

BURGESS AND COMMISSIONERS OF MIDDLETOWN MARYLAND

TOWN MEETING MINUTES

REGULAR MEETING

February 24, 2020

The first regular meeting of the Burgess and Commissioners of Middletown was called to order on February 24, 2020, 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 – February 6, 2020 - Workshop
February 10, 2020 – Town Meeting*

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

UNFINISHED BUSINESS:

Discussion of Hollow Creek Professional Office Building – The building renderings for this project were discussed at the last joint town board/planning commission meeting. At that meeting issues were raised regarding the building height and look of the professional building and the overall view of the development from all directions.

Mark Lancaster, Lancaster Craftsman Builders, the developer reviewed the architectural renderings of the site. He reviewed the changes that have been made to the 3-story professional building to make it more visually appealing. This included bump outs and brick banding to provide more architectural detail. He included new renderings which showed the proposed buildings views from various street-level points along US 40 Alt.

Commissioner Falcinelli asked if the 2 buildings in the front could be moved into alignment with the BB&T Bank and have parking behind them. Mr. Lancaster stated that that it would be confusing to customers of those buildings to park behind and then must walk around front to enter. He stated that the raised retaining wall in front of the buildings will hide the view of most of the vehicles parked in front (from headlights to the ground) as currently proposed. Mr. Lancaster will have a better idea of the view of the front two buildings once tenants are identified.

Eric Ware, 6 Washington Street, asked what if the professional building was not 3 stories tall. Mr. Lancaster stated that with state parking codes that need to be met, so much office space square footage requires 1 parking space. The project is not feasible to be a 2-story structure. He also stated that it would look more like a shopping center versus a professional building and would be less likely to be seen from the street.

The developer will provide the street level drawings to the Planning Commission to review.

Ordinance 20-01-01 – Illicit Discharges – An Ordinance to establish an inspection and enforcement program to require the elimination of and mitigate the impacts of illicit discharges, prohibited materials, and illicit connections to a municipal separate storm water system. This Ordinance is a requirement of the

MS4 permit. Commissioner Falcinelli motioned to approve Ordinance 20-01-01 as presented, seconded by Commissioner Goodman. Motion carried 5-0.

Ordinance 20-01-02 – Amendments to Title 13 Public Services – An Ordinance to amend title 13 to impose reasonable restrictions on the use of water from the Municipal water system during periods of short supply, protracted drought, excessive demand or other scarcity of water, to establish new water and sewer connection fees, and to repeal debt service charges. Commissioner Catania motioned to approve Ordinance 20-01-02 as presented, seconded by Commissioner Falcinelli. Motion carried 5-0.

NEW BUSINESS:

Review of Heritage Gallery Grant – Becky is pursuing a Heritage Area grant to be used to hire a free-lance collections specialist, collection software and preservation materials related to collections/collection pieces for the Heritage Gallery. If awarded it would require funds matching by the town of \$12,500. There is a tourism grant, Tripp Grant, that Becky can apply for that would cover half of the town’s expense. The Board agreed that Becky should apply for both grants.

Review of Advertisement Requirements – With the Middletown Valley Citizen now being a bi-weekly publication the Board is reviewing how best to address the advertising requirements needed by the Town. Only a few items, such as annexations, require successive weekly advertisement. To date, the State has not said that the use of social media, websites and public postings are enough. It still requires the use a “daily or weekly newspaper of general circulation”. Drew stated that the Frederick News-Post is the newspaper of general circulation and that using it for advertising is expensive. The budget would have to address the increased costs. Board members do not want to confuse town residents or give the appearance of hiding something because of the need to use both publications. It appears that very few residents subscribe to the Frederick News-Post, so they would be missing information if it was used regularly. Along with social media, the website and town newsletter, staff is tasked with prioritizing how advertising requirements will be accomplished using a combination of both the Frederick News-Post and the Middletown Valley Citizen.

Commissioner Goodman suggested that people contact their state delegates to address updating advertising requirements using today’s technologies.

Discussion of Banking Services – Drew stated that with BB&T and Suntrust banks combining and becoming Truist, and with town code’s updated investment policy perhaps the Town Board would like to put together an RFP regarding the Town’s Banking. Technology has reduced the need for physically taking daily deposits to a bank. The Town can still work with the town branches of BB&T and Middletown Valley Bank to take residents water/sewer bill payments. The Town Board gave a general consent to pursue an RFP.

PUBLIC COMMENTS:

MVAA Shed – MVAA sent Drew a request (with supporting documentation) to remove the existing shed at Memorial Park and replace it with a 150sqft shed to be located behind the Bathrooms, where the horseshoe pits are currently located. The Board has asked that MVAA mark the area off where the new shed will be located so that Town Board members can go and see its proposed location and size. Drew will notify Board members once it has been marked.

Washington Streetscape – Eric Ware, 6 Washington Street, asked when the proposed Washington Street improvements are scheduled to be addressed. Washington Street is in the design process this year, and depending on timing, construction could begin this summer. Improvements would be from Church Street to Elm Street.

ANNOUNCEMENTS:

- *Nominating Convention – Tuesday, February 25, 2020 at 7pm.*

Meeting adjourned at 8:12 PM.

Respectfully submitted,

Annette Alberghini
Administrative Assistant