



**VIRTUAL MEETING
AGENDA FOR THE TOWN MEETING
June 22, 2020
7:00 p.m.**

PLEDGE TO THE FLAG

CALL TO ORDER

PUBLIC HEARING

FY 2020 Budgets

General Fund Operating

General Fund Capital Improvements Program (CIP)

Water & Sewer Fund Operating

Water & Sewer Capital Improvements Program (CIP)

PERSONAL REQUESTS FOR AGENDA:

CONSENT AGENDA

- Town Meeting Minutes
 - June 4, 2020 – Town Workshop¹
 - June 8, 2020 – Town Meeting¹

UNFINISHED BUSINESS:

- Budget(s) Approval (Vote)¹
- Appointment of Board of Appeals Vacancies⁴
- Draft Ordinance 20-07-01 Text Amendment Accessory Structures & Park Requirements⁸
- Review of Recommendations from the Planning Commission on Building Height Restrictions

¹ First Appearance on Town Agenda

² Second Appearance on Town Agenda

³ Third Appearance on Town Agenda

NEW BUSINESS:

- **CARES Coronavirus Relief Fund Agreement with the County** ¹
- **Request from Middletown Rec Council to Use Remsberg Park for July 4th Celebration** ¹
- **Community Parks & Playground (CP&P) Grant Applications** ¹
- **Key Sanitation Purchased by J&J Trash Service, Inc.** ¹
- **Discussion of Glenbrook / Fountaindale Walking Trail** ¹

PUBLIC COMMENTS:

ANNOUNCEMENTS:

- *Please Complete Your Census Information*
- *Fireworks Remsberg Park – Saturday, June 27, 2020 (Rain Date 6/28/2020)*

ADJOURNMENT

Zoom Invitation Information:

Topic: Town Meeting

Time: Jun 22, 2020 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/83397659092?pwd=R0tFTld2NzZXVXdjVmY5TFpjYm4xUT09>

Meeting ID: 833 9765 9092

Password: 613810

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% OF projected numbers from FY2020
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	208,278		MDOT Letter 6/1/20 Update HUR \$\$.
	165,692	185,604	187,242	204,466	253,778	214,528	5%	
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 FY20
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	3,325,406	-2%	
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	7,277		MML \$2.5k Virtual Conference; Monthly Meetings and Misc \$2k
	48,049	39,830	39,830	51,231	46,033	45,583	-11%	
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		GoodnClean \$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; 17.3 AC
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 COMMISSION								
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 \$12k; 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 for Remsburg Park Retired (Paid Off)
Park Loan Payments	108,917	112,230	115,643	120,091	81,448			Loan for Remsburg Park Retired (Paid Off)
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; 70.4 AC
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; 29.9 AC
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	22,210		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, clerical 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	412,843	18%	
TOTAL OPERATING EXPENSES	2,583,964	2,898,481	2,782,895	2,967,688	3,106,212	3,044,524	3%	
TOTAL OPERATING SURPLUS	333,623	132,481	507,770	422,685	442,233	280,882	-34%	



BURGESS AND COMMISSIONERS OF MIDDLETOWN
GENERAL CAPITAL IMPROVEMENT BUDGET
FY 2021 - FY 2025

	FY '21	FY '22	FY '23	FY '24	FY '25	Comments
REVENUE						
CASH RESERVES	\$1,042,225	\$428,363	\$106,506	\$305,423	(\$89,814)	
INTEREST INCOME	\$2,606	\$1,071	\$266	\$764	(\$225)	
IMPROVEMENT FEES	\$7,000	\$7,000	\$265,650	\$147,000	\$147,000	Improvement Fees are based on the growth projections from the Water & Sewer CIP
OPERATING INCOME From Previous Years	\$280,882	\$425,000	\$450,000	\$475,000	\$500,000	FY2021 comes directly from any surplus in your operating fund.
LOAN for Broad Street	\$620,000	\$620,000				Board will need to provide direction as to borrowing entity, i.e. DHCD; Line of Credit, etc
State of Maryland Bond Bill		\$203,000				Bond bill approved by General Assembly.
PROGRAM OPEN SPACE and Community Parks & Playground	\$47,885					This assumes we would receive all our POS requests.
SUB-TOTAL	\$2,000,598	\$1,684,433	\$822,423	\$928,186	\$556,962	
PROJECTS						
Highways & Streets						
<u>Broad Street Reconstruction</u>						
Broad Street - Engineering and Design	\$6,634					
Broad Street - Reconstruction	\$620,000	\$620,000				Project anticipated to start spring of 2021. Single project across two fiscal years.
<u>Prospect Street Reconstruction</u>						
Prospect Street - Engineering and Design		\$90,000				
Prospect Street - Construction				\$531,000		Once design and engineering are completed, we will have more accurate construction estimates for the project.
<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				Streetscape for Washington Street & Garage Alley, Bond Bill funding for \$203k
<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	\$100,000	Once design and engineering are completed, we will have more accurate construction estimates for the project.
SWM Fence Replacement - Lands of Lancaster & Coblenz Road	\$12,000	\$10,000				
Boileau Court Mill & Overlay	\$224,326					Converted from TCS to Mill & Overlay
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					Converted from TCS to Mill & Overlay. To be included in Streetscape paving.
Martha Mason Mill & Overlay with SHA	\$12,600					Converted from TCS to Mill & Overlay. To be included in Streetscape paving.
Washington Street Retaining Wall			\$80,000			
LED Enhanced Pedestrian Signs (2 Potential Locations)	\$24,000					
Recreation & Culture						
Remsberg Park - Waterline Extension (75% Grant; POS 25%)	\$170,000					POS Funding Received - \$15.3K
Remsberg Park - New Bleachers (75% Grant; POS 25%)	\$15,000					POS Funding Received - \$11.2K
Wiles Branch Park - Pickle Ball Courts (75% Grant; POS 25%)	\$28,350					POS Funding Received - \$21.2K
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	\$10,250					
Truck/Equipment Replacement(s)	\$99,075	\$50,000		\$150,000		
SUB-TOTAL	\$1,572,235	\$1,577,927	\$517,000	\$1,018,000	\$932,000	
SURPLUS(DEFICIT)	\$428,363	\$106,506	\$305,423	-\$89,814	-\$375,038	
Rainy Day Fund - Reserve Account	\$201,673					

