BURGESS AND COMMISSIONERS

OF MIDDLETOWN MARYLAND

TOWN WORKSHOP MINUTES

December 5, 2024

The workshop of the Burgess and Commissioners of Middletown was called to order on December 5, 2024, by Burgess Miller at 7:00 p.m. Present were Commissioners Jennifer Falcinelli, Rick Dietrick, Larry Bussard, and Chris Goodman.

STAFF REPORTS:

Deputy Report – Deputy McCarrick reviewed his report.

Staff Planner Report – JJ reviewed his report.

Public Works & Utilities Report – Bruce reviewed his report.

Main Street Manager Report – Becky provided her year-end report for review.

Zoning Administrator's Report – Robert reviewed his report.

Finance Officer's Report – Bea reviewed her report.

CONSENT AGENDA:

- Town Meeting Minutes
 - o November 25, 2024 Town Meeting
- **November 2024 Speed Camera Report** The Town Administrator provided the report from Franklin Street for review.
- **Drought Warning & Status Update** The Director of Public Works (DPW)stated that current monthly usage is down from a year ago. November spring flow is higher than last year (46,757 gpm) but is still low. Rainfall for the month (1.35) is less than November last year. The current drought map now includes Middletown in the severe drought status. The DPW recommends that the town continue in the Code Yellow status, noting the reduced usage for the month.

NEW BUSINESS

The DPW reviewed the technical services RFP. The town seeks to implement the best treatment system to supplement the current treatment at the Brookridge Water Treatment Plant (BWTP) to achieve the MCLs indicated in the PFAS regulation. He quickly reviewed the history of the BWTP. Since December 2020 it is the only plant that currently exceeds the MCL. The EPA PFAS regulations require that public water systems implement solutions to remove PFAS from the drinking water by 2029. The RFP recommends

Draft Design RFP for Brookridge Well House Drinking Water Treatment PFAS Removal Project -

the consultant provide designs for granulated activated carbon (GAC). Because of the federal funding source programmatic requirements include competitive procurement, MDA SRF Insert, BABA, Davius-Bacon, DBE and review and approval of contract by MDE prior to funding. There will be a non-mandatory pre-proposal site walk on January 7, 2025. Any questions must be received by 3:00pm January

9, 2025. RFP submissions must be received by 2:00pm January 16, 2025. Construction to begin December 2025. \$925,000 has been awarded for design and construction. This federal funding should not impact the funding for the ENR upgrade.

Motion: Commissioner Goodman motioned to allow the review and publication of the draft design RFP for the Brookridge well house drinking water treatment PFAS removal project as presented. Seconded by Commissioner Falcinelli. Motion approved (5-0).

Tap Fee Calculation for FCPS Collocated Elementary & Middle Schools Project – The DPW reviewed calculations to determine tap fee costs for the FCPS collocated elementary and middle school project. Fixture count for the existing two schools is 1035. The proposed school fixture count is 1472. A difference of 437 fixtures, or 43.7 EDUs. 43.7 multiplied by \$30,000 (total town fees for water, sewer and impact fees) equals \$1,311 million. The DPW provided a second set of calculations using the difference between historical usage for both schools and the projected usage for the new collocated school, calculated the EDUs, and included a pk factor (1.4) for a modified total cost of \$329,365. This was the model used to calculate tap fees for the new Middletown library. He quickly reviewed the calculations used by Frederick and Anne Arundel counties. Though the projected number of students is expected to decrease student opportunity for water usage is increased because of location of fixtures in classrooms of the new school. How to calculate that usage is unknown. The DPW and the Water Sewer committee recommend using the modified calculations for the charge. After much discussion the town board recommended that staff contact other collocated schools in the state to find out how they determined their fixture count fees when their schools were built. The DPW will also place the calculations into a more easily understandable format.

OLD BUSINESS

Introduction of Ordinance No. 24-12-01 to Amend Title 17 of the Middletown Municipal Code Regarding Rental Housing – The Zoning Administrator reviewed the minor changes since the last meeting. Short term rentals (STR) means the rental of a room or dwelling for residential use that is available for rent for typically 30 days or less. STRs are only allowed in the Town Commercial district. Any verified STRs in other districts that existed on the date this ordinance became effective are grandfathered in until either the property is sold or the property changes from a STR to a long-term rental or becomes owner occupied. It was recommended to remove the word typically from that definition. There are 3 known STRs that will be affected by this definition. If anyone has any additional comments they can be addressed at the next town board meeting.

Historical Preservation Ordinance (PHO) -

History: There are not many protections in place currently regarding old historic buildings in Middletown. They can be demolished without the thought to preserving the history through documentation and photos. There is little guidance in the development of a historic property if it is sold. This PHO would assist in protecting the historic character of the historic district in Middletown. PHOs do not dictate exterior color, interior changes or prevent demolition of a property. It slows the process down and promotes guided change with an emphasis on repair rather than replacement. The benefits of having an HPO are increased jobs, increased property values, and the increased opportunity for funding to assist with property rehabilitation.

