



**VIRTUAL MEETING
AGENDA FOR THE TOWN MEETING
April 13, 2020
6:30 p.m.**

PLEDGE TO THE FLAG

CALL TO ORDER

BUDGET WORKSHOP

- [FY 2021 Water & Sewer Operating Fund](#) ²
- [Water & Sewer Capital Improvements Program \(CIP\)](#) ¹

PERSONAL REQUESTS FOR AGENDA:

CONSENT AGENDA

- [Financial Statements](#) ¹
- Town Meeting Minutes
 - [March 9, 2020 – Town Meeting](#) ²

UNFINISHED BUSINESS:

- [Ordinance 20-03-01 – Amendments to Forest Conservation](#) ²
- [Memorial Bench Program](#) ³

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

³ Third Appearance on the Town Agenda

NEW BUSINESS:

PUBLIC COMMENTS:

ANNOUNCEMENTS:

- *Please Complete Your Census Information*

ADJOURNMENT

Zoom Invitation Information:

Topic: Town Meeting - April 13, 2020

Time: Apr 13, 2020 06:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/252859321>

Meeting ID: 252 859 321

One tap mobile

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Meeting ID: 252 859 321

Find your local number: <https://zoom.us/u/abOWtxf567>

TOWN OF MIDDLETOWN
Water Sewer Operating Budget
FY 2021

	AUDIT FY 2011	AUDIT FY 2012	AUDIT FY 2013	AUDIT FY 2014	AUDIT FY 2015	AUDIT FY 2016	AUDIT FY 2017	AUDIT FY 2018	AUDIT FY 2019	Draft Budget FY 2021
Operating Revenue										
Water Revenue	487,966	507,375	544,682	557,321	557,826	587,860	600,572	607,180	609,447	614,272
Sewer Revenue	484,182	506,864	541,468	554,722	557,502	584,783	598,261	602,269	600,798	614,892
Penalties and Reconnects	14,286	14,389	15,608	18,876	21,311	14,758	21,422	13,135	12,606	10,000
General Fund Grant			-	-	102,740	80,000	-	-	-	-
Rain Barrels					1,000	720				-
MISC	8,366	8,127	-	-	-	8,627				-
Total Revenue	994,800	1,036,755	1,101,758	1,130,919	1,240,379	1,276,748	1,220,255	1,222,584	1,222,851	1,239,164
Expenses										
Administrative										
Salaries	42,093	36,078	44,202	38,059	43,379	36,631	39,206	28,510	48,134	40,517
Communications	7,521	6,785	7,107	7,761	11,178	10,748	12,200	11,540	12,271	13,386
Postage	6,919	8,589	7,426	9,098	10,304	9,226	8,030	8,013	6,620	7,863
Office Supplies/Expenses	9,584	12,050	8,381	14,470	13,668	10,761	10,848	12,005	16,354	15,160
Professional Services/Legal	933	6,226	-	10,578	16,447	2,512	2,727	2,717	5,264	6,450
Meetings & Seminars	305	496	331	895	392	350	486	758	800	3,500
Advertising	56	997	-	863	994	350	559	11,540	490	500
Uniforms	2,477	3,258	2,992	2,726	3,719	3,770	4,119	5,835	3,371	4,573
Dues/Subscriptions/Certifications	265	650	415	987	3,342	50	420	330	879	500
I&I Principal and Interest	70,729	73,803	72,008		32,498	32,979	29,454	33,099	121,000	63,000
Travel/Mileage	33	202	203	175	-	-	17	52	150	200
Payroll Taxes	16,320	20,506	19,971	19,081	21,477	24,113	22,451	23,483	24,611	24,526
Insurance										
Property	12,452	11,347	7,603	7,643	7,949	9,917	11,172	8,448	8,065	8,552
Health	40,446	46,026	46,367	37,781	36,608	19,348	44,913	52,216	45,042	42,489
Worker's Compensation	9,263	13,081	11,142	8,168	7,858	7,287	8,684	8,770	7,026	7,771
Retirement/Pension	18,589	20,379	17,250	18,954	19,685	21,550	22,169	44,256	25,649	12,811
Real Estate Taxes	292	292	292	292	(22)	292	292	292	292	292
Conservation Environment	11,342	4,691	105	3,276	5,755	1,600	-	75	-	-
Vehicle/Equipment Expenses	13,723	12,101	12,749	15,680	11,138	12,259	15,521	18,521	15,553	20,000
Total Administrative	263,342	277,557	258,544	196,487	246,369	203,743	233,268	270,460	341,571	272,091
Water										
Salaries	87,976	108,348	109,602	113,066	131,501	150,384	167,083	170,981	145,992	143,953
Water Distribution										
Supplies	1,454	2,435	2,894	3,764	3,468	8,185	5,831	17,720	23,286	3,000
Repairs & Maintenance	42,517	30,681	41,907	67,276	48,553	44,802	72,317	69,984	14,418	33,400
Water Meters	44,023	31,745	-	-	-	-	-	-	-	-
Waterline Break Repairs	9,764	17,697	246	72	3,452	-	182	1,435	3,498	1,644
Chemicals		477	353	185	-	233	1,857	-	2,106	839
Tools & Equipment	502	2,058	6,407	9,468	933	1,660	6,674	-	50	2,050
Subtotal	98,260	85,093	51,807	80,765	56,406	54,880	86,861	89,139	43,358	40,933
Water Plant, Reservoir, Booster, Tower, BS Wellhouse										
Supplies	586	22,426	1,666	787	3,568	1,492	795	1,323	9,174	3,397
Repairs & Maintenance	14,625	4,825	32,259	32,305	17,211	27,112	39,668	19,920	10,907	16,100
Tank Maintenance Contract										35,814
Chemicals	3,300	50,115	24,176	20,454	21,672	22,512	23,154	13,114	14,777	24,163
Tools & Equipment			4,375	2,007	1,590	-	1,407	-	631	798
Testing & Analysis			7,857	10,488	11,661	10,783	11,877	7,562	4,235	5,738
SUB-TOTAL	18,511	77,367	70,333	66,041	55,702	61,899	76,901	41,919	39,724	86,010
Abandoned Well Costs										
Water Electric		8,814	27,509	26,703	24,588	23,349	33,368	39,233	44,721	45,615

