



AGENDA FOR THE TOWN MEETING

October 24, 2016

7:00 p.m.

PLEDGE TO THE FLAG

CALL TO ORDER

CONSENT AGENDA

- Town Meeting Minutes
 - [October 10, 2016 – Town Meeting](#)

Red Indicates – Action Item
Green Indicates – Ordinance Introduction
[Blue Indicates](#) – Link to Additional Information

PERSONAL REQUESTS FOR AGENDA:

UNFINISHED BUSINESS:

- [Review of MOU with Middletown Valley Bank for Display of Town Christmas Tree](#)
- [Discussion of Contracting for Town Christmas Tree Display and Storage](#)
- [Middletown Certification for a Sustainable Community](#)

NEW BUSINESS:

- [Proclamation of Business Appreciation Week](#)

PUBLIC COMMENTS:

ANNOUNCEMENTS:

- *Middletown Halloween Parade – October 29, 2016 at 5:00PM*
- *Closure of Bathrooms at Memorial Park – November 4th*

ADJOURNMENT

BURGESS AND COMMISSIONERS OF MIDDLETOWN MARYLAND

TOWN MEETING MINUTES

REGULAR MEETING

October 10, 2016

The first monthly meeting of the Burgess and Commissioners of Middletown was called to order on October 10, 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

Schedule of Public Hearing – Ordinance 16-10-01 Sign Regulations Amendment

Sustainability Committee Chairmanship

Commissioner Bussard motioned to accept this consent agenda as submitted, seconded by Commissioner Catania and passed unanimously.

Personal Requests for Agenda:

Patty Hurwitz – Hurwitz Breast Cancer Fund – Mrs. Hurwitz was in attendance tonight to thank the Board for their support with the Breast Cancer Awareness Fund. Mrs. Hurwitz stated that back in 1997 when she was diagnosed with breast cancer she had to get her treatments down the road, now the residents of Frederick County are now able to receive those treatments right here in Frederick County at Frederick Memorial Hospital. Mrs. Hurwitz stated that all funds raised (\$1.4 million to date) stays here in Frederick County to help purchase the equipment needed and provide those services to our residents. Burgess Miller stated that the Town is selling pink light bulbs at \$1 each to help raise money and asked that the residents keep them lit during the month of October.

Unfinished Business:

Resolution 16-01 - Tap fee increase – The Water & Sewer Committee is recommending a \$4,000 increase.....\$2,000 on water tap and \$2,000 on sewer tap, with a January 1, 2017 effective date. Motion by Commissioner Bussard to approve Resolution 16-01 with the effective date of July1, 2017, seconded by Commissioner Goodman. Motion carried 4-2 (Dietrick and Catania voting against). Commissioner Catania recommended to increase the Improvement fee from \$6,000 to \$7,000. Motion by Commissioner Catania to increase the Improvement Fee from \$6,000 to \$7,000, seconded by Commissioner Dietrick. After much discussion Commissioner Catania withdrew the motion. Rich Thometz of Middletown Glen was present and stated that he would like some consideration on the improvement fee since the agreement only discusses water tap fees at the prevailing rate. The Board will discuss this further.

Discussion of Solicitation Permit Requirement – Burgess Miller stated that he has provided the Board with some language from MML as well as what other Municipalities does to try and regulate solicitation in Town. After some discussion it was agreed upon to forward this to the Town Attorney to draft an Ordinance and get some clarification if we can include exemptions such as boy scouts, girl scouts, schools, etc.

Discussion of Possible Annexation of Memar Property – 93.93ac. – Burgess Miller stated Farhad Memarsadeghi is proposing to build 80 active adult units and 34 estate lots and have approximately 35-40 acres of open space. After some discussion the Board agreed to allow Memar to move forward with the annexation process.

REPORTS OF COMMITTEES –

WATER & SEWER – Commissioner Falcinelli reported:

Water use for September – 306,000 gal., spring flow for September – 60,420

Hydrant Flushing – went well last week

Well 15 – filter construction underway.

475 meters of the 500 old meters have been replaced to date.

PUBLIC WORKS – Commissioner Bussard reported:

Green Street project – base coat of black top is down, curb is in from N. Jefferson St. to Route 17 this week, working from Willow to the Amvets is underway now.

Locust Street is in the design phase.

Streetscape has started but not waterline work to take place until March 2017.

Bulk Trash pick-up date October 22, 2016.

PLANNING COMMISSION – Commissioner Catania reported:

We will have 2 seats opening up for the Planning Commission in December, if you wish to join please submit your interest to the Burgess and Commissioners.

Fire Station Board of Appeals hearing October 20, 2016 at 7pm.

PARKS and RECREATION – Commissioner Goodman reported:

The playground equipment at Memorial Park Phase 1 has been installed.

PUBLIC INFORMATION – Commissioner Falcinelli reminded all to check out our website and facebook pages for updated information.

NEW BUSINESS:

Introduction of Ordinance 16-10-02 – Sale of Town Property – Drew stated that the Town received a request from a property owner along East Main Street in which his property runs back to East Green Street. There is a small right of way that the Town owns along East Green Street from where the transfer station is up to 22 East Green Street. Bill Williams the owner of 19 E. Main Street is asking to purchase the piece along his property from the Town.

PUBLIC COMMENT:

ANNOUNCEMENTS:

Scarecrow Decorating Contest & Walk – October 22, 2016 – Main Street

Color Me Autumn Festival – October 22, 2016 – Middletown Community Park

Middletown Halloween Parade – October 29, 2016 at 5pm.

