

BURGESS AND COMMISSIONERS OF MIDDLETOWN MARYLAND

TOWN WORKSHOP MEETING MINUTES

TOWN MEETING

May 9, 2022

The meeting of the Burgess and Commissioners of Middletown was called to order on May 9, 2022, by Burgess Pro Tempore Falcinelli at 6:30 p.m. Present were Commissioners Kevin Stottlemeyer, Christopher Goodman, Rick Dietrick and Jean LaPadula.

BUDGET WORKSHOP

FY2023 General Fund Capital Improvements Program (CIP) - The proposed General Fund CIP was reviewed. This is the first review for the Town Board. It was reviewed line by line. The Town will have to take out a loan to fund the Linden Boulevard project unless funds from the federal infrastructure bill or other sources can be obtained. The Circuit Rider would be used to assist procuring other possible sources of funding for projects.

The budget workshop concluded at 6:58PM.

PERSONAL REQUESTS FOR AGENDA:

CONSENT AGENDA:

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

Motion: Commissioner Dietrick motioned to approve the consent agenda as presented. Seconded by Commissioner Goodman. Motion approved (5-0).

UNFINISHED BUSINESS:

Comprehensive Plan Review– The new format for Chapter 1 was reviewed again. If anyone has and comments, please provide them to the Staff Planner.

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 is not an item whose expense needs to be approved this evening. Staff is looking for approval to add this as a line item in the FY2023 CIP budget. The Town Board agreed by consensus to add this as an agenda item to the FY2023 CIP budget.

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 Board reviewed the two draft resolutions, one for the remainder of FY2022 and one

for FY2023, and the two draft memorandums of agreement (MOA)s, one for the remainder of FY2022 and on for FY2023. The MOAs would be signed with the MRDC.

Motion: Commissioner LaPadula motioned to approve Resolution 22-01, for the remainder of FY2022, and resolution 22-02 for FY2023 authorizing the Town to participate in the Maryland Circuit Rider Program as presented. Seconded by Commissioner Goodman. Motion approved (5-0).

Motion: Commissioner Goodman motioned to approve both the Circuit Rider MOA for the remainder of FY2022 and the Circuit Rider MOA for FY 2023 as presented. Seconded by Commissioner LaPadula. Motion approved (5-0).

REPORT OF COMMITTEES:

WATER & SEWER – Commissioner Falcinelli reported:

For April water use was – 311,260 gal., spring flow was – 139,909 gal., East WWTP treated 267,481 gals. and the West WWTP treated 185,830 gals. The Town received 3.25 inches of rain in April. The Memar well testing is underway. Hydrant flushing occurred in April. The semi-annual leak detection occurred in April. One leak was identified and repaired. The Booster Station process pipe upgrade is complete, and the Booster Station is on-line and operating well. The next water & sewer committee meeting will meet May 25th at 7:00PM at the new Booster Station for a tour. Town Board members are welcome to come and tour as well.

PUBLIC WORKS – Commissioner Dietrick reported:

In addition to what was reviewed in the Water and Sewer Committee report, the fabricated stainless steel barscreen for the EWWTP and the fabricated stainless steel rotopress screen for the WWTP, have been installed. Town crews repaired a couple of sewer clogs in town. They continue to exercise water valves in town, have installed the new LED lighting at Wiles Branch Park, and supported both the Coloring the Street and the Green Expo events. Both events were well attended. They have also hung the military veterans' banners for the month of May.

The Town Board discussed the possibility of having both the Coloring the Street and the Green Expo on Main Street simultaneously in the future. This would concentrate the workload for staff making it easier for set up and tear down. It would also promote attendance for both events.

SUSTAINABILITY – Commissioner Stottleyer reported:

The Green Expo was well attended. The Potomac Edison tree planting was also well attended. 40 volunteers planted 100 trees. Thank you to the town staff for all your support and the use of the auger to dig the holes for all the trees.

