Middletown

AGENDA FOR THE TOWN WORKSHOP

April 4, 2019
6:30 p.m.

PLEDGE TO THE FLAG

CALL TO ORDER

COMMUNITY DEPUTY REPORT

BUDGET WORKSHOP

- FY 2020 Water & Sewer Operating Fund
- FY 2020-2024 Water & Sewer Capital Improvements Program (CIP)

STAFF REPORTS:

Staff Planner
Engineer's Report
Main Street Manager
Zoning Administrator

CONSENT AGENDA

- Richland Golf Club – Summer Outside Music Permit Request
- Francie's Family 5K – Saturday, May 11, 2019
- Budget Amendment 19-04
- Town Meeting Minutes
    - March 25, 2019 – Town Meeting

PERSONAL REQUESTS FOR AGENDA:

UNFINISHED BUSINESS:

- Ordinance 19-03-01 – Unsafe Properties *(Second Reading)*
- Banner Policy *(Third Reading)*

NEW BUSINESS:

- **Boiler Replacement Municipal Center – Bid Award** ***(Vote – April 8, 2019)***
- **Audit FY 2019 – FY 2021 – Bid Award** ***(Vote – April 8, 2019)***
- **Amendments to Sanitary Sewer Overflow (SSO) Standard Operating Procedures**
- Appointments – Board of Appeals

PUBLIC COMMENTS:

ANNOUNCEMENTS:

- *Coloring the Street Chalk Art & Green Expo – Saturday, April 27, 2019 10:00AM – 3:00PM*

ADJOURNMENT

TOWN OF MIDDLETOWN
Water Sewer Operating Budget
FY 2020

	AUDIT FY 2015	AUDIT FY 2016	AUDIT FY 2017	Budget FY 2018	AUDIT FY 2018	Budget FY 2019	Draft Budget FY 2020
Operating Revenue							
Water Revenue	557,826	587,860	600,572	**608,726**	607,180	**624,139**	**623,593**
Sewer Revenue	557,502	584,783	598,261	**603,153**	602,269	**616,076**	**627,213**
Penalties and Reconnects	21,311	14,758	21,422	**15,252**	13,135	**22,161**	**13,584**
General Fund Grant	102,740	80,000	-		-		
Rain Barrels	1,000	720		**1,000**		**1,000**	**1,000**
MISC	-	8,627		-		-	-
Total Revenue	**1,240,379**	**1,276,748**	**1,220,255**	**1,228,131**	**1,222,584**	**1,263,377**	**1,265,389**
Expenses							
Administrative							
Salaries	43,379	36,631	39,206	**48,827**	28,510	**34,407**	**33,963**
Communications	11,178	10,748	12,200	**11,742**	11,540	**11,742**	**12,409**
Postage	10,304	9,226	8,030	**9,503**	8,013	**9,750**	**8,173**
Office Supplies/Expenses	13,668	10,761	10,848	**15,712**	12,005	**14,000**	**11,560**
Professional Services/Legal	16,447	2,512	2,727	**2,000**	2,717	**2,000**	**9,800**
Meetings & Seminars	392	350	486	**2,500**	758	**500**	**3,500**
Advertising	994	350	559	**500**	11,540	**500**	**500**
Uniforms	3,719	3,770	4,119	**3,925**	5,835	**5,068**	**2,835**
Dues/Subscriptions/Certifications	3,342	50	420	**500**	330	**500**	**500**
I&I Principal and Interest	32,498	32,979	29,454	**33,099**	33,099	**32,743**	**32,927**
Travel/Mileage	-	-	17	**200**	52	**200**	**200**
Payroll Taxes	21,477	24,113	22,451	**27,798**	23,483	**23,721**	**22,027**
Insurance							
Property	7,949	9,917	11,172	**10,215**	8,448	**11,848**	**8,958**
Health	36,608	19,348	44,913	**53,324**	52,216	**54,716**	**37,474**
Worker's Compensation	7,858	7,287	8,684	**8,980**	8,770	**9,911**	**6,616**
Retirement/Pension	19,685	21,550	22,169	**29,230**	44,256	**22,912**	**11,007**
Real Estate Taxes	(22)	292	292	**292**	292	**292**	**292**
Conservation Environment	5,755	1,600	-	**2,000**	75	**1,000**	**2,000**
Vehicle/Equipment Expenses	11,138	12,259	15,521	**20,400**	18,521	**15,000**	**23,900**
Total Administrative	**246,369**	**203,743**	**233,268**	**280,746**	**270,460**	**250,809**	**228,642**
Water							
Salaries	**131,501**	**150,384**	**167,083**	**175,294**	**170,981**	**151,440**	**124,273**
Water Distribution							
Supplies	3,468	8,185	5,831	**5,500**	17,720	**5,500**	**11,000**
Repairs & Maintenance	48,553	44,802	72,317	**18,900**	69,984	**37,000**	**51,000**
Water Meters	-	-		-		-	-
Waterline Break Repairs	3,452	-	182	**5,000**	1,435	**5,000**	**1,028**
Chemicals	-	233	1,857	**500**	-	**500**	**500**
Tools & Equipment	933	1,660	6,674	**4,105**	-	**4,000**	**3,747**
Subtotal	**56,406**	**54,880**	**86,861**	**34,005**	**89,139**	**52,000**	**67,275**
Water Plant, Reservoir, Booster, Tower, BS Wellhouse							
Supplies	3,568	1,492	795	**2,000**	1,323	**2,000**	**1,593**
Repairs & Maintenance	17,211	27,112	39,668	**66,700**	19,920	**37,722**	**80,765**
Tank Maintenance Contract					-	**100,000**	**20,000**
Chemicals	21,672	22,512	23,154	**9,199**	13,114	**17,132**	**26,803**
Tools & Equipment	1,590	-	1,407	**2,053**	-	**1,932**	**1,101**
Testing & Analysis	11,661	10,783	11,877	**14,400**	7,562	**5,900**	**8,318**
SUB-TOTAL	**55,702**	**61,899**	**76,901**	**118,168**	**41,919**	**164,687**	**138,580**
Abandoned Well Costs				-		-	-
Water Electric	24,588	23,349	33,368	**23,816**	**39,233**	**26,561**	**40,018**
TOTAL WATER	**243,609**	**267,163**	**330,845**	**327,467**	**341,272**	**394,688**	**370,145**
Sewer							
Salaries	**120,064**	**128,101**	**127,311**	**134,998**	**144,908**	**115,933**	**106,305**
Sewer Collection System							
Conebranch Pump Station	19,518	34,851	22,062	**18,500**	26,474	**12,618**	**14,445**
Brookridge South Pump Station	11,153	10,465	5,421	**10,779**	3,844	**4,000**	**8 932**
Foxfield Pump Station	6,348	6,973	5,692	**6,500**	5,574	**12,500**	**2,637**

TOWN OF MIDDLETOWN
Water Sewer Operating Budget
FY 2020

	AUDIT FY 2015	AUDIT FY 2016	AUDIT FY 2017	Budget FY 2018	AUDIT FY 2018	Budget FY 2019	Draft Budget FY 2020
Sanitary Sewer Lines/Manholes	17,484	45,670	4,582	**25,000**	37,559	**22,080**	**28,522**
I & I Accrual	75,000	75,000	**75,000**	**75,000**	**75,000**	**75,000**	**75,000**
Subtotal	**129,503**	**172,959**	**112,757**	**135,779**	**148,451**	**126,198**	**129,536**
East WWTP							
Parts & Supplies	6,325	7,069	2,598	**6,352**	3,726	**5,581**	**5,576**
Repairs & Maintenance	23,354	28,731	22,145	**16,600**	14,852	**12,600**	**23,100**
Chemicals	28,329	31,766	29,271	**33,725**	47,650	**34,285**	**44,133**
Mowing	-			-		-	-
Tools & Equipment	8,091	3,954	1,693	**6,090**	982	**4,500**	**3,414**
Testing & Analysis	25,170	26,125	30,220	**34,187**	25,263	**36,611**	**27,789**
Sludge Hauling Expense	61,642	59,432	45,581	**61,800**	44,428	**55,669**	**60,336**
Subtotal	**152,911**	**157,077**	**131,508**	**184,081**	**136,901**	**149,245**	**164,348**
West WWTP							
Supplies	2,121	2,380	1,624	**2,500**	1,292	2,500	**2,378**
Repairs & Maintenance	20,740	9,796	4,833	**2,000**	5,289	**15,000**	**17,600**
Chemicals	54,073	54,389	51,684	**47,949**	51,638	**50,531**	**57,862**
Mowing	-						
Tools & Equipment	756	2,598	1,671	**2,510**	705	**2,766**	**1,426**
Testing & Analysis	9,106	9,831	11,071	**11,649**	9,908	**10,449**	**9,908**
Sludge Hauling Expense	17,250	17,250	17,250	**22,650**	17,250	**17,250**	**17,250**
SUB-TOTAL	**104,046**	**96,244**	**88,133**	**106,268**	**86,082**	**98,496**	**106,425**
Sewer Electric					**92,544**	**75,000**	**94,395**
TOTAL SEWER	**506,524**	**554,381**	**459,709**	**561,126**	**608,886**	**564,872**	**601,008**
TOTAL OPERATING EXPENSES	**996,502**	**1,025,287**	**1,023,822**	**1,169,340**	**1,220,618**	**1,210,369**	**1,199,795**
Contigency Fund				**40,927**	-	**50,303**	**31,849**
Adjusted Operating Expense		**1,025,287**	**1,023,822**	**1,210,266**	**1,220,618**	**1,260,672**	**1,231,644**
OPERATING INCOME (LOSS)	**243,877**	**251,461**	**196,433**	**17,864**	**1,966**	**2,704**	**33,745**