TOWN OF MIDDLETOWN
Water Sewer Operating Budget
FY 2021

	AUDIT FY 2017	AUDIT FY 2018	Budget FY 2019	Budget FY 2020	AUDIT FY 2019	Draft Budget FY 2021	Variance	Explanation
Operating Revenue								
Water Revenue	600,572	607,180	624,139	623,593	609,447	614,272		
Sewer Revenue	598,261	602,269	616,076	627,213	600,798	614,892		
Penalties and Reconnects	21,422	13,135	22,161	13,584	12,606	-		Assuming reductions in late fees due to Corvin-19
General Fund Grant	-	-	-	-	-	-		
Rain Barrels			1,000	1,000				\$40*25
MISC			-	-				
Total Revenue	1,220,255	1,222,584	1,263,377	1,265,389	1,222,851	1,229,164	0.51%	
Expenses								
Administrative								
Salaries	39,206	28,510	34,407	33,963	48,134	40,517		Budgeted up to 4% Salary Increase; Staff/Personel Changes (lower salary and less vacation/overtime)
Communications	12,200	11,540	11,742	12,409	12,271	13,386		Average \$1083/Jul-Jan FY19
Postage	8,030	8,013	9,750	8,173	6,620	7,863		Postage increase from .49 to .50
Office Supplies/Expenses	10,848	12,005	14,000	11,560	16,354	15,160		Innovative License \$6.2k; Harris support 2019 \$3.9k; HadRonex \$1k; WS Bills \$260; bank fees \$1.8k; Misc \$2k
Professional Services/Legal	2,727	2,717	2,000	9,800	5,264	6,450		Fexnet Support \$2550; Itron Maint Contract \$2900; Misc \$1k
Meetings & Seminars	486	758	500	3,500	800	3,500		Dir. Public Works: \$3k. Financial Planner \$500 Training/Licenses
Advertising	559	11,540	500	500	490	500		
Uniforms	4,119	5,835	5,068	2,835	3,371	4,573		
Dues/Subscriptions/Certifications	420	330	500	500	879	500		
I&I Principal and Interest	29,454	33,099	32,743	32,927	32,743	32,904		Loans Tab - 2010 CDA Principal and Interest
Travel/Mileage	17	52	200	200	150	200		
Payroll Taxes	22,451	23,483	23,721	22,027	24,611	24,526		
Insurance								
Property	11,172	8,448	11,848	8,958	8,065	8,552		3% Increase
Health	44,913	52,216	54,716	37,474	45,042	32,982		Staff/Personel Changes - 4 months plus H.S.A. in FY19 Audit, Estimated 12% increase
Worker's Compensation	8,684	8,770	9,911	6,616	7,026	7,771		Workers Comp Worksheet - Estimates based on 4% salary increase
Retirement/Pension	22,169	44,256	22,912	11,007	25,649	12,811		Auditors adjust this line for the GASB State Pension liability for FS - Actual from PY is \$14,511.67
Real Estate Taxes	292	292	292	292	292	292		
Conservation Environment	-	75	1,000	2,000	-	-		Rain Barrels \$80*25
Vehicle/Equipment Expenses	15,521	18,521	15,000	23,900	15,553	20,000		Vehicles \$11.9k, Fuel Tank Cleaning \$4.5k; \$14.8k Fuel
Total Administrative	233,268	270,460	250,809	228,642	253,314	232,488	-8.96%	
Water								
Salaries	167,083	170,981	151,440	124,273	145,992	143,953	-1.42%	Budgeted up to 4% Increase; Staff/Personel Changes
Water Distribution								
Supplies	5,831	17,720	5,500	11,000	23,286	3,000		Misc \$3k
Repairs & Maintenance	72,317	69,984	37,000	51,000	14,418	33,400		Valve Bolts \$10k; SCADA updates \$2k; Hydrants Powder Coat \$5k; Hydrants Repairs \$3.5k; Water Model \$3k; PRV Parts \$1.5k; Hydrant Markers \$900k
Water Meters								Transferred to Balance Sheet and CIP
Waterline Break Repairs	182	1,435	5,000	1,028	3,498	1,644		5 Year Historical Average
Chemicals	1,857	-	500	500	2,106	839		5 Year Historical Average
Tools & Equipment	6,674	-	4,000	3,747	50	2,050		5 Year Historical Average
Subtotal	86,861	89,139	52,000	67,275	43,358	40,933	-5.92%	
Water Plant, Reservoir, Booster, Tower, BS Wellhouse								
Supplies	795	1,323	2,000	1,593	9,174	3,397		5 Year Historical Average
Repairs & Maintenance	39,668	19,920	37,722	80,765	10,907	16,100		Turb Replace; Pig Rec Pit, Online Instrument Sensor; Pump Replace; Exterior Tank Replace; Sand Replace
Tank Maintenance Contract			100,000	20,000		35,814		Tank Contract
Chemicals	23,154	13,114	17,132	26,803	14,777	24,163		Chemical Use 21 Tab
Tools & Equipment	1,407	-	1,932	1,101	631	798		5 Year Historical Average plus 10 %
Testing & Analysis	11,877	7,562	5,900	8,318	4,235	5,738		From Dir. Public Works
SUB-TOTAL	76,901	41,919	164,687	138,580	39,724	86,010	53.81%	
Abandoned Well Costs			-	-				
Water Electric	33,368	39,233	26,561	40,018	44,721	45,615	1.96%	

TOWN OF MIDDLETOWN
Water Sewer Operating Budget
FY 2021

	AUDIT FY 2017	AUDIT FY 2018	Budget FY 2019	Budget FY 2020	AUDIT FY 2019	Draft Budget FY 2021	Variance	Explanation
TOTAL WATER	330,845	341,272	394,688	370,145	273,795	316,511	13.50%	
Sewer								
Salaries	127,311	144,908	115,933	106,305	121,015	110,564	-9.45%	Budgeted up to 4% Increase; Staff/Personel Changes
Sewer Collection System								
Conebranch Pump Station	22,062	26,474	12,618	14,445	17,506	18,155		Chemicals 21 - \$7k; Electric \$9k; Generator Contract \$1k; ABB Contract \$515; Genset Mainteance \$1K
Brookridge South Pump Station	5,421	3,844	4,000	8,932	2,503	3,500		Chemicals 21 - \$2k; Contracts \$1.5k (Bruce Chemicals Overstated MD Biochem)
Foxfield Pump Station	5,692	5,574	12,500	2,637	4,674	5,462		Chemicals 20 - \$1462; Generator \$1k; Electric \$2.5k; Bruce \$500 Powder Coat genset Doors
Sanitary Sewer Lines/Manholes	4,582	37,559	22,080	28,522	18,020	24,500		Dukes Root Contrl \$4.5k; \$10k sewer cleaning; \$10k Sonar Testing
I & I Accrual	75,000	75,000	75,000	75,000	93,205	75,000		Annual Accrual
Subtotal	112,757	148,451	126,198	129,536	135,908	126,616	-7.34%	
East WWTP								
Parts & Supplies	2,598	3,726	5,581	5,576	14,222	6,588		5 Year Historical Average
Repairs & Maintenance	22,145	14,852	12,600	23,100	19,663	24,500		Filter Building Replace Fabric \$7.5k; (Gen Building Ext Lights \$4k, Radiator Repair \$2k); Basin YB \$5k; \$4.5K Blower Bld Roof
Chemicals	29,271	47,650	34,285	44,133	46,725	45,291		Chemical Use 21 Tab
Mowing								
Tools & Equipment	1,693	982	4,500	3,414	1,827	3,309		5 Year Historical Average
Testing & Analysis	30,220	25,263	36,611	27,789	28,597	28,750		
Sludge Hauling Expense	45,581	44,428	55,669	60,336	63,145	63,846		5 Year Historical Average; Accrual \$9k
Subtotal	131,508	136,901	149,245	164,348	174,179	172,284	-1.10%	
West WWTP								
Supplies	1,624	1,292	2,500	2,378	862	1,656		5 Year Historical Average
Repairs & Maintenance	4,833	5,289	15,000	17,600	2,689	4,000		Aerator \$2k; Muffin Monster Auger Brush \$2k; MM Cutter Cart \$15k; Plug Valve Micro Strainer \$16k; Weir Flow Meters \$5k
Chemicals	51,684	51,638	50,531	57,862	53,561	45,291		Chemical Use 20 Tab
Mowing								
Tools & Equipment	1,671	705	2,766	1,426	15	1,149		5 Year Historical Average
Testing & Analysis	11,071	9,908	10,449	9,908	9,040	9,640		From Dir. Public Works
Sludge Hauling Expense	17,250	17,250	17,250	17,250	17,250	17,250		Annual Accrual \$17,250
SUB-TOTAL	88,133	86,082	98,496	106,425	83,417	78,986	-5.61%	
Sewer Electric		92,544	75,000	94,395	99,488	98,896	-0.60%	
TOTAL SEWER	459,709	608,886	564,872	601,008	614,007	587,346	-4.54%	
TOTAL OPERATING EXPENSES	1,023,822	1,220,618	1,210,369	1,199,795	1,141,116	1,136,345	-0.42%	
Contingency Fund			50,303	31,849		25,006		10 Year Historical Average
Adjusted Operating Expense	1,023,822	1,220,618	1,260,672	1,231,644	1,141,116	1,161,351	1.74%	
OPERATING INCOME (LOSS)	196,433	1,966	2,704	33,745	81,735	67,813	-20.53%	



Burgess and Commissioners of Middletown
Water & Sewer Capital Improvement Program
FY 2021 - FY 2025

