

**BURGESS AND COMMISSIONERS  
OF MIDDLETOWN MARYLAND**

**TOWN WORKSHOP MEETING MINUTES**

**WORKSHOP MEETING**

**May 5, 2022**

The workshop meeting of the Burgess and Commissioners of Middletown was called to order on May 5, 2022, by Burgess Miller at 6:30 p.m. Present were Commissioners Kevin Stottlemeyer, Christopher Goodman, and Jean LaPadula.

**BUDGET WORKSHOP**

**FY2023 General Fund Operating Budget** - The proposed General Fund operating fund was reviewed. This is the first review for the Town Board. It was reviewed line by line. There is no change in the tax rate. This draft does not reflect any salary increases. A meeting to review the completed salary study is scheduled for Tuesday, May 10, 2022 at 7:00PM. This draft budget does show a surplus of \$412,000.00. That will change once the Town Board decides what actions to take with the results of the salary study.

The budget workshop concluded at 6:53PM.

**PERSONAL REQUESTS FOR AGENDA:**

**Mr. Ron Moss – Middletown Memorial Day Ceremony** – Mr. Moss has been working with the Main St Program Manager and others to coordinate a poignant Middletown Memorial Day ceremony which will be held Monday, May 30, 2022, beginning at 1:00PM, at the flag court/ring of honor of the War Memorial. Mr. Moss reviewed the events of the ceremony. Supporting this event are the Rohrersville Cornet Band, the Maryland National Guard Ceremonial Honor Guard, the Amvets Post# 9, and our own Burgess and Commissioners. This ceremony is to honor those 38 service members from the Middletown valley who made the ultimate sacrifice for their country.

Commissioner LaPadula has been contacted by a family questioning why their family member was not included on the War Memorial. She is forwarding that service member's name and his family contact information to Mr. Moss to follow-up with.

The Town Board thanked Mr. Moss for all his hard work on this ceremony.

**STAFF REPORTS:**

**Deputy Report** –Deputy Hewitt reviewed her report.

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

**Engineer's Report** – Bruce Reviewed his report.

**Main Street Manager Report** – No report given.

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

**CONSENT AGENDA:**

- **Financial Statements**
- **Town Meeting Minutes**
  - *April 25, 2022 – Town Meeting*

**UNFINISHED BUSINESS:**

**Comprehensive Plan Review**– The new format for Chapter 1 was reviewed. Both the mission statement and the core values have been added into information blocks. The Staff Planner asked if anyone has photos of Middletown that they think would be good for this document to please forward them to her for inclusion where appropriate. She is waiting for the information on the water resource element so that draft information for the document can be completed.

**Performance Stage Purchase** – Jennifer Ross, Heritage Festival Coordinator, approached the Town Administrator and inquired about the Town purchasing a stage/staging. The Town has several events that are held in which staging can be used. Staging is currently rented for these events. Ms. Ross provided information on a company that the Town could purchase staging from. The company would store the stage/staging when not in use. There is even potential for the town to receive some revenue as the company could rent it out to other organizations for use. This would be a CIP budget item.

**Circuit Rider Program – Maryland Rural Development Corporation (MRDC)** - - This is a Maryland Rural Development program to assist rural communities in their functioning. The Town would utilize the circuit rider 8 hours per week to assist with identifying grant funding sources for projects. This is a free program. The Town would have to pass a resolution in support of this program and sign an MOU with the MRDC.

#### **NEW BUSINESS:**

**Washington Street Streetscape Project Bids** – The bids were opened today. The Town received 2 bids. One from CJ Miller for \$989,255.00 and one from Wastler and Sons for \$623,148.00. The Town Board will review the bid documentation for both bids at the Monday, May 9, 2022 Town Board meeting.

**Discussion of Rescinding Emergency Resolutions Related to COVID** – The Town Board passed several emergency resolutions during the Covid pandemic. Since the pandemic is winding down, the Town Board is reviewing the need to still have these resolutions in place. The Town Attorney reviewed the 4 emergency resolutions in place and has recommended that the Town rescind both emergency resolution 20-03 (Implementing the Town Emergency Management Plan) and resolution 20-04 (Authorizing fitness/dance/yoga businesses to use Town parks to comply with social distancing guidelines.). The Town Attorney is researching additional information before providing an opinion on rescinding emergency resolutions 20-02 (Conducting meetings virtually) and 20-06 (Changing Town Election Procedures to address safety issues with COVID). The intent is to see if anything can be put in place so that multiple emergency resolutions do not have to be implemented in the future.

Discussion occurred regarding changing Middletown’s election to an all-mail in ballot as there was more participation than with the traditional election. If the election process was changed it would require a change in the Town Charter. Nothing was decided

**Amendments to Hydrant Meter Policy** – The Town’s Hydrant Meter Leasing Policy is out of date. The Town Office Manager has reviewed the policy and recommends several updates which would both update the policy and keep it from having to be updated so frequently in the future. The Hydrant Meter Leasing form has also been updated. Hydrant meters leasing/rentals are primarily used by contractors working with developers. They would be billed for the meter rental and for the water usage.

**PUBLIC COMMENTS:** None.

**ANNOUNCEMENTS:**

- *Art Stroll Down Main – April 29 thru May 23, 2022*
- *Farmer’s Market Open for the Season – May 5, 2022 – Christ Reformed Parking Lot*
- *Downtown Business Open Late – Thursday, May 19, 2022 (3<sup>rd</sup> Thursday of the Month)*
- *Memorial Day Ice Cream Social – Saturday, May 28, 2022 – 11:00AM -2:00PM at Memorial Park*
- *Memorial Day Commemoration – Monday, May 30, 2022 – 1:00PM at Middletown War Memorial*

Workshop adjourned at 8:24 PM.

Respectfully submitted,

Annette Alberghini,  
Office Manager