Bulk Trash Pickup – Saturday, October 22, 2016

Closure of Drinking Fountains at Dog Park and Wiles Branch Park – October 15th

Closure of Bathrooms at Memorial Park – November 4th

ADJOURNMENT

Meeting adjourned at 8:05pm.

Respectfully submitted,

Ann Griffin
Office Manager



Memorandum of Understanding
Town Christmas Tree

This Memorandum of Understanding (MOU) executed on this _____ day, in the month of _____ the year 2016, by Middletown Valley Bank (MVB) and the Burgess and Commissioners of the Town of Middletown, located in Frederick County, Maryland (Town).

Whereas, the Town wishes to display the Town Christmas Tree on the property owned by MVB, and

Whereas, the parties acknowledge that MVB owns all of the real property where the Town wished to install the Town Christmas Tree, and

Whereas, the parties wish to cooperate to complete installation of the Town Christmas to promote the holiday season in Middletown, and

Whereas, the Town understands that MVB may have future needs for the property and that the Town Christmas Tree may not be possible at this location in the future,

Now, Therefore, in consideration of the mutual promises between MVB and the Town, as set forth herein, the adequacy of which is hereby acknowledged, the parties agree to the following:

Town Christmas Tree

1. The Town will be responsible for the cost of installation, removal, decoration and maintenance of the Town Christmas Tree while displayed.
2. The Town will provide MVB with an insurance certificate for the placement of the Town Christmas Tree on the property.
3. MVB will provide the Town at least 30 day notice of the need to no longer have permission to display the Town Christmas Tree for any reason.

Middletown Valley Bank

Witness

Robert Goetz, Jr., President

**Burgess and Commissioners of
Middletown, Maryland**

Andrew J. Bowen, Town Administrator

John D. Miller, Burgess

Cost for Setting Up Town Christmas Tree

Employee	Tree Selection	Tree Pickup	Tree Set Up	Hourly Rate	Total Cost
Main Street Manager	4			\$ 23.17	\$ 92.68
Assistant DPW	4			\$ 31.55	\$ 126.22
Streets Superintendent		4	6	\$ 28.12	\$ 281.19
Maintenance Staff		4	6	\$ 22.17	\$ 221.74
Maintenance Staff		4	6	\$ 17.55	\$ 175.55
Maintenance Staff		4	6	\$ 15.29	\$ 152.88
				Total	\$ 1,050.26

*****This cost does not include decorating the tree***

PLANTASIA
PLANTSCAPING & DECORATING
INC. 1986

Town of Myersville
Attn: Kristin Aleshire – Manager

August 23, 2016

Proposal for holiday decorating Town of Myersville Tree

Option 1 - Purchase of tree

12' Premium Commercial Tower Frame tree with 2100 LED warm white lights	\$ 2500.00
MD Sales Tax (if applicable)	\$ 150.00
Installation, decoration (provided by Plantasia), removal and storage at Our facility	<u>\$ 1500.00</u>
Cost for 2016	\$ 4150.00

Installation would remain the same for 2017 & 2018	\$ 1500.00
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Option 2 – Lease of tree

12' Premium Commercial Tower Frame tree with 2100 LED warm white lights And decorations; installed, removed and stored at our facility	\$ 3000.00
MD Sales Tax (if applicable)	<u>\$ 60.00</u>
Leasing cost for 2016	\$ 3060.00

Leasing and installation cost for 2017	\$ 1750.00
Leasing cost and installation for 2018	\$ 1750.00

PLANTASIA

PLANTSCAPING & DECORATING

INC. 1986

Town of Myersville

Attn: Kristin Aleshire – Manager

August 23, 2016

Proposal for holiday decorating Town of Myersville Tree

Option 1 - Purchase of tree

14' Premium Commercial Tower Frame tree, 9' dia. and LED warm white lights	\$ 5500.00
MD Sales Tax (if applicable)	\$ 330.00
Installation, decoration (provided by Plantasia), removal and storage	<u>\$ 2500.00</u>
Cost for 2016	\$ 8330.00

Installation would remain the same for 2017 & 2018	\$ 2500.00
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16' Premium Commercial Tower Frame tree, 10' dia. and LED warm white lights	\$ 6500.00
MD Sales Tax (if applicable)	\$ 390.00
Installation, decoration (provided by Plantasia), removal and storage	<u>\$ 3000.00</u>
Cost for 2016	\$ 9890.00

Installation would remain the same for 2017 & 2018	\$ 3000.00
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18' Premium Commercial Tower Frame tree, 11' dia. and LED warm white lights	\$ 8000.00
MD Sales Tax (if applicable)	\$ 480.00
Installation, decoration (provided by Plantasia), removal and storage	<u>\$ 3500.00</u>
Cost for 2016	\$11980.00

Installation would remain the same for 2017 & 2018	\$ 3500.00
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Option 2 – Lease of tree including decoration and installation

14' Premium Commercial Tower Frame tree with LED warm white lights	
And decorations; installed, removed and stored at our facility	\$ 4500.00
MD Sales Tax (if applicable)	<u>\$ 90.00</u>
Leasing cost for 2016	\$ 4590.00

Leasing and installation cost for 2017	\$ 2500.00
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(301) 874-3052