Burgess and Commissioners of Middletown

Water & Sewer Capital Improvement Program

FY 20202 - FY 2024

INCOME	FY '20	FY '21	FY '22	FY '23	FY '24
CASH Reserves	$800,079	$875,538	$433,268	$427,241	$760,201
DEBT SERVICE FEE - NEW HOMES	$160,800				
CAPITAL IMPROVEMENT FEE	$178,800	$347,000	$350,590	$350,790	$356,990
Inflow & Infiltration - Reserve Account [Footnote #1]	$200,000		$125,000		
Sludge Removal - Reserve Account [Footnote #2]			$35,000		
Land Leases	$195,669	$202,517	$209,606	$216,942	$224,535
Tap Fees [Footnote #3]	$666,000	$323,100	$18,000	$558,000	$558,000
State of MD Bay Restoration Fee - Grant					$1,000,000
Main Street Waterline Loan [Footnote #4]	$853,871				
Reservoir Tank Loan [Footnote #5]	$1,984,146				
Total Revenue	$5,039,365	$1,748,156	$1,171,463	$1,552,973	$2,899,726
Debt Service					
EAST WWTP LOAN	$239,265				
MAIN STREET WATERLINE LOAN [Footnote #4]	$138,165	$138,165	$138,165	$138,165	$138,165
RESERVOIR TANK LOAN [Footnote #5]	$43,598	$108,965	$108,965	$108,965	$108,965
Total Debt Service	$421,027	$247,129	$247,129	$247,129	$247,129
Net Income	**$4,618,337**	**$1,501,026**	**$924,334**	**$1,305,843**	**$2,652,596**
Projects					
SYSTEM UPGRADE PROJECTS					
WATER SYSTEM					
Main Street Waterline Program	$853,871				
Reservoir Improvements - Ground Storage Tank & New Suction Line	$2,274,095	$486,666			
Booster Station - Upgrade; Pumps: VFD's; Piping	$48,500	$175,000			
Booster Station - Roof Replacement/Building Painting				$5,000	
PRV Vault Pipe Painting and Cleaning		$9,000			
New Inspection Vehicle (Subaru)	$30,000				
Water Meter Replacements	$34,333	$22,093	$22,093	$15,642	$14,983
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 (Possible Future)				$175,000	$1,550,000
East WWTP - Roof Replacement: Admin; Barscreen	$16,000				
East WWTP - Bar Screen Refurbishment		$60,000			
East WWTP - Dewatering Solution Sludge Tank - Engineering			$15,000	$25,000	
East WWTP - Influent Flume & Ultrasonic Meter			$20,000		
East WWTP - Sludge Removal Reed Beds			$35,000		
East WWTP - Sludge Mag Meter		$15,000			
Vactor Trailer & Excavator				$125,000	
Sewer Push Camera	$11,000				
Inflow & Infiltration	$250,000		$125,000		
Total Projects	$3,542,799	$867,759	$297,093	$345,642	$1,564,983
Gross Surplus/Deficit	$1,075,538	$633,268	$627,241	$960,201	$1,087,613
CAPITAL IMPROVEMENT RESERVE ACCOUNT	$200,000	$200,000	$200,000	$200,000	$200,000
Net Surplus / Deficit	**$875,538**	**$433,268**	**$427,241**	**$760,201**	**$887,613**
Capital Improvement Reserve Account 5 Year Total	$1,000,000				

Footnotes	
#1	As of 3/21/2019 - $234,462.00 Balance in the I&I Reserve Account
#2	As of 3/21/2019 - $181,950.00 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 Planning Department

To: Burgess & Commissioners and Middletown Planning Commission

From: Cindy Unangst, Staff Planner

Date: 4/1/2019

RE: Monthly Planning Update - April

Major Subdivisions:

Middletown Glen - Preliminary plans signed – May 29, 2013
Improvement plans conditionally approved – October 16, 2013
FRO planting at Remsberg Park completed – February 2017
All plats recorded at the Courthouse – May 17, 2016 - March 16, 2018

Site Plans, Plats and Minor Subdivisions:

Caroline's View/Horman Apartments- Site Plan approved – April 21, 2008 (no sunset provisions prior to November 14, 2010)
Improvement Plans conditionally approved – May 17, 2010 (no sunset provisions prior to 11/10)
Revised Improvement Plan mylars signed – July 21, 2017
Next step – submittal of PWAs for approval and apply for building and grading permits

Cross Stone Commons – Revised Site Plan conditionally approved – October 20, 2014
Improvement Plan mylars signed – November 6, 2015
Architectural renderings for Building #4 approved – March 19, 2018
Revised Forest Conservation Plan approved – January 21, 2019
Next step – submit architectural renderings for building #2 for review/approval

Dowd Property – Forest Stand Delineation approved – April 16, 2018
Revised Concept plan reviewed by PC – January 21, 2019
Special Exception materials submitted for self-storage use – December 21, 2018
Next step – PC review/recommendation and BOA review/approval of special exception for self- storage use, or site plan submittal without self-storage use

Franklin Commons - Improvement Plans approved – Sept. 21, 2015
Resubmitted site plan conditionally approved – May 21, 2018 (Plans expire May 21, 2021)
BOA approved height variance request – July 12, 2018 (BOA approval expires July 12, 2019)
Improvement plans conditionally re-approved – March 18, 2019
Next step – submittal of letter of credit and signing of PWA's

Jiffas – Site Improvement Plan conditionally approved – October 20, 2008 (no sunset provisions prior to November 14, 2010)
Forest Conservation Plan approved – October 20, 2008
Architectural plans approved by PC – March 16, 2015
BOA approval for variance requests – March 29, 2016 (**Expired March 29, 2017**)
Next step – apply for variance requests for siting of duplex building

Middletown Water Storage Tank – Site Plan approved by PC – March 18, 2019
FSD/FCP approved by PC – March 18, 2019
Next step – submittal of improvement plans and FFCP for approval

Miller (Ingalls) – Revised Concept Plan reviewed by PC – September 16, 2013
Site plan (Phase III) conditionally approved by PC – July 20, 2015
Improvement plans (Phase III) conditionally approved by PC – June 19, 2017 (Expires 6/19/20)
Improvement plan (Phase III) mylars signed – January 2, 2018
Demolition plan submitted for review and approval – March 7, 2019

Richland Driving Range – Concept plan reviewed by PC – January 18, 2016
Revised Site Plan conditionally approved – January 15, 2018 (Plans expire January 15, 2021)
Improvement Plans reviewed and tabled by PC – September 17, 2018
Next step – approval of improvement plans by Planning Commission

School Complex roadway plans – Improvement plans and FCP plans reviewed and approved by Town Board – May 8, 2017 (informed in June 2017 that funding was not approved for project)
SWM plans re-submitted to Frederick County and SCD for review/approval – 8/3/17

St. Thomas More Academy Site Plan revision – conditionally approved August 20, 2018

Annexations:

A.C. Jets Property- PC approval of annexation petition of 35.96 acres – December 21, 2009
Public hearing date - Monday, October 11, 2010
Annexation petition denied by Town Board – October 11, 2010

Admar Property – annexation petition sent to PC by Town Board – January 9, 2017
PC approval of consistency with zoning/comp plan – February 20, 2017
Public Hearing - April 5, 2018
Town Board passed annexation resolution – April 9, 2018

Text Amendments:

Reports: **Draft Annual Report being reviewed by Planning Commission**

Grants: **MEA Smart Energy Communities grant application – award granted – May 2017**

Meetings: **Next Middletown Green Team Meeting – April 16, 2019**

Next Joint town board/planning commission workshop – May 6, 2019

TO: The Burgess and Commissioners
FROM: Becky Axilbund, Main Street Manager
RE: April Workshop Report
DATE: April 4, 2019

Dates to Remember:
Saturday, April 27 – Coloring the Street!
Sunday April 28-May 1st – Main Street Manager at Maryland Economic Development Association Conference

Executive Committee
Board/Staff/Volunteers

- Main Street Manager attended the National Main Street conference. This was three solid days of lectures, tours, and speakers. I attended courses on economic development, lighting on Main Street, diverse revenue streams for funding Main Street programs, building consensus, how one state created Main Streets as a group into a tourism attraction piece, organizational best practices, and more!
- The Main Street Board worked through a tactical planning meeting with a consultant to help create more than just the work plan. As the organization grows, there are some more specific policies that need to be put in place. Additionally, some of the larger projects do not fit neatly into our four-point program areas, so defining how some of the larger projects will be achieved was a key result of the meeting.
- Thank you all for attending the Main Street Anniversary get-together on the 22nd of March!