**TOWN OF MIDDLETOWN
Water Sewer Operating Budget
FY 2021**

	AUDIT FY 2011	AUDIT FY 2012	AUDIT FY 2013	AUDIT FY 2014	AUDIT FY 2015	AUDIT FY 2016	AUDIT FY 2017	AUDIT FY 2018	AUDIT FY 2019	Draft Budget FY 2021
TOTAL WATER	204,747	270,808	231,742	259,872	243,609	267,163	330,845	341,272	273,795	316,511
Sewer										
Salaries	85,514	109,381	113,488	107,724	120,064	128,101	127,311	144,908	121,015	110,564
Sewer Collection System										
Conebranch Pump Station	14,450	15,418	11,503	27,036	19,518	34,851	22,062	26,474	17,506	18,155
Brookridge South Pump Station	9,994	6,545	13,703	9,854	11,153	10,465	5,421	3,844	2,503	3,500
Foxfield Pump Station	6,743	5,769	6,165	6,968	6,348	6,973	5,692	5,574	4,674	5,462
Sanitary Sewer Lines/Manholes	12,698	14,643	22,850	17,316	17,484	45,670	4,582	37,559	18,020	24,500
I & I Accrual	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	93,205	75,000
Subtotal	118,885	117,375	129,221	136,174	129,503	172,959	112,757	148,451	135,908	126,616
East WWTP										
Parts & Supplies	4,316	6,457	3,749	8,162	6,325	7,069	2,598	3,726	14,222	6,588
Repairs & Maintenance	5,682	8,596	32,355	11,960	23,354	28,731	22,145	14,852	19,663	24,500
Chemicals	37,050	42,961	40,867	32,727	28,329	31,766	29,271	47,650	46,725	45,291
Mowing	3,102	3,525	-	-	-	-	-	-	-	-
Tools & Equipment	1,372	7,834	7,721	2,849	8,091	3,954	1,693	982	1,827	3,309
Testing & Analysis	16,797	20,299	20,812	22,982	25,170	26,125	30,220	25,263	28,597	28,750
Sludge Hauling Expense	66,013	66,293	66,093	45,596	61,642	59,432	45,581	44,428	63,145	63,846
Subtotal	134,332	155,965	171,597	124,276	152,911	157,077	131,508	136,901	174,179	172,284
West WWTP										
Supplies	578	678	1,987	4,474	2,121	2,380	1,624	1,292	862	1,656
Repairs & Maintenance	3,099	5,202	3,196	7,102	20,740	9,796	4,833	5,289	2,689	4,000
Chemicals	39,265	51,972	50,684	53,057	54,073	54,389	51,684	51,638	53,561	45,291
Mowing	2,139	2,225	-	-	-	-	-	-	-	-
Tools & Equipment	2,120	391	7,407	1,400	756	2,598	1,671	705	15	1,149
Testing & Analysis	7,319	8,958	8,303	8,808	9,106	9,831	11,071	9,908	9,040	9,640
Sludge Hauling Expense	30,300	6,358	22,959	17,663	17,250	17,250	17,250	17,250	17,250	17,250
SUB-TOTAL	84,820	75,784	94,536	92,504	104,046	96,244	88,133	86,082	83,417	78,986
Sewer Electric								92,544	99,488	98,896
TOTAL SEWER	423,551	458,505	508,842	460,678	506,524	554,381	459,709	608,886	614,007	587,346
TOTAL OPERATING EXPENSES	891,640	1,006,870	999,128	917,037	996,502	1,025,287	1,023,822	1,220,618	1,229,373	1,175,948
Contingency Fund										25,006
Adjusted Operating Expense						1,025,287	1,023,822	1,220,618	1,229,373	1,200,954
OPERATING INCOME (LOSS)	103,160	29,885	102,630	213,882	243,877	251,461	196,433	1,966	(6,522)	38,210



Burgess and Commissioners of Middletown
Water & Sewer Capital Improvement Program
FY 2021 - FY 2025

