



AGENDA FOR THE TOWN MEETING

March 9, 2020

7:00 p.m.

PLEDGE TO THE FLAG

CALL TO ORDER

PERSONAL REQUESTS FOR AGENDA:

CONSENT AGENDA

- Town Meeting Minutes
 - February 24, 2020 – Town Meeting²

UNFINISHED BUSINESS:

- Advertisement Procedures²
- Rural Municipal Community Circulator Bus Service²
- Proposed Text Amendment – Forest Conservation Ordinance²

REPORT OF COMMITTEES:

Water/Sewer	Commissioner Falcinelli
Public Works	Commissioner Bussard
Sustainability	Commissioner Dietrick
Planning Commission Liaison	Commissioner Catania
Parks & Recreation	Commissioner Goodman
Public Information	Commissioner Falcinelli

¹ First Appearance on Town Agenda

² Second Appearance on Town Agenda

NEW BUSINESS:

- Constant Yield Tax Rate EXEMPTION ²
- FY 2021 POS Project Requests ²
- Memorial Bench Program – Parks Committee Recommendation ²

PUBLIC COMMENTS:

ANNOUNCEMENTS:

- *Frederick County Restaurant Week – March 2-8, 2020*
- *Middletown Valley Historical Society History Program – Wednesday, March 18, 2020 at 7:00PM at Christ Reform Church*

ADJOURNMENT

¹ First Appearance on Town Agenda

² Second Appearance on Town Agenda

BURGESS AND COMMISSIONERS OF MIDDLETOWN MARYLAND

TOWN MEETING MINUTES

REGULAR MEETING

February 24, 2020

The first regular meeting of the Burgess and Commissioners of Middletown was called to order on February 24, 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, Jennifer Falcinelli, Christopher Goodman, Tom Catania and Rick Dietrick.

PERSONAL REQUESTS FOR AGENDA:

CONSENT AGENDA:

- *Financial Statements*
- *Town Minutes – February 6, 2020 - Workshop
February 10, 2020 – Town Meeting*

Motion by Commissioner Catania to approve the consent agenda as presented, seconded by Commissioner Bussard. Motion carried 5-0.

UNFINISHED BUSINESS:

Discussion of Hollow Creek Professional Office Building – The building renderings for this project were discussed at the last joint town board/planning commission meeting. At that meeting issues were raised regarding the building height and look of the professional building and the overall view of the development from all directions.

Mark Lancaster, Lancaster Craftsman Builders, the developer reviewed the architectural renderings of the site. He reviewed the changes that have been made to the 3-story professional building to make it more visually appealing. This included bump outs and brick banding to provide more architectural detail. He included new renderings which showed the proposed buildings views from various street-level points along US 40 Alt.

Commissioner Falcinelli asked if the 2 buildings in the front could be moved into alignment with the BB&T Bank and have parking behind them. Mr. Lancaster stated that that it would be confusing to customers of those buildings to park behind and then must walk around front to enter. He stated that the raised retaining wall in front of the buildings will hide the view of most of the vehicles parked in front (from headlights to the ground) currently. Mr. Lancaster will have a better idea of the view of the front two buildings once tenants are identified.

Eric Ware, 6 Washington Street, asked what if the professional building was not 3 stories tall. Mr. Lancaster stated that with state parking codes that need to be met, so much office space square footage requires 1 parking space. The project is not feasible to be a 2-story structure. He also stated that it would look more like a shopping center versus a professional building and would be less likely to be seen from the street.

The developer will provide the street level drawings to the Planning Commission to review.

Ordinance 20-01-01 – Illicit Discharges – An Ordinance to establish an inspection and enforcement program to require the elimination of and mitigate the impacts of illicit discharges, prohibited materials, and illicit connections to a municipal separate storm water system. This Ordinance is a requirement of the

MS4 permit. Commissioner Falcinelli motioned to approve Ordinance 20-01-01 as presented, seconded by Commissioner Goodman. Motion carried 5-0.

Ordinance 20-01-02 – Amendments to Title 13 Public Services – An Ordinance to amend title 13 to impose reasonable restrictions on the use of water from the Municipal water system during periods of short supply, protracted drought, excessive demand or other scarcity of water, to establish new water and sewer connection fees, and to repeal debt service charges. Commissioner Catania motioned to approve Ordinance 20-01-02 as presented, seconded by Commissioner Falcinelli. Motion carried 5-0.