4602 E BASFORD ROAD • FREDERICK, MARYLAND 21703

plantasiainc.com

Leasing cost and installation for 2018 \$ 2500.00

16' Premium Commercial Tower Frame tree with LED warm white lights
And decorations; installed, removed and stored at our facility \$ 5500.00
MD Sales Tax (if applicable) \$ 109.99
Leasing cost for 2016 **\$ 5609.99**

Leasing and installation cost for 2017 \$ 3500.00
Leasing cost and installation for 2018 \$ 3500.00

18' Premium Commercial Tower Frame tree with LED warm white lights
And decorations; installed, removed and stored at our facility \$ 6500.00
MD Sales Tax (if applicable) \$ 129.99
Leasing cost for 2016 **\$ 6629.99**

Leasing and installation cost for 2017 \$ 4500.00
Leasing cost and installation for 2018 \$ 4500.00

All or part may be accepted. All decorations are the property of Plantasia, Inc. any items missing at the end of the season would be billed to the property. To avoid any misunderstanding; specification of colors, styles, decoration and any changes must be submitted by Oct. 10th and acknowledged by Plantasia, Inc. All lights will be working before leaving installation. It is the responsibility of the management to provide adequate power sources where needed. Plantasia will provide all needed materials, equipment and labor to accomplish the above listed project. Installation and removal would be done on agreeable dates with exception to weather conditions for exterior installations for the safety of all concerned.

Accepted by: _____
Signature Date

Representing: _____

Accepted by: Roger A. Manwaring V.P. August 24, 2016
Roger A. Manwaring VP Date

Representing: Plantasia, Inc. 4602 E Basford RD Frederick, Maryland 21703

Myersville, MD

Tree quote - 8.4.2016

Paramount Tree

We have 14ft and 20 ft trees available. Larger 30 ft also available but I believe you wanted the shorter sizes.

Prices shown below are SALE prices for orders placed by end of August and for remaining inventory.

Item	Regular price	SALE
14' Paramount Tree	\$ 6,404	\$ 4,852
20' Paramount Tree	\$14,350	\$11,200

- * Priced with energy efficient LED C7 lights/warm white
- * Shipping would be added to your final selection
- * SALE price is good on remaining inventory for orders by 8/31/2016