Tonight: The Main Street Program Manager provided a presentation which incorporated items that should and should not be included in the ordinance. Items such as a definition of routine maintenance, using the Main Street district as the historic district to begin with, the requirement of a certificate of approval for any rehab, construction, or demolition of a historic property within the identified historic district,

including parking areas and exterior signs for consideration, exemptions, and an appeals process. The establishment of a Historic Preservation committee with seven members with identified skill sets and interests to review and approve certificates of approval. Also discussed was possible citations for property owners who make changes to their historic properties without committee approval. The need to develop a historic preservation process for demolition was briefly discussed. The town board will need to make a decision as whether an HPO is needed at this time

ADA Upgrades at Remsberg Park Update – The Town Administrator spoke with representatives from Frederick County Parks and Recreation and the State regarding the guidance for the reprogramming of the identified remaining POS funds from previous projects. The town would like to use those monies towards the ADA upgrades at the park. The town must submit a formal written request to the State and include a preliminary application with details of the project. The town will submit three amendments to the County; 1. To reprogram funds for the purchase of Heritage Park towards the purchase of the Harris property, 2. Reprogram the POS funds for the ADA upgrades at Remsberg Park, and 3. Reprogram the \$24,000 of what would be left for sound attenuation at the pickleball courts at Remsberg Park. The board was reminded that POS monies are awarded at a 90/10. The town will need \$24,000 to cover its portion. The Finance Officer stated that that money is included in the budget already.

The town board discussed sound attenuation for the pickleball courts at Remsberg Park. County residents have complained to the town about the noise level and are willing to work together for a mutual solution. The DPW reviewed the option of attaching a sound dampening wrap to the fence surrounding the pickleball courts. With 6 gates on that proposed side to be wrapped questions were asked as to the attenuation effectiveness of the wrap on the gates. It was noted that the town has a completed professional sound study, has taken physical measurements of the sound from the courts, is considering attaching sound attenuation wrap to the fence, and that it already meets the County's noise standard. Does it need to do anything else once the wrap is attached as proposed? It was suggested to take some time and research a solution that will effectively address noise attenuation and not rush to put a wrap up but have it not be effective enough for the surrounding neighborhood.

The Promenade at Middletown Downtown Development Concept – Burgess Miller asked town board members to provide their feedback regarding the developer presentation given at the last joint meeting regarding the development of the downtown area. He has received calls from the developer since the presentation. Town board members stated that there was no support for the development after the presentation. It would change the character of downtown, and residents would not want to see it. The developer is not willing to scale back the size of the development as it would not be worth their time and effort. Burgess Miller had told the developer that he did not see it moving forward at this time.

TOWN ADMINISTRATOR'S REPORT

Harris Property Purchase – The purchase of the property will be completed before December 20, 2024. It is tentatively scheduled for Friday, December 13, 2024.

J&J Trash Curbside Christmas Tree Pickup – J&J Trash has offered to provide Christmas tree curbside pickup two Tuesdays in January (7th & 14th) at a total cost of \$2000. This has been done previous years.

Summer Intern – Logan Bohn will work for the town Monday-Friday from 1-2:15pm beginning January 15, 2025.

ANNOUNCEMENTS:

• Christmas in the Valley – December 7th

The meeting adjourned at 9:32pm.

Respectfully submitted,

Annette Alberghini, Office Manager



Middletown Community Deputies Monthly Activity Report

November 2024

Dfc. Chudoba #0409 Dfc. McCarrick #0485

Traffic Stats

Citations Issued: 6 (72)

Warnings Issued: 39 (617)

Repair Orders Issued: 0 (7)

Accidents: 7 (68)

Selective Enforcement: 15 (319)

Arrest Stats

Criminal Arrests: 0 (3)

Traffic Arrests: 1 (10)

Juvenile Arrest: 0 (2)

Warrants / Summons: 0 (8)

Proactive Enforcement

Walking Patrol / Talks: 30 (499)

Bike Patrol: 0 (42)

Patrol Checks: 107 (1,653)

School Safety Checks: 38 (461)

Calls for Service

Burglaries: 2 (3)

Destruction of Property: 0 (11)

Disturbances: 4 (39)

Juvenile complaints: 1 (13)

Noise complaints: 2 (6)

Suspicious Activity: 5 (60)

Theft: 0 (22)

Drug Incidents / Attempted Overdose

Special Events/Important Information

- -DFC McCarrick had a traffic arrest.
- DFC Chudoba attended the Veterans Day event.
- -Deputies responded to the Harp Medical Center, 300 S. Church St. for an alarm. Upon arrival deputies contacted a representative of the business, who gave them entry to the secured building. Once inside deputies noticed the roof hatch wide open and wet shoe prints on the floor near the ladder. At this time, it was determined nothing was missing from the business.
- -Items reported missing from outbuilding on Walnut St. Unknown when occurred. No leads.

Accidents

Main St. / Schoolhouse Dr.

E. Green St. / Gaver Way

300 Blk Glenbrook Dr.

600 Blk Glenbrook Dr.

E. Main St. / Lombardy Dr.

Eastern Cir. / W. Main St.

Town Center Plaza

Town of Middletown Planning Department

To: Burgess & Commissioners and Middletown Planning Commission

From: JJ Hartner, Staff Planner

Date: 12/3/2024

RE: Monthly Planning Update – December

Major Subdivisions:

Foxfield Section 6 (Coblentz Road) – BOA approved special exception use – August 31, 2020

Preliminary plat approved by PC – January 19, 2021 (expired January 19, 2024)

Improvement plans reviewed by PC – February 20, 2023/Lighting plans – March 20, 2023

Final Forest Conservation Plan conditionally approved by PC – October 16, 2023

Architectural renderings conditionally approved by PC – October 16, 2023

Preliminary plat 3-year extension approved by PC – January 16, 2024 (expires January 2027)

Revised Improvement Plans reviewed by PC – February 20, 2024

Revised HOA conditionally approved by PC – March 18, 2024

Revised Improvement and lighting plans submitted for review by Staff Planner and the

Planning Commission.

