

# *BURGESS AND COMMISSIONERS OF MIDDLETOWN MARYLAND*

## TOWN WORKSHOP MEETING MINUTES

### WORKSHOP MEETING

February 2, 2023

The workshop meeting of the Burgess and Commissioners of Middletown was called to order on February 2, 2023 by Burgess Miller at 7:00 p.m. Present were Commissioners Jennifer Falcinelli, Rick Dietrick, Kevin Stottlemeyer, Jean LaPadula and Chris Goodman.

### 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 Finance Officer asked the Town Board what they want reported in her monthly report. They would like a narrative on the status of the operating and CIP budgets, items worked on during the previous month, and any issues which may have arisen, or issues which she can foresee occurring. They also requested a quarterly financial update concerning the budget.

Discussion occurred regarding the financial software currently used by the Town. It was purchased in 1998. There have been updates, but there is other software available that would better suit local government financial needs. The Finance Officer has begun contacting her local counterparts to see what they are using. Costs will be high. Replacement costs would be a CIP item. The annual maintenance/operational costs would be an operating budget item.

### CONSENT AGENDA:

- **Town Meeting Minutes**
  - *January 23, 2023 – Town Meeting*

### UNFINISHED BUSINESS:

**ARPA Budget Review** – The Finance Officer previously provided the Town Board with an ARPA Budget Summary for review. The summary reflects those completed projects funded using ARPA funds, those projects that have obligated ARPA funds but have yet to spend them, and the remaining balance. The summary shows that there is still \$363,089 available. The Town Administrator reviewed the FY23 budgets which were approved in June 2022. He then reviewed the FY23 budgets that were approved in August 2022 that reflected the ARPA monies. Amendments are needed so that the approved June 2022 budgets match the approved August 2022 budgets with the ARPA monies. Projects that were never in the CIP but placed in the ARPA budget and later removed must be correctly allocated in the budgets as contracts have been let and monies have been spent. The list of needed amendments was reviewed. More were added to the list as the two budgets were compared. Several identified corrections to the budgets were noted. Once the amendments are approved the Board will review the updated budgets. It was recommended that the updated budgets be uploaded to the website once reviewed. The Board briefly discussed obligating the balance of the ARPA funds or holding them as a cushion for a time. No decision

was made as to what to do with the balance. The Town Board publicly thanked town staff for their hard work on fleshing out the budgets and ARPA expenditures.

**Repeal of Resolutions 20-02 & 20-03 – Related to Covid Protocols** – These two resolutions are still active. The Town is waiting on a response from the Town Attorney regarding virtual voting and attendance.

**Discussion of Veterans Banners** – The Town hangs veterans banners along Main Street throughout the months of May and November each year. Currently there are more banners (52) than there are poles (48) to hang them on. Town staff is asking for direction prior to May as to what to do. Discussion occurred regarding ending the sale of the banners, rotating the banners, and using the town owned poles on Green Street, Washington Street and the Middletown Parkway. Burgess Miller and Town staff will provide recommendations for the February 13<sup>th</sup> meeting.

**General Assembly 2023 Session Legislative Bond Initiatives – Projects** – The Town Administrator reviewed the three recommended projects for the Town to consider. They are: 1. Food Bank Building Improvements (\$125,000), 2. Replacement of the Springline from the reservoir to I-70 (\$400,000), and 3. Wiles Branch Stream Restoration Through discussion the Town Board recommended the food bank building improvements and the springline replacement as projects for possible bond bill funding in FY2024. The deadline for submission of these initiatives is Monday, February 6, 2023.

**NEW BUSINESS:**

**T-Mobile Request for New Cellular Lease** – T-Mobile has contacted the Town requesting a new lease for their antenna on the water tower. Their proposal includes a monthly rent of \$1755.55 with an escalation rate of 1.5%. Brunswick recently updated their lease agreement which includes a monthly rental of \$2645. The Town will offer a counter to T-Mobile’s proposal.

