here tonight to see if the Board would want to purchase the rear lot? Burgess Miller stated that the Board has 3 choices: we can purchase the property, release our current 99 year lease or continue with the lease. Approximately 7 years ago the Board looked into putting in a parking lot on that lot. The Town has tried to a number of years to attain a grant to help with the funding of a new parking lot, but so far no grants have been awarded.

George Bringham, president of CMHL was present. Mr. Bringham stated that CMHL is in financial trouble and the intent of CMHL when they originally purchased this property was that if they got into financial trouble they would sell off the lot to the rear of the property. Commissioner Bussard asked what CMHL is asking for the property? Mr. Bringham stated that he had a realtor tell him that they could possibly sell that lot for anywhere between \$75-125K, but CMHL would be happy with selling it for \$50K. After much discussion it was agreed to put this on the agenda for the November workshop to discuss further.

PUBLIC COMMENTS – none.

ANNOUNCEMENTS

- *Reservoir Repairs – November 4 & 5, 2013 – Temporary Water Restrictions*

November 10, 2013 – War memorial dedication at 1pm.

ADJOURNMENT

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

Respectfully submitted,

Ann Griffin
Office Manager

Town of Middletown Planning Department

To: Burgess & Commissioners and Middletown Planning Commission

From: Cindy Unangst, Staff Planner

Date: 11/4/2013

RE: Monthly Planning Update

Major Subdivisions:

Coblentz on Green – SWM Concept Plan – approved by County October 15, 2010
Water Tap agreement approved by Burgess & Commissioners – March 2012
Planning Commission approved Forest Stand Delineation/Forest Conservation Plan – Jan 2013
Master Plan Amendment approved - March 11, 2013
Planning Commission conditionally approved preliminary plan – March 18, 2013
Improvement plans conditionally approved – October 16, 2013

Foxfield Section 4- FRO plantings have all been installed. 12 homes still to be built.
1st year FRO review – 67% compliance – 232 additional trees planted (May 2013)

Minor Site Plans and Subdivisions:

AMVETS Expansion Plans – Site Plan approved – October 15, 2012; (Plans expire 10/15/2015)

Chesterbrook Apts/Middletown Valley Apts - Site Plan approved – July 17, 2006
Improvement Plans approved and signed – September 16, 2008
SWM waiver received from County – May 12, 2011
SWM admin waiver shall expire on May 4, 2017; final plans approved prior to May 4, 2013.

Coblentz Grove minor subdivision – Preliminary/Final Plat conditionally approved – Nov. 15, 2010
FSD & Forest Conservation Plan approved – November 15, 2010
Improvement Plans conditionally approved – February 21, 2011
Final Plat approved – July 18, 2011 (recorded – October 24, 2012)
Building permits applied for – October 30, 2012
U&O's released for two of the lots – October 29, 2013

Fire Co Activities Center- SWM Plan approved by Frederick County – November 3, 2011
Revised Site Plan conditionally approved – April 22, 2013
Improvement Plans conditionally approved – April 22, 2013
Building permit issued – May 24, 2013

Fire Station – Concept plan submitted to PC for comments – April 22, 2013
Concept Site Plan reviewed by PC at their August meeting
Fire Station plat conditionally approved – October 16, 2013
Fire Station Site Plan submitted – November 4, 2013

Hollow Creek – Revised Site Plan approved and signed – October 14, 2010
Revised Site Plan (leaderboard) approved – February 21, 2011; (Plans expire February 21, 2014)

Hollow Creek Golf Course SWM Pond #1 Revision plans submitted to County 12/1/2010
Plans approved by County – December 22, 2010
Revised Plans submitted for PC review – December 30, 2010
Revised Plans submitted to SCD for review – January 5, 2011

Horman Apartments- Site Plan approved – April 21, 2008
Improvement Plans conditionally approved – May 17, 2010

Jiffas – Site Improvement Plan conditionally approved – October 20, 2008
Forest Conservation Plan approved – October 20, 2008

Middletown H.S. Stadium Concession Stand Expansion Plan – approved June 18, 2012
(Plans expire June 18, 2015)

Miller (Ingalls) – Concept and Phase I & II Plan approved & signed – September 27, 2010
Revised Concept Plan reviewed by PC – September 16, 2013
Concept Plan sent to SHA for review – September 23, 2013

More Ice Cream site plan – conditionally approved – June 17, 2013
Change of Use permit approved – July 2, 2013

Newton Property (Cross Stone Commons) – Concept Plan submitted – October 1, 2012
Traffic Impact Study submitted – October 18, 2012
BOA Special Exception Use Hearing – May 8, 2013 (Conditionally approved)
Revised Concept Plan reviewed by PC – May 20, 2013
FRO Plan submitted – July 22, 2013
Addition Plat reviewed by PC – August 19, 2013
Site Plan reviewed by PC – August 19, 2013
SWM Development Plan submitted to County – October 2, 2013
Revised Site Plan submitted – November 4, 2013

Potomac Gun Depot – plans conditionally approved – February 18, 2013
Revised site plan conditionally approved – June 17, 2013

Putman – Site Plan conditionally approved- November 17, 2008
Forest Conservation Plan approved – June 16, 2009
Improvement Plans approved and signed by all agencies – July 2010
Revised Site Plan approved – April 16, 2012; (Plans expire April 16, 2015)

Subway property – site plan reviewed for ice cream parlor during workshop discussion– May 15, 2013

The Valley School – BOA special exception use hearing – May 8, 2013 (Approved)
Forest Conservation Plan approved – June 17, 2013 (fee-in-lieu paid 7/8/2013)
Demolition Plan approved – July 15, 2013
Site Plan and Improvement Plans approved by Planning Commission – August 19, 2013
Building permit issued – October 7, 2013

