



**VIRTUAL MEETING
AGENDA FOR THE TOWN MEETING
May 11, 2020
6:30 p.m.**

PLEDGE TO THE FLAG

CALL TO ORDER

BUDGET WORKSHOP

- [FY 2021 General Fund Operating Budget](#) ²
- [FY2021 – FY2025 General Fund Capital Improvements Program \(CIP\)](#) ¹

PERSONAL REQUESTS FOR AGENDA:

CONSENT AGENDA

- Town Meeting Minutes
 - [April 27, 2020 – Town Meeting](#) ²

UNFINISHED BUSINESS:

- Appointment of Standing Committee Chairs ²
- [Memorial Bench & Tree Program](#) ⁴

REPORT OF COMMITTEES:

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

¹ First Appearance on Town Agenda

² Second Appearance on Town Agenda

³ Third Appearance on Town Agenda

⁴ Fourth Appearance on Town Agenda

NEW BUSINESS:

- Discussion of Dog Park Fees ²
- Board of Appeals Vacancies ²
- Schedule Public Hearing for Operating Budgets ¹

PUBLIC COMMENTS:

ANNOUNCEMENTS:

- *Please Complete Your Census Information*

ADJOURNMENT

Zoom Invitation Information:

Topic: Town Meeting - May 11

Time: May 11, 2020 06:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/89039045310?pwd=MHlkSmE4eXVkbWJGb09yLzFBYjc0dz09>

