

*BURGESS AND COMMISSIONERS  
OF MIDDLETOWN MARYLAND*

TOWN WORKSHOP MINUTES

March 5, 2026

The workshop of the Burgess and Commissioners of Middletown was called to order on March 5, 2026, by Burgess John Miller at 7:00 p.m. Present were Commissioners Jennifer Falcinelli, Rick Dietrick, Kevin Stottlemyer, Larry Bussard and Chris Goodman.

Cake was passed out to all in attendance as part of the anniversary of the town's official incorporation.

**PUBLIC HEARING**

**FY2025 Financial Statements Report Review – Addie Blickenstaff & Michele Mills, Deleon & Stang**

– Ms. Mills and Ms. Blickenstaff presented the FY2025 Financial Statements Report. There were no audit findings to report to the State. The town board congratulated Bea Stottlemyer, Town Finance Officer, for her ongoing actions for this success.

**STAFF REPORTS:**

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

**Director of Public Works (DPW) Report** – Bruce Carbaugh reviewed his report. Town staff repaired two watermain breaks and one service line repair. They also replaced a combined sewer lateral on Locust. The water use for February reflects the water leaks. Drought monitoring has updated to move the town from severe to moderate drought status. The streetlight issue with Potomac Edison is still unresolved. To date 777 MXU's and 539 meters have been installed as part of the transition to AMI. The finished carpentry work on the new conference room is almost complete. Work on the 12-inch waterline across the school property will commence once school is out for the summer. The tentative ENR schedule will need to be updated.

**Staff Planner (SP) Report** – JJ Hartner reviewed his report. The planning commission conditionally approved both the Foxfield 6 improvement plans and an addition plat for 708 East Main Street. FCPS will redline the sidewalk easement for the MS/ES Replacement project. Attorneys are reviewing the MOU. The timeline for the Burnt Bridge Crossing Park RFP was reviewed. Four zoning certificate applications were received in February. The Town Attorney's opinion regarding noise limits pertaining to the FCPS co-located school construction was reviewed including the chart in tonight's meeting packet. The planning commission workshop and meeting have been cancelled for March. The sustainability committee will meet March 24<sup>th</sup>.

**Main Street Manager Report** – Becky Axilbund reviewed her report. The Health and Wellness expo is March 7<sup>th</sup>. There has been heavy advertising for the event. Forty vendors have already registered. Included in her report was a draft MOU between the town and the Main Street Program for review and comment. Ross Whitson the Main Street Treasurer was introduced to the town board.

**Finance Officer (FO) Report** – The FY25 audit has been submitted to the State. An RFP for auditor services for the next 3 years has been posted and sent out. Town staff will make their recommendations to the town board for a vote/award in April. The second billing using the new utility billing software has

been completed. With the use of emailing, phone/text there was a decrease in the number of notices sent this quarter which cumulated with no water cutoffs. To date credit card fees have totaled \$17,123.67. This is an unbudgeted expense for FY26.

Bank accounts have been reconciled through January 2026. The town has \$3.145K in the bank. \$2.23K in the General Fund and 921K in the Water/Sewer Fund.

Staff reports are included at the end of these meeting minutes.

#### **CONSENT AGENDA:**

- **Town Meeting Minutes**
  - *February 23, 2026 – Meeting Minutes*

#### **UNFINISHED BUSINESS**

**250<sup>th</sup> Anniversary Tree – Purchase & Location -** – Town staff and a local wholesale representative met at Heritage Park and identified where the tree would be planted if approved. The cost of the tree (including planting and warranty) is \$2400. With monetary support from both the Main Street Program and the sustainability committee the cost to the town has been reduced to \$1500. This will be an item on the March 9, 2026 agenda.

**Food Bank Property Appraisal** – An appraisal for the property has been completed. It is valued at \$480,000. This included the main building, the bays, and 9 parking spaces. If sold the monies would go into the general fund. It would reduce annual costs for maintenance and other expenses by \$10,000. Two commissioners have stated the property should be sold. This will be an item on the March 9, 2026 agenda.

**Foxfield 6 Request for Annexation Agreement Amendment** – The developer has requested an amendment to the annexation agreement allowing them to build the water treatment plant, the first phase of the needed infrastructure and the model home/sales office for the development simultaneously. The original agreement has the water treatment plant built and operational and the first phase of the infrastructure completed prior to any other building being constructed. The draft of the proposed amendment has been updated to include that the long-term pump drawdown test has been completed and having two existing wells available. The Director of Public Works (DPW) stated the original appropriation permits each listed 6 wells. During negotiations with MDE that number decreased to 4 wells with 2 additional reserve wells. He recommends keeping the well number at 4. The Town Attorney recommended holding a public hearing to review the changes to the original annexation agreement only. Staff recommend having the water appropriation permits from MDE in hand before making a decision on the amendments.

The town board agreed by consensus to table this item for further discussion until the water appropriation permit has been obtained from MDE.

#### **NEW BUSINESS**

**Pink/Blue 5K Race** – Mark Smullen, a member of the Main Street board has requested permission and town assistance to hold a 5k run/walk event to raise money for breast cancer/breast cancer awareness. A copy of his proposed race route was provided. It would be held October 3<sup>rd</sup> and begin and end at Remsberg Park. Main Street is not a sponsor of this event. He has hired the Middletown Steeple Chasers to assist him. Deputy McCarrick has offered suggestions. Use of the community park was denied due to school construction. It was suggested that Mr. Smullen work with a 501-C3 organization for easier

support and promotion. The question was raised regarding town support for these types of events by an outside source now and in the future.

**Election Judges** – The judges list was quickly reviewed. It will become a consent agenda item for approval on the March 9, 2026 meeting agenda.

**TOWN ADMINISTRATOR REPORT** - None.

#### **ANNOUNCEMENTS**

- *Health Wellness Expo- March 7, 2026, 10:00-2:00 PM, MVVFC Activity Building*
- *Proclamation- Sustainability Day- March 28, 2026*
- *Green Expo- March 28, 2026, 10:00 AM-2:00 PM, Middletown Library*
- *Middletown Municipal Election – Town Hall, April 6, 2026, 7:00AM-8:00PM*

The meeting adjourned at 9:03 pm.