INCOME	FY '21	FY '22	FY '23	FY '24	FY '25
CASH Reserves	\$510,104	\$81,799	\$363,832	\$527,161	\$740,079
Operation Fund Contribution (Surplus)	\$38,210	\$20,000	\$10,000	\$5,000	\$0
CAPITAL IMPROVEMENT FEE	\$345,000	\$348,200	\$351,400	\$356,000	\$362,200
Inflow & Infiltration - Reserve Account ^(Footnote #1)		\$250,000		\$125,000	
Sludge Removal - Reserve Account ^(Footnote #2)			\$35,000		
Land Leases	\$202,517	\$209,605	\$216,941	\$224,534	\$232,393
Tap Fees ^(Footnote #3)	\$288,000	\$414,000	\$647,100	\$647,100	\$558,000
State of MD Bay Restoration Fee - Grant					\$1,000,000
Reservoir Tank Loan ^(Footnote #5)	\$2,058,605				
Total Revenue	\$3,442,437	\$1,323,604	\$1,624,274	\$1,884,795	\$2,892,672
Debt Service					
MAIN STREET WATERLINE LOAN ^(Footnote #4)	\$134,076	\$134,076	\$134,076	\$134,076	\$134,076
RESERVOIR TANK LOAN ^(Footnote #5)	\$23,564	\$113,054	\$113,054	\$113,054	\$113,054
Total Debt Service	\$157,640	\$247,129	\$247,129	\$247,129	\$247,129
Net Income	\$3,284,797	\$1,076,474	\$1,377,144	\$1,637,666	\$2,645,542
Projects					
SYSTEM UPGRADE PROJECTS					
WATER SYSTEM					
Reservoir Improvements - Ground Storage Tank & New Suction Line	\$2,843,905	\$357,000			
Booster Station - Upgrade; Pumps; VFD's; Piping	\$200,000				
PRV Vault Pipe Painting and Cleaning	\$9,000				
Booster Station - Roof Replacement/Building Painting				\$5,000	
SCADA System Installation - Phase II			\$50,000		
Water Meter Replacements	\$22,093	\$15,642	\$14,983	\$12,587	\$18,645
WASTEWATER SYSTEM					
West WWTP - Curtain Replacement		\$25,000		\$80,000	
West WWTP - Plug Valve Replacement Micro Strainer Bldg			\$15,000		
West WWTP - New Chemical Storage Structure				\$85,000	
Upgrade of West WWTP <i>(Possible Future)</i>				\$175,000	\$1,550,000
East WWTP - Bar Screen Refurbishment	\$70,000				
East WWTP - Dewatering Solution Sludge Tank - Engineering			\$15,000	\$25,000	
East WWTP - Influent Flume & Ultrasonic Meter			\$20,000		
East WWTP - Reconstruction of Filter Tank	\$58,000				
East WWTP - Replace Effluent Pump #1		\$20,000			
East WWTP - Filter Building Roof Replacement		\$30,000			
East WWTP - New Filter Tank			\$500,000		
East WWTP - Sludge Removal Reed Beds			\$35,000		
East WWTP - Sludge Mag Meter		\$15,000			
Vactor Trailer & Excavator				\$190,000	
Inflow & Infiltration		\$250,000		\$125,000	
Total Projects	\$3,202,998	\$712,642	\$649,983	\$697,587	\$1,568,645
Gross Surplus/Deficit	\$81,799	\$363,832	\$727,161	\$940,079	\$1,076,897
CAPITAL IMPROVEMENT RESERVE ACCOUNT	\$0	\$0	\$200,000	\$200,000	\$200,000
Net Surplus / Deficit	\$81,799	\$363,832	\$527,161	\$740,079	\$876,897
Capital Improvement Reserve Account Total	\$600,000				

Footnotes

- #1 As of 4/7/2020 - \$316,749 Balance in the I&I Reserve Account
- #2 As of 4/7/2020 - \$201,388 Balance in the Sludge Reserve Account
- #3 See Growth Projections Worksheet
- #4 See Loan Breakdown Worksheet (30 Year Loan)
- #5 See Loan Breakdown Worksheet (30 Year Loan)

Town of Middletown
Statement of Revenue & Expenditures
 General Fund
 Fiscal Year 2020
 For the 9 Months Ended March 31, 2020

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<u>REVENUE</u>			
<u>LOCAL TAX</u>			
Real Property	\$ 1,326,170	\$ 1,356,560	\$ 30,390
Tangible Personal Property	56,392	50,517	(5,875)
Franchise (Cable)	54,750	26,278	(28,472)
Penalties & Interest	<u>11,201</u>	<u>9,398</u>	<u>(1,803)</u>
	\$ 1,448,513	\$ 1,442,753	\$ (5,760)
<u>STATE SHARED TAX</u>			
Admission & Amusement	\$ 28,339	\$ 19,591	\$ (8,748)
Highway Gasoline & Licenses	<u>225,440</u>	<u>104,730</u>	<u>(120,710)</u>
	\$ 253,779	\$ 124,321	\$ (129,458)
<u>COUNTY SHARED TAX</u>			
Income Taxes	\$ 1,118,764	\$ 662,569	\$ (456,195)
Tax Equity Grant	<u>674,672</u>	<u>506,004</u>	<u>(168,668)</u>
	\$ 1,793,436	\$ 1,168,573	\$ (624,863)
<u>LICENSES AND PERMITS</u>			
Business / Traders	\$ 4,900	\$ 362	\$ (4,538)
Planning / Zoning Fees	<u>13,574</u>	<u>8,505</u>	<u>(5,069)</u>
	\$ 18,474	\$ 8,867	\$ (9,607)
<u>PARKS AND RECREATION</u>			
Pavillion Fees	<u>\$ 3,046</u>	<u>\$ 2,229</u>	<u>\$ (817)</u>
	\$ 3,046	\$ 2,229	\$ (817)
<u>POLICE PROTECTION</u>			
State Grant	<u>\$ 26,197</u>	<u>\$ 23,955</u>	<u>\$ (2,242)</u>
	\$ 26,197	\$ 23,955	\$ (2,242)
<u>MISCELLANEOUS</u>			
Bank Shares Grant	\$ 2,500	\$ 1,491	\$ (1,009)
FredCo Reccling Reimbursement	8,060		(8,060)
Miscellaneous & Donations	<u>5,000</u>	<u>2,006</u>	<u>(2,994)</u>
	\$ 13,060	\$ 2,006	\$ (11,054)
OPERATING REVENUES	\$ 3,556,505	\$ 2,772,704	\$ (783,801)
State Grants & Interest	\$ 64,382	\$ 26,846	\$ (37,536)
TOTAL REVENUE	\$ 3,620,887	\$ 2,799,550	\$ (821,337)