REVENUE	FY '21	FY '22	FY '23	FY '24	FY '25
CASH Reserves	\$510,104	\$71,425	\$311,459	\$504,787	\$743,305
Operation Fund Contribution (Surplus)	\$67,813	\$20,000	\$10,000	\$5,000	\$0
CAPITAL IMPROVEMENT FEE	\$345,000	\$345,200	\$345,400	\$345,600	\$349,800
Inflow & Infiltration - Reserve Account <small>(Footnote #1)</small>		\$250,000		\$125,000	
Sludge Removal - Reserve Account <small>(Footnote #2)</small>			\$35,000		
Land Leases <small>(Cellular Antennas on Tank & Comcast Node)</small>	\$202,517	\$209,605	\$216,941	\$224,534	\$232,393
Tap Fees <small>(Footnote #3)</small>	\$18,000	\$18,000	\$683,100	\$683,100	\$378,000
Capital Improvement Reserve Account	\$575,000				
State of MD Bay Restoration Fee - Grant					\$1,000,000
Reservoir Tank Loan <small>(Footnote #5)</small>	\$2,058,605				
Total Revenue	\$3,777,040	\$914,230	\$1,601,900	\$1,888,022	\$2,703,498
Debt Service					
MAIN STREET WATERLINE LOAN <small>(Footnote #4)</small>	\$134,076	\$134,076	\$134,076	\$134,076	\$134,076
RESERVOIR TANK LOAN <small>(Footnote #5)</small>	\$23,564	\$113,054	\$113,054	\$113,054	\$113,054
Total Debt Service	\$157,640	\$247,129	\$247,129	\$247,129	\$247,129
Net Income	\$3,619,400	\$667,101	\$1,354,770	\$1,640,892	\$2,456,368
Projects					
SYSTEM UPGRADE PROJECTS					
WATER SYSTEM					
Reservoir Improvements - Ground Storage Tank & New Suction Line	\$3,200,905				
Booster Station - Upgrade; Pumps; VFD's; Piping	\$200,000				
PRV Vault Pipe Painting and Cleaning	\$9,000				
Booster Station - Roof Replacement/Building Painting				\$5,000	
SCADA System Installation - Phase II			\$50,000		
Water Meter Replacements	\$10,070	\$15,642	\$14,983	\$12,587	\$18,645
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 - Bar Screen Refurbishment	\$70,000				
East WWTP - Dewatering Solution Sludge Tank - Engineering			\$15,000	\$25,000	
East WWTP - Influent Flume & Ultrasonic Meter			\$20,000		
East WWTP - Reconstruction of Filter Tank	\$58,000				
East WWTP - Replace Effluent Pump #1		\$20,000			
East WWTP - Filter Building Roof Replacement		\$30,000			
East WWTP - New Filter Tank			\$500,000		
East WWTP - Sludge Removal Reed Beds			\$35,000		
East WWTP - Sludge Mag Meter		\$15,000			
Vactor Trailer & Excavator				\$190,000	
Inflow & Infiltration		\$250,000		\$125,000	
Total Projects	\$3,547,975	\$355,642	\$649,983	\$697,587	\$1,568,645
Gross Surplus/Deficit	\$71,425	\$311,459	\$704,787	\$943,305	\$887,723
CAPITAL IMPROVEMENT RESERVE ACCOUNT	\$0	\$0	\$200,000	\$200,000	\$200,000
Net Surplus / Deficit	\$71,425	\$311,459	\$504,787	\$743,305	\$687,723
Footnotes					
#1	As of 4/7/2020 - \$316,749 Balance in the I&I Reserve Account				
#2	As of 4/7/2020 - \$201,388 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)				
#6	Capital Improvement Reserve Account - \$25,000.00				

***BURGESS AND COMMISSIONERS
OF MIDDLETOWN MARYLAND***

TOWN WORKSHOP MEETING MINUTES

WORKSHOP MEETING

June 4, 2020

The virtual workshop meeting of the Burgess and Commissioners of Middletown was called to order on June 4, 2020, by Burgess Miller at 7:00 p.m. Present via Zoom were: Commissioners Christopher Goodman, Jennifer Falcinelli, Jean LaPadula and Rick Dietrick. Commissioner Bussard was having computer issues and was not able to properly log into the meeting.

PUBLIC HEARING

Ordinance 20-03-01 – Forest Conservation Requirements - 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. There were no questions or comments. This item will be voted on at the June 8, 2020 Town Board meeting.

The public hearing adjourned at 7:05 PM.

BUDGET WORKSHOP:

FY 2021 General Fund Operating Budget (First reading) – The proposed FY2021 budget was reviewed. The Town received official notification that the highway user revenues will be \$30,000.00 higher than originally budgeted. The costs for mowing have been split out into separate line items and includes notation as to the total acreage within each area mowed. The proposed FY2021 budget General Fund Operating Budget is \$3,044,524.00 with a \$280,000.00 operating surplus.

FY 2021 – FY2025 General Capital Improvements Program (CIP) – The proposed FY2021 budget was reviewed. The Broad Street Reconstruction is projected to cross two fiscal years (FY21 & FY22). The numbers for Boileau Court Mill and Overlay reflect the lowest bid numbers. Work is expected to be finished before the end of July. POS monies have been awarded. The Town Board makes the final determination on direction it would like to pursue and which projects to work on.

FY 2021 Water & Sewer Operating Enterprise Fund – The proposed FY2021 budget was reviewed. With the state of emergency still in effect, the Town cannot charge any late fees or disconnect services. There have been no major changes to the budget since its last review. There is a projected surplus of \$67,813.00.

FY 2021 – FY 2025 Water & Sewer Capital Improvement Program (CIP) - The proposed FY2021 budget was reviewed. For the Reservoir Project the Town Board has decided to utilize funds from the Capital Improvements Reserve Account instead of borrowing money.

The Town Board approved by consensus to schedule the public hearing for the proposed FY2021 budgets for June 22, 2020.

Budget meeting adjourned at 7:23 PM.

PERSONAL REQUESTS FOR AGENDA: None

STAFF REPORTS:

Community Deputy Report – A Deputy report was provided to the Burgess and Commissioners prior to the meeting. No Deputy was present to review. The deputies have been asked to increase their patrols due to the increase in speeding within the town limits. The speed sign is being moved to Church Street to increase awareness. It will be moved to different areas in town as needed in the future.

Staff Planner Report – Cindy gave her report.

Engineer’s Report – Bruce gave his report. Included in his report: In the discussion regarding the water reservoir it was suggested by Bruce that the Town Board should review whether to keep the newly installed construction road. There are limitations with the current access lane off Layla Drive. A decision does not have to be made immediately. The Town has 10-12 months to decide.

Main Street Manager Report – Becky gave her report. There was discussion concerning letting businesses use the park temporarily to hold exercise classes. They would not be renting the park. The Burgess requested a temporary resolution addressing this issue to be developed for review and approval at the June 8th. Meeting.

Zoning Administrator’s Report – Mark gave his report.

CONSENT AGENDA:

- **Financial Statements**
- **Town Meeting Minutes**
 - *May 7, 2020 – Town Workshop*
 - *May 11, 2020 – Town Meeting*

UNFINISHED BUSINESS:

Appointment of Standing Committees – Burgess Miller provided a document to the Town Board members listing the responsibilities and current membership of each standing committee, the Planning Commission, and the Board of Appeals. Membership is not restricted on the standing committees. Commissioners were asked to review the lists for accuracy. This is an agenda item for the June 8th meeting.

Text Amendment for Accessory Structures – The Planning Commission discussed this at their May meeting and recommended approval of the changes with modifications. They recommend the height of the structure to not exceed 16 feet and the cumulative square footage allowed for all accessory structures in a rear yard in an R20 district not to exceed 1000 sq. ft.. They also recommended that townhouse accessory structures not to exceed one-story in height. The Town lawyer needs to place these recommendations in the appropriate format for a text amendment.

Board of Appeals Vacancies – There are two vacancies on the Board of Appeals, one sitting member and the alternate. There are four residents interested in filling the vacancies. The town code states that “Board of Appeal members shall be appointed by the burgess with the consent of the commissioners.” There should be a vetting process in place prior to appointment. Interested individuals must complete a volunteer application. It was recommended that they go through an interview process which includes the burgess and the zoning administrator.

Treatment of Well #22 – There has been an identified problem of natural manganese depositing on the pump, the drop pipe and the delivery pipe to the treatment plant. To address this a chlorine pellet feeder was installed which brings the manganese out of the solution and keeps it in the well. To protect the device the Town is looking at 2 possible security solutions. One is purchasing a green fiberglass enclosure (6ft. x 5ft. x 5ft.) and placing it over the feeder. The second solution is to build an 8ft. x 8ft. fence (with a gate) around the device. The Director of Public Works was asked to provide cost quotes for each along with pictures at a future meeting.

NEW BUSINESS:

Jefferson Village Paving – Mill & Overlay Bids – The Town budgeted \$310,000 for the Boileau Court Overlay Project. C. J. Miller, LLC was the lowest bidder at \$224,329. They have performed multiple projects for the Town in the past and all have been successful. Staff is confident they can perform the work required of the project. The contractor is ready and available. The Town Board was asked to approve the bid award tonight so that the project can move forward. Commissioner Falcinelli motioned to approve the bid from C. J. Miller, LLC for the Boileau Court Overlay Project. Seconded by Commissioner LaPadula. Motion passed (4-0).

Letters will be sent to the residents of Jefferson Village informing them of the upcoming project.

Lewis Corl Memorial Walking Trail Sign – The Town Board reviewed the artwork for memorial sign for Lewis Corl. The wording will be modified which will reduce the sign and the cost. It will be placed along the walking trail opposite his home. There was a suggestion to hold a dedication ceremony for the sign along with placing a memorial bench in the same location.

Request for Stop-Sign on Tobias Run from Glenbrook Residents - Residents of Tobias Run have asked for the placement of a 3-way stop sign within their neighborhood. The Town Administrator and the Director of Public Works do not think it is warranted. Burgess Miller suggested Town Board members going to the neighborhood and talking with the residents.

