



AGENDA FOR THE TOWN MEETING

December 9, 2019

7:00 p.m.

PLEDGE TO THE FLAG

CALL TO ORDER

PERSONAL REQUESTS FOR AGENDA:

CONSENT AGENDA

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

UNFINISHED BUSINESS:

- [Historic Wayfinding Sign¹](#)

REPORT OF COMMITTEES:

Water/Sewer	Commissioner Falcinelli
Public Works	Commissioner Bussard
Sustainability	Commissioner Dietrick
Planning Commission Liaison	Commissioner Catania
Parks & Recreation	Commissioner Goodman
Public Information	Commissioner Falcinelli

¹ Second Appearance on Town Agenda(s)

NEW BUSINESS:

- [2020 Town Elections Dates & Information¹](#)
- [2020 Town Meeting Cancellations¹](#)
- [2020 Joint Meeting Schedule¹](#)
- Board of Appeals Appointment¹

PUBLIC COMMENTS:

ANNOUNCEMENTS:

ADJOURNMENT

¹ Second Appearance on Town Agenda(s)

Town of Middletown
Statement of Revenue & Expenditures
 General Fund
 Fiscal Year 2020
 For the 5 Months Ended November 30, 2019

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
REVENUE			
<u>LOCAL TAX</u>			
Real Property	\$ 1,326,170	\$ 902,187	\$ (423,983)
Tangible Personal Property	56,392	35,775	(20,617)
Franchise (Cable)	54,750	12,823	(41,927)
Penalties & Interest	<u>11,201</u>	<u>167</u>	<u>(11,034)</u>
	\$ 1,448,513	\$ 950,952	\$ (497,561)
<u>STATE SHARED TAX</u>			
Admission & Amusement	\$ 28,339	\$ 19,477	\$ (8,862)
Highway Gasoline & Licenses	<u>225,440</u>	<u>26,297</u>	<u>(199,143)</u>
	\$ 253,779	\$ 45,774	\$ (208,005)
<u>COUNTY SHARED TAX</u>			
Income Taxes	\$ 1,118,764	\$ 401,645	\$ (717,119)
Tax Equity Grant	<u>674,672</u>	<u>337,336</u>	<u>(337,336)</u>
	\$ 1,793,436	\$ 738,981	\$ (1,054,455)
<u>LICENSES AND PERMITS</u>			
Business / Traders	\$ 4,900	\$ 244	\$ (4,656)
Planning / Zoning Fees	<u>13,574</u>	<u>6,030</u>	<u>(7,544)</u>
	\$ 18,474	\$ 6,274	\$ (12,200)
<u>PARKS AND RECREATION</u>			
Pavillion Fees	<u>\$ 3,046</u>	<u>\$ 1,269</u>	<u>\$ (1,777)</u>
	\$ 3,046	\$ 1,269	\$ (1,777)
<u>POLICE PROTECTION</u>			
State Grant	<u>\$ 26,197</u>	<u>\$ 13,820</u>	<u>\$ (12,377)</u>
	\$ 26,197	\$ 13,820	\$ (12,377)
<u>MISCELLANEOUS</u>			
Bank Shares Grant	\$ 2,500	\$ 1,491	\$ (1,009)
FredCo Reccling Reimbursement	8,060		(8,060)
Miscellaneous & Donations	<u>5,000</u>	<u>(173)</u>	<u>(5,173)</u>
	\$ 13,060	\$ (173)	\$ (13,233)
OPERATING REVENUES	\$ 3,556,505	\$ 1,756,897	\$ (1,799,608)
State Grants & Interest	\$ 64,382	\$ 567	\$ (63,815)
TOTAL REVENUE	\$ 3,620,887	\$ 1,757,464	\$ (1,863,423)

Town of Middletown
Statement of Revenue & Expenditures
 General Fund
 Fiscal Year 2020
 For the 5 Months Ended November 30, 2019