Fundraising/Finances

- Main Street Middletown determined to reschedule the budgeting meeting from Mid-March to tonight, April 4th so we would have had the opportunity to go through the planning meeting prior to budgeting.

Building at 19 and 21 West Main

- Proposals from architects have been narrowed and choices will be presented at the April 4 budget meeting.
- Please note the Pinwheels in front of Main Street Middletown! When promoting through Facebook the Town's participation in Child Abuse Prevention Month, a resident offered to donate pinwheels so we could also show our support for the movement!

Promotions Committee
Events

- Plans for Coloring the Street (April 27th) are underway! We'll start off the day with yoga in the street, have specialized vendors, professional chalk artists alongside folks who want to participate in the chalk-art contest, food vendors, the Imagination Station for arts and crafts for children, and the Sip and Sample Wine Garden.
- Plans for the Walking Tour (May) are also underway. This year, due to the construction, we are going to host the walking tours in the Airview Historic District.
- Vintage Vehicles in the Valley plans are also underway, and we have already received registrations!
- The Promotions Committee is working on signage for all events, getting our events advertised on other free-calendar of events.

Communications/Advertising

- The advantages of being a Main Street in Frederick County are clear when we pool resources and create this very impactful ad! This print ad is in Visit Frederick 2019, and is viewed by over 150,000 visitors.

- Our advertising for Coloring the Street is running full steam ahead with the digital campaign and ads placed on Facebook. So far, there are over 4100 people interested in Coloring the Street. We have also added over 10-new likes to the Facebook page within two weeks.
- Google Analytics for the last 90 days show over 1600 clicks to the Dining Page we added to the website.
- Main Street is also working collaboratively with sponsors and Main Street businesses to create interesting posts that cross promote Coloring the Street, sponsors, and Main Street! Click here https://www.facebook.com/events/591883381254093/?active_tab=discussion and scroll down to check out the video Main Street created with Orchid Cellar, Wren's Nest, and volunteer, Kevin Berrier.

Design Committee

- To follow up on the progress of our public art project with the other Frederick County Main Street programs, we received a draft timeline of how we anticipate the project to move forward.
    - Project Timeline

May-June 2019	Artist Selection
Summer 2019 to Spring 2020	Artist/Team works with Partners/Fabrication begins
Spring/Summer 2020	Artworks installed at 5 sites
Summer 2021	Project Completion (one year installation)

Economic Development Committee:

- Following up with the comments from March about Economic Development. There are several steps of "homework" to be completed to strengthen our business recruitment efforts to the downtown Main Street district.
    - Rent Rates
    - Demographic
    - Business Mix
    - Property Inventory
- Most of this information we have, but the EDC will be working on updating the property inventory forms we created and used in 2015.
- Main Street Manager will attend the Maryland Economic Development Conference in Chestertown April 28 through June 1, 2019. The Frederick County Office of Economic Development paid for the Frederick County Main Street managers to attend the conference and paid for our one-year membership to the organization. This is something that we have not been able to afford to do, so Main Street Middletown is very appreciative of the County's support!

Grants:

	Due Date	Project Description	Results
Maryland Heritage Area Grant	March 1st	$15,525 Requested for 32,500 estimated project costs	Should Know by July 2019
TRIPP Grant	March 29	Estimated placement of $24,600 worth of out-of-county print and online ads. If the grant is awarded, we would be reimbursed for $16,800 for the ads.	Should Know by June 2019
MIP/Technical Assistance Grant Working on this NOW!	April 22	Total fund for all Main Streets is $250,000. Average grant project award is about 10-15K **Plan to ask for Bike Racks**	August 2019

Town Responsibilities:

- Heal Cities – This project calls for the Town to make purposeful and thoughtful policies and procedures that will consider ways to promote an over-all healthier community. The Heal Cities program looks at three broad areas: Transportation and Infrastructure, Access to Healthy Food Choices, and Workplace Wellness. I still have some more comments coming, but some that have been received to date include:
    - *Can the Town/Main Street help promote National Farmers Market Week?*
    - *Placing extra veggies on the front porch of Main Street businesses to encourage a place for folks to put and pick-up the overflow from gardens*
    - *Creating partnerships between merchants at the Farmers Market and local businesses*
    - *Create a matrix of incentives for employees instead of trying to find a one-activity fits all*

Thank you for your continued support and interest in Main Street Middletown, MD Inc.!

John D. Miller
Burgess

Commissioners
Jennifer J. Falcinelli
Larry K. Bussard
Thomas S. Catania
Richard L. Dietrick
Christopher I. Goodman

Middletown
Founded in 1767

Town of Middletown
Zoning Administrator Monthly Staff Report

To: Burgess and Commissioners

***From*:** Mark Hinkle, Zoning Administrator

***Date*:** April 1, 2019

***RE*:** Monthly Zoning Administrator Staff Report for March 2019

BOA Hearings: Case MT-B-19-2 was held on March 26, 2019. The applicant, requested the following variances from the Middletown Municipal Code, Section 17.16.070 (*Required lot area, lot width and yard*) that states that the desired variance is to *"reduce minimum lot width from 60' to existing conditions and reduce both side setbacks from 12' to 2.8'"*. The request was ***APPROVED*** 2-0 with 1 abstention.

Storage Container & Dumpster Permit: 3 Boileau Ct., POD for three weeks.

Home Occupation Permit: 500 W. Main Street, Suresh Benny, operation of a non-medical transport business.

Zoning Violations and Complaints:

- 1/14/2019 – 819 East Main Street, BB &T bank – Complaint received about unscreened dumpster, investigated and sent letter. Spoke with branch manager and agreed to allow them an extra 30 days so they can deal with their headquarters in North Carolina. The dumpster became obvious once the property next to them was cleared. Spoke with construction company and advised them what would be needed to be properly screened. ***Plan being submitted to headquarters in North Carolina to correct issue.***
- 3/13/2019 – 708 East Main Street, Richard Deer, Recreational vehicle and trailer stored in driveway. Second notice sent. Working toward compliance
- 3/29/2019 – Subway sign pole and outdated tenant advertisement. Working toward improvements or sign replacement.
- 3/29/2019- 720 East Main Street. Complaint of gas line ran to house without permit. Investigating.

Miscellaneous:

- Met with owner on S. Jefferson Street in reference to several zoning questions and regulations for demolishing a shed with safety concerns.
- Working with Annette to set up a quick reference file for Zoning Certificates, this allows for a search based on street number for the home, it will cover dates to 2010. The file will be in the Zoning Administrator office.
- Met with the owner of Church Street Business Center in reference to rehabbing/uses for old barn that sits behind his property on the alley.

