

# *BURGESS AND COMMISSIONERS OF MIDDLETOWN MARYLAND*

## TOWN WORKSHOP MEETING MINUTES

### WORKSHOP MEETING

January 5, 2023

The workshop meeting of the Burgess and Commissioners of Middletown was called to order on January 5, 2023 by Burgess Miller at 7:00 p.m. Present were Commissioners Jennifer Falcinelli, Rick Dietrick, Kevin Stottlemeyer, Jean LaPadula and Chris Goodman.

### PUBLIC HEARING:

**Ordinance 23-01-01 – Sign Regulation Amendments** – The Town Board received the sign regulations recommended changes from the Planning Commission previously. The Town Attorney has reviewed this ordinance and provided recommendations as well. The reason for the amendments is to change the regulations so they are content neutral and meet state guidelines. The Staff Planner provided a thorough review of the changes in each section to include any verbiage deletions and additions. This ordinance now includes both tables and illustrations to promote better understanding for the reader. The Town Board recommended removing the references to sign permits and replacing them with zoning certificates for continuity. A new addition to the regulation is feather flags. Recommendations were provided by the Town Board as the different sections were reviewed to make the information clearer/less confusing and for grammatical errors. Emphasis was placed on making sure that it is obvious that a zoning certificate was needed. The Staff Planner will make the recommended changes before the January 9, 2023 Town Board meeting.

This will be voted on at the Monday, January 23, 2023 Town Board meeting.

Public hearing ended at 7:47PM.

### STAFF REPORTS:

**Deputy Report** – Deputy McCarrick reviewed his report.

**Staff Planner Report** – Cindy reviewed her report.

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

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

**Zoning Administrator's Report** – Robert reviewed his report.

The Town Board recommended that in the future the Finance Officer attend and provide a monthly report so that the Town Board is apprised of the Town's fiscal situation.

### CONSENT AGENDA:

- **Town Meeting Minutes**
  - *December 1, 2022 – Town Workshop*
  - *December 12, 2022 – Town Meeting*

### UNFINISHED BUSINESS:

**Review of Website User Policies** – The sustainability website has a disclaimer posted which covers their website. The Town Attorney has reviewed and provided recommendations as it applies to the Town

website. The Town Board reviewed the policy. They would like clarification from the Town Attorney regarding non-public forums and if it applies to Town-supported public comment platforms.

**Update on MS-4 Projects with Credit and Cost Projections** – Frederick Seibert and Associates reviewed and recomputed calculations for identified Town storm water ponds and submitted their findings to MDE for possible additional MS4 credits. MDE granted 2 additional acres of credit toward the Town’s MS4 required credit. With that information the Town Board continued its discussion as to whether to pursue the Linden Boulevard Culvert /Cone Branch Stream Restoration project (LBP) or the Wiles Branch Park Stream Restoration project (WBSRP) to fulfill the needed MS4 credits. The LBP would not provide the needed credits and would cost \$1million. The WBSRP would provide the credits needed for MS4 plus an additional 13 credits which can be banked for the next permit round. Costs are not fully computed for this project, but the project itself can be phased so costs are more manageable. It is currently in the design phase. Once complete, costs can be developed. Funding using ARPA funds was discussed. The Finance Officer and the Director of Public Works notified the Town Board that ARPA funds have been spent or fully obligated. The update on ARPA funds will be provided to the Board soon.

**NEW BUSINESS:**

**Performance Award – Bruce Carbaugh** – The Town Administrator recommended that the Director of Public Works (DPW) receive a performance award (\$6500.00) because for the past 5 years the DPW functioned as the acting Water & Sewer Superintendent, providing oversight to the department while continuing his DPW responsibilities. He provided weekly training to employees so that they could become certified. This workload was increased in the Spring of 2022 when the Water & Sewer Department lost 2 of its 4 operators until the Town hired a full-time superintendent.

This item will be moved to the consent agenda for the January 9, 2023 Town Board Meeting.

**FY 2024 Budget Workshop Schedule** - The Town Board reviewed the proposed FY2024 budget workshop dates. No comments were given.

This item will be moved to the consent agenda for the January 9, 2023 Town Board Meeting.

**Town Meeting Cancellations for 2023** - The Town Administrator reviewed the three 2023 Town Board meetings recommended for cancellation. This is due to other events occurring which impact those meetings.

This item will be moved to the consent agenda for the January 9, 2023 Town Board Meeting.

**ANNOUNCEMENTS:**

- *Town Offices Closed for MLK Day – January 16, 2023*

Workshop adjourned at 8:59 PM.

Respectfully submitted,

Annette Alberghini,  
Office Manager