

***BURGESS AND COMMISSIONERS  
OF MIDDLETOWN MARYLAND***

**VIRTUAL TOWN BOARD MEETING MINUTES**

**TOWN MEETING**

**November 22, 2021**

The meeting of the Burgess and Commissioners of Middletown was called to order on November 22, 2021, by Burgess Miller at 7:00 p.m. Present via Zoom were Commissioners Jennifer Falcinelli(present via phone), Christopher Goodman, Jean LaPadula, Kevin Stottlemyer, and Rick Dietrick.

**PUBLIC COMMENTS:** None.

**PERSONAL REQUESTS FOR AGENDA:** None.

**CONSENT AGENDA:**

- **Town Meeting Minutes**
  - *October 25, 2021 – Town Workshop*
  - *November 8, 2021 – Town Meeting*

**Motion:** Commissioner LaPadula motioned to approve the consent agenda as presented. Seconded by Commissioner Goodman. Motion approved (5-0).

**UNFINISHED BUSINESS:**

**Planning Commission Appointments** – Two seats on the Planning Commission are up for appointment/reappointment in December. There is also one seat up in January 2022. Those up for reappointment and newly interested individuals were asked to submit a one-page resume to Burgess Miller. He received four resumes and forwarded them to the Town Board for review. Burgess Miller recommends appointing Mark Carney and Chris Mills to the Planning Commission.

**Motion:** Commissioner LaPadula motioned to approve Burgess Miller’s recommendation to appoint Mark Carney and Chris Mills to the Planning Commission. Seconded by Commissioner Goodman. Motion approved (5-0).

Another appointment will occur at the December 13<sup>th</sup> Town Board meeting for the January appointment. David Lake sent an email to the Town Board stating he will not seek reappointment to the Planning Commission in January.

**Updated Covid Policy** – The Town Board reviewed the updated draft Town of Middletown Employee COVID-19 Policy. The goal of this policy is to make the workplace safe. The updated information follows current CDC recommendations. There is a new section addressing vaccines. Sections were updated to include information and actions for both vaccinated and unvaccinated employees regarding exhibiting possible Covid-19 symptoms, testing positive for Covid-19, close contact/exposed employees, and actions regarding critical infrastructure employees. The update now includes an easy-to-follow flow chart regarding Covid Exposure.

**Motion:** Commissioner Stottlemeyer motioned to approve the updated Employee Covid-19 Policy as presented. Seconded by Commissioner LaPadula. Motion approved (5-0).

**ARPA Budget – Progress Report** – The Town Board reviewed the Town’s American Rescue Plan Budget. The Town will receive \$4,721,364.00 in ARPA monies. The items listed on this budget must be under contract by December 2024 and completed by December 2026. The budget is split into three sections. The first section lists those water/sewer CIP projects ARPA qualified. The second section lists additional water/sewer projects ARPA qualified. The third section lists non water/sewer projects ARPA qualified. The Town Board will receive monthly updates on all the listed projects. The Director of Public Works is reviewing this list to identify those projects that may be outside the 2026 deadline due to supply, costs, and deadlines. Those identified projects would be placed back into the CIP. Burgess Miller stated that forms and guidelines for for-profit businesses is being developed. After which the guidelines and forms for non-profit businesses will be developed.

**NEW BUSINESS:**

**Town Election Dates for 2022** – The Town Board reviewed the dates for the upcoming 2022 Town election. There are three Commissioner seats up for election. The Nominating Convention will be held February 23, 2022. The Petition of Office deadline is March 7, 2022. The deadline to request an absentee ballot is March 25, 2022. Election Day is April 4, 2022. The Town Board agreed by consensus to the dates as presented.

**MOU with Frederick County for Library Site** – The Town Board reviewed the draft MOU with Frederick County regarding the Middletown Library site. The Planning Commission approved the Middletown Library Improvement Plans as one parcel and will modify the improvement plans once the MOU is agreed upon and the proposed subdivision of the site takes place. The Town added the statement “The County shall be responsible for snow removal of all trails/sidewalks on Parcel J.” to this draft MOU.

**Motion:** Commissioner LaPadula motioned to approve the Middletown Library MOU as presented. Seconded by Commissioner Goodman. Motion approved (5-0).

The Town will forward the approved MOU to the County for review.

**Traffic Concerns Franklin Street – Middletown Primary School** – Traffic heading west bound on Holter Road coming into town comes to a standstill as parents are waiting to pick up their children at the end of the school day at the Elementary School and stop in the road to wait. This “traffic stacking” creates a hazard. The Town Administrator met with the Principal and Assistant Principal of the Elementary School. It was discovered that buses were having difficulty leaving the school property and a patrol deputy suggested that all parents come in via Holter Road and make a right turn in to pick up their children. Also contributing to the traffic stacking as the time it takes to load children into vehicles and get them buckled in. An option to address this traffic hazard is to change out the blinking light at the intersection to a full signalized traffic light with a phased intersection. The pole and wiring are already present. This would be an expensive option. The Town Board recommended that the FCPS Transportation Director determine solutions to address this. It was suggested that the community deputies assist with traffic control at the end of the school day, that signage be placed along Holter Road notifying west bound drivers of “School Congestion Ahead” and possibly redirecting non-school traffic that is west bound on Holter Road onto Middletown Parkway.

**PUBLIC COMMENTS:** None.

**ANNOUNCEMENTS:**

- *Public Hearing Ordinance 21-10-01 – Formula Restaurants – Thursday December 2, 2021 at 7:00PM.*
- *Christmas in the Valley – Saturday, December 4, 2021, 4-8 PM, Main Street, downtown Middletown.*
- *Joint Town Board/ Planning Commission Meeting, December 6, 2021 at 6:30PM.*

Meeting adjourned at 7:47 PM.

Respectfully submitted,

Annette Alberghini,  
Office Manager