



AGENDA FOR THE TOWN MEETING

April 8, 2019

6:30 p.m.

PLEDGE TO THE FLAG

CALL TO ORDER

BUDGET WORKSHOP

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

CONSENT AGENDA

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

PERSONAL REQUESTS FOR AGENDA:

- *Citizens Services Child Advocacy Center – April is Child Abuse Prevention Month Proclamation – Arielle Bender, Megan Hedges, and Patty McArdle*

UNFINISHED BUSINESS:

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

REPORT OF COMMITTEES:

Water/Sewer	Commissioner Falcinelli
Public Works	Commissioner Bussard
Sustainability	Commissioner Dietrick
Planning Commission Liaison	Commissioner Catania
Parks & Recreation	Commissioner Goodman
Public Information	Commissioner Falcinelli

NEW BUSINESS:

- **Boiler Replacement Municipal Center – Bid Award (Vote)**
- **Audit FY 2019 – FY 2021 – Bid Award (Vote)**
- **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
Contingency 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 2022 - 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 <small>(Footnote #1)</small>	\$200,000		\$125,000		
Sludge Removal - Reserve Account <small>(Footnote #2)</small>			\$35,000		
Land Leases	\$195,669	\$202,517	\$209,606	\$216,942	\$224,535
Tap Fees <small>(Footnote #3)</small>	\$666,000	\$323,100	\$18,000	\$558,000	\$558,000
State of MD Bay Restoration Fee - Grant					\$1,000,000
Main Street Waterline Loan <small>(Footnote #4)</small>	\$853,871				
Reservoir Tank Loan <small>(Footnote #5)</small>	\$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 <small>(Footnote #4)</small>	\$138,165	\$138,165	\$138,165	\$138,165	\$138,165
RESERVOIR TANK LOAN <small>(Footnote #5)</small>	\$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 <small>(Possible Future)</small>				\$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)				

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MAR 26 2019

TOWN OF MIDDLETOWN, MD

March 15, 2019

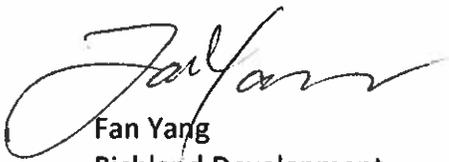
Burgess and Commissioners
Town of Middletown
31 West Main Street
Middletown, Maryland 21769

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

- BURGESS
- ADMINISTRATION
- PUBLIC WORKS
- 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: Angela Phillips Daytime Phone: 301-606-9071
 and Address: 5155 Woodhurst Court Evening Phone: " "
Frederick MD 21703 Email Address: philcot1961@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 Yes _____
 Will you be closing all or part of a roadway? No Yes _____
 If Yes to either of the above, where? _____

Have you requested Local Police assistance?* No _____ Yes Number _____
 Have you requested Maryland State Police assistance?* No 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

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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: Angela Phillips
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

