

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

**TOWN WORKSHOP MINUTES**

**TOWN WORKSHOP**

**April 6, 2023**

The workshop of the Burgess and Commissioners of Middletown was called to order on April 6, 2023 by Burgess Miller at 6:30 p.m. Present were Commissioners Jennifer Falcinelli, Rick Dietrick, Kevin Stottlemeyer, Jean LaPadula and Chris Goodman.

**BUDGET WORKSHOP**

**FY2024 Water & Sewer Enterprise Fund Operating Budget** – The Finance Officer reviewed how the budget was created. A budget summary was reviewed that showed a shortfall of \$43,602 in FY2024. The bottom of the summary page showed what projects could be cut to make up that difference. The proposed budget was reviewed line by line. This is the first review for the Town Board. This proposed budget includes a CPI increase of 3% but does not include any salary increases. The Director of Public Works (DPW) was asked which of the cuts shown in the summary would he include back into the budget. He stated the clearing out of the right of way for the sewer line should be added back in (\$12,000). The proposed FY2024 Water & Sewer Enterprise Fund totals \$1,355,031.

The Finance Officer was asked to research the electric costs associated with the solar array. Since electric rates have decreased the return to the Town has also decreased.

**FY2024 Water & Sewer Capital Improvement Program (CIP)** - The Finance Officer reviewed the proposed budget line by line. This is the first review for the Town Board. This proposed budget includes identified projects that will be funded by ARPA monies. A discussion occurred regarding a small increase in the Capital Improvement Fee. This budget has very little development/ tap fees to increase revenue. Both expenditure and revenue sources will have to be reviewed. Some projects may have to be pushed into future budget years.

The budget meeting ended at 7:20PM.

**PUBLIC HEARING:**

**Introduction of Ordinance 23-03-01 – Amendments to Swimming Pool Regulations** – The Staff Planner quickly summarized the proposed updates to this ordinance. Governor Hogan signed a law to adopt national standards regarding pool regulations. The Planning Commission and the Zoning Administrator recommend amending the Town pool regulations to reference these standards and to bring the Town regulations closer to alignment with County regulations. This has been before the Town Board previously.

**Introduction of Ordinance 23-03-02 – Amendments to Fence Regulations** – The Staff Planner quickly summarized the proposed updates to this ordinance. It includes recommending

the removal of the section on special exceptions for fences as it seemed specific to a property and instead gives the Zoning Administrator the approval on a case-by-case basis.

**Introduction of Ordinance 23-03-03 – Sign Regulations** – The Staff Planner quickly summarized the proposed updates to this ordinance. The ordinance is now content neutral as required. It reflects that any areas of the Town Code which reference signs also refer to conforming with the provisions set forth in Chapter 17.36 Signs of the Town Code.

The public hearing ended at 7:33PM.

**STAFF REPORTS:**

**Deputy Report** – Deputy Chudoba reviewed his report.

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

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

**Main Street Manager Report** – Becky reviewed her report. Included in her discussion was that most of the historic newspapers in the Middletown collection have been placed in archival folders and then placed in large sized boxes for storage. However, 20 additional storage boxes are needed to complete this task at a cost of \$550.

**Zoning Administrator’s Report** – Robert reviewed his report.

**CONSENT AGENDA:**

- **Town Meeting Minutes**
  - *March 27, 2023 – Town Meeting*

**UNFINISHED BUSINESS:**

**Schedule Meeting with County Council President Brad Young** – County Council President Brad Young has requested a time to meet with the Middletown Town Board to discuss any issues the town is facing and seeing if there is anything the County can do to assist. He has time available on April 13<sup>th</sup> and 20<sup>th</sup> or May 11<sup>th</sup>, 18<sup>th</sup> or 25<sup>th</sup>.

**NEW BUSINESS:**

**Annual Planning & Zoning Report for 2022** – The Staff Planner reviewed the draft annual summary report of all the planning and zoning activities for 2022 completed by the Planning Commission.

**Discussion of Amendments to Ethics Ordinance** – The State Ethics Law have changed which require changes to the local government ethics laws. It includes new conflicts of interest and additional disclosure for elected officials that must be incorporated into the Town’s local ordinance. The Town Administrator requested that these changes be sent to the Town Attorney so that they can be put into ordinance form.

**PUBLIC COMMENTS:** None.

**ANNOUNCEMENTS:**

- *Green Expo – Saturday, April 22, 2023, from 10AM-2PM*
- *Arbor Day Tree Planting – Friday, April 28, 2023, from 1PM-3PM*
- *Farmers Market Opens every Thursday through October*
- *Maryland House & Garden Pilgrimage – Saturday, May 6, 2023*
- *Memorial Day Ceremony – Memorial Park, Monday, May 29, 2023*

Workshop adjourned at 8:28 PM.