- Neighborhood visits
- Temporary sign removal

Permits:

March 2019 Zoning Certificates	*Address*	*Permit #*	*M-town*	*M. Hinkle*	*County*
			Received	*Approved*	*Approval*
Chubin-shed	117 Ingalls Dr.	Town	3/1/2019	3/4/2019	No
Wilson-fence	219 Rod Circle	Town	3/8/2019	3/11/2019	No
JHG Investments-Garage	515 W. Main St	189755	1/9/2019	3/13/2019	Yes
Keyser-Chimney	213 S. Jefferson St	190824	3/8/2019	3/13/2019	Yes
Middletown Commons Holdings-SFD	8 Dean Ln	190160	2/22/2019	3/15/2019	Yes
Middletown Commons Holdings-SFD	110 Ingalls Dr	190903	3/12/2019	3/18/2019	Yes
Middletown Commons Holdings-SFD	328 Ingalls Dr	190902	3/12/2019	3/18/2019	Yes
Middletown Commons Holdings-SFD	13 Dean Ln	190900	3/12/2019	3/18/2019	Yes
Damato-Deck	207 Ingalls Dr	191306	3/15/2019	3/20/2019	Yes
Habitat for Humanity-Demolition	211 S. Jefferson St	Town	3/22/2019	3/22/2019	No
Middletown Commons Holdings-SFD	308 Ingalls Dr.	190998	3/13/2019	3/22/2019	Yes
Wagner-Finish basement	8 Tobias Run	191133	3/18/2019	3/25/2019	Yes
Hockman-Pool	205 Mina Dr.	191147	3/18/2019	3/25/2019	Yes
Tauraso Food Group-Black Hog	200 Middletown Pkwy	190669	3/6/2019	3/26/2019	Yes
Bergstrom-Shed	119 Manda Dr	Town	3/25/2019	3/26/2019	No
Wynne-Shed	205 Broad St.	Town	3/26/2019	3/27/2019	No
Bowman-Shed	202 N. Pointe Terr	Town	3/28/2019	3/29/2019	No
Forman-Shed	106 Prospect St	Town	3/26/2019	3/29/2019	No
Stokes-Fence	66 Boileau Ct.	Town	3/29/2019	3/29/2019	No

RECEIVED
MAR 26 2019
TOWN OF MIDDLETOWN, MD

March 15, 2019

Burgess and Commissioners
Town of Middletown
31 West Main Street
Middletown, Maryland 21769

RE: Outdoor Music – Richland Golf Club

The Richland Golf Club requests a permit to allow for outdoor music from Friday May 3, 2019 – Friday October 25, 2019.

We are aware of the restrictions and the decibel levels that are allowed. The events will be from 7:00 pm – 10:00pm.

Sincerely,

Fan Yang
Richland Development

- [x] BURGESS
- [x] ADMINISTRATION
- [ ] PUBLIC WORKS
- [x] PLANNING & ZONING
- [ ] WATER & SEWER

Maryland State Highway Administration
Special Event Permit – Data Sheet

Event: 10th Annual Francie's Family 5K

Start Date: Sat May 11, 2019 End Date: Sat. May 11, 2019

Start Time: 7:00 a.m. End Time: 12 noon

Purpose/Type: memorial 5K

Organizer: Francie's family

Contact Person and Address: Angela Phillips, 5155 Woodhirst Court, Frederick MD 21703

Daytime Phone: 301-606-9071

Evening Phone: " "

Email Address: philcat1961@gmail.com

No. of Participants: 125 No. of Vehicles/Units: 0 Rain/Snow Date: N/A

Proposed Route: (Written Description)

Will you be occupying all or part of a highway travel lane? No X Yes ____

Will you be closing all or part of a roadway? No X Yes ____

If Yes to either of the above, where? ____

Have you requested Local Police assistance?* No ____ Yes X Number ____

Have you requested Maryland State Police assistance?* No X Yes ____ Number ____

*** THE EVENT ORGANIZER IS RESPONSIBLE FOR OBTAINING LOCAL AND/OR STATE POLICE ASSISTANCE ***

CIRCLE THE DISTRICT(S) AND COUNTY(S) YOUR EVENT WILL TAKE PLACE IN

DISTRICT 1 Dorchester / Somerset / Wicomico / Worcester
DISTRICT 2 Caroline / Cecil / Kent / Queen Anne's / Talbot
DISTRICT 3 Montgomery / Prince George's
DISTRICT 4 Baltimore / Harford
DISTRICT 5 Anne Arundel / Calvert / Charles / St. Mary's
DISTRICT 6 Allegany / Garrett / Washington
DISTRICT 7 Carroll / Howard / Frederick

RECEIVED
APR 04 2019
TOWN OF MIDDLETOWN, MD

ATTACH THE FOLLOWING

☑ Map of affected routes

☐ Traffic Control Plan (including details on how intersections will be controlled, a detour plan, locations of police officers/volunteers and locations of all traffic control devices, as appropriate)

☐ Other event details ____

(Contact the District Office to determine what, if any, additional information will be required for your event.)

*** Submit completed Data Sheet and Signature Sheet to SHA no later than 60 DAYS prior to your event ***
http://www.marylandroads.com/Index.aspx?PageId=59

Maryland State Highway Administration
Special Event Permit - Signature Sheet

EVENT: Francie's Family 5K Run/Walk

ORGANIZER'S ACKNOWLEDGEMENT

I/We hereby affirm that the **ORGANIZER** of this **EVENT** and all **PARTICIPANTS** will comply with the Laws of the State of Maryland and any applicable county and municipal statutes and ordinances and will adhere to the terms and conditions set forth in this **PERMIT**. My/Our signature(s) below confirm that the **ORGANIZER** and all **PARTICIPANTS** agree to hold harmless from any liability, incurred by them or to others associated with this **EVENT**, the various governmental agencies providing assistance for this **EVENT**. The **ORGANIZER** may be required to obtain Liability and Property Damage Insurance with limits of at least $300,000 per incident/$1,000,000 aggregate.

ORGANIZER: Francie's Family 5K Committee
PLEASE PRINT NAME

REPRESENTATIVE: Angela Phillips
PLEASE PRINT NAME

SIGNATURE: [signature]
PLEASE SIGN

TERMS AND CONDITIONS

1) This **EVENT** shall adhere to the route, number of participants and vehicles (not more than 10% higher than the numbers on this Permit), date(s) and times shown on the attached _____sheet(s).
2) The **ORGANIZER** shall ensure that the approved **TRAFFIC CONTROL PLAN** is followed.
3) In the event of winter weather during the event, SHA will require access to all State Highways for weather related operations. This may require cancellation of the event.
4) Immediately following the event, the **ORGANIZER** shall clean up all litter, temporary signs and other event materials and return the roadway to a condition equal to or better than its condition before the event.
5) Additional stipulations: _____

AGENCY APPROVALS

Before signing and giving approval for your agency, consider the following:
1) Ensure you have the approval authority to sign for your agency to commit manpower and resources.
2) Ensure you have looked over the entire application package, including the Route Map and Traffic Control Plan. If you identify any problems, have the event organizer address them prior to signing.
3) If reimbursement is required, ensure you have mutually agreed upon the amount (in writing) and terms under which payment will be made.

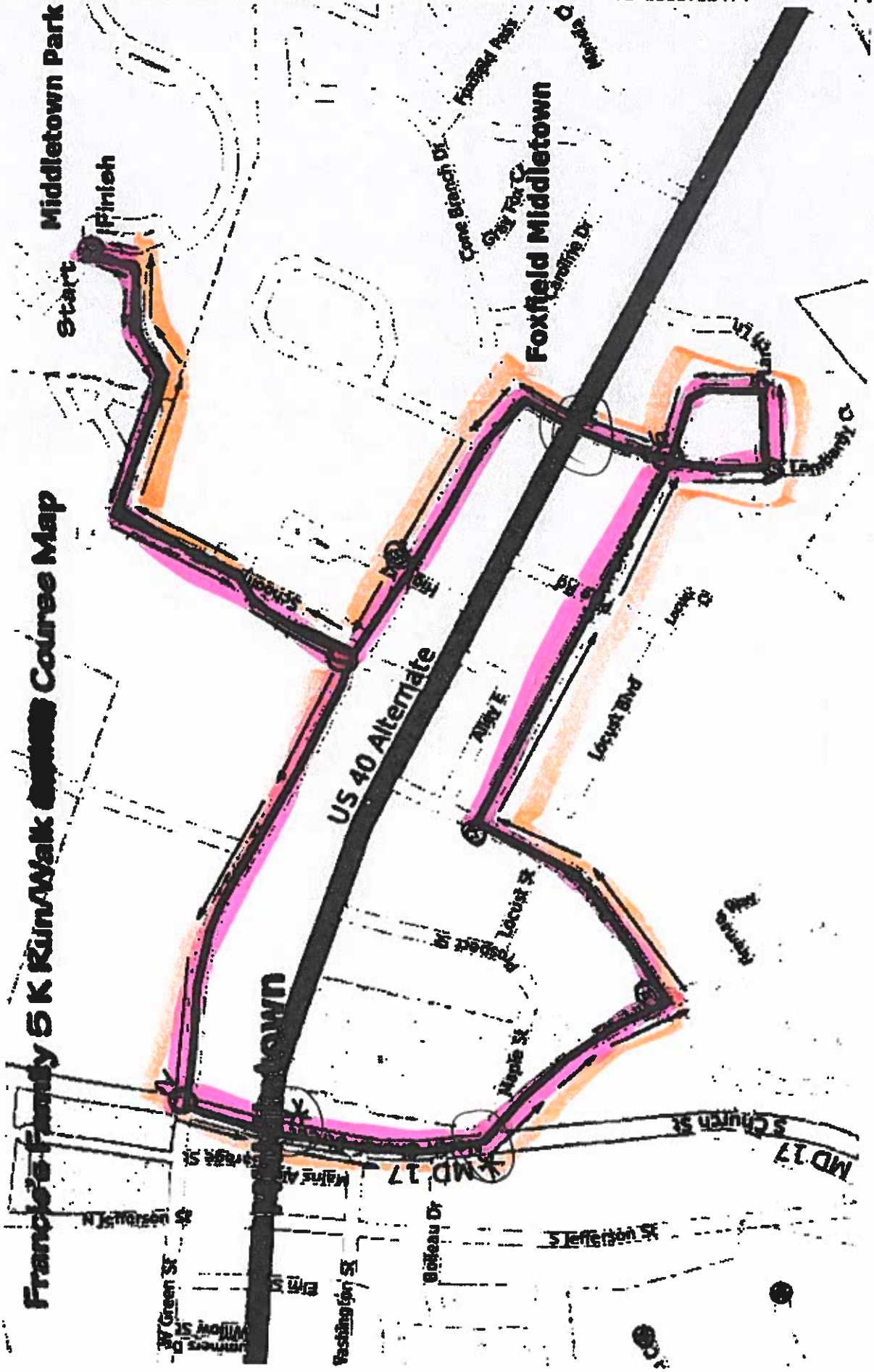
Local Government (_____): _____
AGENCY SIGNATURE PRINTED NAME DATE