Respectfully submitted,

Annette Alberghini,  
Recording Secretary



# *Middletown Community Deputies*

## *Monthly Activity Report*

February 2026

Dfc. McCarrick #0485

### Traffic Stats

Citations Issued: 1 (8)  
Warnings Issued: 43 (82)  
Repair Orders Issued: 0 (0)  
Accidents: 6 (10)  
Selective Enforcement: 14 (30)

### Arrest Stats

Criminal Arrests: 0 (1)  
Traffic Arrests: 0 (3)  
Juvenile Arrest: 0 (0)  
Warrants / Summons: 0 (0)

### Proactive Enforcement

Walking Patrol / Talks: 19 (36)  
Bike Patrol: 0 (0)  
Patrol Checks: 74 (157)  
School Safety Checks: 26 (50)

### Calls for Service

Burglaries: 0 (0)  
Destruction of Property: 1 (3)  
Disturbances: 2 (4)  
Juvenile complaints: 2 (2)  
Noise complaints: 1 (2)  
Suspicious Activity: 5 (14)  
Theft: 0 (0)

**Drug Incidents / Attempted Overdose**

**Special Events/ Important Information**

**Accidents**

**E Green St – Hit and run. Town sign struck.**

**400 Blk Middletown Pkwy**

**E Main St / Schoolhouse Dr**

**N Church St / E Green St**

**700 Blk E Main St**

**200 Middletown Pkwy**

**Public Works Monthly Report  
March 5, 2026**

**COMPLETED WORK**

**WS:** Installed 92 mxu's and 18 meters this month (approx. total of 777 mxu's and 539 meters installed), Blowers oil and belt change, East Plant maintenance – influent channel cleaned, new rake cable installed, Aqua Disk drained cleaned and inspected, cloth recovery cleaned, replaced CL2 pump, water leak assistance.

**GF:** Repair 2 watermain breaks and 1 service line. Replace combined sewer lateral on Locust Ct. Replace outside meter radios, Restock for utility repairs, patch, cleanup. Snow event 23<sup>rd</sup>, Prep for sewer lateral replacement at 604 E Main. Pickleball wind screen rehung. Meter reading van radio repair.

**Public Works**

**New Projects or Requests**

Remsburg ADA walk path concept – 50% plans reviewed working on 95% submittal to be provided to Board.

**Drought Update:** Conditions have improved to “Moderate Drought” as noted on the Drought Monitor Website 3/2/26. 2025 rainfall **34.3**” 2024 **40.0**”, 2023 **31.2**”

**Unbudgeted/ Contingent Expenses:**

Public Alert Siren – Struck by lightning ballpark repaired and working.

West Plant Aerator Motor = \$4,891.58

Well 15 redevelopments. \$19,000.00

Springs at 36 gpm or 51,840 gpd

Sludge Hauling End of FY 25 total cost \$20,460.00, Hauled 180,000 gal, Bedded 294,975 gal

Sludge cost for FY 26 \$11,088.00 27,000 gal hauled, 22,800 gal bedded **Total hauled** 99,000 gal **Bedded** 112,575 Gal

**Water Use (Average Daily for the Month, Flows stated in gallons per day)**

**Permit Limits (gal)      387,000/504,000 AD/MMU                      250,000 AD                      250,000 AD**  
Base flow    176,000 Base flow    115,000

MONTH	WATER USE		SPRING FLOW		East WWTP		West WWTP		Rain
	past yr	present yr	past yr	present yr	past yr	present yr	past yr	present yr	
January	301,078	295,872	43,826	36,019	181,000	140,000	143,000	166,000	1.3
February	290,920	327,966	59,368	41,994	214,000	232,000	149,000	186,000	2.2
March **	307,186	293,437	140,913	62,773	328,000	184,000	267,000	126,000	1.4
April **	339,818	285,129	150,187	88,897	330,000	221,000	399,000	144,000	3.5
May	339,070	299,062	146,094	206,355	242,000	334,000	151,000	256,000	10
June	337,789	305,755	140,908	209,064	191,000	228,000	119,000	237,000	3.25
July	342,183	310,042	100,522	141,059	167,000	173,000	116,000	136,000	2.9
August	326,634	353,554	74,327	91,097	220,000	146,000	186,000	129,000	1.05
September	313,860	355,814	59,637	64,681	176,000	186,000	129,000	153,000	3.65
October **	318,039	360,737	54,666	51,989	171,000	165,000	126,000	134,000	2.15
November**	282,501	294,062	46,757	44,727	163,000	159,000	114,000	137,000	1.4
December	291,871	295,730	46,722	40,822	200,000	165,000	139,000	146,000	1.9

Avg Daily/yr    315,912    314,763    88,661    89,956    215,250    194,417    169,833    162,500    34.7  
 Avg Yr Flw      115.31      114.89      32.36      32.83      78.57      70.96      61.99      59.31

\*\*Hydrants flushed this month

Spring 2021 704,842 Fall 2021 744,925 Spring 2022 664,933 Fall 2022 749,561(5 day avg) spring 23 702,023 Fall 23 no flushing Spring 24 581,628 gal, Fall 2024 544,364 gal. Spring 2025 cancelled. Fall 2025 518,046 gal

**Planned Work**

Lead and Copper (inventory due Oct 16, 2024) updating lead status unknown, 29 accounts remain unknown, Commercial/residential Rate Comparison, Water usage analysis, Solar Array Study, Street lighting reconcile, Water and Sewer Regs update.

**WS Projects:** I and I, will need to redeploy flow monitors when drought conditions subside.

**Director’s Report:** Electrical Billing Study / Usage, streetlight review – overbilling by PE CO (\$945.00/ month) PE has acknowledged a discrepancy (11/25/25) staff asked for update 2/3/26. Solar Array usage analysis continues, we have received a report from CQI, revisions to waterfall to be made which save us energy costs. Conference room under construction. Create and review finished water / usage/ and loss spreadsheet for 2024 and 2025. Water and Sewer Rate Study (no action currently). Water and sewer budget preparation. Meeting with MDE for Draft PER and PFAS PER. ENR

has a new option that was not previously considered. The west plant could be upgraded and the east plant not upgraded. Completed Solid Waste Cost Study for budget review. No action on ENR plan.