Meeting ID: 890 3904 5310

Password: 215123

¹ First Appearance on Town Agenda

² Second Appearance on Town Agenda

**TOWN OF MIDDLETOWN
GENERAL FUND
BUDGET FY 2021**

DESCRIPTION	AUDIT FY2016	AUDIT FY2017	AUDIT FY2018	Audit FY2019	Budget FY2020	Draft Budget FY2021	Variance	SALY = Same As Last Year
REVENUE								
LOCAL TAXES	104%	103%	128%					
Real Property	1,133,834	\$1,229,017	1,304,536	1,352,162	1,343,672	1,388,385		From CYTR Statement
Tangible Personal Property	39,544	\$40,735	52,134	57,712	56,392	51,168		Reduced by 22%
Public Utilities	9,400	\$12,869	-	-	-	-		
Franchise (Cable)	48,405	\$50,981	50,664	49,441	54,750	53,479		Upward Trend 4%
Discounts	(14,112)	(14,852)	(17,289)	(14,799)	(17,501)	(17,994)		Discounts represent 1.25% of Tax Revenue
Penalties & Interest	8,085	10,494	9,597	9,774	11,201	11,516		Represent .8% of Tax Revenue
	1,225,156	1,329,244	1,399,642	1,454,290	1,448,514	1,486,555	2%	
STATE SHARED TAXES								
Amusement Taxes	9,565	31,547	26,197	25,956	28,339	6,250		Reduced by 75% since this is revenue is solely the golf course
Highway User Taxes	156,127	154,057	161,045	178,510	225,440	178,510		Reduced by 22% - Future Evaluation as the Fiscal Year is ongoing
	165,692	185,604	187,242	204,466	253,778	184,760	-10%	
COUNTY SHARED TAXES								
Income Taxes	915,506	\$880,538	1,034,356	1,033,620	1,118,764	916,367		We were trending at 10% increase in FY2020 from FY19. I calculated a 22% decrease for FY21 from actuals from 19 after adding standard Future Value of 4%.
Tax Equity	555,964	\$566,687	610,423	632,552	674,672	657,252		FY 2021 Tax Equity from Frederick County
	1,471,470	1,447,225	1,644,779	1,666,172	1,793,436	1,573,619	-6%	
LICENSES, PERMITS & FEES								
Filing/Permit Fees	6,013	8,871	9,473	11,502	9,859	6,500		March/April down in FY020
Beer, Wine & Liquor	-	-	-	-	-	-		
Traders	4,752	\$4,645	6,444	5,304	4,900	4,900		\$4.0K usually received in May-June
Planning & Zoning	11,450	\$11,691	\$3,715	6,515	3,715	3,700		
	22,215	25,207	19,632	23,321	18,474	15,100	-35%	
PARKS & RECREATION								
Pavillion Fees	3,158	4,315	3,958	4,135	3,046	-	-100%	YTD \$1904
POLICE PROTECTION								
State Grant	24,987	\$26,320	26,197	26,654	26,197	20,200	-24%	Per MML Memo #1
MISC INCOME								
Other (Bank Grant, Animal, Citations)	4,910	\$13,047	3,473	15,925	2,500	8,137		Bank Shares \$1490; Bank Interest
Farm Lease	-	-	-	-	-	7,266		
	4,910	13,047	5,743	11,335	5,000	15,403	36%	
OPERATING REVENUE	2,917,587	3,030,962	3,290,666	3,390,373	3,548,445	3,295,637	-3%	
EXPENSES								
LEGISLATIVE								
Commissioner's Fees	12,900	15,800	16,750	22,550	21,000	21,000		5 Commissioners/\$350/month
Communications	3,185	3,376	10,521	3,097	3,120	3,120		Wireless \$260/month
Dues & Subscriptions	7,226	6,838	6,485	6,863	7,000	7,200		MML \$6.5K. Local chapter Dues \$500
Office Supplies/Expenses	7,359	9,328	6,806	2,921	5,913	5,951		5 Year Average
Advertising	2,331	1,560	-	669	500	1,035		
Meetings & Conventions	15,048	6,963	12,839	15,131	8,500	11,277		MML \$6.5k; Monthly Meetings and Misc \$2k
	48,049	39,830	39,830	51,231	46,033	49,583	-3%	
EXECUTIVE								
Burgess	7,050	10,200	10,200	10,200	10,200	10,200	0%	850/month
ELECTION EXPENSES								
Clerk Fees	450	-	560	-	450	-		
Printing, Supplies, Advertising	223	-	122	-	122	-		
	673	-	682	-	572	-		
GENERAL/ADMINISTRATIVE SERVICES								
Capital Outlay	-	-	-	-	-	-		
Administration Salary	248,153	247,268	273,948	209,109	282,712	285,536	37%	Based on up to a 4% Increase (2% COLA); This category includes Vac/Sick/Comp Pay for all GF employees; Hawkins 4wks vacation
Postage & Printing	16	114	13	9	200	200		
Communications	6,788	6,932	9,996	7,715	10,609	7,320		FY 2020 (+3%) (Sprint \$2.4k, Comcast \$4920k)
Computer Expenses	27,814	29,534	29,159	26,661	25,700	30,200		Innovative Support \$21.5k; Sage \$2.8k; ESRI \$4.9k (Added Pearl and Hinkle); Misc \$1000
Supplies & Expense	26,345	37,364	46,210	41,070	33,500	33,500		Xerox \$7.2k, Pitney \$7.1k, USBank Copier Lease \$7.2k, Average Supplies and Expenses \$12k (Fuel Oil Reclassed to Maintenance Category)
Maintenance & Repairs	30,325	34,620	34,909	29,885	39,600	26,000		GoodClean \$8.5k, Misc Cleaning \$2k; Electric \$5k; Wash Gas \$1500; Maint Contracts \$6k - Fuel Oil Savings; Bruce Back Stair Rubber Tread Replacement \$3,000
Professional Services	5,470	4,088	560	2,483	4,354	3,489		5 Year Historical Average
Dues & Subscriptions	-	-	-	-	150	150		
Meetings & Seminars	161	345	4	1,350	100	1,500		
	425,072	360,265	394,799	318,282	396,925	387,895	22%	
OPERATIONS/MAINTENANCE								
Maintenance - Capital Outlay	-	-	-	-	-	-		
Operations Salary	90,045	47,602	256,811	296,249	265,941	286,570		Up to a 4% (2% COLA) Annual Increase - slightly variable based on vacation/overtime allocations
Communications	8,830	8,258	8,907	10,656	8,330	11,530		Verizon, Sprint, Comcast, PR Reimbursements - estimated 4% increase

