



## **AGENDA FOR THE TOWN WORKSHOP**

**December 5, 2019**

**7:00 p.m.**

**PLEDGE TO THE FLAG**

**CALL TO ORDER**

**PERSONAL REQUESTS FOR AGENDA:**

**STAFF REPORTS:**

[Staff Planner](#)

[Engineer's Report](#)

[Main Street Manager](#)

[Zoning Administrator](#)

**CONSENT AGENDA**

- Town Meeting Minutes
  - [November 25, 2019 – Town Meeting](#)

**UNFINISHED BUSINESS:**

- [Historic Wayfinding Sign](#)

**NEW BUSINESS:**

- [2020 Town Election Dates & Information](#)
- [2020 Town Meeting Cancellations](#)
- [2020 Joint Meeting Schedule](#)
- Board of Appeals Appointment

**PUBLIC COMMENTS:**

**ANNOUNCEMENTS:**

**ADJOURNMENT**

**Town of Middletown Planning Department**

To: Burgess & Commissioners and Middletown Planning Commission

From: Cindy Unangst, Staff Planner

Date: 12/3/2019

RE: Monthly Planning Update – December

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**Site Plans, Plats and Minor Subdivisions:**

**Caroline's View/Horman Apartments-** Site Plan approved – April 21, 2008 (no sunset provisions prior to November 14, 2010)

Improvement Plans conditionally approved – May 17, 2010 (no sunset provisions prior to 11/10)

Revised Improvement Plan mylars signed – July 21, 2017

**Next step – submittal of PWAs for approval and apply for building and grading permits**

**Cross Stone Commons** – Revised Site Plan conditionally approved – October 20, 2014

Improvement Plan mylars signed – November 6, 2015

Revised Forest Conservation Plan approved – January 21, 2019

**Next step – submittal of architectural renderings for building #2 for review/approval**

**Dowd Property** – Forest Stand Delineation approved – April 16, 2018

Revised Site plan conditionally approved by PC – October 21, 2019 (Plans expire 10/21/22)

**Revised Preliminary Forest Conserv. Plan conditionally approved – November 18, 2019**

**Revised Special Exception materials submitted for self-storage use – December 2, 2019**

**Next step – PC review/recommendation and BOA review/approval of special exception for self-storage use; submission of FFCP and Improvement plans for review;**

**Franklin Commons -**

Resubmitted site plan conditionally approved – May 21, 2018 (Plans expire May 21, 2021)

BOA approved height variance request – July 12, 2018 (BOA approval expires July 12, 2019)

Improvement plans conditionally re-approved – March 18, 2019 (Plans expire March 18, 2022)

**Next step – submittal of letter of credit and signing of PWA's**

**Jiffas** – Improvement Plan conditionally approved – October 20, 2008 (no sunset provisions prior to November 14, 2010)

Forest Conservation Plan approved – October 20, 2008

Architectural plans approved by PC – March 16, 2015

BOA approval for variance requests – March 29, 2016 (**Expired March 29, 2017**)

**Next step – apply for variance requests for siting of duplex building**

**Middletown Water Storage Tank** – Site Plan approved by PC – March 18, 2019 (Plans expire 3/18/22)

Final Forest Conservation Plan conditionally approved by PC – June 17, 2019

Improvement Plans conditionally approved – July 15, 2019 (Plans expire 7/15/22)

**Miller (Ingalls)** – Revised Concept Plan reviewed by PC – September 16, 2013  
Improvement plans (Phase III) conditionally approved by PC – June 19, 2017 (Expires 6/19/20)  
Phase III Revised Site plan approved by PC – June 17, 2019  
Phase III Redline Site & Improvement Plans conditionally approved – Sept. 16, 2019  
**Next step – submittal of Phase IV site plan for review and approval**

**Richland Driving Range** – Concept plan reviewed by PC – January 18, 2016  
Revised Site Plan conditionally approved – January 15, 2018 (Plans expire January 15, 2021)  
Improvement Plans reviewed and tabled by PC – September 17, 2018  
**Next step – submittal of improvement plans for review and approval**

**School Complex roadway plans** – Improvement plans and FCP plans reviewed and approved by Town Board – May 8, 2017 (informed in June 2017 that funding was not approved for project)  
SWM plans re-submitted to Frederick County and SCD for review/approval – 8/3/17  
(Planning Commission reviewed plans as courtesy to Town Board. No expiration date of approval due to type of plans – i.e., no structures, etc. – just changes to roadways, sidewalks.)

