

BURGESS AND COMMISSIONERS OF MIDDLETOWN MARYLAND

TOWN MEETING MINUTES

March 9, 2026

The meeting of the Burgess and Commissioners of Middletown was called to order on March 9, 2026, by Burgess John Miller at 7:00 p.m. Present were Commissioners Jennifer Falcinelli, Rick Dietrick, Kevin Stottlemeyer, Larry Bussard and Chris Goodman.

PUBLIC COMMENT – None.

CONSENT AGENDA:

- **Approval of 2026 Election Judges**
- **Town Meeting Minutes**
 - *February 23, 2026 – Meeting Minutes*

Motion: Commissioner Bussard motioned to approve the consent agenda as presented. Seconded by Commissioner Goodman. Motion passed (6-0).

UNFINISHED BUSINESS

250th Anniversary Tree – Purchase & Location - –The cost of the tree (including planting and warranty) is \$2400. The cost for a commemorative plaque is \$600. With monetary support from both the Main Street Program and the sustainability committee the cost to the town has been reduced to \$1500. If approve the tree will be planted at Heritage Park.

Motion: Commissioner Stottlemeyer motioned to approve the \$1500 for the purchase of the 250th anniversary tree and commemorative plaque as presented. Seconded by Commissioner Goodman. Motion passed (6-0).

The date of the dedication of the tree is yet to be determined.

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. The construction of the new food bank has stalled at the County level. The issue regarding the easement letter has been resolved.

The town board agreed by consensus to sell 301 West Main Street once the new food bank has been constructed and the property subdivided as recommended.

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 will be held October 3rd 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.

Personnel Committee Recommendations – A town employee obtained his CDL under the current personnel policy that states he is entitled to a recognition bonus up to \$1500. Previously employees who obtained their CDL were given a 3% increase in their salary. The personnel committee previously met to discuss this and are now recommending a 3% salary increase as is stated in the proposed update. It was noted that the percentage increase is different from the licenses mentioned in the same section of the policy which lists a specific dollar amount rate increase. Those who receive CDLs must undergo a physical exam every year to include drug testing. After much discussion it was proposed that those employees who obtain their CDL will receive a \$0.75 hourly increase in their salary, and if the license is lost, or removed that hourly increase will be removed from their hourly wage rate. This will also be extended to the employee who obtained his CDL.

Motion: Commissioner Goodman motioned to amend the proposed commercial driver's license (CDL) policy to change to now state that employees who obtain a valid CDL will receive a pay increase of \$0.75 per hour, effective the first full pay period following the verification of the license. If the license is suspended, revoked, allowed to expire, or otherwise not maintained in good standing the associated salary adjustment will be removed. Seconded by Commissioner Bussard. Motion passed (6-0).

REPORT OF COMMITTEES

WATER & SEWER – Commissioner Falcinelli reported: Staff repaired 2 large water leaks. The reservoir is now back to full capacity. Drought monitoring has updated to move the town from severe to moderate drought status. For February water use was – 327,966 gal., spring flow was – 41,994 gal., EWWTP treated 232,000 gals. and the WWTP treated 186,000 gals. The town received 2.2 inches of rain in February. For the ENR update the engineers are now exploring replacing just the WWTP. The long term well testing for Foxfield Section 6 is complete. The town is waiting on review and water appropriation by MDE. The lobbyist is researching if the \$1.6 million designated for the springline replacement can be transferred to the ENR upgrade.

PUBLIC WORKS – Commissioner Dietrick reported:

The Town staff repaired a sewer line was repaired 104/106 Locust St. Two waterline breaks were repaired. A meter pit was installed at 111 Prospect Street. A sign was replaced on East Green Street. Staff have been busy with meter reader replacements. The conference room construction is ongoing. File cabinets were moved to the basement. Staff continue their usual maintenance, as well as snow work and cleanup that has been completed.

SUSTAINABILITY – Commissioner Stottlemyer reported:

The new seeds have arrived for the seed library. The library has agreed to host the Green Expo this year. The committee is planning new topics for its Green Talks 2026. The partnership with the St. Thomas Moore Academy and the Senior Center on some raised bed plantings project is ongoing. The county has approved additional gardening space. The Arbor Day tree planting is scheduled for April 24, 2026 beginning at 1:00pm. Potomac Edison is partnering again for this event. A free tree give away is in the planning stages.

PLANNING COMMISSION – Commissioner Bussard reported:

The planning commission met in February. The planning commission conditionally approved both the

Foxfield 6 improvement plans and an addition plat for 708 East Main Street in February. The committee has amended its review timeline for plan review and increased it to 30 days from plan submission. There will be no meetings in March.

PARKS AND REC. COMMITTEE – Commissioner Goodman reported:

The winter league proposed by the pickleball committee was not successful. They have requested a seasonal port-a-john be placed near the pickleball courts for players to use. POS projects include Harris Property acquisition monies. They will be meeting with staff in March to finalize projects and costs.

PUBLIC INFORMATION – Commissioner Falcinelli reported:

Residents are reminded to sign up at Citizen Connect on the Town’s website to stay up to date with what is going on in town. The election banner needs to be hung for the upcoming municipal election.

TOWN ADMINISTRATOR REPORT -

Burnt Bridge Crossing Park Master Site Plan RFP Committee – Request for volunteers to sit on this temporary committee to review bids submitted in response to the RFP. The volunteers must reside in Middletown and submit a brief synopsis of why they would like to serve, and any skills or experience to contribute to the process. The board recommended adding a deadline for applying to be a volunteer to the announcement.

ADA at Remsberg Park Update – Triad has completed 90-95% of the plan. Staff is reviewing what has been provided.

ANNOUNCEMENTS

- *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 motion was made at 7:46 pm to move into an executive session meeting.

Respectfully submitted,

Annette Alberghini,
Recording Secretary