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<u>EXPENDITURES</u>			
<u>LEGISLATIVE</u>			
Commissioner's Salary	\$ 21,000	\$ 5,250	\$ (15,750)
Communications	3,120	1,055	(2,065)
Dues & Subscriptions	7,000	7,108	108
Office Supplies & Exp	5,913	1,255	(4,658)
Advertising	500	1,897	1,397
Meetings & Conventions	8,500	1,945	(6,555)
	<u>\$ 46,033</u>	<u>\$ 18,510</u>	<u>\$ (27,523)</u>
<u>EXECUTIVE</u>			
Burgess Salary	<u>\$ 10,200</u>	<u>\$ 2,550</u>	<u>\$ (7,650)</u>
	\$ 10,200	\$ 2,550	\$ (7,650)
<u>ELECTION</u>			
Clerk Fees	\$ 450		\$ (450)
Other Administrative Expenses	<u>122</u>		<u>(122)</u>
	\$ 572		\$ (572)
<u>GENERAL SERVICES</u>			
<u>ADMINISTRATION</u>			
Administrative Salary	\$ 282,712	\$ 120,743	\$ (161,969)
Postage & Printing	200		(200)
Communications	10,609	2,862	(7,747)
Computer Expenses	25,700	27,046	1,346
Office Supplies & Exp	33,500	8,106	(25,394)
Office Maintenance	39,600	5,869	(33,731)
Dues & Subscriptions	150		(150)
Professional Services	4,354	1,880	(2,474)
Meetings & Conventions	100		(100)
Water and Sewer Grant			
	<u>\$ 396,925</u>	<u>\$ 166,506</u>	<u>\$ (230,419)</u>
<u>OPERATIONS</u>			
Operations Salary	\$ 265,941	\$ 113,215	\$ (152,726)
Communications	8,330	4,346	(3,984)
Supplies & Expenses	14,200	6,141	(8,059)
Dues & Meetings	1,500	80	(1,420)
Maintenance & Repairs	32,611	9,518	(23,093)
Tools & Equipment	4,643	977	(3,666)
	<u>\$ 327,225</u>	<u>\$ 134,277</u>	<u>\$ (192,948)</u>
<u>PROFESSIONAL SERVICES</u>			
Independent Accounting	\$ 17,500	\$ 6,000	\$ (11,500)

Town of Middletown
Statement of Revenue & Expenditures
 General Fund
 Fiscal Year 2020
 For the 5 Months Ended November 30, 2019

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
Legal - Development			
Legal - Ordinances	9,395	665	(8,730)
	\$ 26,895	\$ 6,665	\$ (20,230)
 <u>PLANNING & ZONING</u>			
Salary & Fees	\$ 66,630	\$ 25,835	\$ (40,795)
Other Expenses	2,529	2,829	300
	\$ 69,159	\$ 28,664	\$ (40,495)
 <u>MAIN STREET PROGRAM</u>			
Manager Salary	\$ 48,914	\$ 19,717	\$ (29,197)
Town Contribution	10,000	10,000	
Main Street Capital Purchases	6,900		(6,900)
	\$ 65,814	\$ 29,717	\$ (36,097)
 <u>PUBLIC SAFETY</u>			
Fire Dept. Donation	\$ 20,000		\$ (20,000)
School Crossing Guards	29,961	6,134	(23,827)
Community Deputy Program	388,063	96,773	(291,290)
	\$ 438,024	\$ 102,907	\$ (335,117)
 <u>SANITATION & WASTE REMOVAL</u>			
Resident Trash & Yard Waste	\$ 290,811	\$ 116,601	\$ (174,210)
 <u>RECREATION AND CULTURE</u>			
Park Salary	29,961	15,741	(14,220)
Maintenance & Repairs	50,478	7,361	(43,117)
Mowing	37,547	15,470	(22,077)
Park Electric	7,172	798	(6,374)
Remsberg Park - Interest	918	13,723	12,805
Remsberg Park - Principal	81,448	50,841	(30,607)
	\$ 207,524	\$ 103,934	\$ (103,590)