Proposal for Deferred Compensation Plan for Employees – Town employees are enrolled in the MD State Retirement system. The Town covers the expenses for this. Employees are asking for an additional type of plan in which they could do more with their own monies. A deferred compensation plan is “401-K” like. The Town would not contribute. Enrollment is not mandatory for all employees. This is an initial discussion to see if the Town Board is interested in pursuing this further. It will be an agenda item for the Monday, June 8th meeting.

PUBLIC COMMENTS: None.

ANNOUNCEMENTS:

- *Please Complete Your Census Information – Middletown is currently at 79.9% completion.*

Workshop adjourned at 9:00 PM.

Respectfully submitted,

Annette Alberghini,
Office Manager

BURGESS AND COMMISSIONERS OF MIDDLETOWN MARYLAND

TOWN WORKSHOP MEETING MINUTES VIRTUAL MEETING

REGULAR MEETING

June 8, 2020

The virtual regular meeting of the Burgess and Commissioners of Middletown was called to order on June 8, 2020, by Burgess Miller at 7:00 p.m. Present were: Commissioners Larry Bussard, Christopher Goodman, Jennifer Falcinelli, Jean LaPadula and Rick Dietrick.

PERSONAL REQUESTS FOR AGENDA: None.

CONSENT AGENDA:

- **Proposal for Deferred Compensation Plan for Employees**
- **Financial Statements**
- **Town Meeting Minutes**
 - *May 7, 2020 – Town Workshop*
 - *May 11, 2020 – Town Meeting*

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

UNFINISHED BUSINESS:

Ordinance 20-03-01 Forest Conservation Requirements – 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 public hearing on this ordinance was held June 4, 2020.

Motion by Commissioner Dietrick to approve Ordinance 20-03-01 as presented. Seconded by Commissioner LaPadula. Motion passed (5-0).

Appointment of Standing Committee Members – Burgess Miller provided a document to the Town Board members listing the responsibilities and current membership of each standing committee, the Planning Commission, and the Board of Appeals. Membership number is not restricted on the standing committees. Commissioners were asked to review the lists for accuracy. It was noted that once this list is approved, if membership changes on the standing committees going forward, it must come before the Town Board as an item on the consent agenda for verification and appointment.

Motion by Commissioner Goodman to approve the standing committee members as presented. Seconded by Commissioner Falcinelli. Motion passed (5-0).

Schedule Public Hearing – Text Amendments for Accessory Structures – The Burgess and Commissioners requested the Planning Commission review proposed changes to accessory structures in the Town Code. At the Planning Commission meeting held on Monday, May 18th, the commission members recommended approval of the proposed changes with some modifications. The proposed changes will need to be put in ordinance form, and a public hearing will need to be scheduled.

The PC modifications are as follows: 1) Change the maximum height of an accessory structure from the proposed 15 feet to 16 feet; 2) Change the maximum square footage allowed in the R-20 district from 2,000 square feet to 1,000 square feet; 3) Delete the inconsistency in language for the height of accessory

structures on townhouse lots which should be made consistent with the rest of the code section. Commissioner LaPadula had previously provided additional language to be added to the draft. Those additions were not included in the documentation for tonight's meeting. The public hearing date is scheduled for July 2, 2020. The Town Board will vote on this item on July 13, 2020.

Board of Appeals Vacancies – There are two vacancies on the Board of Appeals, one sitting member and the alternate. There are four residents interested in filling the vacancies. The town code states that “Board of Appeal members shall be appointed by the burgess with the consent of the commissioners.” There should be a vetting process in place prior to appointment. Interested individuals must complete a volunteer application. It was recommended that they go through an interview process which includes the burgess and the zoning administrator. Burgess Miller will be contacting each of the four individuals to schedule an interview. Interviews will include Burgess Miller, Mark Hinkle, the Zoning Administrator, and any other interested Commissioner. The Burgess will then make his recommendations to the Town Board at the July workshop.

Treatment of Well #22 - There has been an identified problem of natural manganese depositing on the pump, the drop pipe and the delivery pipe to the treatment plant. To address this a chlorine pellet feeder was installed which brings the manganese out of the solution and keeps it in the well. To protect the device the Town is looking at 2 possible security solutions. One is purchasing a green fiberglass enclosure (6ft. x 5ft. x 5ft.) and placing it over the feeder. The second solution is to build an 8ft. x 8ft. fence (with a gate) around the device. This item is tabled until the June 22, 2020 meeting so that pricing can be provided by the Director of Public Works.

REPORT OF COMMITTEES:

WATER & SEWER – Commissioner Falcinelli reported:

Water use for May – 290,109 gal., spring flow for May – 143,632, East WWTP treated 239,000 gals. and the West WWTP treated 327,000 gals. The large reservoir tank is now empty. The slab the new reservoir tank will sit on will be poured beginning June 15, 2020. Construction on this project is 8.4% complete. The Town Board has a year to review whether to keep the newly built “temporary” access road to the construction site. That is a large financial investment to remove once this project is finished. The Main Street waterline installation is now 100% complete.

PUBLIC WORKS – Commissioner Bussard reported:

The mill and overlay for Boileau Drive begins June 22, 2020. Town staff review of the Broad Street Streetscape is complete. Martha Mason and Schoolhouse Drive are now mill and overlay projects to be completed as part of the Main Street Streetscape. Garage Drive Streetlights – town staff will be meeting with the adjoining property owner to discuss light locations. The pedestrian blinking sign for Franklin Street will have no action until after the FY2021 budget is passed. Commissioner Dietrick asked if the crosswalk signs at the bump-out in front of town hall were permanent. Those signs will be changed to the decorative poles originally recommended by the Town. SHA will be asked to review all the new signs they have installed to identify which qualify as necessary and which aren't/can be removed.

SUSTAINABILITY – Commissioner Dietrick reported:

The committee reviewed the memorial tree program. Memorial trees will cost \$300-\$600 per tree. Stadler's Nursery will do the planting and guarantee the trees for 1 year. The question was raised as to what happens if the tree dies after that time. Burgess Miller suggested that the Town could set aside monies for the cost of 2-3 tree replacements each year. If the monies are not used, they will go back into the General Fund. The 2020 Comprehensive Plan will have a new section titled Sustainability.

PLANNING COMMISSION – Commissioner LaPadula reported:

The virtual Planning Commission workshop will be held June 10th. Items include: The Hollow Creek Professional Center Architectural Renderings Review, 121-123 West Main Street Change of Use, the Tabor Barn Demolition Extension and Use of the Foundation, the Height of Buildings Code Changes, the 2019 Annual Report and Review of Chapter One of the 2020 Comp Plan. The developer of the Hollow Creek Professional Center has made accommodations to the architectural renderings to address changes

requested. Commissioner Lapadula stated that if any Town Board members had concerns or recommendations on any Planning Commission agenda item to please contact her.

PARKS AND REC. COMMITTEE – Commissioner Goodman reported:

POS monies have been allocated. The Town received \$15.3K for the Remsburg Park waterline extension, \$11.2K for bleachers at Remsburg Park and \$21.2K for a new pickle ball court at Wiles Branch Park. Commissioner Goodman received a complaint of people using the soccer field at the primary school as a dog park, and not cleaning up after their dogs. He recommends installing signs to deter this. He also recommends that the Town looks at the leash law currently in place and recommends amending it so that all dogs must be on leashes when out in public. The Town Administrator asked to meet with Commissioner Goodman regarding a DNR grant to refurbish the old swing set which was donated by the Braddock Heights Community. Questions were raised as to its historic value. The work on the Remsburg walking trail is now complete. It was asked if MVAA was scheduling use of the town's athletic fields yet. No one is sure. Outside athletic groups are wanting to schedule and use those fields. They are being directed to MVAA to coordinate.

PUBLIC INFORMATION – Commissioner Falcinelli reported:

The committee has been reviewing options for video streaming of meetings. Commissioner Falcinelli contacted GovOffice to discuss the possibilities of streaming through the Town website. They recommended contacting Boxcast which is a service GovOffice utilizes for streaming with other communities. Boxcast was contacted and Commissioner Falcinelli briefly reviewed the costs involved and the equipment needed if the Town chose to utilize Boxcast services. There are no interactive capabilities with Boxcast. It would be streaming only. If someone were watching the streamed meeting and had a question, they could email their questions for follow-up after. It was suggested that we start with just streaming and see if other options/upgrades will be needed as time progresses. The Town currently has the capability to upload the recordings from prior meetings held at the Town Hall. Residents are encouraged to sign up through 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:

Resolution 20-04 – Use of Town Parks by Fitness/Dance/Yoga Businesses to Comply with Social Distancing Requirements - There was discussion at the June Workshop concerning letting businesses use the park temporarily to hold exercise classes. They would not be renting the park. The draft temporary resolution addressing this issue was reviewed. It allows fitness, dance, and yoga businesses to conduct their classes at Town Parks during the current state of emergency. They must follow all social distancing guidelines. Modifications to the draft resolution were added: Specifically, this is for in-town Middletown fitness, dance, and yoga businesses only, and to add statements which waives the Town's responsibility of any liability.