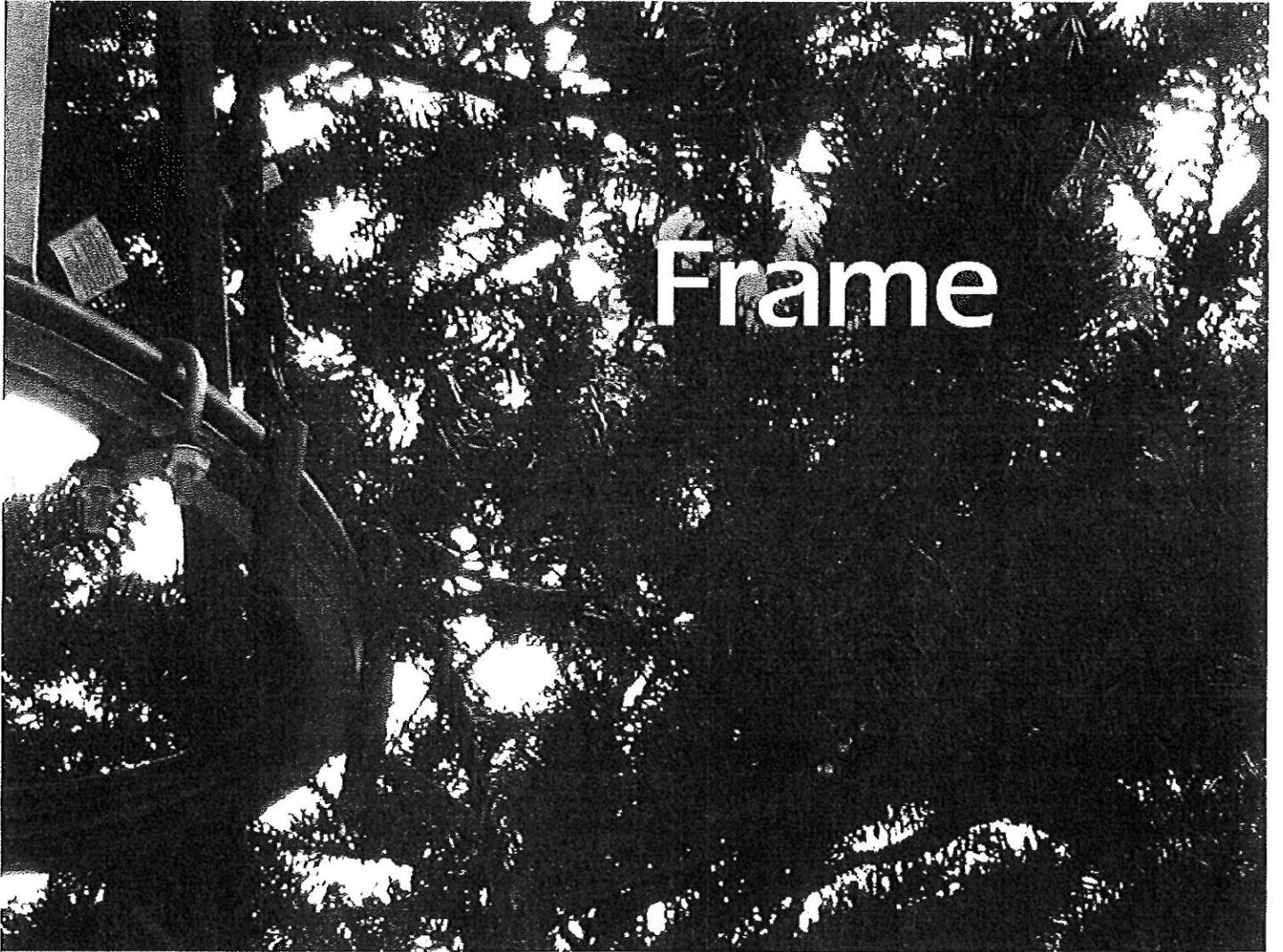
See attached information

Northern Lights Display LLC
Cheryl Legan, President
9531 West 78th St., Ste 135
Eden Prairie, MN 55344
877-974-3205
www.northernlightsdisplay.com
clagan@northernlightsdisplay.com

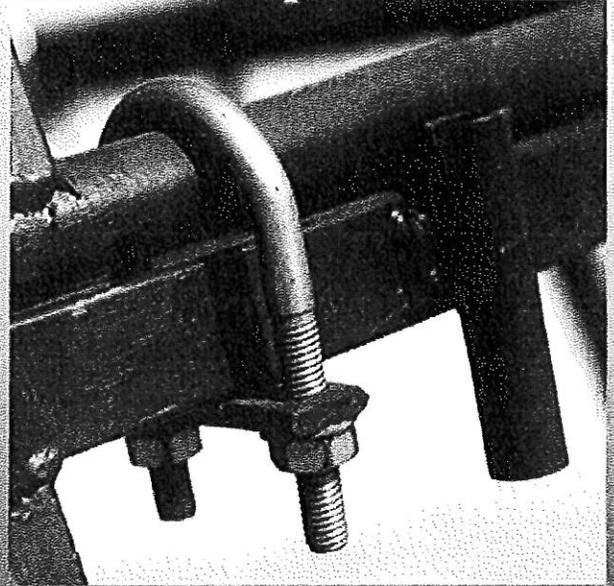
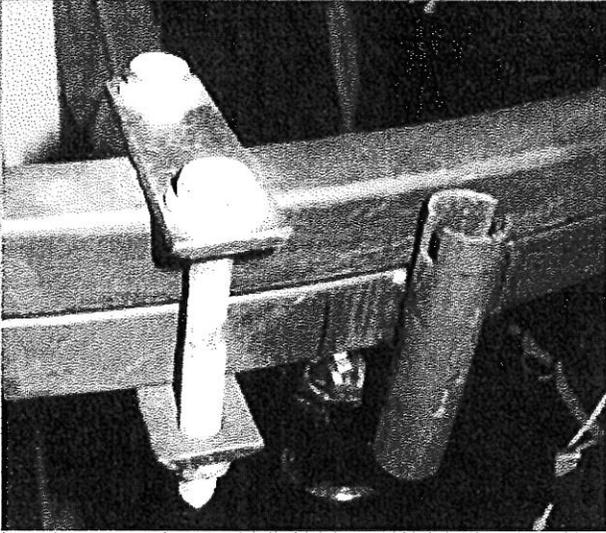
Paramount Tower Tree Specifications

Northern Lights Display
9531 West 78th Street, Ste 135
Eden Prairie, MN 55344
877-974-3205

www.northernlightsdisplay.com



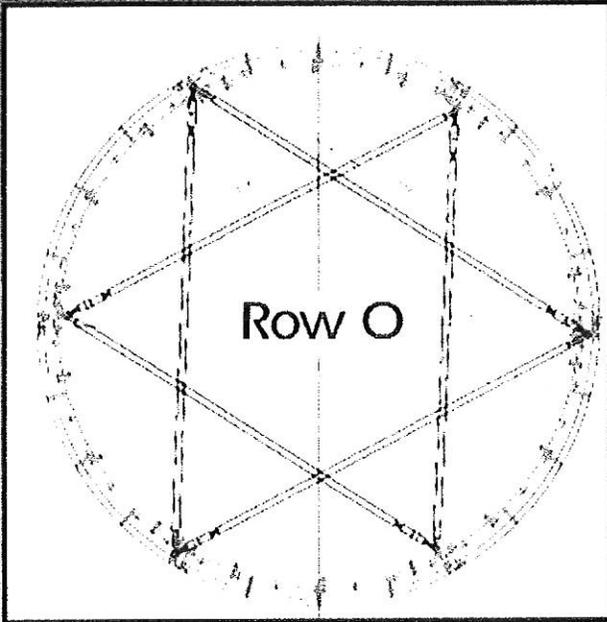
Improvements to the frame structure have been adopted to meet both indoor and outdoor use in terms of its stability and wind impact. The new frame hardware allows for less required installation hours. A 20' tree can be assembled by 2 people in less than two hours. Additionally, the new footprint offers more location options.