**St. Thomas More Academy Site Plan revision** – conditionally approved August 20, 2018 (Expires August 20, 2021)

**Annexations:**

**A.C. Jets Property**- PC approval of annexation petition of 35.96 acres – December 21, 2009  
Public hearing date - Monday, October 11, 2010  
Annexation petition denied by Town Board – October 11, 2010

**Admar Property** – PC approval of consistency with zoning/comp plan – February 20, 2017  
Public Hearing - April 5, 2018  
Town Board passed annexation resolution – April 9, 2018

**Text Amendments: Accessory structures**

**Residential parking requirements for townhouses and apartments**

**Reports:**

**Grants:**

**Meetings: Next Middletown Green Team Meeting – December 17, 2019**

**Next Joint town board/planning commission workshop – February 3, 2020**

**Public Works Monthly Report  
December 5, 2019**

**COMPLETED WORK**

**Public Works**

SS Overflow Policy Update completed and issued. Booster Station 3 out of service bottom bearing bad (original pump, rebuilt 2016). SHA Mileage Report Submitted

**New Projects**

**Remsberg Park Turnaround:** Project completed.

**Booster Station Process Pipe Replacement (\$225,000):** Received first submittal of drawings for review. Construction in FY21.

**Unbudgeted Expenses:**

Booster Station Pump 3 repair or replacement. (possible cost to: rebuild \$8000.00 replace \$16,000.00)

Sludge cost for FY \$ 20,010.00, 36,000 gal hauled, 11,900 gal bedded **Total hauled 207,000 gal Bedded 107,100 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**

| MONTH      | WATER USE |            | SPRING FLOW |            | East WWTP |            | West WWTP |            |
|------------|-----------|------------|-------------|------------|-----------|------------|-----------|------------|
|            | past yr   | present yr | past yr     | present yr | past yr   | present yr | past yr   | present yr |
| January    | 305,633   | 311,859    | 64,653      | 124,387    | 247,000   | 268,000    | 201,000   | 562,000    |
| February   | 294,927   | 306,568    | 100,583     | 125,499    | 337,000   | 258,000    | 386,000   | 591,000    |
| March **   | 290,701   | 303,576    | 126,481     | 122,453    | 294,000   | 284,000    | 229,000   | 534,000    |
| April **   | 321,448   | 321,847    | 136,331     | 129,642    | 282,000   | 228,000    | 235,000   | 401,000    |
| May        | 316,907   | 328,737    | 137,261     | 132,987    | 384,000   | 279,000    | 658,745   | 542,000    |
| June       | 304,003   | 321,467    | 137,335     | 135,541    | 303,000   | 219,000    | 345,000   | 233,000    |
| July       | 325,311   | 302,495    | 133,855     | 129,973    | 288,000   | 218,000    | 260,000   | 260,000    |
| August     | 320,355   | 301,201    | 127,445     | 113,503    | 267,000   | 159,000    | 268,000   | 158,000    |
| September  | 311,932   | 339,215    | 121,589     | 87,210     | 351,000   | 141,000    | 540,000   | 154,000    |
| October ** | 332,306   | 316,050    | 121,314     | 72,217     | 240,000   | 184,000    | 325,000   | 180,000    |
| November** | 293,200   | 284,740    | 120,239     | 74,322     | 364,000   | 200,000    | 586,000   | 218,000    |
| December   | 294,560   | 299,953    | 56,430      | 121,421    | 192,000   | 228,000    | 258,000   | 550,000    |

|              |        |        |        |        |        |        |        |        |
|--------------|--------|--------|--------|--------|--------|--------|--------|--------|
| Avg Daily/yr | 309274 | 311476 | 115293 | 114096 | 295750 | 222167 | 357645 | 365250 |
| Avg Yr Flw   | 112.88 | 113.69 | 42.08  | 41.65  | 107.95 | 81.09  | 130.54 | 133.32 |

\*\*Hydrants flushed this month

April 14 709,560 October 14 725,913, October 16 938,000 April 17 732,649. October 17 691,524 April 18 791859  
October 18 668,188 April 2019 737,446. October 2019 531,958

**Planned Work**

Year End Reports

WWTP weir flowmeter out of service, will require replacement (20+ yrs old).