Town of Middletown
Statement of Revenue & Expenditures
 General Fund
 Fiscal Year 2020
 For the 5 Months Ended November 30, 2019

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<u>HIGHWAYS AND STREETS</u>			
Salary	\$ 136,361	\$ 50,610	\$ (85,751)
Street Lighting	172,433	55,848	(116,585)
Storm Water Management	9,842	13,027	3,185
Snow Removal	110,300	2,472	(107,828)
Repairs & Resurfacing	92,450	82,009	(10,441)
Signs	14,000	1,374	(12,626)
Truck Repair & Operation	33,000	13,121	(19,879)
Equipment Repairs & Ops	15,120	995	(14,125)
Mowing	36,177	14,751	(21,426)
Interest	79,203		(79,203)
West Green St - Principal	117,000	65,960	(51,040)
	<u>\$ 815,886</u>	<u>\$ 300,167</u>	<u>\$ (515,719)</u>
<u>OTHER EXPENSES</u>			
MT Historical Society - CIP	\$ 5,000	\$ 5,000	
Donations	100		(100)
Travel - Mileage	2,084	838	(1,246)
Community Events	71,579	32,896	(38,683)
Payroll Taxes	66,223	25,816	(40,407)
Insurance - Property	15,599	6,905	(8,694)
Insurance - Employee	168,974	57,011	(111,963)
Retirement/Pension	73,316	7,281	(66,035)
Web Page & Directory	3,471	610	(2,861)
Real Estate Taxes	800	5,322	4,522
Other	4,000	567	(3,433)
	<u>\$ 411,146</u>	<u>\$ 142,246</u>	<u>\$ (268,900)</u>
TOTAL EXPENDITURES	<u>\$ 3,106,214</u>	<u>\$ 1,152,744</u>	<u>\$ (1,953,470)</u>
INCOME (LOSS) Exc. Cash Reserves	<u>\$ 514,673</u>	<u>\$ 604,720</u>	<u>\$ 90,047</u>
CASH RESERVES	<u>\$ 881,203</u>	<u>\$ 462,585</u>	<u>\$ (418,618)</u>
SURPLUS / (DEFICIT)	<u><u>\$ 1,395,876</u></u>	<u><u>\$ 1,067,305</u></u>	<u><u>\$ (328,571)</u></u>

Town of Middletown
CIP Funds & Expenditures
 General Fund
 Fiscal Year 2020
 For the 5 Months Ended November 30, 2019

