

**BURGESS AND COMMISSIONERS
OF MIDDLETOWN MARYLAND**

**TOWN WORKSHOP MEETING MINUTES
VIRTUAL MEETING**

REGULAR MEETING

April 13, 2020

The regular meeting of the Burgess and Commissioners of Middletown was called to order on April 13, 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.

BUDGET WORKSHOP:

FY 2021 Water & Sewer Operating Fund (First reading) – This is the second review of this proposed budget. The Town Administrator reviewed the few changes that had been made since the previous meeting. With no projected end date to the current state of emergency, the Town cannot collect late fees on past due water bills. The loss of revenue generated from the collection of late fees this year will have an impact on next year’s budget. Highway User Fees and Income Tax collection will also be impacted by this current COVID-19 state of emergency. Some of the offset from this loss could come from the projected salary increase in the FY2021 budget. Some projects scheduled may have to be pushed to the outlying years.

Water & Sewer Capital Improvements Program (CIP) – The budget was reviewed line by line. Growth projections were reviewed. The Town Administrator reviewed the projects scheduled for the next fiscal year.

Budget meeting adjourned 7:10 PM.

PERSONAL REQUESTS FOR AGENDA: None.

CONSENT AGENDA:

- *Town Minutes – March 9, 2020 – Town Meeting*

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

UNFINISHED BUSINESS:

Introduction of Ordinance 20-03-01 – Amendments to Forest Conservation – 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. The Planning Commission will continue to review this ordinance at its’ next meeting in April.

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 was created for the Parks and Recreation Committee to review and approve. The Parks and Recreation Committee will also be contacting the Sustainability Sub-Committee, The Loraxers, to coordinate this memorial bench program with their memorial tree program. Commissioner Goodman would like purchasing a memorial tree added to the form.

REPORT OF COMMITTEES:

WATER & SEWER – Commissioner Falcinelli reported:

The Town will not be selling rain barrels this year. The Spring hydrant flushing of town hydrants has been canceled for this year. Those currently paying the Debt Service Fee will stop paying this fee and switch to paying the Capital Improvement Fee as of July 2020. Residents are reminded not to flush disinfecting wipes, or wipes of any kind. They get caught in the Town sanitary sewer pumps and cause damage. These wipes can also cause a clog which would back up into residences with remediation costs paid by the homeowner. There were two waterline breaks last Monday. Water use for March – 298,579 gal., spring flow for March – 140,805, East WWTP treated 225,000 gals. and the West WWTP treated 214,000 gals.

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 is completed. Broad Street Streetscape design phase is 95% complete. Washington Street design is currently being reviewed for storm water management. The sidewalks on West Main Street are torn up from Jefferson Street to Garage Alley. Yard bags are available for pick-up at the rear entrance to town hall. Commissioner Goodman recommended putting reflective material or installing a sign on the new bump out at the corner of West Main Street and North Jefferson when finished. This would lessen the likelihood of someone hitting it.

SUSTAINABILITY – Commissioner Dietrick reported:

The next Sustainability Committee meeting is scheduled for April 21, 2020 at 5:00 PM. The Green Expo is canceled, and the lecture series are on hold because of the COVID-19 state of emergency.

PLANNING COMMISSION – Commissioner Catania reported:

The virtual Planning Commission workshop was held March 11th. Items for the virtual Planning Commission Meeting scheduled for April 20th at 7:00 PM include: The Hollow Creek Professional Center Architectural Renderings Review, the St. Thomas More Academy’s revised Site Plan, the Middletown Memorial Park revised Site Plan, the Proposed Text Amendment regarding the Forest Conservation Ordinance and the 2019 Annual Report.

PARKS AND REC. COMMITTEE – Commissioner Goodman reported:

There is no information regarding the next Project Open Space (POS) meeting date. The information for the identified projects is ready to be submitted when a date is determined. It was asked if there were any POS monies for projects that the State could take back. No, once the monies are dispersed for projects they are considered gone by the state. The Parks and Rec Committee has not met in over 2 months.

PUBLIC INFORMATION – Commissioner Falcinelli reported:

Residents are encouraged to sign up though Citizens Connect to stay informed on things happening within Middletown. Residents are also encouraged to register for Alert Frederick County in order to receive emergency notifications that affect Middletown. That can also be done through Citizen Connect. The Town website contains a wealth of information. Citizens are recommended to check it out.

NEW BUSINESS: None.

Burgess Miller reviewed what will happen at the next Town Board meeting with the installation of elected officials from the Middletown election. Town staff will create a video to put up on the website showing how to complete and return an absentee ballot.

PUBLIC COMMENTS:

ANNOUNCEMENTS:

- *Please Complete Your Census Information*

Meeting adjourned at 7:39 PM.

Respectfully submitted,

Annette Alberghini,
Office Manager