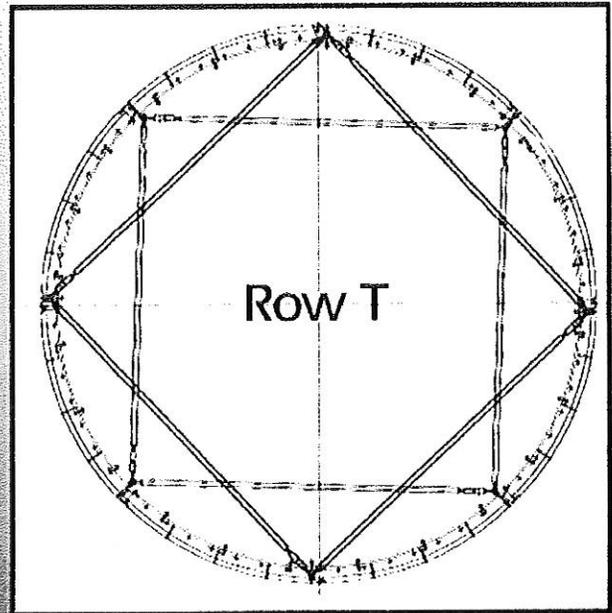
The clamp assembly has been enhanced by changing it to a single piece U clamp that fits snugly against the new round metal frame section.

The new round tube was specified by our structural engineers for both torsion and deflection strength.

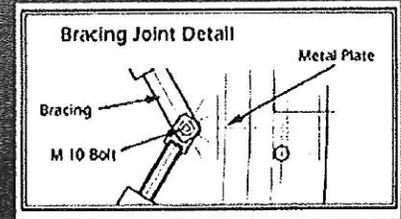
The new 2GTT has added inner structure support rods at rows O and T. Each rod is uniform in size/length for easier installtion. Row O uses six support rods and Row T uses eight. The supports are more than double the original tree.



RSE wind speed is based on 150km/h
 Registration No. RSE/53/97



The updated 2GTT frame has a Registered Structural Engineering (RSE) endorsement for all trees up to 100'-0".

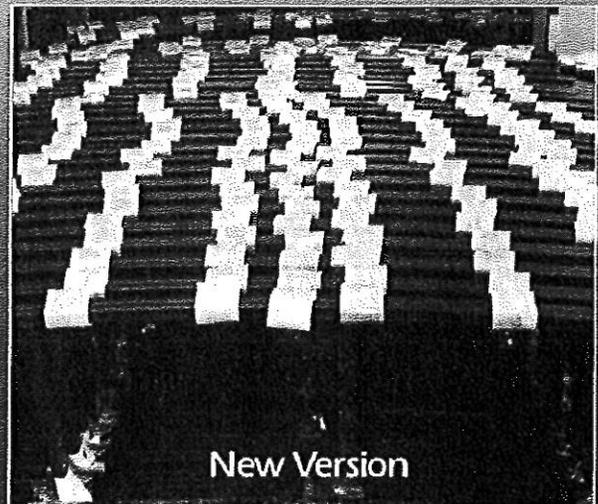
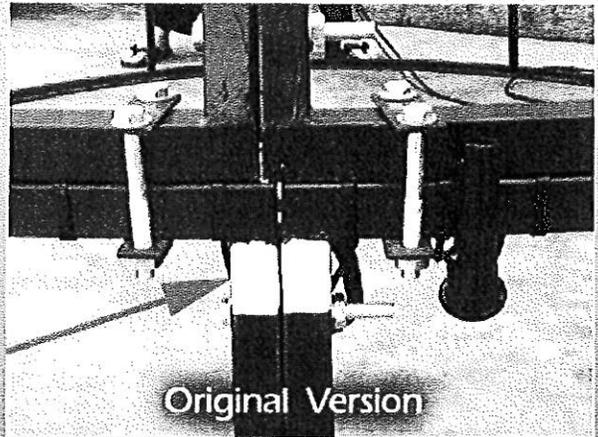


On the original frame, customers needed to exactly match each row section in order to properly assembly each level.

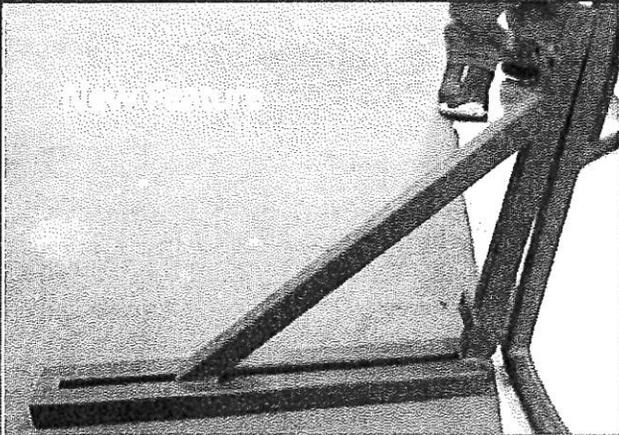
Now, all sections of each row are uniform and interchangeable within the same row. This will make inventory easier, reduce the customer's installation time, and streamline the manufacturing process.

The original tower tree had a paint finish which was produced by hand cleaning the metal and then applying one ply of paint.

The new version will be manufactured using special equipment that will remove oil from metal frame to ensure paint adheres to the metal. Two layers of Polyurethane Finish Paint is then applied, which will almost completely eliminate cracking and serious color fading as observed after 1000 hour test in UV conditions. The new finish passes ROHS standards.