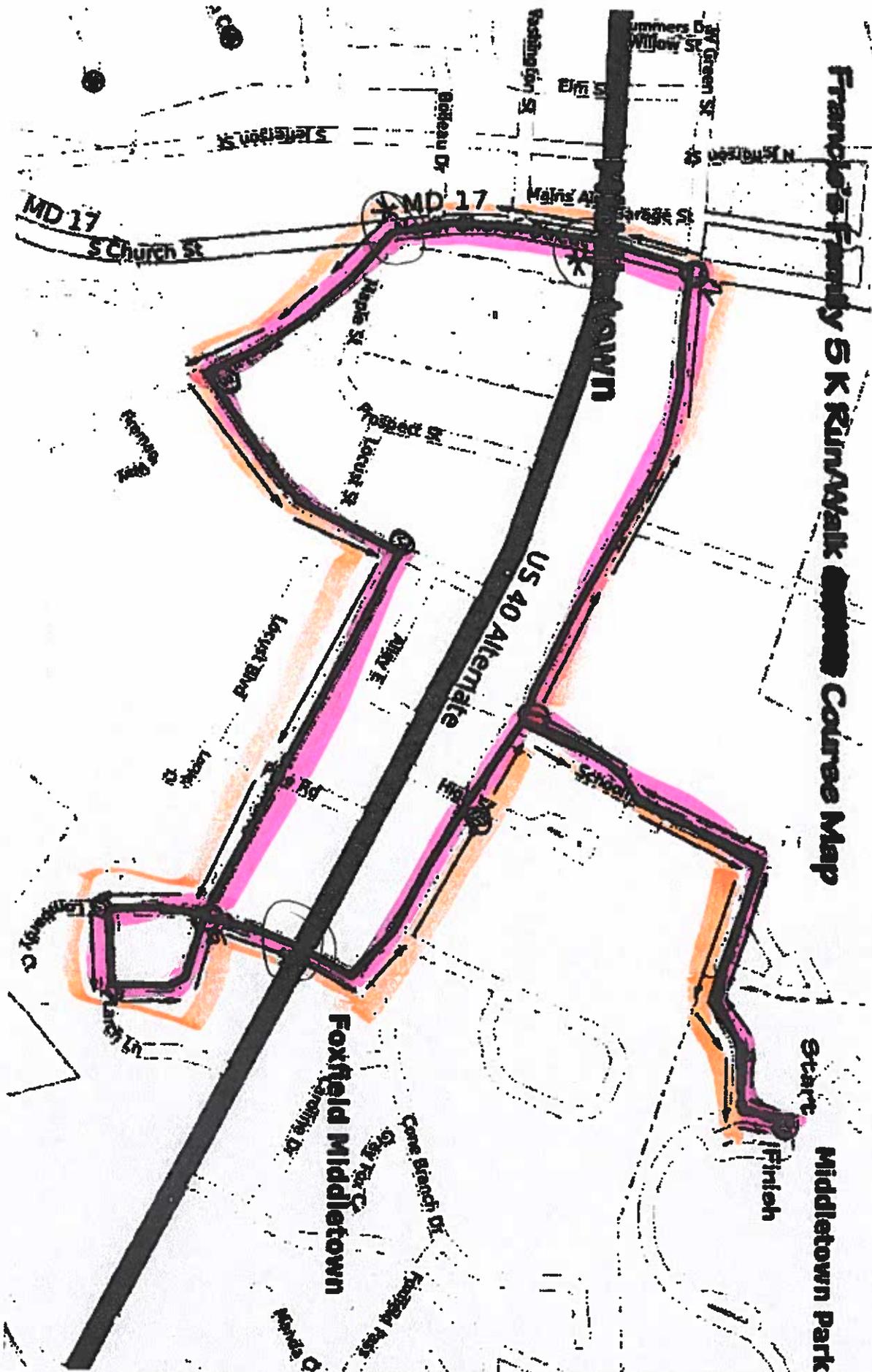
Local Government (_____): _____
AGENCY SIGNATURE PRINTED NAME DATE

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

Maryland State Police: _____
SIGNATURE PRINTED NAME DATE

State Highway Administration: _____
SIGNATURE PRINTED NAME DATE

Francis Family 5K Run/Walk Course Map



Town of Middletown
Statement of Revenue & Expenditures
 General Fund
 Fiscal Year 2019
 For the 9 Months Ended March 31, 2019

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
REVENUE			
<u>LOCAL TAX</u>			
Real Property	\$ 1,304,924	\$ 1,192,425	\$ (112,499)
Tangible Personal Property	44,063	47,780	3,717
Public Utilities	14,192		(14,192)
Franchise (Cable)	55,145	24,855	(30,290)
Penalties & Interest	<u>11,043</u>	<u>378</u>	<u>(10,665)</u>
	\$ 1,429,367	\$ 1,265,438	\$ (163,929)
<u>STATE SHARED TAX</u>			
Admission & Amusement	\$ 34,125	\$ 18,225	\$ (15,900)
Highway Gasoline & Licenses	<u>177,025</u>	<u>145,396</u>	<u>(31,629)</u>
	\$ 211,150	\$ 163,621	\$ (47,529)
<u>COUNTY SHARED TAX</u>			
Income Taxes	\$ 1,024,876	\$ 590,788	\$ (434,088)
Tax Equity Grant	<u>632,552</u>	<u>474,414</u>	<u>(158,138)</u>
	\$ 1,657,428	\$ 1,065,202	\$ (592,226)
<u>LICENSES AND PERMITS</u>			
Business / Traders	\$ 4,900	\$ 316	\$ (4,584)
Planning / Zoning Fees	<u>21,290</u>	<u>13,150</u>	<u>(8,140)</u>
	\$ 26,190	\$ 13,466	\$ (12,724)
<u>PARKS AND RECREATION</u>			
Pavillion Fees	<u>\$ 4,315</u>	<u>\$ 2,211</u>	<u>\$ (2,104)</u>
	\$ 4,315	\$ 2,211	\$ (2,104)
<u>POLICE PROTECTION</u>			
State Grant	<u>\$ 26,187</u>	<u>\$ 6,467</u>	<u>\$ (19,720)</u>
	\$ 26,187	\$ 6,467	\$ (19,720)
<u>MISCELLANEOUS</u>			
Bank Shares Grant	\$ 2,500	\$ 1,491	\$ (1,009)
Miscellaneous & Donations	<u>(77)</u>	<u>(77)</u>	<u>(77)</u>
	\$ 2,500	\$ 1,414	\$ (1,086)
OPERATING REVENUES	\$ 3,357,137	\$ 2,517,819	\$ (839,318)
State Grants & Interest	\$ 100,900	\$ 18,077	\$ (82,823)
TOTAL REVENUE	\$ 3,458,037	\$ 2,535,896	\$ (922,141)

