



**VIRTUAL MEETING
AGENDA FOR THE TOWN WORKSHOP
June 4, 2020
7:00 p.m.**

PLEDGE TO THE FLAG

CALL TO ORDER

PUBLIC HEARING

- **Ordinance 20-03-01 – Forest Conservation Requirements**

AN ORDINANCE TO AMEND TITLE 16, CHAPTERS 40.028 AND 40.030 OF THE CODE OF THE TOWN OF MIDDLETOWN PERTAINING TO THE FOREST CONSERVATION FUND REQUIREMENTS IN ORDER TO COMPLY WITH RECENT AMENDMENTS BY THE STATE TO LOCAL FUND REQUIREMENTS; TO AMEND THE REQUIREMENTS FOR PAYING MONEY INTO THE FUND; TO AMEND THE TOWN REPORTING REQUIREMENTS TO THE STATE; TO PROHIBIT THE TOWN FROM COLLECTING MONEY FOR DEPOSIT INTO THE FUND UNLESS THE REPORTING REQUIREMENTS HAVE BEEN SATISFIED.

BUDGET WORKSHOP

- General Fund
 - **FY 2021 General Operating Fund**
 - **FY 2021-FY 2025 General Capital Improvements Program (CIP)**
- Water & Sewer Enterprise Fund
 - **FY 2021 Water & Sewer Operating Enterprise Fund**
 - **FY 2021-FY 2025 Water & Sewer Capital Improvements Program (CIP)**

PERSONAL REQUESTS FOR AGENDA:

STAFF REPORTS:

Staff Planner

Engineer's Report

Main Street Manager

Zoning Administrator

CONSENT AGENDA

- Financial Statements
- Town Meeting Minutes
 - May 7, 2020 – Town Workshop¹
 - May 11, 2020 – Town Meeting¹

UNFINISHED BUSINESS:

- Appointment of Standing Committee Members¹
- Text Amendment for Accessory Structures⁷
- Board of Appeals Vacancies²
- Treatment of Well #22

NEW BUSINESS:

- Jefferson Village Paving - Mill & Overlay Bids (Vote)¹
- Lewis Corl Memorial Walking Trail Sign¹
- Request for Stop-Sign on Tobias Run from Residents of Glenbrook¹
- Proposal for Deferred Compensation Plan for Employees¹

PUBLIC COMMENTS:

ANNOUNCEMENTS:

- *Please Complete Your Census Information*

ADJOURNMENT

Zoom Invitation Information:

Topic: Town Workshop

Time: Jun 4, 2020 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/83637911010?pwd=NDJOSDAvaGVWdk1Qc0ZHcmNvVmNpdz09>

Meeting ID: 836 3791 1010

Password: 315969

¹ First Appearance on Town Agenda
² Second Appearance on Town Agenda
³ Third Appearance on Town Agenda
⁴ Fourth Appearance on Town Agenda
⁵ Fifth Appearance on the Town Agenda
⁶ Sixth Appearance on the Town Agenda
⁷ Seventh Appearance on the Town Agenda

MEMORANDUM

Date: 6/1/2020

To: Burgess and Commissioners, Middletown
From: Cynthia K. Unangst, Middletown Staff Planner
RE: Forest Conservation text amendment

The Middletown Planning Commission on May 18, 2020 voted to recommend approval of a text amendment to update the Town's Forest Conservation Ordinance to bring it in line with new state regulations. The new state regulations amend the requirements for paying money into the forest conservation fund; amend the town reporting requirements to the state; and prohibit the town from collecting money for deposit into the fund unless the reporting requirements have been satisfied. The Planning Commission vote was 4-0-1 with Commissioner LaPadula abstaining. Attached is a copy of the draft language for the proposed text amendment.

The Town Board has scheduled a Public Hearing for Thursday, June 4, 2020.

This text amendment has been on the agendas of the town board and the planning commission since March of this year.