Site Plans, Plats and Minor Subdivisions:

Alekos Village Cafe (6 N. Church St.)

Site plan conditionally approved by PC – October 21, 2024

Next steps – submittal of revised site plan for review and signature approval by PC Chairperson.

Caroline's View/Horman Apartments (East Green Street)

Site Plan approved – April 21, 2008

(sunset provisions put in place on May 2, 2021 – plans expired May 2, 2024)

<u>NO CHANGE:</u> Next steps – restart process of site plan submittal and fees for review and approval by PC.

Cross Stone Commons (Middletown Parkway) – Revised Site Plan approved – October 20, 2014

Improvement Plan mylars signed – November 6, 2015

<u>NO CHANGE:</u> Next step – submittal of architectural renderings for building #2 for review/approval

Green Street Flats (406 W. Green St.)

Improvement plans conditionally approved by PC – July 17, 2023 (expires July 17, 2026)

Next step – The developer must contact me to schedule a date to attend a PC meeting for compliance review of site plan.

Hollow Creek Professional Center (Alt. 40A)

Board of Appeals approved self-storage use – April 27, 2021 (**Expired April 27, 2022**) Redline Site Plan conditionally re-approved by PC – June 17, 2024 (**Plans expire June 17, 2025**)

Redline Improvement Plans and architectural renderings approved by PC – May 15, 2023 (plans expire May 15, 2026)

NO CHANGE: Next steps – submittal of public works agreements and LOCs

Middletown County Park (Coblentz Road) – FSD & FCP approved – February 17, 2020

FRO Plantings completed and approved – November 23, 2022

FRO 1st-year inspection completed – November 9, 2023

NO CHANGE: Next step -2^{nd} year inspection to be done November 2024

Middletown Middle & Elementary School replacement (E. Green Street/Martha Mason Dr.) -

Concept plan reviewed by PC – December 18, 2023

Revised concept plan reviewed by PC – March 18, 2024 and again May 3, 2024

Forest Stand Delineation plan approved by PC – March 18, 2024

Revised Forest Conservation Plan and Demo Plan conditionally approved-August 19, 2024

Revised Site Plan submitted for review and approval – August 30, 2024

Site Plan conditionally approved by the Planning Board on September 16, 2024 (list of conditions attached)

NO CHANGE: Next steps – submittal of revised site plan for review and approval by PC

Miller Property (East Main Street) -

Phase III Redline Site & Improvement Plans conditionally approved – Sept. 16, 2019

NO CHANGE: Next step – submittal of Phase IV site plan for review and approval by PC

St. Thomas More Academy Site Plan revision (Prospect St) –

Revised site plan to be revisited in five years – September 2025

Had a meeting with representatives of St. Thomas Moore Academy. Their architect submitted a Concept Plan for Planning Commission review in December.

McGuire Subdivision (21 East Main Street)

Conditionally approved by the Planning Commission at their last workshop.

Annexations: N/A

Text Amendments: Attorney is working on ordinance to eliminate fees from Code

Planning Commission is reviewing the Subdivision regulations in the Code

Reports: N/A

Grants: N/A

Meetings: Foxfield Section 6 Status meetings – every other Wednesday at 12:30pm

Next Middletown Green Team Meeting – December 17, 2024 at 4pm

Next Joint town board/planning commission workshop – Monday, January 6 @ 6:30pm

21 East Main Street Subdivision Plan Planning Commission Conditions of Approval

- 1. Address all Town Planner comments as outlined in this Staff Report.
- 2. Address all the Town Engineer comments as outlined in the attached memo.
- 3. A contract of sale and offer letter must be submitted to Paul Mantello, Town Administrator, and accepted by the Burgess and Commissioners prior to this McGuire plat being approved and recorded.

Public Works Monthly Report December 5, 2024

COMPLETED WORK

WS Installed 28 (226 to date) new meter/AMI radios as well as sump pump inspections, and 48 LCRR inspections each month. Restart irrigation PS due to lack of precip and shut down at the end of the month, grease and oil multiple pieces of equipment, Repair broken wire on flow meter, CL2 injector replacements, **PW**: Remsberg Park parking millings installation, closed parks, install new storm drain pipe at CB Park, Clean SS lines, Hydrant refurbishments, take delivery of new truck. Christmas tree and decorations.

Public Works

New Projects or Requests

Research of Alleys in the Woodmere (Linden Locust and E Main ST area), Remsberg Master Plan, Remsberg ADA walk path concept, Harris Farm Sketch Master Plan.

C P and P: The Northpoint project has been ordered through Playground specialists. January, February 2025 tentative delivery date.

School Property 12" Waterline: Received proposal for design of new 12" waterline replacement across school property in coordination with collocated school phasing. Will be included in 2026 Budget request or discussed to use the Church St budget to cover the cost. (\$16K).

Drought Update: The drought map now has Middletown in the D2- Severe Drought Category, MDE has not updated since 11/24/24. Springs are at 31gpm but are currently valved off for the line replacement. Usage has dropped to lowest level in 2 years (282,501 avg daily). Precipitation is still below normal.