PLANNING COMMISSION – Commissioner LaPadula reported:

The Planning Commission workshop is scheduled for May 11, 2022. The Planning Commission meeting is scheduled for May 16, 2022. Agenda items include the Memorial Hall Development Site Plan showing grading and utility locations, continued revision to the sign ordinance so it is content neutral, review of Chapter 1 of the Comp Plan, and review of the 2021 Planning Commission Annual Report. As part of the sign ordinance review the Planning Commission is reviewing the need to change signs in the TC district as it relates to the branding study and the unique challenges of old residences being used for commercial businesses in the downtown area.

PARKS AND REC. COMMITTEE – Commissioner Goodman reported:

The POS meeting is scheduled for May 26, 2022 at 7:00PM here at town hall. It will be held upstairs in the MVAA meeting area. Middletown POS priorities for this year are: 1. Permanent bathrooms at Remsburg Park, 2. Lighting at Remsburg Park along sidewalks and the pickle ball courts, and 3. Funding for 2 more pickle ball courts. The construction on the new pickle ball courts should be completed by end of summer or early fall.

PUBLIC INFORMATION – Commissioner Falcinelli reported:

Residents are reminded to sign up for the Town email distribution service and Alert Frederick if they have not done so already. The banner reminding residents to “stay connected” to what is happening in Middletown is being hung when there are no other banners scheduled for display. In April, the top five town website pages visited were 1. Middletown Events, 2. Parks, 3. Community Calendar, 4. Business Directory and 5. Water & Sewer.

NEW BUSINESS:

Washington Street Streetscape Project Bids –The Town received 2 bids for this project. One from CJ Miller for \$989,255.00 and one from Wastler and Sons for \$623,148.00. Staff recommend awarding the contract to Wastler and Sons. They also recommend not starting the project until all materials for the project are in. Currently the filteras needed for the project are 16 weeks out from when the order is placed.

Motion: Commissioner Dietrick motioned to approve the awarding of the contract to Wastler and Sons for \$623,148.00. Seconded by Commissioner Stottlemyer. Motion approved (5-0).

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). She is collecting information regarding elected officials attending meetings virtually and voting on items virtually. 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. This will be an agenda item for the May 23, 2022 Town Board meeting.

Amendments to Hydrant Meter Policy – The Town’s Hydrant Meter Leasing Policy is out of date. The Town Office Manager reviewed the policy and recommended 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. Discussion occurred regarding developers or businesses using chemicals in conjunction with a hydrant meter. The town’s hydrant meters have backflow preventers on them to keep chemicals from flowing back into the town’s water supply system. Town staff want to know if developers/businesses are using chemicals in conjunction with the meters and how they are being used in town. The Town Board recommended updating the hydrant rental form to ask if chemicals will be used in conjunction with the hydrant meter, and if yes, what those chemicals are. Town staff will update the form.

PUBLIC COMMENTS:

Chris Johnson, 34 Boileau Court, asked where funding for the CIP comes from. It comes from 2 sources: tap fees and improvement fees from any new homes built within town limits, and if there is a surplus in the operating account at the end of the year it is transferred to the CIP.

Mr. Johnson then asked why the town used taxpayers' money to reimburse the waiver for the Memorial Hall development tap fees. He stated this benefits one person. This incentive was granted as part of the economic development program for the downtown area. The same incentive would be available to anyone who wants to revitalize a dilapidated building downtown. The property has sat vacant for over 50 years and was almost beyond saving. The town did not have the money to invest in the property. With the development being done, the tax base for the property will increase from \$100,000.00 to \$4,000,000.00. The Town will be reimbursed that initial incentive amount over time through the taxes to be collected on that property.

Mr. Johnson reported that the individual on the Christ Reformed Church Consistory who was the point of contact with the developer for Memorial Hall has changed. The previous person is no longer a member of the consistory.

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 (3rd 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*

Meeting adjourned at 8:11 PM.

Respectfully submitted,

Annette Alberghini,
Office Manager