



AGENDA FOR THE TOWN MEETING

January 13, 2020

7:00 p.m.

PLEDGE TO THE FLAG

CALL TO ORDER

PERSONAL REQUESTS FOR AGENDA:

CONSENT AGENDA

- [Girls on the Run 5K Race – June 6, 2020](#) ¹
- [Financial Statements](#)¹
- [2020 Budget Workshop Dates](#) ²
- Town Meeting Minutes
 - [December 5, 2019 – Town Workshop](#) ²
 - [December 9, 2019 – Town Meeting](#) ²

UNFINISHED BUSINESS:

- Tree City USA ³
- [Discussion of Rural Transportation](#) ⁴
- [Review of Accessory Structures Amendments](#) ⁴

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 First Appearance on Town Agenda

² Second Appearance on Town Agenda

³ Third Appearance on Town Agenda

⁴ Fourth Appearance on Town Agenda

NEW BUSINESS:

PUBLIC COMMENTS:

ANNOUNCEMENTS:

ADJOURNMENT

Drew Bowen

From: bill susa <bill@gotrfrederick.org>
Sent: Monday, January 6, 2020 9:27 AM
To: Drew Bowen
Subject: June 6, 2020 Girls on the Run Spring 5K in Middletown
Attachments: 2020 GOTR Spring 5k Middletown all road route map w. CM locations copy.png

Drew,

I hope you had a good holiday season. With Christmas and New Year's in the rear-view mirror, it's time to ask the Town of Middletown for permission to again allow 300+ 3rd through 8th-grade Girls on the Run program participants from and their adult Running Buddies to utilize the streets of Middletown for their Celebratory 5K.

Our planned schedule of events on the morning of June 6, 2020 is as follows: Begin setting up in the park at 7:00 a.m.; Race start time of 9:00; Last finisher should be in by 10:05. Participants will be encouraged to egress after the event via roads that connect with East Main St./MD 40A at intersections with a traffic light (Hollow Rd., Schoolhouse Dr.). Signage will be placed leading drivers along these preferred exit routes.

We will have course marshals stationed at each of the major intersections on the course. If we could again get the assistance of FCSO assets assigned to Middletown on race morning. it would be greatly appreciated.

I have attached a copy of the course map for reference.

Thank you for your past support and for your kind consideration of this year's request,

Bill Susa
Race Director, Girls On The Run of Mid & Western Maryland
Owner, WF Running, LLC
bill@gotrfrederick.org
703-447-3151

Town of Middletown
Statement of Revenue & Expenditures
 General Fund
 Fiscal Year 2020
 For the 6 Months Ended December 31, 2019

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
REVENUE			
<u>LOCAL TAX</u>			
Real Property	\$ 1,326,170	\$ 914,500	\$ (411,670)
Tangible Personal Property	56,392	43,796	(12,596)
Franchise (Cable)	54,750	12,823	(41,927)
Penalties & Interest	<u>11,201</u>	<u>324</u>	<u>(10,877)</u>
	\$ 1,448,513	\$ 971,443	\$ (477,070)
<u>STATE SHARED TAX</u>			
Admission & Amusement	\$ 28,339	\$ 19,477	\$ (8,862)
Highway Gasoline & Licenses	<u>225,440</u>	<u>68,529</u>	<u>(156,911)</u>
	\$ 253,779	\$ 88,006	\$ (165,773)
<u>COUNTY SHARED TAX</u>			
Income Taxes	\$ 1,118,764	\$ 427,388	\$ (691,376)
Tax Equity Grant	<u>674,672</u>	<u>337,336</u>	<u>(337,336)</u>
	\$ 1,793,436	\$ 764,724	\$ (1,028,712)
<u>LICENSES AND PERMITS</u>			
Business / Traders	\$ 4,900	\$ 355	\$ (4,545)
Planning / Zoning Fees	<u>13,574</u>	<u>7,845</u>	<u>(5,729)</u>
	\$ 18,474	\$ 8,200	\$ (10,274)
<u>PARKS AND RECREATION</u>			
Pavillion Fees	<u>\$ 3,046</u>	<u>\$ 1,324</u>	<u>\$ (1,722)</u>
	\$ 3,046	\$ 1,324	\$ (1,722)
<u>POLICE PROTECTION</u>			
State Grant	<u>\$ 26,197</u>	<u>\$ 20,387</u>	<u>\$ (5,810)</u>
	\$ 26,197	\$ 20,387	\$ (5,810)
<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>381</u>	<u>(4,619)</u>
	\$ 13,060	\$ 381	\$ (12,679)
OPERATING REVENUES	\$ 3,556,505	\$ 1,854,465	\$ (1,702,040)
State Grants & Interest	\$ 64,382	\$ 569	\$ (63,813)
TOTAL REVENUE	\$ 3,620,887	\$ 1,855,034	\$ (1,765,853)