Local Government (_____): _____
AGENCY SIGNATURE PRINTED NAME DATE

Local Government (_____): _____
AGENCY SIGNATURE PRINTED NAME DATE

Maryland State Police: _____
SIGNATURE PRINTED NAME DATE

State Highway Administration: _____
SIGNATURE PRINTED NAME DATE


Middletown Park
Start
Finish
Foxfield Middletown
Cone Branch Dr
Gray Fox Cr
Cardline Dr
Foxfield Pass
US 40 Alternate
Locust Blvd
Locust St
Prospect St
Maple St
MD 17
S Church St
N Jefferson St
S Jefferson St
Bolleau Dr
Elm St
Washington St
Willow St
Green St
Francis's Family 5 K Run/Walk Course Map

Middletown

Burgess and Commissioners of Middletown
Budget Amendment Form

Fiscal Year FY 2019 **Amendment No.** 19-04

Request Date Thursday, April 4, 2019

Fund Water & Sewer Fund **Budget** Operating Fund

Description Creation of a new accrual account - Tank Maintenance Contract

Transfer of FY 2019 funds into new accrual account

REVENUE

Line Item	Increase	Decrease
Total	$ -	$ -

EXPENDITURES

Line Item	Increase	Decrease
Tank Maintenance Contract		$ 100,000.00
Tank Maintenance Accrual (NEW)	$ 100,000.00	
Total	$ 100,000.00	$ 100,000.00

Town Board Approval Date _____

BURGESS AND COMMISSIONERS
OF MIDDLETOWN MARYLAND

TOWN MEETING MINUTES

REGULAR MEETING **March 25, 2019**

The second monthly meeting of the Burgess and Commissioners of Middletown was called to order on March 25, 2019, 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, Rick Dietrick and Tom Catania.

CONSENT AGENDA:
YMCA Frederick Kid's Triathlon – June 1, 2019
Town Meeting Minutes – March 7, 2019 – Town workshop
March 11, 2019 – Town Meeting
Motion by Commissioner Bussard to approve the consent agenda as presented, seconded by Commissioner Falcinelli. Motion carried 6-0.

PERSONAL REQUESTS FOR AGENDA:

UNFINISHED BUSINESS:
Introduction of Ordinance 19-03-01 – An Ordinance to repeal title 15, Chapter 15.08 of the Middletown Municipal Code; to enact Title 8, Chapter 8.24 pertaining to unsafe buildings; to state the purpose and scope of Chapter 8.24; to define certain terms; to prohibit the maintenance of unsafe buildings in the Town of Middletown; to establish procedures for issuing violation notices, abatement orders and conducting appeal hearings; to establish penalties for the violation of the ordinance; to authorize waivers or other relief in cases of new owners, contract purchasers and cases where good cause is shown - Burgess Miller stated that this is the first reading of this Ordinance. Burgess Miller also stated that per our Town Attorney he recommends that we add in the Ordinance that the property owners have the right to appeal in the Circuit Courts.
Banner Policy (Second Reading) – Burgess Miller stated that this is the second reading of this policy. Burgess Miller stated that this policy is to regulate the new banner site that is being installed currently on the southeast side of Middletown Parkway. Commissioner Falcinelli stated that at the last meeting we made a few changes but this policy in our packets does not show those changes. Burgess Miller asked Ann to email the Board with the updated policy.
POS Annual Program Requests – Commissioner Goodman stated that his committee met last week to discuss POS requests. Commissioner Goodman stated that what the Parks & Rec. Committee decided upon is to apply for funding for the drainage on Natelli Field, Bleachers & Press Box at Remsberg Park, Walking Trail from Remsberg Park to Holter Road and Handicap Swing at Memorial Park.
Ms. Ceresini and Ms. Johnson both residents of Glenbrook Drive that back up to Natelli field were present. Their concern is the drainage of Natelli field and that it cannot be mowed or used. Ms. Ceresini and Ms. Johnson wanted to know what the Town's plan was for this field? Drew stated that this field is within the flood plain area therefore, there are strict restrictions on what the Town can & cannot do without applying for permits from MDE and the Army Corp of Engineers. Drew stated that there may be a possibility that we can install what they call a French drain pipe that runs into the SWM pond but, it is too wet for us to get in there and look at it without sinking in mud.

After much discussion it was agreed to have our engineers look at this an obtain a cost estimate and report back to the Board by the June workshop or sooner.
Donnie Delauter representing the MVAA was present. Mr. Delauter stated that the MVAA would like to install bleachers along the multi-purpose field along with a press box. Mr. Delauter stated that he thinks the cost to do this would be $65K.
Commissioner Dietrick stated that we had a master plan for Remsberg Park, but it seems as if we are not sticking to that master plan. Commissioner Dietrick stated that he would like to review that plan with the MVAA and prioritize what they want.
Commissioner Falcinelli stated that she feels we should finish something before starting something else, for instance finish the walking paths before installing bleachers and press box.
After much discussion it was agreed to apply for POS Funds for (#1) Bleacher Install at Remsberg Park and (#2) Completion of Paving for Walking Trails in Remsberg Park; and Community Parks and Playground Funds for (#1) Flipping of the Handicap Swing at Memorial Park and (#2) Drainage Piping for Natelli Field.
Street Light Request – South Jefferson Street – Burgess Miller stated that we received a request from a resident of South Jefferson Street to install a street light. Commissioner Bussard stated that the Public Works Committee reviewed this and felt that there was not a need for a street light to be installed.
Motion by Commissioner Bussard to go with the recommendation of the Public Works Committee not to install a street light, seconded by Commissioner Falcinelli. Motion carried 6-0.

NEW BUSINESS:

PUBLIC COMMENTS:

ANNOUNCEMENTS:

Yard Waste Pick-up begins Tuesday, April 2, 2019.
Rain Barrels will be available for purchase beginning April 1-19, 2019.

Meeting adjourned at 8:06pm.

Respectfully submitted,

Ann Griffin
Office Manager

ORDINANCE NO. 19-03-01

AN ORDINANCE TO REPEAL TITLE 15, CHAPTER 15.08 OF THE MIDDLETOWN MUNICIPAL CODE; TO ENACT TITLE 8, CHAPTER 8.24 PERTAINING TO UNSAFE BUILDINGS; TO STATE THE PURPOSE AND SCOPE OF CHAPTER 8.24; TO DEFINE CERTAIN TERMS; TO PROHIBIT THE MAINTENANCE OF UNSAFE BUILDINGS IN THE TOWN OF MIDDLETOWN; TO ESTABLISH PROCEDURES FOR ISSUING VIOLATION NOTICES, ABATEMENT ORDERS AND CONDUCTING APPEAL HEARINGS; TO ESTABLISH PENALTIES FOR THE VIOLATION OF THE ORDINANCE; TO AUTHORIZE WAIVERS OR OTHER RELIEF IN CASES OF NEW OWNERS, CONTRACT PURCHASERS AND CASES WHERE GOOD CAUSE IS SHOWN.