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
OPERATING REVENUE			
Revenue	\$ 3,556,505	\$ 1,756,897	\$ (1,799,608)
OPERATING EXPENSES			
Expenses	3,106,214	1,152,744	(1,953,470)
OPERATING SURPLUS (DEFICIT)	<u>\$ 450,291</u>	<u>\$ 604,153</u>	<u>\$ 153,862</u>
<u>OTHER FUND</u>			
POS - Development	\$ 64,382		\$ (64,382)
Community Legacy Grants		1,000	1,000
RETAINED EARNINGS	418,612		(418,612)
Interest	1,421	567	(854)
Improvement Fees	<u>259,000</u>	<u>7,000</u>	<u>(252,000)</u>
TOTAL OTHER FUNDS	<u>\$ 743,415</u>	<u>\$ 8,567</u>	<u>\$ (734,848)</u>
TOTAL FUNDS AVAILABLE	<u>\$ 1,193,706</u>	<u>\$ 612,720</u>	<u>\$ (580,986)</u>
<u>CIP PROJECTS & PURCHASES</u>			
Broad Street Reconstruction	\$ 111,000	\$ 15,626	\$ (95,374)
Washington Street Enginnering & Boileau Court - TCS	15,000		(15,000)
Martha Mason Drive - TCS	120,000	29,783	(90,217)
Manda Drive - TCS	12,600		(12,600)
Manda Court - TCS	95,000	60,822	(34,178)
Schoolhouse Drive - TCS	52,000		(52,000)
LED Pedestrian Signs	30,000		(30,000)
Remsberg Park - Walking Trail Pa	45,000	24,431	(20,569)
Remsberg Park - Bleacher Repair	65,842		(65,842)
Municipal Center - HVAC Replacem	20,000	11,585	(8,415)
Municipal Center - Boiler Replac	51,765		(51,765)
Municipal Center - ADA Improveme		32,356	32,356
Maintenance Facility at EWWTP	30,000	27,627	(2,373)
IT Computer Equipment Lease	106,000		(106,000)
	<u>37,000</u>		<u>(37,000)</u>
	<u>\$ 791,207</u>	<u>\$ 202,230</u>	<u>\$ (588,977)</u>
OPERATING & CIP SURPLUS (DEFICIT)	<u>\$ 1,193,706</u>	<u>\$ 612,720</u>	<u>\$ (580,986)</u>
Cash Reserves	\$ 568,285	\$ 260,912	\$ (307,373)
TOTAL CASH SURPLUS	<u><u>\$ 1,761,991</u></u>	<u><u>\$ 873,632</u></u>	<u><u>\$ (888,359)</u></u>

Town of Middletown
STATEMENT OF REVENUE and EXPENDITURES
WATER & SEWER
Fiscal Year 2019
For the 5 Months Ended November 30, 2019

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
<u>REVENUE</u>			
Water Revenue	\$ 623,593	\$ 192,004	\$ (431,589)
Sewer Revenue	627,213	186,292	(440,921)
Penalties/Reconnects	13,584	6,818	(6,766)
Rain Barrel Sales	1,000		(1,000)
General Fund Grant/Misc			
TOTAL OPERATING REVENUE	\$ 1,265,390	\$ 385,114	\$ (880,276)
<u>EXPENDITURES</u>			
ADMINISTRATIVE			
Office Salaries	\$ 33,963	\$ 13,248	\$ (20,715)
Communications	12,409	4,341	(8,068)
Postage	8,173	8,000	(173)
Office Supplies/Expense	11,560	1,561	(9,999)
Legal - Other	9,800	2,438	(7,362)
Meetings & Seminars	3,500	80	(3,420)
Advertising	500		(500)
Uniforms	2,835	1,301	(1,534)
Dues/Subscrip/Certifications	500	165	(335)
Travel	200	7	(193)
Payroll Taxes	22,027	10,009	(12,018)
Insurance - Prop. & Liability	8,958	5,180	(3,778)
Insurance - Workers Comp	6,616	7,742	1,126
Insurance - Health	37,474	11,280	(26,194)
Retirement/Pension	11,007	1,209	(9,798)
Real Estate Taxes	292	388	96
Rain Barrel/Educational Programs	2,000		(2,000)
I & I Loan Principal and Interest	32,927	32,498	(429)
Sub-Total	\$ 204,741	\$ 99,447	\$ (105,294)
Vehicles & Equipment			
2016 Truck (Pearl)	\$ 2,400		\$ (2,400)
2008 Truck (Hightman)	7,300	2,373	(4,927)
2012 Truck (Miller)	2,400	2,328	(72)
2013 Truck (Walt)	5,300	1,674	(3,626)
2015 Meter Van	3,500	576	(2,924)
Misc Equipment		584	584
Bobcat Mini-Excavator		326	326
Case Backhoe	3,000	357	(2,643)
Sub-Total	\$ 23,900	\$ 8,218	\$ (15,682)

Town of Middletown
STATEMENT OF REVENUE and EXPENDITURES
WATER & SEWER
Fiscal Year 2019
For the 5 Months Ended November 30, 2019

