



AGENDA FOR THE TOWN MEETING

November 22, 2021

7:00PM p.m.

PLEDGE TO THE FLAG

CALL TO ORDER

PUBLIC COMMENTS:

PERSONAL REQUESTS FOR AGENDA

CONSENT AGENDA

- Town Meeting Minutes
 - November 4, 2021 – Town Workshop¹
 - November 8, 2021 – Town Meeting¹

UNFINISHED BUSINESS:

- Planning Commission Appointments⁵
- Covid Policy³
- ARPA Budget – Progress Report¹

NEW BUSINESS:

- Town Election Dates for 2022¹
- MOU with Frederick County for Library Site¹
- Traffic Concerns Franklin Street – Middletown Primary School

[#] Identifies the Number of Times the Item has been on a Town Workshop and/or Town Meeting Agenda

PUBLIC COMMENTS:

ANNOUNCEMENTS:

- *Public Hearing Ordinance 21-10-01 -Formula Restaurants Thursday, December 2, 2021 at 7:00PM*
- *Christmas in the Valley – Saturday, December 4, 2021 4:00PM to 8:00PM*

ADJOURNMENT

Lifese Meeting Invite Information

*Join the meeting: <https://call.lifesecloud.com/11085268>
Passcode: 21769*

Click to call from Mobile (audio only)

United States: +1 (312) 584-2401,, 11085268#,21769#

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United States: +1 (312) 584-2401

Meeting extension: 11085268#

Passcode: 21769#

[#] Identifies the Number of Times the Item has been on a Town Workshop and/or Town Meeting Agenda

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

**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 Stottlemeyer 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 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 Remsburg 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 Remsburg 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 22nd 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 6th. They did a great job.*

Meeting adjourned at 8:11 PM.

Respectfully submitted,

Annette Alberghini,
Office Manager

Town of Middletown

Employee COVID-19 Policy

Updated October 2021

The health and safety of employees and residents is our highest priority. This policy includes the measures we are actively taking to mitigate the spread of COVID-19. This policy will be updated as needed and remain in effect until lifted by the Burgess and Commissioners.

Vaccines

As the town of Middletown is considered critical infrastructure and continuity of operations is a necessity and with the goal of making the work environment safer for all, employees are encouraged to get vaccinated.

Fully vaccinated is considered:

- Two doses of Pfizer vaccine given 3 weeks apart
- Two doses of Moderna vaccine given 4 weeks apart
- One dose of Johnson & Johnson

Already having COVID is not considered fully vaccinated. The CDC still recommends vaccination. Vaccines are available free of charge at Frederick Health Employer Solutions or at many other sites in Frederick County.

Employees that are not fully vaccinated by December 31, 2021 will require weekly COVID-19 testing at Frederick Health Employer Solutions. These tests will be paid for by the Town.

Reduce the potential spread of the virus – CDC recommendations

Methods to reduce the potential spread of the virus:

- Social distancing practices – 6 feet of separation.
- **Fully vaccinated** should wear a mask indoors in public if they are in an area of **substantial or high transmission**.
 - Fully vaccinated people might choose to mask regardless of the level of community transmission, particularly if they or someone in their household is immunocompromised or at increased risk for severe disease, or if someone in their household is unvaccinated.
- **Unvaccinated** should wear a mask at all times in indoor public places. In general, no masks are needed in outdoor settings. In areas with high numbers of COVID-19 cases, consider wearing a mask in crowded outdoor settings and for activities with close contact with others who are not fully vaccinated.
- Frequent cleaning of work spaces and high touch objects.
- Telework when feasible.
- Management has the prerogative to schedule employees in flexible/rotational schedules to help maintain steady staffing.
- Signs will be installed at the building entrances highlighting COVID-19 best practices
- Hand sanitizer will be provided to employees and placed in readily accessible locations for employee and public use.
- Cleaning and disinfectant products and gloves will be provided at town facilities for employee use for cleaning workspaces.
- Sneeze Guards - will be installed in areas where town employees interact with the public.
- Physical markers will be placed on the floor, where possible, to promote social distancing.