- **Planning Commission meeting draft minutes– May 18, 2020:** In accordance with State law, the Town must send all FRO text amendments to the Maryland Department of Natural resources for review and approval. The amendments were sent to the State on September 2, 2019, with revisions sent on January 2, 2020. Approval of the proposed changes was received from MD DNR on February 11, 2020

Action: Commission member Lake motioned to move forward with the recommendation of the Forest Conservation Ordinance proposed changes per changes in the State regulations to the Town Board. Seconded by Commission member Miller. Motioned carried (4-0-1 abstention)
- **Planning Commission PUBLIC HEARING draft minutes – May 18, 2020: ORDINANCE 20-03-01 – FOREST CONSERVATION-** No comments were made at the hearing. The Planning Commission will move forward with their recommendation to the Town Board.
- **Planning Commission workshop draft minutes – May 13, 2020:** Cindy explained that the reason for the text amendment is to comply with the state regulations that went into effect last October. The Planning Commission public hearing will be held on Monday before the commission members give a recommendation to the town board who will then also need to have a public hearing before approving the text amendment.
- **Town Board meeting – April 27, 2020: Ordinance 20-03-01 – Amendments to Forest Conservation –** Last year Maryland Senate Bill 234 Natural Resources – State and Local Forest Conservation Funds (effective October 1, 2019) was passed which made changes to the

State's Forest Conservation Act. This bill requires a few changes to the Town's Forest Resource Ordinance. This proposed ordinance would comply with the new State regulations. The Planning Commission has scheduled a public hearing on this for Monday, May 18, 2020 at 7:00 PM. It has yet to be determined as to whether it is a virtual public hearing or in-person public hearing due to COVID-19.

- **Planning Commission meeting – April 20, 2020:** 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.
 - **Summary of Changes:**
 - The bill adds mitigation banking to the forest conservation fund.
 - The annual report requirements have been revised to require additional information on the number of acres for which the fees were collected, and the number of acres forested, afforested, or conserved using the fees.
 - The bill also requires the local governments to submit to the Maryland Forest Service:
 - A general plan identifying appropriate and potentially available areas for mitigation projects.
 - Detailed accounting procedures for accurately tracking money received into and expended out of the forest conservation fund.
 - The method that the local government will make the forest conservation fund plans and accounting procedures available to the public.

The Planning Commission would have a public hearing on this proposed text amendment on the evening of the May Planning Commission meeting, and then provide a recommendation to the Town Board. The Town Board would hold a public hearing during its June workshop and vote on the text amendment at its meeting, June 8, 2020.

Action: Commission member Miller motioned to move ahead with this text amendment and scheduled the Planning Commission public hearing for May 2020. Seconded by Commission member Gallagher. Motioned carried (5-0).

- **Planning Commission workshop – April 15, 2020:** Cindy explained that the reason for the text amendment is to comply with the state regulations that went into effect last October. They entail reporting requirements and the addition of forest mitigation banking efforts ahead of contributing fee-in-lieu money to the town's forest conservation fund. There will need to be a public hearing by the planning commission before they give a recommendation to the town board who will then also need to have a public hearing before approving the text amendment.
- **Town Board meeting – April 13, 2020: Introduction of Ordinance 20-03-01 – Amendments to Forest Conservation** – Last year Maryland Senate Bill 234 Natural Resources – State and Local Forest Conservation Funds (effective October 1, 2019) was passed which made changes to the State's Forest Conservation Act. This bill requires a few changes to the Town's Forest Resource Ordinance. This proposed ordinance would comply with the new State regulations. The Planning Commission will continue to review this ordinance at its' next meeting in April.

- **Town Board workshop – April 2, 2020: Introduction of Ordinance 20-03-01 – Amendments to Forest Conservation** – Last year Maryland Senate Bill 234 Natural Resources – State and Local Forest Conservation Funds (effective October 1, 2019) was passed which made changes to the State’s Forest Conservation Act. This bill requires a few changes to the Town’s Forest Resource Ordinance. In accordance with State law, the Town must send all FRO text amendments to the Maryland Department of Natural Resources for review and approval. The amendments were sent to the State on September 2, 2019, with revisions sent on January 2, 2020. This proposed ordinance would comply with the new State regulations. The Staff Planner reviewed what some of the new State reporting requirements that are now in place. The Planning Commission will continue to review this ordinance at its’ next meeting in April.
- **Planning Commission workshop – March 11, 2020:** Cindy explained that the reason for the text amendment is to comply with the state regulations that went into effect last October. They entail reporting requirements and the addition of forest mitigation banking efforts ahead of contributing fee-in-lieu money to the town’s forest conservation fund. There was discussion about protecting existing forests into the future and how that might be accomplished.
- **Town Board meeting – March 9, 2020:** 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. Frederick County has proposed changes to their laws to make their regulations stricter. If the Town is interested in emulating Frederick County’s Forest Resource Ordinance, the needed additions to the Town’s ordinance were also included in the proposed ordinance. Staff recommended following the State regulations. Commissioner Falcinelli motioned to move forward with the proposed text amendment using the State requirements, seconded by Commissioner Catania. Motion carried 5-0.
- **Town Board workshop – March 5, 2020:** 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. In accordance with State law, the Town must send all FRO text amendments to the Maryland Department of Natural Resources for review and approval. The amendments were sent to the State on September 2, 2019, with revisions sent on January 2, 2020. This proposed ordinance would comply with the new State regulations. The Staff Planner has reviewed the Town growth boundaries to identify potential areas for future mitigation projects. She also stated that Frederick County has proposed changes to their laws to make their regulations stricter. IF the Town is interested in emulating Frederick County’s Forest Resource Ordinance, the needed additions to the Town’s ordinance were also included in the proposed ordinance.