**Proposed Changes to Pool Regulations** - Governor Hogan signed a law to adopt national standards regarding pool regulations. The Planning Commission and the Zoning Administrator recommend amending the Town pool regulations to reference these standards and to bring the Town regulations closer to alignment with County regulations. Middletown has some of the strictest pool setback regulations in the County (18’ from the property line). The Planning Commission and the Zoning Administrator’s recommend reducing the setback to 10’ from the property line. Included in tonight’s packet were proposed changes to the ordinance. Commissioner LaPadula recommends that the Town Board simultaneously review the recommended changes to the Town’s fence ordinance. The proposed fence regulation changes will be discussed at the February 27, 2023, meeting.

The next step for the pool regulations is to set a public hearing date and to send the changes to the Town Attorney to be placed into ordinance form.

**Additional Proposed Changes to Sign Regulations** - The additional changes to the recently updated sign ordinance reflect that any areas of the Town Code which reference signs also refer to conforming with the provisions set forth in Chapter 17.36 Signs of the Town Code.

**Discussion of Traffic Calming Policies** – The Public Works Committee met to discuss the Jefferson Street traffic and speeding issues which were brought before the Town Board. The discussion involved whether the Town needed a policy to combine the current raised crosswalk and speed table policies into a traffic calming policy which would provide methods and procedures to residents with concerns with speeding and other traffic issues. The committee reviewed the City of Frederick and Frederick County’s

policies. The Director of Public Works will forward copies of these policies to the Town Board for review. This will be an agenda item on the February 13, 2023, Town Board meeting.

**ANNOUNCEMENTS:**

Workshop adjourned at 9:12 PM.

Respectfully submitted,

Annette Alberghini,  
Office Manager



# ***Middletown Community Deputies***

## ***Monthly Activity Report***

January 2023

Dfc. Kelly Hewitt #0412

Dfc. Chudoba #0409

Dfc. McCarrick #0485

### **Traffic Stats**

Citations Issued: 4 (4)

Warnings Issued: 95 (95)

Repair Orders Issued: 4 (4)

Accidents: 9 (9)

Selective Enforcement: 53 (53)

### **Arrest Stats**

Criminal Arrests: 0 (0)

Traffic Arrests: 2 (2)

Juvenile Arrest: 0 (0)

Warrants/ Summons: 3 (3)

### **Proactive Enforcement**

Walking patrol: 38 (38)

Bike Patrol: 0 (0)

Talks Cards: 45 (45)

Patrol Checks: 284 (284)

School Safety Checks: 76 (76)

### **Calls for Service**

Burglaries: 0 (0)

Destruction of Property: 1 (1)

Disorderly Conduct: 0 (0)

Juvenile complaints: 0 (0)

Noise complaints: 1 (1)

Suspicious Activity: 6 (6)

Thefts: 3 (3)

### **Drug Incidents / Attempted Overdose**

**1/05 – Overdose death. Suspected heroin/fentanyl**

### **Special Events/ Important Information**

**1/22 – S Jefferson St. / Washington St. / W Main St. - DUI arrest made on hit and run property damage collisions**

**1/25 – W Main St. – DUI arrest made on single vehicle property damage collision**

**1/30 – Glenbrook neighborhood – Stolen vehicle, later recovered in DC. Multiple thefts from unlocked vehicles.**

**Deputies are continuing to make a presence at local establishments on Friday afternoons to assist with high volume of middle school students congregating.**