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
WATER			
Salaries	\$ 124,273	\$ 64,772	\$ (59,501)
Water Distribution System			
Supplies	11,000	2,020	(8,980)
Repairs & Maintenance	51,000	7,403	(43,597)
Water Line Break Repairs	1,028		(1,028)
Chemicals	500		(500)
Tools & Equipment	3,747		(3,747)
Sub-Total	\$ 67,275	\$ 9,423	\$ (57,852)
Water Plant/Reservoir/Booster/Tower/BS Wellhouse			
Supplies	\$ 1,593	\$ 9,428	\$ 7,835
Repairs & Maintenance	80,765	4,977	(75,788)
Chemicals	26,803	3,209	(23,594)
Tank Maintenance Contract	20,000		(20,000)
Tools & Equipment	1,101		(1,101)
Testing & Analysis	8,318	860	(7,458)
Sub-Total	\$ 138,580	\$ 18,474	\$ (120,106)
Water Electric	\$ 40,018	\$ 33,833	\$ (6,185)
TOTAL WATER EXPENSES	\$ 370,146	\$ 126,502	\$ (243,644)
SEWER			
Salaries	\$ 106,305	\$ 54,993	\$ (51,312)
Sewer Collection System			
Cone Branch PS	14,445	3,729	(10,716)
Brookridge South PS	8,932	400	(8,532)
Foxfield PS	2,637	401	(2,236)
Sanitary Sewerlines & Manholes	28,522	19,634	(8,888)
I & I Accrual	75,000	31,250	(43,750)
Sub-Total	\$ 129,536	\$ 55,414	\$ (74,122)

Town of Middletown
STATEMENT OF REVENUE and EXPENDITURES
WATER & SEWER
Fiscal Year 2019
For the 5 Months Ended November 30, 2019

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
Wastewater Treatment Plants			
East Wastewater Treatment Plant			
Supplies	\$ 5,576	\$ 4,590	\$ (986)
Repairs & Maintenance	23,100	2,021	(21,079)
Chemicals	44,133	13,145	(30,988)
Tools & Equipment	3,414	1,196	(2,218)
Testing & Analysis	27,789	10,702	(17,087)
Sludge Hauling Expense	60,336	20,063	(40,273)
Sub-Total	\$ 164,348	\$ 51,717	\$ (112,631)
West Wastewater Treatment Plant			
Supplies	\$ 2,378	\$ 641	\$ (1,737)
Repairs & Maintenance	17,600	2,591	(15,009)
Chemicals	57,862	14,930	(42,932)
Tools & Equipment	1,426		(1,426)
Testing & Analysis	9,908	2,972	(6,936)
Sludge Hauling Expense	17,250	7,187	(10,063)
Sub-Total	\$ 106,424	\$ 28,321	\$ (78,103)
Sewer Electric	\$ 94,395	\$ 10,206	\$ (84,189)
TOTAL SEWER EXPENSES	\$ 601,008	\$ 200,651	\$ (400,357)
TOTAL WATER/SEWER EXPENSES	\$ 1,199,795	\$ 434,818	\$ (764,977)
Cone Branch - Electric	\$ 31,849	\$ 697	\$ (31,152)
CONTINGENCY FUND	\$ 31,849	\$ 697	\$ (31,152)
ADJUSTED WATER/SEWER EXPENSES	\$ 1,231,644	\$ 435,515	\$ (796,129)
NET INCOME (LOSS)	\$ 33,746	\$ (50,401)	\$ (84,147)

Town of Middletown
CIP FUNDS and EXPENDITURES
WATER & SEWER
Fiscal Year 2020
For the 5 Months Ended November 30, 2019