ORDINANCE NO. 20-03-01

AN ORDINANCE TO AMEND TITLE 16, CHAPTERS 40.028 AND 40.030 TO ALIGN THE TOWN OF MIDDLETOWN'S FOREST CONSERVATION CODE WITH THE MARYLAND DEPARTMENT OF NATURAL RESOURCES STATE REGULATIONS.

SECTION I. BE IT ORDAINED AND ENACTED by the Burgess and Commissioners of Middletown that Title 16, Chapters 16.40.028 and 16.40.030 of the Middletown Municipal Code be, and hereby is amended to add additional language concerning the Forest Conservation Fund. New language is designated by being in **BOLD CAPITAL LETTERS**.

Title 16 - SUBDIVISIONS

16.40.028 - Middletown forest conservation fund.

- A. There is established a forest conservation fund in the town of Middletown.
- B. If a person subject to this chapter demonstrates that requirements for reforestation or afforestation on-site or off-site cannot be reasonably accomplished **AND APPROPRIATE CREDITS GENERATED BY A FOREST MITIGATION BANK IN THE SAME COUNTY OR WATERSHED ARE NOT AVAILABLE**, the person shall contribute money into the Middletown Forest Conservation Fund:
 - 1. Until September 30, 2014, at a rate of thirty (30) cents per square foot of the area of required planting;
 - 2. After September 30, 2014, at a rate adjusted for inflation as determined by the state annually by regulation.
- C. Money contributed instead of afforestation or reforestation under this section shall be paid within ninety (90) calendar days after development project completion.
- D. The town shall accomplish the reforestation or afforestation for **THE EQUIVALENT NUMBER OF ACRES FOR** which the money is deposited within two years or three growing seasons, whichever is a greater time period, after receipt of the money.
- E. Money deposited in the local forest conservation fund:
 - 1. May be spent on the costs directly related to reforestation and afforestation, including site identification, acquisition, and preparation, maintenance of existing forests, and achieving urban canopy goals;
 - 2. Shall be deposited in a separate forest conservation fund; and
 - 3. May not revert to the general or any other fund.
- F. Sites for Afforestation or Reforestation Using Fund Money.
 - 1. Except as provided in subsection (G)(2) of this section, the reforestation or afforestation requirement under this section shall occur in the county and watershed in which the project is located.

2. If the reforestation or afforestation cannot be reasonably accomplished in the town and watershed in which the project is located, then the reforestation or afforestation shall occur in the county or watershed in the state in which the project is located.

G. EVERY TWO YEARS, THE TOWN SHALL PROVIDE TO THE MARYLAND DEPARTMENT OF NATURAL RESOURCES A GENERAL PLAN IDENTIFYING APPROPRIATE AND POTENTIALLY AVAILABLE AREAS FOR MITIGATION PROJECTS AND DETAILED ACCOUNTING PROCEDURES FOR ACCURATELY TRACKING MONEY RECEIVED INTO AND EXPENDED OUT OF THE FOREST CONSERVATION FUND. THE MITIGATION PLANS AND ACCOUNTING PROCEDURES SHALL BE MADE AVAILABLE TO THE PUBLIC.