Town of Middletown
Statement of Revenue & Expenditures
 General Fund
 Fiscal Year 2020
 For the 6 Months Ended December 31, 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	\$ 6,650	\$ (14,350)
Communications	3,120	1,422	(1,698)
Dues & Subscriptions	7,000	7,183	183
Office Supplies & Exp	5,913	1,377	(4,536)
Advertising	500	1,898	1,398
Meetings & Conventions	<u>8,500</u>	<u>2,474</u>	<u>(6,026)</u>
	\$ 46,033	\$ 21,004	\$ (25,029)
<u>EXECUTIVE</u>			
Burgess Salary	<u>\$ 10,200</u>	<u>\$ 3,400</u>	<u>\$ (6,800)</u>
	\$ 10,200	\$ 3,400	\$ (6,800)
<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	\$ 150,333	\$ (132,379)
Postage & Printing	200		(200)
Communications	10,609	3,864	(6,745)
Computer Expenses	25,700	37,130	11,430
Office Supplies & Exp	33,500	12,989	(20,511)
Office Maintenance	39,600	7,841	(31,759)
Dues & Subscriptions	150		(150)
Professional Services	4,354	530	(3,824)
Meetings & Conventions	100		(100)
Water and Sewer Grant			
	<u>\$ 396,925</u>	<u>\$ 212,687</u>	<u>\$ (184,238)</u>
<u>OPERATIONS</u>			
Operations Salary	\$ 265,941	\$ 139,443	\$ (126,498)
Communications	8,330	5,921	(2,409)
Supplies & Expenses	14,200	8,271	(5,929)
Dues & Meetings	1,500	155	(1,345)
Maintenance & Repairs	32,611	11,190	(21,421)
Tools & Equipment	<u>4,643</u>	<u>976</u>	<u>(3,667)</u>
	\$ 327,225	\$ 165,956	\$ (161,269)
<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 6 Months Ended December 31, 2019

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
Legal - Development			
Legal - Ordinances	9,395	665	(8,730)
	<u>\$ 26,895</u>	<u>\$ 6,665</u>	<u>\$ (20,230)</u>
 <u>PLANNING & ZONING</u>			
Salary & Fees	\$ 66,630	\$ 30,469	\$ (36,161)
Other Expenses	2,529	2,899	370
	<u>\$ 69,159</u>	<u>\$ 33,368</u>	<u>\$ (35,791)</u>
 <u>MAIN STREET PROGRAM</u>			
Manager Salary	\$ 48,914	\$ 23,652	\$ (25,262)
Town Contribution	10,000	10,000	
Main Street Capital Purchases	6,900		(6,900)
	<u>\$ 65,814</u>	<u>\$ 33,652</u>	<u>\$ (32,162)</u>
 <u>PUBLIC SAFETY</u>			
Fire Dept. Donation	\$ 20,000		\$ (20,000)
School Crossing Guards	29,961	7,545	(22,416)
Community Deputy Program	388,063	96,773	(291,290)
	<u>\$ 438,024</u>	<u>\$ 104,318</u>	<u>\$ (333,706)</u>
 <u>SANITATION & WASTE REMOVAL</u>			
Resident Trash & Yard Waste	\$ 290,811	\$ 124,148	\$ (166,663)
 <u>RECREATION AND CULTURE</u>			
Park Salary	29,961	15,853	(14,108)
Maintenance & Repairs	50,478	10,166	(40,312)
Mowing	37,547	18,541	(19,006)
Park Electric	7,172	992	(6,180)
Remsberg Park - Interest	918	13,723	12,805
Remsberg Park - Principal	81,448	50,841	(30,607)
	<u>\$ 207,524</u>	<u>\$ 110,116</u>	<u>\$ (97,408)</u>

Town of Middletown
Statement of Revenue & Expenditures
 General Fund
 Fiscal Year 2020
 For the 6 Months Ended December 31, 2019