Thompson Funeral Home Revised Parking Lot Site Plan – conditionally approved April 22, 2013
SWM Plans conditionally approved by Frederick County – October 29, 2013

Annexations:

A.C. Jets Property- PC approval of annexation petition of 35.96 acres – December 21, 2009
Public hearing date - Monday, October 11, 2010
Annexation petition denied – October 11, 2010

County Park – Annexation agreement approved by BOCC – May 30, 2013
Annexation agreement approved by Town Board – June 10, 2013
Annexation recommended for approval by PC – September 16, 2013
Public Hearing scheduled for December 5, 2013

Reports:

Meetings:

Town of Middletown Zoning Department

To: Burgess & Commissioners and Middletown Planning Commission
From: Cindy Unangst, Zoning Administrator
Date: 11/4/2013
RE: Monthly Zoning Update

P & Z Issues:

Zoning Code review – ongoing

New State FRO Ordinance – Forest Preservation Act of 2013

House Bill 706 requires the following amendments to the Town's Forest Resource Ordinance:

- Add definition of "Stream Restoration Project"
- Add the following project types to the current list of projects that are exempt from the provisions of the Forest Resource Ordinance:
 - Stream restoration projects that meet certain criteria
 - Maintenance or retrofitting of stormwater management structures with certain stipulations
 - Redevelopment of previously developed areas covered by impervious surface where located within a Priority Funding Area

Active Adult text amendment – received language from Farhad – October 28, 2013
Forwarded to Planning Commission for review and recommendation – Oct. 28, 2013

BOA Hearings:

Zoning Violations: none

October 2013 Zoning Permits	Address	Permit #	M-town Received	C Unangst Approved	County Approval
LAM Properties-daycare center	30 E. Green St.	112527	6/3/2013	10/7/2013	yes
Roessler – addition	18 Linden Blvd	113249	9/27/2013	10/9/2013	yes
Shockley – swimming pool	24 Woodmere Cir.	113376	10/14/2013	10/14/2013	yes
MHS Sports Club – sign	200 Schoolhouse	113452	10/4/2013	10/16/2013	yes
Admar Custom Homes-sfd	6 Hoffman Drive	113311	10/9/2013	10/21/2013	yes
Pakenas – hot tub	25 Woodmere Cir	113613	10/15/2013	10/23/2013	Yes
Rapp – solar panels	1 Ivy Hill Drive	113642	10/23/2013	10/23/2013	Yes
FCPS – storage shed	200 Schoolhouse	113751	10/25/2013	10/29/2013	Yes
Admar Custom Homes – propane tanks	Coblentz Road	Town	8/21/2013	10/11/2013	n/a
St.Thomas More Academy – sign	103 Prospect St.	Town	10/17/2013	10/17/2013	n/a
Perlet – fence	118 Ivy Hill Drive	Town	10/21/2013	10/28/2013	n/a



TO: The Burgess & Commissioners
FROM: Becky Reich, Main Street Manager
RE: Workshop Report
DATE: November 4, 2013

PROMOTION:

- **Christmas in the Valley** is scheduled for Friday, December 6, 2013. Because of the success of the event, the stockings that we purchase are too small to fit all of the great give-aways!. So, we have moved from a stocking to a Santa's Sack. We have also upped our order to 500 Santa Sacks! Already I have had responses from the following businesses and organizations to participate in the business promotional:
 - Dempsey's Grille
 - Maggie's Bake Shop
 - Hollow Creek
 - Mountain Spirit Yoga
 - Sue Kelley
 - Green Street Kitchenette
 - James Gang Pizza
 - Gladhill's Furniture
 - Middletown Valley Chamber of Commerce
 - Bobbi Prescott
 - Frederick County Library – Middletown Branch
 - Hello Gorgeous!
- **Sesquicentennial –**
- **For the Outdoor Exhibit, Indoor Exhibit, and Brochure** - we have sent out RFPs, and have accepted the bid from David Guiney of Interpretive Direction. Mr. Guiney is a former National Park Service Exhibit Specialist, lives in Harpers Ferry, grew up in Sharpsburg, and recent past projects include the exhibit at the Mason-Dixon Visitor's Center, and the Star Spangled Banner exhibit in Frederick. We have also retained Steve Bockmiller as the historian. Thank you to our Board member, Janice Rockwell for doing the legal work for our contracts of employment with these two consultants.
- **Commemorative Events: We are fine tuning the event to include:**
 - **Monday, July 7, 2014** – We plan to show the PBS show Heart of the Civil War. This Emmy-winning documentary was produced by the Frederick Tourism Council and will be a low key event to watch something together as a community. We will view it at Town Hall.
 - **Wednesday, July 9, 2014 – Preview Party** will be held at the Middletown Valley Bank where we will have the exhibit. Rhosymerdre Design and Catoctin Construction have agreed to host the second half of the Preview Party where we will have the guest speakers. This is a great combination of venues!
 - **Saturday, July 12, 2014 – Commemoration Day – Event runs from 11:00am to 11:00pm:**
 - On-going events throughout the day:
 - The Ransom Note will be on display with the new interpretive history at the MVB
 - Re-enactors will be camping within the Town on targeted lots (we are seeking property owner permission – campfires, and a few horses)
 - We will seek permission to have some type of weapon demonstration
 - Other types of re-enactors – such as a period photographer, candle-making demonstrations, maybe a fife and drum corps, maybe someone demonstrating corn-husk dolls, have samples of Hardtack to taste, etc
 - The Historical Society will be open

