

**BURGESS AND COMMISSIONERS
OF MIDDLETOWN MARYLAND**

**TOWN MEETING MINUTES
VIRTUAL MEETING**

REGULAR MEETING

November 23, 2020

The virtual regular meeting of the Burgess and Commissioners of Middletown was called to order on November 23, 2020, by Burgess Miller at 7:00 p.m. Present were: Commissioners Christopher Goodman, Jennifer Falcinelli, Jean LaPadula and Rick Dietrick.

PERSONAL REQUESTS FOR AGENDA: None.

CONSENT AGENDA:

- **Town Meeting Minutes**
 - *November 5, 2020 – Town Workshop*
 - *November 9, 2020 – Town Meeting*

Motion: Motion by Commissioner Falcinelli to approve the consent agenda with the indicated correction, seconded by Commissioner LaPadula. Motion carried 5-0.

UNFINISHED BUSINESS:

Introduction of Ordinance 20-11-01 – Amendments to the Water & Sewer Billing Policies and Procedures – With the Covid State of Emergency in effect and knowing that families have been impacted by this epidemic the Water & Sewer Standing Committee wanted to address the issue of those water/sewer accounts which will have large balances once the state of emergency is lifted. This includes a recommended minimum monthly payment must be paid by the resident and that any payment plan granted must be paid in full within a year. The Water Sewer Committee's suggestions were presented tonight in an ordinance format. Discussion occurred concerning the calculations currently used for requested adjustments for excessive water use/high bills (the average water use of the last 4 quarters prior to the leak multiplied by 2). Alternative options were suggested. The Water Sewer Committee was tasked with presenting the Town Board options for other calculations that could be used to determine adjustment amounts.

Speed Data Results – East Green Street – The Town received an email from David Lake, 24 East Green Street, who is concerned with increased traffic and speeding on East Green Street, and also the crosswalk with the adjacent parking space on East Green Street. He has requested the Town look at installing a stop sign at the crosswalk. East Green Street is a collector street. As such, stop signs would be limited to intersections. The nearest intersection to the crosswalk in question is the intersection of Gaver Way and East Green Street. The speed sign, in stealth mode, was placed on East Green Street to collect data. The average speed on East Green during that time was 25mph. The 85th percentile speed during that time was 32mph. The Director of Public Works recommends holding off any decisions on this item until the Town has received the Site Plan for the new library which will be in that block. In the meantime, the community deputies will be asked to increase their presence and speed enforcement in that area.

Status of Natelli Field Use - MVAA - The Committee has received a request to install a sand volleyball court at Natelli Field. MVAA also wants to use this field with the restrictions placed on the school fields. There is a drainage issue at Natelli Field when there are wet conditions in town. No in-depth engineer studies were done regarding the drainage. MVAA approached RFP to get a cost estimate on drainage remediation for the field (approximately \$7,500), which MVAA cannot afford to pay at this time. The drainage issue is not an issue for much of the year. Over a year ago, the Town had approached the Glenbrook HOA to take over the maintenance and use of Natelli field. The HOA has not decided on that request. There is concern that by turning Natelli Field over to the Glenbrook HOA future use will be limited to what the HOA wants. If MVAA utilizes the field they would be interested in using the gravel parking lot which in turn would limit the number of children crossing Glenbrook Drive to get to Natelli Field.

Comprehensive Plan – Chapter Review - The Town Board was provided draft copies of Chapters 5 and 6 of the 2020 Comprehensive Plan for review. This has been reviewed at the town workshop Frederick County has not done a recent traffic count. The one completed by SHA for Streetscape had lesser numbers when compared to traffic count in the 2010 Comp Plan (from 2007). It is thought that the numbers are skewed due to the streetscape construction. The numbers for 2010 also projected development in Boonsboro, which would add to the traffic count in Middletown, but the streetscape numbers do not support it. The Town needs more information and understanding so as not to make false assumptions in the 2020 Comp Plan. Commissioner LaPadula briefly reviewed the updates to Chapter 5 as they have been reviewed previously. She asked if the Town Board was interested in moving the goals for Chapter 5 to the beginning of the chapter. The Town Board agreed. Commissioner Falcinelli suggested rewording the paragraph which states “Many of the older streets in Town are approaching, or have passed their useable life and are in need of renovation” as it gives a very negative connotation as to the current conditions of the streets. Which are still quite useable/drivable. For Chapter 6, Commissioner LaPadula asked if the Town Board was interested in including private facilities (Richland Golf) or museums in Chapter 6 as they do attract individuals to Middletown. This would identify what the Town currently has, and in a way identify what services the Town may be lacking. The Board suggested expanding the chapter to include opportunities for improvement and identify interests and needs within the next 10 years. Again, any comments or suggestions on these chapters please get them to the Town Planner.

