

BURGESS AND COMMISSIONERS OF MIDDLETOWN MARYLAND

TOWN WORKSHOP MINUTES

TOWN WORKSHOP

October 5, 2023

The workshop of the Burgess and Commissioners of Middletown was called to order on October 5, 2023 by Burgess-Pro-Tem Jennifer Falcinelli at 7:00 p.m. Present were Commissioners Rick Dietrick, Kevin Stottlemeyer and Chris Goodman.

PUBLIC COMMENT: None.

STAFF REPORTS:

Deputy Report – Deputy McCarrick reviewed the report. He also reported on the speed findings collected by the Frederick County Sheriff’s Office (FCSO) relating to potential speed cameras in school zones. He explained how the data was collected and stated that the data is a true reflection of the traffic speed during the times of speed surveillance. Generally, most drivers did drive faster than the posted speed limit, but very few (3-4%) sped at least 12 mph over the posted speed which would trigger a speed camera. The FCSO has no opinion on the use of speed camera programs. Suggestions for traffic calming measures were briefly discussed. The Town’s speed sign is a good deterrent when used. It has a 3-day battery life before it must be recharged. Other possible options for that camera were discussed. The quorum agreed by consensus that the speed camera program was not an option to pursue. Commissioner Goodman suggested sending the speed study data to a speed camera company and having them review the information to see if the company agrees that a speed camera program is not warranted. Town staff will research possible funding sources for speed cameras, and batteries that may last longer than 3 days before recharging is needed.

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 – Robert reviewed his report.

Finance Officer – Bea reviewed her report.

CONSENT AGENDA:

- **Town Meeting Minutes**
 - *September 7, 2023 – Town Workshop*
 - *September 25, 2023 – Town Meeting* – Commissioner Falcinelli provided a corrected statement to replace the statements under regulating Short-Term Rental Units. Corrections will be made prior to Monday’s Town Board meeting.

UNFINISHED BUSINESS:

Personnel Committee Charter Review –The Town Administrator asked if the Town Board wanted to include the second paragraph under Section 1. Membership, Selection, Term since the approval to remove

or add committee members currently resides with the Commissioners already. This will be an agenda item for the October 9, 2023 meeting.

WWTP ENR Upgrade Update – Town Staff and the Water/Sewer Committee have completed review of the draft PER for the east and west wastewater treatment plants and provided comments to RK&K. Staff recommends moving forward with the membrane technology which would provide a higher quality effluent for discharge. There will be a meeting with RK&K and Gold and Associates to review the findings. A final report will be generated and then RK&K will appear before the Town Board to review.

Drought Warning & Status Update – The Town is currently in Code Yellow which asks for voluntary water conservation by residents and town businesses. The current version of the water conservation public alert system policy has been updated to remove mention of the Citizen newspaper since it is no longer published. Once the current water restrictions have passed, the policy will be updated to mimic MDE’s policy.

NEW BUSINESS:

Remsberg Park Annexation Process – With much going on at the park the Town Board began discussion of annexing Remsberg Park. There is a prerequisite that any annexation does not create an enclave. If all the Remsberg Park property was annexed two enclaves would be created: one at Coventry Drive and the other being the Hutchinson property. MML has a Municipal Annexation handbook to assist municipalities with the process. Issues will be identified, and information researched prior to beginning any annexation process. In past town annexations 25% of registered voters in the area proposed for annexation needed to approve the annexation for it to proceed. The quorum present agreed that the Town should continue investigating the annexation.

TOWN ADMINISTRATOR’S REPORT:

Unimproved Alleys in Town – There was a meeting with the Town Attorney to discuss these alleys. Currently there are two residents suing each other over alley access. Threats have been made to include the Town in these lawsuits. A GIS map of the unimproved alleys within Town limits was reviewed. Several outbuildings have been constructed within these alleys. No literature has been found which indicates the Town ever accepted the alleys.

SERCAP Utility Rate Study – Update – The first draft of the water rate study has been completed but not finalized. It shows that 95% of the customers use 75% of the water. The Water Sewer fund has been underrepresenting expenditures due to administration salaries portions having been covered by the General Fund. Draft suggestions included building reserves to cover operations and maintenance and splitting the water sewer budgets into two separate budgets.

Heritage Park Acquisition – The Town Administrator, reviewed the two appraisals completed by Valley Appraisal (\$8,700) and Bowers Appraisal (\$100,000). The higher appraisal came in as if the lot could be improved, but several variances would be needed for that to occur. The Town Administrator will contact Bowers Appraisal with the information and ask them to redo their appraisal.

