

# *BURGESS AND COMMISSIONERS OF MIDDLETOWN MARYLAND*

## TOWN WORKSHOP MEETING MINUTES

### **WORKSHOP MEETING**

**December 3, 2020**

The virtual workshop meeting of the Burgess and Commissioners of Middletown was called to order on December 3, 2020, by Burgess Miller at 7:00 p.m. Present via Zoom were: Commissioners Christopher Goodman, Jennifer Falcinelli, Jean LaPadula, and Rick Dietrick. Also, present: Bob Smart (7525 Coblentz Road) and Farhad Memarsadeghi (Memar Corporation).

### **PERSONAL REQUESTS FOR AGENDA: None**

### **STAFF REPORTS:**

**Deputy Report** – A Deputy report was provided to the Burgess and Commissioners prior to the meeting. No Deputy was present to review.

**Staff Planner Report** – Cindy reviewed her report. There was discussion about the sidewalk issues for Foxfield Section 6 - major subdivision. The Board members asked about rolled curbs and the subdivision only having sidewalks on one side of the street. Farhad (Memar Corporation) stated he would like to limit the number of sidewalks and use pathways/walking trails. The concern is that residents will have an issue with only one side of the street having a sidewalk to maintain. There was also discussion on the A.C Jets property annexation into Town limits. Board members asked what the land would be zoned as and if the zoning could/would be changed once it is annexed into Town limits? The Town Administrator stated that the land would be zoned agricultural. Bob Smart (Resident - 7525 Coblentz rd.) asked if the annexation could be worded that the land would be zoned Agricultural and could not be changed for a certain amount of years. Town administrator stated that it is required for the Town Board to hold a public hearing when a petition for an annexation is submitted even when the Town is not interested.

**Engineer's Report** – Bruce reviewed his report.

**Main Street Manager Report** – Becky reviewed her report.

**Zoning Administrator's Report** – Mark reviewed his report. The Board members approved a 60-day extension waiver for 1 Larch Lane. Zoning Administrator will contact resident and provide guidance on where to properly store the boat in the back yard.

### **CONSENT AGENDA:**

- **Town Meeting Minutes**
  - *November 23, 2020 – Town Meeting*

### **UNFINISHED BUSINESS:**

**Introduction of Ordinance 20-11-01 – Amendments to the Water & Sewer Billing Policies & Procedures** – The introduction of this ordinance shows the updates that states credit card payments are accepted and a new payment plan form for high water bills. The payment plan form includes a recommended minimum monthly payment that must be paid by the resident and that any payment plan granted must be paid in full within a year. The Board asked the Water and Sewer committee to come up with new ways to calculate the one-time reduction for leaks. The Water and Sewer committee is working on new ways to calculate these high bills and will submit them to the Town Board once completed. The Board is scheduled to vote on this ordinance in January 2021 after at least 3 reading.

**Decision on Town Special Election – In Person OR Mail In Ballots** – The Town Board reviewed the Governor’s Executive order on how to proceed with the Special Election due to Covid-19 protocols. There was discussion on if it was possible to do an absentee ballot request only election instead of a traditional mail in ballot. Bob Smart (resident – 7525 Coblenz Rd.) stated that if you made the election a requested absentee ballot only, the Town would have to have an in-person voting location for the residents who didn’t request an absentee ballot.

**Action:** Commissioner LaPadula motioned to proceed with an All Mail-in ballot for Special Election in February 2021 with a virtual Nominating Convention and operate under the amendment as drafted. Seconded by Commissioner Goodman. Motion carried (4-0)

**Comprehensive Plan – Chapter Review** – Town Board will review at the Monday, December 14, 2020 meeting.

**NEW BUSINESS:**

**Right-of-Way for Remsberg Park – Hutchinson Property** – The property owner owns the driveway that cuts through the center of Remsberg park and Holter Road. The owners already grant the Town a right-of-way to the entrance of Remsberg park. The Town is requesting an additional right-of-way that goes all the way down their property to their home. This right-of-way is important because it would be a secondary access to the future wastewater treatment plant maintenance facility. The Hutchinson family is not asking for any money or cost for this right-of-way, but they are asking that the Town pay for the driveway and the end of the road to be paved in the next 18 months. The Town Board members asked that the Town Administrator put the expectations in writing for them to review.

**PUBLIC COMMENTS:** None.

**ANNOUNCEMENTS:**

- *Virtual Christmas in the Valley – Saturday, December 5, 2020 at 7:00PM at [vimeo.com/zionlutheran](https://vimeo.com/zionlutheran).*

Workshop adjourned at 8:38PM.

Respectfully submitted,

Patty Guyton,  
Receptionist