- The Central Maryland Heritage League
- There will be a few food vendors and we will try to draw from our restaurants first
- Hands on Activities for Children – we are developing hands-on activities for kids (decode a message, navigate by the North Star, make a drum from a coffee can, simple signals with mirrors, needlework).
- Items for Sale
- Music
- Decorations
- **Schedule of Events**
- 11:00am – Docent Led Walking Tour – The walking tour will follow the tour developed by the Society last year. We will enhance the tour by seeking permission to have interior access to Zion Lutheran and the Rhosymedre Design and Catoctin Construction.
- 12:30pm – Living History Vignette – re-telling of the Ransom and we will probably add in the Nancy Crouse (or Krause?) story as part of the vignette.
- 1:00 – Walking Tour
- 2:30 – Living History Vignette
- 3:00 – Walking Tour
- 4:30 – Living History Vignette
- 5:00 – Taste of the Town with a Civil War Twist

DESIGN:

- The Design Committee attended the Planning Commission Workshop in October and presented a power point presentation on design details. This power point presentation also served as a guide to let the Planning Commission know the types of comments the Design Committee can generate. We will provide advisory comments on the overall site plan and how it relates to the adjacent buildings and National Road, as well as how it would visually strike visitors as they enter into Town. We will offer specific advisory comments on the massing, size, scale, materials, features, and details – and how those proposed elements relate to the surrounding buildings. If anyone is interested in seeing the power point presentation, please let me know and I can send by email.

ECONOMIC DEVELOPMENT:

- Main Street Middletown has funds set aside to purchase a Small Business Saturday ad to run in the Valley Citizen. Small Business Saturday is Saturday, November 30, 2013.
- Main Street Middletown is working with Maryland Main Street to help promote Small Business Saturday and Christmas in the Valley through their website and social media.

ORGANIZATION:

- I attended a forum with Cindy Unangst that was hosted by Governor O'Malley on where the state is on reaching their goals of sustainability.
- Main Street Middletown is working on a Heart of the Civil War Heritage Area Tourism mini-grant due November 30th, 2013.
- Main Street Middletown will attend the required Maryland Main Street meeting on November 13, 2013 in Centerville, Maryland.

*Thank you for Supporting Main Street Middletown!
Happy Thanksgiving!*



Empower Your World.

Corporate: 90 Water Street, Reading, PA 19605
Regional offices serving CT, DE, MD, NJ, and NY
610.332.7232 • f: 888.712.0734
www.rerenergygroup.com

September 30, 2013

The Town of Middletown
31 S. Main Street
Middletown, MD

Re: Letter of Intent

Dear Burgess Miller:

Following our recent discussions, I would like to summarize the understanding of the anticipated agreement between The Town of Middletown ("*Town*" or "*You*") and the Solar PPA Investor Group ("*Investor Group*") concerning the installation and operation of a solar array (the "*Facility*") located in the field of the Holter Road facility (the "*Premises*").

This letter will allow the RER Energy Group ("*RER*") to complete an evaluation for the installation and operation of the Facility, assist with obtaining the financing sources needed to complete Facility, and develop and build the Facility on the Premises.

Documentation:

(i) An Agreement governing the Facility and (ii) a Site Access Agreement to be entered into between RER and the Town to allow installation and operation of the Facility on the Premises.

Installation and Operation of the Facility

Investor Group will be responsible for all costs to develop, engineer, construct, install and finance the Facility. You will be responsible for your own legal, financial, transactional and internal project management expenses.

Term:

The Agreement will have an anticipated **term of 10-15 years**. At the end of the initial term and each extension term, you will have the right to purchase the Facility or to renew the Agreement. The Agreement can be renewed for four additional periods of 5 years each at your option (the "*Term*").

Purchase of Electricity:

During the Term, you will purchase 100% of the electricity generated by the Facility, according to net metering regulations. The purchase price for electricity generated by the Facility during the first year will be approximately **[\$0.04 - \$0.06] per kilowatt hour, and shall increase approximately 2% per year.**

Option to Purchase Facility:

At the end of the initial Term or the end of any subsequent extension terms, you will have an option to purchase the Facility at Fair Market Value.

Energy and Environmental Attributes:

Investor Group will be entitled to any and all environmental attributes, incentives, credits, off-sets, rebates or similar benefits arising out of the development, installation, sale,

operation or ownership of the Facility.

Insurance:

Investor Group will be responsible for obtaining and maintaining liability insurance relating to installation and maintenance of the Facility. You will be responsible for adding the Facility to your existing property insurance policy.

Conditions:

Customary conditions, including mutually acceptable documentation, necessary permits, execution of the Site Access Agreement and Investor Group's ability to obtain satisfactory financing for the development, installation and operation of the Facility.

This letter sets forth our current expectations concerning the principal terms of the proposed Lease, but does not create any binding obligations between the parties, except that for a period of six months from the date of this letter, neither you, nor any of your staff, representatives or agents, will (i) solicit or engage in discussions or negotiations with any party other than RER relating to the installation or operation of a renewable energy facility; (ii) provide information or assistance to, or otherwise encourage or facilitate, any party other than RER relating to the generation of renewable energy or the financing, installation or operation of a renewable energy facility; or (iii) enter into any arrangement, agreement or commitment relating to the generation of renewable energy or the financing, installation or operation of a renewable energy facility, in each case with any party other than RER.

The existence and terms of this letter and the fact that discussions or negotiations may be ongoing between you, RER and the Investor Group are confidential and may be disclosed only to staff, council, commissioners, attorneys and advisors who are participant in the proposed transaction.

This letter agreement shall be governed by the laws of the state of Maryland without regard to its principles of conflicts of laws. This agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

Please call me if you have any questions or comments. We look forward to working with you on this important project for the Town of Middletown.

Sincerely,

James D. Kurtz
President
RER Energy Group

Date



Empower Your World.