PUBLIC COMMENTS: None.

ANNOUNCEMENTS:

- *Heritage Festival (RESCHEDULED) – Saturday, October 7, 2023*
- *Scarecrow March on Main Street – Saturday, October 14, 2023*
- *Bulk Trash Pick-Up– Saturday, October 21, 2023*
- *Recycling Event – Saturday, October 21, 2023, 9AM-12PM*
- *Middletown Halloween Parade – Saturday, October 28, 2023*

The meeting adjourned at 9:03 PM.

Respectfully submitted,

Annette Alberghini,
Office Manager



Middletown Community Deputies

Monthly Activity Report

August 2023

Dfc. Chudoba #0409

Dfc. McCarrick #0485

Traffic Stats

Citations Issued: 5 (51)

Warnings Issued: 69 (613)

Repair Orders Issued: 0 (12)

Accidents: 7 (48)

Selective Enforcement: 46 (314)

Arrest Stats

Criminal Arrests: 0 (1)

Traffic Arrests: 0 (9)

Juvenile Arrest: 0 (0)

Warrants/ Summons: 0 (5)

Proactive Enforcement

Walking patrol: 22 (188)

Bike Patrol: 10 (37)

Talks Cards: 38 (252)

Patrol Checks: 245 (1832)

School Safety Checks: 66 (335)

Calls for Service

Burglaries: 0 (3)

Destruction of Property: 1 (15)

Disorderly Conduct: 3 (9)

Juvenile complaints: 4 (16)

Noise complaints: 1 (4)

Suspicious Activity: 8 (61)

Thefts: 0 (9)

Drug Incidents / Attempted Overdose

Special Events/ Important Information

Deputies present for Middletown's National Night Out.

Deputy present for movie night in the park.

Deputies continue to monitor Middletown school's arrival and dismissal times and conduct school crossings as needed.

Accidents

Safeway parking lot

E Main St / N. Church St.

(2) Middletown High School

Dempsey's Grill parking lot (Elm St)

W. Main St. / N. Pointe Terr

Safeway parking lot

Town of Middletown Planning Department

To: Burgess & Commissioners and Middletown Planning Commission

From: Cindy Unangst, Staff Planner

Date: 9/6/2023

RE: Monthly Planning Update – September

Major Subdivisions:

Foxfield Section 6 (Coblentz Road) – BOA approved special exception use – August 31, 2020
Forest Stand Delineation conditionally approved – December 21, 2020 (expires 12/21/2025)
Preliminary Forest Conservation Plan approved – January 19, 2021
Preliminary plat approved by PC – January 19, 2021 (**expires January 19, 2024**)
Improvement plans reviewed by PC – February 20, 2023/Lighting plans – March 20, 2023
Next steps – review of revised Improvement and lighting plans by PC

Site Plans, Plats and Minor Subdivisions:

Caroline’s View/Horman Apartments (East Green Street)- Site Plan approved – April 21, 2008
Improvement Plans conditionally approved – May 17, 2010
Revised Improvement Plan mylars signed – July 21, 2017
(sunset provisions put in place on May 2, 2021 – plans expire May 2, 2024)
Public Works Agreements approved by Town for signature – November 2022
Next steps – submittal of LOCS

Cross Stone Commons (Middletown Parkway) – Revised Site Plan approved – October 20, 2014
Improvement Plan mylars signed – November 6, 2015
Next step – submittal of architectural renderings for building #2 for review/approval

Hollow Creek Professional Center (Alt. 40A)
Board of Appeals approved self-storage use – April 27, 2021 (**Expired April 27, 2022**)
Redline Site Plan conditionally approved by PC – June 21, 2021 (Plans expire June 21, 2024)
Redline Improvement Plans and architectural renderings approved by PC – May 15, 2023 (plans expire May 15, 2026)
Next steps – submittal of public works agreements and LOCs

406 W. Green St. (Summers Drive) – Forest Conservation Plan approved & Improvement Plan conditionally approved for commercial use – October 20, 2008 (sunset provisions put in place on May 2, 2021 – plans expire May 2, 2024)
BOA approved variance request for front yard setback for triplex – November 30, 2022
Revised site plan approved by PC – March 20, 2023 (expires March 20, 2026)
Improvement plans conditionally approved by PC – July 17, 2023
Cost estimate submitted for review – September 1, 2023
Next step – submittal of public works agreements and LOCs

Memorial Hall Redevelopment Plan (E. Main St)– conditionally approved by PC – 12/21/20
Revised Site Plan with utilities approved by PC – October 17, 2022 (expires October 17, 2025)