Commissioner Dietrick motioned to approve Resolution 20-04 to authorize the Town of Middletown to allow in-town fitness/dance/yoga businesses to use Town Parks for classes following social distancing guidelines as discussed. Seconded by Commissioner Bussard. Motion passed (5-0).

Lewis Corl Memorial Walking Trail Sign – The Town Board reviewed the artwork for a memorial sign for Lewis Corl. The wording has been modified. The cost is \$265.00. It will be placed along the walking trail opposite his home. There will be a scheduled dedication ceremony for the sign along with placing a memorial bench in the same location with a date yet to be determined.

This sign was approved by consensus.

Request for Stop-Sign on Tobias Run from Residents of Glenbrook – Residents of Tobias Run have asked for the placement of a 3-way stop sign within their neighborhood. The Town Administrator and the Director of Public Works do not think it is warranted. The question was raised as to whether the Glenbrook HOA was aware of this request. Mrs. Scarpignato, 623 Glenbrook Drive, the Glenbrook HOA

President was attending this meeting and stated that the HOA had not been notified by the residents of Tobias Run, but were aware of the request by attending the Town Board meetings via Zoom. Burgess Miller suggested that Town Board members go to the neighborhood and speak with the residents at 6:15pm on July 2, 2020, just prior to the town workshop. Letters will be sent to the property owners of that neighborhood.

PUBLIC COMMENTS:

Speeding & Noise on South Jefferson Street – Kevin Dunlap, 337 South Jefferson Street asked if the Town was going to address the speeding that is occurring on the southern end of South Jefferson Street, and occurring on South Church Street. He also was lodging a noise complaint because of fireworks being set off, unlicensed motor bikes driving through the neighborhood and loud car stereos driving by. It was also noted that tractor trailers use their engine brakes when driving through town. The primary strategies to address speeders is to place the speed sign in the neighborhood and to have the community deputies step up their presence and increase enforcement. Commissioner Goodman offered to meet with Mr. Dunlap to talk over the issues, and to observe what is happening. It was suggested that the State install signs addressing the truck braking at 4 ends of town. The Town also has a meter which registers noise levels which could be used.

Town Tornado Siren – Alex Kunderick, 3 Crone Lane, voiced concern regarding the tornado siren. Testing of the voice tone siren occurred over the weekend and residents of Foxfield could not hear the directions given. He asked if a second siren could be installed on the east side of town. The Town will contact the Frederick County Office of Emergency Management and inquire about the costs to add another siren and the possibility of applying for another grant to cover its cost.

Town Budget – Employee Raises – Commissioner Bussard asked if there will be a scheduled executive session to discuss staff salary increases for FY2021. Employee evaluations are currently taking place. Once they are complete it will be scheduled. Commissioner Bussard stated that staff have done a tremendous job handling everything that has occurred over the last few months. That staff made it seamless to residents. Staff should be recognized for the hard work they have done.

ANNOUNCEMENTS:

- *Please Complete Your Census Information* – Residents will now have to mail in their information.
- *Joint Town Board / Planning Commission Workshop* – July 6, 2020 virtual meeting.
- *Virtual Vintage Vehicles in the Valley* – July 5, 2020. More information to come.
- *Family Movie Night -Drive-In* – June 19, 2020. Middletown Carnival Grounds Parking Lot. The movie to be shown is “Big Hero 6”. More information to come.

Meeting adjourned at 8:31 PM.

Respectfully submitted,

Annette Alberghini,
Office Manager



**BURGESS AND COMMISSIONERS OF MIDDLETOWN
GENERAL FUND – Operating Budget**

FISCAL YEAR 2021

<u>REVENUES</u>	<u>PROPOSED 21 LEVELS</u>
LOCAL TAXES:	1,486,555
COUNTY SHARED TAXES:	1,573,619
STATE-SHARED TAXES:	214,528
LICENSES AND PERMITS:	15,100
PARKS AND RECREATION:	-
POLICE PROTECTION:	20,200
OTHER REVENUE:	15,403

TOTAL REVENUES: \$3,325,405

<u>EXPENDITURES</u>	<u>PROPOSED 21 LEVELS</u>
LEGISLATIVE:	45,583
EXECUTIVE:	10,200
ELECTION EXPENSES:	-
GENERAL SERVICES:	387,895
MAINTENANCE:	353,928
PROFESSIONAL SERVICES	25,891
PLANNING AND ZONING:	71,790
MAIN STREET PROGRAM:	60,995
PUBLIC SAFETY:	446,458
SANITATION AND WASTE REMOVAL:	295,960
RECREATION & CULTURE	123,666
HIGHWAYS AND STREETS:	809,315
MISCELLANEOUS	412,843
CIP CONTRIBUTION	-

TOTAL OPERATING EXPENSES \$3,044,524

SURPLUS/(DEFICIT) \$ 280,881



**BURGESS AND COMMISSIONERS OF MIDDLETOWN
WATER AND SEWER FUND – Operating Budget**

FISCAL YEAR 2021

<u>REVENUES</u>	<u>PROPOSED</u>
OPERATING REVENUES:	<u>21 LEVELS</u>
	1,229,164
TOTAL OPERATING INCOME	<u>\$ 1,229,164</u>
OPERATING EXPENSES:	
Administrative	232,488
WATER:	
Salaries	143,953
Water Distribution System	40,933
Water Plant/Tower/Booster Station	86,010
Electric	45,615
SEWER:	
Salaries	110,564
Sewer Collection System	126,616
East Wastewater Treatment Plant	172,284
West Wastewater Treatment Plant	78,986
Electric	98,896
CONTINGENCY FUND	25,006
CIP CONTRIBUTION	-
TOTAL OPERATING EXPENSES	<u>\$1,161,351</u>
SURPLUS/(DEFICIT)	<u>\$ 0</u>



Burgess and Commissioners of Middletown, Maryland

Fiscal Year 2021
Tax Rates

Town of Middletown - Property Tax Rate	\$	0.232 per \$100 assessed value
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Town of Middletown - Personal Tangible Property Tax Rate	\$	0.580 per \$100 assessed value
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Months	Discount Rate	Interest Rate
July-17	2.00%	
August-17	1.00%	
September-17	Base	Base
October-17		0.67%
November-17		1.33%
December-17		2.00%
January-18		2.67%
February-18		3.33%
March-18		4.00%
April-18		4.67%
May-18		5.33%
June-18		6.00%

ORDINANCE NO. 20-07-01

AN ORDINANCE TO AMEND TITLE 17 TO ESTABLISH NEW OFF-STREET PARKING REQUIREMENTS FOR RESIDENTIAL DISTRICTS AND TO ESTABLISH NEW GUIDELINES WITH RESPECT TO ACCESSORY STRUCTURES.

SECTION I. BE IT ORDAINED AND ENACTED by the Burgess and Commissioners of Middletown that Title 17, Chapter 32.060 of the Middletown Municipal Code be, and hereby is amended as shown below. Language being deleted is designated by being ~~in brackets and stricken through~~. New language is designated by being in **BOLD CAPITAL LETTERS**.

Title 13 - ZONING

Chapter 17.32. DESIGN STANDARDS GENERALLY

17.32.060 - Off-street parking ~~in residential districts~~.