**TOWN OF MIDDLETOWN
GENERAL FUND
BUDGET FY 2021**

DESCRIPTION	AUDIT FY2016	AUDIT FY2017	AUDIT FY2018	Audit FY2019	Budget FY2020	Draft Budget FY2021	Variance	SALY = Same As Last Year
Supplies	11,631	11,154	13,980	16,320	14,200	19,600		Supplies \$15k; Uniforms \$87.10/week = \$4.6k ACEUNI
Dues/Training/Certifications	2,299	215	1,506	175	1,500	929		5 Year Historical Average
Maintenance & Repairs	15,514	15,581	15,113	6,487	14,847	12,932		Estimate based on historical average
Mowing	11,780	11,780	12,380	15,543	17,764	18,012		See Mowing Tab
Tools & Equipment	1,726	8,362	7,907	2,498	4,643	4,356		Estimate based on 5 year historical average
	239,340	282,384	316,604	347,928	327,224	353,928	2%	
PROFESSIONAL SERVICES								
Independent Accounting	13,000	13,000	13,475	16,000	17,500	17,500		Based on Contract
Legal - Development & Ordinance	9,309	13,594	9,329	3,870	9,395	8,391		Estimate based on 5 Year Average
	22,309	26,594	22,804	19,870	26,895	25,891	30%	
PLANNING & ZONING								
Salaries	41,672	43,163	43,766	48,600	48,600	50,699		Up to a 4% (2% COLA) Annual Increase
Bd Members Compensation	7,950	7,800	7,350	18,030	18,030	18,486		Zoning Admin Salary; P&Z \$5.4k, BOA \$150
Zoning Expenses	1,716	2,606	2,455	2,529	2,529	2,605		Miss Utility charges. \$1.2k; \$500
	51,338	53,569		69,159	69,159	71,790	4%	
MAIN STREETS MANAGER								
Mainstreet - Capital Outlay					6,900			
Salary	41,716	45,761	46,170	47,968	48,914	50,995		4% (2% COLA) Annual Increase
Town Contribution	10,970	10,260	12,503	10,470	10,000	10,000		SALY
	52,686	56,021	58,673	58,438	65,814	60,995	4%	
PUBLIC SAFETY								
Fire Department Donation	20,000	20,000	20,000	20,000	20,000	20,000		SALY
School Crossing Guards	15,694	18,422	16,338	18,486	29,961	25,664		Top 5 Salaries x 183 school days x 2 shifts per day (min wage 11.75 in FY21)
Deputy Contract Services	352,149	366,406	385,232	370,553	388,063	400,794		Showing an 8% increase in cost. Waiting for new contract costs
	387,843	404,828	421,570	409,039	438,024	446,458	9%	
SANITATION & WASTE REMOVAL								
Trash Collection & Disposal								
Recycling Pickup Station	6,876	6,991	8,014	12,966	8,060	14,028		
Regular Pick-up	128,862	128,862	131,637	148,365	132,371	132,371		
Landfill - Tipping Fees	84,356	85,687	90,414	90,970	95,924	91,350		Estimated 5% Increase
Yard Waste (April - Dec)	27,832	32,681	27,832	35,752	30,456	34,211		Per contract 2631.60/month
Eco-Bags	19,610	20,074	22,014	15,400	24,000	24,000		
	267,536	274,295	279,910	303,453	290,811	295,960	-2%	
RECREATION & CULTURE								
Park Capital Outlay								
Park Interest	14,632	11,320	7,906	4,389	918			Loan Paid Off
Park Loan Payments	108,917	112,230	115,643	120,091	81,448			
Park Salary	50,350	59,863	38,083	33,878	29,961	28,253		Up to 4% (2% COLA) Increase - Department Salaries Variable. Projected parks salary down due to interns taking over workload at lower hourly rates.