Middletown County Park (Coblentz Road) – FSD & FCP approved – February 17, 2020
FRO Plantings completed and approved – November 23, 2022

Middletown Library (E. Green Street) –
Site Plan & Architectural Renderings approved by PC– March 15, 2021(expires March 15, 2024)
Improvement plans approved – November 15, 2021 (expires November 15, 2024)

Miller Property (East Main Street) –
Phase III Redline Site & Improvement Plans conditionally approved – Sept. 16, 2019
Next step – submittal of Phase IV site plan for review and approval

St. Thomas More Academy Site Plan revision (Prospect St) –
Revised site plan to be revisited in five years – September 2025

Annexations:

Text Amendments: Utility fee ordinance – public hearing to be set by Town Board
Attorney is working on ordinance to eliminate fees from Code

Reports:

Grants:

Meetings: Next Middletown Green Team Meeting – September 19, 2023

Next Joint town board/planning commission workshop – Monday, November 6, 2023

Sustainability Committee upcoming dates: Recycling event - Saturday, October 21, 2023

Public Works Monthly Report
September 7, 2023

COMPLETED WORK

Replace #3 blower and clarifier rake bull wheel at EWWTP, grease, filters and other maintenance, pull and replace Well 22, Install SCADA panel at WWTP. Remove dountrees and limbs, Crosswalk Painting, Movie Night, new fuel tank and pad installed, Glenbrook valve rebuild (4 ea), Replace electric service for fuel tanks, Signs and marking paint for Jefferson St, Mow reservoir field, clean line and install CO at 303 S Church, MDE Hollow Creek Survey,

Public Works

New Projects or Requests

Reaver basement flooding issue storm drain (209 Broad St): Legal action received from resident's attorney.

Unbudgeted Expenses:

Refrigerator at Maintenance shop \$700.00

Springs at 32 gpm or 46,080.00 gpd

Sludge cost for FY \$870.00 9,000 gal hauled, 34,200 gal bedded **Total hauled** 9,000 gal **Bedded** 66,975 Gal

Water Use (Average Daily for the Month, Flows stated in gallons per day)

Permit Limits (gal) 387,000/504,000 AD/MMU **250,000 AD** **250,000 AD**
Base flow 176,000 Base flow 115,000

MONTH	WATER USE		SPRING FLOW		East WWTP		West WWTP		Rain
	past yr	present yr	past yr	present yr	past yr	present yr	past yr	present yr	
January	300,936	294,589	85,469	109,491	241,963	252,000	147,012	164,000	2.5
February	311,685	296,667	105,258	123,213	263,000	239,000	195,000	132,000	1.9
March **	293,702	309,885	118,808	142,161	235,867	275,000	169,018	162,000	2.9
April **	311,260	325,983	139,909	142,274	267,481	213,000	185,830	117,000	3.05
May	317,665	343,765	126,325	146,882	300,180	237,000	293,045	151,000	2.55
June	329,912	340,446	141,430	122,478	203,251	198,000	124,123	119,000	2.4
July	314,364	318,543	106,315	87,179	195,429	178,000	137,369	127,000	3.15
August	324,822	322,376	79,521	61,243	201,118	167,000	132,900	115,000	1.75
September	300,680	302,063	91,340	67,700	312,000	226,936	342,000	159,864	5.7
October **	318,893	309,119	88,721	61,992	213,309	209,733	198,997	138,747	2.05
November**	287,629	295,148	86,898	59,769	204,000	217,000	143,000	141,000	3.65
December	287,269	302,135	81,035	80,456	180,706	282,795	101,370	238,529	5.2
Avg Daily/yr	308,235	313,393	104,252	100,403	234,859	224,622	180,805	147,095	36.8
Avg Yr Flw	112.51	114.39	38.05	36.65	85.72	81.99	65.99	53.69	

Water Capacity	2022	Sewer Capacity	2022
Demand + reservations	354,218 gpd	Discharge 3 year avg (mgd)	0.247 East 0.192 West
Available EDU's (250 gpd)	131	Available EDU's (250 gpd)	4 east + 78 west**

+ east capacity will increase to 404 when the MDE increases the permit to 0.350MGD

** west capacity is much higher but discounted until I and I improvements are proven

**Hydrants flushed this month

October 2019 531,958, Spring 2020 not flushed. Fall 2020 582,024 Spring 2021 704,842 Fall 2021 744,925 Spring 2022 664,933 Fall 2022 749,561(5 day avg) spring 23 702,023