Town of Middletown
Statement of Revenue & Expenditures
 General Fund
 Fiscal Year 2020
 For the 9 Months Ended March 31, 2020

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<u>EXPENDITURES</u>			
<u>LEGISLATIVE</u>			
Commissioner's Salary	\$ 21,000	\$ 12,950	\$ (8,050)
Communications	3,120	2,184	(936)
Dues & Subscriptions	7,000	7,182	182
Office Supplies & Exp	5,913	1,577	(4,336)
Advertising	500	1,982	1,482
Meetings & Conventions	8,500	5,287	(3,213)
	<u>\$ 46,033</u>	<u>\$ 31,162</u>	<u>\$ (14,871)</u>
<u>EXECUTIVE</u>			
Burgess Salary	<u>\$ 10,200</u>	<u>\$ 6,800</u>	<u>\$ (3,400)</u>
	\$ 10,200	\$ 6,800	\$ (3,400)
<u>ELECTION</u>			
Clerk Fees	\$ 450		\$ (450)
Other Administrative Expenses	<u>122</u>	<u>182</u>	<u>60</u>
	\$ 572	\$ 182	\$ (390)
<u>GENERAL SERVICES</u>			
<u>ADMINISTRATION</u>			
Administrative Salary	\$ 282,712	\$ 216,664	\$ (66,048)
Postage & Printing	200	511	311
Communications	10,609	5,522	(5,087)
Computer Expenses	25,700	55,392	29,692
Office Supplies & Exp	33,500	19,720	(13,780)
Office Maintenance	39,600	15,343	(24,257)
Dues & Subscriptions	150		(150)
Professional Services	4,354	614	(3,740)
Meetings & Conventions	100		(100)
Water and Sewer Grant			
	<u>\$ 396,925</u>	<u>\$ 313,766</u>	<u>\$ (83,159)</u>
<u>OPERATIONS</u>			
Operations Salary	\$ 265,941	\$ 212,206	\$ (53,735)
Communications	8,330	9,136	806
Supplies & Expenses	14,200	16,259	2,059
Dues & Meetings	1,500	205	(1,295)
Maintenance & Repairs	32,611	16,456	(16,155)
Tools & Equipment	<u>4,643</u>	<u>1,166</u>	<u>(3,477)</u>
	\$ 327,225	\$ 255,428	\$ (71,797)
<u>PROFESSIONAL SERVICES</u>			
Independent Accounting	\$ 17,500	\$ 17,500	

Town of Middletown
Statement of Revenue & Expenditures
 General Fund
 Fiscal Year 2020
 For the 9 Months Ended March 31, 2020

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
Legal - Development			
Legal - Ordinances	9,395	665	(8,730)
	<u>\$ 26,895</u>	<u>\$ 18,165</u>	<u>\$ (8,730)</u>
 <u>PLANNING & ZONING</u>			
Salary & Fees	\$ 66,630	\$ 47,950	\$ (18,680)
Other Expenses	2,529	3,116	587
	<u>\$ 69,159</u>	<u>\$ 51,066</u>	<u>\$ (18,093)</u>
 <u>MAIN STREET PROGRAM</u>			
Manager Salary	\$ 48,914	\$ 35,029	\$ (13,885)
Town Contribution	10,000	10,000	
Main Street Capital Purchases	6,900		(6,900)
	<u>\$ 65,814</u>	<u>\$ 45,029</u>	<u>\$ (20,785)</u>
 <u>PUBLIC SAFETY</u>			
Fire Dept. Donation	\$ 20,000	\$ 20,000	
School Crossing Guards	29,961	11,267	(18,694)
Community Deputy Program	388,063	193,546	(194,517)
	<u>\$ 438,024</u>	<u>\$ 224,813</u>	<u>\$ (213,211)</u>
 <u>SANITATION & WASTE REMOVAL</u>			
Resident Trash & Yard Waste	\$ 290,811	\$ 181,686	\$ (109,125)
 <u>RECREATION AND CULTURE</u>			
Park Salary	29,961	23,225	(6,736)
Maintenance & Repairs	50,478	19,631	(30,847)
Mowing	37,547	24,681	(12,866)
Park Electric	7,172	10,067	2,895
Remsberg Park - Interest	918	13,800	12,882
Remsberg Park - Principal	81,448	71,356	(10,092)
	<u>\$ 207,524</u>	<u>\$ 162,760</u>	<u>\$ (44,764)</u>

Town of Middletown
Statement of Revenue & Expenditures
 General Fund
 Fiscal Year 2020
 For the 9 Months Ended March 31, 2020