John D. Miller
Burgess, Town of Middletown

Date

Memorandum

To: Middletown Burgess & Commissioners

From: Cynthia K. Unangst, Staff Planner

Date: October 22, 2013

RE: FEE SCHEDULE AMENDMENT

The Planning Commission Chairman, Mark Carney, would like to recommend a change to the Town's current fee schedule for subdivision and zoning procedures [17.050.060] by adding an electronic filing fee in lieu of paper copies of plans for the Planning Commission (PC) members. The revenue garnered from this electronic filing fee can accumulate to cover the purchase of iPads and file transfer services for the PC. The Town Board agreed at their last meeting to review the proposal to purchase iPads during the next budget cycle.

In lieu of submitting paper copies of plans for the PC members and ARRO Engineering, it is proposed that an electronic filing fee of \$15.00 per sheet be imposed. Historically 16 – 20 copies were required for plan review. With the implementation of the electronic review process, it is expected that only 3 – 9 paper copies will be needed. When the town has had to take plans out for copies that cannot be done with our copier, we have been charged \$1.875 per sheet. We heard from consultants that paper copies can range from \$1.00 per sheet to \$1.50 per sheet. In searching on-line for prices, we have found that they can range from \$2.50 per sheet for up to 24 copies to \$0.85 per sheet for 500 copies and above.

Because the number of sheets varies depending on the type of plan submittal, a flat rate of \$15.00/sheet is recommended for all plan submittals. The Town will still require some printed copies for internal review and record copies. The number of copies required is shown on the revised Checklist for Plan Review Policy.

Attached are the revised code and the revised Checklist for Plan Review Policy.

Please let me know if you have any questions.

17.52.050 Submission of plans and fees.

All plans and fees submitted for review and approval by the Middletown planning and zoning commission must be received at the town office of Middletown no later than noon on the Monday ~~two~~ weeks before the monthly Middletown planning and zoning meeting, which is the third Monday of every month, at 7:00-7:30 p.m.

To partially defray the expense of administering various planning and zoning services, these fees shall be paid to the Town of Middletown as specified in each section of this fee policy. The amount of the fees shall be as established, from time to time, by resolution of the burgess and commissioners of the Town of Middletown. Any and all action required by the town will not be considered until all applicable fees have been paid in full. (Effective June 1, 2000; revised June 30, 2002)

17.52.060 Fees for subdivision and zoning procedures.

The fees for various subdivision and zoning procedures may be established and modified, from time to time, by resolution passed and adopted by the burgess and commissioners.

(Ord. 06-05-02 § 2, 2006)

BURGESS AND COMMISSIONERS OF MIDDLETOWN, MARYLAND**FEES FOR VARIOUS SUBDIVISION & ZONING PROCEDURES**

<u>Permits</u>	<u>Town Fee</u>
<u>Residential Permits</u>	
Internal Improvements	25.00 standard fee
External Improvements	25.00 standard fee
New Residence	
Single Unit-	200.00 standard fee
Multi Unit-	200.00 + 100/add. unit
Demolition	25.00 standard fee
<u>Commercial Permits</u>	
Internal Improvements	100.00 Standard fee
External Improvements	100.00 Standard fee
Structure Conversion	100.00 Standard fee
New Commercial	500.00 Standard fee
Demolition	50.00 Standard fee
Change of Use	50.00 Standard fee other applicable fees
<u>Miscellaneous</u>	25.00 Minimum + all other applicable fees
<u>Construction</u>	
<u>Town Fee</u>	
<u>New Subdivision</u>	
Construction Inspection	1% of Total Cost Estimates; SWM, Sediment & Erosion, Public Improvements

<u>Development</u>	<u>Town Fee</u>
--------------------	-----------------

Concept Plan	200.00 standard + 15.00/sheet electronic filing fee
Site Plan	
Residential	250.00 standard + 10/unit + 15.00/sheet electronic filing fee
All Other	250.00 standard + 50/acre + 15.00/sheet electronic filing fee
Preliminary Plan Review	
All Subdivisions	250.00 + 40/lot + 15.00/sheet electronic filing fee
Mass Grade Plan Review	
All Subdivisions	250.00 standard + DPW fees + 15.00/sheet electronic filing fee
Improvement Plan Review	300.00/page + DPW fees
Forestry Plan Review	
Simplified Forest Plan	200.00 standard + 15.00/sheet electronic filing fee
Preliminary Forest Plan	200.00 standard + 4.00/acre + 15.00/sheet electronic filing fee
Final Forest Plan	200.00 standard + 4.00/acre + 15.00/sheet electronic filing fee
Inspection Fee	50.00 per inspection + 1% of Total Cost Estimates
Final Plat Review	
Combined Prelim/Final	150.00 Standard + 25/lot + 15.00/sheet electronic filing fee
Correction Plat	100.00 standard + 10/lot + 15.00/sheet electronic filing fee
Addition Plat	100.00 standard + 10/lot + 15.00/sheet electronic filing fee
Final Plat	200.00 standard + 15/lot + 15.00/sheet electronic filing fee
Resubmission	50% of original standard fee + 15.00/sheet electronic filing fee

Administrative Town Fee	
Board of Appeals	
Variance	100.00 + advertising for non principal 200.00 + advertising for principal
Special Exception	300.00 + advertising
Administrative Error	200.00 + advertising
Text Amendment	300.00 + advertising
Rezoning Fee	300.00 + 20/acre + advertising
Annexation Review	1,000.00 + 50/acre + advertising
All Town accrued legal fees will be paid by applicant prior to final approval	
Recording Fee	
Plats	75 standard fee + 5/plat to Court
All other Documents	50.00/document
PW Agreement Review	150.00 Standard
HOA Doc. Review	200.00 Standard
Water & Sewer Master Plan Change	500.00 Standard



BURGESS AND COMMISSIONERS OF MIDDLETOWN, MARYLAND

CHECKLIST FOR PLAN REVIEW POLICY

PROJECT NAME: _____

PLAN NAME: _____

NAME: _____

ADDRESS: _____

PHONE: _____

Please check the following type of plan you are submitting to the Town of Middletown for review. All plans **and fees** - must be **FOLDED** and submitted by 12:00 noon on the Monday **two weeks** before the **monthly** Planning Commission meeting. **Printed plans should be folded.**