Sewer Flow

Nov flow up 1% (358,089) EWWTP 0% chg, W WWTP up 1%. Dec flow up 50% (531,324) EWWTP up 34%, WWWTP up 75%. Jan flow down 20% (415,795) EWWTP down 11%, W WWTP down 31%, Feb flow down 20% (370,313), EWWTP down 14%, W WWTP down 27%. Mar flow up31% (437,215), EWWTP up 28%, W WWTP up 36%. April flow down 27% (330,109), EWWTP down 25%, W WWTP down 30%. May flow up 21% (387,476), EWWTP up 15%, W WWTP up 33%. June flow down 21% (317,045), EWWTP down 19%, WWWTP down 24%. July flow down 1% (304,196), EWWTP down 7%, West up 10% (flow transfer due to low flow), Aug flow down 7.3% (282,060) EWWTP down 6%, West down 9%.

Planned Work

Lead and Copper (inventory due 2024), MDE water inspection corrections. POS purchases, Pickle Ball Court Construction. Rate Study support, PER review.

ARP Budget and WS Projects: (Franklin St, I&I, Remsberg Park Connector Water, Linden Blvd Waterline). I & I final April 15, Remsberg Park completed April 3.
Linden Boulevard Water Line: Completed.

Open Projects

I & I Walnut to Jefferson St.: Retainage of \$47,106.06. to be released by November.

ADA sidewalk ramp reconstructions: No action

Glenbrook Arch Engineering Study: Received for review. No action

Water System:

Water Hydraulic Model:

Lead and Copper Sampling June 2023: 2 samples remain to be collected by 9/30/23.

SSO and I&I: Regulating flow daily to meet the flow discharge in our permits. Public Announcement for I & I Project and to disconnect illegally connected sump pumps (provide early notice). Flow Monitoring is complete, met with consultant to discuss results and finalize the initial results. Staff agreed to move forward with televising the areas that show the highest influence from storms. A summary report will be provided to the Board in the near future. Televising contractor has completed the original scope of work and found some significant leaking mains. Televising contractor returned for missed lines. CB Drive SS repair completed.

West Wastewater Treatment Plant: Low flow established for August 2023,

East WWTP: No issues awaiting draft permit.

Wells: Well 23 redeveloped due to reduced yield and fouling by Iron and Manganese (unbudgeted FY23 expense \$17,670.00) This will become a budget item on a 10 year frequency. Plant is operating normally.
engineering and construction.

Municipal Center: No issues

Maintenance Facility: Contract has been executed with Triad Engineering. We have received 60% improvement plans for review. We have withdrawn the Maintenance Facility application to the County. No action

Wiles Branch Stream Rehabilitation (MS4): MS 4 annual report is complete and submitted. Consultant is moving ahead with Wiles Branch Stream Restoration design and permitting. FSA will submit current package for the grant package and permit by the end of the month. Construction late FY24 into 25.

Linden Boulevard Culvert Replacement and Streetscape: Timeline and estimated costs presented for streetscape and stream restoration to the Board. Culvert lining ilo replacement and stream restoration at Wiles Branch appears to be the favored options. Engineering has been funded for FY 24. Need resident advisory committee to be formed so we can move forward. Beginning topographic survey.

Brookridge PS: New pumps performing well. Cost proposal received, pending electrical design and cost. Staff will design electrical service. Due to the performance of the replacement pumps we will likely not complete this project.

Remsberg Park Waterline Extension: Retainage of \$21,516.39 to be released by November. (No action)

Pickleball Courts: Grading began Septmber 1 and stonebase for the courts installed 9/6. Paving to follow. Lighting construction is being persued within budget.

Patching Contract: 3 year extension approved.

Developments

Middletown Library: SS Connection completed May 3, water meter vault set. Tap fee has been calculated and County has paid. Waiting for water meter.

ADMAR Annexation: Design for treatment plant in progress 95% submittal reviewed. IP drawings reviewed. MDE has reviewed and commented on the WTP (PFAS sampling occurred on 5/24 and 5/25 but was deemed unusable.) April 27 MDE and adjoining property Owners at Townhall. Consultant will need to address most recent MDE comments. PFAS results have been received but analysis was not inaccordance with method hold times, second samples were lost in shipment. Town sampled for mass tort and provided results. Non detect but we expect the sampling to reoccur during the 60 day test.

Middletown Municipal Hall: No action.

Horman Property Caroline's View: Draft Public Works Agreements were returned to Developer for execution 10/24/22.

Lancaster Development: Requested floor plans and use for water appropriation planning but have not received.

