

# *BURGESS AND COMMISSIONERS OF MIDDLETOWN MARYLAND*

## TOWN WORKSHOP MINUTES

**April 2, 2026**

The workshop of the Burgess and Commissioners of Middletown was called to order on April 2, 2026, by Burgess John Miller at 7:00 p.m. Present were Commissioners Jennifer Falcinelli, Rick Dietrick, Kevin Stottlemyer, Larry Bussard and Chris Goodman.

**2026 Memorial Day Ceremony** – Ron Moss reported that the Memorial Day Ceremony will take place Monday, May 25, 2026, beginning at 11:00AM. It will take place at the Middletown War Memorial. Mr. Moss passed out copies regarding this year's planned event. Music will be provided by the Rohrersville Cornet Band. The color guard is provided by the Clopper-Michael American Legion Honor Guard from Boonsboro. Sons of Amvets Post 9 will again sponsor the tent this year. The 2 service members highlighted this year are 2<sup>nd</sup> Lt. Roland T. Hauver and SSgt. Ernest Wiles. Each died in separate bombing missions over Europe in WWII. Same as last year, Mr. Moss requested that the Town provide two monetary donations 1. \$250 for the Rohrersville Coronet Band, and 2. \$125 for the Clopper- Michael Honor Guard. He has two additional one-time donation requests 1. \$700 for a banner to advertise the event, and 2. \$165 for 5 new wreaths for the event. The town will provide the same support as last year: print flyers and programs, using town social media to advertise the event, holding a pre-event meeting with town staff, and traffic control provided by the community deputy.

### **STAFF REPORTS:**

**Deputy Report** – Deputy McCarrick was not present. His report is included in the meeting packet.

**Director of Public Works (DPW) Report** – Bruce Carbaugh reviewed his report. Drought monitoring has not changed from his last report. The town is still in moderate drought status. The situation is similar to last year. Springs are at 42gpm/60,480 gpd. The town will postpone hydrant flushing this month. Potomac Edison reversed and recalculated the costs/fees associated with the street lighting account. The credit was less than expected. The DPW reviewed the area lighting account and notified Potomac Edison that the town was being charged for 2 lights that did not belong to it. This error was reported previously to PE as part of the streetlight LED conversion but was not corrected. Fuel surcharge costs have increased across the board and will affect FY2027. POS monies received for park exercise equipment and sound attenuation will be returned to the County. The completed Foxfield 6 pump test identified an impact on a neighboring property owner's private pond. The developer will have to address it; it then becomes an item for the town to address in perpetuity. Staff recommend that the pond be filled from a nearby stream close to the pond.

**Staff Planner (SP) Report** – JJ Hartner reviewed his report. The town attorney is reviewing the MOU for road construction at the school complex development. She should have something for

the town next week. The food bank amended plans have been reviewed and signed. The RFP for the Burnt Bridge Crossing Park (BBCP) design is due April 6<sup>th</sup>. Presentations for submittals will be the week of April 13-17, 2026. Recommendations will then come before the town board. Silviculture planting began at BBCP. Interactive signage is included with each tree planted. Twelve zoning certificate applications were received in March. The planning commission workshop and meeting may be cancelled for April. The sustainability committee will meet April 21st.

**Main Street Manager Report** – Becky Axilbund reviewed her report. Much of her time was spent on grant writing as 4 were due. Included in her report was a chart which provided a summary of work products tied to the annual strength, weakness, opportunity and threat analysis (SWOT) completed. She will be attending the National Main Street conference next week in Tulsa, OK.

**Finance Officer (FO) Report** – Bea did not provide a report. She is forgoing her report until the April 13<sup>th</sup> town board meeting. She has been working on the FY2027 budgets.

Staff reports are included at the end of these meeting minutes.

#### **CONSENT AGENDA:**

- **Town Meeting Minutes**
  - *March 23, 2026 – Meeting Minutes* – Commissioner Falcinelli asked that the minutes be corrected. The proposed administrative position included in the FY27 budget is a full-time position. The minutes reflect it as a part-time position. The minutes will be corrected for the April 13<sup>th</sup> meeting packet.

#### **UNFINISHED BUSINESS**

**Remsberg Park ADA Project** – The CIP Project Manager provided an update on the project. Previously Triad Engineering had provided two options for ADA compliance at Remsberg Park for the town board to consider. The town board ultimately chose option B. Option B provides full ADA compliance via sidewalk accessibility improvements and new sidewalk construction. This also installs 6 ADA parking spaces within the current parking lot and installs ADA accessibility sidewalks and handrails to amenities in the northern side of the park. However, ADA accessibility to the lower ballfields would be done using accessibility sidewalks and handrails installed from those original parking lots to the ballfields, as well as a nearby drop-off/turn around near the lower ball fields. Two boardwalks will be installed. One is over stormwater management to field 3. The second is over a ditch to reach the lower ball fields. The apron at the pickleball courts will need to be corrected to be ADA compliant. It exceeds the 2% grade required. A rough estimate quote from a potential contractor for the ADA compliance work was \$212K-\$215K.

A preliminary discussion on updating ADA access to the back of the Wiles Branch Park trail occurred. Staff provided very quick ideas regarding access and elevation.

The Linden Boulevard project is projected to be completed by July.