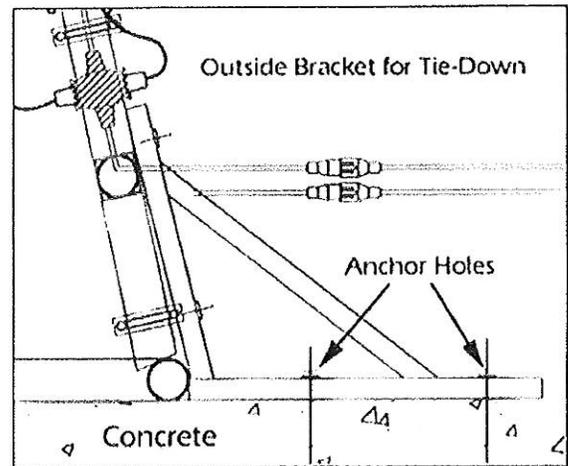
New Features



Every ZGT includes summer legs for cradler application. This allows the customer the option to rest the tree directly to the ground if desired.

There are also guide wire attachment points located at row A which allow for secure tie-down option.

Also the 1 to 2.4 ratio has a slightly smaller foot print allows for more installation options.





Branches



Original Version



New Version

The original tower tree used standard PVC tips. This was a labor-intensive process because each branch needed to be opened and fluffed prior to installation.

The new ZGTT version branches are the exact same PVC thickness, color and shape as the original branch. However they now include a new "Spring-Open" feature.

The "Spring-Open" branch deploys technology of shape memory wire that can be formed into a determined shape or form. The new branches speed up the installation because the tips are highly elastic so very little fluffing is necessary. With this added feature, installation can be more effective with better shaping results and a savings in labor cost. In order to ensure our wire quality and strength we special order the wire from Shanghai.

Our new production equipment can spin heavier wire which makes our branches 20% stronger and more durable. This enhances our ability to continually deliver a superior product to our clients.

Also added are metal supports which are welded to last two branch tips to enhance the branch strength, once decorated. Additionally, our new branches are still spring-open.

The UV PVC is imported from Taiwan which is superior to the UV PVC manufactured in China.

New Branches are interchangeable, meaning our customers can use the new branches on an old frame and vice versa. However because of aesthetic reasons, it is suggested to only utilize a new lighting system.



Original Version



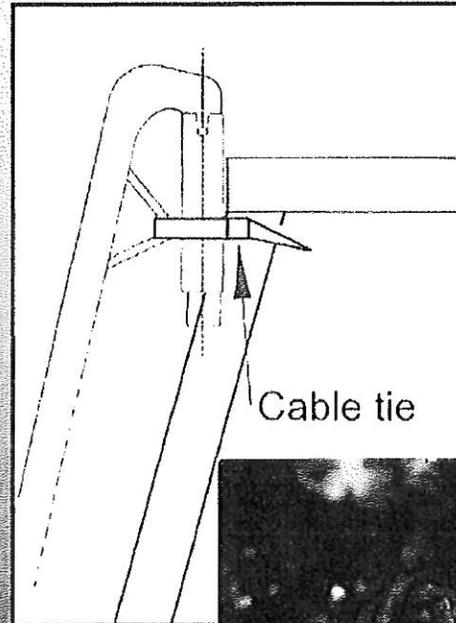
New Version

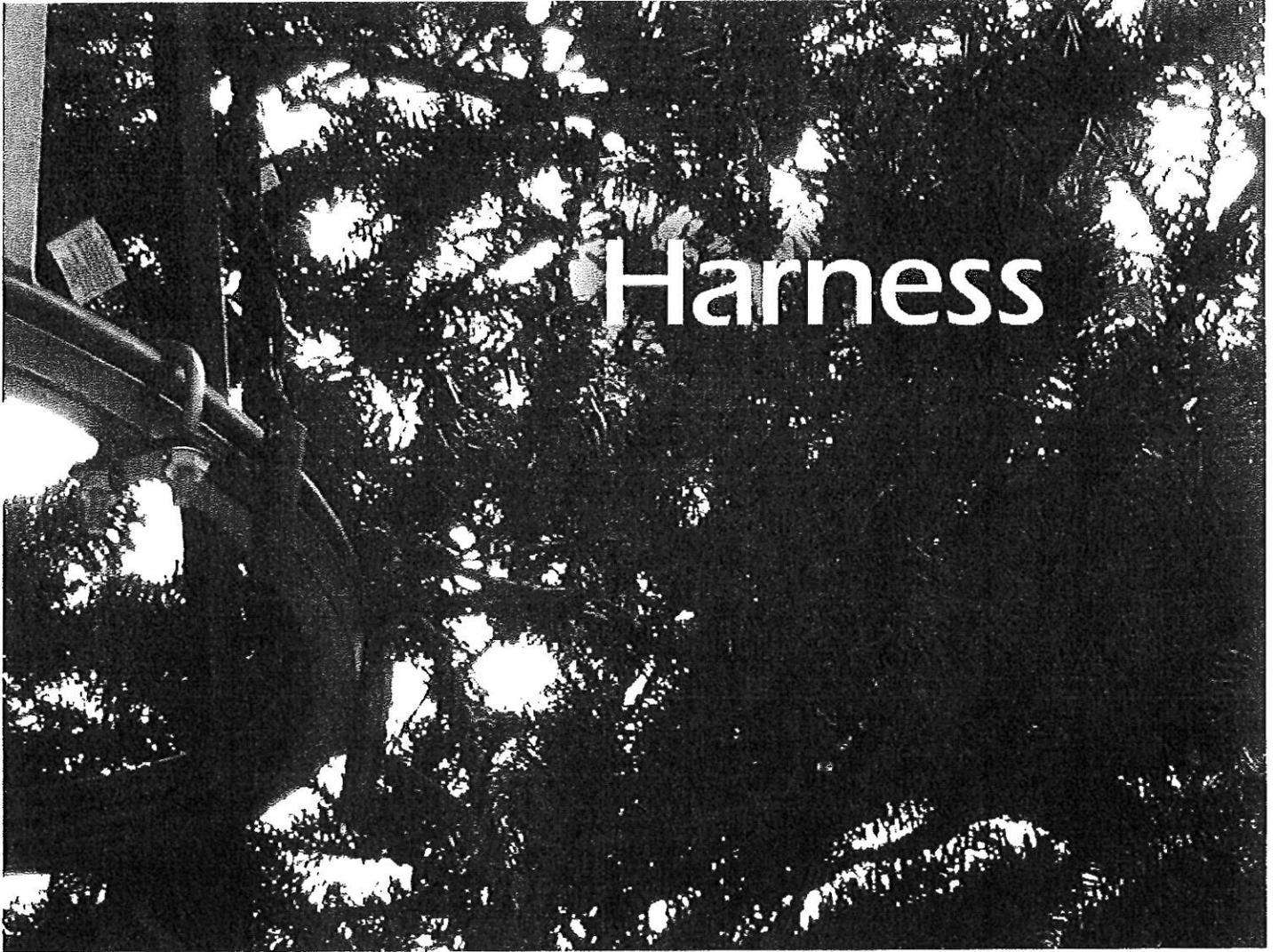
Banding straps are provided so that end user has the option of banding each branch to the frame row for added security in outdoor applications.

