

BURGESS AND COMMISSIONERS OF MIDDLETOWN MARYLAND

TOWN WORKSHOP MEETING MINUTES

WORKSHOP MEETING

October 1, 2020

The virtual workshop meeting of the Burgess and Commissioners of Middletown was called to order on September 3, 2020, by Burgess Miller at 7:00 p.m. Present via Zoom were: Commissioners Christopher Goodman, Jennifer Falcinelli, Jean LaPadula and Rick Dietrick.

PERSONAL REQUESTS FOR AGENDA:

Taryn Dixon & Chris DeJuneas – Dude Solutions – Software for Asset Management -

Representatives from Dude Solutions provided a 10-minute presentation on their cloud-based asset management software program. Dude solutions is a nationwide company servicing a variety of clients. Locally they provide asset management services to the cities of Gaithersburg and Westminster, Hood College, Frederick Community College and Frederick County Public Schools. Though many of the local clients are larger than Middletown, many their clients are municipalities with populations under 5000 people. The Town's information is secure and would still be available to access if the Town decides to end the contract. The representatives provided an overview of how the system works. They partner with GIS/ESRI so the Town can better utilize the data. Data collected can be used to create reports, track asset costs, monitor inventory and usage of manpower, among other things. This is a tool that could assist with budgeting. It also can show the Town's response to issues identified through work orders. The cost is \$9,500.00 annually if all modules were purchased. Pricing decreases if fewer modules are utilized. This is a first look at the software for the Town Board. Dude Solutions representatives were thanked for their time.

The Director of Public Works stated that the Town has a software package that costs \$7,000.00 for three years, that will have to be eliminated if the Town decides to utilize Dude Solutions. The Water Point Network tracks leaks, maintenance, and work orders, though its original intent is not asset management. It is also GIS compatible. This software is not being used to its fullest potential because staff does not have the time to input all the data. The Town has had this software for 8years.

The Town Administrator and the Director of Public Works will review both software packages and report back to the Town Board.

STAFF REPORTS:

Deputy Report – A Deputy report was provided to the Burgess and Commissioners prior to the meeting. No Deputy was present to review.

Staff Planner Report – Cindy reviewed her report.

Engineer's Report – Bruce reviewed his report.

Main Street Manager Report – Becky reviewed her report.

Zoning Administrator's Report – Mark reviewed his report.

CONSENT AGENDA:

- **Town Meeting Minutes**
 - *September 3, 2020 – Town Workshop*

- *September 14, 2020 – Town Meeting*

UNFINISHED BUSINESS:

Survey Questions for Off-Site Sale of Liquor – Several parties are interested in the liquor license still available in the Middletown district. Several years ago, there was a draft text amendment developed that would allow liquor sales as a special exception in commercial districts. This was never passed by the Town Board. A draft survey was provided to the Town Board members for review. It is a short survey that is issue focused. If anyone has additional comments on the survey, they are to send them to the Staff Planner.

Discussion of Making Temporary Reservoir Road Permanent – In order to build the raw water tank, the Town had to install a temporary road to access the site. Once the job is finished, unless directed the road will be removed. The Town Board will have to decide if it wants to pursue making the temporary road a permanent road. The Town has spent approximately \$30,000.00 in building the temporary road. This would be a better road to access the site versus the narrow lane through the neighborhood. There will be additional costs to making it permanent which includes but is not limited to paving, storm water management, access permits, and updated site plans. The Director of Public Works and the Town Administrator will gather information and bring it back to the Town Board before a final decision is made.

Downtown Revitalization Zone – Task Force Update – Commissioner Falcinelli reviewed the draft downtown revitalization zone incentive program. This is a program that would assist investors in keeping downtown Middletown thriving. Qualifications for this program include a pre-application meeting with Town staff, the Main Street Program Manager, and an elected official to discuss all aspects of this program. The revitalization project must be within the Downtown Revitalization Zone, a minimum of \$250,000.00 (excluding purchase price) must be invested in the project by the developer, the front façade of the building must be preserved, and a development agreement detailing the obligations of both parties and which specifies standards and conditions governing the development of the property must be executed. Incentives include reductions in water and sewer tap/equivalent dwelling unit (EDU) fees and improvement fees, deferred payments of water and sewer tap/EDU fees, decreasing residential parking requirements by 50% and waiving commercial parking requirements, waiving all planning commission and board of appeals fees, an expedited navigation through planning commission and board of appeals (if needed), and a kick off meeting with town staff, the Main Street Program Manager and at least one elected official. A draft downtown revitalization zone checklist planning commission review was reviewed. Redevelopers would receive this to insure they have documents and information needed to expedite the planning commission process. A line item would have to be created in the General Fund for this incentive program. This is an agenda item on the October 5th Joint Town Board/Planning Commission Meeting.

Comprehensive Plan – Chapter Review - The Town Board was provided draft copies of Chapters 4 and 5 of the 2020 Comprehensive Plan to begin reviewing. The Staff Planner reviewed the changes and updates proposed. A Comp Plan survey is available to residents to complete to provide more input. It is accessible through the town website through the end of October. Again, any comments or suggestions on these chapters or the survey please get them to the Town Planner.

NEW BUSINESS:

Proclamation for Business Appreciation Week – October 5-9, 2020 – There is a proclamation available at the Town Hall awaiting signature from each Commissioner and Burgess Miller to sign.

Discussion of Special Election for Vacancy on the Town Board – The Town Board discussed how to best proceed filling the vacancy on the Town Board with the resignation of Larry Bussard. Town Code currently states that a special election is to be held. Town Board members discussed the potential of changing the Town Code to an appointment process to fill a vacancy until the end of the term. The appointment process could include a special election as part of it depending on the length of term that

would be filled. Commissioner Dietrick stated he was against the appointment process as citizens have the right to elect their local officials. An appointed official would have an advantage at the next election. Commissioner Goodman agreed that the vacancy should be filled by special election. He does not think an all-mail in voting is necessary as most residents are now more comfortable with CDC requirements and social distancing. Absentee ballots could be requested, and still have in-person voting for those residents who want to participate. It was suggested that the nominating convention could be held at one of the parks.

2019 Water Capacity Plan – Due to lateness of the meeting it was suggested that Town Board members review 2019 Water Capacity Plan and be prepared to discuss it at the next Town Board meeting on October 12, 2020.

2019 Wastewater Capacity Plan – Due to lateness of the meeting it was suggested that Town Board members review 2019 Wastewater Capacity Plan and be prepared to discuss it at the next Town Board meeting on October 12, 2020.

PUBLIC COMMENTS: None.

ANNOUNCEMENTS:

- *Please Complete Your Census Information – Middletown is currently at 85.2% for self-completion. Census workers are now visiting residences to assist with the census completion.*
- *Tree Planting Event – October 16, 2020 at 9:30AM at North Pointe Subdivision.*
- *Middletown's 13th Annual Scarecrow Contest – October 17& 18, 2020*

Workshop adjourned at 9:39 PM.

Respectfully submitted,

Annette Alberghini,
Office Manager