

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

TOWN WORKSHOP MEETING MINUTES

WORKSHOP MEETING

March 3, 2022

The workshop meeting of the Burgess and Commissioners of Middletown was called to order on March 3, 2022, by Burgess Miller at 7:00 p.m. Present were Commissioners Kevin Stottlemeyer, Christopher Goodman, Jennifer Falcinelli, Rick Dietrick, and Jean LaPadula.

Before the meeting, Burgess Miller held a moment of silence for the passing of Sheriff Deputy Kenny Olander. The Town Board also celebrated their 255th Birthday with cake that Main Street Middletown provided.

PERSONAL REQUESTS FOR AGENDA:

- Mr. Ron Moss – Memorial Day Celebration – The proposal is to make this an official Town Event at the War Memorial located at Memorial Park on Monday, May 30, 2022. Ceremony would be similar to other neighboring Towns to include a band and military banners for fallen soldiers from Middletown. Mr. Moss stated that they have reached out to the Middletown Amvets Post 9 members to help with this event also. To make this event possible, he is asking for the Town’s support in advertising, staffing, and funding for the band concert and military banners. Commissioner LaPadula stated that MAAC will help with advertising and Main Street Middletown stated she would help with this event also. The Town Board will get more information on funding and details of the event for discussion at a later time.

- Ms. Lois Ahalt – Senior Living Task Force – This task force is in the early stages of bringing awareness about the need for a senior facility in Middletown. Currently there is no housing in Middletown for seniors, so they must go elsewhere for an assistant living facility. Carolyn True (Frederick County Senior Services Division) stated there is a need for affordable senior housing in all of Frederick County. The task force is still in the fact-finding phase on what will work and not work for Middletown but asks the Town to recognize and explore the need for the Middletown senior population to age in place. The Board stated that the new Foxfield Section 6 Active Adult community could be a good place to start for a senior living facility but also stated that the builder would have to agree. If the Town and Admar Homes builder agree on proceeding with a senior living facility, the builder would have to go to the Planning Commission for the plan changes.

STAFF REPORTS:

Deputy Report –Deputy McCarrick reviewed his report.

Staff Planner Report – Cindy reviewed her report.

Engineer’s Report – Bruce reviewed his report. Bruce stated that he got a complaint about the amount of dust at Remsberg Park’s parking lot. He suggested tar and sealing it. Drew will look into pricing to tar and seal the parking lot.

Main Street Manager Report – Becky reviewed her report.

Zoning Administrator’s Report – Mark reviewed his report.

CONSENT AGENDA:

- **ARPA Project Progress Report**
- **Financial Statements**
- **Town Meeting Minutes**
 - *February 3, 2022 – Town Workshop*
 - *February 14, 2022 – Town Meeting*

UNFINISHED BUSINESS:

Comprehensive Plan – Municipal Growth Element – Staff Planner reviewed the changes made to the chapter since the last meeting. She suggested removing language in the Inter-Jurisdictional Coordination section. She asked the Town Board to review the chapter and changes.

Legal Review of Franchise Agreement with Shentel – The Town Attorney sent a draft agreement to Drew before the meeting. She has questions and concerns on some of the language in the agreement. Drew asked the board to review the agreement and if they have any changes or suggestions to let him know.

NEW BUSINESS:

Maryland Low Income Household Water Assistance Program – The Low Income Household Water Assistance Program (LIHWAP) is a new federally funded grant program providing benefits for water and/or wastewater costs for low-income households. Funding is being distributed through the Consolidated Appropriations Act of 2021 and American Rescue Plan and was developed in response to the COVID 19 pandemic. This program is currently only funded through December of 2023. Allocations have to be designated to the utility providers by September 2023 and funds dispersed by December of 2023 and is a one-time benefit grant of \$100 -\$2,000 that can be paid toward residential water and/or wastewater accounts that have accumulated arrearages. If the Town is interested in entering a MOU with the Maryland State Department of Human Services, the Town will not be responsible for handling the cases, they would inform the residents about the program and direct them on how to apply. Drew asked the board to look over this program and they can discuss it more at the March 14 meeting.

Constant Yield Tax Rate – Schedule Public Hearing – Drew stated that the Town's tax rate has not changed but the Town will need to schedule a public hearing because our tax rate is .2320 which is higher than the Constant Yield Tax rate that is .2270 for 2022.

Broad Street Reconstruction –

• **Discussion of Flashing Crosswalk for Broad Street & Franklin Street** – Drew stated that this request is possible due to the location of the crosswalk. If the board agrees to install the flashing crosswalk sign, they will have to decide if they want to add the installment to the Broad/Franklin Street construction project contract or install it after the project is complete.

• **Change Order #3 – Mill & Overlay Franklin Street** – This request is to pave the Northern Lane headed West bound on Franklin Street at the cost of \$144,329.50. The Town is already paving the Southern Lane heading East bound due to the water line replacement which is paid for by ARPA funds.

• **Change Order #4 – Mill & Overlay Broad Street Extended** – This request is to pave West Broad Street when they pave Franklin Street. If the Town does the paving at the same time, the additional cost for West Broad Street will be \$39,261.00.

Bruce (Town Engineer) stated that there is a section on Broad Street that is not in the paving contract since the road is only 10 or so years old. He suggested adding this section to the contract at an additional cost of \$50,000.00, this would pave the entire road of Broad Street.

• **Discussion of Retaining Wall Responsibility** – Bruce wants to create a MOU for the residents on Broad Street but needs to know who is responsible for maintaining them once the project is complete. The Town board stated that the retaining walls will be treated like sidewalks. The Town owns them, but it is the resident’s responsibility to maintain and/or fix the walls if necessary.

Chris Goodman has two requests for the meeting agenda:

Residents have contacted him about the bathrooms at Memorial Park being closed from Nov-March due to winterizing them. He asked if it is possible to install a porta potty during those months so the residents who use the park have access to a bathroom. Drew will get pricing and submit it to the board.

Girl Scout -Olivia Wynne asked if it would be possible to make a “Little Library” at Memorial Park as part of a badge project. The Town board asked Chris to get the layout of the “library” and more information for the March 14 meeting.

PUBLIC COMMENTS: Ron Moss (213 Broad Street) has concerns on the amount of traffic stops that were reported in the Deputy report. He stated that 118 warnings and only 3 citations aren’t helping the speeding issues in Town. He is opposed to issuing warnings and thinks law enforcement should be stricter and issue more citations. Burgess Miller stated that the Town will work with the Deputies and Sheriff’s Department on how to deal with the speeding issues here in Town.

ANNOUNCEMENTS:

Workshop adjourned at 9:27 PM.

Respectfully submitted,

Patty Guyton
Town Receptionist