A. *{Unchanged}*

B. Spaces Required. Off-street parking spaces must be provided for each building erected or enlarged in accordance with the following schedule:

Type of Use	Minimum of One Parking Space for Each
Single – and two-family residential dwellings and duplexes	2 PER DWELLING UNIT + 0.5 PER BEDROOM OVER 2 BEDROOMS {+1/2 dwelling unit (i.e., two spaces per dwelling unit)}
Townhouses, apartments	2 PER DWELLING UNIT + 0.5 PER BEDROOM OVER 2 BEDROOMS {+1/2 dwelling unit (i.e., three spaces per dwelling unit)}
Hotel, motel	Guest sleeping room
Office building	300 square feet of gross floor area
Retail store or shop	150 square feet of gross floor area
Eating Establishments	90 square feet of gross floor area and ground area (excluding parking) devoted to patron use on the property or three seats, whichever requirement is greater
Bowling alley	¼ lane (i.e., four spaces per lane)
Other recreational establishments	100 square feet of gross floor area
Community Centers	100 square feet of gross floor area
Auto repair	400 square feet of gross floor area and ground area devoted to repair and service facilities

Other commercial buildings	300 square feet of gross floor area
Medical care facilities	Bed (i.e., one space per bed)
Auditorium, house of worship, theatre and other places of public assembly	Four seats excluding bus areas
Schools	Subject to site plan approval
Industry and heavy commercial establishments	One employee on major shift but at least one space for each 5,000 square feet of gross floor area
Funeral homes	100 square feet of gross floor area
Clubs, lodges, and other similar places	100 square feet of gross floor area
Indoor sports facilities	Subject to site plan approval

C. – J. *{Unchanged}*

SECTION II. BE IT ORDAINED AND ENACTED by the Burgess and Commissioners of the Town of Middletown, Maryland that Title 17, Chapter 32.170 be and is hereby amended as follows. Language being deleted is designated by being ~~in brackets and stricken through~~. New language is designated by being in **BOLD CAPITAL LETTERS**.

Chapter 17.32 - DESIGN STANDARDS GENERALLY

17.32.170 – Modifications to yard requirements.

A. *{Unchanged}*

B. *{Unchanged}*

C. *{Unchanged}*

D. Allowable Projections of Accessory Buildings into Yards. One-story accessory buildings with a maximum height of ~~[twenty-five (25)]~~ **SIXTEEN (16)** feet **MEASURED AT THE PEAK OF THE ROOF** may project into yards provided that: (1) ~~[the building does not occupy more than thirty (30) percent of the rear yard]~~ **THE SQUARE FOOTAGE FOR AN ACCESSORY STRUCTURE FOR BUSINESS PURPOSES SHALL NOT EXCEED SIX HUNDRED (600) SQUARE FEET;** (2) when more than ten (10) feet from the building, it may project into the side or rear yards providing it projects no closer than six feet to the side or rear lot lines; (3) garage accessory buildings entered from alley or street in the case of double frontage lots are not closer than ten (10) feet to the street or alley line; (4) one-story accessory structures on townhouse lots may be located up to two feet of a side property line and six feet of a rear property line provided the accessory structure is no more than eighty

(80) square feet in size; ~~(5) any accessory structure greater than twenty (20) feet in height must provide an additional one foot of setback for each one foot of additional height;~~ (6) (5) all accessory structures defined as sheds must be located to the rear of the principal structure; (6) **ALL ACCESSORY BUILDINGS AND STRUCTURES SHALL BE LOCATED BEHIND THE FRONT BUILDING LINE OF THE PRINCIPAL BUILDING;** (7) **NO ACCESSORY BUILDING OR STRUCTURE, EXCEPT FOR PUBLIC UTILITY PANELS OR BOXES, SHALL BE ERECTED IN ANY EASEMENT AREA;** (8) **ALL ACCESSORY BUILDINGS OR STRUCTURES SHALL BE A MINIMUM OF ONE (1) FOOT FROM EASEMENTS;** (9) **WHEN LOCATED ON A RESIDENTIAL-ZONED PROPERTY, THE SQUARE FOOTAGE OF ALL FLOORS OF THE ACCESSORY BUILDING OR STRUCTURE SHALL NOT EXCEED THE FOOTPRINT OF THE PRINCIPAL DWELLING;** (10) **NO ACCESSORY STRUCTURE SHALL BE USED FOR SLEEPING OR OTHER OCCUPANCY;** (11) **IF A RESIDENTIAL PROPERTY IS SUBJECT TO THE RULES, RESTRICTIONS, AND COVENANTS OF A HOME OWNERS' ASSOCIATION, A HOMEOWNER SHALL OBTAIN ALL HOME OWNERS' ASSOCIATION APPROVALS, IF REQUIRED, TO CONSTRUCT AN ACCESSORY STRUCTURE;** (12) **THE CUMULATIVE AREA OF ALL ACCESSORY STRUCTURES MAY NOT EXCEED THE FOLLOWING SQUARE FOOTAGE BASED ON RESIDENTIAL ZONE:**

Zone	Minimum Lot Size	Cumulative square footage allowed for all accessory structures
R-20		
Single family dwelling	20,000	10% of rear yard not to exceed 1,000 square feet
R-1		
Single family dwelling	10,000	10% of rear yard not to exceed 1,000 square feet
R-2		
Single family dwelling	6,000	10% of rear yard not to exceed 600 square feet
Two family dwelling	4,000	10% of rear yard not to exceed 400 square feet
Duplex	6,000	10% of rear yard not to exceed 600 square feet
R-3		
Single family dwelling	6,000	10% of rear yard not to exceed 600 square feet
Two family dwelling	4,000	10% of rear yard not to exceed 400 square feet
Duplex	6,000	10% of rear yard not to exceed 600 square feet
Multi-family dwelling	4,000	10% of rear yard not to exceed 400

		square feet
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E. - H. *{Unchanged}*

SECTION VI. 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 _____ DAY OF _____, 2020
PASSED ON THE _____ DAY OF _____, 2020
EFFECTIVE DATE: _____, 2020

ATTEST:

**BURGESS AND COMMISSIONERS
OF MIDDLETOWN**

Andrew J. Bowen, Town Administrator

BY: _____
John D. Miller, Burgess

MEMORANDUM

Date: 6/17/2020

To: Burgess & Commissioners

From: Cynthia K. Unangst, Middletown Staff Planner

RE: BUILDING HEIGHT RECOMMENDED CHANGES BY PLANNING COMMISSION

The Planning Commission reviewed proposed changes to building heights in the Town Code. At the Planning Commission meeting held on Monday, June 15th, the commission members recommended approval of the changes as shown below using track changes which deletes references to the number of stories allowed and limits buildings in all districts to a maximum of thirty-five (35) feet. The proposed changes will need to be put in ordinance form, and a public hearing will need to be scheduled.

17.16.050 - Building height regulations and unit limitations for structures in residential districts.

No building will exceed ~~two and one-half stories or~~ thirty-five (35) feet in height. No one structure in any residential district may contain or include more than twelve (12) individual and separate dwelling units within the structure.

17.17.150 - Development standards. (Overlay zoning districts)

- A. Density. The overall density of the project shall be in conformance with the R-3 zoning district.
- B. Lot Area and Yard Requirements. The minimum lot area single-family dwelling shall be six thousand (6,000) square feet. The minimum lot area per duplex (two dwelling units) shall be eight thousand (8,000) square feet. The minimum lot width per structure for a single-family dwelling shall be sixty (60) feet, and the minimum lot width per structure for a duplex shall be forty (40) feet per duplex unit. The minimum yard areas shall be as follows:
 - 1. Front yard: fifteen (15) feet from a public street;
 - 2. Side yard: eight feet for a single-family dwelling; eight feet one side only for a duplex dwelling (one side per dwelling);
 - 3. Rear yard: twenty (20) feet (except that a detached garage accessory structure accessed via a rear alley system shall have a rear yard setback of eighteen (18) feet: or except that a detached garage accessory structure accessed via a front-loaded driveway shall have a rear yard setback of four feet.)

These minimum standards may be modified by the planning commission, in accordance with the master plan design guidelines.

- C. Accessory Structures. The minimum side yard setback for an accessory structure shall be three feet.
- D. Height Limitation. Building height is limited to a maximum of ~~two and one half stories or~~ thirty-five (35) feet in height, ~~whichever is greater.~~

17.20.015 - MB mixed business district.

- C. Required Lot Area, Lot Width, and Yards in the MB District. The following requirements apply in the MB district:
 - 1. Minimum area of lot size: one acre;
 - 2. Setback requirements for front, rear, and side yard: thirty (30) feet; provided, however, that for any lot on which a structure exceeding thirty (30) feet in height is situated, the thirty (30) foot setback requirement shall be increased by one foot for every foot of the structure which exceeds thirty (30) feet in height. Additionally, for any portion of a structure which is adjacent to a residential district or state highway, the setback requirement is one hundred (100) feet for that portion of the structure which is adjacent to such residential district or state highway;
 - 3. Structure height: ~~fifty (50)~~ thirty-five (35) feet;
 - 4. Lot width: one hundred (100) feet. The planning commission may, however, permit a lot width of not more than fifty (50) feet if the planning commission approves a landscaping plan which, in the commission's opinion, provides an adequate buffer for adjacent property.

17.20.030 - Building regulations in commercial districts.

No building shall exceed ~~three (3) stories or~~ thirty-five (35) feet in height or exceed sixty thousand (60,000) square feet in size.

17.24.020 - Building height regulation in industrial districts.