Respectfully submitted,

Annette Alberghini,  
Office Manager



# *Middletown Community Deputies*

## *Monthly Activity Report*

March 2023

Dfc. Kelly Hewitt #0412

Dfc. Chudoba #0409

Dfc. McCarrick #0485

### Traffic Stats

Citations Issued: 17 (26)  
Warnings Issued: 111 (278)  
Repair Orders Issued: 1 (6)  
Accidents: 10 (23)  
Selective Enforcement: 45 (133)

### Arrest Stats

Criminal Arrests: 1 (1)  
Traffic Arrests: 3 (5)  
Juvenile Arrest: 0 (0)  
Warrants/ Summons: 1 (4)

### Proactive Enforcement

Walking patrol: 26 (93)  
Bike Patrol: 0 (0)  
Talks Cards: 24 (96)  
Patrol Checks: 204 (739)  
School Safety Checks: 49 (168)

### Calls for Service

Burglaries: 2 (2)  
Destruction of Property: 2 (4)  
Disorderly Conduct: 1 (3)  
Juvenile complaints: 3 (4)  
Noise complaints: 0 (1)  
Suspicious Activity: 7 (18)  
Thefts: 1 (5)

### **Drug Incidents / Attempted Overdose**

Suspected PCP and crack cocaine seized off a subject on a suspicious vehicle at LDS during overnight hours. Charges pending lab results.

### **Special Events/ Important Information**

Criminal arrest - Traffic stop / foot chase - Arrest made on gun charges, fleeing and eluding.

Traffic arrests – (1) DUI. (2) Suspended driver. (3) Driving without insurance.

Commercial burglaries at Fratelli's and Cinco De Mayo – detectives handling further investigation.

Theft at Safeway involving females stealing medications, personal items. No leads at this time.

Destruction of property – (1) Delineators on E Green Street struck again. (2) Window of residence on Coblenz Ct. damaged, possibly with BB gun or similar.

Deputies are continuing to make a presence at local establishments on Friday afternoons to assist with high volume of middle school students congregating.

Deputies are assisting with crossing guard duties at Schoolhouse / E Green during morning drop-off and E Green / Martha Mason during pick-up.

### **Accidents**

3 - E Main St / Middletown Pkwy

E Main St / Lombardy Dr

LDS

Gladhill Dr

W Main St / Walnut St

MHS

Boileau Ct

**Town of Middletown Planning Department**

To: Burgess & Commissioners and Middletown Planning Commission

From: Cindy Unangst, Staff Planner

Date: 4/5/2023

RE: Monthly Planning Update – April

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**Major Subdivisions:**

**Foxfield Section 6 (Coblentz Road) – BOA approved special exception use – August 31, 2020**  
Forest Stand Delineation conditionally approved – December 21, 2020 (expires 12/21/2025)  
Preliminary Forest Conservation Plan approved – January 19, 2021  
Preliminary plat approved by PC – January 19, 2021 (expires January 19, 2024)  
Improvement plans reviewed by PC – February 20, 2023  
**Lighting plans reviewed by PC – March 20, 2023**  
**Next steps – review of revised Improvement and lighting plans by PC**

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

**Caroline's View/Horman Apartments (East Green Street)- Site Plan approved – April 21, 2008**  
Improvement Plans conditionally approved – May 17, 2010  
Revised Improvement Plan mylars signed – July 21, 2017  
(sunset provisions put in place on May 2, 2021 – plans expire May 2, 2024)  
Public Works Agreements approved by Town for signature – November 2022  
**Next steps – submittal of LOCS**

**Cross Stone Commons (Middletown Parkway) – Revised Site Plan approved – 10/20/2014**  
Improvement Plan mylars signed – November 6, 2015  
**Next step – submittal of architectural renderings for building #2 for review/approval**

**Hollow Creek Professional Center (Alt. 40A)**  
Board of Appeals approved self-storage use – April 27, 2021 (Expired April 27, 2022)  
FRO plantings completed – March 23, 2021 (1-year inspection done March 2022)  
Redline Site Plan conditionally approved by PC – June 21, 2021 (Plans expire June 21, 2024)  
Revised architectural renderings approved by PC – July 19, 2021  
Improvement Plans conditionally approved by PC – September 19, 2022 (plans expire 9/19/25)  
**Next steps – approval of PWAs and submittal of LOC**

**406 W. Green St. (Summers Drive) – Forest Conservation Plan approved & Improvement Plan conditionally approved for commercial use – October 20, 2008 (sunset provisions put in place on May 2, 2021 – plans expire May 2, 2024)**  
BOA approved variance request for front yard setback for triplex – November 30, 2022  
Site plan conditionally approved by Planning Commission – January 17, 2023  
**Revised site plan approved by PC – March 20, 2023 - included brace's comments**  
**Next step – submission of Improvement Plans for review by PC**