Town of Middletown
Statement of Revenue & Expenditures
 General Fund
 Fiscal Year 2019
 For the 9 Months Ended March 31, 2019

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<u>EXPENDITURES</u>			
<u>LEGISLATIVE</u>			
Commissioner's Salary	\$ 21,000	\$ 15,400	\$ (5,600)
Communications	3,480	1,812	(1,668)
Dues & Subscriptions	7,400	6,863	(537)
Office Supplies & Exp	7,500	2,151	(5,349)
Advertising	500		(500)
Meetings & Conventions	7,500	7,713	213
	<u>\$ 47,380</u>	<u>\$ 33,939</u>	<u>\$ (13,441)</u>
<u>EXECUTIVE</u>			
Burgess Salary	<u>\$ 10,200</u>	<u>\$ 7,650</u>	<u>\$ (2,550)</u>
	\$ 10,200	\$ 7,650	\$ (2,550)
<u>ELECTION</u>			
Clerk Fees			
Other Administrative Expenses			
<u>GENERAL SERVICES</u>			
<u>ADMINISTRATION</u>			
Administrative Salary	\$ 272,402	\$ 201,979	\$ (70,423)
Postage & Printing	200	10	(190)
Communications	10,300	5,509	(4,791)
Computer Expenses	21,800	45,947	24,147
Office Supplies & Exp	42,232	24,849	(17,383)
Office Maintenance	23,500	22,233	(1,267)
Dues & Subscriptions	150		(150)
Professional Services	4,600	2,010	(2,590)
Meetings & Conventions	100	370	270
Water and Sewer Grant			
	<u>\$ 375,284</u>	<u>\$ 302,907</u>	<u>\$ (72,377)</u>
<u>OPERATIONS</u>			
Operations Salary	\$ 247,722	\$ 195,082	\$ (52,640)
Communications	10,200	7,384	(2,816)
Supplies & Expenses	19,500	12,817	(6,683)
Dues & Meetings	1,500	175	(1,325)
Maintenance & Repairs	25,982	11,570	(14,412)
Tools & Equipment	3,166	1,903	(1,263)
	<u>\$ 308,070</u>	<u>\$ 228,931</u>	<u>\$ (79,139)</u>
<u>PROFESSIONAL SERVICES</u>			
Independent Accounting	\$ 16,000	\$ 16,000	

Town of Middletown
Statement of Revenue & Expenditures
 General Fund
 Fiscal Year 2019
 For the 9 Months Ended March 31, 2019

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
Legal - Development			
Legal - Ordinances	9,130	2,612	(6,518)
	\$ 25,130	\$ 18,612	\$ (6,518)
 <u>PLANNING & ZONING</u>			
Salary & Fees	\$ 64,415	\$ 42,661	\$ (21,754)
Other Expenses	2,684	2,209	(475)
	\$ 67,099	\$ 44,870	\$ (22,229)
 <u>MAIN STREET PROGRAM</u>			
Manager Salary	\$ 47,147	\$ 33,524	\$ (13,623)
Town Contribution	10,000	10,000	
	\$ 57,147	\$ 43,524	\$ (13,623)
 <u>PUBLIC SAFETY</u>			
Fire Dept. Donation	\$ 20,000	\$ 20,000	
School Crossing Guards	21,910	11,274	(10,636)
Community Deputy Program	393,895	198,714	(195,181)
	\$ 435,805	\$ 229,988	\$ (205,817)
 <u>SANITATION & WASTE REMOVAL</u>			
Resident Trash & Yard Waste	\$ 284,930	\$ 193,621	\$ (91,309)
 <u>RECREATION AND CULTURE</u>			
Park Salary	49,000	19,796	(29,204)
Park Electric	2,505	1,654	(851)
Remsberg Park Electric		2,818	2,818
Maintenance & Repairs	31,150	11,661	(19,489)
Mowing	33,935	13,671	(20,264)
Remsberg Park - Interest	4,389	3,906	(483)
Remsberg Park - Principal	119,161	99,052	(20,109)
	\$ 240,140	\$ 152,558	\$ (87,582)