**250<sup>th</sup> Anniversary Tree – Plaque** - – The 250<sup>th</sup> anniversary tree ( a valley forge elm) has been planted in Heritage Park. The Town Administrator provided a photocopy of what the plaque for the 250<sup>th</sup> tree would look like. The cost is \$600 and also includes a 24-inch post angled at the top for plaque attachment. A second quote has been requested from another vendor. The Historical Society would like to contribute to this project. They must provide proof to the town that their contribution would come from their membership dues in order to be accepted.

## **NEW BUSINESS**

**Spending Requests for Conference Room/Admin Area, Sidewalk Repairs & Independence Day Celebration** – The FO stated that Budget Amendment 26-02 is need to cover the costs associated with sidewalk cutting needed in Zone 2 which will be completed in FY26, to cover costs of furnishings for the new conference room and adjacent admin area, and costs associated with the town’s independence day celebration. Monies leftover from the snow removal budget would be reallocated to cover the cost of the sidewalk cutting (approximately \$21,016). Monies leftover from the deputy contract would be reallocated to be used for the furnishings of the new conference room and adjacent admin area (approximately \$8,000) and for the Independence Day Celebration (approximately \$16,750). The Independence Day Celebration costs were increased to account for the increased cost for the DJ and purchasing a banner to advertise the event.

**Signs for Pickleball Court** – A photo of what the newest signs to be placed on each court gate of the pickleball courts was provided for review. This is to inform users that pets and beverages are not allowed on the courts. This is an effort to preserve the pickleball court surface.

**FY27 General Fund Operating Budget – Draft** - The proposed budget was presented for review.

**Health Insurance** – Health Insurance rates will increase 16% in FY27.

Currently employees pay \$372.21 per pay period for Family/Employee plus 1 coverage and \$52.03 for Individual coverage. There are 6 employees paying for family coverage and 9 employees paying for the single coverage. The town pays \$240,678 annually under the current plan.

With the 16% increase employees would pay \$432.62 per pay period for Family/Employee plus 1 coverage and \$60.12 for Individual coverage. The town would pay \$278,507 annually for the plan.

The town will receive a LGIT Health Rebate this year for FY25 of \$71,938. With that rebate, staff propose a three-tier health insurance coverage for FY27. Employees would pay \$363.77 for Family coverage, \$296.82 for Employee plus 1 coverage, and \$55.63 for individual coverage each pay period. \$53,101.37 of the rebate would be applied to the town costs. The remaining \$18,836.63 rebate balance would be saved and used for health insurance in FY28 as the town will not receive a rebate for FY26. An employee wellness exam tied to an employee HSA for FY28 was also suggested.

**FY27 General Fund Operating Budget** - The FO stated that the budget includes the costs for the 3-tier health insurance and does not include any property tax increase. The proposed budget includes \$5,006,072 in revenue and \$4,718,361 in expenditures leaving a balance of \$287,711 for CIP. It also includes costs associated with the two new employees – one in Streets and Parks and one in Administration. Board members requested documentation regarding the need for the two new employees. Staff will provide it.

The budget does include 2 deputies. The FCSO needs to know soon if the town will be contracting one or two deputies for FY27. With one deputy out on medical leave this year there has been little change in the action. Deputies work 4-10 hour days with the largest coverage during daytime. Discussion occurred regarding incident coverage if the town only had one community deputy. This will be an item on the April 13<sup>th</sup> town board agenda.

**TOWN ADMINISTRATOR REPORT –**

Mark Smullen has received backing from the Patty Hurwitz Foundation for his Breast Cancer Awareness 5K in the Fall. He is asking for assurance the town will assist.

**ANNOUNCEMENTS**

- *Middletown Municipal Election – Town Hall, April 6, 2026, 7:00AM-8:00PM – the town board requested a robocall be sent town wide on Monday reminding residents of the election.*

The meeting adjourned at 9:13 pm.

Respectfully submitted,

Annette Alberghini,  
Recording Secretary



# *Middletown Community Deputies*

## *Monthly Activity Report*

March 2026

Dfc. McCarrick #0485

### Traffic Stats

Citations Issued: 3 (11)  
Warnings Issued: 37 (119)  
Repair Orders Issued: 0 (0)  
Accidents: 3 (13)  
Selective Enforcement: 20 (50)

### Proactive Enforcement

Walking Patrol / Talks: 33 (69)  
Bike Patrol: 0 (0)  
Patrol Checks: 74 (231)  
School Safety Checks: 37 (87)

### Arrest Stats

Criminal Arrests: 2 (3)  
Traffic Arrests: 1 (4)  
Juvenile Arrest: 0 (0)  
Warrants / Summons: 1 (1)

### Calls for Service

Burglaries: 0 (0)  
Destruction of Property: 3 (6)  
Disturbances: 5 (9)  
Juvenile complaints: 4 (6)  
Noise complaints: 2 (4)  
Suspicious Activity: 8 (22)  
Theft: 1 (1)

## **Drug Incidents / Attempted Overdose**

## **Special Events/ Important Information**

**AMVETS parking lot - Destruction of property. Motor vehicle keyed. Suspect ID'd and charged.**

**E Main St – Assault arrest.**

## **Accidents**

**W Main St / Elm St – DUI arrest**

**E Main St / Larch Ln**

**E Main St / Middletown Pkwy**

**Public Works Monthly Report  
April 2, 2026**

**COMPLETED WORK**

**WS:** Installed 86 mxu's and 18 meters this month (approx. total of 777 mxu's and 557 meters installed). Monthly lubrication, Eyewash installed at West WWTP, Well 9 motor saver install and program, CL2 pumps rebuilt, Well 14 motor and pump replaced, Rebuilt 3" PRV at Summers Dr, Remove flipped aerator at West WWTP for service, Blower maintenance, Pallet jack repaired

**GF:** replaced sewer lateral 602 E Main, Mow springs, welding projects, vehicle maintenance, meter installations, Diesel spill Franklin street – sand, Mulching beds, cut Smithfield, Miss Utility marking, Bleacher repair, Generator maintenance.