NEW BUSINESS:

Review of Heritage Gallery Grant – Becky is pursuing a Heritage Area grant to be used to hire a free-lance collections specialist, collection software and preservation materials related to collections/collection pieces for the Heritage Gallery. If awarded it would require funds matching by the town of \$12,500. There is a tourism grant, Tripp Grant, that Becky can apply for that would cover half of the town's expense. The Board agreed that Becky should apply for both grants.

Review of Advertisement Requirements – With the Middletown Valley Citizen now being a bi-weekly publication the Board is reviewing how best to address the advertising requirements needed by the Town. Only a few items, such as annexations, require successive weekly advertisement. To date, the State has not said that the use of social media, websites and public postings are enough. It still requires the use a "daily or weekly newspaper of general circulation". Drew stated that the Frederick News-Post is the newspaper of general circulation and that using it for advertising is expensive. The budget would have to address the increase costs. Board members do not want to confuse town residents or give the appearance of hiding something because of the need to use both publications. It appears that very few residents subscribe to the Frederick News-Post, so they would be missing information if it was used regularly. Along with social media, the website and town newsletter, staff is tasked with prioritizing how advertising will be accomplished using a combination of both the Frederick News-Post and the Middletown Valley Citizen.

Commissioner Goodman suggested that people contact their state delegates to address updating advertising requirements using today's technologies.

Discussion of Banking Services – Drew stated that with BB&T and Suntrust banks combining and becoming Truist, and with town code's updated investment policy perhaps the Town Board would like to put together an RFP regarding the Town's Banking. Technology has reduced the need for physically taking daily deposits to a bank. The town can still work with the town branches of BB&T and Middletown Valley Bank to take residents water/sewer bill payments.

The Town Board gave a general consent to pursue an RFP.

PUBLIC COMMENTS:

MVAA Shed – MVAA sent Drew a request (with supporting documentation) to remove the existing shed at Memorial Park and replace it with a 150sqft shed to be located behind the Bathrooms, where the horseshoe pits are currently located. The Board has asked that MVAA mark the area off where the new shed will be located so that Town Board members can go and see its proposed location and size. Drew will notify Board members once it has been marked.

Washington Streetscape – Eric Ware, 6 Washington Street, asked when the proposed Washington Street improvements are scheduled to be addressed. Washington Street is in the design process this year, and depending on timing, construction could begin this summer. Improvements would be from Church Street to Elm Street.

ANNOUNCEMENTS:

- *Nominating Convention – Tuesday, February 25, 2020 at 7pm.*

Meeting adjourned at 8:12 PM.

Respectfully submitted,

Annette Alberghini
Administrative Assistant

DRAFT



MEMORANDUM

DATE: March 4, 2020
TO: Burgess and Commissioners
FROM: Andrew J. Bowen, Town Administrator
SUBJECT: Public Advertisements

ISSUE

With the change of the Middletown Valley Citizen going from a weekly publication to bi-weekly, should the Town Board change our newspaper of record to comply with our advertising requirements?

BACKGROUND

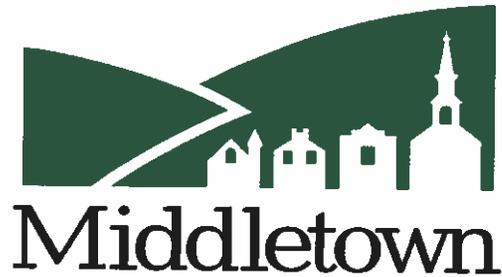
The Town of Middletown has numerous different advertising requirements depending on both State Law and Town Charter requirements. In the past, the Town has used the Middletown Valley Citizen as the "*newspaper of general circulation*". With the Middletown Valley Citizen's change to a bi-weekly publication, the Town can no longer meet some of our advertising requirements. Attached to this memo is an Advertising Matrix for the different types of advertising requirements.

RECOMMENDATION

Staff is recommending that all advertisement will still be done in the Middletown Valley Citizen, but when the advertisement requires more than one advertisement in successive weeks the Frederick News Post will be used as the paper of record for meeting the advertisement requirements.