Town of Middletown
Statement of Revenue & Expenditures
 General Fund
 Fiscal Year 2019
 For the 9 Months Ended March 31, 2019

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<u>HIGHWAYS AND STREETS</u>			
Salary	\$ 70,232	\$ 71,639	\$ 1,407
Street Lighting	182,300	121,367	(60,933)
Storm Water Management	7,545	2,660	(4,885)
Snow Removal	85,300	121,527	36,227
Repairs & Resurfacing	92,000	46,859	(45,141)
Signs	5,300	3,809	(1,491)
Truck Repair & Operation	28,000	23,257	(4,743)
Equipment Repairs & Ops	21,172	5,996	(15,176)
Mowing	33,440	18,432	(15,008)
Interest	77,358	58,537	(18,821)
West Green St - Principal	<u>100,000</u>	<u>65,960</u>	<u>(34,040)</u>
	\$ 702,647	\$ 540,043	\$ (162,604)
<u>OTHER EXPENSES</u>			
MT Historical Society - CIP	\$ 5,000	\$ 5,000	
Donations	100		(100)
Travel - Mileage	2,278	917	(1,361)
Community Events	53,290	7,543	(45,747)
Payroll Taxes	63,139	43,352	(19,787)
Insurance - Property	15,906	23,085	7,179
Insurance - Employee	165,325	100,657	(64,668)
Retirement/Pension	71,102	70,126	(976)
Web Page & Directory	3,755	3,630	(125)
Real Estate Taxes	800	1,680	880
Other	<u>4,000</u>	<u>2,575</u>	<u>(1,425)</u>
	\$ 384,695	\$ 258,565	\$ (126,130)
TOTAL EXPENDITURES	<u>\$ 2,938,527</u>	<u>\$ 2,055,208</u>	<u>\$ (883,319)</u>
INCOME (LOSS) Exc. Cash Reserves	\$ 519,510	\$ 480,688	\$ (38,822)
CASH RESERVES	\$ 881,203	\$ 452,096	\$ (429,107)
SURPLUS / (DEFICIT)	<u>\$ 1,400,713</u>	<u>\$ 932,784</u>	<u>\$ (467,929)</u>

Town of Middletown
CIP Funds & Expenditures
 General Fund
 Fiscal Year 2019
 For the 9 Months Ended March 31, 2019

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
OPERATING REVENUE			
Revenue	\$ 3,357,138	\$ 2,517,819	\$ (839,319)
OPERATING EXPENSES			
Expenses	3,357,138	2,055,208	(1,301,930)
OPERATING SURPLUS (DEFICIT)		\$ 462,611	\$ 462,611
<u>OTHER FUND</u>			
POS - Development	\$ 36,900	\$ 7,700	\$ (29,200)
Community Legacy Grants	64,000		(64,000)
RETAINED EARNINGS	299,658		(299,658)
Interest	865	10,377	9,512
Improvement Fees	<u>241,500</u>	<u>238,750</u>	<u>(2,750)</u>
TOTAL OTHER FUNDS	\$ 642,923	\$ 256,827	\$ (386,096)
TOTAL FUNDS AVAILABLE	\$ 642,923	\$ 719,438	\$ 76,515
<u>CIP PROJECTS & PURCHASES</u>			
SHA Streetscape Lighting	\$ 175,000		\$ (175,000)
Broad Street Reconstrurction	111,000	6,573	(104,427)
Elm Street - TCS	25,000	1,039	(23,961)
Elm Street Parking Lot Upgrades	90,000		(90,000)
Manda Drive - TCS	95,000		(95,000)
Manda Court - TCS	52,000		(52,000)
Washington Street Retaining Wall	25,000		(25,000)
Foxfield Swale Reconstruction	15,000		(15,000)
Remsberg Park - Walking Trail Pa	25,000		(25,000)
Cone Branch Walking Trail - Benc	6,500	22,295	15,795
Walking Trail Signage	5,000		(5,000)
Wiles Branch Picnic Benches	4,500		(4,500)
Foxfield Walking Trail - Ext to	25,000		(25,000)
Befco Slit Seeder	8,000		(8,000)
Municipal Center - HVAC Replacem	60,000		(60,000)
Municipal Center - Boiler Replac	35,000	10,500	(24,500)
Municipal Center - ADA Improve	30,000		(30,000)
Street Pretreatment Equipment -	60,360		(60,360)
Maintenance Facility at EWWTP		1,800	1,800
IT Computer Equipment Lease	<u>37,000</u>		<u>(37,000)</u>
	\$ 824,000	\$ 42,207	\$ (781,793)
OPERATING & CIP SURPLUS (DEFICIT)	\$ (181,077)	\$ 677,231	\$ 858,308