Daily Self Screening

Employees will self-screen prior to starting work with a temperature check and screening questions via an on-line link.

COVID-19 infection has a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus**. Employees with these symptoms may have COVID-19:

- ❖ Fever or chills
- ❖ Cough
- ❖ Shortness of breath or difficulty breathing
- ❖ Fatigue
- ❖ Muscle or body aches
- ❖ Headache
- ❖ New loss of taste or smell
- ❖ Sore throat
- ❖ Congestion or runny nose
- ❖ Nausea or vomiting
- ❖ Diarrhea

Employees should not report to work if they are exhibiting COVID-19 symptoms. If an employee exhibits symptom at work, they should notify their supervisor and leave work immediately. Employees will be asked to go to a testing center to confirm their COVID-19 status.

Face Masks

Face masks shall be provided to all employees. When indicated, wear masks with:

- A proper fit over your nose and mouth to prevent leaks
- Multiple layers of tightly woven, breathable fabric
- Nose wire
- Fabric that blocks light when held up to bright light source

Do not wear masks with

- Gaps around the sides of the face or nose
- Exhalation valves, vents, or other openings
- Single-layer fabric or those made of thin fabric that don't block light

Public Access to Town Hall

The current CDC mask wearing **recommendations** will be posted on the door to town hall and followed by all visitors to Town Hall. (see above - Reduce the potential spread of the virus – CDC recommendations)

Engineering controls using the building ventilation system. This may include some or all of the following activities:

- Increase ventilation rates.
- Ensure ventilation systems operate properly and provide acceptable indoor air quality for the current occupancy level for each space.
- Increase outdoor air ventilation, using caution in highly polluted areas. With a lower occupancy level in the building, this increases the effective dilution ventilation per person.
- Disable demand-controlled ventilation (DCV).

- Further open minimum outdoor air dampers (as high as 100%) to reduce or eliminate recirculation. In mild weather, this will not affect thermal comfort or humidity. However, this may be difficult to do in cold or hot weather.
- Improve central air filtration to the MERV-13 or the highest compatible with the filter rack, and seal edges of the filter to limit bypass.
- Check filters to ensure they are within service life and appropriately installed.
- Keep systems running longer hours, 24/7 if possible, to enhance air exchanges in the building space.

Confirmed Case of COVID-19

In the event of a confirmed case of COVID-19 infection, the following steps will be followed:

- All efforts will be made to maintain the employee's privacy and all employees are expected to maintain the employee's privacy.
- Close off areas used by the person who is sick and do not use those areas until after cleaning and disinfecting. Wait several hours prior to cleaning and disinfecting the workspace.
- Contact tracing will be undertaken to determine who potentially may be exposed.
- Employees are recommended to contact their health care provider if tested positive or considered a close contact/exposed to COVID-19.
- Note that employees who have previously tested positive for COVID-19 do not need to quarantine or get tested again for up to 3 months as long as they do not develop symptoms again. People who develop symptoms again within 3 months of their first bout of COVID-19 may need to be tested again if there is no other cause identified for their symptoms.

Close Contact/Exposed Employees

Close Contact through proximity and duration of exposure: Someone who was less than 6 feet away from infected person (laboratory-confirmed or a clinical diagnosis) for a cumulative total of 15 minutes or more over a 24-hour period (for example, *three individual 5-minute exposures for a total of 15 minutes*). An infected person can spread COVID starting from 2 days before they have any symptoms (or, for asymptomatic patients, 2 days before the positive specimen collection date), until they meet the criteria for ending isolation.

- **Unvaccinated or not fully vaccinated** should **quarantine** for 14 days after exposure and get tested immediately after being identified as a close contact. If the test is negative, they should get tested again 5–7 days after last exposure and continue to quarantine. If symptoms develop during quarantine, they should **isolate** and get tested immediately. If critical infrastructure employee see below.

Your local public health authorities make the final decisions about how long quarantine should last, based on local conditions and needs. Follow the recommendations of your local public health department if you need to quarantine. Options they will consider include stopping quarantine after day 10 without testing or after day 7 after receiving a negative test result (test must occur on day 5 or later).