**Deputies are assisting with crossing guard duties at Schoolhouse / E Green during morning drop-off.**

### **Accidents**

**E Main St / Lombardy Dr**

**Middletown Pkwy / Holter Rd**

**415 E Main St**

**N Church St / E Green St**

**Coblentz Rd / E Main St**

**Brooklodge Dr / Glenbrook Dr**

**E Main St / Prospect St**

**Town of Middletown Planning Department**

To: Burgess & Commissioners and Middletown Planning Commission

From: Cindy Unangst, Staff Planner

Date: 1/30/2023

RE: Monthly Planning Update – February

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**Major Subdivisions:**

**Foxfield Section 6 (Coblentz Road)** – BOA approved special exception use – **August 31, 2020**  
Forest Stand Delineation conditionally approved – December 21, 2020 (expires 12/21/2025)  
Preliminary Forest Conservation Plan approved – January 19, 2021  
Preliminary plat approved by PC – January 19, 2021 (expires January 19, 2024)  
**Improvement plans submitted to PC for review – January 26, 2023**  
**Next steps – review of Improvement plans by PC for approval**

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

**Caroline’s View/Horman Apartments (East Green Street)**- Site Plan approved – April 21, 2008  
Improvement Plans conditionally approved – May 17, 2010  
Revised Improvement Plan mylars signed – July 21, 2017  
(sunset provisions put in place on May 2, 2021 – plans expire May 2, 2024)  
Public Works Agreements approved by Town for signature – November 2022  
**Next steps – submittal of LOCS**

**Cross Stone Commons (Middletown Parkway)** – Revised Site Plan approved – 10/20/2014  
Improvement Plan mylars signed – November 6, 2015  
**Next step – submittal of architectural renderings for building #2 for review/approval**

**Hollow Creek Professional Center (Alt. 40A)**  
Board of Appeals approved self-storage use – April 27, 2021 (**Expired April 27, 2022**)  
FRO plantings completed – March 23, 2021 (1-year inspection done March 2022)  
Redline Site Plan conditionally approved by PC – June 21, 2021 (Plans expire June 21, 2024)  
Revised architectural renderings approved by PC – July 19, 2021  
Improvement Plans conditionally approved by PC – September 19, 2022  
**Next steps – approval of PWAs and submittal of LOC**

**406 W. Green St. (Summers Drive)** – Forest Conservation Plan approved & Improvement Plan conditionally approved for commercial use – October 20, 2008 (sunset provisions put in place on May 2, 2021 – plans expire May 2, 2024)  
BOA approved variance request for front yard setback for triplex – November 30, 2022  
**Site plan conditionally approved by Planning Commission – January 17, 2023**  
**Next step – signature of site plan by Planning Commission Chair once conditions met**

**Memorial Hall Redevelopment Plan (E. Main St)**– conditionally approved by PC – 12/21/20  
Revised Site Plan with utilities approved by PC – October 17, 2022 (expires October 17, 2025)

**Middletown County Park (Coblentz Road)** – FSD & FCP approved – Feb. 17, 2020 (expires 2/17/25)  
FRO Plantings completed and approved – November 23, 2022

**Middletown Library (E. Green Street)** –  
Site Plan & Architectural Renderings approved by PC– March 15, 2021(expires March 15, 2024)  
Improvement plans approved – November 15, 2021 (expires November 15, 2024)

**Middletown Water Storage Tank (Ashky Ct.)** – FRO plantings completed – May 18, 2021  
1-year inspection done May 2022 and additional plantings completed June 13, 2022

**Miller Property (East Main Street)** –  
Phase III Redline Site & Improvement Plans conditionally approved – Sept. 16, 2019  
**Next step – submittal of Phase IV site plan for review and approval**

**St. Thomas More Academy Site Plan revision (Prospect St)** –  
Revised site plan to be revisited in five years – September 2025

**Annexations:**

**Admar Property** – PC approval of consistency with zoning/comp plan – February 20, 2017  
Town Board passed annexation resolution – April 9, 2018 - **Five-year wait for lot recordation**