Park Electric	1,104	2,532	6,756	15,416	7,172	16,359		3% Estimated increase from FY19
Park Supplies/Equipment	1,143	2,601	7,740	-	6,178	11,500		Flowers \$6.5k; Remsburg Porta Pots \$3k; Misc \$2k
Park Mowing Contract	26,692	27,628	22,747	32,212	37,547	38,154		Mowing Tab
Park Repairs & Maintenance	45,351	53,151	40,295	31,785	44,300	29,400		Wiles Branch Aerate and weed \$2.5k; mulch \$10k; Remsburg Park Field Restoration 6.9k; Parking lot Equip Rental \$3k;
	248,189	269,324	239,170	237,771	207,523	123,666	-48%	
HIGHWAYS & STREETS								
Streets Capital Outlay								
Vehicle/Equipment Capital Outlay								
Salaries - Regular	73,748	62,668	82,589	104,798	86,361	117,086		Up to 4% (2% COLA) Annual Increase
Street Lighting	167,897	205,316	156,398	174,115	172,433	191,966		FY19 estimate based on YTD Usage \$162k; 5% increase for FY2020 budget
Storm Water Management	2,299	5,385	2,167	5,260	9,842	24,257		Filtera Maintenance \$11k; Foxfield Swale Blowout \$3k; Coblenz SWM Fence \$500; Gates \$1.5k; Coblenz Fence \$100; Walnut Pond \$1k
Snow Removal	72,612	32,725	76,655	123,848	110,300	108,300		Per Bruce
Mowing (SWM & Streets)	31,744	31,744	31,720	36,133	36,177	36,766		Mowing Tab
Repairs & Resurfacing	6,794	98,079	41,556	107,282	92,450	77,073		Elm Stree Sweep \$500; Jefferson Village \$500; Patching Contract \$76,072.50
Signs	5,083	4,010	10,459	9,608	14,000	9,000		Street Sign Replacements \$4k; Powder Coating Main Street \$2.5k, Misc \$2.5k
Truck Repair & Maintenance	35,693	39,127	31,061	34,548	33,000	35,600		Bruce \$20.6k; Fuel \$13k; Misc \$2k
Equipment Repairs & Maintenance	3,511	6,961	10,986	23,915	15,120	13,225		Bruce Equipment \$13.5k
Street Loan - Principal	12,000	111,505	112,505	113,500	117,000	120,500		E Green St/West Green Street Loans - FY19 Loans Tab Used Updated Ammortization schedule to 20 year loan 100% Green St.
Street Loan - Interest	85,447	123,174	83,248	60,775	79,203	75,543		E Green St/West Green Street Loans - FY19 Loans Tab
	496,828	735,424	639,344	793,782	815,886	809,315	2%	
MISCELLANEOUS								
MT Historical Society	5,000	5,000	5,000	5,000	5,000	5,000		
Donations	1,000	500	-	-	100	100		
Mileage - Travel	1,957	1,301	1,027	1,390	2,084	1,822		Estimate based on historical average
Web Page / Directory / Public Information	15,097	2,833	2,979	5,236	3,471	3,735		Estimate based on historical average (excluding website design in FY16)
Community Events	51,772	105,453	33,140	46,149	33,140	33,510		SALY - Need Community Group Requests
Community Events (Town Share)			34,405		38,439	26,446		Staff Salary OT (\$4k), Heritage Town Exp (\$12.5k Deputies, Street Clean, Brochures, VMS Sign, Misc.), CITY VMS Sign \$1.6k; Xmas Tree \$3k; Halloween Tent \$3025; Coloring the Street \$1.5k VMS, \$1.2k Deputy
Payroll Taxes	54,019	53,572	54,970	60,392	66,223	69,747		Salary Detail Tab - Based on 4% pay Increase
Insurance								
Property	12,477	14,265	13,835	12,635	14,968	13,670		Estimated 4% Increase