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<u>FUNDING SOURCES</u>			
Operating Revenue	\$ 1,265,390	\$ 385,114	\$ (880,276)
Operating Expenses	<u>1,199,795</u>	<u>435,515</u>	<u>(764,280)</u>
OPERATING SURPLUS (DEFICIT)	\$ 65,595	\$ (50,401)	\$ (115,996)
Cash Reserves	\$ 800,079	\$ 960,812	\$ 160,733
Debt Service Fee - New Homes	160,800	44,006	(116,794)
Capital Improvement Fees	178,800	49,601	(129,199)
Inflow & Infiltration - Reserve A	200,000	31,250	(168,750)
Tap Fees	666,000	18,000	(648,000)
Water Tower & Land Leases	195,669	75,178	(120,491)
Main Street Waterline Loan	853,871	230,400	(623,471)
Reservoir Tank Loan	<u>1,984,146</u>		<u>(1,984,146)</u>
TOTAL OTHER REVENUE	\$ 5,039,365	\$ 1,409,247	\$ (3,630,118)
TOTAL FUNDS AVAILABLE	5,104,960	1,358,846	(3,746,114)
<u>DEBT SERVICE COSTS</u>			
Principal Payments			
MDE - East WWTP	\$ 239,265		\$ (239,265)
Main Street Waterline Loan	138,165		(138,165)
Reservoir Loan	<u>43,598</u>		<u>(43,598)</u>
TOTAL DEBT SERVICE COSTS	\$ 421,028		\$ (421,028)
<u>WATER & SEWER PROJECTS</u>			
Main Street Waterline	\$ 853,871	\$ 372,161	\$ (481,710)
Reservoir Improvements	2,274,095	42,866	(2,231,229)
BS - Upgrade; Pumps; VFDs, Piping	48,500		(48,500)
Inspection Vehicle (Subaru)	30,000		(30,000)
Water Meter Replacements	34,333		(34,333)
West WWTP - Curtain Replacement	25,000		(25,000)
West WWTP - Roof Replacement, Adm	16,000	15,750	(250)
Sewer Push Camera	11,000	7,231	(3,769)
Inflow and Infiltration	<u>250,000</u>	<u>870</u>	<u>(249,130)</u>
TOTAL WATER & SEWER PROJECTS	\$ 3,542,799	\$ 438,878	\$ (3,103,921)
TOTAL FUNDS REMAINING	<u>\$ 1,983,189</u>	<u>\$ 919,968</u>	<u>\$ (1,063,221)</u>

**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 Bussard to approve the consent agenda as presented, seconded by Commissioner Falcinelli. Motion carried 6-0.

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. Drew presented the Board with a breakdown showing the salary increase over the next 5 years including the additional crossing guard.

Motion by Commissioner Falcinelli to approve the budget amendment as presented to hire a new crossing guard, seconded by Commissioner Bussard. Motion carried 6-0.

Update on Elevated Water Storage Tank Maintenance – Burgess Miller stated that Bruce reviewed the 2 proposals from SUEZ and Southern Corrosion for the tank maintenance work and cost at the workshop. 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.

Motion by Commissioner Falcinelli to approve the contract from Southern Corrosion, seconded by Commissioner Catania. Motion carried 6-0.

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. Drew stated that the County's ordinance does not cover the municipalities, therefore we need to pass our own ordinance. This will be sent to the Town Attorney to be drafted in Ordinance form.

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. This will be forwarded to the Town Attorney to be drafted in Ordinance form.

- **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 will hang the drops if indicated. The Board accepted the recommendation from the water & sewer committee to add the decorative bracket to the welcome signs.

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.

PRV installation at Cone Branch Park has been completed.

PUBLIC WORKS – Commissioner Bussard reported:

Boiler is complete and working, trucks, plows & brine system ready for winter, Broad Street design is 90% complete, street milling/overlay is 33% complete, the State installed the crosswalk at North Pointe Terrace and the last pick-up for yard waste is Tuesday, December 31, 2019.

SUSTAINABILITY – Commissioner Dietrick reported:

We received the redesignation for Sustainable MD. We planted 58 trees along Middletown Parkway. The EWWTP tour was well attended and received a lot of positive comments.