### Open Projects

**ADA sidewalk ramp reconstructions:** FY 25 completed.

**Glenbrook Arch Engineering Study:** Annual monitoring and included in County Bridge Survey. Received report from County Bridge Survey on Sept 30. No action

**Water System:** Reviewed system for end-of-life meters (521 each - FY 25). AMI planned to be operational in FY 27 budget.

**CCT Project:** Project is complete but there are some shortages, and a new quote is being discussed to use the credit (upgraded cameras). May need to provide surge / battery backup. Extension of grant to June.

**Water Hydraulic Model:** no update.

**SSO and I&I:** Sump pump inspections have eliminated significant amounts of inflows. Monitoring will be reinstalled this fall 2025. No action

**West Wastewater Treatment Plant:** Renewal NPDES completed and submitted July 27, 2025. No action.

**East WWTP:** Awaiting draft permit. Draft of PER completed and will be submitted to MDE No action

**Wells:** Well 15 will require redevelopment to restore the original 55gpm yield. The \$19,000.00 well redevelopment yielded only 3-5 gallons of water. Staff will review the work and plan with the driller and budget future maintenance costs to sustain the yield. Well 16 PFAS content is above the MCL, we will look into blending with potable water at the wellhead. This will be much less expensive than filtering at the WTP.

**Municipal Center:** Conference room on 1<sup>st</sup> floor. Electrical roughin, drywall and painting completed. Finish carpentry to begin late this week. Media, table and chairs unresolved.

**Harris Farm Property:** Budget requests for electric and fencing in FY26. Master Plan RFP is advertised. Heater installation completed, building insulated. Moving ahead with covered material storage building permit.

**Linden Boulevard Culvert Replacement and Streetscape:** May 14, 2024, Board approved no sidewalks, new Town Standard streetlights. Construction cost estimate 1.9 million, bid received awarded to Kinsley Construction in the amount of \$1,613,000.000. Contractor is installing storm drain at this time..

**Patching Contract:** FY 25 contract is complete.

**Remsburg Park Perimeter Nature Trail:** Staff has met with consultant and survey has begun. The preliminary layout indicates 6 bridges that are a 50-foot span each along the proposed route. The estimated cost of these bridges is \$75,000/each based on the previous bridge at the park. Staff will present an alternative route that includes purchase of private property or an easement on private property that would eliminate 4 bridges. Staff will pursue an easement as discussed at the May 2025 Town Board Meeting. No action.

**School Property 12" Waterline:** Executed the proposal for the new 12" waterline replacement across school property in coordination with collocated school phasing. Approved March 2025 by budget amendment (\$16K). ARRO is finishing the design and will be forwarding to school consultant in September. Design complete and provided to FCPS. At the request of the Board, staff has contacted MAU has agreed to the negotiated price of \$393,145.00 This will be included as a mandatory expense in the FY 27 budget and started and completed summer of 2026. Whiting Turner has been included in the plan. Updated plans for continuing service to buildings on a temporary basis. No action.

**POS LPPI CP and P:** Applied for FY 26 POS capital projects (roof and electric), acquisition to follow as soon as the revised deed is recorded. CP and P application was submitted for Wiles Branch Park play structure. Acquisition application for Harris has been applied for (\$263,124.15) and approved by DNR. Received project questionnaire documents for the 2027 POS request.

### Developments

**ADMAR Annexation:** Design for treatment plant in progress 99% submittal has been submitted for review. IP drawings reviewed. Have executed all monitoring and pumping plan contracts. Meeting with MDE on July 2, discussed the monitoring plan, reduced to 2 weeks before and 2 weeks after the pumping test. Pumping test was agreed to pump the entire year of allocation (14.09 gpm, 20,289 gpd, 1.055MG) over 90 days with 2 pumps running. The final permit will be provided after the pump test and monitoring. Most level monitors and all testing pumps will be removed the week ending the 6<sup>th</sup> of March. The report will be sent to MDE in the next few weeks after all the level data is retrieved.

**Collocated School Project:** Received the updated Traffic Study reviewed and provided to Town consultant. The study appears to address Town requests and a traffic signal at Cone Branch meets two warrants. It will be up to SHA to accept these and permit a signal. Town selected on way North on Martha Mason directional travel. Received SHA comments for the Traffic Impact Study requesting additional information or clarification on the signal warrant analysis. Provided sketch to traffic consultant for Martha Mason traffic control. SHA has issued traffic study comments and does not support a traffic signal at Cone Branch currently. No action

**Miscellaneous:** No action

### Future Budget Considerations

**W&S:** Comprehensive sewer plan, West WWTP ENR plant replacement (non-process component for Town budget). PFAS treatment, 12" valve on Green Street waterline for isolation of Middletown Glen.

**GF:** 2 future positions for 2 full crews. Field Maintenance tractor, Conf Table and chairs,

**Regulatory  
EPA**

**Revised Lead and Copper:** Inventory is on the Town website and letters for lead status unknown have been sent out. New LCRI has been released for comment and we will begin preparing for the new rule. Summary of new LCRI requirements has been drafted. AWWA has filed a petition for judicial review to the LCRI. Petition is based on affordability, timeline to replace lead lines and feasibility. Staff continues to eliminate unknown services (29 remain). Lead certification due and provided by July 1, 2025. No action

**PFOA PFOS:** MDE Grant applied for January 2024. New PFAS regulations have been adopted by EPA. Initial sampling must be performed between 2024 and 2027, 2027 to 2029 initial results published in CCR and regular monitoring must begin, 2029 systems must comply with all MCL's (must have treatment online). UCMR5 testing has been received and PFAS content has increased slightly the next round of samples have been taken and submitted Dec 1. Staff has received and approved the PER for submittal to MDE. The 30% design drawings have been received for review.

**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, will await the PER ENR selection process before releasing Draft permit. Received email that MDE has begun the renewal (Jan 24). No action

**Irrigation Pump Station:** Working on Nutrient management plan, soil samples and other permit requirements. Combined source samples for permit report have been taken. No action

**MS4 Permit:** MDE has issued a new MS4 permit to FrCo (they administer the permit) valid for 5 years. 2025 report submitted October 27, 2025. Staff attended a MS 4 conference and Middletown was reported to be in compliance through 2030.

