

BURGESS AND COMMISSIONERS OF MIDDLETOWN MARYLAND

VIRTUAL TOWN WORKSHOP MEETING MINUTES

WORKSHOP MEETING

March 4, 2021

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

Today is the one-year anniversary of the first Covid-19 cases identified in Maryland and the implementation of the Governor's State of Emergency. Burgess Miller asked all meeting attendees to maintain a moment of silence to honor those who have died, those currently suffering, and those who have recovered from Covid-19 and their families.

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. The Town has received the revised Concept Plan for the Middletown Library. It is an agenda item on the March Planning Commission Meeting. In lieu of MUCFC grant monies, the Town will receive 50 trees and shrubs for free.

Engineer's Report – Bruce reviewed his report. Town is replacing one of the pumps at the Brookridge Pump station as it was determined not worth repairing once it was pulled. The other pump will be pulled and refurbished next fiscal year. Also, at that time a spare pump will be purchased. Under unbudgeted expenses the Town has had to pull and replace 3 well pumps this year. The costs for those well pumps were offset by the savings of no sludge being hauled October through December 2020. All pumps are now being tracked via a spreadsheet to determine their "life cycle".

Main Street Manager Report – Becky reviewed her report. The State publicly announced the awarding of the Maryland Strong Economic Recovery Grant Initiative. Main Street Middletown has secured \$213,000.00, 85% will be going directly to Main Street businesses who applied. The remaining 15%, per the grant stipulation, will be used for technical assistance and marketing the district. Construction on the Main Street Middletown building is underway. The building has been raised approximately 5 feet for needed foundation repairs.

Zoning Administrator's Report – Mark reviewed his report. There are no Board of Appeals cases scheduled at this time. There will be future ones scheduled addressing liquor stores and a self-storage facility.

CONSENT AGENDA:

- **Town Meeting Minutes**
 - *February 22, 2021 – Town Meeting*

UNFINISHED BUSINESS:

Comprehensive Plan – Chapter Review – The Staff Planner reviewed the Sustainability chapter. This is a new chapter for the Comp Plan. Though there was not a chapter in the current Comp Plan, it does

contain a list of objectives and policies which have been incorporated into this new chapter. If any Board members have any comments please send them to the Staff Planner or to Commissioner LaPadula.

Review of Washington Street Streetscape Residents Comments on Preliminary Design - This project will provide a safe walking path along Washington Street from the Elm Street parking lot to the downtown core. It includes replacing all curb, gutter, sidewalks, lighting and replacing the asphalt. There will be some storm drain improvements. All proposed improvements would conform with Town standards. The project involves Washington Street from Rt. 17/South Church Street west to the Elm Street and is part of a planned economic development super block which would include from Green Street south to Washington Street. Eric Ware is the appointed neighborhood liaison for this project. As such he contacted each resident living along the proposed updated area of Washington Street to gather their input on the proposed project plans. Mr. Ware reviewed his report provided to the Town Board at the February 22, 2021 Town Board Meeting. Identified topics included parking along Washington Street (clearly marking parking spaces and possibly making them permitted parking after 6pm), possibly making Washington Street one-way between South Jefferson and South Church Streets, questions on sidewalk placement on both sides of the street, proposed grading changes, the crosswalk to Boileau Drive and the low retaining wall noted on the plans.

At tonight's workshop the Director of Public Works briefly reviewed the history of Washington Street and the process in determining the preliminary design in front of the Town Board. From a public works standpoint this project will improve the street, address water issues, new curbs will be installed, the street overlaid, new crosswalks installed and will meet Town Standards. To have parking on both sides of Washington Street the street needs to be 36 feet wide (10-foot-wide travel lanes with 8-foot-wide parking lanes on each side). This cannot occur due to existing conditions. There is plenty of parking nearby. The design also proposes to move sidewalks on the north side of the street closer to the street with inlets for drainage to meet Town Standards, but discussion and decisions can be made to keep those sidewalks where they are currently located if that is what the residents prefer. Property owners of the sidewalk in question are asked to mail their preference for sidewalk location to the Town Administrator. The sidewalk will extend across the island at the Elm Street parking lot to allow crosswalks to be installed. The intersection of Washington Street and Boileau Court will be modified to allow for the installation of a crosswalk, a French drain and a 12-inch-high curb to address the grading to be done. The design plan shows the usage of #8 stone pea gravel for the french drain. River gravel or an MBR could be used instead. That will be up to the Town Board to determine. This design plan is approximately 75% complete. Town staff will review for inconsistencies and errors before the plan is finalized. This will be an agenda item on the March 8, 2021 Town Board meeting.