PLANNING COMMISSION – Commissioner Catania reported:

Hollow Creek Professional Center forestry plan was discussed, reviewed the accessory structure regulations and the Planning Commission will be looking at the outdoor lighting regs in regards to dark sky policy.

PARKS AND REC. COMMITTEE – Commissioner Goodman reported:

We should be ready to move forward with bathroom installation at Remsberg Park in the spring.

PUBLIC INFORMATION – Commissioner Falcinelli reported:

Presented the Board with a few different samples of how to include the logo on our website.

NEW BUSINESS:

Comcast Lease Renewal – 7700 Hollow Road – Drew stated that the Comcast lease is up for renewal. Drew stated that at the workshop it was asked if another competitor could come into Town. Drew stated that yes they can but none have tried.

Motion by Commissioner Catania to accept the lease renewal as presented, seconded by Commissioner Goodman. Motion carried 6-0.

Discussion of Rural Transportation – Burgess Miller stated that he is meeting with County Executive Jan Gardner on December 18th to discuss her recent proposal to have rural transportation in Middletown. 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. Burgess Miller stated that it was suggested by our Zoning Administrator Mark Hinkle to appoint those new members for 3-year terms beginning in October 2019.

Motion by Commissioner Falcinelli to appoint the new members to full 3-year terms, seconded by Commissioner Bussard. Motion carried 6-0.

PUBLIC COMMENTS:

ANNOUNCEMENTS:

- *Christmas in the Valley – Saturday, December 7, 2019 from 4-8pm.*

Meeting adjourned at 8:30pm. 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

www.shannonbaum.com

Color Matching

Customer Name

Middletown

File

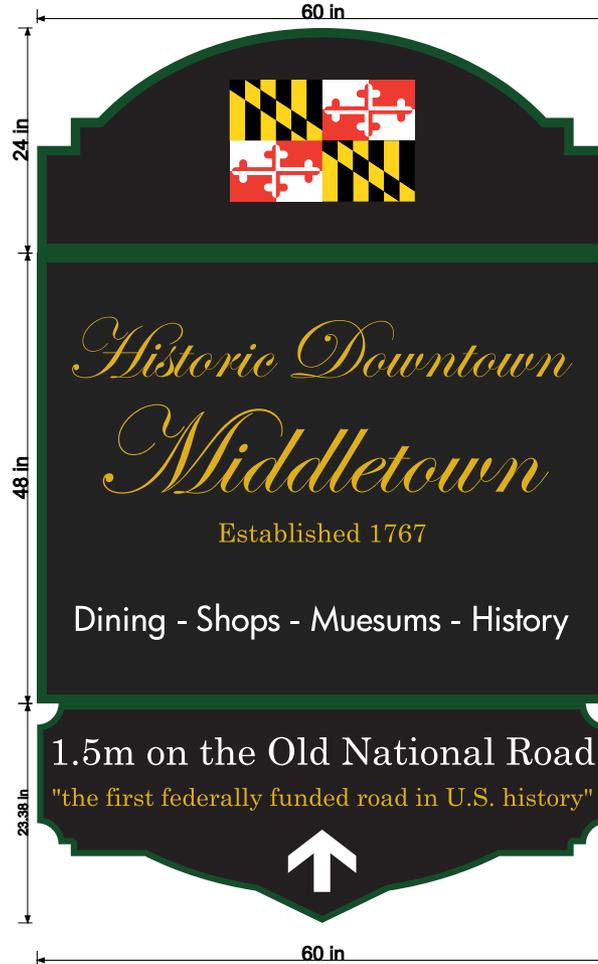
60x48 wayfinding v2.FS

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

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

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.



Middletown

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

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

Monday, February 3, 2020	6:30PM
Monday, May 4, 2020	6:30PM
Monday, July 6, 2020	6:30PM
Monday, October 5, 2020	6:30PM

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.middletown.md.us.