ATTACHMENTS

Advertisement Matrix



**Burgess and Commissioners
Middletown, Maryland**

Advertisement Matrix

Section from Code	Type	# of Notices	Consecutive Weeks	Publication
Charter -Section 100	Charter Amendments	4	YES	FNP for Legal Requirement / Citizen for Informational
Charter - Section 600	Budget	1	NO	Citizen
Title 1 - General Provisions	Elections	1	NO	Citizen
Title 5 - Business Licenses & Regulations	Wireless Towers	2	YES	FNP for Legal Requirement / Citizen for Informational
Title 16 - Subdivision	Amendments	1	NO	Citizen
Title 17 - Zoning	Amendments	2	YES	FNP for Legal Requirement / Citizen for Informational
Title 17 - Zoning	BOA Variance & Special Exceptions	1	NO	FNP for Legal Requirement / Citizen for Informational



FREDERICK COUNTY GOVERNMENT
OFFICE OF THE COUNTY EXECUTIVE

Jan H. Gardner
County Executive

Rick Harcum, Chief Administrative Officer

February 25, 2020

The Honorable Burgess Miller
The Honorable Mayor Snoots
The Honorable Mayor Kinnaird
The Honorable Mayor Briggs

RE: Rural Municipal Community Circulator Bus Service

Dear Burgess Miller, Mayor Snoots, Mayor Kinnaird, and Mayor Briggs,

I am writing to formally share my concept proposal to initiate a one-year pilot program for a circulator type bus service in and around your municipality. We have discussed this idea on multiple occasions including at our most recent "Mayor's Meeting".

The Municipal Circulator Pilot program is outlined as follows:

- County purchases a small shuttle bus or van that can accommodate multiple riders as well as provide wheel chair access;
- County hires one bus driver;
- County hires a dispatcher;
- Each of four municipalities – Emmitsburg, Thurmont, Brunswick and Middletown – would participate and be assigned circulator service on one set day per week. (If Emmitsburg and Thurmont wish to combine their routes, they would have service two days.)
- Towns would have input to
 - Design a route around your town (and possibly into the adjacent county) to take people to the local grocery store, shopping area, branch library, senior center, or other identified locations.
 - The idea is to develop a route that a bus/van could circulate around a few times each morning and afternoon so someone taking the bus would know they would be picked up by the circulator in a hour or a reasonable period of time.
 - The route could include some demand service to pick up people at their home if the deviation is not far from the route. This would require a call to Transit to schedule.
 - With adequate funding we could offer this service for free or a minimal cost.

The goal of this program is to provide seniors and others with the option to have a regular planned day when they could go the grocery store, hairdresser, library, or run other errands and

do so independently and on a timetable that assures a reasonable return trip. We know that more and more seniors need this type of service though anyone could utilize the circulator.

Because this service would be connected through a dispatcher, it could open other trips or connection options such as with a schedule ParaTransit trip or other connections to service. The total cost of this one year pilot program is estimated to be about \$200,000. I would respectfully request each municipality to consider contributing \$10,000 on a one-time basis to support the pilot program. This would also give the municipalities some ownership to the program.

This topic will be discussed at the MML meeting this week. County staff and I are also available to attend a town meeting to further discuss and present this proposal. I would like to consider funding this proposal in the upcoming budget cycle and would appreciate a formal response from each town no later than April 1, 2020.

Please let me or Roman Steichen, know if you need additional information. I appreciate your consideration of this proposal.

Regards,



Jan H. Gardner
County Executive

Cc: Rick Harcum, Chief Administrative Officer
Monica Bearden, Deputy Chief Administrative Officer
Roman Steichen, Acting Director, TransIT
Joy Schaefer, Government Affairs Director
Kelly Weaver, Budget Officer

MEMORANDUM

Date: 3/3/2020

To: Burgess & Commissioners and Middletown Planning Commission

From: Cynthia K. Unangst, Middletown Staff Planner

RE: Forest Conservation Ordinance proposed changes per changes in State regulations

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. Here is a summary:

- The bill adds mitigation banking to the forest conservation fund.
- The annual report requirements have been revised to require additional information on the number of acres for which the fees were collected, and the number of acres forested, afforested, or conserved using the fees.
- The bill also requires the local governments to submit to the Maryland Forest Service:
 - A general plan identifying appropriate and potentially available areas for mitigation projects.
 - Detailed accounting procedures for accurately tracking money received into and expended out of the forest conservation fund.
 - The method that the local government will make the forest conservation fund plans and accounting procedures available to the public.

