

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

**TOWN WORKSHOP MEETING MINUTES**  
**VIRTUAL MEETING**

**REGULAR MEETING**

**April 27, 2020**

The regular meeting of the Burgess and Commissioners of Middletown was called to order on April 27, 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 third review of this proposed budget. The Town Administrator reviewed the few changes that had been made since the previous meeting. It was projected that there could be a loss of revenue due to COVID-19. Some of the offset from this loss could come from the proposed employee salary increase in the FY2021 budget. The Town Administrator reviewed the budget impact with a 0% salary increase, an up to 2% salary increase, and an up to 4% salary increase. The Burgess stated the Board needs to be cognizant of what is happening to town residents during this pandemic when finally deciding potential salary increases in FY21. Commissioner Bussard stated he was not in favor of a 0% salary increase. The Town Administrator recommended a review of the scenarios in the Water Sewer CIP proposed budget before making any decisions. Commissioner Falcinelli stated that the Water Sewer Standing Committee recommended increasing the contingency fund another \$10,000 in the event of lost revenue.

**FY2021 Water & Sewer Capital Improvements Program (CIP)** – The growth projection changes were reviewed. The Town Administrator recommended a conservative adjusted growth projection during times of uncertainty. The Town may feel the impact in FY2021 and/or 2022. The Hollow Creek Professional Center tap fees were removed from the growth projection. Burgess Miller stated that at the April Planning Commission meeting, there were architectural review concerns and the review was pushed to the June Planning Commission meeting. There was also concerns at that meeting regarding the Town Attorney’s interpretation of building height. The day after that Planning Commission meeting the developer placed the property up for sale. The economic impact of COVID-19 could have affected the decision of this developer.

Mark Carney, 22 Gray Fox Court, (Planning Commission Chair) – stated that a 30-day delay would not have killed this project. The developer has not notified the Planning Commission that he is not continuing with the development so the architectural review is still an agenda item for next month’s Planning Commission meeting.

Commissioner Falcinelli recommended postponing any decision until a review of the General Fund budget.

Budget meeting adjourned 7:14 PM.

**PERSONAL REQUESTS FOR AGENDA:** None.

**CONSENT AGENDA:**

- *Town Minutes – April 2, 2020 – Town Workshop*

- *Town Minutes – April 13, 2020 – Town Meeting*

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

**UNFINISHED BUSINESS:**

**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 has scheduled a public hearing on this for Monday, May 18, 2020 at 7:00 PM. It has yet to be determined as to whether it is a virtual public hearing or in-person public hearing due to COVID-19.

**Text Amendment for Accessory Structures** – The Town Administrator reviewed the proposed changes: accessory structure height no more than 15 feet at the roof peak, accessory building size and cumulative area of all accessory structures based upon lot size. For the May workshop the Burges requested that a map be developed that shows properties in each zone with an accessory building of the proposed size stated in the text amendment shown to scale.

**NEW BUSINESS:**

The Town Administrator provided the following 2020 Middletown Municipal Election results:

John Miller received	955 votes
Chris Goodman received	668 votes
Tom Catania received	558 votes
Jean LaPadula received	589 votes

Outgoing Commissioner Catania read a prepared statement concerning his time as a commissioner and thanked, the town board, town staff, the planning commission and the residents. Commissioner Catania was thanked for service to the town.

**Oath of Office for Burgess** – Burgess Miller was sworn into his new term as Burgess earlier in the day by the Clerk of the Circuit Court of Frederick County, Sandra Dalton.

**Oath of Office for Commissioners** – Burgess Miller swore in Chris Goodman and Jean LaPadula for their office as Commissioners.

**Appointment of Burgess Pro-Tempore** – Commissioner Goodman motioned to elect Commissioner Falcinelli as Burgess Pro-Tempore, seconded by Commissioner Bussard. Motion carried 6-0.

**Review of Municipal Center EV Station Pilot Program** – The EV charging station has been in place at the municipal center for one year with the Town has been paying Potomac Edison for the cost of the electricity. The Town Administrator reviewed the cost of electricity. The Board must decide if they would like to continue providing the electricity free to those who use the EV station or chose another option. Potomac Edison has put an EV charging station at the Elm Street municipal parking lot. There are plans for one to be installed at the East Green Street municipal parking lot. Costs for an EV station was reviewed.

Commissioner Falcinelli motioned to place Potomac Edison EV stations in all identified municipal parking lots. Seconded by Commissioner Bussard. Motion carried 5-1, with Commissioner LaPadula voting against.

**Discussion of Text Amendment for Building Height** – The Town Board briefly reviewed the identified proposed changes regarding building height. If anyone has questions or need more information, they are to contact town staff. This will be an agenda item for the May 4<sup>th</sup> joint Town Board / Planning Commission meeting.

**PUBLIC COMMENTS:**

**MML Summer Conference** – MML sent out notification that that Summer conference will now be a virtual conference. More information to come as it becomes available.

**Outgoing Commissioner Tom Catania** – Commissioners, and town residents took the opportunity to personally thank outgoing Commissioner Tom Catania for his service to the Town.

**ANNOUNCEMENTS:**

- *Please Complete Your Census Information*

Meeting adjourned at 7:53 PM.

Respectfully submitted,

Annette Alberghini,  
Office Manager