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<u>HIGHWAYS AND STREETS</u>			
Salary	\$ 136,361	\$ 57,313	\$ (79,048)
Street Lighting	172,433	69,822	(102,611)
Storm Water Management	9,842	13,028	3,186
Snow Removal	110,300	3,482	(106,818)
Repairs & Resurfacing	92,450	83,161	(9,289)
Signs	14,000	2,438	(11,562)
Truck Repair & Operation	33,000	15,496	(17,504)
Equipment Repairs & Ops	15,120	1,494	(13,626)
Mowing	36,177	17,701	(18,476)
Interest	79,203	2,423	(76,780)
West Green St - Principal	<u>117,000</u>	<u>65,960</u>	<u>(51,040)</u>
	\$ 815,886	\$ 332,318	\$ (483,568)
<u>OTHER EXPENSES</u>			
MT Historical Society - CIP	\$ 5,000	\$ 5,000	
Donations	100		(100)
Travel - Mileage	2,084	855	(1,229)
Community Events	71,579	45,370	(26,209)
Payroll Taxes	66,223	31,255	(34,968)
Insurance - Property	15,599	8,236	(7,363)
Insurance - Employee	168,974	71,935	(97,039)
Retirement/Pension	73,316	71,564	(1,752)
Web Page & Directory	3,471	1,560	(1,911)
Real Estate Taxes	800	5,322	4,522
Other	<u>4,000</u>	<u>2,968</u>	<u>(1,032)</u>
	\$ 411,146	\$ 244,065	\$ (167,081)
TOTAL EXPENDITURES	<u>\$ 3,106,214</u>	<u>\$ 1,391,697</u>	<u>\$ (1,714,517)</u>
INCOME (LOSS) Exc. Cash Reserves	\$ 514,673	\$ 463,337	\$ (51,336)
CASH RESERVES	\$ 881,203	\$ 462,585	\$ (418,618)
SURPLUS / (DEFICIT)	<u>\$ 1,395,876</u>	<u>\$ 925,922</u>	<u>\$ (469,954)</u>

Town of Middletown
CIP Funds & Expenditures
 General Fund
 Fiscal Year 2020
 For the 6 Months Ended December 31, 2019

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
OPERATING REVENUE			
Revenue	\$ 3,556,505	\$ 1,854,465	\$ (1,702,040)
OPERATING EXPENSES			
Expenses	3,106,214	1,391,697	(1,714,517)
OPERATING SURPLUS (DEFICIT)	\$ 450,291	\$ 462,768	\$ 12,477
OTHER FUND			
POS - Development	\$ 64,382		\$ (64,382)
Community Legacy Grants		1,000	1,000
RETAINED EARNINGS	418,612		(418,612)
Interest	1,421	569	(852)
Improvement Fees	259,000	7,000	(252,000)
TOTAL OTHER FUNDS	\$ 743,415	\$ 8,569	\$ (734,846)
TOTAL FUNDS AVAILABLE	\$ 1,193,706	\$ 471,337	\$ (722,369)
CIP PROJECTS & PURCHASES			
Broad Street Reconstruction	\$ 111,000	\$ 18,311	\$ (92,689)
Washington Street Engineering &	15,000		(15,000)
Boileau Court - TCS	120,000	29,783	(90,217)
Martha Mason Drive - TCS	12,600		(12,600)
Manda Drive - TCS	95,000	60,822	(34,178)
Manda Court - TCS	52,000		(52,000)
Schoolhouse Drive - TCS	30,000		(30,000)
LED Pedestrian Signs	45,000	26,707	(18,293)
Remsberg Park - Walking Trail Pa	65,842		(65,842)
Remsberg Park - Bleacher Repair	20,000	11,875	(8,125)
Municipal Center - HVAC Replacem	51,765		(51,765)
Municipal Center - Boiler Replac		32,356	32,356
Municipal Center - ADA Improve	30,000	27,627	(2,373)
Maintenance Facility at EWWTP	106,000		(106,000)
IT Computer Equipment Lease	37,000		(37,000)
	\$ 791,207	\$ 207,481	\$ (583,726)
OPERATING & CIP SURPLUS (DEFICIT)	\$ 1,193,706	\$ 471,337	\$ (722,369)
Cash Reserves	\$ 568,285	\$ 260,912	\$ (307,373)
TOTAL CASH SURPLUS	\$ 1,761,991	\$ 732,249	\$ (1,029,742)