**Text Amendments:** Revised pool regulations – recommended for approval by Planning Commission

**Reports:** Forest Conservation Ordinance Annual report completed January 30, 2023

**Grants:**

**Meetings:** Next Middletown Green Team Meeting – February 21, 2023

**Next Joint town board/planning commission workshop** – Monday, February 6, 2023

**Sustainability Committee upcoming dates:** Recycling event – Saturday, March 11<sup>th</sup> 8-11am  
Green Expo – Saturday, April 22<sup>nd</sup> 10am – 2pm  
Arbor Day tree planting – Friday, April 29<sup>th</sup> 1-3pm





## **Water System:**

### **Water Hydraulic Model:**

**Broad St Streetscape:** Asbuilts to be submitted, 1 year warranty expires July 8, 2023. No action

**SSO and I&I:** Regulating flow daily to meet the flow discharge in our permits. Public Announcement for I & I Project and to disconnect illegally connected sump pumps (provide early notice). Flow Monitoring is complete, met with consultant to discuss results and finalize the initial results. Staff agreed to move forward with televising the areas that show the highest influence from storms. A summary report will be provided to the Board in the near future.

**West Wastewater Treatment Plant:** No issues.

**East WWTP:** No issues.

**Municipal Center:** No issues

**Maintenance Facility:** Contract has been executed with Triad Engineering. We have received 60% improvement plans for review. FredCo is requiring this project to be combined with eh Pickle Ball Ct for disturbance and APFO.

**Washington Street:** Project is complete. Asbuilts will be completed, and project closed out with agencies. No action.

**Pedestrian Blinker signs:** Holter Road: Competed and operational.

**Wiles Branch Stream Rehabilitation (MS4):** MS 4 annual report is complete and submitted. Consultant is moving ahead with Wiles Branch Stream Restoration design and permitting.

**Linden Boulevard Culvert Replacement:** Timeline and estimated costs presented for streetscape and stream restoration to the Board. Culvert lining ilo replacement and stream restoration at Wiles Branch appears to be the favored options. No action

**Brookridge PS:** Cost proposal received, pending electrical design and cost.

**Rensberg Park Waterline Extension:** Plans have been received for review and approval and submitted to MDE for the stream crossing. Stream Crossing completed February 1, 2023.

**Pickleball Courts:** We have received schematic layouts for review. Will develop cost comparison for presentation, submitted to FrCo for initial review of SWM. Some complications to work through at this time regarding APF requirements.

## **Developments**

**Middletown Library:** West side foundations being constructed.

**ADMAR Annexation:** Design for treatment plant in progress 60% submittal reviewed. Construction drawings and specs submitted to MDE. Received IP's for review.

**Middletown Municipal Hall:** Water meter and piping has been installed 10/28/2022.

**Horman Property Caroline's View:** Draft Public Works Agreements were returned to Developer for execution 10/24/22.

## **Future Budget Considerations**

**W&S:** Comprehensive sewer plan, West WWTP ENR plant replacement (non process component for Town budget). upsize CB pumps (part of the facility review or ENR upgrade)

**GF:** Additional 1 ton truck. New Skilled labor position and 2 future positions for 2 full crews. 3<sup>rd</sup> Party Miss utility.

## **Regulatory**

### **EPA**

**Revised Lead and Copper:** Will provide summary of the requirements in the next month (not competed). Inventory of all public and private service lines due October 2024.

**PFOA PFOS:** interim health advisory levels PFOA 0.004 ppt and PFOS 0.020ppt. Sample results for Well 15 4.36 ppt, Brookridge 8.36 ppt. Town is required to participate in UCRM 5 as a result of the previous sampling. MDE / EPA will pay for the testing. MDE resampled the finished water on 9/28/2022. No official results at this time.

**Emergency Response Plan:** Certification submitted.

### **MDE**

**Permits:** East WWTP Discharge Permit (exp Dec 2021) submitted 22 months prior to expiration and then revised 14 months before expiration. MDE advertised the reapplication. We have requested an increase in discharge flow from 250,000 to 350,000. MDE has approved the County Water and Sewer Plan which requested the increase in flow. MDE is has started working on the permit may be 9 months till completed.