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.

Attached is a text amendment with proposed changes to the Middletown Forest Conservation Ordinance to bring it in line with the new state regulations. The Planning Commission shall review the proposed amendment and shall submit its recommendations or comments to the Burgess & Commissioners.

IF the Town is interested in emulating Frederick County’s Forest Resource Ordinance, these would be the needed additions to the Town’s ordinance:

16.40.011 - DEFINITIONS.

INTERMITTENT STREAM. [A stream in which surface water is absent during a part of the year as shown on the most recent 7.5 minute topographic quadrangle published by the United States Geologic Survey as confirmed by field verification.] A stream that has flowing water during certain times of the year, when groundwater provides water for stream flow. During dry

periods, intermittent streams may not have flowing water. Runoff from precipitation is a supplemental source of water for stream flow. These streams are identified through field verification and as approved by the Department. The most recent county hydrography layer may be used as a guide for the preliminary establishment of possible watercourses.

PERENNIAL STREAM. [A stream containing surface water throughout an average rainfall year, as shown on the most recent 7.5 minute topographic quadrangle published by the United States Geologic Survey, as confirmed by field verification.] A stream that has flowing water year-round during a typical year. The water table is located above the streambed for most of the year. Groundwater is the primary source of water for stream flow. Runoff from precipitation is a supplemental source of water for stream flow. These streams are identified through field verification and as approved by the department. The most recent county hydrography layer may be used as a guide for the preliminary establishment of possible watercourses.

16.40.041 – RETENTION PRIORITY

B.4. Critical habitat areas for sedentary animal species; identified as threatened, endangered or in-need-of-conservation under the Maryland Nongame and Endangered Species Conservation Act, Md. Code Ann., Natural Resources Article, §§ 10-2A-01 through 10-2A-09.

5. The following trees or forested areas shall be retained and protected unless the applicant has demonstrated to the satisfaction of the Department that reasonable efforts have been made to protect them and the plan cannot reasonably be altered:

- (a) Forest areas that buffer significantly noncompatible land uses, such as industrial and residential, as determined by the Department; and
- (b) Other forested areas that because of their size, location, species composition, or quality are deemed by the Department as being worthy of conserving permanently.

16.40.043 – REFORESTATION AND CONSERVATION THRESHOLD

A.1. Calculation of Requirements. There are two methods to calculate reforestation requirements. The method that results in the most reforestation shall be used.

- (1) The first method shall require a 1:1 replacement. This means that for every one acre (or portion thereof) of forest removed, one acre must be planted.
- (2) The second method, the “Standard Method”, is set forth in subsection _____.

General Plan for Identifying Appropriate and Potentially Available Areas for Mitigation Projects

Most of the Town of Middletown has been built out and there are only a handful of parcels left undeveloped at this point. There are eight vacant lots of record that are large enough for one single-family home, and one vacant lot of record that is large enough for a duplex. Aside from those, there are two lots of record in which site plans have been approved for multi-family housing and FRO requirements have already been met. Additionally, a site plan is being reviewed for the last commercial-zoned parcel for a new commercial development. Off-site afforestation for that development will be done on a town-owned parcel adjacent to a public park.

Most of the town-owned parcels within the town limits are either community parks or stormwater management facilities. The parkland acreage totals about 60 acres. In identifying appropriate and potentially available areas for mitigation projects the town staff looks to increase tree cover in the parks. Within the parks, consideration is first given to streambank buffers and steep slopes, and then to establishing contiguous forests. This method has been in place for the past 10+ years for determining where off-site afforestation should take place and for determining where to spend fee-in-lieu funds. In the future, the Town will also look to stormwater management basins that might be appropriate for tree planting.

Detailed accounting procedures for accurately tracking money received into and expended out of the forest conservation fund

The Town of Middletown collects fees in lieu of planting, in accordance with the Maryland Forest Conservation Act requirements. The Town planner calculates all fees. When the money is collected it is recorded by the Town's Financial Officer as a General Fund liability. When planting occurs by the Town the invoices paid offset the liability.