**Public Works**

**New Projects or Requests**

Remsberg ADA walk path concept –95% submittal to be provided to Board this evening.

**Drought Update:** Conditions have improved to "Moderate Drought" as noted on the Drought Monitor Website 4/2/26. 2025 rainfall **34.3"** 2024 **40.0"**, 2023 **31.2"**

**Unbudgeted/ Contingent Expenses:**

Public Alert Siren – Struck by lightning ballpark repaired and working. \$2665.00

West Plant Aerator Motor = \$4,891.58

Well 15 redevelopments. \$19,000.00

Well 16 pump and motor replacement: \$7700.00

Springs at 42 gpm or 60,480 gpd

Sludge Hauling End of FY 25 total cost \$20,460.00, Hauled 180,000 gal, Bedded 294,975 gal

Sludge cost for FY 26 \$14,532.00 27,000 gal hauled, 27,076 gal bedded **Total hauled** 126,000 gal **Bedded** 162,451 Gal

**Water Use (Average Daily for the Month, Flows stated in gallons per day)**

**Permit Limits (gal)**      **387,000/504,000**    **AD/MMU**                      **250,000 AD**                      **250,000 AD**  
Base flow    **176,000**    Base flow    **115,000**

MONTH	WATER USE		SPRING FLOW		East WWTP		West WWTP		Rain
	past yr	present yr	past yr	present yr	past yr	present yr	past yr	present yr	
January	301,078	295,872	43,826	36,019	181,000	140,000	143,000	166,000	1.3
February	290,920	327,966	59,368	41,994	214,000	232,000	149,000	186,000	2.2
March **	293,437	289,698	62,773	63,141	184,000	257,000	126,000	208,000	3.1
April **	339,818	285,129	150,187	88,897	330,000	221,000	399,000	144,000	3.5
May	339,070	299,062	146,094	206,355	242,000	334,000	151,000	256,000	10
June	337,789	305,755	140,908	209,064	191,000	228,000	119,000	237,000	3.25
July	342,183	310,042	100,522	141,059	167,000	173,000	116,000	136,000	2.9
August	326,634	353,554	74,327	91,097	220,000	146,000	186,000	129,000	1.05
September	313,860	355,814	59,637	64,681	176,000	186,000	129,000	153,000	3.65
October **	318,039	360,737	54,666	51,989	171,000	165,000	126,000	134,000	2.15
November**	282,501	294,062	46,757	44,727	163,000	159,000	114,000	137,000	1.4
December	291,871	295,730	46,722	40,822	200,000	165,000	139,000	146,000	1.9

Avg Daily/yr    314,767    314,452    82,149    89,987    203,250    200,500    158,083    169,333    36.4  
 Avg Yr Flw      114.89    114.77    29.98    32.85    74.19    73.18    57.70    61.81

\*\*Hydrants flushed this month

Spring 2021 704,842 Fall 2021 744,925 Spring 2022 664,933 Fall 2022 749,561(5 day avg) spring 23 702,023 Fall 23 no flushing Spring 24 581,628 gal, Fall 2024 544,364 gal. Spring 2025 cancelled. Fall 2025 518,046 gal

**Planned Work**

Lead and Copper (inventory due Oct 16, 2024) updating lead status unknown, 29 accounts remain unknown, Water usage analysis, Water and Sewer Regs update. Trash Policy, W and S Rate study

**WS Projects:** I and I, will need to redeploy flow monitors when drought conditions subside.

**Director's Report:** Electrical Billing Study / Usage, streetlight review – completed corrected and now accurate. Invoices are 3k less than previous and should end year + 20k. Found billing for lights that are not the Towns, should have been removed from acct. 3 years ago. Solar Array usage analysis continues, we have received a report from CQI, revisions to waterfall to be made which save us energy costs. Conference room completed. Create and review finished water / usage/ and loss spreadsheet for 2024 and 2025. Water and Sewer Rate Study (no action currently). Water and sewer budget preparation. Meeting with MDE for Draft PER and PFAS PER. ENR has a new option that was not previously considered.

The west plant could be upgraded and the east plant not upgraded. Completed Solid Waste Cost Study for budget review. No action on ENR plan.

**Fuel Surcharges:** Sludge hauling 3x = 37.00 wk, trash: was 251.10 now 1255.50/ month. No chemical changes, Year End Projection: +\$3600.

### Open Projects

**ADA sidewalk ramp reconstructions:** FY 25 completed.

**Glenbrook Arch Engineering Study:** Annual monitoring and included in County Bridge Survey. Received report from County Bridge Survey on Sept 30. No action

**Water System:** Reviewed system for end-of-life meters (521 each - FY 25). AMI planned to be operational in FY 27 budget.