**Irrigation Pump Station Permit Renewal** has been advertised by MDE.

**MS4 Permit:** Received a Proposal from FSA or inspection and survey MS4 stream improvements to justify the MS4 credits and have placed in the General Fund budget. Staff has submitted the 2022 report to MDE. MDE has issued a new MS4 permit to FrCo (they administer the permit) valid for 5 years. Consultant has reviewed existing SWM ponds, the Town will receive a reduction of 2 acres credit for these ponds reducing the number of credits the Town needed from 18.67 to 16.57.

**West WWTP ENR Upgrade:** PER contract has been provided for execution. Kickoff meeting on November 8, 2022. We have reviewed two possible force main alignments for the study. A meeting with MDE for planning discharge limits on December 6 revealed concerns by MDE for discharging 700,000 gpd to the Hollow Creek based on summer base flows. Received planning limits Jan 27, 2023 for review.

**Capacity Management reports:** Submitted July 30, 2022. 2022 are Due January 31, 2023

# MAIN STREET

## MIDDLETOWN

**TO:** The Burgess and Commissioners  
**FROM:** Becky Axilbund, Main Street Manager  
**RE:** February 2023 Workshop  
**DATE:** February 2, 2023

### Upcoming Dates:

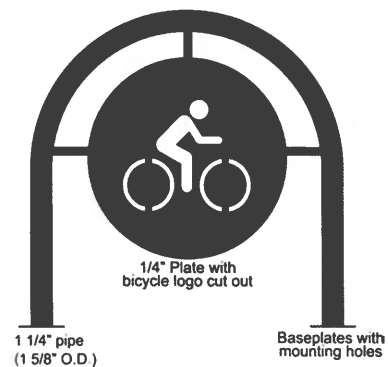
Thursday, February 16 at 3:00pm – Frederick Economic Development Visit of Downtown  
Sunday, March 26 through Friday, March 31 – Becky at National Main Street Conference

### Organization:

- Please welcome our newest board member, Ross Wixon. Ross is a fairly new Middletown Valley resident who moved from Silver Springs area to Frederick during the pandemic. Ross brings former nonprofit work experience in the arts, interest in historic preservation and economic development.
- The Main Street building had the old paint removed and new primer applied to the exterior wood siding. Aggressive steps are being taken to address the remainder of the building.

### Design Committee:

- As part of one of our Main Street Improvement Grant, Main Street Middletown will be purchasing two bike racks for \$1500. The Board felt that having one located at Town Hall was the top priority, as for the second bike rack, there was no strong opinion if it should go to one of the parks or at the Elm Street parking lot.
- We are getting a reprint of our hardback book, Maintaining and Sustaining our Architectural History, and adding a new introduction from the Design Committee chair, Kirk Denton, a reflection on how the downtown has undergone several significant rehabilitation work. Reprints will be available in April.



- Our Snallygaster public art piece is still looking for a final home! Even though the Main Street board has voted on a location, a new board member came up with a wonderful idea for an alternative location, that quite honestly, nobody had really thought about. She is taking positive steps to get this Snallygaster settled. In the meantime, here is a rough sketch of what the overall shape and color of the Snallygaster.
- Interpretive Signs – David Guiney and his partner have stated that the final revision of these signs will go to fabrication in April. I do not think the signs will be ready for installation before the Maryland House and Garden Pilgrimage, but they will be ready before the grant is due.
- I am working on developing a docent's guide for the walking tour that goes up Jefferson Street. This work was started under a Heart of the Civil War Heritage Area grant. We received a significant amount of information, so working through it to make it "user-friendly" is the last aspect of the grant.