**West WWTP ENR Upgrade:** Draft PER has been submitted to MDE. The next step after any significant concerns from MDE and receive a design proposal from RK and K. We have received initial comments from MDE that are concerning and the design proposal from RK and K. MDE meeting on January 8, 2025. RK and K has provided a possible option for a new plant at the West utilizing the dog park. We have not had enough time to review and it may be awhile with the budget preparation taking priority.

**Wastewater Capacity Management reports:** 2025 report is in progress and will be presented to the Board and submitted to MDE in January 2026. Completed.

**Renewals:** 3. West WWTP Discharge 7/31/25 (July 28, 2025 submitted to MDE) 4. County Water and Sewer Plan Update (due 4/4) late request 5. Reed bed sludge removal Aug 25 tentative 6. MDSHA Blanket Permit

**DROUGHT 2023 Water Production Capabilities**

1/31/2024							
MAXIMUM PRODUCTION NON DROUGHT				MAX PRODUCTION DROUGHT (2023 Drought DATA 30" rain)			
Wells	YIELD GPM	TOTAL DAILY		YIELD GPM	TOTAL DAILY		YR PRECIP
1,2,6,7,8,9,19	200			160			
14	10			7			
15	55			42			
16	17			17		19 GPM run 17 hours.	
22	5			5			
23	18			17			
	305	439200		248	357120		
						combined sources	
SPRINGS WINTER avg	85	122400	561600	40	57600	414720	
SPRINGS SUMMER avg	50	72000	511200	30	43200	400320	
SPRINGS SUMMER min				17	24480	381600	30
				<b>GPM</b>	<b>Drought Yield</b>	<b>AvgDaily</b>	<b>Tot Rain Fall in</b>
				265	1 month most severe	381600	30
				278	3 month moderate	400320	35

2025 Water and Sewer Capacity

**Water Capacity Calculations Jan 2026**

	EDU		Annual Average	Month of Maximum
Annual Appropriation Permit			387,000	504,000
10% Reserve Capacity			38,700	50,400
W1 Infill Lots not connected(see below)	32.95	250	8,238	10,709
Existing Demand - 3 Year Average			316,306	404,871
<b>Available Capacity</b>			<b>23,757</b>	<b>38,020</b>
<b>Planned W2 Future Connections</b>				
Lancaster Property	10	250	2,500	3,500
10% Reserve Capacity			250	350
<b>Future Demand</b>			<b>2,750</b>	<b>3,850</b>
<b>Available System Capacity</b>			<b>21,007</b>	<b>34,170</b>
<b>EDU's Available</b>		<b>250</b>	<b>84</b>	
<b>Memar Annexation</b>	<b>148</b>	<b>137</b>	<b>20,276</b>	<b>28,386</b>
10% Reserve Capacity			2,028	2,839
Memar Annexation Demand			22,304	31,225
<b>EDU's Required**</b>			<b>89</b>	

\*\* This will be offset by additional source provided by the developer.  
MDE Active Adult not allocable at 250, allocable at 137 gpd, changed Jan 2025

**W1 Infill, not connected**

26 East Green St Lot next to Lake	1		
12 14 E Main ST Church Lots	2		
28 W Main St	1	jeff and main	
101 W Green St	1		
204 Lombardy Court	1		
26 Walnut St	0	new lot	online 2025
2 Boileau Drive	1		
Municipal Hall 4 E Main	0		online 2023
Brown TH's 406 W Green St	0		online 2023
carolines view 106 E Green St	9		
Jefferson St check tap fee already paid	4	310,312,316 327,open lots	
Cross Stone Commons	4.95		
216 E Green St Darrs Addition	1		
New Library	0		online 2023
18 East Green St Lot Williams lot	0		online 2025
8 Corner Lot at E Green and N Church St	2	current parking lots	added Nov 2024
6 North Church - Alekos Pkg lot	1		
212 S Jefferon St	1	abandoned no use	
708 A East main Street (easement acc)	1		added 1/12/26
2 lots on Main ST Rhoutzahn	2	500, 502 e main	
	32.95	EDU's	

1/12/2026

**Wastewater Capacity**

	Usage GPD	Basin*	EWWT 350,000 13-DP3182	WWTP 250,000 18-DP-0462	
Design Capacity					
Permit Number					
Permitted Capacity	MGD		0.25	0.25	
planned permit increase	MGD		0.100	0.000	
Current Permit Discharge Limit	MGD		0.250	0.250	
Planned Permit Discharge Limit	MGD		0.350	0.250	
3 year avg discharge flow	MGD		0.212	0.161	
Percent Capacity Used at Permit Capacity			85%	65%	
Available Capacity	MGD		0.0377	0.0886	
Units Available Current Permit SFD			151	354	505
<b>Future Connections</b>					
infill lots S1					
conected no use	4	250 West			0.001
Carolines View	9	250 West			0.00225
Cross Stone Commons	4.95	250 East	0.0012375		
	0	250 West			0
Infill Lots	15	250 West	0.001		0.0025
	0	250 West			0
					32.95
planned S2 res MEMAR	148	250 Either			0.037
planned S2 comm LANC	1	1600 East	0.0016		0
Planned future flow	MGD		0.0038	0.043	
Available Capacity with approved connections at current Permit			0.0338	0.0458	
Units available at current permit			135	183	319
Available Future Capacity at design capacity Permit			0.1338	0.0458	
Units available at design capacity			535	183	719

**Abbreviations**

- Million Gallons/ Day MGD
- Single Family Dwelling SFD
- Equivalent Dwelling Unit EDU
- Equivalent Dwelling Unit flow 1 EDU = 250 GPD
- Approved Lot but not connecte S1
- Platted Lot proposed usage S2
- Basin determined by gravity flow or by pumped flow \*

**Connection Changes**

None

## TENTATIVE ENR PROJECT SCHEDULE

RK and K has provided a revised PER document to the Town for review prior to submittal to the MDE. This submittal the MDE is the first activity of the schedule.