Town of Middletown
CIP Funds & Expenditures
 General Fund
 Fiscal Year 2019
 For the 9 Months Ended March 31, 2019

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
Cash Reserves	\$ 346,150	\$ 253,934	\$ (92,216)
TOTAL CASH SURPLUS	<u><u>\$ 165,073</u></u>	<u><u>\$ 931,165</u></u>	<u><u>\$ 766,092</u></u>

Town of Middletown
STATEMENT OF REVENUE and EXPENDITURES
WATER & SEWER
Fiscal Year 2019
For the 9 Months Ended March 31, 2019

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
<u>REVENUE</u>			
Water Revenue	\$ 624,139	\$ 456,148	\$ (167,991)
Sewer Revenue	616,076	453,951	(162,125)
Penalties/Reconnects	22,161	10,243	(11,918)
Rain Barrel Sales	1,000		(1,000)
General Fund Grant/Misc			
TOTAL OPERATING REVENUE	\$ 1,263,376	\$ 920,342	\$ (343,034)
<u>EXPENDITURES</u>			
<u>ADMINISTRATIVE</u>			
Office Salaries	\$ 34,407	\$ 27,846	\$ (6,561)
Communications	11,742	8,795	(2,947)
Postage	9,750	6,000	(3,750)
Office Supplies/Expense	14,000	6,308	(7,692)
Legal - Other	2,000	2,438	438
Meetings & Seminars	500	120	(380)
Advertising	500		(500)
Uniforms	5,068	2,629	(2,439)
Dues/Subscrip/Certifications	500	679	179
Travel	200		(200)
Payroll Taxes	23,721	17,104	(6,617)
Insurance - Prop. & Liability	11,848	14,401	2,553
Insurance - Workers Comp	9,911	(1)	(9,912)
Insurance - Health	54,716	29,220	(25,496)
Retirement/Pension	22,912	13,519	(9,393)
Real Estate Taxes	292	292	
Rain Barrel/Educational Programs	1,000		(1,000)
I & I Loan Principal and Interest	32,743	32,498	(245)
Sub-Total	\$ 235,810	\$ 161,848	\$ (73,962)
<u>Vehicles & Equipment</u>			
2016 Truck (Pearl)	\$ 1,100		\$ (1,100)
2008 Truck	4,200	142	(4,058)
2012 Truck (Miller)	1,800	690	(1,110)
2013 Truck (Whitney)	2,600	120	(2,480)
2015 Meter Van (Hightman)	2,300	1,734	(566)
Misc Equipment		754	754
Bobcat Mini-Excavator		91	91
Case Backhoe	3,000	3,002	2
Sub-Total	\$ 15,000	\$ 6,533	\$ (8,467)

Town of Middletown
STATEMENT OF REVENUE and EXPENDITURES
WATER & SEWER
Fiscal Year 2019
For the 9 Months Ended March 31, 2019