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<u>HIGHWAYS AND STREETS</u>			
Salary	\$ 136,361	\$ 74,805	\$ (61,556)
Street Lighting	172,433	112,104	(60,329)
Storm Water Management	9,842	20,370	10,528
Snow Removal	110,300	12,586	(97,714)
Repairs & Resurfacing	92,450	84,325	(8,125)
Signs	14,000	2,628	(11,372)
Truck Repair & Operation	33,000	21,306	(11,694)
Equipment Repairs & Ops	15,120	2,307	(12,813)
Mowing	36,177	23,602	(12,575)
Interest	79,203	2,422	(76,781)
West Green St - Principal	<u>117,000</u>	<u>65,960</u>	<u>(51,040)</u>
	\$ 815,886	\$ 422,415	\$ (393,471)
<u>OTHER EXPENSES</u>			
MT Historical Society - CIP	\$ 5,000	\$ 5,000	
Donations	100		(100)
Travel - Mileage	2,084	948	(1,136)
Community Events	71,579	47,103	(24,476)
Payroll Taxes	66,223	45,957	(20,266)
Insurance - Property	15,599	12,230	(3,369)
Insurance - Employee	168,974	108,666	(60,308)
Retirement/Pension	73,316	75,318	2,002
Web Page & Directory	3,471	1,560	(1,911)
Real Estate Taxes	800	5,322	4,522
Other	<u>4,000</u>	<u>3,630</u>	<u>(370)</u>
	\$ 411,146	\$ 305,734	\$ (105,412)
TOTAL EXPENDITURES	<u>\$ 3,106,214</u>	<u>\$ 2,019,006</u>	<u>\$ (1,087,208)</u>
INCOME (LOSS) Exc. Cash Reserves	\$ 514,673	\$ 780,544	\$ 265,871
CASH RESERVES	\$ 881,203	\$ 463,859	\$ (417,344)
SURPLUS / (DEFICIT)	<u>\$ 1,395,876</u>	<u>\$ 1,244,403</u>	<u>\$ (151,473)</u>

Town of Middletown
STATEMENT OF REVENUE and EXPENDITURES
WATER & SEWER
Fiscal Year 2019
For the 9 Months Ended March 31, 2020

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
<u>REVENUE</u>			
Water Revenue	\$ 623,593	\$ 504,989	\$ (118,604)
Sewer Revenue	627,213	497,392	(129,821)
Penalties/Reconnects	13,584	12,627	(957)
Rain Barrel Sales	1,000		(1,000)
General Fund Grant/Misc			
TOTAL OPERATING REVENUE	\$ 1,265,390	\$ 1,015,008	\$ (250,382)
<u>EXPENDITURES</u>			
ADMINISTRATIVE			
Office Salaries	\$ 33,963	\$ 26,627	\$ (7,336)
Communications	12,409	8,003	(4,406)
Postage	8,173	8,000	(173)
Office Supplies/Expense	11,560	7,246	(4,314)
Legal - Other	9,800	2,437	(7,363)
Meetings & Seminars	3,500	3,928	428
Advertising	500		(500)
Uniforms	2,835	2,278	(557)
Dues/Subscrip/Certifications	500	599	99
Travel	200	7	(193)
Payroll Taxes	22,027	17,507	(4,520)
Insurance - Prop. & Liability	8,958	9,324	366
Insurance - Workers Comp	6,616	11,836	5,220
Insurance - Health	37,474	22,049	(15,425)
Retirement/Pension	11,007	13,160	2,153
Real Estate Taxes	292	389	97
Rain Barrel/Educational Programs	2,000		(2,000)
I & I Loan Principal and Interest	32,927	32,497	(430)
Sub-Total	\$ 204,741	\$ 165,887	\$ (38,854)
Vehicles & Equipment			
2016 Truck (Pearl)	\$ 2,400		\$ (2,400)
2008 Truck (Hightman)	7,300	3,062	(4,238)
2012 Truck (Miller)	2,400	2,403	3
2013 Truck (Walt)	5,300	2,875	(2,425)
2015 Meter Van	3,500	911	(2,589)
Misc Equipment		2,330	2,330
Bobcat Mini-Excavator		806	806
Case Backhoe	3,000	357	(2,643)
Sub-Total	\$ 23,900	\$ 12,744	\$ (11,156)

Town of Middletown
STATEMENT OF REVENUE and EXPENDITURES
WATER & SEWER
Fiscal Year 2019
For the 9 Months Ended March 31, 2020

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
WATER			
Salaries	\$ 124,273	\$ 108,849	\$ (15,424)
Water Distribution System			
Supplies	11,000	9,437	(1,563)
Repairs & Maintenance	51,000	30,687	(20,313)
Water Line Break Repairs	1,028		(1,028)
Chemicals	500	1,012	512
Tools & Equipment	3,747		(3,747)
Sub-Total	\$ 67,275	\$ 41,136	\$ (26,139)
Water Plant/Reservoir/Booster/Tower/BS Wellhouse			
Supplies	\$ 1,593	\$ 11,464	\$ 9,871
Repairs & Maintenance	80,765	16,659	(64,106)
Chemicals	26,803	10,633	(16,170)
Tank Maintenance Contract	20,000		(20,000)
Tools & Equipment	1,101	3,325	2,224
Testing & Analysis	8,318	1,660	(6,658)
Sub-Total	\$ 138,580	\$ 43,741	\$ (94,839)
Water Electric	\$ 40,018	\$ 61,844	\$ 21,826
TOTAL WATER EXPENSES	\$ 370,146	\$ 255,570	\$ (114,576)
SEWER			
Salaries	\$ 106,305	\$ 95,813	\$ (10,492)
Sewer Collection System			
Cone Branch PS	14,445	9,433	(5,012)
Brookridge South PS	8,932	2,131	(6,801)
Foxfield PS	2,637	1,450	(1,187)
Sanitary Sewerlines & Manholes	28,522	20,474	(8,048)
I & I Accrual	75,000	56,250	(18,750)
Sub-Total	\$ 129,536	\$ 89,738	\$ (39,798)