1. THE TOWN:

- (1) **MAY NOT COLLECT MONEY FOR DEPOSIT INTO ITS FOREST CONSERVATION FUND UNLESS THE TOWN HAS SUBMITTED TO THE DEPARTMENT OF NATURAL RESOURCES THE GENERAL MITIGATION PLAN AND ACCOUNTING PROCEDURES REQUIRED UNDER SUB-SECTION G. OF THIS SECTION; AND**
- (2) **SHALL ENSURE THAT THE EQUIVALENT NUMBER OF ACRES FOR WHICH MONEY IS COLLECTED AND PAID INTO ITS FOREST CONSERVATION FUND IS MITIGATED IN ACCORDANCE WITH AFFORESTATION, REFORESTATION, AND CONSERVATION PRIORITIES AND TECHNIQUES AUTHORIZED UNDER §5-1607 OF THE NATURAL RESOURCES ARTICLE, ANNOTATED CODE OF MARYLAND.**

16.40.029 *{Unchanged}*

16.40.030 - Annual report and biennial review.

- A. On or before March 1 of each year, the town shall submit to the Department of Natural Resources an annual report which contains:
1. The number, location, and type of projects subject to the provisions of this chapter since the last annual report;
 2. The amount and location of acres cleared, conserved, and planted, including any areas which utilize forest mitigation bank credits or areas located in the one hundred (100) year floodplain, in connection with a development project;
 3. The amount of reforestation and afforestation fees and noncompliance penalties collected and expended, **THE NUMBER OF ACRES FOR WHICH THE FEES WERE COLLECTED, AND THE NUMBER OF ACRES REFORESTED, AFFORESTED, OR CONSERVED USING THE FEES;** and

4. The costs of implementing the forest conservation program.
5. The size, location, and protection of any local forest mitigation banks which are created under the forest conservation program;
6. The number, location, and type of violations and type of enforcement activity conducted in accordance with this chapter; and
7. To the extent practicable, the size and location of all conserved and planted forest areas, submitted in an electronic geographic information system or computer aided design format.

B. The town shall submit the necessary documentation to comply with COMAR 08.19.02.04 which provides for Department of Natural Resources biennial review of the local forest conservation program.

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

**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 FY020
Beer, Wine & Liquor	-	-	-	-	-	-		
Traders	4,752	\$4,645	6,444	5,304	4,900	4,900		\$4.0K usually received in May-June
Planning & Zoning	11,450	\$11,691	\$3,715	6,515	3,715	3,700		
	22,215	25,207	19,632	23,321	18,474	15,100	-35%	
PARKS & RECREATION								
Pavillion Fees	3,158	4,315	3,958	4,135	3,046	-		YTD \$1904
POLICE PROTECTION								
State Grant	24,987	\$26,320	26,197	26,654	26,197	20,200		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		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 ^(Footnote #1)		\$250,000		\$125,000	
Sludge Removal - Reserve Account ^(Footnote #2)			\$35,000		
Land Leases <i>(Cellular Antennas on Tank & Comcast Node)</i>	\$202,517	\$209,605	\$216,941	\$224,534	\$232,393
Tap Fees ^(Footnote #3)	\$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 ^(Footnote #5)	\$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 ^(Footnote #4)	\$134,076	\$134,076	\$134,076	\$134,076	\$134,076
RESERVOIR TANK LOAN ^(Footnote #5)	\$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	
<i>Upgrade of West WWTP (Possible Future)</i>				\$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			

Town of Middletown Planning Department

To: Burgess & Commissioners and Middletown Planning Commission

From: Cindy Unangst, Staff Planner

Date: 6/1/2020

RE: Monthly Planning Update – June

Major Subdivisions:

**Foxfield Section 6 (Coblentz Road) – Active-adult special exception use recommended approval by PC to BOA – January 21, 2020
Board of Appeals hearing date – to be rescheduled**

Site Plans, Plats and Minor Subdivisions:

Boileau Drive property – request to use original foundation submitted – June 1, 2020

Caroline’s View/Horman Apartments (East Green Street)- Site Plan approved – April 21, 2008 (no sunset provisions prior to November 14, 2010)

Improvement Plans conditionally approved – May 17, 2010 (no sunset provisions prior to 11/10)

Revised Improvement Plan mylars signed – July 21, 2017

Next step – submittal of PWAs for approval and apply for building and grading permits

Cross Stone Commons (Middletown Parkway) – Revised Site Plan conditionally approved – 10/20/14

Improvement Plan mylars signed – November 6, 2015

FRO plantings completed – December 23, 2019

Next step – submittal of architectural renderings for building #2 for review/approval

Dowd Property (Alternate 40A) – Forest Stand Delineation approved – April 16, 2018

Revised Site plan conditionally approved by PC – October 21, 2019 (Plans expire 10/21/22)