Unbudgeted/ Contingent Expenses: Well 6 \$4,550.00, Well 15 pump and drop pipe replacement \$32,500.00

Springs at 31 gpm or 44,640 gpd

Sludge Hauling End of FY 24 total cost \$20,544.00, Hauled 192,000 gal, Bedded 283,575 gal

Sludge cost for FY 25 \$3,756.00 9,000 gal hauled, 11,400 gal bedded Total hauled 36,000 gal Bedded 114,000 Gal

Water Use (Average Daily for the Month, Flows stated in gallons per day)

Permit Limits (gal) 387,000/504,000 AD/MMU 250,000 AD 250,000 AD

Base flow 176,000 Base flow 115,000

MONTH	WATE	R USE	SPRING	FLOW	East \	East WWTP		West WWTP		
	past yr	present yr	past yr	present yr	past yr	present yr	past yr	present yr		
January	294,589	321,178	109,491	80,906	252,000	294,000	164,000	318,000	6.15	
February	296,667	313,101	123,213	110,452	239,000	285,000	132,000	249,000	2.6	
March **	309,885	307,186	142,161	140,913	275,000	328,000	162,000	267,000	4.7	
April **	325,983	339,818	142,274	150,187	213,000	330,000	117,000	399,000	4.6	
May	343,765	339,070	146,882	146,094	237,000	242,000	151,000	151,000	4.65	
June	340,446	337,789	122,478	140,908	198,000	191,000	119,000	119,000	2.4	
July	318,543	342,183	87,179	100,522	178,000	167,000	127,000	116,000	1.45	
August	322,376	326,634	61,243	74,327	167,000	220,000	115,000	186,000	5.15	
September	319,276	313,860	46,212	59,637	182,000	176,000	131,000	129,000	2.85	
October **	311,354	318,039	41,232	54,666	172,000	171,000	112,000	126,000	0.9	
November**	308,601	282,501	37,317	46,757	179,000	163,000	126,000	114,000	1.35	
December	302,135	319,517	80,456	44,759	282,795	224,000	238,529	174,000	3.95	
Avg Daily/yr Avg Yr Flw	316,135 115.39	•	95,012 34.68	,	214,566 78.32	•	141,211 51.54	195,667 71.42	40.8	

^{**}Hydrants flushed this month

October 2019 531,958, Spring 2020 not flushed. Fall 2020 582,024 Spring 2021 704,842 Fall 2021 744,925 Spring 2022 664,933 Fall 2022 749,561(5 day avg) spring 23 702,023 Fall 23 no flushing Spring 24 581,628 gal, Fall 2024 544,364 gal.

Planned Work

Lead and Copper (inventory due Oct 16, 2024) updating lead status unknown, 56 accounts remain, MDE water inspection corrections. POS, CP&P purchases pending BPW, Rate Study support, LPPI resubmittal for used funds left from the Wiles Branch Pavilion and Dog Park.

WS Projects: I and I, will need to redeploy flow monitors when drought conditions subside. Springline replacement: 740/3700 ft installed.

Open Projects

ADA sidewalk ramp reconstructions: Done for FY 24.

Glenbrook Arch Engineering Study: Staff have reviewed the County and Consultant recommendation. Preparing summary and cost report for corrections. Report summary and estimated costs being reviewed. Remsburg completed wall cap replacements and quardrail. No action

Water System: Reviewed system for end-of-life meters (521 each - FY 25), 226 installed to date. Notification to customers for replacement letters have been prepared. Meter replacements continue and second notice sent all 3/4" meters are scheduled for replacement.

Water Hydraulic Model: no update.

SSO and I&I: The inspection will be done in house and a schedule and determination of manhours will be made. Letters will be sent to each residence. Based on the first 3 days of April and flows of the CBPS staff will relook at Foxfield Subdivision based on field reconnaissance of SSMH's and observation of flow. Flow meters will be placed for monitoring and possibly cleaning televising to discover leaking pipe or defects. Originally due to the pipe type and age this area was not given as much priority as the 1954 collection system within the CB Basin. SSO occurred on April 3 from 0954 to 2327 = 811mins at 60 gpm for 48,660 gallon. Flow monitors have been installed in Foxfield area for 90 days have been removed. Sump pump inspections are in progress. Smoke testing to begin Sept 9, FD and property Owners notified. Preliminary report indicates most of the flow during monitoring is coming from the Mina Drive and Rod Circle area but it is not the significant amount we are looking for. Consultant stated they think its sump pumps also. No action.

West Wastewater Treatment Plant: No new incidents.

East WWTP: Awaiting draft permit. PER has been received and reviewed and comments provided to the consultant.

Wells: Well 15 pump, motor and drop pipe being scheduled for replacement (54 gpm to 36 gpm).

Municipal Center: No issues Harris Farm Property: No action.

Wiles Branch Stream Rehabilitation (MS4): Construction late FY24 into 25. Town has received a single price for the work. Project summary and pricing for Board was presented at the May workshop. The projected budget for 2025 is \$550,000.00. Summary of project has been completed that includes costs and recommendation for contract for construction using previous contractor. This work needs to be completed no later than December 2025. All permits have been received. December 9, 2024 start of construction.

Linden Boulevard Culvert Replacement and Streetscape: Engineering has been funded for FY 24. Staff has received the resident advisory committee notes. The design alternatives were presented at the March 25 town board meeting. Several discussions about additional considerations for around a bout and streetlights and sidewalk. The B&C recommend the committee come back with their final request. Awaiting a second recommendation from the community committee. May 14, 2024, Board approved no sidewalks, new Town Standard streetlights. The discussion included a roundabout but that was later discussed and decided to provide a 4 way stop at Pine and Linden. Washington gas has opted out for installation on Linden. Received first draft of engineered plans and returned with comments. No action. Brookridge PS: No action.