NEW BUSINESS:

Right-of-Way Offer for Access From Middletown Road to Remsburg Park – Mac Remsburg is offering the Town the right-of-way to the rear of Remsburg Park using an old farm lane on his property. This lane is the original entrance to the Hutchinson property. This right-of-way would be at no cost to the Town. Both the Director of Public Works and the Staff Planner agree that there is no pressing need for this rear access to Remsburg Park but having another access would be beneficial. The Town Board agreed by consensus to proceed with this offer.

Review of Draft Proposal to Christ Reformed Church for Public Parking at 12 & 14 East Main Street – The Town of Middletown continues to look for additional public parking in the downtown to allow access for patrons to visit businesses, attending houses of worship, and residents living in the downtown. The Burgess and Commissioners are considering making an offer/proposal to Christ Reform Church to create a parking lot on the property owned by the Church at 12 & 14 East Main Street. In addition to providing public parking, this proposed parking lot location would provide additional safety by allowing access to the rear of the properties for emergency responders. The proposed parking lot would have 16+ spaces. Entrance into and exit out of the parking lot would be via East Main Street. The proposal includes an initial 10-year lease with three renewable extensions of 10 years each. Use and

maintenance would be the responsibility of the Town. Construction and construction requirements of the public parking lot would be the sole responsibility of the Town (approximately \$150,000.00). A suggested annual fee of \$8,500.00 is included, although the lease payment and length of time for lease had not been discussed yet. Through discussion it was determined that Board members want a guaranteed 50-year lease to justify the expense of construction. The bond bill for the Washington Street project will free up Town funds for construction if needed. The Town Board needs to decide if it is in support of taking this proposal to the Christ Reformed Church Council. Plan B to this proposal is to investigate whether the owner of the Subway property is interested in selling that property to the Town. That property owner has offered to lease the rear parking lot of that property to the Town in the past.

PUBLIC COMMENT

Special Election for Vacant Town Board Seat – The Nominating Convention is January 12th, 2021 at 7:00PM at the Middletown Volunteer Fire Company Activities Center. The Election will be held February 22, 2021 also at the Middletown Volunteer Fire Company Activities Center. The Town was reimbursed the cost of this past Spring’s mail in ballot municipal election via the Cares Act. Discussion arose as to whether the Town should look at holding this special election also via mail in ballot only.

ANNOUNCEMENTS:

- *Small Business Saturday – Saturday, November 28, 2020, Residents are encouraged to purchase gift cards from our local businesses during this time of Covid.*
- *Christmas in the Valley – December 5, 2020, **Is a totally virtual event this year.** It will be recorded. Santa will ride in on the fire truck, meet Mrs. Claus at the tree. They will light it. Mrs. Claus will sing a couple of Christmas carols. Also, the Zion Lutheran Church will be live streaming and recording their holiday musical. Both recordings will be made available for later enjoyment. Please do not come to the downtown area to witness either. There will also be an elf scavenger hunt with the local businesses. More information and forms will be coming out after Thanksgiving. Prizes will be awarded!*
- *Conversation With Municipalities – December 8, 2020, 7:00 PM, Commissioner Kai Hagen will hold a virtual meeting with the local municipalities. Look for more information on this Zoom event.*

Meeting adjourned at 8:45 PM.

Respectfully submitted,

Annette Alberghini,
Office Manager