Revised Preliminary Forest Conserv. Plan conditionally approved – November 18, 2019

Board of Appeals approved self-storage use – February 26, 2020 (Expires Feb. 26, 2021)

Revised Building renderings submitted for PC review – April 17, 2020

Next step – PC approval of architectural renderings; submission of FFCP and Improvement plans for PC review;

Franklin Commons (Franklin Street) -

Resubmitted site plan conditionally approved – May 21, 2018 (Plans expire May 21, 2021)

BOA approved height variance request – July 12, 2018 (**BOA approval expired July 12, 2019**)

Improvement plans conditionally re-approved – March 18, 2019 (Plans expire March 18, 2022)

Next step – BOA approval of height variance request, then submittal of letter of credit and signing of PWA’s

Jiffas (Summers Drive) – Forest Conservation Plan approved & Improvement Plan conditionally approved for commercial use – October 20, 2008 (no sunset provisions prior to November 14, 2010)

Architectural plans approved by PC for duplex – March 16, 2015

BOA approval for variance requests for duplex – March 29, 2016 (**Expired March 29, 2017**)

Next step – apply for variance requests for siting of duplex building

Memorial Park – Shed relocation plans submitted for review – March 2, 2020

Middletown County Park (Coblentz Road) – FSD and FCP approved – Feb. 17, 2020

Middletown Water Storage Tank (Ashky Ct.) –

Site Plan approved by PC – March 18, 2019 (Plans expire March 18, 2022)

Final Forest Conservation Plan conditionally approved by PC – June 17, 2019

Improvement Plans conditionally approved – July 15, 2019 (Plans expire July 15, 2022)

Miller Property (East Main Street) – Phase III Revised Site plan approved by PC – June 17, 2019

Phase III Redline Site & Improvement Plans conditionally approved – Sept. 16, 2019

Next step – submittal of Phase IV site plan for review and approval

More Ice Cream (13 W. Main St)–change of use (intensity) plan approved by PC – May 18, ‘20

Richland Driving Range (Glenbrook Drive)– Concept plan reviewed by PC – January 18, 2016

Revised Site Plan conditionally approved – January 15, 2018 (Plans expire January 15, 2021)

Improvement Plans reviewed and tabled by PC – September 17, 2018

Next step – submittal of improvement plans for review and approval

School Complex roadway plans (Schoolhouse Drive) – Improvement plans and FCP plans reviewed & approved by Town Board – May 8, 2017 (informed June 2017 funding was not approved for project)

SWM plans re-submitted to Frederick County and SCD for review/approval – 8/3/17

(Planning Commission reviewed plans as courtesy to Town Board. No expiration date of approval due to type of plans – i.e., no structures, etc. – just changes to roadways, sidewalks.)

St. Thomas More Academy Site Plan revision (Prospect St) –

Revised site plan conditionally approved – April 20, 2020 (Expires April 20, 2023)

Revised site plan to be revisited in five years – April 2025

Valley Register Bldg. (121 W. Main St)–change of use (intensity) submitted for review – May 29th

Annexations:

A.C. Jets Property- PC approval of annexation petition of 35.96 acres – December 21, 2009

Public hearing date - Monday, October 11, 2010

Annexation petition denied by Town Board – October 11, 2010

Admar Property – PC approval of consistency with zoning/comp plan – February 20, 2017

Public Hearing - April 5, 2018

Town Board passed annexation resolution – April 9, 2018

Text Amendments: Accessory structures – under review by Town Board

Residential parking requirements for townhouses and apartments – under review by Town Board

Forest Resource Ordinance amendments – PC recommended approval (May 18, 2020); public hearing for Town Board on June 4, 2020

Reports: Annual Planning Report draft under review by PC

Grants:

Meetings: Next Middletown Green Team Meeting – June 16, 2020

Next Joint town board/planning commission workshop – July 6, 2020

Public Works Monthly Report
June 3, 2020

COMPLETED WORK

Public Works

New chlorine feeder on Well 22, Remsberg Park additional parking lot, Main St sign issues, reconnect 11 E Main St sanitary sewer (Milani damaged) Reservoir Project assistance, flowers planted and being watered. Main St benches, pavers and sign removal / replacement.