- **Fully vaccinated do not need to quarantine** but should get tested 3-5 days after coming into close contact with someone with COVID-19 and wear a mask indoors in public for 14 days or until they test negative. If symptoms develop, they should **isolate** and get tested immediately.
- **People who have had COVID-19 within the past 90 days and recovered** should wear a mask indoors in public for 14 days after exposure, monitor for symptoms and isolate immediately if symptoms develop, and consult with a healthcare professional for testing recommendations if they develop new symptoms.

- **Unvaccinated Critical Infrastructure Employee's** may be permitted to continue work following potential exposure to COVID-19, **PROVIDED THEY REMAIN ASYMPTOMATIC** and additional precautions are implemented to protect them and the community including:
 - **Pre-Screen:** Employers should measure the employee's temperature and assess symptoms prior to them starting work. Ideally, temperature checks should happen before the individual enters the facility.
 - **Regular Monitoring:** As long as the employee doesn't have a fever or symptoms, they should self-monitor under the supervision of their employer's occupational health program.
 - **Wear a Mask:** The employee should wear a face mask at all times while in the workplace for 14 days after last exposure. Employers can issue facemasks or can approve employees' supplied cloth face coverings in the event of shortages.
 - **Social Distance:** The employee should maintain 6 feet and practice social distancing as work duties permit in the workplace.
 - **Disinfect and Clean work spaces:** Clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment routinely.

If the employee becomes sick during the day, they should be sent home immediately. Surfaces in their workspace should be cleaned and disinfected. Information on persons who had contact with the ill employee during the time the employee had symptoms and 2 days prior to symptoms should be compiled. Others at the facility with close contact within 6 feet of the employee during this time would be considered exposed.

COVID-19 vaccines are safe and effective at preventing infection, hospitalization, and death. Most people who get COVID-19 are unvaccinated. However, since vaccines are not 100% effective at preventing infection, some people who are fully vaccinated will still get COVID-19. An infection of a fully vaccinated person is referred to as a "breakthrough infection." People who get vaccine breakthrough infections can be contagious but are less likely than unvaccinated people to be hospitalized or die. **CDC recommends that anyone with any signs or symptoms of COVID-19 get tested, regardless of vaccination status or prior infection.**

Return to work after COVID infection

- Isolation can be discontinued 10 days after symptom onset and after resolution of fever for at least 24 hours (without the use of fever-reducing medications) and improvement of other symptoms (e.g., cough, shortness of breath).
 - For people who are severely ill (requiring hospitalization) extending the duration of isolation and precautions up to 20 days after symptom onset and after resolution of fever and improvement of other symptoms may be warranted
 - For people who are infected but asymptomatic (never develop symptoms), isolation and precautions can be discontinued 10 days after the first positive test.
-

Flow Chart

COVID Exposed?

Less than 6 feet away from infected person (laboratory-confirmed or a clinical diagnosis) for a cumulative total of 15 minutes or more over a 24-hour period

↓
YES

Fully Vaccinated?

Yes

No quarantine
Test 3-5 days after exposure
Mask indoors in public for 14 days
or until test negative
If symptoms develop – isolate and
test immediately

↓
No

Quarantine for 14 days
Test Immediately, if negative, test again in 5-7 days
If symptoms develop – isolate and test immediately
Local health department may have options to reduce 14
day quarantine

Unvaccinated Critical Infrastructure Employee?