**CCT Project:** Project is complete but there are some shortages, and a new quote is being discussed to use the credit (upgraded cameras). May need to provide surge / battery backup. Extension of grant to June. Adding camera to Harris Farm.

**Water Hydraulic Model:** no update.

**SSO and I&I:** Sump pump inspections have eliminated significant amounts of inflows. No action

**West Wastewater Treatment Plant:** Renewal NPDES completed and submitted July 27, 2025. No action.

**East WWTP:** Awaiting draft permit. Draft of PER completed and will be submitted to MDE. Irrigation Permit MDE Inspection on March 30, 2026. We expect some corrections to be required in the report.

**Wells:** Well 15 will require redevelopment to restore the original 55gpm yield. The \$19,000.00 well redevelopment yielded only 3-5 gallons of water. Staff will review the work and plan with the driller and budget future maintenance costs to sustain the yield. Well 16 PFAS content is above the MCL, we will look into blending with potable water at the wellhead. This will be much less expensive than filtering at the WTP. Well 16 pump and motor is scheduled for replacement due to reduced yield – original.

**Municipal Center:** Table and chairs for discussion at this meeting. Media in FY 27 budget.

**Harris Farm Property:** Budget requests for electric and fencing in FY26. Master Plan RFP is advertised. Heater installation completed, building insulated. Moving ahead with covered material storage building permit. Would like to use CIP funds to replace rollup uninsulated damaged garage doors Repairs and operators are more than the specified door replacements that are insulated. \$39,000 for doors and electric (104,000 – 43,000 – 6000 – 39,000 = 17,000).

**Linden Boulevard Culvert Replacement and Streetscape:** May 14, 2024, Board approved no sidewalks, new Town Standard streetlights. Construction cost estimate 1.9 million, bid received awarded to Kinsley Construction in the amount of \$1,613,000.000. Contractor is installing storm drain at this time. Hawkins present to update Board.

**Patching Contract:** FY 25 contract is complete.

**Remsberg Park Perimeter Nature Trail:** Staff has met with consultant and survey has begun. The preliminary layout indicates 6 bridges that are a 50-foot span each along the proposed route. The estimated cost of these bridges is \$75,000/each based on the previous bridge at the park. Staff will present an alternative route that includes purchase of private property or an easement on private property that would eliminate 4 bridges. Staff will pursue an easement as discussed at the May 2025 Town Board Meeting. No action.

**School Property 12" Waterline:** Executed the proposal for the new 12" waterline replacement across school property in coordination with collocated school phasing. Approved March 2025 by budget amendment (\$16K). ARRO is finishing the design and will be forwarding to school consultant in September. Design complete and provided to FCPS. At the request of the Board, staff has contacted MAU has agreed to the negotiated price of \$393,145.00 This will be included as a mandatory expense in the FY 27 budget and started and completed summer of 2026. Whiting Turner has been included in the plan. Updated plans for continuing service to buildings on a temporary basis. No action.

**POS LPPI CP and P:** Applied for FY 26 POS capital projects (roof and electric), acquisition to follow as soon as the revised deed is recorded. CP and P application was submitted for Wiles Branch Park play structure. Acquisition application for Harris has been applied for (\$263,124.15) and approved by DNR. Received project questionnaire documents for the 2027 POS request. Pre-Qualifier questionnaire due May 1, 2026. **Town will return the POS grants for Wiles Branch exercise equipment (\$16,875 / \$5,625) and Pickleball sound attenuation (\$39,810 / \$13,972.00).**

### Developments

**ADMAR Annexation:** Design for treatment plant in progress 99% submittal has been submitted for review. IP drawings reviewed. Have executed all monitoring and pumping plan contracts. Meeting with MDE on July 2, discussed the monitoring plan, reduced to 2 weeks before and 2 weeks after the pumping test. Pumping test was agreed to pump the entire year of allocation (14.09 gpm, 20,289 gpd, 1.055MG) over 90 days with 2 pumps running. The final permit will be provided after the pump test and monitoring. Most level monitors and all testing pumps will be removed the week ending the 6<sup>th</sup> of March. It appears there is direct interference with a private pond which will likely require mitigation as part of the permit conditions. The report will be sent to MDE in the next few weeks after the developer has paid all outstanding invoices.

**Collocated School Project:** Received the updated Traffic Study reviewed and provided to Town consultant. The study appears to address Town requests and a traffic signal at Cone Branch meets two warrants. It will be up to SHA to accept these and permit a signal. Town selected on way North on Martha Mason directional travel. Received SHA comments for the Traffic Impact Study requesting additional information or clarification on the signal warrant analysis. Provided sketch to traffic consultant for Martha Mason traffic control. SHA has issued traffic study comments and does not support a traffic signal at Cone Branch currently. No action

**Miscellaneous:** No action

**Future Budget Considerations**

**W&S:** Comprehensive sewer plan, West WWTP ENR plant replacement (non-process component for Town budget). PFAS treatment, 12" valve on Green Street waterline for isolation of Middletown Glen.