301 W Main St downspout design and construction for MDSHA project

MDE water inspection corrections and emergency plan update

Paving Projects

Remsberg Park Path Paving

Remsberg Park Bathrooms

Budget purchases and contracts

Continue Fire Hydrant ID tag and numbering system installation

Regulatory: Grease Ordinance completion. MDE Emergency Plan

Bid Sludge Hauling and Chemicals.

Reed Bed Development cost analysis.

**Reservoir Tank:** Final documents are completed and final review complete, out to bid in December with a January bid date. Attempting to schedule a meeting with AC Jets for a construction easement.

## Open Projects

**I & I Walnut to Jefferson St.:** Submitted plans for permit, easement document created. Construction documents at 95% and ready to bid when the budget is available. Phased into two phases. No action.

**Parking Review:** Sidewalk and curb revisions for potential parking across from firehouse. Revised to lane shift and sent to SHA for review. No action.

**ADA sidewalk ramp reconstructions:** Ramp replacement continues on a yearly basis.

**W WWTP.** Final pond baffle is malfunctioning, Investigation needed. Needs review. Received chemical building plans for review. Provided info to Consultant for baffle replacement. No action

**Develop Grease Trap Ordinance and Education Program:** No Action

### Water System:

**Hydraulic Model:** The model will be reviewed and updated by Ganett Flemming to include Main St, Middletown Glen. We have performed multiple hydrant tests to calibrate the model in April and GF is currently calibrating the model

**System:** Dec: 182,952 3%, January 235,286 3.2%, February 465,429 7.36% level issue. March 505,580, 4.8%. Apr %4.5 329,183, May 2.85% 214,305 (inaccurate due to start and finish reservoir level) 4% likely. June 4.9% 350,861. July 19 3.29% 221,980 August 19 4% 261,268 Sept 19 2.5% 195,026 Oct 19 4.6% 331,699 Nov 19 471,272 7.7%

**Streetscape/ Main St. Waterline Replacement:** PRV at Cone Branch Park 99% complete. Work remaining includes removal of existing waterline.

**Broad St Streetscape:** Design Phase 90% complete- sanitary sewer improvements to be added to the project based on current survey. Will be ready to bid for FY 21.

**SSO and I&I:** No overflows in November.

**MDE /Permits:** West WWTP Discharge Permit Renewal submitted to MDE, we have received acknowledgement of receipt.

**MDE MS4 Permit Reports:** Notice of Intent has been accepted. Permit Report has been submitted. Met with consultant for engineering cost estimate for future projects. No action.

**Franklin St Conceptual Sidewalk Plans:** Placed in 2017 budget. Action required by B&C to release for design we have included the topo and design in the Broad St project. Consultant has survey the area for inclusion in the Broad St project.

**Rensburg Park:** No action till the path is paved.

**Municipal Center:** ADA ramp at rear access sketch plans. Met with CLEAResult PE Company representative for incentives for HVAC, lighting and other energy efficient replacement products. Will receive some reimbursement for HVAC and VFD's at booster station. Board will need to determine if changing out office lights to LED is worth the return. No action

**Street Mill & Overlay:** FY20 patching contract complete.

**Maintenance Facility:** Proposals received March 28, 2018. Staff reviewing proposals for recommendation to Board. We have received 3 proposals ranging from \$196,100 to \$389,520. This is the complete engineering (Phase 1) and architectural services (Phase 2) price. Our budget is \$75,000 for Phase 1. Staff will provide a more detailed memo in the near future. Project is anticipated to be awarded considering the new budget year.

**East WWTP:** No issues.

**Washington Street:** Streetscape budget estimate and concept. Met with consultant and survey is completed.

**Garage Drive Street Lights:** Meeting with adjoining Owner to discuss the light locations. No action.

**Pedestrian Blinker signs:** Installation complete at Parkway. Franklin St needs survey and design.

## Developments

**Middletown County Park Improvements:** Met with county to discuss the project comments. No action

**ADMAR Annexation:** Met with Owner and Engineer to discuss summary of requirements for water treatment, pressure and fire service supply, appropriation permit, sewer service, water and traffic study. No action.