Town of Middletown
STATEMENT OF REVENUE and EXPENDITURES
WATER & SEWER
Fiscal Year 2019
For the 6 Months Ended December 31, 2019

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
<u>REVENUE</u>			
Water Revenue	\$ 623,593	\$ 350,821	\$ (272,772)
Sewer Revenue	627,213	343,250	(283,963)
Penalties/Reconnects	13,584	10,151	(3,433)
Rain Barrel Sales	1,000		(1,000)
General Fund Grant/Misc			
TOTAL OPERATING REVENUE	\$ 1,265,390	\$ 704,222	\$ (561,168)
<u>EXPENDITURES</u>			
ADMINISTRATIVE			
Office Salaries	\$ 33,963	\$ 19,531	\$ (14,432)
Communications	12,409	5,553	(6,856)
Postage	8,173	8,000	(173)
Office Supplies/Expense	11,560	6,096	(5,464)
Legal - Other	9,800	2,437	(7,363)
Meetings & Seminars	3,500	80	(3,420)
Advertising	500		(500)
Uniforms	2,835	1,855	(980)
Dues/Subscrip/Certifications	500	165	(335)
Travel	200	7	(193)
Payroll Taxes	22,027	12,000	(10,027)
Insurance - Prop. & Liability	8,958	6,215	(2,743)
Insurance - Workers Comp	6,616	9,290	2,674
Insurance - Health	37,474	13,851	(23,623)
Retirement/Pension	11,007	12,559	1,552
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	\$ 130,525	\$ (74,216)
Vehicles & Equipment			
2016 Truck (Pearl)	\$ 2,400		\$ (2,400)
2008 Truck (Hightman)	7,300	2,373	(4,927)
2012 Truck (Miller)	2,400	2,355	(45)
2013 Truck (Walt)	5,300	1,674	(3,626)
2015 Meter Van	3,500	678	(2,822)
Misc Equipment		2,309	2,309
Bobcat Mini-Excavator		432	432
Case Backhoe	3,000	358	(2,642)
Sub-Total	\$ 23,900	\$ 10,179	\$ (13,721)

Town of Middletown
STATEMENT OF REVENUE and EXPENDITURES
WATER & SEWER
Fiscal Year 2019
For the 6 Months Ended December 31, 2019

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
WATER			
Salaries	\$ 124,273	\$ 75,341	\$ (48,932)
Water Distribution System			
Supplies	11,000	2,789	(8,211)
Repairs & Maintenance	51,000	13,298	(37,702)
Water Line Break Repairs	1,028		(1,028)
Chemicals	500		(500)
Tools & Equipment	3,747		(3,747)
Sub-Total	\$ 67,275	\$ 16,087	\$ (51,188)
Water Plant/Reservoir/Booster/Tower/BS Wellhouse			
Supplies	\$ 1,593	\$ 11,390	\$ 9,797
Repairs & Maintenance	80,765	15,201	(65,564)
Chemicals	26,803	4,054	(22,749)
Tank Maintenance Contract	20,000		(20,000)
Tools & Equipment	1,101	3,326	2,225
Testing & Analysis	8,318	1,020	(7,298)
Sub-Total	\$ 138,580	\$ 34,991	\$ (103,589)
Water Electric	\$ 40,018	\$ 41,723	\$ 1,705
TOTAL WATER EXPENSES	\$ 370,146	\$ 168,142	\$ (202,004)
SEWER			
Salaries	\$ 106,305	\$ 64,675	\$ (41,630)
Sewer Collection System			
Cone Branch PS	14,445	4,618	(9,827)
Brookridge South PS	8,932	400	(8,532)
Foxfield PS	2,637	610	(2,027)
Sanitary Sewerlines & Manholes	28,522	19,874	(8,648)
I & I Accrual	75,000	37,500	(37,500)
Sub-Total	\$ 129,536	\$ 63,002	\$ (66,534)

Town of Middletown
STATEMENT OF REVENUE and EXPENDITURES
WATER & SEWER
Fiscal Year 2019
For the 6 Months Ended December 31, 2019