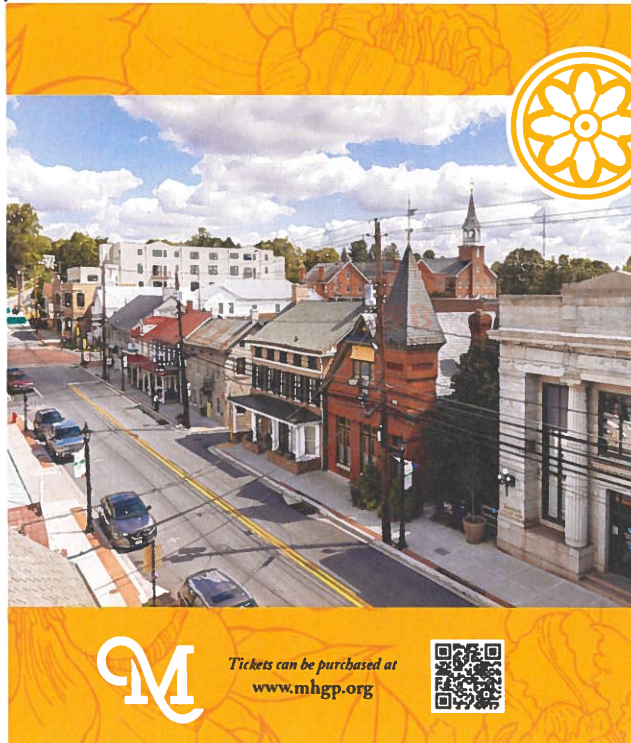
#### **Economic Development:**

- Our January business mixer had a good turnout and folks appreciated the presentation made by Cindy on the sign ordinance.
- During the last EDC meeting and at the mixer, we talked about the 3<sup>rd</sup> Thursday initiative last year and how it did not have the results that folks were hoping. Through meeting with the committee and Josh the administrator of the Farmer Market, we came up with a good idea that serves as a compromise. Individual businesses cannot sign up to be vendors at the Farmer's Market. It is against their rules/policies. However, Main Street Middletown can sign up to be a vendor. Instead of Main Street Middletown volunteers staffing the tent each week, individual business owners can sign up to staff the tent and use the venue to reach new or existing customers. During the mixer we had five businesses sign up to staff the tent over a period of 11-weeks. This sign up sheet will be sent out in the next newsletter that we send out to the Main Street businesses.
- Our next mixer will be either Thursday, April 20<sup>th</sup> or Friday, April 21
- The County Office of Economic Development has scheduled a time to come visit Middletown on February 16 at 3:00pm.
- We are in the very early stages of planning a new business event for February 2024 – yes – 2024! This new event will be a health-wellness expo. Main Street is meeting with three business partners that are eager to see this happen. We had tried to do this before COVID and had initial planning sessions at the beginning of March 2020, so we are eager to turn our attention back to this idea of promoting the multiple businesses in town that fall in this category of health and wellness (or well-being).

#### **Promotions:**

- At the January meeting, I discussed working with the FNP on creating a Middletown business publication that would be similar to the Get It Downtown publication that the Frederick Partnership has created. The Main Street Board voted yes on this activity, and work should be starting in the next few weeks. As of today, we have not received the formal contract to sign, but I anticipate the work to start soon. For me, this will be a bit of content writing, but the sales of the ads will be up to the FNP. Main Street Middletown will be paying \$5000 into this publication so that the businesses in the Main

Street district will have lower cost ads than the businesses outside of the Main Street District. There will be no sales made to businesses that are outside of the 21769 zip code. If more than \$10K in sales are made, Main Street Middletown will receive a \$2500 credit for advertising with the FNP. This credit would be great for us to further our promotions!



## Maryland

HOUSE & GARDEN PILGRIMAGE

**Visit Main Street Middletown,**  
*Maryland's Timeless Treasure, featured  
 in the 86th Annual Maryland House and  
 Garden Pilgrimage, May 6, 2023.*

Main Street Middletown has been selected by the Maryland House and Garden Pilgrimage to host a tour of our architecturally diverse historic downtown. From small vernacular homes from the late 1700s, spectacular urban gardens, and one-of-a-kind homes, be sure to get your tickets for this exclusive look inside Middletown's historic treasures. The Maryland House and Garden Pilgrimage was established in 1937 to preserve and support architecturally and historically significant properties throughout the state of Maryland.

