

**BURGESS AND COMMISSIONERS  
OF MIDDLETOWN MARYLAND**

**TOWN WORKSHOP MEETING MINUTES  
VIRTUAL MEETING**

**WORKSHOP MEETING**

**April 2, 2020**

The workshop meeting of the Burgess and Commissioners of Middletown was called to order on April 2, 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:**

**Amended Budget Workshop Schedule** - was approved by the Town Board.

**FY 2021 Water & Sewer Operating Fund (First reading)** – Burgess Miller reviewed the proposed Water & Sewer operating fund. A new column was added which shows variances between this proposed budget and previous years. This proposed budget indicates no water/sewer rate increase. Commissioner Falcinelli recommended that the Rain Barrel Program be remove from the FY2021 Water & Sewer Operating Budget.

**PERSONAL REQUESTS FOR AGENDA:** None.

**STAFF REPORTS:**

**Community Deputy Report** – A Deputy report was provided to the Burgess and Commissioners prior to the meeting. No Deputy was present to review.

**Staff Planner Report** – Cindy gave her report.

**Engineer’s Report** – Bruce gave his report.

**Main Street Manager Report** – Becky gave her report.

**Zoning Administrator’s Report** – Mark gave his report.

**CONSENT AGENDA:**

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

**UNFINISHED BUSINESS:**

**Election Judges** – A list of Election Judges was presented and approved by the Town Board for the counting of ballots on April 27, 2020.

**Town Election Status Update** – As of today, every registered voter within the Town has been mailed an absentee ballot. Signs have been affixed by the drop boxes at the Town Hall indicating where absentee ballots can be dropped. Residents have until 8pm April 24<sup>th</sup> to return their ballots to the Town Hall in order to be counted. Elections judges will begin tallying the ballots on Monday, April 27, 2020 at 9:00 AM. Ballots will be stored in the Town safe from April 24<sup>th</sup> until tallying begins April 27<sup>th</sup>. 2020. Once the COVID-19 emergency has expired the Town may be able to recoup some of the costs for this election from the Federal Government.

**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. In accordance with State law, the Town must send all FRO text amendments to the Maryland Department of Natural Resources for review and approval. The amendments were sent to the State on September 2, 2019, with revisions sent on January 2, 2020. This proposed ordinance would comply with the new State regulations. The Staff Planner reviewed what some of the new State reporting requirements that are now in place. 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.

#### **NEW BUSINESS:**

**Emergency Resolution 20-03 – activation of the Town’s Emergency Plan** – When emergencies such as COVID-19 or natural disasters occur the Town Charter requires the passage of ordinances and resolutions in order to enact emergency management measures. This can take too long to be effective. Emergency Resolution 20-03 authorizes the Town Administrator to enact the town emergency management plan(s) without the need for a passed resolution from the Town Board. This emergency resolution is specific to COVID-19 and the current state of emergency. It would no longer be in effect once the state of emergency has been lifted by Governor Hogan.

Commissioner Dietrick motioned to approve Emergency Resolution 20-03 – Activation of the Town’s Emergency Plan as presented. Seconded by Commissioner Falcinelli. Motion carried 5-0.

#### **PUBLIC COMMENTS:**

Becky Myers, 2 Woodmere Circle, stated that with the absentee ballots being mailed out, perhaps the Town could create a video tutorial on how to complete and return them to the Town Hall.

Commissioner Goodman stated that the Middletown Chat and Information Facebook page will be posting individual videos for each candidate for this year’s municipal election on their Facebook page tomorrow, April 3<sup>rd</sup>, 2020 at 6:00 PM. This is another way for residents to find out more information on our candidates.

Commissioner Falcinelli wanted to remind everyone that those paying the Debt Service Fee will be switching to the Capital Improvement Fee beginning July 2020.

The Town Administrator recommended that the Spring hydrant flushing scheduled for later this month be postponed to a later date. With everyone home during this time, hydrant flushing could create hardship for residents/families. The Town Board agreed by consensus to delay hydrant flushing to a later date yet to be determined.

**ANNOUNCEMENTS:**

- *Please Complete Your Census Information*

Workshop adjourned at 8:00 PM.

Respectfully submitted,

Annette Alberghini,  
Office Manager