**Cross Stone:** No action

**Coblentz Property / Middletown Glen:** Paving complete.

**Chesterbrook IP's:** Complete IP's and ready for guarantees.

**Miller Property:** No action

**Natelli Field:** Monitoring is complete and DPW has recommended no action. No action.



**TO:** The Burgess and Commissioners  
**FROM:** Becky Axilbund, Main Street Manager  
**RE:** December Workshop Report  
**DATE:** December 5, 2019

#### **ORGANIZATION:**

**Building/Design Committee:** Updates on 19 West Main Street:

- Major Grant award officially announced that we were awarded \$50,000 for the rehabilitation of 19 West Main Street. Both the Frederick News Post and WDVM reported on the award.
- We met with our architect on Monday, December 2 and reviewed the 90% plans. We anticipate that we will have the final documents ready to submit to the Maryland Historical Trust in January, to the County Permitting Office in February.
- On Monday, December 9 and Tuesday, the 10<sup>th</sup>, the building will be closed with workers removing the asbestos from the property. This is exciting for us!

**Staff and Volunteers:**

- Our lovely Christmas decorations on the Main Street building is thanks to Gretchen Gawler.
- The Board did not meet in November due to Thanksgiving, but the next scheduled meeting is December 12.
- Main Street Manager applied for a grant to attend a 2-day project management training offered through the Heart of the Civil War Heritage Area. The training would take place in April 2020.
- Main Street and the Executive Committee are planning a weekend road trip to visit all the Frederick County Main Streets. We are trying to schedule a weekend or a week-day in-between Christmas and the New Year. If the Burgess or any Commissioner would like to come along, let me know!

#### **DESIGN COMMITTEE:**

- The Design Committee has been working with both Boggs Environmental and the Middletown Valley Bank on façade improvement projects. The recent work on the bank is being processed for reimbursement at DHCD. Once DHCD reviews the project, funds will be released. Main Street is proud to be able to provide this type of assistance to our Main Street buildings.

#### **ECONOMIC DEVELOPMENT:**

- The Economic Development Committee is hosting another business exchange on Wednesday, December 18 at Wren's Nest. We have invited the State Highway Administration to attend and provide an update on what businesses can expect to happen during the winter months.
- While we have formally announced that Sue Kelley Real Estate Professionals are the Main Street Business Partner of the Year, we will be presenting our plaque to Sue and her staff on Saturday,

December 7<sup>th</sup> at 3:45pm. Sue has been an enthusiastic participant of Town and Main Street events this year, generously sharing her parking lot for vendor space, and always going that extra mile to be festive at each event! We love how Sue gets into the spirit every year of Christmas in the Valley! Please be sure to congratulate Sue the next time you see her!

- We are hosting a ribbon cutting for the new Main Street business, Therapeutic Massage (located in 23 West Main) owned by Stevi Carbaugh on Saturday, December 7 at 4:00pm to kick off Christmas in the Valley. We encourage folks to come down early to congratulate Sue, and welcome Stevi!
- Mark your calendars! Tapias has reached out to us to coordinate a ribbon cutting and would like to have a joint ribbon cutting with Abbraccio Gelato on Wednesday, December 18<sup>th</sup> at 1:00pm!
- Small Business Saturday is a lower key event in Middletown, but we were happy to hand out Small Business Saturday swag to Hello Gorgeous, Serenity Salon, The Main Cup, Dempsey's, Asian Café, and Sportsland. Sportsland did a fantastic job with their display combining Christmas and Small Business Saturday!
- Main Street will be starting a new campaign in conjunction with WDVM and their video servicing. We have budgeted money to create additional videos in which we interview our business owners. The theme is Meet Me On Main! Our budget is limited, so we will not be able to get to everyone in this budget year but spread it out over the two budget years in 2020. I am very excited about this opportunity to have videos created for our Main Street businesses.

#### PROMOTIONS:

- We were given the opportunity to increase the air-time of the Main Street commercials by 50% for the month of December as an end of the year special. This helps us keep a continual, on-going on-air presence.
- We are working once again with the Frederick County Main Streets to create a 4-page spread in the Visit Frederick magazine. This is the Tourism Council's annual magazine with a national distribution, and one of our more costly print ads. Partnering with the other Main Streets helps keep the costs down and boosts the Main Street brand.
- The Calendar of Events is being prepared right now!
- We are geared up and ready for Christmas in the Valley! We have been promoting the event on Facebook and on our website, as well as coordinating in person with Main Street businesses to participate in the Stocking Stuffer portion of the event. New this year will be a group of volunteers in a string quintet playing Christmas songs at the eastern end of Main Street.