No building in the SC/LM district shall exceed ~~three stories or forty-five (45)~~ thirty-five (35) feet in height.



JAN H. GARDNER
County Executive

RICK HARCUM
Chief Administrative Officer

AGREEMENT

THIS AGREEMENT (“Agreement”), executed and made effective this _____ day of _____, 20___, by and between Frederick County, Maryland, a body corporate and politic of the State of Maryland, hereinafter called “County”, and _____, hereinafter called the “Recipient”.

WHEREAS, a Coronavirus Relief Fund (“CRF”) has been established under the Federal Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”); and

WHEREAS, under the CRF, Federal monies have been allocated to the State of Maryland (“State”) which has distributed a portion of those funds to Maryland counties for COVID-19-related expenditures; and

WHEREAS, the County has received the funds allocated for expenditures within Frederick County (“FCRF”); and

WHEREAS, the parties have entered into this Agreement to document the terms and conditions under which Recipient may apply for and receive FCRF funds.

NOW, THEREFORE, WITNESSETH, that for and in consideration of the mutual promises and covenants contained herein and other good and valuable consideration, the receipt and adequacy whereof is hereby acknowledged, the parties have agreed as follows:

1. Except as otherwise provided herein, this Agreement applies to the FCRF provided to the State under the federal CARES Act and allotted to Frederick County for expenditures due to COVID-19.



JAN H. GARDNER
County Executive

RICK HARCUM
Chief Administrative Officer

AGREEMENT

THIS AGREEMENT ("Agreement"), executed and made effective this _____ day of _____, 20____, by and between Frederick County, Maryland, a body corporate and politic of the State of Maryland, hereinafter called "County", and _____, hereinafter called the "Recipient".

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NOW, THEREFORE, WITNESSETH, that for and in consideration of the mutual promises and covenants contained herein and other good and valuable consideration, the receipt and adequacy whereof is hereby acknowledged, the parties have agreed as follows:

1. Except as otherwise provided herein, this Agreement applies to the FCRF provided to the State under the federal CARES Act and allotted to Frederick County for expenditures due to COVID-19.

2. Recipient understands that the County will rely on the representations made in this Agreement in making any reimbursement payment to Recipient.

3. Recipient shall submit a request to the County for reimbursement of expenditures which meet the following criteria to be eligible for reimbursement:

a. Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19) (“necessary expenditures”);

b. Were not accounted for in the budget most recently approved as of March 27, 2020, for Recipient or any sub-recipients; and

c. Were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

4. An application for reimbursement shall be submitted to the County agent identified in paragraph 22 for each calendar month by the tenth day of the following month. An exception to this deadline is made for the reimbursement requests for March and April, 2020 expenditures which shall be made upon execution of this MOU. An application shall include a summary sheet of all qualifying expenditures and shall include copies of supporting documentation such as receipts or invoices with proof of payment. No application for reimbursement submitted beyond the tenth day of the following month shall be considered for reimbursement, and any expenditures not included on the prior month request may be included on the next month’s reimbursement request.

5. The County will make funds available for the initiation of programs by the Recipient. These programs must be identified and detailed to the County for review prior to the disbursement of funds under the program to ensure that use of funds are consistent with the CARES Act, as well as any implementing regulations, and the federal guidance issued on April

22, 2020 and updated on May 4, 2020 and May 28, 2020 for State, Territorial, Local and Tribal Governments, attached hereto and incorporated herein as Attachment A, including any amendments, clarifications or updates thereto that may be issued by the federal government or the State. A reporting of funds usage shall be submitted to the County agent identified in paragraph 22 for each calendar month by the tenth day of the following month. The report shall include a summary sheet of all qualifying expenditures and shall include copies of supporting documentation such as receipts or invoices with proof of payment. The Recipient agrees to provide any all additional information and documentation in support of reimbursement as requested by the County.

6. Recipient agrees that it is responsible for ensuring that all funds it receives from the County pursuant to this Agreement are used in a manner that is consistent with the CARES Act, as well as any implementing regulations, and the federal guidance issued on April 22, 2020 and updated May 4, 2020 and May 28, 2020 for State, Territorial, Local and Tribal Governments, attached hereto and incorporated herein as Attachment A, including any amendments, clarifications or updates thereto that may be issued by the federal government or the State.

7. Recipient agrees to indemnify and hold harmless the County, its directors, officers and employees, for any FCRF it receives under this Agreement that the federal government, the State, or the County determines was not used for eligible expenditures and, therefore, must be repaid. Within 60 days of receipt of written notice and demand from the County for any such funds, Recipient shall repay such funds to the County.

8. The Recipient of FCRF under this Agreement shall retain documentation that comports with generally accepted accounting principles of all uses of the FCRF, including but not limited to invoices and sales receipts, until after the State has provided written notification to

the County of the close and final disposition, including appeals, in any forum, of any audit or demand for payment from the federal government or the State related to any funds that are the subject of this Agreement. Such documentation shall be produced to the federal government, the State and the County promptly upon any request or made available for inspection promptly upon its request during regular business hours.

9. FCRF provided pursuant to this Agreement cannot be used as a revenue replacement for lower than expected tax or other revenue collections by a governmental entity.

10. FCRF received pursuant to this Agreement cannot be used for expenditures for which the Recipient has received any other emergency COVID-19 supplemental funding (whether state, federal, County, or private in nature) for that same expense.

11. Recipient agrees to fully cooperate with the County and State in any investigation or audit of any FCRF provided under this Agreement.

12. Recipient agrees that the County may set off against and apply any funds of the Recipient on deposit with, or under the control of, the County to the payment of any obligations under this Agreement, with reasonable notice but without resort to any judicial proceeding. The County may also offset any amounts due to the County under this Agreement from any other County grant or assistance to Recipient, which include but are not limited to tax equity payments.

13. Recipient agrees that if it fails to provide the County with any funds as required under this Agreement, such funds shall constitute a delinquent debt owed to the County by Recipient, and that the County may seek to collect on that debt by any means allowed for under Maryland law.

14. The laws of the State of Maryland shall govern the interpretation and enforcement of this Agreement.

15. Neither the failure of the County to exercise any rights under this Agreement, nor any delay in the exercise of any such rights, shall operate as a waiver thereof; nor shall any single or partial exercise of any such right preclude the County from further exercising that or any other right. The remedies provided under this Agreement are cumulative and not exclusive of any remedies provided by law.

16. This Agreement and any terms and conditions expressly incorporated by reference herein embodies the whole Agreement of the parties. There are no promises, terms, conditions or obligations referring to the subject matter, other than those contained herein or incorporated herein by reference. In the event of any conflict between the terms of this Agreement and its incorporated attachment, the terms of the body of this Agreement shall control, except that all terms and conditions shall be subject to and construed to be consistent with any updated requirements, regulations, guidance or clarifications issued by the State or federal government pertaining to the use of the CRF.

17. This Agreement shall bind the respective successors and assigns of the Recipient.

18. Recipient and County shall comply with all federal, State and local laws and regulations that apply to the use of the funds that are the subject of this Agreement.

19. If any provision hereof shall for any reason be held to be invalid or unenforceable, the invalidity or unenforceability of such provision shall not affect any of the remaining provisions hereof, and this Agreement shall be construed and enforced as if such invalid and unenforceable provision had not been contained herein.

20. This Agreement may only be amended by consent of the parties and by written agreement duly authorized and executed by authorized representatives of the Recipient and the County.

21. The Recipient identifies the following agent who is authorized to act on behalf of the Recipient for purposes of this Agreement.

NAME:
TITLE:
PHONE:
EMAIL:
MAILING ADDRESS:

22. The County identifies the following agent who is authorized to act on behalf of the State for purposes of this Agreement.

NAME: Ronni Putman
TITLE: Accounting Team Leader
PHONE: (301) 600-6081
EMAIL: rputman@frederickcountymd.gov
MAILING ADDRESS: 12 East Church Street, Frederick, Maryland 21701

23. The Recipient and the County are both responsible for ensuring that accurate, current identification and contact information for their respective agents are provided at all times to one another under this Agreement. Any written notifications under this Agreement that are provided to email addresses provided by the Recipient and County for their respective agents, shall be deemed to have been received once provided via email to the agent's identified email address.

24. The term of this Agreement shall be from the date of execution of this Agreement as indicated herein, until the close and final disposition including any applicable appeals in any forum, of any audit or federal demand for payment from the State related to any funds that are the subject of this Agreement. The County may terminate this agreement 30 days after written notice of termination is provided to Recipient.

