

**BURGESS AND COMMISSIONERS
OF MIDDLETOWN MARYLAND**

**TOWN WORKSHOP MEETING MINUTES
VIRTUAL MEETING**

REGULAR MEETING

May 11, 2020

The regular meeting of the Burgess and Commissioners of Middletown was called to order on May 11, 2020, by Burgess Miller at 6:30 p.m. in the Middletown Municipal Center, 31 W. Main Street, Middletown, Maryland. Present were: Commissioners Larry Bussard, Christopher Goodman, Jennifer Falcinelli, Jean LaPadula and Rick Dietrick.

Note: Just prior to the virtual meeting starting the internet/Wi-Fi went down at the town hall and surrounding neighborhoods. The budget meeting and most of the general meeting was held with limited access to needed documents. Internet/Wi-Fi access returned with approximately 10 minutes left in the general meeting.

BUDGET WORKSHOP:

FY 2021 General Fund Operating Budget – The Burgess and Commissioners heard the community groups requests for their respective FY21 budgets. The community groups requests total \$22,210.00. This is \$10,000.00 reduction from last year. The total operating surplus amount shown on the proposed general fund operating budget will be rolled into the CIP budget and is used to fund CIP projects.

FY 2021 General Fund Capital Improvements Program (CIP) – The Town Administrator reviewed the changes to this budget: Broad Street reconstruction costs will be spread across FY21 and FY22. The Board will have to identify the funding source for that project. Martha Mason and Schoolhouse Drive are now mill and overlay projects not tar, chip and seal as originally planned. The blinking traffic signal on Franklin Street is being changed to a synchronized traffic signal once the walking trail is complete. Costs for virtual meeting software and video equipment came back at \$20,500. The Public Information Standing Committee was tasked with investigating other less expensive virtual meeting options for the Town. Remsburg Park water sewer extension should be considered a CIP line item. Pulling this from the POS request will almost guarantee Frederick County funding all other POS requests for the year.

Budget meeting adjourned 7:28 PM.

PERSONAL REQUESTS FOR AGENDA: None.

CONSENT AGENDA:

- *Town Minutes – April 27, 2020 – Town Meeting*

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

UNFINISHED BUSINESS:

Appointment of Standing Committee Chairs – Burgess Miller reviewed the appointment of each town board liaison, staff liaison and current member list for each Middletown standing

committee or commission. The town board liaison will be in affect through the next municipal election.

Memorial Bench & Tree Program – The Parks and Recreation Standing Committee would like to offer memorial benches for public sale, which when purchased could be placed along identified areas of the Town walking trails. Each bench would have a memorial plaque listing who the bench was memorialized for. The Parks and Recreation Committee will also be contacting the Sustainability Sub-Committee, The Loraxers, to coordinate this memorial bench program with their memorial tree program. Since there has been interest in the memorial bench program this needs to be coordinated soon.

REPORT OF COMMITTEES:

WATER & SEWER – Commissioner Falcinelli reported:

The Town is dealing with a manganese buildup in wells 22 and 14 it's being addressed. The construction survey has been completed on the reservoir tank. Construction is expected to begin later this month. Water use for April – 290,726 gal., spring flow for March – 143,076, East WWTP treated 214,000 gals. and the West WWTP treated 222,000 gals.

PUBLIC WORKS – Commissioner Bussard reported:

The mill and overlay planning for Boileau Drive is underway. Martha Mason and Schoolhouse Drive are now mill and overlay projects not tar, chip and seal as originally planned. The blinking traffic signal on Franklin Street is being changed to a synchronized traffic signal once the walking trail is complete.

SUSTAINABILITY – Commissioner Dietrick reported:

The next Sustainability Committee meeting is scheduled for May 19, 2020 at 5:00 PM. The Green Expo is canceled, and the lecture series are on hold because of the COVID-19 state of emergency.

PLANNING COMMISSION – Commissioner LaPadula reported:

The virtual Planning Commission workshop will be held May 13th. Items include: The Hollow Creek Professional Center Architectural Renderings Review, the Middletown Memorial Park Revised Site Plan, Antietam Gallery possibly moving to the second floor of More's Ice Cream, a concept plan for the old fire station becoming a microbrewery, the Proposed Text Amendment regarding the Forest Conservation Ordinance, Accessory Structures Code Changes and the 2019 Annual Report.

PARKS AND REC. COMMITTEE – Commissioner Goodman reported:

The committee is reviewing whether to charge non-profit organizations that want to rent the Memorial Park pavilion or the Wiles Branch Park pavilion. Currently some non-profit organizations pay the fee and some do not. It was suggested that those non-profit organizations in town have no charge while those from outside of town must pay a fee. It was determined by consensus that all non-profits will pay a \$25.00 to rent either pavilion for an event beginning January 2021.

The Town has been approached by Dee Buchanan Dance Studio for permission to use the parks for groups of 10 dancers at a time, to practice choreography. It was questioned whether this would meet state of emergency guidelines and if it is even allowed per the Town Code. No decision was made.

PUBLIC INFORMATION – Commissioner Falcinelli reported:

The committee will be reviewing all public information policies for updates, all social media platforms for compliance and pursue options for video streaming of meetings. Residents are encouraged to sign up though Citizens Connect to stay informed on things happening within Middletown. Residents are also encouraged to register for Alert Frederick County to receive emergency notifications that affect Middletown. That can also be done through Citizen Connect. The Town website contains a wealth of information. Citizens are recommended to check it out.

NEW BUSINESS:

Dog Park Fees: The Parks and Rec Standing Committee would like a town board recommendation regarding fees to charge for use of the Wiles Branch Dog Park for FY21.

General opinion is that the fees should be lowered to a one price for both residents and non-residents. Commissioner Goodman motioned to set the FY2021 fees for the use of the Wiles Branch Dog Park at \$10.00 per household for up to 3 dogs and \$4.00 for each additional dog thereafter. Seconded by Commissioner Falcinelli. Motion carried (5-0).

Board of Appeals Vacancies – There are two vacancies on the Board of Appeals, one sitting member and the alternate. The vacancy notice has gone out on social media. There have been three inquiries of interest. Their applications will be reviewed by the Town Board once they have been received.

Schedule Public Hearing for Operating Budget – Since the MML summer conference has become a virtual conference, it was suggested that the public hearing for the FY2021 Operating Budget be scheduled for Monday, June 22nd, 2020. The date suggested was agreed to by consensus.

PUBLIC COMMENTS: None.

ANNOUNCEMENTS:

- *Please Complete Your Census Information* – Residents will now have to mail in their information.

Meeting adjourned at 8:13 PM.

Respectfully submitted,

Annette Alberghini,
Office Manager