Participating businesses include:

- |                                       |   |
|---------------------------------------|---|
| ○ Dee Buchanan Studio of Dance        | ○ Main Street Middletown  |
| ○ LDS                                 | ○ Sue Kelley Real Estate Professionals  |
| ○ Faragalla and Associates            | ○ Zion Lutheran   |
| ○ Mountain Spirit Yoga                | ○ Wren's Nest – in conjunction, with Christmas in the Valley, there will be an 13-artist exhibit entitled The Artists of Walt Bartman's Goldfinch Studio. |
| ○ Jennifer Riley Photography          | ○ Sportsland  |
| ○ West Main Tech                      | ○ Middletown Rec Council  |
| ○ Hello Gorgeous!                     | ○ Friends of Middletown Library   |
| ○ Bobbi Prescott                      |   |
| ○ The Main Cup                        |   |
| ○ More Ice Cream                      |   |
| ○ Back to Basics                      |   |
| ○ Therapeutic Massage (new business!) |   |

- Logos – here are the finalized logo designs that the Main Street Board approved. We have just received the style guide and will be formally announcing the new logo in the upcoming few weeks, when we can update all platforms at the same time.

**MAIN STREET**  
MIDDLETOWN

FOUNDED IN 1767  
**MAIN STREET**  
MIDDLETOWN



**GRANTS:**

- Grant funds brought in by Main Street Manager this year total **\$104,550** and include:
  - \$50,000 from Community Legacy
  - \$11,000 from Community Legacy
  - \$19,000 from Technical Assistance Grants through DHCD
  - \$16,000 from the Maryland Heritage Area
  - \$1675 from TRIPP (for Main Street)
  - \$6985 from TRIPP (for the Town)

*Thank you for the continued partnership and support of  
Main Street Middletown!  
Merry Christmas and Happy New Year!*

**Town of Middletown**  
**Zoning Administrator Monthly Staff Report**

**To:** Burgess and Commissioners

**From:** Mark Hinkle, Zoning Administrator

**Date:** December 2, 2019

**RE:** Monthly Zoning Administrator Staff Report for November 2019

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**BOA Hearings:** None

**Storage Container & Dumpster Permit:** None

**Home Occupation Permit:** None

**Zoning Violations and Complaints:**

- 1/14/2019 – 819 East Main Street, BB & T bank – Complaint received about unscreened dumpster, investigated and sent letter. Spoke with branch manager and agreed to allow them an extra 30 days so they can deal with their headquarters in North Carolina. The dumpster became obvious once the property next to them was cleared. Spoke with construction company and advised them what would be needed to be properly screened. **Plan being submitted to headquarters in North Carolina to correct issue. On hold due to Parking lot realignment efforts. Spoke with facilities maintenance 10/7/2019 and they are waiting on a decision on the lot realignment before moving forward**
- 4/24/2019 – 5 East Main Street, Subway – Deteriorating signpost and signage for business no longer on site, letter sent, spoke with owner. Safeway will be assigning a new Franchisee in the next 6 months and they plan on renovating and improving the building and signage at that time. **Working toward renovation of building and signage at same time.**
- 10/23/19- 121-125 W. Main St.-Work without a permit. Sent letter to owner and contacted Frederick County. Stop work order issued by Frederick County. Owner filed for Zoning Certificate but has not applied for permit. Owner is also meeting with Planning Commission to discuss changes to property.
- 10/25/2019-100 Middletown Pkwy, Mountain Postal-Flashing open sign, letter sent, will follow up – Corrected
- 11/22/2019 - 331a S. Jefferson St. – RV in driveway. Removed
- 11/24/2019 – 2 Larch Ln – Dumpster. Nothing found
- 11/24/2019 – 608 E. Main St. – Dumpster – Nothing found

**Miscellaneous:**

- Neighborhood visits while following up on other complaints
- Met with Mike Tabor regarding what his options are after he demolishes the barn on 10 Boileau Dr. Mr. Tabor has been given the information again, at this point I believe he needs to present

a plan so we can determine what works/does not work.