*Proceeds from the tour will benefit preservation projects in each location that conducts a tour.*

- We are in overdrive for the Maryland House and Garden Pilgrimage with a lot of activity occurring this week in particular.
  - Co Chair, Janet Fox and I met with the MHGP property owners on Tuesday evening. Main Street will be working with the property owners to provide some amenities for the visitors, such as wrapped snack food, volunteers at the front of each property, and discounted prices on floral arrangements.
  - I was interviewed by Nancy Luse of Frederick Magazine for an article discussing the Maryland House and Garden Pilgrimage
  - I was interviewed and videoed for a high school student's Journalism assignment.
  - Two weeks ago we were in the Frederick News Post about the Tour
  - We will be featured in the FNP again for 72-Hours
  - We have an Event Page set up on Facebook
  - Tickets can still be purchased in person at Town Hall, or via our website, or going directly to [www.mhgp.org](http://www.mhgp.org). Tickets purchased at Town Hall are \$35, tickets purchased online cost a bit more with a convenience fee. As time progresses, ticket prices will go up to \$40 a piece.
  - I have been told that Tim Coakley's house may be featured on the cover of the tour book. Production of the tour book has been more time consuming than I would have imagined; however, we are supposed to receive the completed draft tour book in the next couple of weeks.

- The Calendar of Events is at Mountain Postal and being prepared for send out! Not only can we have the calendar printed there, but they also will divide the calendars up into the required packs to correspond to each mail route. This used to be a two-day activity for me and volunteers to count out all of the calendars into stacks of 100, then load them up, drive them to the post office, and unload them for mailing! Thank you, Mountain Postal!!
- On Friday, January 27, I met with Emily Dorr from Postern Design to discuss an updated brochure for the Middletown Ice Cream marketing campaign. This is an idea that the Burgess and I have discussed to further market this fun Middletown theme! Attached to or within the brochure will be a little game card to encourage people to visit all of our Ice Cream places. Main Street and the Town will collect the cards/games pieces for a random drawing.
- I am working on writing and selecting some artifacts to go on display at the C Burr Artz Library, upstairs in the Maryland Room. The Smithsonian creates exhibits with historical contexts that reflect a national or regional issue – a few years back – it was local baseball teams. Localities will compete via grants through the Maryland Humanities Council to have the Smithsonian exhibit. About 1 ½ years ago, I worked as part of a team in Frederick to get this Rural Communities at a Crossroad exhibit to come to Frederick County – and as a result of the grant being awarded to this Frederick group, Middletown will be featured as part of this effort.
  - I would appreciate the Burgess and Commissioners agreeing to let the Frederick County Library borrow items from the Bussard Collection to be in this exhibit. I will have a formal loan agreement form for the Burgess to sign. The artifacts

**Grants:**

- Currently working on the Maryland Heritage Area Grant for the interior furnishing for the Visitor’s Center. This grant is geared specifically for the creation of two videos and two interpretive panels. One video will be an overview of Middletown – a welcome, brief history, what to do on your visit here. The second video will be a more detailed look at our Civil War history. For the panels, one will discuss the architecture in town and invite/encourage people to take one of the self guided walking tours. The second panel will be smaller and serve to discuss the specific history of 19-21 West Main and our rehabilitation efforts (and thank funders). Draft grants are due February 13 and final submissions are due at the end of the month.
- March will be the TRIPP grant for advertising. It too is due at the end of the month, but due to the Main Street conference, I will be turning it about a week earlier – so the sooner I can finish the HA grant, I can move on to the second grant. ~

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**HERITAGE GALLERY**

Thank you for the YES vote for the request for conservation/archival storage materials. I have made some headway with getting newspapers off the floor. The downstairs storage room is also coming along!