- |                                       |                                     |
|---------------------------------------|-------------------------------------|
| 1. PER submittal to MDE.              | September 2025                      |
| 2. Review and Acceptance by MDE       | January 2026                        |
| 3. Design of the WWTP                 | February 2026 through February 2027 |
| 4. Final Permitting                   | August 2027                         |
| 5. Bidding of the WWTP (MDE approval) | December 2027                       |
| 6. Construction completion of the WTP | January 2029                        |

### Force Main Project

- |                                      |                                     |
|--------------------------------------|-------------------------------------|
| 1. Design                            | February 2026 through December 2026 |
| 2. Final Permitting and ROW approval | August 2027                         |
| 3. Bidding and approval by MDE       | December 2027                       |
| 4. Construction of FM                | January 2028                        |

**Town of Middletown Planning and Zoning Department**

To: Burgess & Commissioners and Middletown Planning Commission

From: JJ Hartner, Staff Planner/Zoning Administrator

Date: 3/5/2026

RE: Monthly Planning & Zoning Update – March

---

**Major Subdivisions:**

**Foxfield - Section 6**

**Coblentz Road**

Improvement Plans conditionally approved by the Planning Commission.

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

**Middletown Middle & Elementary School replacement**

**E. Green Street/Martha Mason Dr.**

Working out an issue with a sidewalk easement and the MOU. The Improvement Plan was conditionally approved by the Planning Commission with the following conditions:

1. Execute Traffic MOU with Town and submit Improvement Plans to Planning Commission for approval for all public right-of-way changes.
2. Provide copy of recorded Landscape MOU to Town and maintain area as per agreement.
3. Provide corrected landscape drawings for Site Plan record set at Town.
4. Modify Landscape Signage 'General Note #2' to account for Zoning Administrator approval as well.
5. On the Cover Sheet, change 'has entered' into 'will enter' in the box related to the Traffic MOU.

Next steps – Waiting on legal review of MOU for road construction that is currently being reviewed by our attorney. Once all required documents are approved and easement issue is resolved, plans will be signed and/or accepted by the Planning Commission Chair.

**Addition Plat:**

**708 East Main Street**

Final Plat conditionally approved by the Planning Commission.

**Zoning Certificates Issued:**

February 2026 Zoning Certificates	Type	Address	M-town Received	Zoning Admin.	County Approval
Mr. Mrs. Frederic Saylor	Additions	<a href="#">1 Rod Circle</a>	1/30/2026	2/3/2026	No
Scott Anthony	Fences	<a href="#">95 East Green Street</a>	2/5/2026	2/9/2026	Yes
Doug Finniff	Decks & Porches	<a href="#">3 Wagon Shed Court</a>	2/9/2026	2/9/2026	Yes
Timothy J. Rapp	Solar Panels	<a href="#">1 Ivy Hill Drive</a>	2/13/2026	2/17/2026	Yes

**Reports:**

- **Planning Commission voted to amend the plan review timeline for projects going to the Planning Commission for review.**
- **Drafting ADU regulations tabled until after legislative session ends.**
- **Addendum #1 for Burnt Bridge Crossing Park RFP completed and posted to the Middletown website.**
- **Co-located School Noise Ordinance, Attorney's feedback:**  
**"As to the noise ordinance, I have reviewed the spreadsheet you provided and the Town Code and am writing this to confirm your understanding regarding the proposed school construction.**

**First, Section 8.08.030.B.4.i of the Middletown Town Code provides an exemption from nuisance noise enforcement for construction activities during specified hours. The ordinance states: "Construction and repair work on public property" is exempt from the provisions of this section when conducted during permitted hours. Based on this provision, construction noise associated with the school project is exempt from nuisance noise limits during the following periods:**

**Weekdays: 7:00 a.m. to 7:00 p.m.**

**Weekends and holidays: 9:00 a.m. to 5:00 p.m.**

**During these hours, construction-related noise is not subject to the standard decibel limits that otherwise apply under Chapter 8.08.**

**Next, when construction activity occurs outside the exempt periods, but outside nighttime hours, the applicable noise limit is set forth in Section 8.08.030.B.2.b, which provides: "No person shall cause or permit sound levels to exceed ninety (90) decibels (dBA)" for construction activity during allowable daytime periods.**

**Accordingly, construction noise levels of up to 90 dBA are permitted during non-exempt daytime hours, including:**

**Weekends between 7:00 a.m. and 9:00 a.m.**

**Weekends between 5:00 p.m. and 9:00 p.m.**

**Lastly, Section 8.08.030.B.2.b further establishes a stricter limit during nighttime hours. The ordinance provides: "No person shall cause or permit sound levels to exceed fifty-five (55) decibels (dBA)" during nighttime hours. For purposes of enforcement, nighttime hours are defined in the ordinance and reflected in the project documentation as 10:00 p.m. to 6:00 a.m. During this period: Construction noise is not exempt, and the maximum allowable sound level is 55 dBA.**

**In other words, your spreadsheet is correct."**

**Meetings:**

- Next Middletown Green Team Meeting - March 24, 2026, at 4pm**
- Next Planning Commission Workshop - March 11, 2026**
- Next AD task force meeting - Tabled until legislative session ends.**

## Noise Limits for School Construction

	Weekdays	Weekends & Holidays
7:00 AM	EXEMPT per Section 8.08.030.B.4.i.	90 dBA
8:00 AM		per Section 8.08.030.B.2.b.
9:00 AM		EXEMPT per Section 8.08.030.B.4.i.
10:00 AM		
11:00 AM		
12:00 PM		
1:00 PM		
2:00 PM		
3:00 PM		
4:00 PM		90 dBA
5:00 PM		
6:00 PM		90 dBA
7:00 PM		
8:00 PM		
9:00 PM	90 dBA	per Section 8.08.030.B.2.b.
10:00 PM	55 dBA per Section 8.08.030.B.2.b.	55 dBA per Section 8.08.030.B.2.b.
11:00 PM		
12:00 AM		
1:00 AM		
2:00 AM		
3:00 AM		
4:00 AM		
5:00 AM		
6:00 AM		

# MAIN STREET

## MIDDLETOWN

**To: The Burgess & Commissioners**

**From: Becky Axilbund, Executive Director, Main Street Middletown, MD Inc.**

**RE: March Workshop Report**

**Date: March 5, 2026**

### **Upcoming Dates:**

Saturday, March 7 – Health and Wellness Expo

Tuesday, March 31 – Save the Date – Planning for Visit from DHCD & Sec Jake Day

April 11 – 15 – Becky at National Main Street Conference

### **Anniversary of the Town's Incorporation:**

The General Assembly passed an action that the citizens of Middletown, Keller's Addition to Middletown, Grove's addition to Middletown, be one entity, by the name of Middletown and incorporate the same. Passed March 4, 1834. Happy Birthday to our official incorporation!