Future Budget Considerations

W&S: Comprehensive sewer plan, West WWTP ENR plant replacement (non process component for Town budget). upsize CB pumps (part of the facility review or ENR upgrade), PFAS treatment, springline replacement

GF: Additional 1 ton truck. New Skilled labor position (24) and 2 future positions for 2 full crews. 3rd Party Miss utility.

Regulatory

EPA

Revised Lead and Copper: Inventory of all public and private service lines due October 2024.

PFOA PFOS: interim health advisory levels PFOA 0.004 ppt and PFOS 0.020ppt. Sample results for Well 15 4.36 ppt, Brookridge 8.36 ppt. Town is required to participate in UCRM 5 as a result of the previous sampling. MDE / EPA will pay for the testing. MDE sampled the EWWTP on June 21, 2023. Provided Baron & Budd with data for the suit. Will need to sample all wells for PFAS. Cost included in litigation. **WELL 22:** PFAS/PFOS lab report <3.58 ng/l, PFBS 4.35 (unreg Gen X) received for this well. (1 ppt = 1 ng/l) **WELL 23:** 6.22ng/l PFBS 5.08 **Well 15:** PFAS/PFOS 4.36 ng/l, 3.98 ng/l PFBS 1.97, 1.4 **WTP1:** ND. Staff will develop budget costs for treatment, engineering and construction.

MDE

Permits: East WWTP Discharge Permit (exp Dec 2021) submitted 22 months prior to expiration and then revised 14 months before expiration. MDE advertised the reapplication. We have requested an increase in discharge flow from 250,000 to 350,000. MDE has approved the County Water and Sewer Plan which requested the increase in flow. MDE is has started working on the permit may be 9 months till completed, will await the PER ENR selection process before releasing Draft permit.

Irrigation Pump Station Permit Renewal has been advertised by MDE awaiting same for EWWTP.

MS4 Permit: Received a Proposal from FSA or inspection and survey MS4 stream improvements to justify the MS4 credits and have placed in the General Fund budget. Staff will submit 23 report to MDE by October 31, 2023. MDE has issued a new MS4 permit to FrCo (they administer the permit) valid for 5 years. Consultant has reviewed existing SWM ponds, the Town will receive a reduction of 2 acres credit for these ponds reducing the number of credits the Town needed from 18.67 to 16.57. Staff is working on the 2023 report.

West WWTP ENR Upgrade: A meeting with MDE for planning discharge limits on December 6 revealed concerns by MDE for discharging 700,000 gpd to the Hollow Creek based on summer base flows. Received planning limits Jan 27, 2023 for review. Met with Engineer to discuss the proposed limits and options. RK& K has provided 3 cost estimates for 3 options. DRAFT PER has been received and is being reviewed.

Wastewater Capacity Management reports: Submitted February 16, 2023.

MAIN STREET

MIDDLETOWN

TO: The Burgess and Commissioners
FROM: Becky Axilbund, Main Street Manager
RE: September 7 Workshop Report
DATE: September 6, 2023

Upcoming Dates:

Saturday, September 9 – Vintage Vehicles
Friday, September 15 – Ribbon Cutting
Saturday, September 23 – Heritage Festival

Organization:

- 19 West Main Street – progress continues to occur. We passed the electrical inspection and the framing inspection. The flooring has been installed, the concrete steps, and ADA walkway ramp were also installed. Next will be the insulation, finishing the interior walls with drywall and a board and batten style interior siding for the bathroom and kitchenette, this board and batten style siding will match the exterior siding that we are using on the hyphen area to clearly differentiate this section of the building that connects these two buildings. The board and batten style siding will serve as a frame for the large screen that we are installing as part of the interior exhibit space (to show four different themed videos about our history, and things to see, do, and experience in Middletown today). Once the insulation, dry wall, and siding is up, we can install the HVAC. Other concurrent work activities include the restoration of the working shutters.
- Work on the Interior exhibits started in August. This work is funded through a Maryland Heritage Areas Authority grant. This project is focused on the creation of videos and filming will take place in and around town for the next several months, starting this weekend at Vintage Vehicles in the Valley!
- In August, we announced that we were selected for a Frederick County Leaders on Loan project – specifically, to help build up a volunteer recruitment program. As part of this request, I had to make a video pitch/presentation – which was a challenge for me – but here it is and it was done all in one take! If you are interested in viewing it (and getting a chuckle) click here: <https://vimeo.com/braveo/mainstreetmiddletown-lol?share=copy>
- I was introduced to a Frederick County grant writer who has agreed to help Main Street dive into applying more for private foundation dollars to help diversify our funding sources.
- Main Street Maryland has a significant training session for us coming up September 20, 2023 with the National Main Street staff on the new National MainStreet certification criteria.