25. By signing hereunder, I certify that I have the authority on behalf of Recipient to make, accept, agree to and bind Recipient to the commitments, representations, requirements and

terms and conditions of this Agreement, and that by signing below, I have so made, accepted, agreed to and bound Recipient to the representations, requirements and terms and conditions of this Agreement.

26. This Contract may be executed in one or more counterparts and shall be deemed valid if delivered electronically (e.g., facsimile, PDF, ink or digital stamp, etc.), each of which will be considered an original instrument, but all of which will be considered one and the same Contract and will become binding when one or more counterparts have been signed by each of the Parties hereto and delivered to the other.

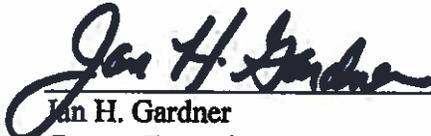
IN WITNESS WHEREOF, the Recipient and the County have caused this Agreement to be executed, sealed and delivered as of the day and year first above written.

ATTEST/WITNESS:

FREDERICK COUNTY, MARYLAND



Rick Harcum
Chief Administrative Officer

By:  (SEAL)

Jan H. Gardner
County Executive

ATTEST/WITNESS:

RECIPIENT

By: _____ (SEAL)
Name: _____
Title: _____



Larry Hogan, Governor
Boyd Rutherford, Lt. Governor
Jeannie Haddaway-Riccio, Secretary
Charles Glass, Deputy Secretary

June 2020

Dear Maryland municipal corporations and Baltimore City,

The Maryland Department of Natural Resources is now accepting grant proposals for the Community Parks and Playgrounds Program (CP&P). These proposals will be reviewed and considered for inclusion in the Department's FY 2022 capital budget request.

Maryland's CP&P Program is designed to restore existing and create new park and green space systems in Maryland's cities and towns. The Community Parks and Playgrounds Program provides flexible grants to municipalities to respond to the unmet need for assistance to rehabilitate, expand or improve existing parks, create new parks, develop environmentally oriented parks and recreation projects, or purchase and install playground equipment in older neighborhoods and intensely developed areas throughout the state.

The CP&P Program FY 2022 Grant Proposal Guide and all application materials are available at <http://dnr.maryland.gov/land/Pages/ProgramOpenSpace/CP&P-Grant-Process.aspx>. If you would like to apply for CP&P project assistance, please complete the following items: Grant Proposal List, Community Parks and Playgrounds Application and Project Agreement, Project Details, and Supporting Documents. Please e-mail all required forms and attachments by 3:00 p.m. on August 26, 2020 to the program administrator for your County.

After reviewing the online information, if you have any questions concerning the Program or would like a printed copy of the materials, please contact your Program Administrator on the following list. We look forward to working with you to enhance the quality of life in your communities through environmentally sustainable park and recreation facilities.

Sincerely,

Carrie R. Lhotsky
Grants and Stewardship Manager
Land Acquisition and Planning

Community Parks and Playgrounds Program Administrators

John Braskey

Allegany and Garrett Counties

john.braskey@maryland.gov

301-777-2030

Margaret Lashar

Anne Arundel, Calvert, Carroll, Charles, Frederick, Howard, Montgomery, Prince George's, St. Mary's, and Washington Counties, and Baltimore City

margaret.lashar@maryland.gov

410-260-8427

Carrie Lhotsky

Baltimore, Caroline, Cecil, Dorchester, Harford, Kent, Queen Anne's, Somerset, Talbot, Wicomico, and Worcester Counties

carrie.lhotsky@maryland.gov

443-534-8255



June 1, 2020

Town Of Middletown

Re: Key Sanitation and J&J Trash Service Purchase of Services

Dear Town of Middletown,

J&J, Inc. has purchased all assets pertaining to the Town of Middletown Trash Collection Contract. This includes the equipment and employees currently servicing the Town. Their knowledge will prove to be a welcome benefit so the Town doesn't see major change in their pickup. We also purchased all the equipment being used so we can continue to efficiently service the Town's trash needs. Both companies are locally owned, operating and doing business in Frederick County. You can expect the same great service and personal relationship you have experienced over the years.

The benefits of this action are more flexibility and variety of services with better cost control measures to help keep standards high and prices affordable. This will help build a stronger organization to better serve our customers and communities.

Please be assured that J&J, Inc. will honor your current contract with Key Sanitation. This includes services, unit cost, schedule, etc. You can expect to see the monthly service invoice start coming from our office on July 1.

We would like to take the opportunity to thank-you for your continued support. We look forward to working in your lovely community.

Sincerely,

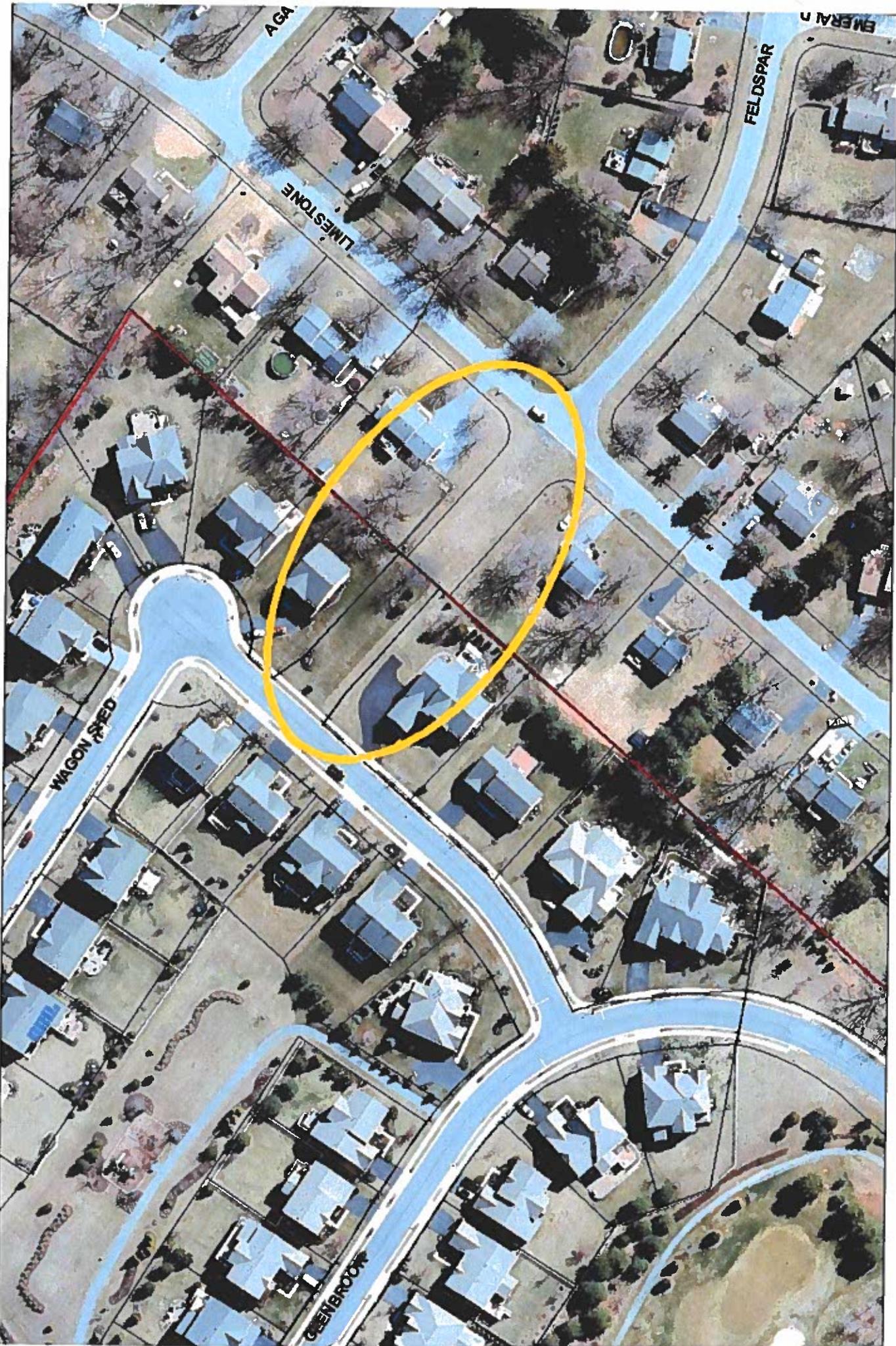
A handwritten signature in black ink, appearing to read "B. Shumaker", written over a horizontal line.

Brian Shumaker
Key Sanitation

&

A handwritten signature in black ink, appearing to read "Troy Cavell", written over a horizontal line.

Troy Cavell
J&J Trash Service



Glenbrook / Fountaindale Right-of-Way

Town of Middletown - Frederick County