Town of Middletown
STATEMENT OF REVENUE and EXPENDITURES
WATER & SEWER
Fiscal Year 2019
For the 9 Months Ended March 31, 2020

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
Wastewater Treatment Plants			
East Wastewater Treatment Plant			
Supplies	\$ 5,576	\$ 8,990	\$ 3,414
Repairs & Maintenance	23,100	12,987	(10,113)
Chemicals	44,133	31,107	(13,026)
Tools & Equipment	3,414	1,196	(2,218)
Testing & Analysis	27,789	17,310	(10,479)
Sludge Hauling Expense	<u>60,336</u>	<u>38,790</u>	<u>(21,546)</u>
Sub-Total	\$ 164,348	\$ 110,380	\$ (53,968)
West Wastewater Treatment Plant			
Supplies	\$ 2,378	\$ 849	\$ (1,529)
Repairs & Maintenance	17,600	4,694	(12,906)
Chemicals	57,862	30,140	(27,722)
Tools & Equipment	1,426		(1,426)
Testing & Analysis	9,908	6,068	(3,840)
Sludge Hauling Expense	<u>17,250</u>	<u>12,937</u>	<u>(4,313)</u>
Sub-Total	\$ 106,424	\$ 54,688	\$ (51,736)
Sewer Electric	\$ 94,395	\$ 28,373	\$ (66,022)
TOTAL SEWER EXPENSES	\$ 601,008	\$ 378,992	\$ (222,016)
TOTAL WATER/SEWER EXPENSES	\$ 1,199,795	\$ 813,193	\$ (386,602)
CONTINGENCY FUND - 3.5%	\$ 41,993	\$ 28,462	\$ (13,531)
ADJUSTED WATER/SEWER EXPENSES	\$ 1,241,788	\$ 841,655	\$ (400,133)
NET INCOME (LOSS)	\$ 23,602	\$ 173,353	\$ 149,751

Town of Middletown
CIP Funds & Expenditures
 General Fund
 Fiscal Year 2020
 For the 9 Months Ended March 31, 2020

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
OPERATING REVENUE			
Revenue	\$ 3,556,505	\$ 2,772,704	\$ (783,801)
OPERATING EXPENSES			
Expenses	3,106,214	2,019,006	(1,087,208)
OPERATING SURPLUS (DEFICIT)	\$ 450,291	\$ 753,698	\$ 303,407
OTHER FUND			
POS - Development	\$ 64,382	\$ 25,000	\$ (39,382)
Community Legacy Grants		1,000	1,000
RETAINED EARNINGS	418,612		(418,612)
Interest	1,421	1,846	425
Improvement Fees	259,000	7,000	(252,000)
TOTAL OTHER FUNDS	\$ 743,415	\$ 34,846	\$ (708,569)
TOTAL FUNDS AVAILABLE	\$ 1,193,706	\$ 788,544	\$ (405,162)
CIP PROJECTS & PURCHASES			
Broad Street Reconstruction	\$ 111,000	\$ 18,311	\$ (92,689)
Washington Street Enginnering &	15,000		(15,000)
Boileau Court - TCS	120,000	29,783	(90,217)
Martha Mason Drive - TCS	12,600		(12,600)
Manda Drive - TCS	95,000	60,822	(34,178)
Manda Court - TCS	52,000		(52,000)
Schoolhouse Drive - TCS	30,000		(30,000)
LED Pedestrian Signs	45,000	26,707	(18,293)
Remsberg Park - Walking Trail Pa	65,842		(65,842)
Remsberg Park - Bleacher Repair	20,000	29,720	9,720
Remsberg Park - Parking Lot		14,350	14,350
Municipal Center - HVAC Replacem	51,765		(51,765)
Municipal Center - Boiler Replac		33,606	33,606
Municipal Center - ADA Improveme	30,000	29,598	(402)
Maintenance Facility at EWWTP	106,000		(106,000)
IT Computer Equipment Lease	37,000		(37,000)
	\$ 791,207	\$ 242,897	\$ (548,310)
OPERATING & CIP SURPLUS (DEFICIT)	\$ 1,193,706	\$ 788,544	\$ (405,162)
Cash Reserves	\$ 568,285	\$ 262,186	\$ (306,099)
TOTAL CASH SURPLUS	\$ 1,761,991	\$ 1,050,730	\$ (711,261)

Town of Middletown
CIP FUNDS and EXPENDITURES
WATER & SEWER
Fiscal Year 2020
For the 9 Months Ended March 31, 2020