Method that the Town of Middletown makes the Forest Conservation Fund Plans and Accounting Procedures Available to the Public

All financial documents and forest conservation plans are available for viewing on the Town's website at www.middletown.md.us. Financial documents include current and historic audited records. As a municipality, any and all records are public and can be requested for viewing at any time.

ORDINANCE NO. 20-03-01

AN ORDINANCE TO AMEND TITLE 16, CHAPTERS 40.028 AND 40.030 OF THE CODE OF THE TOWN OF MIDDLETOWN PERTAINING TO THE FOREST CONSERVATION FUND REQUIREMENTS IN ORDER TO COMPLY WITH RECENT AMENDMENTS BY THE STATE TO LOCAL FUND REQUIREMENTS; TO AMEND THE REQUIREMENTS FOR PAYING MONEY INTO THE FUND; TO AMEND THE TOWN REPORTING REQUIREMENTS TO THE STATE; TO PROHIBIT THE TOWN FROM COLLECTING MONEY FOR DEPOSIT INTO THE FUND UNLESS THE REPORTING REQUIREMENTS HAVE BEEN SATISFIED. ~~TO ALIGN THE TOWN OF MIDDLETOWN'S FOREST CONSERVATION CODE WITH THE MARYLAND DEPARTMENT OF NATURAL RESOURCES STATE REGULATIONS.~~

SECTION I. BE IT ORDAINED AND ENACTED by the Burgess and Commissioners of Middletown that Title 16, Chapters 16.40.028 and 16.40.030 of the Middletown Municipal Code be, and hereby is amended to add additional language concerning the Forest Conservation Fund. New language is designated by being in **BOLD CAPITAL LETTERS**.

Title 16 - SUBDIVISIONS

16.40.028 - Middletown forest conservation fund.

- A. There is established a forest conservation fund in the town of Middletown.
- B. If a person subject to this chapter demonstrates that requirements for reforestation or afforestation on-site or off-site cannot be reasonably accomplished **AND APPROPRIATE CREDITS GENERATED BY A FOREST MITIGATION BANK IN THE SAME COUNTY OR WATERSHED ARE NOT AVAILABLE**, the person shall contribute money into the Middletown Forest Conservation Fund:
 - 1. Until September 30, 2014, at a rate of thirty (30) cents per square foot of the area of required planting;
 - 2. After September 30, 2014, at a rate adjusted for inflation as determined by the state annually by regulation.
- C. Money contributed instead of afforestation or reforestation under this section shall be paid within ninety (90) calendar days after development project completion.
- D. The town shall accomplish the reforestation or afforestation for **THE EQUIVALENT NUMBER OF ACRES FOR** which the money is deposited within two years or three growing seasons, whichever is a greater time period, after receipt of the money.
- E. Money deposited in the local forest conservation fund:
 - 1. May be spent on the costs directly related to reforestation and afforestation, including site identification, acquisition, and preparation, maintenance of existing forests, and achieving urban canopy goals;
 - 2. Shall be deposited in a separate forest conservation fund; and

3. May not revert to the general or any other fund.
- F. Sites for Afforestation or Reforestation Using Fund Money.
1. Except as provided in subsection (G)(2) of this section, the reforestation or afforestation requirement under this section shall occur in the county and watershed in which the project is located.
 2. If the reforestation or afforestation cannot be reasonably accomplished in the town and watershed in which the project is located, then the reforestation or afforestation shall occur in the county or watershed in the state in which the project is located.
- G. **EVERY TWO YEARS, THE TOWN SHALL PROVIDE TO THE MARYLAND DEPARTMENT OF NATURAL RESOURCES A GENERAL PLAN IDENTIFYING APPROPRIATE AND POTENTIALLY AVAILABLE AREAS FOR MITIGATION PROJECTS AND DETAILED ACCOUNTING PROCEDURES FOR ACCURATELY TRACKING MONEY RECEIVED INTO AND EXPENDED OUT OF THE FOREST CONSERVATION FUND. THE MITIGATION PLANS AND ACCOUNTING PROCEDURES SHALL BE MADE AVAILABLE TO THE PUBLIC.**