Read more here:

<https://msa.maryland.gov/megafile/msa/speccol/sc2900/sc2908/000001/000210/html/am210--166.html>

### **Organization:**

- **Great American Main Street Award**
- On Monday, February 23<sup>rd</sup>, I had a one-on-one meeting with our main point of contact, Kristin Davis as part of our annual review. This meeting is designed for us to share any comments or feedback on the annual review we just completed in January. The result of this conversation was that Christine McPherson and Kristin Davis thought we should apply for the Great American Main Street Award.
  - This is a big deal – and we should be excited and very proud that the State would recommend us consider this step.
  - Being a Great American Main Street winner means a community has achieved the highest national honor for revitalizing its historic commercial district through innovative, inclusive, and sustainable efforts. Selected by [Main Street America](#), winners are recognized for transforming downtowns, creating jobs, preserving history, and building strong, diverse partnerships.
    - Key aspects of being a winner include:

- Proven Revitalization: Documented success in boosting local economies, such as attracting new businesses, increasing property values, and creating jobs.
  - Historic Preservation: A strong focus on rehabilitating historic buildings and maintaining the unique character of the downtown area.
  - Innovative Programs: Implementing creative, community-driven solutions for challenges, such as facade grants, unique public events, or downtown housing projects.
  - Inclusive Community Engagement: Creating a downtown that is welcoming to everyone, engaging residents and stakeholders in the development process.
  - Prestige and Recognition: Winners receive a national spotlight, including a documentary film, a plaque, and media support to showcase their success.
- Frederick City is the only Great American Main Street in Maryland. Since I have been in this position, Berlin has tried twice and did not get selected. Sykesville has tried once and did not get selected, but they have made the Top 8 again for 2026. So, it is more than fun events, it is more than the way a community looks, it is an in-depth look at best practices at all we have done and how using the Main Street approach has had results.
  - I am bringing this up because if Main Street Middletown, MD Inc. does dive in, we would want to do so with the Burgess and Commissioner's understanding – that it would result in a different kind of year for us and we would need different types of support from the Town (administrative and video production which involves interviewing a lot of people, getting scenes from different times of the year, and pulling statistics). The designation may say Great American Main Street – but it puts us – all of us – on a national stage!
  - **Memorandum of Understanding**
  - With all the above said – we – as in Main Street and the Town – does not currently have a written Memorandum of Understanding between the two organizations. Because we (Main Street and the Town) has a long-established relationship of working together to keep Main Street Middletown vibrant, I really have not felt the need to go down this route – even though the State and National highly recommend we all create these written agreements. In fact, when questioned if we had a written agreement, I selected No on the State Accreditation Assessment, the pop-up response was if No, when will you have a written agreement. So, it is now, it appears it is mandatory instead of just suggested. I have attached a draft MOU to this staff report.

### **Economic Development:**

- In February we had our business mixer with a good turnout and laid out plans for the ways we are working to be supportive of the Main Street business district. Plans include working with West Main Tech to update our website with a more interactive

business listing page; working with the Frederick News Post to update the Middletown Magazine that features Middletown businesses exclusively, and working towards the creation of a Main Street Middletown, MD Inc. business grant program.

- The next EDC meeting is March 17 and the next mixer is in May.

#### **Promotions:**

- This is a busy time for the Promotions Committee – we are working on the last minute details for the Health and Wellness Expo! New this year is the advertising we have on WFRE/The Eagle stations. Not only do we have over 40 radio spots advertising the event, we are listed on their calendar of events, and they will broadcast from the Expo on Saturday!
- March is also the time of year that we create our marketing plans for the next Fiscal Year and apply for the Tourism Council's TRIPP Grant. The grant gives us substantial savings on out-of-county advertising. This year we have expanded our out-of-county reach significantly. Next year we know we will most likely not have this much money to spend, so we are again looking into FY 2027 as a time to stretch our dollars.
- I listened to an educational session with Maryland Nonprofits on how to tap into Google's in-kind advertising grants for nonprofits. We are seeking technical assistance to get that up and running so we can continue to promote Middletown, but with less dollars.
- The next "big" event for Main Street Middletown is us hosting walking tours in May of the downtown district and in June, being the first stop on the Maryland House and Garden Pilgrimage.

#### **Design:**

- The Design Committee is looking to unveil our next little project that is part of our annual decorations for the Welcome Center. We wanted to create seasonal decorations that we could go back to year after year without constantly making purchases, or buying flowers that I ultimately do not keep watered.

#### **Grants:**

- It is a busy grant writing month – we are submitting our Main Street Improvement Grant and also applying for the very competitive Technical Assistance Grant – these are both due on March 20, 2026. This grant also requires us to provide our Annual Plan of projects we will be working on for FY 2027. Each project must fall within the 4-Point Approach and relate to the stated transformational strategic goals.
- I am also working on the TRIPP Grant which covers 2/3's of the price of each out-of-county placement we make via the grant. Each year, this grant gets more and more competitive.

*Thank you for your continued partnership and support of Main Street Middletown, Md Inc.*

# Memorandum of Understanding (MOU)

Between The Burgess and Commissioners of Middletown, and  
Maryland and Main Street Middletown, MD Inc.

This Memorandum of Understanding (“MOU”) is entered into as of **[date]**, by and between:

**The Burgess and Commissioners of Middletown**, a municipal corporation organized under the laws of the State of Maryland, with offices at 31 West Main Street, Middletown, Maryland 21769 (“Local Government” and **Main Street Middletown, MD Inc.** a nonprofit corporation organized under the laws of the State of Maryland, with offices at 19 West Main Street, Middletown, Maryland 21769 (“Main Street Organization”) together referred to as the “Parties.”