Our branch packaging has been improved. This should allow our customers to quickly identify the branches and also it creates a cleaner and more professional look to the tree.

The top pole insert is still 34mm in diameter to ensure that all previously purchased BRID star toppers will fit into the new tree.

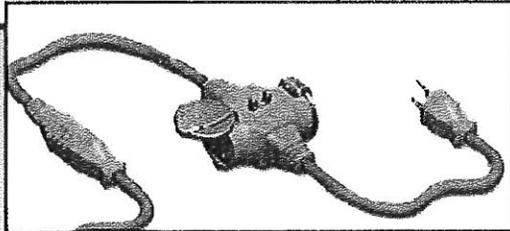
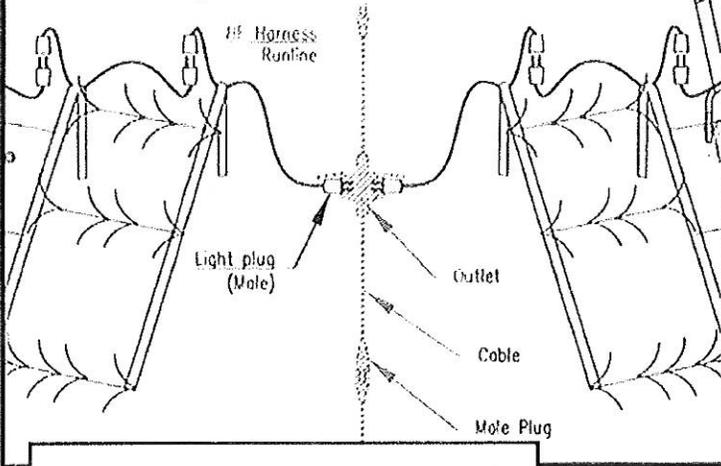
As before, branches will need to be lit with multiple light sets if our clients desire a animated light show, however the ability to apply separate harness, at time of purchase, will be easily accommodated because of it's design.





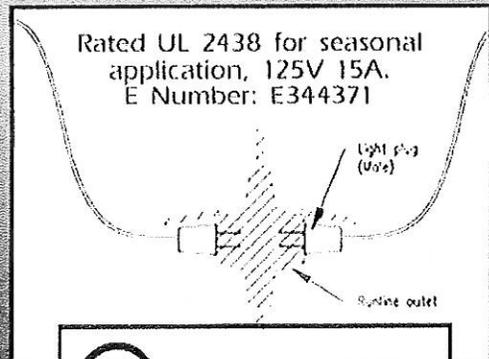
Harness

The Only UL Listed Outdoor Harness



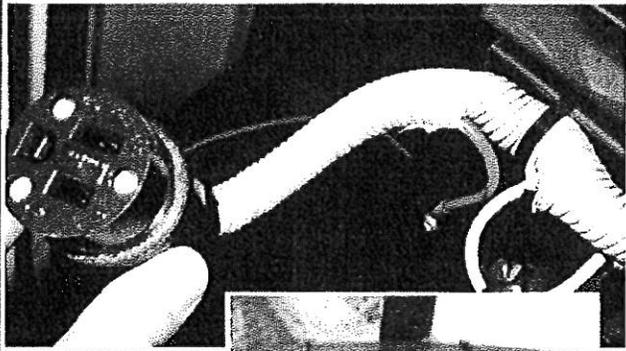
In the original version the standard wiring harness was made with 18-gauge wire with Eagle parts at each connection. The Eagle parts were easy to break and also the wire could pinch between frame rows during installation. (See photo on next page)

The new version consists of SJTW-12 AWG 105°C Cable with 5-15R female and 1-15P male. Single Molded plug and connector. Our vertical harness uses much less cable, therefore it is eco-friendly thus reducing the need for added plastic or metal. Fuse: 13 Amp

