

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

**VIRTUAL TOWN BOARD MEETING MINUTES**

**TOWN MEETING**

**November 8, 2021**

The meeting of the Burgess and Commissioners of Middletown was called to order on November 8, 2021, by Burgess Miller at 7:00 p.m. Present via Zoom were Commissioners Jennifer Falcinelli, Christopher Goodman, Jean LaPadula, Kevin Stottlemyer, and Rick Dietrick.

**PUBLIC COMMENTS**

**PERSONAL REQUESTS FOR AGENDA:**

**CONSENT AGENDA:**

- **Public Hearing Scheduled for December 2, 2021, at 7:00PM for Ordinance 21-10-01 – Formula Restaurants**
- **Town Meeting Minutes**
  - *October 25, 2021 – Town Meeting*

**Motion:** Commissioner Falcinelli motioned to approve the consent agenda as presented. Seconded by Commissioner Dietrick. Motion approved (6-0).

**UNFINISHED BUSINESS:**

**Planning Commission Appointments** – Two seats on the Planning Commission are coming up for appointment/reappointment at the end of this year. There are 2 seats up 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 has the resumes and will forward to the Town Board for review this week. The Town Board will make the appointment/reappointments for the 2 seats up in December at the November 22, 2021, Town Board meeting.

**Ethics Commission Appointments** – There is now a seat available on the Ethics Commission. Adam Stanzione has expressed an interest in filling the vacancy and has submitted a resume for review.

**Motion:** Commissioner LaPadula motioned to appoint Adam Stanzione to the Ethics Commission. Seconded by Commissioner Goodman. Motion approved (6-0).

**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 315A 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. The Public Works Committee recommends approval.

**Motion:** Commissioner Dietrick motioned to approve making the parking space in front of 315A West Main Street a handicap parking space. Seconded by Commissioner Falcinelli. Motion approved (6-0).

**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 at the November workshop. He reviewed the town codes of municipalities across Maryland and provided specific examples. Screening of vehicles will become a moot point if the Town decides to change the town code so that unlicensed vehicles must be kept within a permanent enclosed structure. Town Board members agreed that an unregistered or inoperable vehicle must be kept within an enclosed structure. They recommend using LaPlata, MD’s code verbiage regarding “Unregistered or Abandoned Vehicles”. The Zoning Administrator will be asked to put this into a draft ordinance form for the Town Attorney to review.

**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.

#### **REPORT OF COMMITTEES:**

**WATER & SEWER** – Commissioner Falcinelli reported:

Water use for October – 318,893 gal., spring flow for October – 88,721 gal., East WWTP treated 213,309 gals. and the West WWTP treated 198,997 gals. The Town received 3.2 inches of rain in October. The committee is reviewing the Water Resource Element of the Comp Plan. Hydrants were flushed in October. Water valve replacements occurred in Brookridge South. Broad Street reconstruction continues. The waterline replacement is complete. The Water and Sewer Committee will meet in December to review the updated Comp Plan chapter on the Water Resource Elements. The Town Administrator notified the Town Board that during the last rain event Town staff identified brown water inflow at the County Park due to a broken 6” cleanout. Staff plugged the cleanout and the brown water intrusion stopped.

**PUBLIC WORKS** – Commissioner Dietrick reported:

In addition to what was reviewed in the Water and Sewer Committee report, town crews supported the Scarecrow event and the Halloween Parade. Three town trucks were serviced by staff, memorial benches were installed, and they assisted with the upgrade to the Civil War display at Heritage Park. The old Civil War display panel was framed and hung in Town Hall in the MVAA office area. Town crews have also been prepping Town snow equipment for the winter season. The speed sign was placed in Boileau Court to monitor vehicle speeds. It was determined that the average speed was 13 m.p.h. which is below the 15-m.p.h. speed limit in that neighborhood.

**SUSTAINABILITY** – Commissioner Stottlemyer reported:

The committee is planning for the Green Expo 2022. They have had an influx of volunteers with expertise in sustainability. Placing a community compost bin near Elm Street has been denied. The committee is looking for another possible central location. Other locations suggested tonight were near the dumpster at Memorial Park and over near Fratelli’s. It was suggested to phase the community compost bin in in conjunction with the school educational “Lunch Out of Landfills” Program. That program is still in the development stage. It was also suggested to place a community compost bin in a location in the Spring.

**PLANNING COMMISSION** – Commissioner LaPadula reported:

The Planning Commission workshop is scheduled for November 10, 2021. The Planning Commission meeting is scheduled for November 15, 2021. Agenda items include reviewing the library property improvement plans and the lighting plan for Memorial Hall. Burgess Miller suggested the developers look at lighting that is motion sensitive and which turns off after an object passes it.

**PARKS AND REC. COMMITTEE** – Commissioner Goodman reported:

Chris would like a document listing the status on each of the POS projects. The Town Administrator is meeting with the MVAA representative this month for a preliminary meeting regarding Remsberg Park. The location for the new pickleball courts needs to be determined. It was suggested that the Town Board, MVAA representatives and the Parks and Recreation Committee meet jointly after the January workshop to discuss and develop a master plan for Remsberg Park.

**PUBLIC INFORMATION** – Commissioner Falcinelli reported:

Residents are reminded to sign up for the Town email distribution service and Alert Frederick if they have not done so already. In October, the top five town website pages visited were 1. Events page, 2. Trash News 3. Water & Sewer, 4. Community Calendar and 5. Business Directory.

Commissioner Falcinelli will be researching pricing for a “How to Stay Connected” banner which will be hung during those times of the year when there are no scheduled banners hung at the banner pole site. This would be an additional reminder for residents to sign up for town notifications and Alert Frederick.

**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. 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 including a monetary incentive to encourage employees to get vaccinated. It was suggested that all eligible employees who worked for the Town during Covid receive a “hazard incentive” bonus of \$1000.00. In addition, those employees who are fully vaccinated by a yet to be determined deadline will receive an additional \$1000.00. Commissioner Goodman stated that he does not want the employees to have to be taxed on this hazard incentive.

**Motion:** Commissioner Falcinelli motioned to approve that all eligible employees receive an up to \$2000.00 hazard incentive. \$1000.00 of which will be paid immediately to those eligible employees who worked for the Town during Covid, and an additional \$1000.00 to those employees who are fully vaccinated by a date to be determined by the Town Administrator, Office Manager and Finance Officer. Seconded by Commissioner Dietrick. Motion approved (6-0).

At the November 22<sup>nd</sup> Town Board meeting, the Board will be discussing the use of sick leave and earned vacation time for employees who test positive for Covid19.

**PUBLIC COMMENTS:**

**Chris Johnson, 34 Boileau Court,** stated he was reviewing the 2010 Comp Plan chapter on the Water Resource Element. In it was the statement that by 2030 the Town would have reached its limit on the

allocated water supply. He asked if the Town was preparing for that eventuality. Those numbers were based off County projections at that time. The Town has water for everything we currently have within town limits. The Memar/Foxfield Section 6 development will bring its own wells that would supply more than enough needed water for its development. It was noted that all annexations must bring their own water for their property if they are to be developed. The Town is doing very well regarding needed water. The Town will have to answer the question about promoting town growth or not in its new Comp Plan.

**ANNOUNCEMENTS:**

- *Christmas in the Valley – Saturday, December 4, 2021, 4-8 PM, Main Street, downtown Middletown.*
- *The Town Board wants to commend the Boy Scouts for their Veteran’s Ceremony held November 6<sup>th</sup>. They did a great job.*

Meeting adjourned at 8:11 PM.

Respectfully submitted,

Annette Alberghini,  
Office Manager