SECTION I. BE IT ORDAINED AND ENACTED by the Burgess and Commissioners of the Town of Middletown, Maryland that Title 15, Chapter 15.08 of the Middletown Municipal Code be, and it hereby is, REPEALED:

SECTION II. BE IT FURTHRER ORDAINED AND ENACTED by the Burgess and Commissioners of the Town of Middletown, Maryland that the following be enacted as Title 8 – Health and Safety, Chapter 8.24 of the Middletown Municipal Code:

TITLE 8 – Health and Safety

CHAPTER 8.24 – Unsafe Properties

§8.24.010 – Purpose

The Burgess and Commissioners find that buildings and other structures within the Town which have been neglected or abandoned, have deteriorated or have been damaged can constitute a hazard to the health and safety of owners of the property or others in the vicinity of the property, can decrease property values, can cause property damage and negatively impact the general welfare of the community at large. The purpose of this Chapter is to prevent and alleviate such hazardous structures and to provide for the remediation of such structures.

§8.24.020 – Scope

A. Except as provided in sub-section B., the provisions of this Chapter shall be applicable to any building located on public or private property within the Town of Middletown.

B. The provisions of this Chapter are not applicable to any building for a period of ninety (90) days after an application for a site plan or zoning certificate has been submitted to the Town for the purpose of making improvements to the building.

§8.24.030 – Definitions

In this Chapter, the following terms shall have the meanings indicated:

"Building" – Any assembly of materials forming a construction or structure for occupancy or use including, among other things, houses, dwellings, garages, sheds, out-buildings, barns, shops, stores, warehouses, fences, walls, driveways, swimming pools, poles, signs, parking lots and any structure of any kind, or any part thereof.

"Unsafe Building or Structure" – Any building which:

A. Poses an unreasonable risk to the health, safety and welfare of the owner, occupant or invitee of the building or to others who may be in the vicinity of the building or which poses an unreasonable risk of property damage; or

B. Is no longer habitable or useful for the purpose for which it was originally intended because of fire, wind, flood, or other natural cause, neglect, vandalism or physical deterioration; or

C. Is partially completed and which is not under construction pursuant to an existing, valid building permit issued by or under the authority of the Town of Middletown; or

D. Is not structurally sound, weathertight, waterproof or vermin proof; or

E. Is not covered by water-resistant paint or other permanent waterproof covering so as to protect said structure from the adverse effects of the elements or from physical deterioration; or

F. Contains one of more exterior openings for a period of 60 days or more not covered by a functional door or unbroken glazed window or which is not, in the case of a vacant building, neatly boarded up and protected against the elements and from vandals and rodents and other animals; or

G. In the case of parking lots and driveways, has been allowed to deteriorate to the point where deep and numerous potholes, cracks and voids in paving have developed which pose a risk of injury or of property damage or which deterioration has progressed to the point that a commercial business operating in such structures or on surrounding properties has been or is likely to be adversely affected.

§8.24.040 – Duty of Owner or Occupant

Every owner, occupant, tenant, agent or other person in control of any building (collectively, in this Chapter, "owner") has a duty to maintain that building so as to prevent it from becoming an unsafe building. No owner, occupant, tenant, agent or other person in control of any building shall allow, maintain or cause to be maintained an unsafe building.

§8.24.050 - Enforcement

A. This Chapter may be enforced by the Burgess and Commissioners or such of its officer(s) that it designates, including, but not limited to the Zoning Administrator or the Town Administrator.

B. Any designated enforcement officer may enter onto property to determine if an unsafe building exists on the property if the enforcement officer has an articulable basis for believing an unsafe building exists on the property; provided, however, that no such enforcement officer shall be entitled to enter into the interior of any enclosed building on the property.

C. Upon determining that an unsafe building exists on any property, the Town shall provide written notice of the violation to the owner of the property or unsafe building. The notice shall identify the location and nature of the unsafe building and shall order the owner to repair the unsafe building or take other measures to abate the condition within a reasonable time, which time shall not be less than thirty (30) days from the date of the notice and order. The notice and order shall include the advice that the owner may request a hearing to contest the violation before the Board of Commissioners as provided in this section.

D. The notice and order shall be delivered personally to the owner of the property or by certified or registered mail addressed to the last known address of the owner of the property. If the owner of the property is unknown or the owner's whereabouts cannot be determined after reasonable efforts, then the notice and order may be given by posting the notice and order on the property in a conspicuous location. Notice to any one owner of the property shall be adequate notice to all owners of the property.

E. An owner of property for which a notice of an unsafe building and an order to abate the violation has been issued may contest the notice and order by requesting a hearing

before the Burgess and Commissioners. Such request must be submitted to the Town Administrator no later than ten (10) days from either the date on which the notice and order were served on the owner or on which the property was posted with the notice and order. The hearing shall be held no later than thirty (30) days from the date the request for hearing is received by the Town. At the hearing, the owner shall be entitled to question any witnesses against the owner, present any relevant and material evidence the owner deems appropriate, and may be represented by counsel. At the conclusion of the hearing, the Burgess and Commissioners may affirm or modify the order to abate the condition, may overrule the notice and order, or may make any other determination which it deems appropriate to the circumstances. The owner may request judicial review of the decision of the Burgess and Commissioners by filing a Petition for Judicial Review in the Circuit Court for Frederick County pursuant to Title 7, Chapter 200 of the Maryland Rules.

F. If the owner fails to timely request a hearing before the Burgess and Commissioners and fails to abate the unsafe condition within the time period stated in the notice and order, or if the property owner fails to abate the unsafe condition within the time period established by the Burgess and Commissioners after a hearing or within the time period established by the Court after judicial review, then the Town may make the required repairs as necessary, and the owner(s) of the property shall be jointly and severally liable for the cost of doing so. The cost of the repair shall constitute a lien on the property and may be collected in the same manner as taxes on the property.

§8.24.060 - Penalties

Any person who allows, maintains or causes to maintain an unsafe building is guilty of a municipal infraction which is punishable by a fine of One Hundred Dollars ($100.00) per day. Each day an infraction continues shall be a separate infraction. Nothing contained herein shall preclude the Town from seeking any other remedy it may have at law or in equity, including, but not limited to, injunctive relief.

§8.24.070 - Contract Purchasers and New Owners

A contract purchaser or new owner of a property on which an unsafe building is located may seek relief from the requirements of this Chapter by applying to the Town for a waiver of these requirements or a waiver of any fines or liens already imposed. The application for a waiver shall include the address of the property, the date of any contract to buy, the expected date on which settlement on the transfer of title will occur, or, if settlement has already occurred, the date of such settlement, and the proposed plan to repair, remediate or abate the conditions of the unsafe building. If the Burgess and Commissioners accept the application for a waiver, the owner shall enter into a written agreement with the Town which shall provide for the repair, remediation or abatement of the unsafe building conditions within six (6) months from either the date of the settlement on the transfer of title or the date of the agreement, whichever is earlier. The agreement shall also provide that the waiver of fines, release of liens or other relief from the requirements of this Chapter shall only become effective upon timely completion of the remediation efforts and approval of such efforts by the Town Administrator or the Zoning Administrator. The Town may grant an extension of the six-month time period if it appears that

the owner has been pursuing remediation efforts diligently and in good faith and there is a likelihood of completion in the then-near future. Such extensions may be granted or denied in the sole discretion of the Burgess and Commissioners.

§8.24.080 - Hardship waivers

The Burgess and Commissioners may grant relief from the requirements of this Chapter upon a showing of good cause. An owner seeking relief under this section may make written application to the Town stating the nature of the violation from which relief is sought, the nature of the good cause, the specific relief sought, and the owner's plan to address the violation. As used in this section, and by way of example only, "good cause" includes, but is not limited to, disability or other medical condition which precludes an owner from addressing the violation or financial hardship. The grant of relief under this section is wholly discretionary on the part of the Burgess and Commissioners.

SECTION III. 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 25th DAY OF MARCH, 2019

PASSED ON THE _____ DAY OF _____, 2019

EFFECTIVE DATE: _____, 2019

ATTEST:

_____
Andrew J. Bowen, Town Administrator

BURGESS AND COMMISSIONERS OF MIDDLETOWN

By:_____
John D. Miller, Burgess

Draft Banner Display Policy

Only the Town of Middletown has the authority to hang and remove banners at the banner pole site. No person or organization may hang a banner on the banner poles. The Banner Display Policy must be followed in order to have a banner hung at the Town of Middletown's banner pole site. Applications for Banner Display can be found at www.middletown.md.us.