## I. Purpose:

The purpose of this MOU is to establish a collaborative partnership to support the revitalization, economic development, and promotion of the Main Street District using the Main Street Approach. This MOU outlines roles, responsibilities, and expectations for coordination and resource support.

## II. Term:

This MOU shall be effective from **July 1, 2026 through June 30, 2027** unless terminated earlier in accordance with Section IX. The MOU may be renewed upon mutual written agreement.

## III. Roles and Responsibilities

### A. Main Street Organization Responsibilities

The Main Street Organization agrees to:

1. Implement a comprehensive downtown/commercial district revitalization strategy aligned with the Main Street Approach. (The “Transformational Strategies” we selected are Middletown as a Heritage Tourism Destination;

Middletown's Health and Wellness Hub; and Middletown as a Family Friendly Community)

Maintain nonprofit status and good standing with the state and IRS.

2. Maintain our status as a State and Nationally Accredited Main Street Program.
3. Serve on a Hiring Committee with the Town to hire a qualified Main Street Manager/Director. (Original wording was that the board hires the ED).
4. Develop and adopt annual work plans and budgets.
5. Coordinate programming, events, business outreach, and promotions so that the Town and Main Street Middletown can plan accordingly where assistance from either organization is beneficial or required.
6. Track and report performance metrics (investment, business openings/closures, volunteer hours, etc.).
7. Maintain appropriate insurance coverage.
8. Comply with any reporting requirements tied to public funding.

## **B. Local Government Responsibilities**

The Local Government agrees to:

1. Recognize the Main Street Organization as a key partner in downtown/commercial district revitalization.
2. Designate a Commissioner liaison to coordinate with the Main Street Organization.
3. Support revitalization efforts through planning, zoning, public works, and economic development coordination where feasible.
4. Consider the district's needs in capital improvements and infrastructure planning.
5. Promote collaboration between departments and the Main Street Organization.

Provide direct financial support by:

6. Hiring a qualified, full-time employee to serve as the Executive Director of the nonprofit with input from the Main Street nonprofit's Board of Directors.
7. Donating annually to the program's overall budget through the established mechanism in place where the Town considers annual requests during the Spring

Community Group Night where Community Groups make financial requests annually to the Burgess and Commissioners.

8. Continue the Town-Main Street coordination with the Frederick County deputies for traffic and safety control for agreed up Main Street Middletown, MD Inc. events that may require street closures. The Town will pay for the deputies services.

**9. Provide Additional Staff Support by:**

10. Provide support for mutually agreed upon Main Street initiatives and projects that include items that include (but not limited to) maintenance crew assistance with interpretive sign installation, banners, holiday decorations on street poles, set-up and clean up assistance as agreed upon events with tents, trash cans, parking/traffic control. Administrative assistance for special events and coordination.
11. Staff support that is normal and customary to any other Town employee

#### **IV. Funding and Financial Accountability**

Any public funds provided shall be used solely for eligible revitalization purposes.

The Main Street Organization shall maintain accurate financial records. Upon request, the Main Street Organization shall provide financial reports to the Local Government.

Funding is contingent on availability and compliance with local procurement and grant requirements.

#### **V. Communication and Coordination**

The Parties agree:

- The Main Street Staff shall attend Staff Meetings with the Burgess and Monthly Town Workshops.
- Share relevant plans, reports, and data.
- Collaborate on strategic priorities affecting the district.

**VI. Branding and Public Communications**

Both Parties may reference (and should) the partnership in public communications.  
Use of logos or official branding shall notification.

**VII. Independent Entities**

The Parties are independent entities.

**VIII. Liability and Indemnification**

Each Party shall be responsible for its own acts and omissions. Nothing in this MOU shall be construed as a waiver of governmental immunity.

**IX. Termination**

Either Party may terminate this MOU with **[30–90] days’ written notice**.  
Any unspent public funds shall be handled in accordance with funding agreements or returned if required.

**X. Amendments**

This MOU may be amended only by written agreement signed by both Parties.

**XI. Signatures**

**[Local Government Name]**

By: \_\_\_\_\_

Name/Title: \_\_\_\_\_

Date: \_\_\_\_\_

**[Main Street Organization Name]**

By: \_\_\_\_\_

Name/Title: \_\_\_\_\_

Date: \_\_\_\_\_

# Burgess and Commissioners of Middletown

## Financial Summary – March 5, 2026

### Audit

An RFP (request for proposal) for professional auditing services for the next three fiscal years (FY26, FY27 and FY28) is out on the Town’s website. We will be accepting proposals through Friday 3/27/26 at 2pm then Town Staff will review all proposals and bring a recommendation to the Burgess & Commissioners around mid-April to vote upon.

### ARPA Fund

As of February 28, we received \$4,737,725.09 in ARPA funds (initial award plus interest) and we spent \$4,654,999.80 on twenty-seven different projects, leaving a balance of \$82,725.29 in the bank account designated for ARPA. The remaining balance is earmarked to go towards the I & I study and construction. We have until December 2026 to fully spend these funds that are earmarked for this project.

### Bank Reconciliations

All the Town’s bank accounts have been reconciled at least through January 31, 2026. Below are the Town’s bank accounts and the date the account was last reconciled with the general ledger balance as of 2/28/26.