↓
Yes

May be permitted to work if asymptomatic
and additional precautions taken (see policy)



**Burgess and Commissioners of Middletown
Middletown, Maryland**

American Rescue Plan Budget

Total ARPA Funds:
\$ 4,721,364.00

Approved CIP Projects ARPA Qualified	Amounts	Priority	Comments
Reservoir Improvements	\$ 152,663		Completed
Booster Station - Upgrade; Pumps; VFD's; Piping	\$ 331,257		Contract Awarded - Materials Delays
Booster Station - New Magmeter	\$ 5,000		Added to Booster Station Contract
Booster Station - Roof Replacement/Building Painting	\$ 5,000		No Action
SCADA System Installation - Phase II & III	\$ 60,000		No Action
Water & Sewer Facilities Study	\$ 40,000		No Action
Water Meter Replacements	\$ 40,695		No Action
Regional PRV Pressure Monitors	\$ 5,000		No Action
Well Field Pump Replacement	\$ 9,200		No Action
Well 15 Turbidimeter Replacement	\$ 4,000		No Action
Brookridge South PS - Spare Pump	\$ 6,000		No Action
Cone Branch Pump Station - Roof Replacement	\$ 20,000		No Action
East WWTP - Bar Screen Refurbishment	\$ 55,000		Completed
East WWTP - New Filter Tank	\$ 400,000		No Action
East WWTP - Dewatering Solution Sludge Tank - Engineering	\$ 15,000		No Action
East WWTP - Influent Flume & Ultrasonic Meter	\$ 20,000		No Action
East WWTP - Filter Building Roof Replacement	\$ 30,000		No Action
East WWTP - Sludge Removal Reed Beds	\$ 35,000		No Action
East WWTP - Sludge Mag Meter	\$ 15,000		No Action
West WWTP Muffin Monster Refurbish	\$ 17,000		No Action
Reed Bed Pumps Service/Rebuild	\$ 5,000		No Action
Effluent PS New Louver Damper	\$ 2,000		No Action
Admin Bldg New Front Door	\$ 2,000		No Action
CBPS SCADA Valve	\$ 13,000		No Action
CBPS Muffin Monster Replacement	\$ 15,000		No Action
CBPS Spare Transducer	\$ 3,000		No Action
Inflow & Infiltration Study & Construction	\$ 375,000		Study Awarded - In Progress
Sub-Total	\$ 1,680,815		
Surplus/(Deficit)	\$ 3,040,549		

Additional Water & Sewer Projects ARPA Qualified	Amounts	Priority	Comments
Remsburg Park Waterline	\$ 410,000		In Preliminary In-house Design
Brookridge South Pump Station Upgrade	\$ 375,000		No Action
Franklin to Broad Waterline	\$ 200,000		Added as a Change Order to Broad Street Project - In Progress
Linden to Conebranch Waterline	\$ 352,000		No Action
Inflow and Infiltration Project	\$ 955,915		Received Quote from Contractor - Send letters for Construction Right-of-Ways Needed for Project
Broad Street Reconstruction - Water & Sewer Costs	\$ 238,454		Contact Awarded - In Progress
Sub-Total	\$ 2,531,369		
Total of Water & Sewer Projects	\$ 4,212,184		
Surplus/(Deficit)	\$ 509,180		

ARPA Projects - NON Water & Sewer	Amounts	Priority	Comments
Support of Non-Profit Businesses	\$ 100,000		Board Details to be Determined
Support of Profit Businesses	\$ 409,000		Board Details to be Determined
Assistance Customers with Water Bills	\$ 15,000		Not needed. All accounts either have a payment plan or have zero balance
Wiles Branch Stream Restoration (MS-4)	\$ 400,000		Design Contact Awarded - In Progress
Payroll Reimbursement/Hazardous Duty Pay	\$ 21,800		Plan Approved by Board - Funds to be expended 11/24/2021
LifeSize - Interactive for Virtual Meetings	\$ 21,326		Completed
Broadband Upgrades	\$ 25,000		No Action
Sub-Total	\$ 992,126		
Total ARPA Projects	\$ 5,204,309		
Total ARPA Funds	\$ 4,721,364		
Surplus/(Deficit)	\$ (482,945)		