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<u>FUNDING SOURCES</u>			
Operating Revenue	\$ 1,265,390	\$ 1,015,008	\$ (250,382)
Operating Expenses	<u>1,199,795</u>	<u>813,193</u>	<u>(386,602)</u>
OPERATING SURPLUS (DEFICIT)	\$ 65,595	\$ 201,815	\$ 136,220
Cash Reserves	\$ 800,079	\$ 927,062	\$ 126,983
Debt Service Fee - New Homes	160,800	122,606	(38,194)
Capital Improvement Fees	178,800	138,517	(40,283)
Inflow & Infiltration - Reserve A	200,000	56,250	(143,750)
Tap Fees	666,000	18,000	(648,000)
Water Tower & Land Leases	195,669	156,524	(39,145)
Main Street Waterline Loan	853,871	230,400	(623,471)
Reservoir Tank Loan	<u>1,984,146</u>		<u>(1,984,146)</u>
TOTAL OTHER REVENUE	\$ 5,039,365	\$ 1,649,359	\$ (3,390,006)
TOTAL FUNDS AVAILABLE	5,104,960	1,851,174	(3,253,786)
<u>DEBT SERVICE COSTS</u>			
Principal Payments			
MDE - East WWTP	\$ 239,265	\$ 225,530	\$ (13,735)
Main Street Waterline Loan	138,165		(138,165)
Reservoir Loan	<u>43,598</u>		<u>(43,598)</u>
TOTAL DEBT SERVICE COSTS	\$ 421,028	\$ 225,530	\$ (195,498)
<u>WATER & SEWER PROJECTS</u>			
Main Street Waterline	\$ 853,871	\$ 429,374	\$ (424,497)
Reservoir Improvements	2,274,095	83,383	(2,190,712)
BS - Upgrade; Pumps; VFDs, Piping	48,500		(48,500)
Inspection Vehicle (Subaru)	30,000		(30,000)
Water Meter Replacements	34,333		(34,333)
West WWTP - Curtain Replacement	25,000		(25,000)
West WWTP - Roof Replacement, Adm	16,000	15,750	(250)
Sewer Push Camera	11,000	46,110	35,110
Inflow and Infiltration	<u>250,000</u>	<u>6,872</u>	<u>(243,128)</u>
TOTAL WATER & SEWER PROJECTS	\$ 3,542,799	\$ 581,489	\$ (2,961,310)
TOTAL FUNDS REMAINING	<u>\$ 1,983,189</u>	<u>\$ 1,495,215</u>	<u>\$ (487,974)</u>

BURGESS AND COMMISSIONERS OF MIDDLETOWN MARYLAND

TOWN MEETING MINUTES

REGULAR MEETING

March 9, 2020

The first regular meeting of the Burgess and Commissioners of Middletown was called to order on March 9, 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:

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

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

UNFINISHED BUSINESS:

Advertisement Procedures – This is a continuation of the discussion from the workshop. 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. 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 (as shown by the matrix). The Town would continue to utilize social media and the website to disseminate information. Motion by Commissioner Falcinelli to approve the advertising matrix as presented, seconded by Commissioner Goodman. Motion carried 5-0.

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. Many of the questions asked at the workshop will be answered once the pilot program ends. The Town hopes to receive monthly feedback while the program is operating. Helpful feedback would include: usage of the program, the population using it, the monthly operating expenses, the general area of the scheduled pick-ups, and any issues that had been identified. The Town Administrator stated that this is the County’s first attempt to address transportation needs in the County. Motion by Commissioner Bussard to approve participation in the one year pilot program with the Town Board re-evaluating after one year, seconded by Commissioner Goodman. Motion carried 5-0.

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. This proposed ordinance would comply with the new State regulations. 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. Staff recommended following the State regulations. Commissioner Falcinelli motioned to move forward with the proposed text amendment using the State requirements, seconded by Commissioner Catania. Motion carried 5-0.

REPORT OF COMMITTEES:

WATER & SEWER – Commissioner Falcinelli reported:

The committee discussed developing a public information plan to inform the residents of all water sewer accounts transitioning to the capital improvement fee beginning in July 2020. A formal announcement will be made. The information will be placed in the April and July quarterly newsletters, it will be an announcement item over the next several months on Town Board agendas, and social media and the town website will be utilized as well. A Town Water Conservation Initiatives handout was created to distribute at various event throughout the year. The flier lists the Town’s water conservation efforts. Water use for February – 297,096 gal., spring flow for February – 133,808, East WWTP treated 258,000 gals. and the West WWTP treated 352,000 gals. The Streetscape project is moving along. Two service connections on the west end of town will have to be raised due to the installation of a sanitary sewer line beneath them. Work on the reservoir tank is expected to begin the first week of May. It should take one year to complete. Well 22 will be adding a chlorine feeder to address the iron build up in the pump and process pipe. Next committee meeting is March 25th at 7:00 PM.

PUBLIC WORKS – Commissioner Bussard reported:

The mill and overlay planning for Boileau Drive is underway. The ADA concrete ramp and steps at the back of town hall has been poured. Currently awaiting the installation of handrails. Broad Street Streetscape design phase is 95% complete. Washington Street design is currently being reviewed for storm water management. Bulk trash pick-up is this Saturday March 14th.

SUSTAINABILITY – Commissioner Dietrick reported:

The Town received approval for a \$1,000.00 grant for tree planting at Rensburg Park from the Maryland Urban and Community Forest Committee. The Town also received a \$300.00 grant from Tree-mendous Maryland to use towards that project as well. The total project cost is \$1,720.00. This leaves a \$420.00 cost to cover. Middletown has received a Tree City USA designation. The Town Board will have to sign an Arbor Day proclamation, in April, as part of that. The County is planting trees on 3.6 acres at the Middletown Community Park as part of its park improvements this summer. There are 9 compost bins available for sale at \$40.00 each. The Green Expo will be April 25th in conjunction with Coloring the Street. The location will be on Green Street again. There is room by the new ramp at the back of town hall to plant a tree with some annuals. The Sustainability Committee would like to plant a tree there on Arbor Day. The Town Board reviewed several trees suggested by JEM, L.L.C. but no decision was made.