Account Number	Description	Last Reconciled Date	GL Balance
90-10000	Truist Rainy Day Fund	2/28/2026	218,263.22
90-10005	Truist Operating	2/28/2026	1,643,666.35
90-10010	MVB - Operating	2/28/2026	25,756.41
90-10020	MVB Bonds	2/28/2026	5,282.26
90-10025	MVB - Money Market	2/28/2026	320,952.44
90-10030	Truist Payroll	2/28/2026	-
90-10035	Truist Index - PFAS	2/28/2026	152,294.26
90-10040	Truist Index - Sludge removal	2/28/2026	222,979.55
90-10045	Truist Index - I & I	2/28/2026	399,303.87
90-10050	PNC - Capital Account	1/31/2026	132,229.40
90-10100	Truist Index - escrow	2/28/2026	6,683.49
90-10110	MVB - Parks & Rec Pickleball	2/16/2026	2,866.00
90-10115	MVB - Heritage Committee	2/8/2026	9,702.11
90-10120	Truist - Christmas in the Valley	2/28/2026	5,433.92
			<u>\$ 3,145,413.28</u>
		General Fund Unrestricted	1,743,902.85
		General Fund Restricted	<u>479,930.85</u>
			<u>\$ 2,223,833.70</u>
		Water/Sewer Unrestricted	146,733.76
		Water/Sewer Restricted	<u>774,577.68</u>
			<u>\$ 921,311.44</u>

## Utility Billing Software

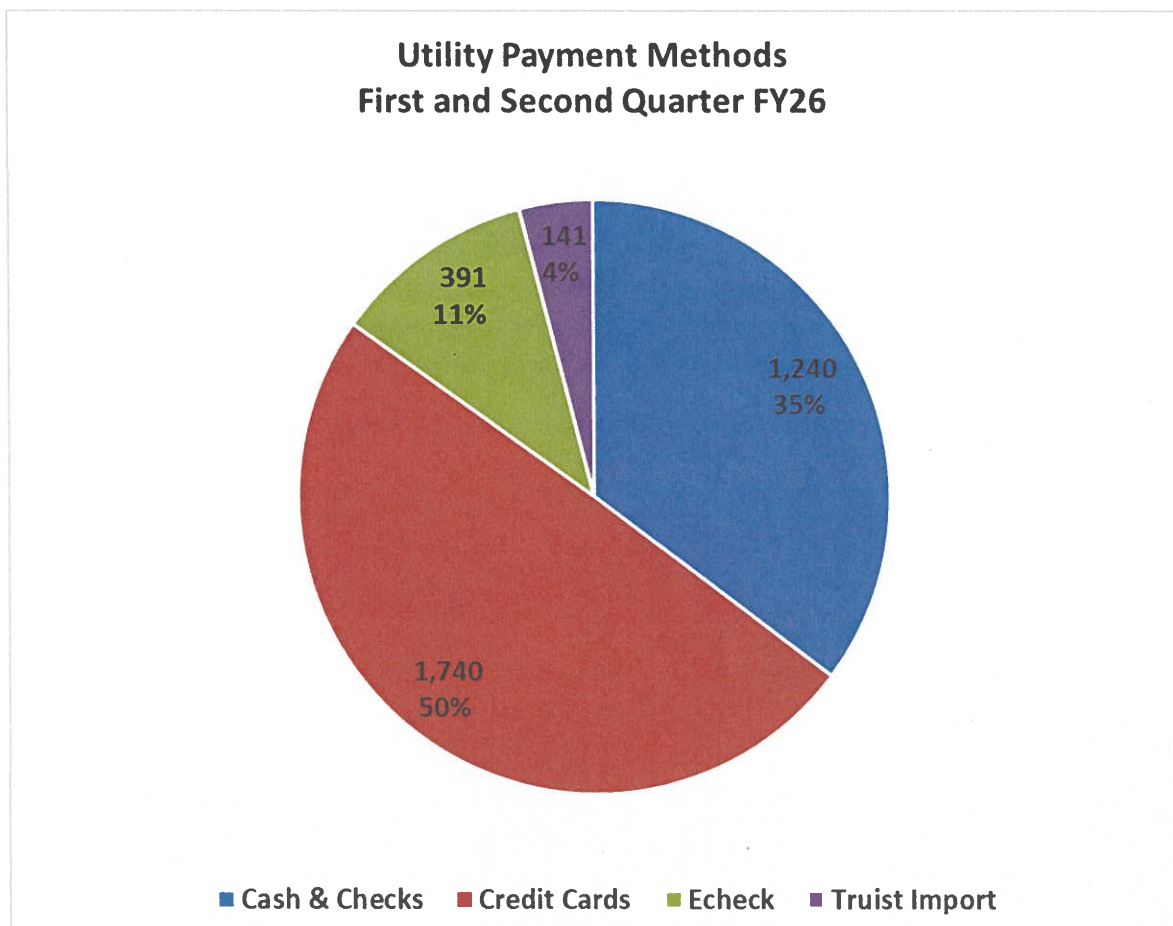
Below is a summary comparing the number of notices sent out to residents for utility billing over the last three quarters.

	June 2025 Quarterly Billing	September 2025 Quarterly Billing	December 2025 Quarterly Billing
Initial Billing	1,702	1,702	1,702
Second Notice	232	476	401
Email Notification to unpaid accounts	-	184	117
Third Notice	70	92	58
Email Notification to unpaid accounts	-	28	38
Cut-off Door Posting	21	21	30
Water Cut-off	2	3	-

We are finding that sending emails and phone/text reminders in between notices is helping to get residents to address their account balances and as a result there were no water cut-offs for this last quarter. We will continue the effort to collect contact information so those notifications will be more effective.

The third quarter meter reading will begin next week. We are anticipating to be able to read all meters including the ones with Itron radios so we will hopefully limit the number of accounts that need to be estimated.

The summary of the types of payments received through February in the new system over that last two quarters is presented below.



As expected, the most popular form of payment is credit card at 50%, while cash and check remain the second most popular at 35%. The Truist Import option was canceled as of January and most of those payments are now coming in the form of a check. Roughly, 60% of our payments come in electronically, while 40% come in through the mail.

Below is a summary of the electronic payments received since the implementation of the new software (September through February) and the total credit card fees associated with them. We are incurring 2.69% of the total electronic sales as processing fees for these payments.

	Total	
	Sales Count	Sales Amount
VISA	1063	\$ 296,131.96
Mastercard	223	\$ 76,304.01
Discover	69	\$ 18,495.16
American Express	109	\$ 31,738.86
Debit Card	262	\$ 76,589.59
Echeck	379	\$ 136,522.50
<b>Total</b>	<b>2,105</b>	<b>\$ 635,782.08</b>
<b>CC fees</b>		<b>\$ 17,123.67</b>
		<b>2.69%</b>