Banners are limited to advertising or commemorating events sponsored by the Town of Middletown or non-profit groups within the 21769 zip code. All Town of Middletown and its committee's banners and town sponsored events will take priority.

To display your organization's banner, an application must be submitted 14 working days prior to the day the banner is to be displayed.

Applications must be accompanied with a sample sketch of the proposed banner.

Banners must be delivered to the Middletown Municipal Building, 31 W. Main Street 7 business days prior to approved hang date. Banners must be picked up within 7 working days after they are taken down; banners that are not picked up within the specified time period will be discarded.

Banners should meet the following criteria to withstand the elements of the weather:

- Double sided
- Size - Banner size must be 36 inches high by a maximum width of 360 inches wide
- Material – 18 oz vinyl recommended with 1-inch wide webbing sewn all around with reinforced corners
- Grommets – ½ inch grommets every 2 feet on top and bottom
- Wind Slits required on all banner sizes

Banner Prohibitions:

- No commercial advertisements, religious, political or ideological banners. Sponsors of events logos are allowed.
- No inappropriate material including but not limited to: offensive language, hate speech, and/or content considered derisive.

Decisions on appropriateness of banners will be solely decided by the Town of Middletown. Any banner that does not comply with the above criteria shall not be displayed.

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

BANNER PERMIT APPLICATION

APPLICANT INFORMATION

Group: _____

Contact Person: _____

Address: _____

Phone Number: _____ **Fax:** _____

E-Mail Address: _____

Purpose of Banner: _____

_____

_____

Banner Size: _____

Dates Requested **From:** _____ **To:** _____

Banners are hung on Monday, and are hung for a 2 week period. The Town reserves the right to hang more than one banner at the banner location. Banner dates are reserved on a first come, first served basis.

I understand that permission is granted only for the purpose of allowing banners to be placed on the Town Right-Of-Way and that all responsibility for public liability, injury to persons, and/or to property is borne by the applicant, not the Town of Middletown. This permit is revokable by the Town with no notice to the applicant.

Signature of Applicant : _____ Date: _____

FOR TOWN USE ONLY

Date Application Received	Date Application Approved	Approved By
_____	_____	_____

Burgess and Commissioners of Middletown 31 W Main St Middletown, MD 21769 Phone 301-371-6171 Fax 301-371-6474
Bruce A. Carbaugh, P.E. Director of Public Works Email: bcarbaugh@ci.middletown.md.us

MEMORANDUM

TO: Burgess and Commissioners of Middletown

FROM: Bruce A. Carbaugh, P.E., Director of Public Works

DATE: April 3, 2019

RE: Middletown Municipal Center Boiler Replacement Bids

The Town solicited three bidders for the replacement of the existing oil fired boiler with two gas fired boilers on March 5, 2019. We received bids from all three vendors with offers ranging from $68,985.00 to $93,750.00. All these bids were over the modified CIP budget line item of $60,000.00.

To meet the budget we requested alternate boiler and accessory pricing from the apparent low bidder. The specified boiler manufacturer is Locinvar and the approved alternate is Evergreen manufactured by Weil-McLain.

The low bidder, Micks Plumbing and Heating of Thurmont, bid $68,985.00 and with the approved alternate boiler their bid amount is adjusted to $59,846.00. Staff is recommending the Board award the boiler replacement contract to the low bidder Micks Plumbing and Heating, Inc.

The project is anticipated to start May 1 and must be completed by August 1, 2019. Related to this project is the replacement of the boiler controls which will be a separate contract performed by our current vendor Control Systems.

Bidders

Micks Plumbing and Heating	$68,985.00
Musser Mechanical	$71,700.00
Borlie Mechanical	$93,750.00

Burgess and Commissioners of Middletown, Maryland

Auditor Bids

Company	FY 2019	FY 2020	FY 2021	Total
Citrin Cooperman Accountants and Advisors	$ 27,500.00	$ 28,300.00	$ 29,200.00	$ 85,000.00
RLH CPAs & Business Advisors, LLC	$ 18,900.00	$ 19,300.00	$ 19,700.00	$ 57,900.00
Albright Crumbacker Moul & Itell, LLC Certified Public Accountants	$ 18,000.00	$ 18,000.00	$ 18,000.00	$ 54,000.00
Rotz Stonesifer Accountants Consultants Wealth Management	$ 17,500.00	$ 17,950.00	$ 18,475.00	$ 53,925.00
UHY LLP Certified Public Accountants	$ 15,000.00	$ 15,000.00	$ 15,500.00	$ 45,500.00

STANDARD OPERATION PROCEDURES

SANITARY SEWER OVERFLOW
Approved by Town Board
January 12, 2015

General:

The purpose of this Standard Operating Procedure (SOP) is to provide staff with the appropriate actions to take when addressing and reporting a Sanitary Sewer Overflow (SSO).

A Sanitary Sewer Overflow Does Not Include:

- An overflow or discharge of 50 gallons or less to the ground that is cleaned up within 1 hour of its occurrence.
- An overflow or discharge to impervious surfaces that is effectively contained and cleaned up so that there is not direct or potential pollution of Waters of the State as a result of the overflow or discharge.

In the event of a Sanitary Sewer Overflow staff will do the following:

Initial call: From Staff observation, homeowner, after hours call

- Upon receiving the call, collect as much information as possible. Include the specific location of overflow, date time, description of overflow, callers name, phone number and other relevant information
- Staff must document this information.

Dispatch Staff to SSO location

- Respond ASAP to minimize impact of SSO on private and public property. Determine if there is possible damage to private or public property. Do not enter private property unless approved by the Assistant Director of Public Works or within a Town utility easement.
- If there are physical or suspicious characteristics not common to the sewer system notify the Assistant Director before taking ANY action.
- Notify Water and Sewer Superintendent and or Assistant Director of Public Works after identifying the overflow area.
- Upon arrival determine the possible problem and take immediate corrective action to stop the SSO. - Deploy equipment to clear blockage and mitigate SSO. Adjust pumped flows if it is determined that they may be contributing to the overflow.
- If blockage is in a main line sanitary sewer, additional support staff may be needed to assist in the operation of equipment, cleanup and lime distribution.

- Outside vendor(s) may be needed in the event it is beyond the capabilities of the Town resources to clear the obstruction. The Assistant Director of Public Works will need to be notified of this condition as soon as possible.

Site cleanup:

-when possible, take photos before and after cleanup.
-take photos of materials recovered that may have caused the obstruction
-remove debris; grease, paper goods, feminine hygiene dispensers etc.
-spread thin layer of "Hydrated Lime" over the affected area to stabilize, deter rodents and provide odor control. Maintain an adequate stock of bagged Hydrated Lime and restock as needed.

Data collection on site

- Determine and document cause of SSO when possible.
- Determine and document start time of SSO if possible.
- Record time that SSO was stopped.
- Determine and document the total duration of the SSO event.
- Quantify sewer overflow or discharge; i.e., 2 GPM, 5 GPM etc. and record.
- Verify overflow "DID" or "DID NOT" reach the waters of the State and record.
- Collect photos of SSO event.
- Collect photos of materials suspected of causing the overflow event.
- Collect E.coli samples 50 feet upstream and 200 feet downstream of the overflow site only if the overflow reaches the stream. Use proper sample collection methods and ice the samples until they can be delivered to the lab for analysis.

Public Notification/Advisory:

- Temporarily post signs in the immediate area warning the public to avoid the impacted area as a result of an overflow.

Sanitary Sewer Overflow Worksheet:

-To be completed once SSO or discharge has been confirmed and mitigated. Once completed, this sheet will provide information required by both Maryland Department of the Environment (MDE) and the Frederick County Health Department (FCHD). The Water and Wastewater Operator oncall will be responsible for reviewing the overflow report and meeting with the Director of Public Works within 2 days of the overflow.

Regulatory Agency Notification:

- With the completed SSO worksheet in possession, the Water and Wastewater Operator on call will contact, via telephone, MDE, the FCHD and the Assistant of Public Works **within in 24 hours of the SSO event**.

Secondary Notification:

- The Water and Wastewater Operator shall meet with The Director of Public Works within 2 days of the incident who will submit, via facsimile, a detailed letter describing the overflow to MDE **within five (5) calendar days from the initial date of the telephone notification**. This report shall also be emailed to the Town Administrator and Burgess.