Pickleball Courts: Working with ATC for court repairs. No action.

Patching Contract: FY 24 patching contract has been completed. No action.

Developments

ADMAR Annexation: Design for treatment plant in progress 99% submittal has been submitted for review. IP drawings reviewed. MDE has reviewed and commented on the WTP (PFAS sampling occurred on 5/24 and 5/25 but was deemed unusable.) April 27 MDE and adjoining property Owners at Townhall. Non detect but we expect the sampling to reoccur during the 90 day test. Will resubmit to MDE. Construction permit is contingent on 90 day long term test and appropriation permit. MDE public hearing held on July 16, 2024 with comment period left open for 30 days. MDE expects to issue a draft permit in the next 14 days. The draft has not yet been issued. MDE has internal issues and asked for Town input which was provided. They will issue an operational permit for the 90 day testing and then a final permit based on the testing period. No action.

Lancaster Development: No action

Alekco's: Site Plan resubmittal and plumbing details will be submitted shortly. No action

Collocated School Project: Traffic Study scope has been reviewed and may have results by November. Received request for EDU calculation process from school design team and have reviewed. This will require discussion with the Water and Sewer Committee and Town Board. Calculation of additional tap fees are provided for this meeting. Traffic Study has been received.

Future Budget Considerations

W&S: Comprehensive sewer plan, West WWTP ENR plant replacement (non process component for Town budget). upsize CB pumps (part of the facility review or ENR upgrade), PFAS treatment, springline replacement, Field Maintenance tractor.

GF: 2 future positions for 2 full crews. 26 GVW truck replacement (truck 4)

Regulatory

EPA

Revised Lead and Copper: Inventory is on the Town website and letters for lead status unknown have been sent out. New LCRI has been released for comment and we will begin preparing for the new rule. Summary of new LCRI requirements has been drafted.

PFOA PFOS: MDE Grant applied for January 2024. New PFAS regulations have been adopted by EPA. Initial sampling must be performed between 2024 and 2027, 2027 to 2029 initial results published in CCR and regular monitoring must begin, 2029 systems must comply with all MCL's (must have treatment online). MDE sampled Well 22 and 23 in April; no results as of this date. Website has been updated with the approved EPA Rule and most recent testing. RFP for engineering services is provided for approval at this meeting.

MDE

Permits: East WWTP Discharge Permit (exp Dec 2021) submitted 22 months prior to expiration and then revised 14 months before expiration. MDE advertised the reapplication. We have requested an increase in discharge flow from 250,000 to 350,000. MDE has approved the County Water and Sewer Plan which requested the increase in flow. MDE is has started working on the permit may be 9 months till completed, will await the PER ENR selection process before releasing Draft permit. Received email that MDE has begun the renewal (Jan 24). No action

Irrigation Pump Station MDE reissued the 3rd Draft with new PFAS requirements for sampling. Nitrogen limit has been removed. Review has been completed and MDE will forward a new permit in the near future. No action.

MS4 Permit: Received a Proposal from FSA or inspection and survey MS4 stream improvements to justify the MS4 credits and have placed in the General Fund budget. MDE has issued a new MS4 permit to FrCo (they administer the permit) valid for 5 years. 2024 report submitted and accepted, due October 31, 2024.

West WWTP ENR Upgrade: A meeting with MDE for planning discharge limits on December 6 revealed concerns by MDE for discharging 700,000 gpd to the Hollow Creek based on summer base flows. Received planning limits Jan 27, 2023 for review. Met with Engineer to discuss the proposed limits and options. RK& K has provided 3 cost estimates for 3 options. Revised DRAFT PER has been received, staff has reviewed and will return comments. No action.

Wastewater Capacity Management reports: Have begun 2024 report for submittal to MDE by end of January. **Grants:** The January 2024 deadline grants list has been released for public comment. Middletown is listed for ENR, PFAS, Springline replacement and I and I. No action.

DROUGHT 2023 Water Production Capabilities

MAXIMUM PRODUCTION NON DROUGHT			MAX PROD	MAX PRODUCTION DROUGHT (2023 Drought DATA 30" rain)					
	YIELD GPM		TOTAL DAIL	YIELD GPM		TOTAL DAILY		YR PRECIP	
19	200			16	0				
	10				7				
	55			4:	2				
	17			1	7	19 GPM run 17 hou		n 17 hours.	
	5			,	5				
	18			1	7				
	305	439200		24	357120				
						combined sources			
/INTER avg	85	122400	561600	4	57600	414720			
UMMER avg	50	72000	511200	30	43200	400320			
UMMER min				1	7 24480	381600		30	
				GPM	Drought Yiel	d	AvgDaily	Tot Rain Fall	
							381600		
							400320		
	19 /INTER avg	YIELD GPM 19 200 10 55 17 5 18 305 /INTER avg 85 UMMER avg 50	YIELD GPM 19 200 10 55 17 5 18 305 439200 /INTER avg 85 122400 UMMER avg 50 72000	YIELD GPM TOTAL DAILY 19 200 10 55 17 5 18 305 439200 /INTER avg 85 122400 561600 UMMER avg 50 72000 511200	YIELD GPM TOTAL DAILY YIELD GPM 19 200 160 10 55 42 17 17 17 5 43 17 305 439200 244 VINTER avg 85 122400 561600 40 UMMER avg 50 72000 511200 30 UMMER min 11 GPM 263	YIELD GPM TOTAL DAILY YIELD GPM 19 200 160 10 7 55 42 17 17 5 5 18 17 305 439200 248 357120 VINTER avg 85 122400 561600 40 57600 UMMER avg 50 72000 511200 30 43200 UMMER min 17 24480 GPM Drought Yiel 265 1 month most	YIELD GPM TOTAL DAILY YIELD GPM TOTAL DAILY	YIELD GPM	