Introduction of Ordinance 21-03-21 to Establish Automatic Expiration of Improvement Plan after Three (3) Years – This is the introduction of the ordinance to address automatic expiration of all approved improvement plans after three years. This ordinance corresponds with proposed updated Ordinance 21-01-01 which established expiration dates for all town approved site plans. There are two grandfathered properties within town limits with improvement plans that were approved prior to the approval/addition of sunset provisions to the Town Code in November 2010. Neither property has had any type of action/development taken since the approval. If the ordinance is approved, the two property owners would have 3 years from the effective date of this ordinance approval in which to begin work on the property. The Planning Commission will hold a public hearing March 25, 2021 on this ordinance. A public hearing by the Town Board will be scheduled for the Town workshop in April. A vote on this ordinance will take place at an April Town Board meeting.

Ordinance 21-01-01- Amendments to Establish Expiration Date(s) for All Site Plans – There is a sunset provision within the Town Code which states once a site plan is approved the individual has 3

years to complete the work before the site plan will expire and the site plan would have to come before the Planning Commission again for review and approval. As stated previously, there are two grandfathered properties within town limits with site plans that were approved prior to the approval/addition of sunset provisions to the Town Code in November 2010. Neither property has had any type of action/development taken since the approval. If the ordinance is approved, the two property owners would have 3 years from the effective date of this ordinance approval in which to begin work on the property. The Planning Commission will hold a public hearing March 15, 2021 on this ordinance. A public hearing by the Town Board will be scheduled for the Town workshop in April. A vote on this ordinance will take place at an April Town Board meeting.

NEW BUSINESS:

Oath of Office for Commissioner– Commissioner-elect Kevin Stottlemeyer was officially sworn in as a Commissioner on the Town Board. He will become the town board liaison to the Sustainability Committee. Commissioner Goodman was thanked for his time in that role.

Bids for Booster Station Upgrade – The Town received four bids for this project on February 25, 2021. The bids ranged from \$397,611.00 to \$537,980.00. This project will also require an additional VFD direct cost of \$45,000. There is \$200,00 in the current budget for this project. Public Works will be requesting an additional \$250,000 in the FY2022 budget to cover all costs. Bids for the project are good for 120 days. The Town can hold off awarding the bid until the Town Board has a preliminary review of both the FY2022 W/S and the FY2022 W/S CIP proposed budgets. This project must be done. The booster station was not originally built for its current usage. The Director of Public Works is in discussion with the motor manufacturer regarding lead time of motor fabrication after shop drawing approval. The tentative plan is to have this project completed by September 2021. This will be an agenda item to be voted on at the March 8th Town Board meeting.

Request for Waiver of Board of Appeals Fees Due – Lancaster Builders has requested a waiver of Board of Appeals fees for the exception regarding their proposed self-storage facility at the Hollow Creek development. It was previously approved by the Board of Appeals however, due to Covid restrictions and plan modification delays this exception has expired. The Zoning Administrator supports waiving the fees as requested. This will be an item on the March 8, 2021 Town Board meeting.

Proposed Submission for Frederick County Water & Sewer Amendments – Frederick County is updating its water/sewer plan and requires input/updates from the municipalities. Middletown needs to file amendments with the County to change the area that includes the Foxfield Section 6 development from No Planned Service (NPS) to Service Within in 1-3 Years (S-3). The Water/Sewer Standing Committee recommends the Town Board review the water/sewer plan twice a year going forward to ensure the Town is current.

Public Service Information Regarding Sanitary Sewer Clogs – The Water/Sewer Standing Committee provided four different public service announcement examples which would educate the public about sanitary sewer clogs and flushing into the Town’s system. These can be used in the quarterly town newsletter, the website, and other social media to educate residents as part of a focused campaign to reduce the sewer pump clogs.

Request from MVFC for “Spring has Sprung, Come Join Us for a Fun Run” Event on April 24, 2021 – The Middletown Volunteer Fire Company is requesting use of Remsberg Park as part of a fun-run event to be held April 24, 2021. Participants would run/walk from the Activities Center toward Remsberg Park, cross Franklin Street at the Primary School onto the Remsberg Park Trail, through the park and

return the same way to the Activities Building. The Board will vote on this at the March 8th Town Board meeting.

PUBLIC COMMENTS:

April is Child Abuse Prevention Month – The Child Advocacy Center would like to provide a short presentation to the Town Board. They also would like to have a proclamation signed and place a pinwheel garden in Heritage Park. This is very similar to what they had done in April 2019.

ANNOUNCEMENTS: None.

Workshop adjourned at 8:50PM.

Respectfully submitted,

Annette Alberghini,
Office Manager