1. THE TOWN:

- (1) **MAY NOT COLLECT MONEY FOR DEPOSIT INTO ITS FOREST CONSERVATION FUND UNLESS THE TOWN HAS SUBMITTED TO THE DEPARTMENT OF NATURAL RESOURCES THE GENERAL MITIGATION PLAN AND ACCOUNTING PROCEDURES REQUIRED UNDER SUB-SECTION G. OF THIS SECTION; AND**
- (2) **SHALL ENSURE THAT THE EQUIVALENT NUMBER OF ACRES FOR WHICH MONEY IS COLLECTED AND PAID INTO ITS FOREST CONSERVATION FUND IS MITIGATED IN ACCORDANCE WITH AFFORESTATION, REFORESTATION, AND CONSERVATION PRIORITIES AND TECHNIQUES AUTHORIZED UNDER §5-1607 OF THE NATURAL RESOURCES ARTICLE, ANNOTATED CODE OF MARYLAND.**

16.40.029 *{Unchanged}*

16.40.030 - Annual report and biennial review.

- A. On or before March 1 of each year, the town shall submit to the Department of Natural Resources an annual report which contains:
1. The number, location, and type of projects subject to the provisions of this chapter since the last annual report;

2. The amount and location of acres cleared, conserved, and planted, including any areas which utilize forest mitigation bank credits or areas located in the one hundred (100) year floodplain, in connection with a development project;
3. The amount of reforestation and afforestation fees and noncompliance penalties collected and expended, **THE NUMBER OF ACRES FOR WHICH THE FEES WERE COLLECTED, AND THE NUMBER OF ACRES REFORESTED, AFFORESTED, OR CONSERVED USING THE FEES;** and
4. The costs of implementing the forest conservation program.
5. The size, location, and protection of any local forest mitigation banks which are created under the forest conservation program;
6. The number, location, and type of violations and type of enforcement activity conducted in accordance with this chapter; and
7. To the extent practicable, the size and location of all conserved and planted forest areas, submitted in an electronic geographic information system or computer aided design format.

B. The town shall submit the necessary documentation to comply with COMAR 08.19.02.04 which provides for Department of Natural Resources biennial review of the local forest conservation program.

SECTION II. BE IT FURTHER ENACTED AND ORDAINED that this Ordinance shall take effect twenty (20) calendar days following its approval by the Burgess and Commissioners.

INTRODUCED ON THE _____ DAY OF _____, 2020

PASSED ON THE _____ DAY OF _____, 2020

EFFECTIVE DATE: _____, 2020

ATTEST:

**BURGESS AND COMMISSIONERS
OF MIDDLETOWN**

Andrew J. Bowen, Town Administrator

BY: _____
John D. Miller, Burgess



**DEPARTMENT OF
ASSESSMENTS AND TAXATION**

Larry Hogan, Governor · Boyd K. Rutherford, Lt. Governor · Michael L. Higgs, Jr., Director

MEMORANDUM

Date: February 14, 2020
To: Municipal Corporation Taxing Authorities
From: Michael Higgs, Director
Re: 2020/21 Constant Yield Tax Rate – Exemption

Section 6-308 of the Tax-Property Article, Annotated Code of Maryland, requires the Department of Assessments and Taxation to certify to all taxing authorities a Constant Yield Tax Rate that will produce the same revenue in the coming taxable year that was produced in the prior taxable year. This does not prevent the reduction of the tax rate.

Section 2-205(d) states that:

"The Director shall exempt a municipal corporation from the constant yield tax rate provisions of § 6-308 of this article if a difference of less than \$25,000 exists between:

- (1) The property tax revenue that is provided by applying the municipal corporation real property tax rate for the preceding taxable year to the estimated assessment of all real property in the municipal corporation; and
- (2) The property tax revenue that is provided by applying the constant yield tax rate for the next taxable year to the estimated assessment of all real property in the municipal corporation."

This is to certify that your jurisdiction has been exempted from the provisions of § 6-308 of the Tax-Property Article.

Attached is Form CYTR#1 which shows your Constant Yield Tax Rate exemption and also includes an estimate of the assessable real property base for the 2020/21 taxable year.

If you have any questions, please contact Zachary Grisard at our Headquarters Office in Baltimore at (410) 767-6259.