2023 Water and Sewer Capacity

2023 Water and Sewer Capacity					
W1 Infill Lots not connected(see below)	47.13	250	11,783	15,317	
Existing Demand - 3 Year Average			311,911	399,246	
Available Capacity			24,607	39,037	
Planned W2 Future Connections					
Lancaster Property	10	250	2,500	3,500	
				,	
10% Reserve Capacity			250	350	
. ,					
Future Demand			2,750	3,850	
				5,555	
Available System Capacity			21,857	35,187	
EDU's Available		250		33,107	
LDU S Available		230	O1		
Memar Annexation	148	250	37,000	51,800	
10% Reserve Capacity	1-10	250	3,700	5,180	
Memar Annexation Demand			40,700	56,980	
EDU's Required**			163	30,380	
EDOS Required			103		
** This will be affect by additional accuracy and					
** This will be offset by additional source pro	waea by the	e aeveloper			
Wd Infill not connected					
W1 Infill, not connected		1			
28 East Green St Lot		1			
216 E Green St		1			
12 & 14E Main ST Church Lots		2			
30 W Main St			jeff and main		
101 W Green St		1			
204 Lombardy Court		1			
Walnut St (subdivsion)			application		
2 Boileau Drive 205 S Ch St		1			
Municipal Hall		11			
Brown TH's		3			
carolines view			May 2024 no long		
3 on Jefferson St check tap fee already pa	id		308,312,316,open	lots	
Cross Stone Commons		4.95			
New Library		4.18	May 2024 connect	ted	
18 E Green St Lot Williams lot		1			
500 & 502 E Main ST Rhoutzahn		2			
		47.13	EDU's		

1/29/2024						
Wastewater Capacity						
		Usage GPD	Rasin*	EWWTP	WWTP	
Design Capacity		Usage GFD	Dasiii	350,000	250,000	
Permit Number				13-DP3182	18-DP-0462	
Permitted Capacity	MGD			0.25	0.25	
planned permit increase	MGD			0.100	0.000	
Current Permit Discharge Limit	MGD			0.250	0.250	
Planned Permit Discharge Limit				0.350	0.250	
3 year avg discharge flow	MGD			0.226	0.168	
Percent Capacity Used at Perm				90%	67%	
Available Capacity	MGD			0.0238	0.0818	
Units Available Current Permit				95	327	
Future Connections						
infill lots S1 actual sold 2023						
Brown TH	3	250	West		0.00075	
Carolines View	9		West		0.00225	
Cross Stone Commons	4.95		East	0.0012375		
Memorial Hall	11		West		0.00275	
Infill Lots	14		West		0.0035	
Library	4.18		West		0.001045	46.13
planned S2 res MEMAR	148	250	Either		0.037	
planned S2 comm LANC	1	1600	East	0.0016	0	
Planned future flow	MGD			0.0028	0.047	
Available Capacity with approv	ed connection	ns at current	Permit	0.0209	0.0345	
Units available at current p				84	138	222
Available Future Capacity at de		v Permit		0.1209	0.0345	
Units available at design c		,		484	138	622
,						
Abbreviations						
Million Gallons/ Day	MGD					
Single Family Dwelling	SFD					
Equivalent Dwelling Unit	EDU					
Equivalent Dwelling Unit flow	1 EDU = 250	GPD				
Approved Lot but not connecte	S1					
Platted Lot proposed usage	S2					
Basin determined by gravity						
flow or by pumped flow	*					

Connection Changes

Brown TH connected May 2024 Carolines View no longer approved May 2024 Memorial Hall connected Jan 2024 Library Connected May 2024 Walnut Street Subdivision 1 lot 1 EDU Summer 2024



Main Street Middletown's Mission

Main Street Middletown, MD Inc. is a nonprofit organization dedicated to enhancing the sense of place, quality of life, and economic vitality of the Middletown Community. Main Street Middletown brings together all aspects of the community - citizens, businesses, and government, as well as county and statewide partners to revitalize, preserve, promote, and support the historic downtown area.



Becky Axilbund, Executive Director

Board of Trustees:

Jim Hoover, President of the Board

Anna Liisa VanMantgem, President Elect

Ross Wixon, Treasurer

Debbie Knipe, Secretary

Janet Fox, Trustee

Benard Pond, Trustee

Greg Wigle, Trustee

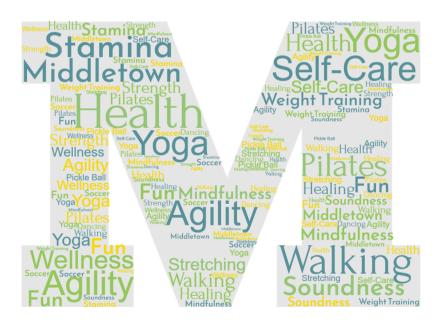
Organizational Committee Highlights



Our biggest highlight of 2024 also corresponds to the biggest highlight so far for the Main Street Middletown, MD Inc. organization, which is the completion of the rehabilitation of 19-21 West Main Street and its grand opening. Along with its opening, we are proud to have a Volunteer Coordinator, Linda Despeaux who has recruited over 15 volunteers to help staff the Welcome Center.

