

***BURGESS AND COMMISSIONERS
OF MIDDLETOWN MARYLAND***

TOWN WORKSHOP MEETING MINUTES

WORKSHOP MEETING

March 5, 2020

The workshop meeting of the Burgess and Commissioners of Middletown was called to order on March 5, 2020, by Burgess Miller at 7:00 p.m. in the Middletown Municipal Center, 31 W. Main Street, Middletown, Maryland. Present were: Commissioners Larry Bussard, Christopher Goodman, Jennifer Falcinelli, Tom Catania and Rick Dietrick.

PERSONAL REQUESTS FOR AGENDA: None.

STAFF REPORTS:

Community Deputy Report – Deputy McCarrick gave the Deputies report for February.
Staff Planner Report – Cindy gave her report.
Engineer’s Report – Bruce gave his report.
Zoning Administrator’s Report – Mark gave his report.

CONSENT AGENDA:

- *Town Minutes – February 24, 2020 – Town Meeting*

UNFINISHED BUSINESS:

Advertisement Procedures – With the change of the Middletown Valley Citizen now being a bi-weekly publication the Town Board is reviewing how best to address the advertising requirements needed by the Town. The Town of Middletown has numerous different advertising requirements depending on both State Law and Town Charter requirements. In the past, the Town has used the Middletown Valley Citizen as the “*newspaper of general circulation*”. With the Middletown Valley Citizen’s change to a bi-weekly publication which no longer meets the definition, the Town can no longer meet some of its advertising requirements. The Town Administrator reviewed the advertising matrix which showed the advertising requirements for the different advertising-needed activities of the Town. There is one update to the matrix, Board of Appeals hearings advertising requires a newspaper of general circulation. The matrix will be updated for the next Town Board meeting. Staff is recommending that the Town continue to advertise in the Valley Citizen in addition to using the Frederick News-Post for the consecutive weeks legal requirement. Staff will review the cost increase this will generate. This item will be voted on at the March 9, 2020 Town Board meeting.

Rural Municipal Community Circulator Bus Service – This is regarding a Frederick County proposed one-year pilot program for a circulator type bus service in and around 4 municipalities, Emmitsburg, Thurmont, Brunswick and Middletown. The bus would be in each municipality 1 day per week. The bus’s municipality determined route, on its assigned day, would be to transport people to the grocery store, shopping areas, library and other predetermined/identified areas within the town. The goal is to provide seniors and others with the option to have a regular

planned day when they could run a variety of errands within their town independently and on a reasonable timetable. The County would purchase the bus and hire both a driver and a dispatcher. The County is requesting each municipality contribute \$10,000 to support the pilot program. One of the identified concerns was the possible lack of use. Questions were raised about how to determine if there was any interest in this type of bus service and how to get the word out. Another concern was who the target population for this service would be. It was suggested that seniors would utilize the service but if too many young people used it, it would prohibit senior usage. It was noted that involvement in the pilot program is a way to get answers and to determine if a program like this is worth it. The Board must give its answer to the County Executive by April 1, 2020. This item will be voted on at the March 9, 2020 Town Board meeting.

Proposed Text Amendment – Forest Conservation Ordinance – Last year Maryland Senate Bill 234 Natural Resources – State and Local Forest Conservation Funds (effective October 1, 2019) was passed which made changes to the State’s Forest Conservation Act. This bill requires a few changes to the Town’s Forest Resource Ordinance. In accordance with State law, the Town must send all FRO text amendments to the Maryland Department of Natural Resources for review and approval. The amendments were sent to the State on September 2, 2019, with revisions sent on January 2, 2020. This proposed ordinance would comply with the new State regulations. The Staff Planner has reviewed the Town growth boundaries to identify potential areas for future mitigation projects. She also stated that Frederick County has proposed changes to their laws to make their regulations stricter. IF the Town is interested in emulating Frederick County’s Forest Resource Ordinance, the needed additions to the Town’s ordinance were also included in the proposed ordinance.

NEW BUSINESS:

Constant Yield Tax Rate Exemption – The Town Administrator reported that Middletown has received an exemption again for 2020/2021. The tax rate will not change this year. This helps to project the tax revenue for the coming year.

FY 2021 POS Project Requests – The Parks and Recreation Standing Committee has identified 3 POS projects to request monies for in FY2021. They are prioritized as follows: running water and sewer to Wiles Branch Park (approximately \$120,000), pickle ball courts at Wiles Branch Park (\$7,500 to modify existing basketball courts/ \$25,000-27,000 to build new) and purchasing bleachers for Remsburg Park. Deadline for submission of requests to the County is May 1, 2020.

Memorial Bench Program – The Parks and Recreation Standing Committee would like to offer memorial benches for public sale, which when purchased could be placed along identified areas of the Town walking trails. Each bench would have a memorial plaque listing who the bench was memorialized for. Two types of benches being considered: Victor Stanley (cost including plaque \$1,250.00 – similar to the benches in front of the Town Hall) and Alpine Benches (cost including plaque \$720.00 – similar to the benches already on the walking trails). An order form is to be created that will also include a place on the form where the buyer could designate which trail they would like the bench placed on. The Sustainability Committee has formed a subcommittee which is developing a Memorial Tree Program. Subcommittee members will be contacting the Parks and Recreation Standing Committee to try to coordinate the possibility of planting memorial trees next to the memorial benches. Projected cost for a memorial tree is \$250.00.

PUBLIC COMMENTS:

ANNOUNCEMENTS:

- *Frederick County Restaurant Week – March 2-8, 2020*
- *Middletown Valley Historical Society History Program – Wednesday, March 18, 2020 at 7pm at Christ Reform Church.*

Workshop adjourned at 8:33 pm.

Respectfully submitted,

Annette Alberghini,
Office Manager