**GF:** 2 future positions for 2 full crews. Field Maintenance tractor

**Regulatory**

**EPA**

**Revised Lead and Copper:** Inventory is on the Town website and letters for lead status unknown have been sent out. New LCRI has been released for comment and we will begin preparing for the new rule. Summary of new LCRI requirements has been drafted. AWWA has filed a petition for judicial review to the LCRI. Petition is based on affordability, timeline to replace lead lines and feasibility. Staff continues to eliminate unknown services (29 remain). Lead certification due by July 1, 2026. No action

**PFOA PFOS:** MDE Grant applied for January 2024. New PFAS regulations have been adopted by EPA. Initial sampling must be performed between 2024 and 2027, 2027 to 2029 initial results published in CCR and regular monitoring must begin, 2029 systems must comply with all MCL's (must have treatment online). UCMR5 testing has been received and PFAS content has increased slightly the next round of samples have been taken and submitted Dec 1. Staff has received and approved the PER for submittal to MDE. The 90% design drawings are proceeding.

**MDE**

**Permits: East WWTP Discharge Permit (exp Dec 2021)** submitted 22 months prior to expiration and then revised 14 months before expiration. MDE advertised the reapplication. We have requested an increase in discharge flow from 250,000 to 350,000. MDE has approved the County Water and Sewer Plan which requested the increase in flow. MDE, will await the PER ENR selection process before releasing Draft permit. Received email that MDE has begun the renewal (Jan 24). No action

**Irrigation Pump Station:** Working on Nutrient management plan, soil samples and other permit requirements. Combined source samples for permit report have been taken. MDE has inspected the golf course on March 30, 2026.

**MS4 Permit:** MDE has issued a new MS4 permit to FrCo (they administer the permit) valid for 5 years. 2025 report submitted October 27, 2025. Staff attended a MS 4 conference and Middletown was reported to be in compliance through 2030.

**West WWTP ENR Upgrade:** Draft PER has been submitted to MDE. The next step after any significant concerns from MDE and receive a design proposal from RK and K. We have received initial comments from MDE that are concerning and the design proposal from RK and K. MDE meeting on January 8, 2025. RK and K has provided a possible option for a new plant at the West utilizing the dog park. We have not had enough time to review and it may be awhile with the budget preparation taking priority.

**Wastewater Capacity Management reports:** 2025 report is in progress and will be presented to the Board and submitted to MDE in January 2026. Completed.

**Renewals:** 3. West WWTP Discharge 7/31/25 (July 28, 2025 submitted to MDE) 4. County Water and Sewer Plan Update (due 4/4) late request 5. Reed bed sludge removal Aug 25 tentative 6. MDSHA Blanket Permit

**DROUGHT 2023 Water Production Capabilities**

1/31/2024							
MAXIMUM PRODUCTION NON DROUGHT				MAX PRODUCTION DROUGHT (2023 Drought DATA 30" rain)			
Wells	YIELD GPM	TOTAL DAILY		YIELD GPM	TOTAL DAILY		YR PRECIP
1,2,6,7,8,9,19	200			160			
14	10			7			
15	55			42			
16	17			17		19 GPM run 17 hours.	
22	5			5			
23	18			17			
	305	439200		248	357120		
						combined sources	
SPRINGS WINTER avg	85	122400	561600	40	57600	414720	
SPRINGS SUMMER avg	50	72000	511200	30	43200	400320	
SPRINGS SUMMER min				17	24480	381600	30
				<b>GPM</b>	<b>Drought Yield</b>	<b>AvgDaily</b>	<b>Tot Rain Fall in</b>
				265	1 month most severe	381600	30
				278	3 month moderate	400320	35

2025 Water and Sewer Capacity

**Water Capacity Calculations Jan 2026**

	EDU		Annual Average	Month of Maximum
Annual Appropriation Permit			387,000	504,000
10% Reserve Capacity			38,700	50,400
W1 Infill Lots not connected(see below)	32.95	250	8,238	10,709
Existing Demand - 3 Year Average			316,306	404,871
<b>Available Capacity</b>			<b>23,757</b>	<b>38,020</b>
<b>Planned W2 Future Connections</b>				
Lancaster Property	10	250	2,500	3,500
10% Reserve Capacity			250	350
<b>Future Demand</b>			<b>2,750</b>	<b>3,850</b>
<b>Available System Capacity</b>			<b>21,007</b>	<b>34,170</b>
<b>EDU's Available</b>		<b>250</b>	<b>84</b>	
<b>Memar Annexation</b>	<b>148</b>	<b>137</b>	<b>20,276</b>	<b>28,386</b>
10% Reserve Capacity			2,028	2,839
Memar Annexation Demand			22,304	31,225
<b>EDU's Required**</b>			<b>89</b>	
** This will be offset by additional source provided by the developer.				
MDE Active Adult not allocable at 250, allocable at 137 gpd, changed Jan 2025				
<b>W1 Infill, not connected</b>				
26 East Green St Lot next to Lake		1		
12 14 E Main ST Church Lots		2		
28 W Main St		1	jeff and main	
101 W Green St		1		
204 Lombardy Court		1		
26 Walnut St		0	new lot	online 2025
2 Boileau Drive		1		
Municipal Hall 4 E Main		0		online 2023
Brown TH's 406 W Green St		0		online 2023
carolines view 106 E Green St		9		
Jefferson St check tap fee already paid		4	310,312,316 327,open lots	
Cross Stone Commons		4.95		
216 E Green St Darrs Addition		1		
New Library		0		online 2023
18 East Green St Lot Williams lot		0		online 2025
8 Corner Lot at E Green and N Church St		2	current parking lots	added Nov 2024
6 North Church - Alekos Pkg lot		1		
212 S Jefferon St		1	abandoned no use	
708 A East main Street (easement acc)		1		added 1/12/26
2 lots on Main ST Rhoutzahn		2	500, 502 e main	
		32.95	EDU's	