Other organizational highlights include the recognition of our Executive Director, Becky Axilbund who was awarded the Tyler Gearhart Award from Preservation Maryland. The Tyler Gearhart Award is presented to a historic preservation professional who has demonstrated excellence in leadership and creativity in the preservation of Maryland's historic properties. Expanding Main Street Middletown's connections, Becky Axilbund also serves on the state-wide nonprofit board of the Maryland House and Garden Pilgrimage, and as an Advisory Board member to the regional nonprofit, the Heart of the Civil War Heritage Area.

We continue to work towards our selected National Main Street "transformational strategy" of Middletown as a heritage tourism destination, with a secondary strategy focused on Health and Wellness.



Promotions Committee Highlights

Main Street events add to the fun of being downtown!

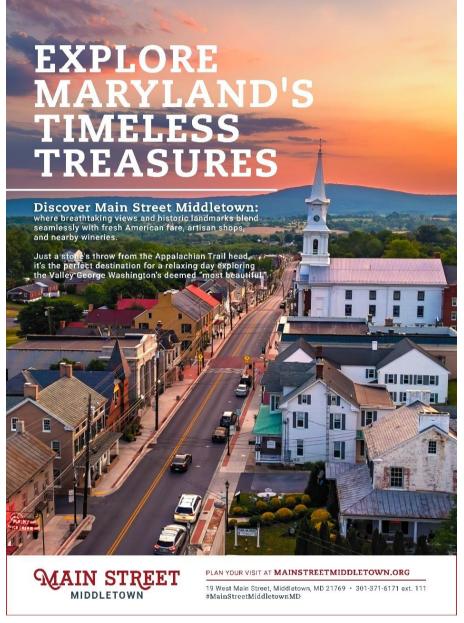
Vintage Vehicles in the Valley - 2024 was one of our biggest car shows to date with 90-cars on display, and over 300 attendees. Car enthusiasts appreciate this show for the variety of vehicles on display.

Scarecrows March Down Main Street - was hosted by the Middletown Arts and Activities Council until this year, when Main Street Middletown took on hosting this event. The creativity of the Scarecrows though speaks for themselves. This event brings out the crafter in us all! We had over 60 Scarecrows lining Main Street and attracted both local and regional visitors to Middletown.





Christmas in the Valley is a joint effort between the Town of Middletown and Main Street Middletown and is the traditional lighting of the Town Tree and visit from Santa Claus. Main Street's contribution to the event has been to expand it for more small activities to keep the little ones busy while waiting for Santa's arrival. The key role of Main Street is to coordinate the large scale collection of toys for Middletown Valley People Helping People. In return for the toy donation, visitors receive a Santa Sack. Main Street Businesses stay open and folks go and get their Santa Sacks filled with goodies, coupons, and business swag.



In addition to events, the Promotions

Committee greatly expanded the reach of our E-newsletter from 300 readers to over 700! This was due to the concerted efforts of the Promotions

Committee to expand our reach to residents and visitors who sign up for the newsletter.

Main Street Middletown, MD Inc.
placed over \$30,000 in ad placements
in out-of-county media resources and
\$27,000 in ad placements in in-county
media to promote Middletown as
Maryland's Timeless Treasure and the
place Where Charm Meets History.

Due to our tenacity and promotions,
Middletown was selected by readers of
the Frederick News Post as the Best
Small Town in 2024, a title which we
have owned since the inception of this
category in 2019.

Economic Development Committee Highlights

In March of 2024, we hosted the first Health and Wellness Expo! Main Street Middletown collaborated with a diverse array of partners - business owners and employees, home-business owners, teachers, school counselors, coaches, churches, Middletown area farms, and more to shed light on the vast array of activities, businesses, and services in the area that are geared to health and wellness. With over 40 vendors and over 450 attendees, this was a resounding success based on vendor and participant feedback. We will be bringing this Expo back in 2025! This was an important project for Main Street Middletown, as we have determined that a secondary transformational strategy under our Main Street program is Health and Wellness.

The Economic Development Committee, through a Technical Assistance Grant from the Maryland Department of Housing and Economic Development, brought the consulting firm of PPR Strategies to several of the Main Street Business Mixers to provide insights on the latest trends and how-to's on the top social media platforms of Instagram and Facebook. In addition, up to ten businesses were able to take a deeper dive with these consultants to have a social media audit, customized posts created, a content calendar, and tips on the different types of content to build up your social media presence.

The Economic Development Committee also welcomed new businesses to Town including:

Beans and Dreams, Nekatoris's Place ~ Dr. Phillips Family Vision Center ~ Turquoise Trailer ~ Home and Hearth Mercantile ~ The Witching Hour Spa ~ Wren's Nest Antique Store ~ The Middletown Branch of the Frederick County Library

Businesses that moved out - Dr. Hauser Health, the Mid-Maryland Farm Market, and The Vine Plant Outlet.

Plans are underway to bring into the downtown another two additional businesses - Aleko's Restuarant and Bug and Jane Skin Care.