**Memorial Hall Redevelopment Plan (E. Main St)**– conditionally approved by PC – 12/21/20  
Revised Site Plan with utilities approved by PC – October 17, 2022 (expires October 17, 2025)

**Middletown County Park (Coblentz Road)** – FSD & FCP approved – Feb. 17, 2020 (expires 2/17/25)  
FRO Plantings completed and approved – November 23, 2022

**Middletown Library (E. Green Street)** –  
Site Plan & Architectural Renderings approved by PC– March 15, 2021(expires March 15, 2024)  
Improvement plans approved – November 15, 2021 (expires November 15, 2024)

**Middletown Water Storage Tank (Ashky Ct.)** – FRO plantings completed – May 18, 2021  
1-year inspection done May 2022 and additional plantings completed June 13, 2022

**Miller Property (East Main Street)** –  
Phase III Redline Site & Improvement Plans conditionally approved – Sept. 16, 2019  
**Next step – submittal of Phase IV site plan for review and approval**

**St. Thomas More Academy Site Plan revision (Prospect St)** –  
Revised site plan to be revisited in five years – September 2025

**Annexations:**

**Admar Property** – PC approval of consistency with zoning/comp plan – February 20, 2017  
Town Board passed annexation resolution – April 9, 2018 - **Five-year wait for lot recordation**

**Text Amendments:** Revised pool regulations – Public Hearing – April 6, 2023  
Revised fence regulations – Public Hearing – April 6, 2023  
Revised sign regulations – Public Hearing – April 6, 2023

**Reports:** Annual Planning & Zoning report submitted to MDP – March 31, 2023

**Grants:** Grant application approved by MUCFC for tree planting funding – March 17, 2023

**Meetings:** Next Middletown Green Team Meeting – April 18, 2023

**Next Joint town board/planning commission workshop** – Monday, June 5, 2023

**Sustainability Committee upcoming dates:** Green Expo – Saturday, April 22<sup>nd</sup> 10am – 2pm  
Arbor Day tree planting – Friday, April 29<sup>th</sup> 1-3pm

**Public Works Monthly Report**  
**April 6, 2023**

**COMPLETED WORK**

Repair water leak at EEWTP process pipe, Well 23 well redeveloped by brush cleaning and pressure fracturing. Installed new pump in Brookridge (clogging), Installed Motor Operated Valve at CBPS (budgeted item labor savings by town Staff installing \$5000.00) Cleaned influent channels and pump station wetwells. Walked the springline. S Jefferson St signs, street markings, mulching all areas, repair watering equipment for the season start, bathrooms prepped for opening. Install remote pressure monitor. Water Cap Management Plan completed. Prep for Lead and Copper samples in June. Budget preparation, 457b work, Town Administrator interviews. CBPS and Filter Bldg roof repairs completed. Contract for grit removal blast and repaint (\$5900c/\$7,000b), Sidewalk policy review, Shentel project utility locating.

**Public Works**

**New Projects or Requests**

Jefferson Street Parking and Traffic review: Competed items requested to be installed.  
 Dead End and No Outlet Sign Policy presented for first review.  
 Reaver basement flooding issue storm drain (209 Broad St)  
 East Green St Concrete Median: 14" wide x 8" high \$16,000.00 to replace delineators

**Unbudgeted Expenses:**

On road diesel tank, 500 gal need replaced. \$4,500.00.  
 Irrigation PS Pond transducer, Water Tank level transducer, Well 23 (\$17,670.00)

Sludge cost for FY \$12,760.00 27,000 gal hauled, 21,375 gal bedded **Total hauled** 132,000 gal **Bedded** 126,834 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 159,000

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	300,936	294,589	85,469	109,491	241,963	252,000	147,012	164,000	2.5
February	311,685	296,667	105,258	123,213	263,000	239,000	195,000	132,000	1.9
March **	293,702	309,885	118,808	142,161	235,867	275,000	169,018	162,000	2.9
April **	316,218	311,260	147,075	139,909	221,150	267,481	220,184	185,830	3.25
May	318,004	317,665	149,126	126,325	234,000	300,180	261,000	293,045	7.6
June	327,808	329,912	136,400	141,430	183,167	203,251	183,360	124,123	2.65
July	312,871	314,364	95,242	106,315	176,000	195,429	144,000	137,369	6.4
August	321,358	324,822	72,415	79,521	185,000	201,118	154,000	132,900	3.6
September	300,680	302,063	91,340	67,700	312,000	226,936	342,000	159,864	5.7
October **	318,893	309,119	88,721	61,992	213,309	209,733	198,997	138,747	2.05
November**	287,629	295,148	86,898	59,769	204,000	217,000	143,000	141,000	3.65
December	287,269	302,135	81,035	80,456	180,706	282,795	101,370	238,529	5.2