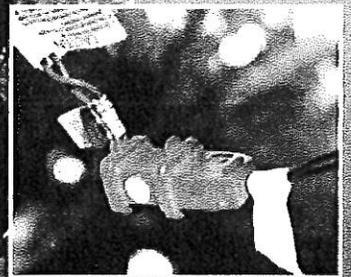
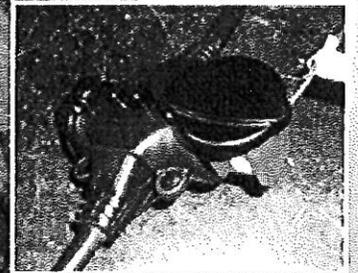
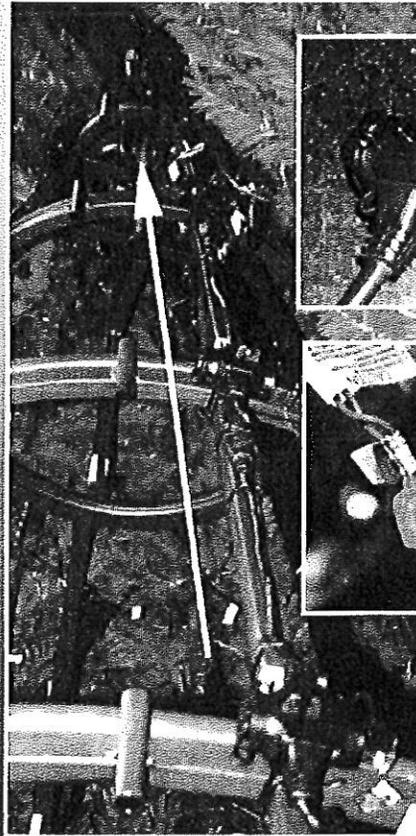
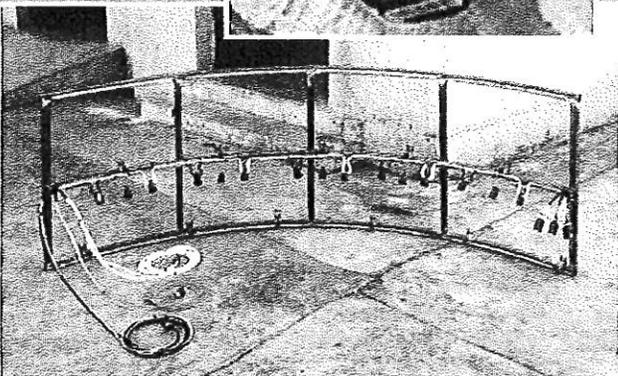
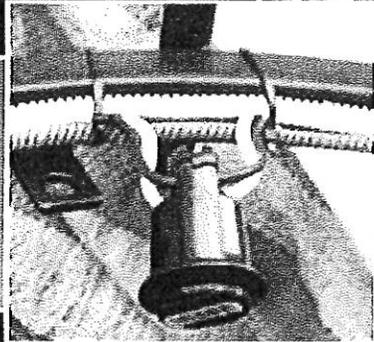


New Version

A spring-open cover, is designed for male and female plugs to enhance water resistance.



Original
Version



New Version





October 10, 2016

Ms. Cindy Unangst
Staff Planner / Dept. of Planning and Zoning
Town of Middletown
31 West Main St.
Middletown, MD 21769

Dear Cindy,

We are thrilled to inform you that the Town of Middletown's application for Sustainable Maryland re-certification has been approved.

The Town of Middletown accumulated 220 points and completed the required mandatory and priority actions necessary for certification. Middletown's priority actions consisted of implementing a community garden and performing municipal energy audits. Middletown should be extremely proud of its efforts and position at the forefront of sustainability in Maryland.

Warmest regards,

A handwritten signature in black ink, appearing to read 'Daniel Nees', written in a cursive style.

Daniel T. Nees
Director
Environmental Finance Center at the University of Maryland
Home of the Sustainable Maryland program
www.sustainablemaryland.com



WHEREAS, Main Street Middletown is a local nonprofit organization dedicated to enhancing the sense of place, quality of life, and economic vitality of the Middletown Community; who strives to bring together citizens, businesses, and government as well as county and statewide partners to revitalize, preserve, promote, and support the historic downtown area

WHEREAS, Main Street Middletown and the Town of Middletown wish to acknowledge that Middletown businesses play a pivotal role in strengthening our community by their dedication to bringing excellence to their profession, business, and to the community; thereby enhancing the economic well-being of all Middletown citizens; and

WHEREAS, the Middletown Burgess and Commissioners are pleased to recognize the accomplishments of our entrepreneurs and local business leaders that contribute greatly to the vitality of our community; and

WHEREAS, it is fitting to offer the citizens of Middletown a unique opportunity to recognize Middletown's businesses for the essential role they play in moving Middletown forward;

NOW, THEREFORE, We, the Burgess and Commissioners, by virtue of the authority vested in us as Burgess and Commissioners of Middletown, Maryland, do hereby proclaim the week of October 24-28, 2016 as

BUSINESS APPRECIATION WEEK

IN WITNESS WHEREOF, We have hereunto set our hands and caused the Seal of Middletown, Maryland to be affixed this _____ day of _____ in the year of our Lord, two thousand thirteen.

Burgess John Miller

Commissioner Larry Bussard

Commissioner Rick Dietrick

Commissioner Jennifer Falcinelli

Commissioner Christopher Goodman

Commissioner Thomas Catania