1/12/2026

**Wastewater Capacity**

	Usage GPD	Basin*	EWWT 350,000 13-DP3182	WWTP 250,000 18-DP-0462	
<b>Design Capacity</b>					
<b>Permit Number</b>					
<b>Permitted Capacity</b>	MGD		0.25	0.25	
<b>planned permit increase</b>	MGD		0.100	0.000	
<b>Current Permit Discharge Limit</b>	MGD		0.250	0.250	
<b>Planned Permit Discharge Limit</b>	MGD		0.350	0.250	
<b>3 year avg discharge flow</b>	MGD		0.212	0.161	
<b>Percent Capacity Used at Permit Capacity</b>			85%	65%	
<b>Available Capacity</b>	MGD		0.0377	0.0886	
<b>Units Available Current Permit SFD</b>			151	354	505
<b>Future Connections</b>					
<b>infill lots S1</b>					
conected no use	4	250 West		0.001	
Carolines View	9	250 West		0.00225	
Cross Stone Commons	4.95	250 East	0.0012375		
	0	250 West		0	
<b>Infill Lots</b>	15	250 West	0.001	0.0025	
	0	250 West		0	32.95
<b>planned S2 res MEMAR</b>	148	250 Either		0.037	
<b>planned S2 comm LANC</b>	1	1600 East	0.0016	0	
<b>Planned future flow</b>	MGD		0.0038	0.043	
<b>Available Capacity with approved connections at current Permit</b>			0.0338	0.0458	
<b>Units available at current permit</b>			135	183	319
<b>Available Future Capacity at design capacity Permit</b>			0.1338	0.0458	
<b>Units available at design capacity</b>			535	183	719

**Abbreviations**

Million Gallons/ Day	MGD
Single Family Dwelling	SFD
Equivalent Dwelling Unit	EDU
Equivalent Dwelling Unit flow	1 EDU = 250 GPD
Approved Lot but not connecte	S1
Platted Lot proposed usage	S2
Basin determined by gravity flow or by pumped flow	*

**Connection Changes**

None

## TENTATIVE ENR PROJECT SCHEDULE

RK and K has provided a revised PER document to the Town for review prior to submittal to the MDE. This submittal the MDE is the first activity of the schedule.

- |  |                                     |
|--|-------------------------------------|
| 1. PER submittal to MDE.               | September 2025                      |
| 2. Review and Acceptance by MDE        | January 2026                        |
| 3. Design of the WWTP                  | February 2026 through February 2027 |
| 4. Final Permitting                    | August 2027                         |
| 5. Bidding of the WWTP (MDE approval)  | December 2027                       |
| 6. Construction completion of the WTPP | January 2029                        |

### Force Main Project

- |                                      |                                     |
|--------------------------------------|-------------------------------------|
| 1. Design                            | February 2026 through December 2026 |
| 2. Final Permitting and ROW approval | August 2027                         |
| 3. Bidding and approval by MDE       | December 2027                       |
| 4. Construction of FM                | January 2028                        |

**Town of Middletown Planning and Zoning Department**

To: Burgess & Commissioners and Middletown Planning Commission

From: JJ Hartner, Staff Planner/Zoning Administrator

Date: 4/2/2026

RE: Monthly Planning & Zoning Update – April

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**Major Subdivisions:**

**Foxfield - Section 6**

**Coblentz Road**

Improvement Plans conditionally approved by the Planning Commission.

**Site Plans, Plats and Minor Subdivisions:**

**Middletown Middle & Elementary School replacement**

**E. Green Street/Martha Mason Dr.**

Working out an issue with the MOU. Sidewalk easement was removed from the plans and re-signed. The Improvement Plan was conditionally approved by the Planning Commission with the following conditions:

1. Execute Traffic MOU with Town and submit Improvement Plans to Planning Commission for approval for all public right-of-way changes.
2. Provide copy of recorded Landscape MOU to Town and maintain area as per agreement.
3. Provide corrected landscape drawings for Site Plan record set at Town.
4. Modify Landscape Signage ‘General Note #2’ to account for Zoning Administrator approval as well.
5. On the Cover Sheet, change ‘has entered’ into ‘will enter’ in the box related to the Traffic MOU.

Next steps – Waiting on legal review of MOU for road construction that is currently being reviewed by our attorney. Once all required documents are approved , plans will be signed and/or accepted by the Planning Commission Chair.

**Site Plans, Plats and Minor Subdivisions:**

**Middletown Valley Food Bank**

**W. Green Street**

Amended plans reviewed and signed. Should be ready for Frederick County permits.