Sanitary Sewer Overflow
Emergency Contact Numbers

Maryland Department of the Environment

Baltimore MDE location	1-800-633-6101 ext. 3510 Or 410-537-3510
After hours and weekends	1-866-633-4686

Frederick County Health Department

Environmental Health Director	301-600-3179
Health Department Duty Officer (after hours)	301-600-1603

Town Of Middletown

301-371-6171

Town Administrator Andrew Bowen	240-674-8937 (cell) 301-371-6171 ext. 12
Director, Public Works Bruce Carbaugh	301-748-4301 (cell) 301-371-6171 ext. 16
Assistant Director Public Works Paul Pearl	301-305-5111 (cell) 301-371-6171 ext. 21

Appendix 1

Sanitary Sewer Overflow (SSO) Worksheet

*****This must be completed within 4 hours of the SSO initial call*****

Date and Time of overflow report to Water and Sewer.	
Facility name and Collection System Name	
Location of the overflow (Street, Pump Station, Manhole, etc.) name/number or other identifying information. Include City or Town and Zip Code.	
Did the overflow enter Waters of the State? (Creek, Stream, River, Pond or Storm drain) If yes, please explain. Name of body of water. (Lake, Pond, Stream)	
If overflow entered Waters of the State, were *E. coli* samples collected upstream and downstream? If not, why?	
What is the estimated quantity of the overflow in gallons?	
What caused the overflow? Please provide as much information as possible. (document with photos and collect material if possible)	
Date and Time when overflow began. Date and time when overflow stopped, or expected time to stop.	
What has been done to repair the problem and prevent reoccurrence?	
What type of clean-up or mitigation is being done?	
Person notified at Frederick County Health Department.	
Frederick County Health Department notified of *E. coli* results?	
Public Notification Required? What media and content of message.	
Name, title, and telephone number of person reporting overflow.	
Person notified at MDE	

Wet Weather Operation Modes

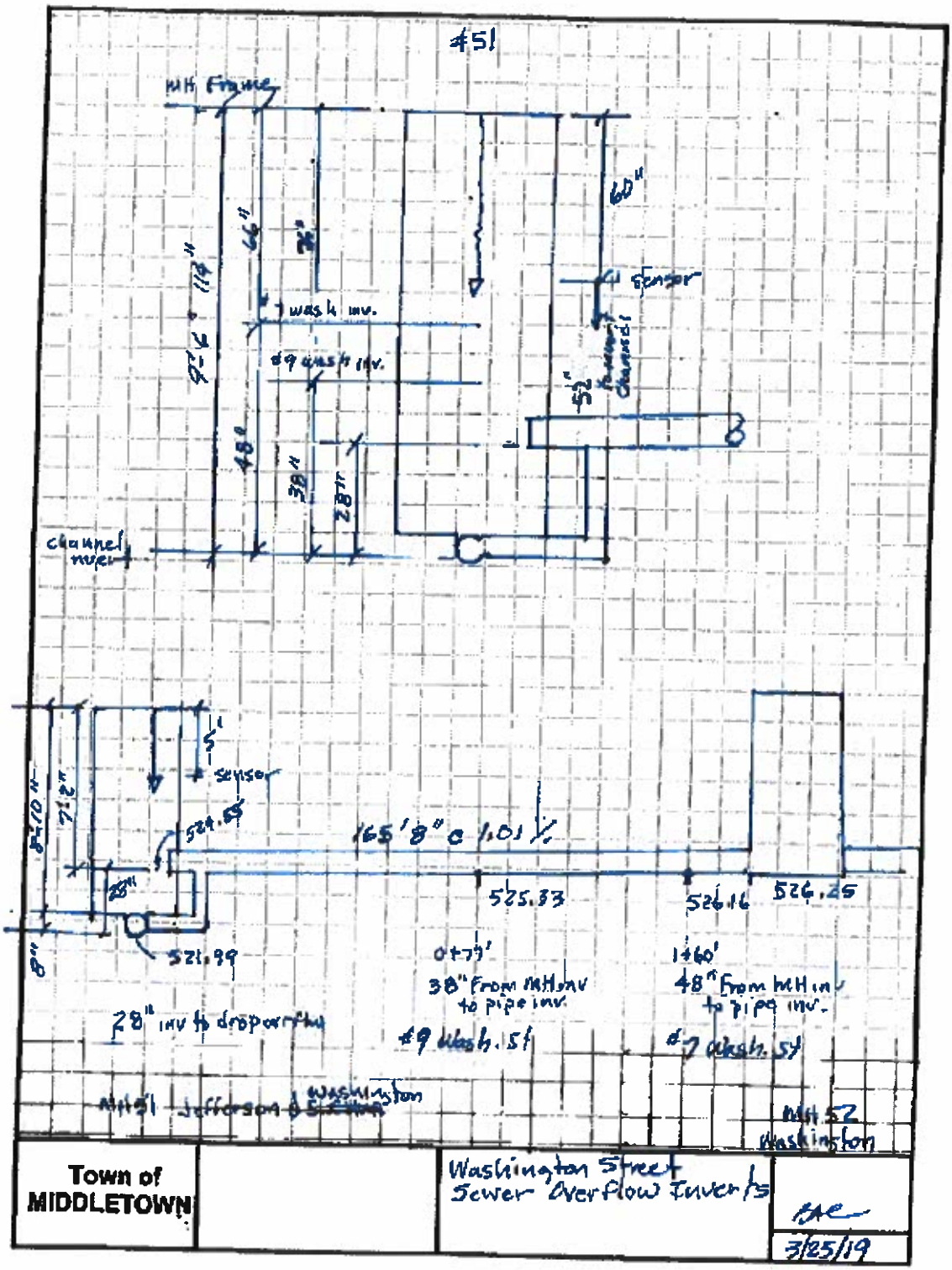
1. Pending predicted significant precipitation (2" or more) release flow at the W WWTP to create storage capacity (this would be for extended rain events or abnormal precipitation). Pull flow gate at the W WWTP Headworks for flow to the comminutor to prevent overflow at the manhole near the stream at the dog park.
2. Turn valves to bypass the EWWTP Filter
3. Monitor EWWTP weir and hold down devices during high flows.
4. When the headworks at CBPS has water 21" below the top of the wall the first upstream manhole will begin to overflow. This could change based on surcharged line leading to the station.

Overflow Point #1 Creamery Row

Since the interceptor was replaced in 2018 this manhole does not overflow.

Overflow Point #2 Manhole outside of Cone Branch PS Fence

5. Regulate the flow to both plants at the CBPS.
    a. Start with and try to maintain 500gpm to EWWTP and 400 to 500 gpm to WWWTP. During the heavy rain events the flow to the West plant may need to be adjusted down to 380gpm for Washington St Residence's to continue to have sewer service. These residents (7, 9 and 13 Washington St) have sewer backflow valves. Maintain a water depth less than 38" in MH 51 (smartcover monitor) for residences to have usable sewer service. https://www.mysmartcover.com
    b. The valve ahead of CBPS can be closed up to 5 turns to limit the overflow to the upstream manhole if regulating the pump discharge to the West with the pumps becomes difficult. This will cause the upstream manhole to overflow.
    c. If the water level in the manhole at #7 Washington St is less than 60"from the MH frame to water level the resident at #7 cannot use their plumbing without backup. **If there are excessive conditions unable to be mitigated the residents at #7 will need to be notified of the potential of their wastewater not being able to discharge to the receiving sanitary sewer due to excessive flows.**
    d. This process will need to adjusted and checked frequently. Check the downstream manholes or post an operator at the manholes as needed until the flow is controlled.
6. Periodically, during the high flow event, check the manholes on Washington St and downstream (Creamery Row) for proper flow. Look for suspected backups that may be line blockages.
7. Have signs available for posting and lime available for spreading (after the overflow stops) at an overflow location. (signs are stored at the CBPS storage room). Post one sign at Old Middletown Road culvert.
8. Follow the Standard Operating Procedures as outlined previously in this document.
9. If an event occurs after hours and the on-call Operator requires assistance to maintain this policy he must notify his immediate supervisor, Assistant Director and Director in this order until he is able to contact one of them.


#51
MH Frame
60"
sensor
#7 wash inv.
#9 wash inv.
48"
38"
28"
channel invert
sensor
524.55
165'8" @ 1.01%
525.33
526.16
526.25
521.99
0+77'
38" From MH inv to pipe inv.
1+60'
48" From MH inv to pipe inv.
28" inv to drop overflow
#9 Wash. St
#7 Wash. St
MH 51 Jefferson & Washington
MH 52 Washington
Town of MIDDLETOWN
Washington Street Sewer Overflow Inverts
3/25/19