- Continued work on Accessory Structure and revisions per Planning Commission
- New business at 10 W. Main St.
- Zoning determination letter for BB&T Bank Parcel

**Permits:**

| November 2019 Zoning Certificates | Address         | Permit # | M-town     | M. Hinkle  | County   |
|-----------------------------------|-----------------|----------|------------|------------|----------|
|                                   |                 |          | Received   | Approved   | Approval |
| Harrington-bathroom               | 11 Ivy Hill Dr. | 203374   | 10/17/2019 | 11/1/2019  | Yes      |
| McCarthy-pool                     | 115 Mina Dr.    | 203790   | 11/1/2019  | 11/7/2019  | Yes      |
| Kline-shed                        | 5 Larch Ln.     | Town     | 11/15/2019 | 11/18/2019 | No       |
| Lugo- fence                       | 108 Ingalls Dr. | Town     | 11/13/2019 | 11/20/2019 | No       |
| Hauser-new tenant                 | 10 W. Main St.  | 204339   | 11/13/2019 | 11/25/2019 | Yes      |

# *BURGESS AND COMMISSIONERS OF MIDDLETOWN MARYLAND*

## TOWN MEETING MINUTES

### REGULAR MEETING

November 25, 2019

The first regular meeting of the Burgess and Commissioners of Middletown was called to order on November 25, 2019, by Burgess Miller at 7:00 p.m. in the Middletown Municipal Center, 31 W. Main Street, Middletown, Maryland. Present were: Commissioners Larry Bussard, Jennifer Falcinelli, Christopher Goodman, Tom Catania and Rick Dietrick.

### PERSONAL REQUESTS FOR AGENDA:

#### CONSENT AGENDA:

- *Financial Statements*
- *Town Minutes – October 3, 2019 – Workshop  
October 14, 2019 – Town Meeting  
November 7, 2019 – Town Workshop*

Motion by Commissioner Falcinelli to approve the consent agenda as presented, seconded by Commissioner Bussard. Motion carried 5-0.

#### UNFINISHED BUSINESS:

**Budget Amendment 20-01 – Increase in Crossing Guard Locations and Hours Paid - Drew** presented the Board with a proposed budget amendment showing an additional revenue of \$2,015 for Highway User and an expenditure of \$2,074 for increase of crossing guard hours and salary. Board will vote on this at the November 25, 2019 meeting.

**Update on Elevated Water Storage Tank Maintenance** – Bruce reviewed the 2 proposals from SUEZ and Southern Corrosion for the tank maintenance work and cost. SUEZ came in at \$873K and Southern Corrosion came in at \$425K. Bruce explained that the difference between the 2 is SUEZ proposal includes striping and re-painting the outside of the tank.

**Review of Draft Illicit Discharge Ordinance for Stormwater Management** – Drew stated that this is the first draft of this ordinance. What this ordinance states it is illegal to dump certain things down the storm drains. Drew explained that this ordinance is a requirement of the MS4 permit process

#### **Recommendation(s) from Water & Sewer Committee:**

- **Amendments to Title 13 – Public Services** – Drew stated that the changes being made to this section is basically changing superintendent to director of public works since we decided not to have a superintendent, basically cleaning up the language and updating the rates.
- **Amendments to Water Conservation Public Alert System** – Commissioner Falcinelli stated that the water & sewer committee is recommending removing the current water drop signs to try and decrease the signs along the street. The water & sewer committee is recommending adding a decorative bracket to the welcome signs and when drought conditions are present, we hang the drops if indicated.

**REPORT OF COMMITTEES:**

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

Water use for October – 316,050 gal., spring flow for October – 72,217, East WWTP treated 184,000 gals. and the West WWTP treated 180,000 gals.

Reservoir tank final documents are complete and final review is in progress; prepared to bid soon.

**PUBLIC WORKS** – Commissioner Bussard reported:

Our guys help set up and tear down for Heritage Festival, fuel tank at Municipal Center was removed, new boiler was turned on today, street patching contract is underway and Broad Street re-design is at 90% complete.