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
WATER			
Salaries	\$ 151,440	\$ 105,555	\$ (45,885)
Water Distribution System			
Supplies	5,500	14,799	9,299
Repairs & Maintenance	37,000	22,580	(14,420)
Water Line Break Repairs	5,000	1,333	(3,667)
Chemicals	500	2,106	1,606
Tools & Equipment	4,000	50	(3,950)
Sub-Total	\$ 52,000	\$ 40,868	\$ (11,132)
Water Plant/Reservoir/Booster/Tower/BS Wellhouse			
Supplies	\$ 2,000	\$ 3,719	\$ 1,719
Repairs & Maintenance	37,722	3,278	(34,444)
Chemicals	17,132	12,483	(4,649)
Tank Maintenance Contract	100,000		(100,000)
Tools & Equipment	1,932	631	(1,301)
Testing & Analysis	5,900	2,766	(3,134)
Sub-Total	\$ 164,686	\$ 22,877	\$ (141,809)
Water Electric	\$ 26,561	\$ 40,338	\$ 13,777
TOTAL WATER EXPENSES	\$ 394,687	\$ 209,638	\$ (185,049)
SEWER			
Salaries	\$ 115,933	\$ 90,869	\$ (25,064)
Sewer Collection System			
Cone Branch PS		5,385	5,385
Brookridge South PS		2,308	2,308
Foxfield PS		1,624	1,624
Sanitary Sewerlines & Manholes	22,080	11,080	(11,000)
I & I Accrual	75,000	56,250	(18,750)
Sub-Total	\$ 97,080	\$ 76,647	\$ (20,433)

Town of Middletown
STATEMENT OF REVENUE and EXPENDITURES
WATER & SEWER
Fiscal Year 2019
For the 9 Months Ended March 31, 2019

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
Wastewater Treatment Plants			
East Wastewater Treatment Plant			
Supplies	\$ 5,581	\$ 10,565	\$ 4,984
Repairs & Maintenance	12,600	15,829	3,229
Chemicals	34,285	31,622	(2,663)
Tools & Equipment	4,500	1,493	(3,007)
Testing & Analysis	36,611	20,716	(15,895)
Sludge Hauling Expense	<u>55,669</u>	<u>31,053</u>	<u>(24,616)</u>
Sub-Total	\$ 149,246	\$ 111,278	\$ (37,968)
West Wastewater Treatment Plant			
Supplies	\$ 2,500	\$ 862	\$ (1,638)
Repairs & Maintenance	15,000	2,069	(12,931)
Chemicals	50,531	38,130	(12,401)
Tools & Equipment	2,766	15	(2,751)
Testing & Analysis	10,449	6,068	(4,381)
Sludge Hauling Expense	<u>17,250</u>	<u>12,937</u>	<u>(4,313)</u>
Sub-Total	\$ 98,496	\$ 60,081	\$ (38,415)
Sewer Electric	\$ 104,118	\$ 53,964	\$ (50,154)
TOTAL SEWER EXPENSES	\$ 564,873	\$ 392,839	\$ (172,034)
TOTAL WATER/SEWER EXPENSES	\$ 1,210,370	\$ 770,858	\$ (439,512)
3.4% of Operating Expenses	\$ 41,153	\$ 26,209	\$ (14,943)
Liner Inspection and Repair	<u>\$ 10,000</u>		<u>\$ (10,000)</u>
CONTINGENCY FUND	\$ 51,153	\$ 26,209	\$ (24,943)
ADJUSTED WATER/SEWER EXPENSES	\$ 1,261,523	\$ 797,067	\$ (464,455)
NET INCOME (LOSS)	\$ 1,853	\$ 123,275	\$ 121,421

Town of Middletown
CIP FUNDS and EXPENDITURES
WATER & SEWER
Fiscal Year 2019
For the 9 Months Ended March 31, 2019

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
East WWTP - Dewatering Sludge Tan	\$ 15,000		\$ (15,000)
East WWTP - Influent Flume & Ultr	20,000		(20,000)
East WWTP - Sludge Removal Reed B	35,000		(35,000)
East WWTP - Sludge Mag Meter	15,000		(15,000)
Vactor Trailer & Excavator	75,000		(75,000)
Inflow and Infiltration	<u>50,000</u>	<u>95,409</u>	<u>45,409</u>
TOTAL WATER & SEWER PROJECTS	\$ 2,397,668	\$ 887,267	\$ (1,510,401)
TOTAL FUNDS REMAINING	<u><u>\$ 626,290</u></u>	<u><u>\$ 3,590,554</u></u>	<u><u>\$ 2,964,264</u></u>



**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 and 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

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

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 FURTHER 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:

**BURGESS AND COMMISSIONERS
OF MIDDLETOWN**

Andrew J. Bowen, Town Administrator

By: _____
John D. Miller, Burgess



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

Town Administrator Andrew Bowen	301-371-6171 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 <i>E. coli</i> 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 <i>E. coli</i> 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 WWTP. 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 be 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.