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
Wastewater Treatment Plants			
East Wastewater Treatment Plant			
Supplies	\$ 5,576	\$ 5,294	\$ (282)
Repairs & Maintenance	23,100	6,963	(16,137)
Chemicals	44,133	17,109	(27,024)
Tools & Equipment	3,414	1,196	(2,218)
Testing & Analysis	27,789	12,182	(15,607)
Sludge Hauling Expense	60,336	24,757	(35,579)
Sub-Total	\$ 164,348	\$ 67,501	\$ (96,847)
West Wastewater Treatment Plant			
Supplies	\$ 2,378	\$ 641	\$ (1,737)
Repairs & Maintenance	17,600	3,712	(13,888)
Chemicals	57,862	19,260	(38,602)
Tools & Equipment	1,426		(1,426)
Testing & Analysis	9,908	3,684	(6,224)
Sludge Hauling Expense	17,250	8,625	(8,625)
Sub-Total	\$ 106,424	\$ 35,922	\$ (70,502)
Sewer Electric	\$ 94,395	\$ 12,874	\$ (81,521)
TOTAL SEWER EXPENSES	\$ 601,008	\$ 243,974	\$ (357,034)
TOTAL WATER/SEWER EXPENSES	\$ 1,199,795	\$ 552,820	\$ (646,975)
Cone Branch - Electric	\$ 31,849	\$ 899	\$ (30,950)
CONTINGENCY FUND	\$ 31,849	\$ 899	\$ (30,950)
ADJUSTED WATER/SEWER EXPENSES	\$ 1,231,644	\$ 553,719	\$ (677,925)
NET INCOME (LOSS)	\$ 33,746	\$ 150,503	\$ 116,757

Town of Middletown
CIP FUNDS and EXPENDITURES
WATER & SEWER
Fiscal Year 2020
For the 6 Months Ended December 31, 2019

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<u>FUNDING SOURCES</u>			
Operating Revenue	\$ 1,265,390	\$ 704,222	\$ (561,168)
Operating Expenses	<u>1,199,795</u>	<u>552,820</u>	<u>(646,975)</u>
OPERATING SURPLUS (DEFICIT)	\$ 65,595	\$ 151,402	\$ 85,807
Cash Reserves	\$ 800,079	\$ 952,375	\$ 152,296
Debt Service Fee - New Homes	160,800	83,355	(77,445)
Capital Improvement Fees	178,800	94,151	(84,649)
Inflow & Infiltration - Reserve A	200,000	37,500	(162,500)
Tap Fees	666,000	18,000	(648,000)
Water Tower & Land Leases	195,669	111,948	(83,721)
Main Street Waterline Loan	853,871	230,400	(623,471)
Reservoir Tank Loan	<u>1,984,146</u>	<u> </u>	<u>(1,984,146)</u>
TOTAL OTHER REVENUE	\$ 5,039,365	\$ 1,527,729	\$ (3,511,636)
TOTAL FUNDS AVAILABLE	5,104,960	1,679,131	(3,425,829)
<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	\$ 425,614	\$ (428,257)
Reservoir Improvements	2,274,095	75,385	(2,198,710)
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	22,008	11,008
Inflow and Infiltration	<u>250,000</u>	<u>870</u>	<u>(249,130)</u>
TOTAL WATER & SEWER PROJECTS	\$ 3,542,799	\$ 539,627	\$ (3,003,172)
TOTAL FUNDS REMAINING	<u>\$ 1,983,189</u>	<u>\$ 1,139,504</u>	<u>\$ (843,685)</u>



MEMORANDUM

DATE: December 9, 2019
TO: Burgess and Commissioners
FROM: Andrew J. Bowen, Town Administrator
SUBJECT: Budget Workshop Dates

Below is the proposed Budget Workshop Schedule below for the FY 2021 budget process:

<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Budget</u>
Monday	March 23, 2020	6:30PM	Water & Sewer Operating Budget
Thursday	April 2, 2020	6:30PM	Water & Sewer CIP
Monday	April 13, 2020	6:30PM	Water & Sewer Operating & CIP
Monday	April 27, 2020	6:30PM	General Fund Operating Budget
Thursday	May 7, 2020	6:30PM	General Fund CIP
Monday	May 11, 2020	6:30PM	General Fund Operating & CIP Community Groups

**BURGESS AND COMMISSIONERS
OF MIDDLETOWN MARYLAND**

TOWN WORKSHOP MEETING MINUTES

WORKSHOP MEETING

December 5, 2019

The workshop meeting of the Burgess and Commissioners of Middletown was called to order on December 5, 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, Christopher Goodman, Jennifer Falcinelli, Tom Catania and Rick Dietrick.