**TOWN OF MIDDLETOWN
GENERAL FUND
BUDGET FY 2021**

DESCRIPTION	AUDIT FY2016	AUDIT FY2017	AUDIT FY2018	Audit FY2019	Budget FY2020	Draft Budget FY2021	Variance	SALY = Same As Last Year
Health	122,055	121,637	132,022	130,984	150,335	162,711		Health Insurance Worksheet - 12% increase
Worker's Compensation	14,456	19,264	19,376	16,665	18,639	20,697		Workers Comp Tab - Per invoice, derical and discount percentages changed
Professional	946	946		946	631	946		Estimate based on historical average
Pension	49,784	56,115	57,944	64,262	73,316	80,080		Pension Worksheet - Estimate based on 4% salary increase
Real Estate Taxes	800	800	1,679	1,680	800	1,680		
Miscellaneous	12,688	4,061	2,932	3,195	4,000	4,000		\$2k Christmas Cash Gifts, \$2k Other Misc.
	342,051	385,747	359,309	348,534	411,145	424,143	22%	
TOTAL OPERATING EXPENSES	2,583,964	2,898,481	2,782,895	2,967,688	3,106,212	3,059,824	3%	
TOTAL OPERATING SURPLUS	333,623	132,481	507,770	422,685	442,233	235,813	-44%	



BURGESS AND COMMISSIONERS OF MIDDLETOWN

GENERAL CAPITAL IMPROVEMENT BUDGET FY 2021 - FY 2025

	FY '21	FY '22	FY '23	FY '24	FY '25
INCOME					
CASH RESERVES	\$1,042,225	\$391,248	\$169,299	\$368,372	(\$26,707)
INTEREST INCOME	\$2,606	\$978	\$423	\$921	(\$67)
IMPROVEMENT FEES	\$7,000	\$7,000	\$265,650	\$147,000	\$147,000
OPERATING INCOME From Previous Years	\$235,813	\$425,000	\$450,000	\$475,000	\$500,000
LOAN for Broad Street		\$1,224,000			
State of Maryland Bond Bill		\$203,000			
PROGRAM OPEN SPACE and Community Parks & Playground	\$163,763				
SUB-TOTAL	\$1,451,407	\$2,251,226	\$885,372	\$991,293	\$620,226
PROJECTS					
Highways & Streets					
<u>Broad Street Reconstruction</u>					
Broad Street - Engineering and Design	\$6,634				
Broad Street - Reconstruction		\$1,224,000			
<u>Prospect Street Reconstruction</u>					
Prospect Street - Engineering and Design		\$90,000			
Prospect Street - Construction				\$531,000	
<u>Linden Boulevard Reconstruction (Broad Street to Pine Street)</u>					
Linden Boulevard - Engineering and Design		\$30,000			
Linden Boulevard - Construction					\$395,000
<u>Linden Boulevard - Culvert Replacement</u>					
Linden Boulevard - Engineering and Design	\$35,000				
Linden Boulevard - Construction			\$150,000		
<u>Washington Streetscape</u>					
Washington Street - Engineering and Design	\$25,000				
Washington Street - Construction		\$403,927			
<u>Wiles Branch Culvert Replacement & Stream Restoration- MS-4</u>					
Wiles Branch Culvert Replacement & Stream Restoration - Engineering	\$50,000				
Wiles Branch Culvert Replacement & Stream Restoration - Construction			\$100,000	\$100,000	\$100,000
SWM Fence Replacement - Lands of Lancaster & Coblentz Road	\$12,000	\$10,000			
Boileau Court Mill & Overlay	\$310,000				
Cone Branch Drive & Court - TCS				\$100,000	
Ivy Hill Drive - TCS		\$172,000			
Knoll Side Lane - TCS				\$100,000	
Traffic Signal Conversion - Franklin Street	\$15,000	\$65,000			
Schoolhouse Drive Mill & Overlay with SHA	\$30,000				
Martha Mason Mill & Overlay with SHA	\$12,600				
Washington Street Retaining Wall			\$80,000		
LED Enhanced Pedestrian Signs (2 Potential Locations)	\$24,000				
Recreation & Culture					
War Memorial - Masonry Repairs	\$7,000				
Remsberg Park - Water & Sewer Extension (75% Grant; POS 25%)	\$175,000				
Remsberg Park - New Bleachers (75% Grant; POS 25%)	\$15,000				
Wiles Branch Park - Pickle Ball Courts (75% Grant; POS 25%)	\$28,350				
General Services Administration & Operations					
Municipal Center - HVAC Replacement	\$52,000				
Maintenance Facility at East WWTP	\$106,000		\$150,000		\$400,000
Information Technology - Computers, Servers, Phones, Data Backup & Recovery Systems	\$37,000	\$37,000	\$37,000	\$37,000	\$37,000
Virtual Meeting Software and Video Equipment	\$20,500				
Truck/Equipment Replacement(s)	\$99,075	\$50,000		\$150,000	
SUB-TOTAL	\$1,060,159	\$2,081,927	\$517,000	\$1,018,000	\$932,000
SURPLUS/(DEFICIT)	\$391,248	\$169,299	\$368,372	-\$26,707	-\$311,774