An Ad-Hoc Committee has created several themes that retailers in Middletown can choose to be participants - such as offering drinks on Small Business Saturday. Because Main Street Middletown has grown its retail presence in the downtown, creating shopping promotions is now an option and another tool we can use to help bring people downtown.

Design Committee Highlights





To



Thank you to all of our partners who worked on this project! We love the results!

Major Donors:

The Maryland Department of Housing & Community Development

The Frederick Tourism Council

The Maryland House & Garden Pilgrimage

Preservation Maryland

The Maryland Heritage Areas Authority

Looking Ahead to 2025

Main Street Middletown, MD Inc. is committed to our downtown, our businesses, residents, and visitors. We look forward to working with our established partners, especially the Town of Middletown, and Maryland Main Street. We look forward to forging new partnerships and ideas, in effort to celebrate and support all that is special about Middletown, Maryland's Timeless Treasure.







<u>Town of Middletown</u> <u>Zoning/Code Monthly Staff Report</u>

To: Burgess and Commissioners

From: Robert Wilkes, Zoning Administrator

Date: December 4, 2024

RE: Monthly Zoning/Code Administrator's Staff Report for November 2024

BOA Hearings: None

Storage Container & Dumpster Permits: None

Home Occupation Permits: None

Zoning/Code Violations and Complaints: Two

1 Lombardy Drive	RV parked in front of the house	Met with the owner and he will move the RV	11/5/2024	24-31
13 S. Church Street	Dumpster not fenced and not permitted	Contacted Owner	11/26/2024	24-32

Miscellaneous: Assisted with the notification of residents for meter changeouts, sent out two letters for unregistered vehicles, worked on an intersection sight issue at School House Drive/Green Street with the Town Administrator, and finalized the Rental Housing Ordinance for December introduction.

Permits: Seven (October 2023 Six)

November 2024 Zoning Certificates	Туре	Address	Permit #	M-town	R. Wilkes	County
				Received	Approved	Approval
Middletown Valley Bank	Interior Improvements	803 E. Main Street	488640	10/25/2024	11/1/2024	Υ
Bryan	Fences	5 Eastern Circle	Town	11/1/2024	11/4/2024	N
Thayer	Fences	4 Walnut Pond Court	Town	11/5/2024	11/5/2024	N
Jensen	Fences	209 Linden Blvd	Town	11/12/2024	11/12/2024	N
Daniel	Fences	411 Glenbrook Drove	Town	11/4/2024	11/13/2024	N
Studio 8	Commercial Conversion	8 S. Church Street	488160	11/21/2024	11/21/2024	Υ
Harris	Pools & Hot Tubs	112 N. Pointe Terrace	488227	11/26/2024	11/26/2024	Υ

Burgess and Commissioners of Middletown

Financial Summary – December 5, 2024

Accounting and Utility Billing Software

Financial reports and data extractions were submitted to Tyler Technologies in early October, and they have begun to start building our platform for financial software implementation. A new chart of accounts is currently being developed to better enhance our reporting capabilities within the financial system. Staff have begun their configuration and end user training that is required for the implementation of the Finance module. Regular status meetings are occurring with staff and Tyler Technologies to go over open items to make sure the March 2025 go-live date is on target.

At our status meeting in November, it was determined that we can still proceed with the data conversion scheduled for December 19th. Staff will continue to comb through the water/sewer accounts and update those that have been converted over to AMI and address any accounts that have discrepancies within their setup. We are still early in the implementation stage of the utility billing software, so no schedule has been established.

Bank Reconciliations

All the Town's bank accounts have been reconciled at least through October 31, 2024. Below is a summary of the Town's bank accounts and the date the account was last reconciled with the general ledger balance as of 11/30/24.

Bank Account	Description	Last Reconciled Date	Total GL Balance
AP	Middletown Valley Bank	10-31-2024	61,369.46
AP-FCNB	BB & T Operating	10-31-2024	1,338,375.04
ARPA - BBT	ARPA - BB&T	11-30-2024	126,700.43
BB&T Index	BB&T Index - Capital Account	10-31-2024	653,199.32
MLGIP	PNC - Capital Account	10-31-2024	125,340.47
MVB - A&A	MVB - Arts & Activities Commit	11-17-2024	7,230.18
MVB - CITV	Christmas in the Valley	11-30-2024	3,844.16
MVB - MM	Middletown Valley Bank - MM	10-31-2024	315,863.34
MVB Hertge	Middletown Heritage Committee	11-11-2024	13,432.22
P/R	BB & T Payroll	11-30-2024	-
Rainy Day	BB&T Rainy Day Fund	10-31-2024	213,568.95
			\$ 2,858,923.57
		General Fund	1,696,579.58
		Water/Sewer	1,035,643.56
		ARPA	126,700.43
			\$ 2,858,923.57

ARPA Fund

As of November 30, we have received \$4,735,122.23 in ARPA funds (initial award plus interest) and we have spent \$4,608,421.80 on twenty-seven different projects, leaving a balance of \$126,700.43 in the bank account designated for ARPA. Of the remaining balance, we have earmarked \$113,800.43 of those funds to go towards the I & I Cone Branch study, and \$12,900 for the ADA study at Remsberg Park. All projects that are being funded with ARPA monies must be obligated or under contract by December 31, 2024, and must be fully spent by December 31, 2026. Both of our remaining projects have been obligated and are compliant with the federal regulations.