Economic Development Committee:

- One of the larger projects that we have undertaken – which is the development of the Main Street Magazine with the Frederick News Post will be coming out in a few weeks! We are very excited about this publication, and if well received by the Main Street businesses, we would like this to be a repeat project. Main Street had five pages of content that I pulled together in the last week including:
 - Welcome and FNP photographer took photos of the Main Street Board in front of 19 West Main Street
 - A large photo and content on the tag lines of where Charm Meets Connivence
 - An index of all of our Main Street businesses, with the corresponding page number for that business's advertisement
 - A Then and Now photo of Main Street
 - A Middletown trivia geared more to our businesses and keyed to a map
 - We will be handing this out at Heritage Festival
- Please remember that on Friday, September 15, at 5:00pm, we will host a Ribbon Cutting celebration for Memorial Hall! This is a tremendous milestone and we should all be so happy that the building has been saved and not demolished, as well as, it will bring new residents and businesses that will enhance and enliven the downtown!
- October is Business Appreciation Week and I have signed up to be a Business Appreciation Week Ambassador. Main Street is working on the October Business Mixer in which we will name the Business Partner of the Year. We also have created a new large banner to hang out on the east side of Town for Business Appreciation Week as well as for the holiday shopping season to remind everyone to shop local!

Promotions:

- Vintage Vehicles in the Valley is scheduled for Saturday, September 9th and festivities include a new added thing to do – a Tricycle “race” for toddlers – and for the families – a chance to win this brand new trike! Please help us get the word out about Vintage Vehicles and this fun opportunity. Of course, the other pieces of the event – the cars, the live music, and vendors will be part of the day. For a selected part of the day (1-hour) we will invite folks to come into the Town Hall and view a small display of historic artifacts/images that pertain to our ties to the National Road and transportation history.
 - Dee Buchanan's Studio of Dance has requested to set up a tent at this event to reach out to new potential customers (and any Main Street business that wishes to do this can!).
 - A new art showing will be opening this day as well at Wren's Nest – which serves as a great way to encourage car show attendees to wander onto Main Street to shop and explore.
- Middletown's Ice Cream Trail is coming to a close! We officially closed the event and the acceptance of Game Cards on Tuesday, September 5, 2023. Winners will be announced soon!!
- The Frederick County Main Streets met on Wednesday, September 6th to review the group ad for Comcast and our individual 15-second videos. The 30-second group ad will start airing at the end of September via streaming on Comcast and targeted to 10 different areas in the vicinity of Frederick County.
- Middletown is going to be featured in the newly branded MML Magazine called Local. It is a follow-up article from 2021 and provides some news on projects that are now complete! It is great to get this kind of exposure and I am really excited about this!

- I will start attending a monthly meeting with the Frederick County Tourism staff to facilitate clearer communication about things happening in and around Middletown. I had always felt there was some disconnect and it turns out, all the other Main Streets had been invited to attend these meetings, but somehow, we were left off the invitee list. Now that has been remedied, I am looking forward to chatting us up even more! The group will also be meeting in Middletown in November at Wren's Nest!
- We completed our annual report for the Tourism Council for compliance with the Hotel Tax Co-Op Fund.
- We are prepping for Heritage Festival
- We are looking forward to the Scarecrows March Down Main.
- Looking very ahead to 2026 – the United States 250th – folks are already starting to make plans, write grants on ways to mark this auspicious occasion. Here are some ideas that have been generated to date:
 - Create a frameable poster, much like the one that was created in 1976 with key places in Middletown ~ with the caveat that this is a FREE poster, not something that we sell.
 - Complete a photographic inventory of our buildings. This was done in 1976 and would make for a good companion piece of documentation.
 - Create monthly events, much like we did in 2017 where we explore themes of our history, relating them to National historic themes – transportation, government, agriculture/farming, etc and how Middletown fits into these larger, national themes/events.

Design Committee:

- With grant funds, we are updating the Walking Tour Brochure book. I met with Bruce Morgan, and we tossed about some ideas, and I am waiting to hear back from him on two different alternatives of how we can update the Walking Tours brochure, as well as, think about how these can be used to promote downtown. One idea was to split them into two categories – history and historic architecture.
- We will be scheduling a Check Presentation to Gladhill Furniture Company to repay them for their investment in updating the front façade of Gladhill Furniture Company through the Main Street Façade Improvement Grant. We are tentatively thinking about doing this before the ribbon cutting on Friday the 15th!