CONCEPT PLAN:

CONCEPT PLAN - **10-3 PRINTED** COPIES ARE NEEDED WHEN SUBMITTING

\$200.00 Fee check payable to the Town of Middletown at time of submission + **\$15.00/sheet electronic filing fee.**

SITE PLAN:

RESIDENTIAL SITE PLAN - **16-9 PRINTED** COPIES ARE NEEDED FOR 1ST SUBMISSION

\$250.00 Standard + \$10.00/unit fee check payable to the Town of Middletown a time of submission + **\$15.00/sheet electronic filing fee.**

_____ # of units

ALL OTHER SITE PLANS - **16-9 PRINTED** COPIES ARE NEEDED FOR 1ST SUBMISSION

- \$250.00 Standard + \$50.00/acre fee check payable to the Town of Middletown at time of submission + \$15.00/sheet electronic filing fee.

_____ # of acres

PRELIMINARY PLAN:

- SUBDIVISION - 20-9 PRINTED COPIES ARE NEEDED FOR 1ST SUBMISSION
- \$250.00 Standard + \$40.00/lot fee check payable to the Town of Middletown at time of submission + \$15.00/sheet electronic filing fee.

_____ # of lots

MASS GRADING PLAN:

- MINOR SUBDIVISION - 14-9 PRINTED COPIES + 5 COPIES OF SWM COMPUTATIONS ARE NEEDED FOR 1ST SUBMISSION
- \$250.00 Standard fee payable to the Town of Middletown at time of submission + \$15.00/sheet electronic filing fee.

*NOTE: Once the cost estimates have been approved by DPW and town engineer, you will be billed by the Town of Middletown for Town and Frederick Co. DPW review services.

IMPROVEMENT PLAN:

- 18-9 PRINTED COPIES + 5 COPIES OF SWM COMPUTATIONS ARE NEEDED FOR 1ST SUBMISSION
- \$300.00/page-sheet payable to the Town of Middletown at time of submission + \$15.00/sheet electronic filing fee.

*NOTE: Once the cost estimates have been approved by DPW and town engineer, you will be billed by the Town of Middletown for Town and Frederick Co. DPW review services.

FORESTRY PLAN REVIEW:

- SIMPLIFIED FOREST PLAN - 12-3 COPIES ARE NEEDED FOR 1ST SUBMISSION
- \$200.00 Standard payable to the Town of Middletown at time of submission + \$15.00/sheet electronic filing fee.;
- PRELIMINARY FOREST PLAN - 14-3 COPIES ARE NEEDED FOR 1ST SUBMISSION
- \$200.00 Standard + \$4.00/gross acre payable to the Town of Middletown at time of submission + \$15.00/sheet electronic filing fee.;

_____ # of acres

FINAL FOREST PLAN – 143 COPIES ARE NEEDED FOR 1ST SUBMISSION

\$200.00 Standard + \$4.00/gross acre payable to the Town of Middletown + \$15.00/sheet electronic filing fee.

_____ # of acres

INSPECTION FEE – 1% of Total Cost Estimate + \$50.00 per site inspection

PLAT REVIEW:

COMBINED PRELIMINARY/FINAL PLAT - 163 COPIES ARE NEEDED FOR 1ST SUBMISSION

\$150.00 Standard + \$25.00/lot payable to the Town of Middletown + \$15.00/sheet electronic filing fee.

_____ # of lots

CORRECTION PLAT - 163 COPIES ARE NEEDED FOR 1ST SUBMISSION

\$100.00 Standard + \$10.00/lot payable to the Town of Middletown + \$15.00/sheet electronic filing fee.

_____ # of lots

ADDITION PLAT - 123 COPIES ARE NEEDED FOR 1ST SUBMISSION

\$100.00 Standard + \$10.00/lot payable to the Town of Middletown + \$15.00/sheet electronic filing fee.

_____ # of lots

FINAL PLAT - 163 COPIES + 5 MYLARS FOR SIGNATURE ARE NEEDED FOR 1ST SUBMISSION

\$200.00 Standard + \$15.00/lot payable to the Town of Middletown + \$15.00/sheet electronic filing fee

_____ # of lots

RE-SUBMISSION: - 50% of original STANDARD fee payable to the Town of Middletown upon EACH re-submission of ANY plan(s).

NOTE:- - 10-Same number of plans as originally submitted + applicable electronic filing fee + additional plan for each agency being addressed – include comps. (where applicable) and a response letter to address each agency's comments.

CONSTRUCTION FEE – 1% of total construction cost estimates.

Note: Developer is responsible for payment of ALL agency fees directly to the applicable agencies at time of submission. All plans MUST be submitted directly to the Town Planning Office for routing and review.

TOTAL TOWN FEES ENCLOSED

\$ _____

SUBMITTED BY: _____



Burgess and Commissioners Middletown, Maryland

Development Fee Comparison

Permit Fees	Middletown	Brunswick	Frederick County
Residential Permits			
Internal Improvements	\$25	\$30	\$70
External Improvements	\$25	\$25	\$70
New Residence			
Single Unit	\$200	\$100	\$741
Multi-Unit	\$200+\$100/Additional/Unit		\$197+\$395/Additional Unit
Demolition	\$25	\$30	Minimum
Commercial Permits			
Internal Improvements	\$100		\$200
External Improvements	\$100		\$105
Structure Conversion	\$100		\$100-\$300 depending in SF
New Commercial	\$500		\$0.21/SF
Demolition	\$50		Minimum
Change of Use	\$50		\$0.21/SF
Miscellaneous	\$25		\$70
Construction			
New Subdivision			
Construction Inspection	1% of Total Cost Estimates		initial inspec included in permit fee
Concept Plan	\$200	\$675	\$570
Site Plan			
Residential	\$250+\$10/Unit	\$1500+\$10/Unit+\$35/Lot	\$2191+\$10/lot or dwelling unit (whichever is greater)
All Other	\$250+\$50/AC	\$1500+\$75/Ac.+\$35/Lot	\$2191+\$88/disturbed acre
Preliminary Plan Review			
All Subdivisions	\$250+\$40/Lot		
Improvement Plan Review			
Forestry Plan Review			
Simplified Forest Plan	\$200	County does it	\$219
Preliminary Forest Plan	\$200+\$4/AC	County does it	\$219+\$2/gross acre
Final Forest Plan	\$200+\$4/AC	County does it	\$219+\$1/gross acre