Real Property Division
300 W. Preston St., Room 605, Baltimore, MD 21201
www.dat.maryland.gov
410-767-1199 (phone) 1-800-552-7724 (MD Relay)
410-333-7275 (fax) 1-888-246-5941 (toll free)

2020 Constant Yield Tax Rate Certification

Taxing authority: **Middletown
in Frederick County**

1	1-Jul-2019	Gross assessable real property base	\$	599,695,404
2	1-Jul-2019	Homestead Tax Credit	-	1,253,496
3	1-Jul-2019	Net assessable real property base		598,441,908
4	1-Jul-2019	Actual local tax rate (per \$100)	x	0.2320
5	1-Jul-2019	Potential revenue	\$	1,388,385
6	1-Jul-2020	Estimated assessable base	\$	616,117,000
7	1-Jan-2020	Half year new construction	-	8,345,880
8	1-Jul-2020	Estimated full year new construction*	-	0
9	1-Jul-2020	Estimated abatements and deletions**	-	1,868,772
10	1-Jul-2020	Net assessable real property base	\$	605,902,348
11	1-Jul-2019	Potential revenue	\$	1,388,385
12	1-Jul-2020	Net assessable real property base	÷	605,902,348
13	1-Jul-2020	Constant yield tax rate	\$	0.2291

EXEMPT

Certified by



Director

* Includes one-quarter year new construction where applicable.

**Actual + estimated as of July 1, 2020, including Homestead Tax Credit.



FREDERICK COUNTY GOVERNMENT

DIVISION OF PARKS & RECREATION

Jan H. Gardner
County Executive

Jeremy Kortright, Director

MEMORANDUM

TO: POS Project Coordinators

FROM: Bob Hicks, CPRP - Deputy Director

DATE: February 3, 2020

SUBJECT: Submission of FY2021 POS Annual Program

The Frederick County Division of Parks and Recreation staff is requesting that those municipalities who are interested in obtaining POS funding for FY2021 (which begins July 1, 2020) to develop their Annual Programs by completing the enclosed Project Information Forms for each project for which funding is requested. Electronic files for the memo, forms and instructions are also being sent by email, as well as hard copies of these documents are being mailed. Please contact me to confirm that you have received this information.

Please remember that if a project was submitted in the past and it was not allocated funding, then it must be resubmitted for FY2021, if you so choose. The appropriate municipal officials should be informed since this information is being sent only to local Project Coordinators or the Mayor/Burgess if a coordinator has not been designated. If your municipality is not interested in obtaining POS funding for FY2021 then disregard this information.

The forms must be returned to the Frederick County Parks and Recreation offices by Friday, May 1, 2020. A summary of all municipal requests and the completed forms will be forwarded to the chairman of the Ad Hoc Committee for POS Annual Program Allocations - Frederick County Chapter- Maryland Municipal League (MML). The committee will make a decision on project funding. The proposed FY2021 POS Budget has indicated that Frederick County will receive an allocation of \$1,522,000 of which 50% or \$761,000 will be dedicated to the municipalities. Based on the Park Proximity Analysis in the 2017 Land Preservation, Parks and Recreation Plan, Frederick County has not met its local land acquisition goal. Due to this, Frederick County must dedicated at least 50% of the County's FY2021 allocation towards acquisition projects, with the remainder available for development projects. Because of this the municipalities will need to dedicate at least \$380,500 towards an acquisition project(s) and \$380,500 for development projects.

If any of your POS projects have been allocated funding, I cannot overemphasize the importance of submitting your applications as soon as possible, to encumber POS funds. Please know that it takes several months for applications to be processed and approved by the state once they are submitted. Project expenditures cannot be incurred unless you receive a Letter of Acknowledgment from the Director of POS (issued upon receipt of a completed application) or final application approval from the State Board of Public Works. **Once POS projects are approved and expenses to them are incurred, our office is strongly encouraging municipalities to expedite any reimbursement requests through DNR as soon as possible.**

(over)

Please contact me if you have any questions. Phone: 301-600-6816; Email: rhicks@frederickcountymd.gov. Thank you for your cooperation.

cc: Jeremy Kortright, Parks & Rec Jim Humerick, Thurmont
Gloria Long Rollins, Walkersville Kristin Aleshire, Myersville
Bill Rittelmeyer, Woodsboro Drew Bowen, Middletown
Bob Smith, Frederick City Winslow Burhans, New Market
Carrie Myers, Brunswick Cathy Willets, Emmitsburg
Thomas Watson, Rosemont Gina Campanile, Mount Airy
Debby Burgoyne, Burkittsville