Avg Daily/yr 308,088 308,969 104,816 103,190 220,847 239,160 188,245 167,451 47.4  
 Avg Yr Flw 112.45 112.77 38.26 37.66 80.61 87.29 68.71 61.12

Water Capacity	2022	Sewer Capacity	2022
Demand + reservations	354,218 gpd	Discharge 3 year avg (mgd)	0.247 East 0.192 West
Available EDU's (250 gpd)	131	Available EDU's (250 gpd)	4 east + 78 west**

+ east capacity will increase to 404 when the MDE increases the permit to 0.350MGD

\*\* west capacity is much higher but discounted until I and I improvements are proven

\*\*Hydrants flushed this month

October 2019 531,958, Spring 2020 not flushed. Fall 2020 582,024 Spring 2021 704,842 Fall 2021 744,925 Spring 2022 664,933 Fall 2022 749,561(5 day avg)

**Sewer Flow**

Sept flow up 12% (334,018) EWWTP up 9%, W WWTP up 16%. Oct flow down 8% (344,577) EWWTP down 4%, W WWTP down 13%. Nov flow up 1% (358,089) EWWTP 0% chg, W WWTP up 1%. Dec flow up 50% (531,324) EWWTP up 34%, W WWTP up 75%. Jan flow down 20% (415,795) EWWTP down 11%, W WWTP down 31%, Feb flow down 20% (370,313), EWWTP down 14%, W WWTP down 27%. Mar flow up 31% (437,215), EWWTP up 28%, W WWTP up 36%



250,000 to 350,000. MDE has approved the County Water and Sewer Plan which requested the increase in flow. MDE is has started working on the permit may be 9 months till completed.

**Irrigation Pump Station Permit** Renewal has been advertised by MDE.

**MS4 Permit:** Received a Proposal from FSA or inspection and survey MS4 stream improvements to justify the MS4 credits and have placed in the General Fund budget. Staff has submitted the 2022 report to MDE. MDE has issued a new MS4 permit to FrCo (they administer the permit) valid for 5 years. Consultant has reviewed existing SWM ponds, the Town will receive a reduction of 2 acres credit for these ponds reducing the number of credits the Town needed from 18.67 to 16.57.

**West WWTP ENR Upgrade:** A meeting with MDE for planning discharge limits on December 6 revealed concerns by MDE for discharging 700,000 gpd to the Hollow Creek based on summer base flows. Received planning limits Jan 27, 2023 for review. Met with Engineer to discuss the proposed limits and options.

**Wastewater Capacity Management reports:** Submitted February 16, 2023.

# MAIN STREET MIDDLETOWN

**TO:** The Burgess and Commissioners  
**FROM:** Becky Axilbund, Main Street Manager  
**RE:** Workshop Report  
**DATE:** April 6, 2023

## Upcoming Dates:

Wednesday, April 19 - Art On Main  
Thursday, April 20 - Business Mixer at 5:00pm at Jennifer Riley Photography  
Saturday, May 6 - Maryland House & Garden Pilgrimage

## Organization:

- In order to maintain our status as an Accredited Main Street program, the Main Street organization sent me to the National Main Street Conference in Boston, paying for the conference fee, travel, room, and meals during the conference. The conference focused its overall messaging on inclusivity. In addition, specific courses were helpful on marketing, volunteer management, and strengthening the Main Street organization.
- More specifically, I learned about a community self-assessment tool that I think will be very helpful for us as we move forward into budgeting for FY 2024. The National Main Street Center remains focused on the Four Point Approach, but their accreditation requirements are much more specific than in the past. There are six standards that we must meet in order to stay an Accredited Main Street Program. This information will be presented as an Addendum to the staff report for those that wish to have more details.

## Design:

- The FY 2022 MIP Grant covers two major projects (1) the public art and (2) the four interpretative signs. Of course, just this week as I am about to receive the final layout for the TC Harbaugh sign that will be installed in the Green Street Pocket Park, I found this publication in the mix of the Bussard collection – hoping it is not too late to have it made part of the final interpretative panel!
- As part of the FY 2023 MIP Grant, we have two new bike racks that are ready for installation! Main Street looks forward to working with the Town to determine the final exact placement and for the Town to install the two bicycle racks.
- New Town Banners – we have grant funds to move forward with the purchase of two sets of town banners. As stated at the last meeting, we would like