My request this month is – what would you like to do with the extra copies of the Valley Register?

In general, an archive would not want to spend the dollars on saving multiple copies of an item. Please note that during the sorting process, we did examine each issue and placed the best condition issues in the piles to place in folders/boxes and archive. But there are a LOT of duplicates that are now in a very big pile of boxes on top of boxes.

The choices are:

1. Move ALL the papers outside of the Heritage Gallery to some area in the basement to store them for a **temporary** basis. Maybe the Town or Main Street or the Historical Society would like to go through the papers, organize them, and try to sell the extras as a fundraiser, as long as they lay claim to it within a certain amount of time so that the Town is not storing them indefinitely.
2. Discard them. The papers have been microfilmed. There are complete sets that are being carefully placed into archival folders and boxes.
3. Save everything archivally
4. Pull out a few copies – maybe one or two per decade. While it is not a recommended preservation strategy, some of the papers have already been laminated. By laminating a few more, you could create a “please touch” type of exhibit. Laminating a few from each decade could help young readers pick up on different styles of writing, different graphics, and even types of stories.

My recommendation:

For my ability to work in a more organized environment, I would appreciate at a minimum, Choice #1 to move the papers away from the Heritage Gallery. In general, I think the best approach is to choose to do, #4 first, then #1. If after a certain amount of time has passed and nobody wants to take on the task of organizing these duplicates, then I would recommend discarding the remainder.

Thank you!





Town of Middletown  
Zoning Administrator Monthly Staff Report

**To:** Burgess and Commissioners

**From:** Robert Wilkes, Zoning Administrator

**Date:** February 1, 2023

**RE:** Monthly Zoning Administrator Staff Report for January 2023

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**BOA Hearings:** MT-B-23-1, 5 Woodmere Circle, variance of 7' for detached garage, Passed 3-0

**Storage Container & Dumpster Permit:** None

**Home Occupation Permit:** None

**Zoning Violations and Complaints:** One North Pointe Circle 1/30/2023 – Neighbors called about a new interior fence under construction. A site visit was made and workers were asked to stop construction since a zoning certificate was not on file. The fence was then removed the same day.

**Miscellaneous:** None

**Permits:** 10

| January 2023 Zoning Certificates    | Address               | Permit # | M-town Received | R. Wilkes Approved | County Approval |
|-------------------------------------|-----------------------|----------|-----------------|--------------------|-----------------|
| Sayler - Pool                       | 22 Woodmere Circle    | 441928   | 1/6/2023        | 1/6/2023           | Yes             |
| Houldsworth - Addition/Demo         | 201 N. Church Street  |          | 1/5/2023        | 1/10/2023          | Yes             |
| Dierman - Deck                      | 104 N. Pointe Terrace | 442349   | 1/18/2023       | 1/19/2023          | Yes             |
| Tedjio - Solar Panels Roof          | 114 N. Pointe Terrace | 443707   | 1/20/2023       | 1/21/2023          | Yes             |
| Kauffman - Fence                    | 2 Caroline Drive      | Town     | 1/20/2023       | 1/21/2023          | No              |
| Sayler - Detached Garage            | 22 Woodmere Circle    | 443520   | 1/20/2023       | 1/22/2023          | Yes             |
| Kovalchick - Garage (BoA MT-B-23-1) | 5 Woodmere Circle     |          | 12/27/2022      | 1/25/2023          | Yes             |
| Edward Jones - Office Remodel       | 205C S. Church Street | 445006   | 1/23/2023       | 1/30/2023          | Yes             |
| AT&T Mobility - Antennas            | 201 High Street       |          | 1/19/2023       | 1/31/2023          | Yes             |
| Kovalchick - Deck                   | 5 Woodmere Circle     | 445012   | 1/31/2023       | 1/31/2023          | Yes             |