Paving Projects - NOT Included in ARPA Projects

DATES FOR 2022 ELECTION

Friday, February 4, 2022	Post registration of eligible voters residing in town per Frederick County Election Board following Universal Registration Procedures at Middletown Municipal Center. (60 days prior to election)
Wednesday, February 23, 2022	Announce Nominating Convention (40 days or earlier) prior to Election; Convention to be held no later than 30 days prior to election)
Friday, February 18, 2022	Advertisement of Nominating Convention (4 days prior to convention)
Wednesday, February 23, 2022	Nominating Convention (30 days before election)
Monday, March 7, 2022	Deadline for Petition of Office Signed by 40 Qualified Voters (20 days prior to election, excluding Sundays)
Monday, March 14, 2022	Appointment of Election Officers (14 days prior to election)
Friday, March 18, 2022	Deadline for Registration to Vote in April 2022 Election (15 days prior to election)
Friday, March 25, 2022	Advertisement for Election (10 days notice of time & place)
Friday, March 25, 2022	Deadline for Absentee Ballots (10 days prior to election)
Monday, April 4, 2022	Election Day 7:00 AM - 8:00 PM

NOTICE TO ALL REGISTERED VOTERS IN THE
MUNICIPAL LIMITS OF MIDDLETOWN, MARYLAND

**THE 2022 ELECTION WILL BE HELD ON MONDAY,
APRIL 4, 2022
BETWEEN THE HOURS OF 7:00 AM. AND 8:00 PM.
AT THE MUNICIPAL CENTER
31 WEST MAIN STREET
MIDDLETOWN, MARYLAND**

**IN ORDER TO VOTE IN AN ELECTION IN MIDDLETOWN, A VOTER
MUST HAVE BEEN REGISTERED BY FRIDAY, MARCH 18, 2022.**

NOTICE TO ALL REGISTERED VOTERS IN THE
MUNICIPAL LIMITS OF MIDDLETOWN, MARYLAND

The Burgess of Middletown hereby gives NOTICE that the Nominating Convention for the election of three (3) Commissioners will take place on the following:

DATE: Wednesday, February 23, 2022
TIME: 7:00 P.M.
PLACE: Middletown Municipal Center
31 West Main Street
Middletown, Maryland

The current seats up for election are:

RICHARD L. DIETRICK - COMMISSIONER
JENNIFER J. FALCINELLI - COMMISSIONER
KEVIN E. STOTTLEMYER - COMMISSIONER

THE 2022 ELECTION WILL BE HELD ON
MONDAY, APRIL 4, 2022
BETWEEN THE HOURS OF 7:00 A.M. AND 8:00 P.M.
AT THE MIDDLETOWN MUNICIPAL CENTER
31 WEST MAIN STREET
MIDDLETOWN, MARYLAND

***** ONLY THOSE PERSONS NOMINATED BY THE CONVENTION OR BY THE PETITION SHALL BE CONSIDERED VALID CANDIDATES FOR MUNICIPAL OFFICE*****

All registered voters in Middletown are entitled to vote by absentee ballot. Registered voters who wish to vote by absentee ballot **MUST** notify the Town Administrator in writing no later than March 25, 2022, to be mailed an absentee ballot. The Town Administrator can be reached by letter at the following:

ADDRESS: 31 West Main Street
Middletown, Maryland 21769
Email: office@ci.middletown.md.us

ABSENTEE BALLOTS MUST BE RECEIVED BY ELECTION DAY

IN ORDER TO VOTE IN AN ELECTION IN MIDDLETOWN, A VOTER MUST BE REGISTERED BY FRIDAY, MARCH 18, 2022.

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING (the "MOU") by and between The Town of Middletown, a Maryland municipal corporation, (the "Town") and Frederick County, Maryland, a body politic, (the "County"), (collectively "the Parties") is executed as of this day of _____, 2021.