**SUSTAINABILITY** – Commissioner Dietrick reported:

Cindy is working on re-apply for Sustainable MD, the committee is working on a “no idle” zone at the schools, working on trying to get a composting program at Middletown Elementary and working on the Town’s tree canopy assessment. The committee is very interested in the status of the buy-back streetlight program. Commissioner Dietrick stated that we haven’t heard an update for some time now.

Next meeting is October 15, 2019 at 5pm.

**PLANNING COMMISSION** – no report.

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

The Parks & Rec. committee will be developing a procedure booklet with price on where items such as bike racks, benches, trees can be placed at the different parks.

**PUBLIC INFORMATION** – Commissioner Falcinelli reported:

Try to stay in touch and follow us on Facebook.

**NEW BUSINESS:**

**Comcast Lease Renewal – 7700 Hollow Road** – Drew stated that the Comcast lease is up for renewal.

Burgess Miller wants to inquire with Comcast why they will not allow Verizon to come into Town?

Drew will present this question to the Comcast representatives. Drew stated that this is the optic node and it is critical they continue this lease. Burgess Miller stated that we could increase the cost but, Comcast will just pass that onto our residents.

**Discussion of Rural Transportation** – Burgess Miller stated that he is meeting with County Executive Jan Gardner this month to discuss her recent proposal to have rural transportation in Middletown.

Burgess Miller asked the Board what their thoughts were on this. The Board would like more information as to the cost.

**Board of Appeals Terms** – Burgess Miller stated that we recently appointed 1 member to finish out a member’s term on the Board of Appeals Committee and 1 member to finish out the term for temporary alternate. Mark Hinkle stated that those terms will both end in early 2020 so it was suggested that Burgess & Commissioners appoint those new members for 3-year terms beginning in October 2019. The Board will make this official at the November 25, 2019 meeting.

**PUBLIC COMMENTS:**

**ANNOUNCEMENTS:**

- *Christmas in the Valley – Saturday, December 7, 2019 from 4-8pm.*
- *Middletown Valley Historical Society – Trolley with Reuben Moss*

Meeting adjourned at 8:10pm. with the Board entering into an executive session to discuss a legal matter regarding acquisition of property.

Respectfully submitted,

Ann Griffin  
Office Manager

DRAFT

Designer

Joe Weber



# Artwork Approval

105 Competitive Goals Dr. Eldersburg, MD 21784

1-800-368-2295

Color Matching

Customer Name

Middletown

www.shannonbaum.com

File

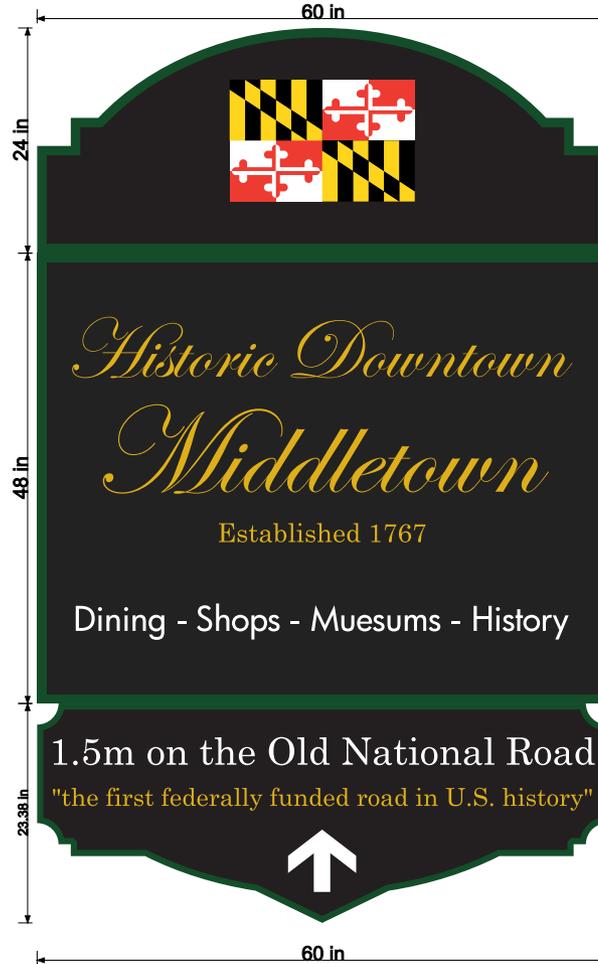
60x48 wayfinding v2.FS

Date

12/5/2019

Providing Specific PMS Colors is the Easiest Way to Match Colors. Unless Provided, Colors will be Matched as Close as Possible.