Permit Fees	Middletown	Brunswick	Frederick County
Inspection Fee	\$50+1% of Cost Estimate	County does it	\$174+1.1% of 1st \$30K cost estimate
Final Plat Review			
Combined Preliminary/Final	\$150+\$25/Lot	\$1000+\$60/Lot	\$4593+\$7/acre+\$38/lot or dwelling unit (whichever is greater)
Correction Plat	\$100+\$10/Lot	\$700+\$35/Lot	\$350
Addition Plat	\$100+\$10/Lot	\$700+\$35/Lot	\$570
Final Plat	\$200+\$15/Lot	\$700+\$55/Lot	\$570+\$28/lot
Resubmission	50% of Original Standard Fee	Original Fees	50% of current permit fee
Administrative			
Board of Appeals			
Variance - Principal	\$200+Advertising Cost	\$725+CFI	\$550
Variance - Non Principal	\$100+Advertising Cost	\$725+CFI	\$550
Special Exception	\$300+Advertising Cost	\$1400+CFI	\$100/\$200/\$825
Administrative Error	\$200+Advertising Cost	\$675+CFI	\$1200/\$330
Text Amendment	\$300+Advertising Cost	\$1150 + CFI	\$1200/204
Rezoning Fee	\$300+\$20/AC+Advertising Cost	\$1200+Advertising Cost	
Annexation Review	\$1,000+\$50/AC+Advertising Cost	\$1500+\$20/AC+CFI	
Recording Fee			
Plats	\$75+\$5/Plat	variable	\$55/sheet
All Other Documents	\$50	variable	
Public Works Agreement Review	\$150	\$200 + CFI	
Home Owner Association Documents Review	\$200	\$300 + CFI	n/a
Water & Sewer Master Plan Change	\$500		\$1200 planning change/\$204 water/sewer

**CFI - Consultant Fees Invoiced - Any city consultant time above the base fee invoiced to applicant

Town of Middletown
Water Sewer Fund
Capital Improvement Program

Burgess and Commissioners of Middletown		
Water & Sewer Capital Improvement Program		
FY 2014 - FY 2018		
	Budget	Actual
SYSTEM UPGRADE PROJECTS	FY '14	FY '14
WATER SYSTEM		
Main Street Waterline Program		
Waterline Replacement at Walnut St Bridge	\$127,430	\$132,026
Reservoir - Dual Feed Cover/Liner Replacement	\$40,000	\$40,000
Manganese Removal - Well #15	\$110,000	\$110,000
Upgrade to VFD's Brookridge South WTP	\$19,000	\$0
Mill & Overlay Reservoir Roadway		
Reservoir Fence Replacement/Relocation		
Stream Erosion - Well Field Restoration		
Generator Connection for Well Field		
Maple Street - Waterline Replacement	\$8,200	\$0
Locust Court Water Extension Project	\$0	\$130,340
WASTEWATER SYSTEM		
West WWTP - New Chemical Storage Building	\$30,000	\$0
Influent Flume & Ultrasonic Meter		
West WWTP - Curtain Replacement		
Brookridge PS Vault Magmeter & Cabinet		
Cone Branch PS - Control Panel Upgrade		
Total Projects	\$334,630	\$412,366
Surplus / Deficit	\$42,906	(\$34,830)

Ellen Baker

Photography • Design

76 Apple Way • Frederick, MD 21703
301-305-4651
ellen@ellenbaker.com
www.ellenbaker.com

PROPOSAL

October 12, 2013

Burgess & Commissioners
Town of Middletown
31 West Main Street
Middletown, MD 21769

Walking Trail System and Trail Map Illustrations

Maps:

Create graphic illustrations of Middletown's Walking Trail System to include:

- Overall Town map highlighting prominent landmarks, roads and trail locations;
- Individual walking trail maps detailing paths, overlay of surrounding neighborhoods/roads/developments, length of trail, GPS coordinates;
- and Standardized Trail System sponsorship acknowledgment for all signage.

Artwork will be provided digitally for sign manufacture by others.

Total.....\$1,800.00

Cost represents 24 hours at \$75/hour and includes design concept, presentations to full Commission for discussion and approval, development of five maps and 2 rounds of minor revisions.

A deposit representing 50 percent of total cost is due at the time of acceptance with the remainder due upon completion.