RECITALS

WHEREAS, Parcel H as depicted on a Preliminary/Final Plat entitled Coblenz Property, attached hereto and incorporated herein by reference, was deeded to the Burgess and Commissioners of the Town as part of the Coblenz Property subdivision for the construction of a new library;

WHEREAS, existing on Parcel H are private stormwater management facilities, which are currently maintained by the Coblenz Subdivision (the "HOA");

WHEREAS, the Town was granted a permanent and perpetual stormwater drainage and management easement in connection with the stormwater management facilities by a Deed of Easement/Maintenance Covenants and Agreements recorded among the Land Records of Frederick County at Liber 10723 folio 204 & 232;

WHEREAS, the Burgess and Commissioners want to convey Parcel H to the County for construction of the new county library;

WHEREAS, the County has requested that Parcel H be subdivided into Parcels J and K, because the County does not want to take ownership of the private stormwater facilities as referenced above;

WHEREAS, following subdivision of Parcel H, the private stormwater management facilities will be located on Parcel J;

WHEREAS, the HOA will continue to maintain the private stormwater management facilities located on Parcel J;

WHEREAS, the Parties wish to execute this Memorandum of Understanding to establish and clarify the Parties' respective responsibilities for the newly formed Parcels J and K and to set forth the mutually agreeable material terms in connection with the conveyance of Parcel K to the County for the construction of the new county library;

NOW THEREFORE, in consideration of the mutual promises and covenants contained herein, the Town and the County hereby agree as follows:

1. The Town shall establish and grant to the County a permanent and perpetual easement over and across Parcel J for the use of Parcel K for the purpose of construction, repair and replacement of ~~storm drain structures, stormwater management facilities,~~ curb and

gutter, sidewalks, handicap access facilities, grading, pedestrian ingress and egress between Dean Lane and Parcel K and any other uses anticipated by the approved Grading and Storm Drain Plan for the Middletown Library.

2. The Town shall convey to the County and the County shall accept said easement by recording a formal Deed of Easement/Maintenance Covenants and Agreements which reflects the terms set forth in Paragraph 1 above in the Land Records of Frederick County.
3. The Easement shall be subject to the terms of existing private Deed of Easement/Maintenance Covenants and Agreements recorded among the Land Records of Frederick County at Liber 10723 folio 204 & 232.
4. The HOA shall retain ownership and maintenance responsibility of the existing private stormwater management facilities.
- 4.5. ~~The County shall be responsible for snow removal of all walking trails/sidewalk on Parcel J.~~
- 5.6. If any term, covenant, condition or provision of this MOU, at any time or to any extent, be held to be invalid or unenforceable, then the balance of this MOU shall (except to the extent such result materially changes the obligations or expectations of the Parties under the terms of this MOU) not be affected thereby, and under such circumstances each term, covenant, condition, and provision of this MOU shall be valid and enforced to the fullest extent permitted by law.
- 6.7. The Parties shall execute such further assurances and shall execute such additional documents in form and content reasonably acceptable to the Parties and as are necessary to effectuate the intentions of this MOU or to offer such further assurances with respect to such matters as the Parties may reasonably require provided that the terms of this MOU are not thereby changed.
- 7.8. This MOU may be executed in multiple counterparts, each of which shall be deemed to be an original, and all such counterparts shall constitute one and the same. Each Party shall pay its own attorney fees associated with this MOU.
- 8.9. The covenants of the Parties contained in this MOU shall survive this agreement.

IN WITNESS WHEREOF, the Parties have caused these presents to be executed, as of the month and year hereinabove written.

[SIGNATURES TO FOLLOW ON NEXT PAGE]

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ATTEST

Town of Middletown, a Municipal Corporation

Name:
Title:

ATTEST

Frederick County, Maryland

Name:
Title:

THIS DEED OF EASEMENT made this _____ day of _____, 2021 by and between Burgess and Commissioners of Middletown, Maryland, a body corporate and politic of the State of Maryland (hereinafter “Grantor”) and Frederick County, Maryland, a body corporate and politic of the State of Maryland, fka Board of County Commissioners of Frederick County Maryland (hereinafter “Grantee”).