PERSONAL REQUESTS FOR AGENDA:

STAFF REPORTS:

Community Deputy Report – Deputy Chudoba gave the Deputy report for November.

Staff Planner Report – Cindy report is attached.

Engineer's Report – Bruce gave his report.

Main Street Manager's Report — Becky gave her report.

Zoning Administrator's Report – Mark gave his report.

CONSENT AGENDA:

- *Town Minutes – November 25, 2019 – Town Meeting*

UNFINISHED BUSINESS:

Historic Wayfinding Signs – Burgess Miller presented the Board with his proposal of Historic Downtown Middletown signs that he is proposing to put along Main Street. Burgess Miller stated that right now the proposal is for 1 sign to be installed on the East Side of Town. Burgess Miller stated that the cost for this sign is approximately \$2,028.75.

NEW BUSINESS:

2020 Town Election Dates & Information – Burgess Miller presented the Board with the 2020 Election dates.

2020 Town Meeting Cancellations – Drew presented the Board with the 2020 meeting cancellations due to Holidays and workshop meetings in the same week.

2020 Joint Meeting Schedule – Cindy provided the Board with the proposed 2020 Joint Meeting dates.

Board of Appeals Appointment – Burgess Miller stated that Tim Coakley's term is up January 5, 2020. Burgess Miller has not spoken to Tim to see if he wants to be re-appointed. Burgess Miller reach out to Tim and report back to the Board.

PUBLIC COMMENTS:

ANNOUNCEMENTS:

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

Workshop adjourned at 8:00pm.

Respectfully submitted,

Ann Griffin,
Office Manager

DRAFT

BURGESS AND COMMISSIONERS OF MIDDLETOWN MARYLAND

TOWN MEETING MINUTES

REGULAR MEETING

December 9, 2019

The first regular meeting of the Burgess and Commissioners of Middletown was called to order on December 9, 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 – November 25, 2019 – Town Meeting*

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

UNFINISHED BUSINESS:

Historic Wayfinding Sign – Burgess Miller presented the Board with 2 different colored signs that state Historic Downtown 1.5 miles ahead. Burgess Miller stated that the price of this sign is approximately \$2,028.75. Drew presented the Board with the breakdown of the outstanding budgeted money for signs. Burgess Miller is proposing to put one sign up for now on the East side of Town at Water Plant Road. The Board would like to get a cut out of the proposed sign to see if the size proposed the size is what they want to go with. It was the consensus of the Board to move forward with this.

REPORT OF COMMITTEES:

WATER & SEWER – Commissioner Falcinelli reported:

Water use for November – 284,740 gal., spring flow for November – 74,322, East WWTP treated 200,000 gals. and the West WWTP treated 218,000 gals.

Booster Station pump 3 is out of service and will need either rebuilt or replaced. Received the first submittal of drawings for the Booster Station Process pipe replacement for review.

Reservoir tank final documents are complete and final review is in progress; prepared to send out to bid this month with a January bid date.

No meeting in December.

PUBLIC WORKS – Commissioner Bussard reported:

Remsburg park turnaround has been completed. Broad Street design is 90% complete, ADA sidewalk install continues, ADA ramp for the rear of the building sketch is underway and the last pick-up for yard waste is Tuesday, December 31, 2019.

SUSTAINABILITY – Commissioner Dietrick no report.

PLANNING COMMISSION – Commissioner Catania reported:

Workshop December 11 and meeting December 16 at 7pm., on the agenda will be the Hollow Creek Professional Center architecture renderings and revised concept plan.

PARKS AND REC. COMMITTEE – Commissioner Goodman reported:

Committee will meet to discuss POS priorities for next year.

PUBLIC INFORMATION – Commissioner Falcinelli reported:
Sign up for our notifications to be notified by email, text or phone call.

NEW BUSINESS:

2020 Town Election Dates & Information – Nominating Convention will be held on Tuesday, February 25, 2020 at 7pm. and Election Day is Monday, April 6, 2020 from 7am.-8pm.

2020 Town Meeting Cancellations – There will be no meeting on May 25, 2020 and September 28, 2020.

2020 Joint Meeting Schedule – The Planning Commission and Town Board will meet on February 3, 2020, May 4, 2020, July 6, 2020 and October 5, 2020 at 6:30pm.