**Variances:**

1 Rod Circle - Expected Monday submission - setbacks for addition

**Zoning Certificates Issued:**

March 2026 Zoning Certificates	Type	Address	M-town Received	Zoning Admin.	County Approval
Terrelyn Greszler	Fences	<a href="#">104 Prospect Street</a>	2/24/2026	3/5/2026	Yes
Chris Dillard	Interior Improvements	<a href="#">112 Prospect Street</a>	2/27/2026	3/5/2026	Yes
Kathryn Afzali	Accessory Structure	<a href="#">10 Manda Court</a>	3/2/2026	3/5/2026	Yes
Kurt Zarefoss	Interior Improvements	<a href="#">603 West Green Street</a>	2/26/2026	3/5/2026	Yes
James Damato	Decks & Porches	<a href="#">207 Ingalls Drive</a>	3/5/2026	3/5/2026	Yes
Phil Heffner - Town of Middletown	Other	<a href="#">30W. Main Street</a>	3/13/2026	3/13/2026	Yes
Craig McClure	Fences	<a href="#">316 Ingalls Drive</a>	3/10/2026	3/13/2026	Yes
Victor White - Hogan Properties	Other	<a href="#">100 Middletown Parkway</a>	3/10/2026	3/13/2026	Yes
Christopher Kerr	Other	<a href="#">5 Manda Court</a>	3/23/2026	3/20/2026	Yes
Christopher Long & Caroline Megura	Decks & Porches	<a href="#">332 South Jefferson Street</a>	3/19/2026	3/20/2026	Yes
Marta Ross	Decks & Porches	<a href="#">14 Manda Court</a>	3/17/2026	3/27/2026	Yes
Shane Barger	Fences	<a href="#">10 Eastern Circle</a>	3/20/2026	3/27/2026	Yes

**Reports:**

- **Proposals for Burnt Bridge Crossing Park RFP expected by April 6, 2026 and presentations to be given 4/13/2026-4/17/2026.**
- **Regulation amendments**
  - Scanned all old regulations and OCR for cross referencing
  - Requiring Site Plans for residential developments - ready for next workshop
- **Fees - Study other jurisdictions. Planning and Zoning fees seem very low. Consider more consistency (per page/per acre fees for all types of plans)**
- **Silviculture**
  - Currently planting
  - Plan to use signage and QR codes coupled with unique software for education/tracking.

**Meetings:**

**Next Middletown Green Team Meeting - April 21, 2026, at 4pm**  
**Next Planning Commission Workshop - April 15, 2026**  
**RFP Proposal Meetings - April 13-17, 2026**

# MAIN STREET

## MIDDLETOWN

**To: The Burgess and Commissioners**  
**From: Becky Axilbund, Executive Director**  
**RE: April Workshop Report**  
**Date: April 2, 2026**

### **Upcoming Dates:**

Saturday, April 11 – April 15<sup>th</sup> – Becky at National Main Street Conference  
April 23<sup>rd</sup> – Main Street Board Meeting

### **Organization:**

- The month of March was all about grant writing – and creating the annual plans that go along with the grant request. I have synthesized the annual plan work products and matched them with our Transformational Strategies so you can see how Main Street Middletown, MD Inc. is working towards these larger goals (See attachment).
- We officially opened the Welcome Center up in March as mid-February was still a challenge for most of our volunteers due to the weather.
- There is still work for the Board to do to grow the number of volunteers at the Welcome Center and train them.
  - We have created folders for each volunteer – existing and new that gives them a written job description, procedures opening, closing, and a list of resources to help direct visitors. We created a policy and procedures on what to do if there is a building emergency, and include a list of dates of when we will be open (or not) that that we would follow the Frederick County School system for inclement weather for the Welcome Center. Efforts such as these are ways we can build predictability/stability/sense of we are being thoughtful for their concerns and needs.
  - We continue to look for volunteers to help staff the Welcome Center and our goal is to have a roster of 40 volunteers by the end of this calendar year.

### **Economic Development Committee:**

- The Economic Development Committee did not meet in March due to too many scheduling conflicts. With that said, the work of the committee continues to move forward.
  - We have signed a contract with the Frederick News Post to create the new addition of The Middletown Magazine (Where Charm and History Meet). We have added a new category of ads – one that will allow for more written

content (storytelling is the buzzword) which will make the magazine even more informative.

- We are continuing to work on an interior grant program. I have talked with Preservation Maryland and the County Office of Economic Development to see if they were aware of any other grants that help with the Interior repairs for historic buildings. Some Main Streets have created one-time grant opportunities (funded through Community Legacy grants). I do not think it is hard to set up the guidelines, it will be designing the program on how applications are judged (or will they be first come first serve) on awarding the grant funds that I am currently working through.
- I am meeting later in April with Woodsboro Bank about creating a lunch and learn series for the businesses that would happen a little later in the year.

#### **Design Committee:**

- The Design Committee worked with local Valley Craft Network artist, Jane Petit to create several flowers for us to use as outdoor decorations for the spring – and the flowers have been installed – but the project (and final look) is not quite complete!
- Our electronic frame was not uploading images correctly, and after many attempts to reset it and calls from customer service, we will be getting an replacement.
- The Design Committee has processed one Façade Improvement project last month and in April we anticipate another completed application.

#### **Promotions Committee:**

- A review of the Health and Wellness Expo – we were very pleased with the turnout and have determined that advertising with the radio was a great option for this event. We are also changing the way(s) we plan the event – with a half-day mini-retreat to plan the event, and spend more time doing the prep work and less time going over scheduled tasks and who is doing what and when. We also have specific ideas to bring in more kids to the event (like a climbing wall or other very specific skills for kids to work on as part of the event). Our overall feedback was that the event was more crowded in the first two hours than it has been in the past, but it was less crowded the last hour. We have also discussed ways to improve the set up Saturday morning which tends to be the most hectic part of the event.
- Before I leave for the National Main Street Conference I will update the flyer for the downtown walking tours for us to host in May and get that event posted on social media and the website.
- The June 13<sup>th</sup> Maryland House and Garden Pilgrimage is shaping up overall – and as the Co-Chair of the event, I have been quite busy helping to plan the entire afternoon. I am switching gears to help get the Welcome Center ready for the day of the event. We anticipate a busy morning, with less traffic coming in around Noon.
- The Tourism Council's TRIPP Grant was one of the four that we applied for in March. This is the grant that helps us pay for out-of-county advertisements. So, for a year's worth of ads in say – digital ad placements valued at \$9600 for the year, we would

pay slightly less than \$3200. This year, I was able to include information about visitors to the Welcome Center. Based on the folks who signed our guest book and provided a zip code, we were able to calculate our out-of-county visitor rate at 35% which we feel is a great baseline to measure.