Other:

- I worked with the Burgess and Paul Mantello on creating a one-page flier of information for the Burgess to use when speaking to folks about the need for funding for the waste water treatment plant.
- Cindy and I have discussed and planned out a schedule for working on Middletown's Sustainable Community Designation through DHCD that we have to update every four or five years.
- Cindy and I are trying to decide if we want to submit a topic to speak at MML. We were thinking about the development of Heritage Park as a great example of how a town can systematically improve each year on a vacant property – to go from blank to the wow factor we enjoy today!

Grants:

Grant Program	Project/Goal(s)	Amounts/Due Dates/Progress
CAPTIAL GRANTS:		
FY 2022 Community Legacy via DHCD	Capital Grant for 19 West Main Street. We have not pulled on this yet – but are waiting for the state to update the Intelligrants System	\$170,000
FY 2021 MD Heritage Areas Authority	Capital Matching Grant for 19 West Main	Money has been spent and I have one detail to attend to turn in the final report!
PROGRAM GRANTS:		
FY 2023 Community Legacy – Façade Improvement	For Main Street businesses	50K awarded – in process – 2-3 businesses working on projects
FY 2024 Community Legacy – Façade Improvement	For Main Street businesses	75K requested – should know if granted in Nov 2023
FY 2024 Community Legacy – In partnership with Memorial Hall Builders	Memorial Hall, LLC is eligible to apply for CL funding with a partnership, such as the Town or Main Street.	250K requested – should know if granted in Nov 2023
FY 2023 MIP	Main Street projects such as banners, electrician for barbershop lighting, signage, sidewalk/concrete work, and landscaping for 19 West Main, funds for the Health and Wellness Expo	This grant is a workhorse and can be a combination of capital and noncapital projects. 25K
FY 2023 TAG	Specific Main Street Request for funding for Strategic Planning for the Board.	20K requested. We are supposed to know by the End of August – State is behind.
Community Safety Grant	Safety Related Items	\$90,500.00 Granted. We are behind schedule, but working through this issue with the State.
FY 2024 Heritage Areas Authority Grant	Interior Funding for exhibits/interpretation for 19 West Main Street	\$25,800 with a 50/50 match required. Match can be a combination of cash and in-kind donations.
TRIPP FY 2024 Spending	Grant allows us to spend \$13,500 worth of ads, but only pay for 1/3 of the cost	Value of the TRIPP Grant \$9004.5

Thank you for the continued partnership with Main Street Middletown!



Town of Middletown
Zoning/Code Monthly Staff Report

To: Burgess and Commissioners

From: Robert Wilkes, Zoning Administrator

Date: September 6, 2023

RE: Monthly Zoning/Code Administrator's Staff Report for August 2023

BOA Hearings: None

Storage Container & Dumpster Permit: None

Home Occupation Permits: None

Zoning/Code Violations and Complaints: 6

6 Ali Drive	Overgrown rear yard	overgrown weeds rear yard, letter sent	8/8/2023	23-28
212 E. Main Street	Blocked Alley	Sent to the Town Attorney	8/8/2023	23-29
120-124 E. Main Street	Blocked Alley	Sent to the Town Attorney	8/8/2023	23-30
N. Pointe Terrace/W. Main Street	Dangerous Crosswalk/Overgrown limbs	SHA Contacted, letter sent to resident about limbs	8/14/2023	23-31
317 Cone Branch Drive	Branches extending over sidewalk	Letter sent to property owner	8/28/2023	23-32
E. Green St/Cone Branch Drive	Branches extending over sidewalk, poison ivy around sign	Information forwarded to public works	8/28/2023	23-33

Miscellaneous: Updated the Utility Marking/Zoning Certificate Ordinances to capture fees for the marking of water and sewer lines by Town staff.

Permits: 10

August 2023 Zoning Certificates	Type	Address	Permit #	M-town	R. Wilkes	County
				Received	Approved	Approval
Sadler	Decks & Porches	402 Franklin Street	470457	8/2/2023	8/3/2023	Yes
Boss	Decks & Porches	317 Cone Branch Drive	471013	7/28/2023	8/3/2023	Yes
Giunta	Decks & Porches	31 Wagon Shed Lane	470854	8/9/2023	8/9/2023	Yes
Suhre	Fences	4 Lauber Court	Town	8/15/2023	8/15/2023	No
Summers	Fences	25 Woodmere Circle	Town	8/15/2023	8/15/2023	No
P&R Enterprises	Decks & Porches	528 W. Main Street	471516	8/16/2023	8/18/2023	Yes
Saylor	Fences	22 Woodmere Circle	Town	8/17/2023	8/18/2023	No
Stultz	Interior Improvements	91 E. Green Street	471533	8/18/2023	8/21/2023	Yes
Palti (EV Charger)	Other	17 Wash House Circle		8/22/2023	8/23/2023	Yes
Green	Interior Improvements	4 Tobias Run	471338	8/30/2023	8/31/2023	Yes

Burgess and Commissioners of Middletown

Financial Summary – Workshop September 7, 2023

Grants Summary

Below is a snapshot of the recent grant activity for the Town. This does not include any of the POS/LPPI Grants.