**BURGESS AND COMMISSIONERS
OF MIDDLETOWN MARYLAND**

**TOWN WORKSHOP MEETING MINUTES
VIRTUAL MEETING**

REGULAR MEETING

April 27, 2020

The regular meeting of the Burgess and Commissioners of Middletown was called to order on April 27, 2020, by Burgess Miller at 7:00 p.m. in the Middletown Municipal Center, 31 W. Main Street, Middletown, Maryland. Present were: Commissioners Larry Bussard, Christopher Goodman, Jennifer Falcinelli, Tom Catania and Rick Dietrick.

BUDGET WORKSHOP:

FY 2021 Water & Sewer Operating Fund (First reading) – This is the third review of this proposed budget. The Town Administrator reviewed the few changes that had been made since the previous meeting. It was projected that there could be a loss of revenue due to COVID-19. Some of the offset from this loss could come from the proposed employee salary increase in the FY2021 budget. The Town Administrator reviewed the budget impact with a 0% salary increase, an up to 2% salary increase, and an up to 4% salary increase. The Burgess stated the Board needs to be cognizant of what is happening to town residents during this pandemic when finally deciding potential salary increases in FY21. Commissioner Bussard stated he was not in favor of a 0% salary increase. The Town Administrator recommended a review of the scenarios in the Water Sewer CIP proposed budget before making any decisions. Commissioner Falcinelli stated that the Water Sewer Standing Committee recommended increasing the contingency fund another \$10,000 in the event of lost revenue.

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

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

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

Budget meeting adjourned 7:14 PM.

PERSONAL REQUESTS FOR AGENDA: None.

CONSENT AGENDA:

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

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

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

UNFINISHED BUSINESS:

Ordinance 20-03-01 – Amendments to Forest Conservation – Last year Maryland Senate Bill 234 Natural Resources – State and Local Forest Conservation Funds (effective October 1, 2019) was passed which made changes to the State’s Forest Conservation Act. This bill requires a few changes to the Town’s Forest Resource Ordinance. This proposed ordinance would comply with the new State regulations. The Planning Commission has scheduled a public hearing on this for Monday, May 18, 2020 at 7:00 PM. It has yet to be determined as to whether it is a virtual public hearing or in-person public hearing due to COVID-19.