Board of Appeals Terms – Burgess Miller stated that Tim Coakley’s term is up on January 5, 2020. Motion by Commissioner Goodman to re-appoint to BOA for a 3-year term, seconded by Commissioner Catania. Motion carried.

PUBLIC COMMENTS:

Commissioner Catania stated that he visited Mountain Postal today and spoke to a lady that worked there and she commented very highly about working with the Town and Main Street how it has been such a pleasure.

Commissioner Falcinelli thanked the Town Staff and Main Street Middletown for all their help with Christmas in the Valley.

Burgess Miller thanked all Town Staff for all they do not only for the Town events but on a daily basis. Burgess Miller stated that our Town Staff does an outstanding job.

ANNOUNCEMENTS:

Meeting adjourned at 7:40pm.

Respectfully submitted,

Ann Griffin
Office Manager

Email from County Executive Regarding Rural Transportation

Dear Mayors,

I have been brainstorming ideas with my Transit staff about ways to provide rural transportation. It is a hard nut to crack but the need will seem to grow over time rather than diminish as people live longer and need more transportation options. I have tossed around ideas from expanding the Taxi Access Program and making it more generous in terms of the current value to rural customers (living outside the city of Frederick and surrounding areas), adding shuttle service into and out of the City of Frederick (very expensive), and evaluating a rural in-house on demand type service for just low income households and seniors. All of these ideas have pros and cons and unfortunately a fairly significant cost per person.

I want to simply run another idea by all of you and get your thoughts on it. If the county bought a small shuttle bus that seats 12 as well as a wheelchair and hired a driver and a dispatcher, we could consider running a shuttle around your town and maybe out into the nearby county to take people to the local grocery store and shopping area, the branch library, and so forth and run the shuttle a couple of times in the morning and afternoon, one day per week in each of 4 or 5 communities or local towns that currently have no or limited service. The idea would be to provide people living within the community the option to get to the grocery store, hairdresser, library, or wherever they wanted to go one day per week. We could possibly allow people to call for a pickup at their home if it was not far off the route to accommodate some seniors. This would allow residents and seniors to plan a day when they could go to the grocery store or run other errands and know that they could get out that one day per week. If we also ran a shuttle to Frederick, now or in the future, or ran a Paratransit pick up in the area, there could be a connection to that service as well.

The annual operating cost of this service would be about \$130,000. We could run it as a pilot for a year to see if it was utilized.

I would like your initial reaction to this idea as a concept. And, I would like to know if you would be willing to contribute a relatively small amount of money to help support this type of service. It would be nice to make it a free one day circulator.

This is just a concept at this point so I am looking for an initial reaction or feedback to determine if this is worth pursuing further. If there is interest, I would then plan a meeting.

Thanks much,

Jan

Jan H. Gardner
Frederick County Executive 12 E. Church St.
Winchester Hall Frederick, MD 21701

January 7, 2020 Changes

PROPOSED: Allowable Projections of Accessory Buildings into Yards. The following regulations apply to any accessory building, use or structure within the Town.

Location. All accessory buildings and structures shall be located behind the front building line of the principal building.

Easements. No accessory building or structure, except for public utility panels or boxes, shall be erected in any easement areas. All accessory buildings or structures shall be a minimum of one foot off easements.

Height. *Accessory structures shall not exceed 15 feet, measured at the peak of the roof.* Accessory structures may not exceed the height of any principal building.

Size. Accessory buildings or structures may project into yards provided that: (1) An accessory structure shall be limited in size, when located on a residential zoned property, to the following. (a) The total square footage of all floors of the accessory structure shall not exceed the *footprint* of principal dwelling. (b) The cumulative area of all accessory structures may not exceed the following, based on the residential zone.

Zone	Minimum Lot Size	Cumulative square footage allowed for all accessory structures
R-20		
Single family dwelling	20,000	10% of rear yard not to exceed 2,000 square feet
R-1		
Single family dwelling	10,000	10% of rear yard not to exceed 1,000 square feet
R-2		
Single family dwelling	6,000	10% of rear yard not to exceed 600 square feet
Two family dwelling	4,000	10% of rear yard not to exceed 400 square feet
Duplex	6,000	10% of rear yard not to exceed 600 square feet
R-3		
Single family dwelling	6,000	10% of rear yard not to exceed 600 square feet
Two family dwelling	4,000	10% of rear yard not to exceed 400 square feet
Duplex	6,000	10% of rear yard not to exceed 600 square feet