Ellen R. Baker, Owner
Ellen Baker Creative Services

AGREED AND ACCEPTED:

John Miller, Burgess
Town of Middletown

Date



Mason Dixon Line

PENNSYLVANIA

To Gettysburg National Battlefield

MARYLAND

WASHINGTON COUNTY

Appalachian Trail

550

15

140

Emmitsburg

Thurmont



CARROLL COUNTY

Hagerstown

Washington Monument State Park

17

Catoctin Mountain National Park

77

Cunningham Falls State Park

550

77

Westminster

Wolfsville

FREDERICK COUNTY

194

To Antietam National Battlefield

Myersville

40

15

Woodsboro

550

75

South Mountain State Park

Middletown

17

FREDERICK

Walkersville

194

26

Libertytown

26

Appalachian Trail

Burkittsville

340

Jefferson

New Market

75

Mount Airy

26

WEST VIRGINIA

To Harper's Ferry National Park

Brunswick

15

Point of Rocks

85

Urbana

270

144

70

144

Baltimore

HOWARD COUNTY

To Harper's Ferry National Park

Potomac River

C&O Canal

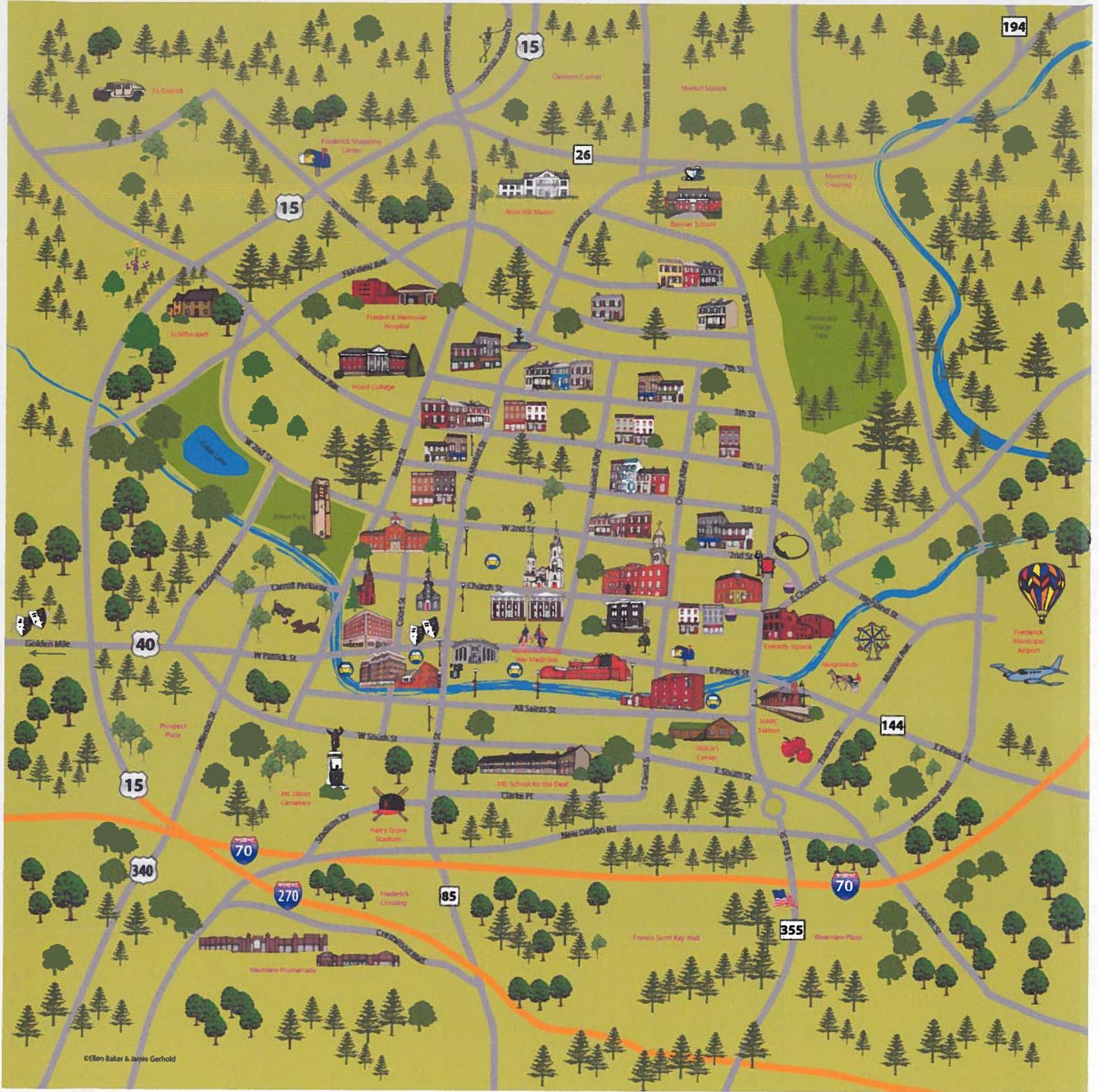
Sugarloaf Mountain

355

MONTGOMERY COUNTY

Gaithersburg

Washington DC





Burgess and Commissioners Middletown, Maryland

Cost Summary of Landscaping Pilot Program

Category	Costs
Labor - Contractor (Mid Maryland Landscaping, Inc.)	\$ 3,100.00
Materials - Mulch (Huffer Trucking & Bulk Services)	\$ 659.05
Materials - Plantings (Walnut Spring Nursery, Inc.)	\$ 2,878.50
Total Cost of Pilot Landscaping Program	\$ 6,637.55

One Year Pilot Program from January 2013 - December 2013



Burgess and Commissioners Middletown, Maryland

Cost Comparison Quarterly vs. Monthly Billing

Number of Customers		1,605
Cost of Postage	\$	0.46
Cost of Certified Letter	\$	6.11
Cost of Stationary/Customer	\$	0.13

Hard Cost Analysis

Costs for Billing	Quarterly Billing		Monthly Billing	
	Quarterly	Yearly	Monthly	Yearly
Postage - First Bill	\$ 738.30	\$ 2,953.20	\$ 738.30	\$ 8,859.60
20% Postage - Second Notice	\$ 147.66	\$ 590.64	10% \$ -	\$ -
7% Postage - Disconnect Notice	\$ 686.46	\$ 2,745.83	3% \$ 294.20	\$ 3,530.36
Disconnect Charge	\$ (2,247.00)	\$ (8,988.00)	\$ (963.00)	\$ (11,556.00)
Sub-Total Postage	\$ (674.58)	\$ (2,698.33)	\$ 69.50	\$ 833.96
Meter Reading Costs	\$ 680.00	\$ 2,720.00	\$ -	\$ -
Sorting & Processing	\$ 475.00	\$ 1,900.00	\$ 475.00	\$ 5,700.00
Stationary (Bills & Envelopes)	\$ 211.84	\$ 847.35	\$ 211.84	\$ 2,542.05
Total Hard Costs	\$ 692.26	\$ 2,769.02	\$ 756.33	\$ 9,076.01
Difference in Yearly Hard Cost			\$ 6,306.98	

