

**BURGESS AND COMMISSIONERS
OF MIDDLETOWN MARYLAND**

VIRTUAL TOWN WORKSHOP MEETING MINUTES

WORKSHOP MEETING

February 4, 2021

The virtual workshop meeting of the Burgess and Commissioners of Middletown was called to order on February 4, 2021, by Burgess Miller at 7:00 p.m. Present via Zoom were: Commissioners Christopher Goodman, Jennifer Falcinelli, Jean LaPadula, and Rick Dietrick.

PERSONAL REQUESTS FOR AGENDA: None

STAFF REPORTS:

Deputy Report – A Deputy report was provided to the Burgess and Commissioners prior to the meeting. No Deputy was present to review.

Staff Planner Report – Cindy reviewed her report.

Engineer’s Report – Bruce reviewed his report.

Main Street Manager Report – Becky reviewed her report. Main Street will be coming to the Town Board and requesting \$5000.00 which is the final installment of the \$10,000 originally allocated to Main Street at the beginning of the fiscal year. All community organization allocation was split in half because the Town Board was unsure of what community organization events/activities would be occurring this fiscal year due to Covid. Organizations could come to the Town Board and request their full funding later in the year if needed.

Zoning Administrator’s Report – Mark reviewed his report.

CONSENT AGENDA:

- **Town Meeting Minutes**
 - *January 25, 2020 – Town Meeting*

UNFINISHED BUSINESS:

Comprehensive Plan – Chapter Review – The Staff Planner reviewed Chapter 6 in the new format. Town Board members really like the new format. If any Board members have any comments please send them to the Staff Planner or to Commissioner LaPadula.

Ordinance 20-12-01 for Off-Site Sale of Liquor within Town Limits - If passed this would allow the off-site sale of liquor within Town limits in the General Commercial District with a special exception. The public hearing for this ordinance was held January 25, 2021. At this public hearing, individuals against this ordinance cited the Town’s proximity to other liquor stores in the area so there is not a need, and a potential increase in under-age drinking. There were several individuals who spoke in favor of the ordinance. The Public Hearing record is open, and the Town has not received any additional communication from anyone. The updated proposed ordinance was reviewed tonight. The Town Board discussed Section E regarding accessory structures around the outside of liquor store premises and determined that accessory structures would not be permitted. This change will be added to the ordinance. This will be an agenda item to be voted on at the February 8th Town Board meeting.

Recycling Center - Middletown Park Update –The recycling drop site at Middletown County Park was closed years ago due to single stream recycling but residents requested for the dumpster to come back. There have been issues for several years with people dumping junk and overflowing the recycling dumpster. This recycling drop-off site is busy year-round, with the busiest time usually during the holidays. Covid has also produced an increased usage as individuals are ordering more things on-line resulting in more boxes and packaging. The Frederick County Solid Waste Director believes that some of the recycling is coming from Washington County residents who know the recycling center is there. Washington County charges for recycling, Frederick County does not. Discussion occurred considering adding a second dumpster to the site. The Town received a \$7,700.00 quote for additional fencing at the site. Historically Frederick County does not see an increase in trash safety issues when a recycling dumpster is removed from a community. The County would be resistant to adding a second dumpster and the needed fencing to the site, but suggests the Town begin a community public information campaign about proper use of the site. If that fixes the problem the County will continue with the recycling site. However, if the problem continues, the County will discontinue the site at the end of the year. This will be an agenda item at the February 8th Town Board meeting.

Review of Draft Public Works Agreement for Memorial Hall – Previously the Town Board reviewed the updated draft public works agreement for the Memorial Hall Redevelopment. Modifications to this agreement that comply with the Town’s Downtown Redevelopment Zone Policy were made. The updated public works agreement was sent to the developer for review. The developer has agreed to all conditions. The Town Administrator reviewed the updated public works agreement. Commissioner LaPadula suggested that this agreement be further modified to include the incentive terms as listed in the Downtown Revitalization Zone Incentive Program document and worded such that these terms would take precedent if there were an issue in the future. Commissioner LaPadula will draft language and provide it to the Town Board for review. This will be an agenda item at the February 8th Town Board meeting.

NEW BUSINESS:

Program Open Space (POS) Request for Projects – Submissions for the FY2022 POS Annual Program are due to the County by May 7, 2021. Commissioner Goodman was contacted regarding possibly submitting for funds to use on the pocket park in Glenbrook. This is a privately owned park (Glenbrook HOA). The Town Board decided by consensus not to pursue this endeavor. The Parks and Recreation Committee will meet to generate POS project ideas. If anyone has suggestions, please send them to Commissioner Goodman.

Proposal for Culvert Replacement at Linden Boulevard – Town staff met with representatives from Frederick, Seibert and Associates (FSA) to establish a scope in order to design a replacement for the failing culvert located on Linden Boulevard. The invert culvert was installed in the 60’s and is rusted out and there is erosion and undermining that is ongoing. The design and engineering position of the project is in the approved FY21 CIP budget. The Town received a proposal for the design of this culvert replacement project from FSA in the amount of \$26,600.00. The Town has \$35,000.00 budgeted for this work. The Director of Public Works would like a bottomless arch designed and installed. This is what was installed on East Green Street at Cone Branch Estates. Whatever is determined to be installed will be a better construction than what is currently there and built to today’s standards. This will be an agenda item to be voted on at the February 8th Town Board meeting.

PUBLIC COMMENTS:

Cable Franchise Committee – A temporary committee has been formed, which is charged with reviewing information on options for other cable company opportunities within town besides Comcast. They will review the issue and provide an explanation of what is needed for another cable company to

provide service in Middletown. This committee is headed by Bob Smart and Commissioner Goodman is a member along with several other individuals. This committee will provide an update at the February 8, 2021 Town Board meeting.

Planning Commission Appointment – Dixie Eichelberger’s term on the Planning Commission is up in February 2021. Burgess Miller would like to hear from Town Board members regarding her reappointment.

FY2022 Budget – Salary & Benefits – Burgess Miller has directed town staff that when drafting the FY2022 budget that any suggested salary increases be in raw number form and not percentages. The Town Administrator is familiarizing himself with market analysis software as it pertains to employee salaries. The Town Board may be looking at a conservative FY2022 budget because of the impact of Covid.

Special Election Update – All registered voters within Town limits were mailed an absentee/mail-in ballot. The Town has been notified that not all ballots have been received. On Monday, February 8, 2021 the Town will utilize its social media and robo-call capabilities to notify residents that if they have not received their ballot to come to the town hall and pick one up. Town residents will be asked to physically return their completed ballot to the town hall instead of mailing it due to the delay in mail delivery by the USPS. Completed ballots can be brought into the building during regular business hours or placed in one of the drop boxes located at both the front and rear entrances to the building.

ANNOUNCEMENTS:

- *Special Election – Monday, February 22, 2021 – All registered voters within the Town of Middletown will receive an absentee ballot. All absentee ballots must be received by election day, Monday, February 22, 2021.*

Workshop adjourned at 9:16PM.

Respectfully submitted,

Annette Alberghini,
Office Manager