Grantor	Grant Amount	Project Description	Status	Town Match	Comments
Pending Applications					
MDE Comprehensive Flood	\$4,000,000	Lagoon Decommissioning & Service Relocations	Pending		
MDE PFAS	\$6,000,000	PFAS removal	Pending		
MD DNR Waterways Grant	\$500,000	Cone Branch Stream Restoration & Bridge Replacement	Pending		
	<u>\$10,500,000</u>				
Submitted Application					
CBT Outreach & Restoration	\$100,000	Wiles Branch Stream Restoration - Phase 1 (\$500K)	Under Review	\$0	
Community Parks & Playgrounds	\$32,240	North Pointe Playground equipment	Under Review	\$0	
Community Parks & Playgrounds	\$258,000	Remsberg Park Parking Lot Paving	Under Review	\$0	
FY24 SAPP Grant	\$7,422	State Aid Police Protection Grant	Under Review	\$0	
	<u>\$397,662</u>			<u>\$0</u>	
Awarded Applications					
Rural Maryland Council (RMPIF)	\$150,000	Spring line Replacement Project - Phase 1 (\$1.5M)	Awarded	\$1,250,000	
MDE Bay Restoration BR-NR 10.11	\$49,923	Middletown Wastewater Treatment Plant ENR Upgrade - Planning and Design	Awarded	\$0	Submitted 1st reimbursement for \$29,451.31 on 8/28/23
Dept of General Services Capital Grant 20-G083	\$203,000	Middletown Downtown Core Economic Revitalization - Washington Street	Awarded	\$0	Waiting on DGS to submit paperwork to DPW for final approval before submitting for reimbursement
Dept of General Services Capital Grant 23-311	\$100,000	Middletown Food Bank- Improvements	Awarded	\$0	Need to submit formal application for DPW approval
Dept of General Services Capital Grant	\$250,000	Spring line Replacement from Reservoir to I-70	Awarded	\$0	Need to submit formal application for DPW approval. This can be used towards Town's match for Rural MD Council Grant
	<u>\$752,923</u>			<u>\$1,250,000</u>	
Declined Applications					
Rural Maryland Council (RMPIF)	\$125,000	Wiles Branch Stream Restoration - Phase 1 (\$500K)	Not Awarded	\$0	

Audit Update

Information is being pulled together to complete our FY22 financial statement audit. The anticipation date for this audit to be complete is around the middle of December.

Right after the completion of FY22 audit, the FY23 audit will be scheduled. An extension for the FY23 will be submitted to the State by the deadline of 10/31/23. Once we have the FY22 audit submitted and the request for the extension of the FY23 audit, we should be back on track with our audits.

Bank Reconciliations

All the Town's bank accounts have been reconciled through July 31, 2023. Below is a summary of all the Town's bank accounts and the date the account was last reconciled.

Bank Account	Description	Last Reconciled Date
AP	Middletown Valley Bank	7-31-2023
AP-FCNB	BB & T Operating	7-31-2023
ARPA - BBT	ARPA - BB&T	8-31-2023
BB&T Index	BB&T Index - Capital Account	7-31-2023
MLGIP	PNC - Capital Account	7-31-2023
MVB - A&A	MVB - Arts & Activities Commit	7-16-2023
MVB - CITV	Christmas in the Valley	7-31-2023
MVB - MM	Middletown Valley Bank - MM	7-31-2023
MVB Heritage	Middletown Heritage Committee	8-08-2023
P/R	BB & T Payroll	7-31-2023
Rainy Day	BB&T Rainy Day Fund	7-31-2023

ARPA Fund

As of August 31, 2023, we have \$391, 893.87 remaining to spend out of our initial award of over \$4.7 million ARPA funds. There are three active projects currently that have not fully spent their allocation.

I & I Jefferson to Walnut street - \$32,606.51 remaining.

I & I Cone Branch - \$254,183 remaining.

Linden Waterline Replacement & Utility Relocation - \$99,360.75 remaining.