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

NEW BUSINESS:

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

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

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

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

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

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

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

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

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

PUBLIC COMMENTS:

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

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

ANNOUNCEMENTS:

- *Please Complete Your Census Information*

Meeting adjourned at 7:53 PM.

Respectfully submitted,

Annette Alberghini,
Office Manager



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

MEMORIAL BENCH APPLICATION

APPLICANT INFORMATION

Today's Date: _____

Applicant's Name: _____

Address: _____

E-Mail Address: _____ Phone Number: _____

Name of Person to be Memorialized: _____

Please indicate which walking trail you wish to have the bench placed along:

- Cone Branch Walking Trail
- Foxfield Walking Trail
- Remsburg Walking Trail
- Wiles Branch Walking Trail
- It Does Not Matter Where it is Placed.

The Town will place your bench along the trail you requested as long as there is room and its placement does not create a safety issue.

Cost: Alpine Bench with plaque \$ 720.00

Make checks payable to: Town of Middletown

Purchase of the bench is tax deductible.

Signature of Applicant : _____ Date: _____

FOR TOWN USE ONLY

Date Application Received

Date Application Approved

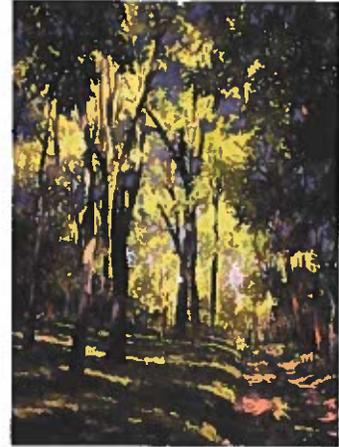
Approved By

Memorial Tree Program

Middletown Sustainability Committee
Middletown, MD

Memorialize a special person or event with a native tree in Middletown. And help grow our canopy for generations to come!

- Birth of a child
- Wedding
- Anniversary
- Death
- Graduation
- Baptism
- Birthday
- Bar/Bat Mitzvah
- Team Championship



Artist: Kesra Hoffman

With your donation, the Middletown Sustainability Committee will purchase a native tree in honor of a special person or event.

- Donors select among site & tree species options (*the tree is guaranteed for 2 years*)
- An engraved Tree Tag will be placed around the tree.
- A list of Memorial Tree donations will be maintained on the town website
- A list of Memorial Tree donations within the past year will be honored at the annual Green Fest

To purchase a Memorial Tree:

1. Complete and return this application (reverse side).
2. We will contact you to finalize planting details and Tree Tag wording.
3. Tree will be ordered when payment is received.
4. A letter of acknowledgement will be sent to the donor.
5. Your Memorial Tree will be planted (in the Fall).

Memorial Tree Program - Application

Donor Information:

Name: _____
Address: _____
City: _____ State _____ Zip _____
Phone: _____
Email: _____

Donation Information:

This Memorial Tree will be purchased for: *(name or event)*
(NOTE: This will be the first line of the Tree Tag)

- In Honor of _____
 In Memory of _____

Tree Tag Engraving:

Additional information to be engraved on the Tree Tag:
(Please print clearly. Maximum of 3 lines, 20 characters/spaces per line)

About your tree:

- We'll work with you to select a native tree species that is site appropriate
- We'll work with you to select a location on Town property

Memorial Bench option:

- Yes, I plan to donate both a tree and a bench

We partner with the Middletown Memorial Bench program. Donors have an option to purchase both a bench and tree at a discount. If interested in both, obtain the Memorial Bench application from the Town at (301) 371-6171 and submit both applications together.

Payment Information:

- Cost will vary with tree size/species (\$300-\$600)
- Checks made payable to Middletown Sustainability Committee
(payments are considered tax deductible donations)

Please return completed form to:

Middletown Sustainability Committee, 31 West Main St, Middletown MD 21769

For more information: Contact Cindy Unangst at cunangst@ci.middletown.md.us (301) 371-6171