- We are requesting funds to advertise:
  - The Frederick Main Street's Comcast Connect TV commercials,
  - Target newsletters through Northern Virginia Magazine,
  - 1 branded content article in Northern Virginia Magazine
  - Quarterly ½ page ads in Baltimore Magazine
  - Monthly Digital Ad Campaigns that will mirror zip codes from the Comcast Connect TV commercials
  - Visit Frederick's Annual Magazine
  - The Frederick News Post special edition Day Tripper (75% out-of-county)
- Main Street Middletown also completed a grant request for a Technical Assistance Grant to help us generally update the website and perhaps equally important, tap into the Google Nonprofit in-kind advertising grant. If we do not obtain this grant, I will request that the Board at least include getting assistance with the Google Nonprofit in-kind advertising grant.
- I have set up meetings, and will continue to set up meetings with a variety of partners so that we can be more targeted and intentional on what we are promoting – for example, meeting with the Moran Foundation about joint advertising opportunities – and having their brochures available at the Welcome Center, and our restaurant and shopping brochures available at the Museum. I am working on scheduling meetings with other tourism sites nearby for more intentional joint partnerships/advertising. This will help broaden the awareness of Main Street Middletown and down the road, we hope brings about partnered advertisements to save funds.
- We have a branded content article that will be a feature in the upcoming issue of Baltimore Magazine.

*Thank you for your continued partnership and support.*

Summary Work Products Tied to Transformational Strategies, Strategic Plan, and Derived from Annual Strength, Weakness, Opportunity, and Threat (SWOT) Analysis

Work Products by Committee	Heritage Tourism	Health & Wellness	Family Friendly	SWOT Analysis	Strategic Plan AND/OR Listed as Example things to do in NMS Accreditation
<b>Organization</b>					
Volunteer Handbooks	X			X	Best Practice for Nonprofit
Create Asset List for Volunteers	X			X	Strategic Plan
Map Creation for Welcm Ctr Screen	X				Strategic Plan
Map Installation	X				Visitor Experience Plan
Inventory Process for Merch	X			X	NMS
PayPal New Terminal	X			X	NMS (Financial Mgmt)
Quarterly Conversation & Coffee					Best Practice
Hire Cleaning Crew	X	X	X		Strategic Plan
Board Retreat Meeting					NMS (Board Training)
MS Staff Training					NMS (Staff Training)
Share Point Files Open/Organized					Strategic Plan
Create a Fundraising Plan					NMS (Financial Mgmt)
Certification of Excellence for Board Organize All of Our P&Ps					Best Practice for Nonprofits
<b>Design Committee</b>					
Implement Decoration Calendar	X		X		Strategic Plan
Freezing Pipe Issue	X			X	Best Practice
Kid-Centric Public Art Project	X		X		NMS
Heritage Park Updates (w/Town)	X	X	X		NMS (Partnership)
<b>EDC &amp; Design -</b>					
Create Interior Grant Program with Middletown Valley Bank	X			X	NMS (Econ Development, Design, and Partnership)
<b>Economic Development</b>					
Quarterly Business Mixers				X	NMS – Econ Development
Business Appreciation Week					NMS – Econ Development
Business Partner of the Year					NMS – Econ Retention
New Business Listing on Website & Accessible on Screen in Wel Ctr	X			X	NMS – Econ Dvlpmnt
Lunch & Learn Series with Walkersville Bank				X	NMS -Partnership, Econ Dvlpmnt
<b>EDC &amp; Promotions</b>					
“Unsung Heroes” Businesses in Main Street Blog Posts	X	X	X		Strategic Plan

Middletown Business Magazine	X	X	X	X	Econ Dvlpmt, Promo/NMS Partnership
<b>Promotions/Communications</b>					
Website Overhaul	X	X	X	X	Nonprofit Best Practice and NMS Best Practice
Communication Plan (Internal Policies and Procedures)					Strategic Plan
In County Advertising/Mrktg Plan	X	X	X		NMS Promo
Out of County Advertising/Mrktg Plan	X	X	X		NMS Promo
Create Rack Card Branded with Recreational Assets	X	X	X		NMS – Promo
Walking Tours in May & October	X	X	X		NMS – Hist pres Education and Promotion
New Pink & Blue 5K Run		X	X	X	NMS Partnership
Scarecrows March Down Main	X	X	X		NMS – Partnership, History, Econ Development, Design, Promotion
Christmas in the Valley			X		NMS – Partnership, Econ Dvlpt, Design, Community building, Promotion
Health & Wellness Expo					NMS – Econ Dvlpt, Partnerships
Heritage Festival	X				NMS – Partnership, Community Building
Distribution Cost for Brochures				X	Best Practice