*Thank you for choosing Shannon-Baum Signs & Graphics Inc. Your business is greatly appreciated!*



\\M\Middletown

Customer Approval

Approval Date

Please verify the specifications carefully. A SIGNED APPROVAL is necessary to proceed with your order.

## **DATES FOR 2020 ELECTION**

|                                   |   |
|-----------------------------------|---|
| <b>Monday, January 27, 2020</b>   | 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) |
| <b>Thursday, February 6, 2020</b> | Announce Nominating Convention (40 days or earlier) prior to Election; Convention to be held no later than 30 days prior to election)   |
| <b>Friday, February 7, 2020</b>   | Deadline for submission of Advertisement of   |
| <b>Friday, February 14, 2020</b>  | Nominating Convention to Citizen (4 days prior to convention)   |
| <b>Tuesday, February 25, 2020</b> | Nominating Convention (30 days before election)   |
| <b>Friday, March 6, 2020</b>      | Deadline for Petition of Office Signed by 40 Qualified Voters (20 days prior to election, excluding Sundays)  |
| <b>Monday, March 9, 2020</b>      | Appointment of Election Officers (14 days prior to election)  |
| <b>Friday, March 13, 2020</b>     | Deadline for Registration to Vote in April 2020 Election (15 days prior to election)  |
| <b>Friday, March 20, 2020</b>     | Deadline for Submission of Advertisement for  |
| <b>Friday, March 27, 2020</b>     | Election to Citizen (10 days notice of time & place)  |
| <b>Friday, March 20, 2020</b>     | Deadline for Absentee Ballots (10 days prior to election)   |
| <b>Monday, April 6, 2020</b>      | Election Day 7:00 AM - 8:00 PM  |

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

**THE 2020 ELECTION WILL BE HELD ON MONDAY,  
APRIL 6, 2020  
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 13, 2020.**

**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 one (1) Burgess and two (2) Commissioners will take place on the following:

**DATE:** Tuesday, February 25, 2020  
**TIME:** 7:00 P.M.  
**PLACE:** Middletown Municipal Center  
31 West Main Street  
Middletown, Maryland

The current seats up for election are:

JOHN D. MILLER - BURGESS  
THOMAS S. CATANIA - COMMISSIONER  
CHRISTOPHER I. GOODMAN - COMMISSIONER

**THE 2018 ELECTION WILL BE HELD ON**  
**MONDAY, APRIL 6, 2020**  
**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 20, 2020 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 13, 2020.**



## MEMORANDUM

**DATE:** November 27, 2019  
**TO:** Burgess and Commissioners  
**FROM:** Andrew J. Bowen, Town Administrator  
**SUBJECT:** 2020 Town Meeting Cancellations

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I have reviewed the 2020 Town Meeting calendar. Below are the following Town Meetings that will be cancelled:

- **May 25, 2020 – Town Meeting CANCELLED (*Memorial Day*)**
- **September 28, 2020 – Town Meeting CANCELLED (*Town Workshop Same Week*)**

These meeting cancellations will be reflected on the Town's website calendar.



## MEMORANDUM

**DATE:** December 3, 2019

**TO:** Burgess and Commissioners, Planning Commission

**CC:** Andrew J. Bowen, Town Administrator

**FROM:** Cindy Unangst, Staff Planner

**SUBJECT:** 2020 Joint Meeting Workshop Dates

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Below are the dates for the Joint Meetings as determined by the Town Board between the Town Board and Planning Commission for 2020:

|                                 |               |
|---------------------------------|---------------|
| <b>Monday, February 3, 2020</b> | <b>6:30PM</b> |
| <b>Monday, May 4, 2020</b>      | <b>6:30PM</b> |
| <b>Monday, July 6, 2020</b>     | <b>6:30PM</b> |
| <b>Monday, October 5, 2020</b>  | <b>6:30PM</b> |

These workshop dates will be reflected on the Town's website calendar.

If you should have any questions, please do not hesitate to contact Drew at 301.371.6171 or by e-mail at [abowen@ci.middlestown.md.us](mailto:abowen@ci.middlestown.md.us).