Rensburg Park Parking Lot Hedges – The Town has received complaints from individuals whose homes are across the street from Rensburg Park about both the lights from cars driving out of the park during the evening and the headlights from cars who park in the parking lot during the evening shining into their homes. Requests were made to plant some sort of screening around the parking lot to deflect that light. Stadler Nurseries provided an estimate for planting screening hedges comprised of 110 bayberry northern 3-gallon shrubs at a cost of \$4,800.00. A map showing where these shrubs would be planted was reviewed. These plantings can also be applied to the MS4 requirements. Commissioner Goodman motioned to approve the purchase of 110 bayberry northern 3-gal shrubs to be used as

screening at the parking lot of Remsburg Park as proposed, seconded by Commissioner Catania. Motion carried 5-0.

Annual Planting of Flowers in Identified Town-Owned Areas – JEM, L.L.C. provided an estimate for the annual flower planting at identified areas around town. The price is the same as last year, but more flowers are included. Total cost is \$9,032.15. If the Town Board agrees to the contract, a deposit of ½ the total cost, or \$4,516.08, would have to be provided. Commissioner Dietrick motioned to approve the JEM, L.L.C. estimate and to pay the required deposit of \$4,516.08, seconded by Commissioner Goodman. Motion carried 5-0.

The next committee meeting is March 17th at 5:00 PM.

PLANNING COMMISSION – Commissioner Catania reported:

The next workshop is March 11th and meeting is February 16th at 7pm., on the agenda will be the following: The Hollow Creek Professional Center Architectural Renderings Review, the St. Thomas More Academy's revised Site Plan, the Middletown Memorial Park revised Site Plan and the Proposed Text Amendment regarding the Forest Conservation Ordinance.

2020 Comprehensive Plan – Community Conversations – Fourteen people attended the first Community Conversations event held March 7th. The facilitators reported that there were very good comments and ideas put forth and some ideas that were beyond the scope of the meeting. The facilitators will provide a list of the comments for the Town Board and Planning Commission to review. Pam Dietrick, 707 East Main Street, stated that having the meetings on a Sunday afternoon may not be the best time. Perhaps the meeting on the 28th could be moved to a weekday evening or earlier in the day. There are 18 individuals registered for the March 28th event. It will meet at its scheduled time. There will be other opportunities for further discussion as the 2020 Comp. Plan progresses.

Bob Smart, 7525 Coblenz Road, suggested having an explanatory meeting open to the public where an explanation of what the comprehensive plan is and its process might be beneficial.

PARKS AND REC. COMMITTEE – Commissioner Goodman reported:

Frederick County has notified the Town that the fenced in stormwater management pond at Remsburg Park cannot have dogs running around in it. It is in violation of their illicit discharge ordinance. Effective immediately the Town must padlock the access gate to halt the intrusion. The Town will post signs around the pond explaining the locked gate. The Town Board reviewed the current costs for use of the Wiles Branch Dog Park. This item will be on the next agenda to determine whether to adjust the fees for the next fiscal year. Commissioner Goodman requested that once the walking trails are complete to install areas along the trail at Remsburg Park so that handicapped individuals would be able to watch games being played. MVAA has two goals for future development. One is to build a press box at Remsburg Park. The second is to build an indoor facility there as well.

PUBLIC INFORMATION – Nothing to report.

NEW BUSINESS:

Constant Yield Tax Rate Exemption - Middletown has received an exemption again for 2020/2021. The tax rate will not change this year. Commissioner Dietrick stated that some residents are thinking tax rate increase are the actions of the Town when in reality they are a result of an increase in the assessed value of their property. It was suggested that the Town utilize social media during budget review time to inform residents that Middletown has had the same tax rate since 1992.

The State updates its assessments every 3 years. Middletown may be part of that next assessment update.

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), purchasing bleachers for Remsburg Park (\$15,000) and pickle ball courts at Wiles Branch Park (\$7,500 to modify existing basketball courts/ \$25,000-27,000 to build new). Deadline for submission of requests to the County is May 1, 2020. The Town Board agreed by consensus to these projects.

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. The benches would be tax deductible. Staff will create the order form and other supporting documentation for the Board to review and approve. The Town Board agreed by consensus to this program.

PUBLIC COMMENTS: None.

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*

Meeting adjourned at 8:21 PM.

Respectfully submitted,

Annette Alberghini
Office Manager

ORDINANCE NO. 20-03-01

AN ORDINANCE TO AMEND TITLE 16, CHAPTERS 40.028 AND 40.030 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 VI. 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



Town of Middletown

Return Completed Form To:
Town of Middletown
31 West Main Street
Middletown, MD 21769

Phone (301) 371-6171
Fax (301) 371-6474

MEMORIAL BENCH APPLICATION

APPLICANT INFORMATION

Today's Date: _____

Applicant's Name: _____

Address: _____

E-Mail Address: _____ Phone Number: _____

Name of Person to be Memorialized: _____

Please indicate which walking trail you wish to have the bench placed along:

- Cone Branch Walking Trail
- Foxfield Walking Trail
- Remsburg Walking Trail
- Wiles Branch Walking Trail
- It Does Not Matter Where it is Placed.

The Town will place your bench along the trail you requested as long as there is room and its placement does not create a safety issue.

Cost: Alpine Bench with plaque \$ 720.00

Make checks payable to: Town of Middletown

Purchase of the bench is tax deductible.

Signature of Applicant : _____ Date: _____

FOR TOWN USE ONLY

Date Application Received

Date Application Approved

Approved By