Multi-family dwelling	4,000	10% of rear yard not to exceed 400 square feet
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The square footage allowed for business purposes in an accessory structure shall be 600 square feet. (2) When more than ten (10) feet from the building, it may project into the side or rear yards providing it projects no closer than six feet to the side or rear lot lines; (3) garage accessory buildings entered from alley or street in the case of double frontage lots are not closer than ten (10) feet to the street or alley line; (4) one-story or 10 feet in height, or a maximum of 15 feet with roof accessory structures on townhouse lots may be located up to two feet of a side property line and six feet of a rear property line provided the accessory structure is no more than eighty (80) square feet in size

No accessory structure may be used for living, *sleeping or other occupancy*.

Home Owners Association. It is the homeowner's responsibility to have the accessory structure approved by his or her homeowners' association where applicable. A Zoning Certificate from the Town does not negate a homeowners' association's covenants and/or restrictions.

Middletown Planning Office

MEMORANDUM

Date: 11/20/2019

To: Burgess & Commissioners
Drew Bowen, Town Administrator
Mark Hinkle, Zoning Administrator

From: Cynthia K. Unangst, Middletown Staff Planner

RE: ACCESSORY STRUCTURES TEXT AMENDMENT

The Burgess & Commissioners referred to the Planning Commission the proposed changes to Section 17.32.170.D. – Allowable Projections of Accessory Buildings into Yards as drafted by the Zoning Administrator.

The Planning Commission reviewed the proposed changes at their meeting on November 18, 2019, and the PC recommended edits are shown with track changes:

PROPOSED: Allowable Projections of Accessory Buildings into Yards. The following regulations apply to any accessory building, use or structure within the Town.

Location. All accessory buildings and structures shall be located behind the front building line of the principal building.

Easements. No accessory building or structure, except for public utility panels or boxes, shall be erected in any easement areas. All accessory buildings or structures shall be a minimum of one foot off easements.

Height. One-story ~~or 10 feet in height~~, or a maximum of 15 feet with roof. Accessory structures may not exceed the height of any principal building.

Size. Accessory buildings or structures may project into yards provided that: (1) An accessory structure shall be limited in size, when located on a residential zoned property, to the following. (a) The total square footage of all floors of the accessory structure shall not exceed the above grade finished square foot size of primary dwelling. (b) The cumulative area of all accessory structures may not exceed the following, based on the residential zone.

Commented [CU1]: Due to the definition of shed in the Zoning Code, the PC thought that it should be 15 feet rather than 10 feet. The greater height will also allow RC's to be parked in accessory garages. "Shed" means a structure of no more than one story with a maximum height of fifteen (15) feet that is not intended for the storage of cars or trucks

Zone	Minimum Lot Size	Cumulative square footage allowed for all accessory structures
R-20		
Single family dwelling	20,000	10% of rear yard not to exceed 2,000 square feet

R-1		
Single family dwelling	10,000	10% of rear yard not to exceed 1,000 square feet
R-2		
Single family dwelling	6,000	10% of rear yard not to exceed 600 square feet
Two family dwelling	4,000	10% of rear yard not to exceed 400 square feet
Duplex	6,000	10% of rear yard not to exceed 600 square feet
R-3 & TC		
Single family dwelling	6,000	10% of rear yard not to exceed 600 square feet
Two family dwelling	4,000	10% of rear yard not to exceed 400 square feet
Duplex	6,000	10% of rear yard not to exceed 600 square feet
Multi-family dwelling	4,000	10% of rear yard not to exceed 400 square feet

The square footage allowed for business purposes in an accessory structure shall be 600 square feet. (2) When more than ten (10) feet from the building, it may project into the side or rear yards providing it projects no closer than six feet to the side or rear lot lines; (3) garage accessory buildings entered from alley or street in the case of double frontage lots are not closer than ten (10) feet to the street or alley line; (4) one-story or 10 feet in height, or a maximum of 15 feet with roof accessory structures on townhouse lots may be located up to two feet of a side property line and six feet of a rear property line provided the accessory structure is no more than eighty (80) square feet in size.

No accessory structure may be used for living, sleeping or other occupancy quarters. It is the homeowner's responsibility to have the accessory structure approved by his or her homeowners' association where applicable. A Zoning Certificate from the Town does not negate a homeowners' association's covenants and/or restrictions.

Commented [CU2]: As a note, the PC is concerned with the enforceability of this regulation