Opportunity Cost Analysis

Opportunity Costs	Quarterly Billing		Monthly Billing	
	Quarterly	Yearly	Monthly	Yearly
Meter Reading	\$ -	\$ -	\$ 136.02	\$ 1,632.24
Deposits/Postings	\$ 1,488.35	\$ 5,953.40	\$ 715.00	\$ 8,580.00
Postage Processing	\$ 721.00	\$ 2,884.00	\$ 390.00	\$ 4,680.00
Disconnect Notices	\$ 103.00	\$ 412.00	\$ 65.00	\$ 780.00
Disconnect Send Outs	\$ 169.45	\$ 677.80	\$ 84.73	\$ 1,016.70
Total Opportunity Costs	\$ 2,481.80	\$ 9,927.20	\$ 1,390.75	\$ 16,688.94
Difference in Yearly Opportunity Costs			\$ 6,761.74	



Burgess and Commissioners Middletown, Maryland

Cost Comparison Quarterly vs. Monthly Billing Glenbrook Subdivision

Number of Customers		350
Cost of Postage	\$	0.46
Cost of Certified Letter	\$	6.11
Cost of Stationary/Customer	\$	-

Hard Cost Analysis

Costs for Billing	Quarterly Billing		Monthly Billing	
	Quarterly	Yearly	Monthly	Yearly
Postage - First Bill	\$ 161.00	\$ 644.00	\$ 161.00	\$ 1,932.00
20% Postage - Second Notice	\$ 32.20	\$ 128.80	10% \$ -	\$ -
7% Postage - Disconnect Notice	\$ 149.70	\$ 598.78	3% \$ 64.16	\$ 769.86
Disconnect Charge	\$ (490.00)	\$ (1,960.00)	\$ (210.00)	\$ (2,520.00)
Sub-Total Postage	\$ (147.11)	\$ (588.42)	\$ 15.16	\$ 181.86
Meter Reading Costs	\$ 680.00	\$ 2,720.00	\$ -	\$ -
Sorting & Processing	\$ 475.00	\$ 1,900.00	\$ 475.00	\$ 5,700.00
Stationary (Bills & Envelopes)	\$ 46.20	\$ 184.78	\$ 46.20	\$ 554.34
Total Hard Costs	\$ 1,054.09	\$ 4,216.36	\$ 536.35	\$ 6,436.20
Difference in Yearly Hard Cost				\$ 2,219.84



Maryland Local Government Health Insurance Cooperative
 Policy Year 07/01/2012 - 06/30/2013
 6/30/2013



Final

Members	Total Deposits	Reinsurance Reimbursement		Weekly Claims Paid	CIGNA Refunds	Surplus/ (Deficit)	Performance Ratio	Pledged Cross Share		Anticipated Cross Share Needed	Balance After Cross Share Deducted
		Rec'd	Pending					Percentage	Dollars		
Aberdeen	\$1,068,118	\$508,176	\$0	\$1,628,234	\$11,016	(\$40,924)	124.60%	25.00%	\$0	\$0	\$0
Brunswick	\$274,778	\$75,701	\$0	\$543,329	\$1,224	(\$191,626)	195.20%	30.00%	\$0	\$0	\$0
Chesapeake Beach	\$100,465	\$17,948	\$0	\$174,317	\$197	(\$55,707)	186.54%	50.00%	\$0	\$0	\$0
College Park	\$717,228	\$67,610	\$0	\$854,414	\$11,140	(\$58,437)	129.78%	30.00%	\$0	\$0	\$0
Gaithersburg	\$2,148,977	\$233,808	\$0	\$2,209,799	\$34,752	\$207,739	103.88%	22.50%	(\$46,741)	(\$46,741)	\$160,997
Kent	\$1,753,588	\$199,808	\$0	\$1,638,512	\$3,297	\$318,182	94.13%	25.00%	(\$79,545)	(\$79,545)	\$238,636
LGIT	\$225,511	\$104,015	\$0	\$360,078	\$3,002	(\$27,551)	129.05%	30.00%	\$0	\$0	\$0
Middletown	\$78,816	\$0	\$0	\$38,955	\$88	\$39,949	56.71%	50.00%	(\$19,974)	(\$19,974)	\$19,974
MML	\$105,393	\$858	\$0	\$85,279	\$12,609	\$33,580	78.36%	30.00%	(\$10,074)	(\$10,074)	\$23,506
New Carrollton	\$264,357	\$17,051	\$0	\$281,824	\$4,719	\$4,303	118.05%	30.00%	(\$1,291)	(\$1,291)	\$3,012
Port Deposit	\$8,169	\$0	\$0	\$12,360	\$315	(\$3,875)	169.55%	50.00%	\$0	\$0	\$0
Westminster	\$1,184,498	\$174,729	\$0	\$1,411,660	\$12,591	(\$39,842)	118.87%	25.00%	\$0	\$0	\$0
TOTAL:	\$ 7,929,898	\$ 1,399,704	\$ (0)	\$ 9,238,761	\$ 94,950	\$ (417,962)	112.31%		\$ (157,626)	\$ (157,626)	\$ 446,126

Total Deficit (\$417,962)
 Available Cross Share (\$157,626)
 Net Aggregate Breach (\$260,336)

This is not a final report.