WHEREAS, Grantor is the owner of a certain tract of land located in Frederick County, Maryland approximating .7274 acres, more or less, as described in a deed recorded among the Land Records of Frederick County at Liber _____ folio _____ and commonly known as Parcel J on the preliminary/final Plat entitled Coblenz Property which is attached hereto and made a part hereof as **Exhibit A**;

WHEREAS, it is necessary to provide an easement to Grantee a permanent and perpetual easement and right of way over and across Parcel J for the use of Parcel K for the purpose of construction, repair and replacement of ~~storm-drain structures, stormwater management facilities,~~ curb and gutter, sidewalks, handicap access facilities, grading, pedestrian ingress and egress between Dean Lane and Parcel K and any other uses anticipated by the approved Grading and Storm Drain Plan for the Middletown Library;

WITNESSETH, that for and in consideration of the sum of Five Dollars (\$5.00) and other good and valuable consideration, the receipt of which is hereby acknowledged, the said Grantor for itself and for its successors and assigns, hereby conveys and grants to Grantee, its successors and assigns, a perpetual easement over, under, in, along, across and upon the Parcel J as depicted on **Exhibit A** solely for the construction, construction, repair and replacement of ~~storm-drain structures, stormwater management facilities,~~ curb and gutter, sidewalks, handicap access

facilities, grading, pedestrian ingress and egress between Dean Lane and Parcel K and for access to and from the Easement Areas (the "Improvements").

The Grantor and Grantee, for themselves, their successors and assigns, hereby covenant and agree as follows:

A. The Improvements shall be and remain the property of the Grantee;

B. The Grantee, and its agents, shall have the right of ingress and egress to and from the aforesaid easement on and across the land of the Grantor, provided, however that the Grantee shall use existing roadways where possible and shall minimize damage to any unpaved areas or structures;

C. Subject to the Grantor's written approval, the Grantee shall have the right to plant trees and shrubs and to trim, cut, and remove trees, shrubbery, fences, structures or other obstructions, or facilities in the Easement Area, deemed by Grantee to interfere with the proper and efficient use of the easement for the purposes named; provided, however, the Grantee at its own expense shall restore, as nearly as possible the property to its original condition, including the backfilling of trenches, resurfacing of roadways, and reseeded of lawns and other natural areas disturbed during original construction or future maintenance, but not the replacement of structures, trees, or other obstructions. These provisions regarding the restoration, replacement and reseeded shall be applicable not only during original construction but also during further maintenance, replacement or removal of any Improvements related thereto.

D. The Grantor reserves the right to make any use of the easement herein granted not inconsistent with the rights herein conveyed or with the use of the Easement Area by the Grantee and its assigns for the purposes named. Among other uses inconsistent with the easement granted

herein, the Grantor shall not within the easement area erect any building, structure, or other facility, fill or excavate which will impair or endanger the Improvements.

E. The Grantor warrants specially said easement and will execute such further assurances thereof as the Grantee may request.

IN WITNESS WHEREOF, each party to this agreement has caused it to be executed at on the day and year written above.

GRANTOR:

BURGESS AND COMMISSIONERS,
TOWN OF MIDDLETOWN, a municipal corporation:

By: _____
John Miller, Burgess

STATE OF MARYLAND, COUNTY OF FREDERICK to wit: On this ____ day of _____, 2021, before me, the subscriber, a Notary Public of the State aforesaid, personally appeared John Miller, Burgess, known to me (or satisfactorily proven) to be the persons whose names are subscribed to the within instrument and acknowledged that they executed the same for the purposes therein contained, and in my presence signed and sealed the same. IN WITNESS WHEREOF, I hereunto set my hand and official seal.

Notary Public

GRANTEE:

FREDERICK COUNTY MARYLAND
fka Board of County Commissioners of Frederick County, Maryland

By: _____
Jan H. Gardner, County Executive

STATE OF MARYLAND, COUNTY OF FREDERICK to wit: On this ____ day of _____, 2021, before me, the subscriber, a Notary Public of the State aforesaid, personally appeared Jan H. Gardner, County Executive, known to me (or satisfactorily proven) to be the persons whose names are subscribed to the within instrument and acknowledged that they executed the same for the purposes therein contained, and in my presence signed and sealed the same. IN WITNESS WHEREOF, I hereunto set my hand and official seal.

Notary Public

This is to certify that the within instrument was prepared by or under the supervision of the undersigned, an attorney duly admitted to practice before the Court of Appeals of Maryland.



Brandy A. Peeples, Esquire