

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

**VIRTUAL TOWN WORKSHOP MEETING MINUTES**

**WORKSHOP MEETING**

**November 4, 2021**

The workshop meeting of the Burgess and Commissioners of Middletown was called to order on November 4, 2021, by Burgess Miller at 7:00 p.m. Present were Commissioners Kevin Stottlemyer, Christopher Goodman, Jennifer Falcinelli, Rick Dietrick and Jean LaPadula.

**PUBLIC COMMENTS:** None. Burgess Miller asked to have public comment removed from future workshop agendas as the public does not comment at workshops. It is a time for the Board to review information with town staff prior to the public meetings.

**PERSONAL REQUESTS FOR AGENDA:** None.

**STAFF REPORTS:**

**Deputy Report** –Deputy Hewitt reviewed her report.

**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. It was noted that any zoning violations are complaint driven. The Town has a formal complaint form that a resident can complete for zoning infractions they notice. The completed form will then be forwarded to the appropriate department/staff member to address. The resident will be notified of the result of the complaint. Anonymous complaints will not be addressed. Due to recent zoning violation complaints concerning fences and unregistered vehicles, and the confusion regarding fences and unlicensed vehicles in the Town Code it was suggested that a committee be created to review the Town Code on those specific topics. This temporary committee would then draft language which would clarify these identified Town Code items. The Zoning Administrator, Staff Planner, and Commissioner LaPadula have agreed to be members of this committee. If anyone else is interested in joining this committee, please contact Burgess Miller.

**CONSENT AGENDA:**

- **Town Meeting Minutes**
  - *October 25, 2021 – Town Meeting*

**UNFINISHED BUSINESS:**

**Planning Commission Appointments** – Three seats on the Planning Commission are coming up for appointment/reappointment at the end of this year. There are 2 seats up in December. Those up for reappointment and newly interested individuals were asked to submit a one-page resume to the Burgess. Deadline for submission of resumes is December 8, 2021. All resumes will be forwarded to the Town Board for review. The Town Board will make the appointment/reappointments for the 2 seats up in December at the end of November.

**Ethics Commission Appointments** – Virginia Cuff has resigned from the Ethics Commission. There is now a seat available. Adam Stanzione has expressed an interest in filling the vacancy and has submitted a

resume for review. The Town Board will review and vote on his potential appointment at the November 8, 2021, Town Board meeting.

**Request for Handicap Parking – 300 Block West Main Street** – A resident has petitioned the Town Board to install a handicap parking space at corner of West Main Street and Bussard Drive (heading west along Alt40). This would be in front of 300 West Main Street. The petitioner understands the handicap parking spot would be available for use by any person needing handicap parking. It was noted that there is no handicap parking spaces along Main Street from Town Hall to Gladhill Furniture. This will be an agenda item on the November 8, 2021, Town Board meeting.

**Discussion of Screening Requirements for Unlicensed Vehicles** – The Zoning Administrator had been asked to research and provide information to the Town Board regarding unregistered inoperable vehicles within Town limits. He provided his findings to the Town Board. He reviewed the town codes of municipalities across Maryland and provided specific examples. If the Town wishes to enhance enforcement of the Town Code, then a text amendment would be necessary to address the concerns. Town Board members agreed that an unregistered or inoperable vehicle must be kept within an enclosed structure. Any text amendments for this specific section of the Town Code should include a definition of “enclosure with fixed walls “and also reference penalties for noncompliance. The Town Attorney will be asked to provide an opinion on the subject.

**Comprehensive Plan – Chapter Review – Water Resource Element** – The Water and Sewer Committee reviewed the draft version of the Water Resource Element chapter. It includes a large quantity of technical data and is not easy for the average person to understand. The Committee recommended scrapping this draft version. They will be rewriting the chapter and tailoring its content like Westminster MD’s Water Resource Element chapter. It will be rewritten in the new Comp Plan format. The technical information will be placed in appendices at the end of the Comp Plan.

**Schedule Public Hearing on Ordinance 21-10-01 - Formula Restaurants** - The Town Board scheduled the public hearing on this ordinance for the evening of Thursday, December 2, 2021. The vote on this ordinance will occur at the December 13, 2021, Town Board meeting.

**NEW BUSINESS:**

**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. This included a monetary incentive to encourage employees to get vaccinated. 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.

The Town Board discussed implementing weekly testing protocols for unvaccinated employees, a mask mandate for visitors to Town Hall, and having unvaccinated employees use their sick leave and accrued vacation hours to cover the 14-day quarantine after testing positive for Covid-19. Commissioner Falcinelli will update this draft before the November 8, 2021, Town Board meeting.

**PUBLIC COMMENTS:** None.

**ANNOUNCEMENTS:**

- *Middletown's Veteran's Day Ceremony – 2:00P.M., Saturday, November 6, 2021, at Memorial Park.*
- *Christmas in the Valley – Saturday, December 4, 2021, Main Street, downtown Middletown.*

Workshop adjourned at 9:09 PM.

Respectfully submitted,

Annette Alberghini,  
Office Manager