New Projects

none

Unbudgeted Expenses:

Booster Station Pump 3 repair or replacement. (cost to: rebuild \$7500.00)
 Well 22: iron buildup in raw water lines, pump replacement and chlorine feeder (\$5500.00) Fence / Enclosure: \$2000.00
 Well 14: manganese buildup in pump and drop pipe. (\$6,389.00) chemical feeder (\$2500.00)

Sludge cost for FY \$ 41,180.00, 36,000 gal hauled, 11900 gal bedded **Total hauled** 426,000 gal **Bedded** 154,700 Gal
Water Use (Average Daily for the Month, Flows stated in gallons per day)

Permit Limits (gal) 387,000/504,000 AD/MMU 250,000 AD 250,000 AD

MONTH	WATER USE		SPRING FLOW		East WWTP		West WWTP	
	past yr	present yr	past yr	present yr	past yr	present yr	past yr	present yr
January	311,859	295,230	124,387	96,085	268,000	257,000	562,000	262,000
February	306,568	297,096	125,499	133,808	258,000	258,000	591,000	352,000
March **	303,576	298,579	122,453	140,805	284,000	225,000	534,000	214,000
April **	321,847	290,726	129,642	143,076	228,000	214,000	401,000	222,000
May	328,737	290,109	132,987	143,632	279,000	239,000	542,000	327,000
June	304,003	321,467	137,335	135,541	303,000	219,000	345,000	233,000
July	325,311	302,495	133,855	129,973	288,000	218,000	260,000	260,000
August	320,355	301,201	127,445	113,503	267,000	159,000	268,000	158,000
September	311,932	339,215	121,589	87,210	351,000	141,000	540,000	154,000
October **	332,306	316,050	121,314	72,217	240,000	184,000	325,000	180,000
Novembr**	293,200	284,740	120,239	74,322	364,000	200,000	586,000	218,000
December	299,953	298,071	121,421	78,176	228,000	230,000	550,000	222,000

Avg Daily/yr 313304 302915 126514 112362 279833 212000 458667 233500
 Avg Yr Flw 114.36 110.56 46.18 41.01 102.14 77.38 167.41 85.23

**Hydrants flushed this month

April 14 709,560 October 14 725,913, October 16 938,000 April 17 732,649. October 17 691,524 April 18 791859
 October 18 668,188 April 2019 737,446. October 2019 531,958

Planned Work

HVAC Replacements
 WWTP weir flowmeter out of service, will require replacement (20+ yrs old). Ordered and received.
 MDE water inspection corrections and emergency plan update
 Remsberg Park Path Paving
 Budget purchases and contracts
 Continue Fire Hydrant ID tag and numbering system installation
 Regulatory: Grease Ordinance completion. MDE Emergency Plan
 Bid Sludge Hauling and Chemicals.
 Reed Bed Development cost analysis.

Reservoir Tank: Shop drawing review continues; construction is 8.4% complete. Demolition is complete underslab piping is currently being installed. Suction pipe is onsite and the tank slab work will begin first week of July.

Open Projects

Boileau Drive: Milling and Overlay start June 22, 2000 with curb removal and replacement.

Remsburg Park Bathrooms: Restrooms expected June 9, 2000 for installation.

I & I Walnut to Jefferson St.: Submitted plans for permit, easement document created. Construction documents at 95% and ready to bid when the budget is available. Phased into two phases. No action.

Parking Review: Sidewalk and curb revisions for potential parking across from firehouse. Revised to lane shift and sent to SHA for review. No action.

ADA sidewalk ramp reconstructions: No action

W WWTP. Final pond baffle is malfunctioning, Investigation needed. Needs review. Received chemical building plans for review. Provided info to Consultant for baffle replacement. No action

Develop Grease Trap Ordinance and Education Program: No Action

Water System:

Hydraulic Model: The model will be reviewed and updated by Ganett Flemming to include Main St, Middletown Glen. We have performed multiple hydrant tests to calibrate the model in April and GF is currently calibrating the model

System: Dec: 182,952 3%, January 235,286 3.2%, February 465,429 7.36% level issue. March 505,580, 4.8%. Apr %4.5 329,183, May 2.85% 214,305 (inaccurate due to start and finish reservoir level) 4% likely. June 4.9% 350,861. July 19 3.29% 221,980 August 19 4% 261,268 Sept 19 2.5% 195,026 Oct 19 4.6% 331,699 Nov 19 471,272 7.7%, Dec 19 433,687 6.5%. January 20, 243,581, 3.6% February 20, 217,970, 3.2%, March 20, 328,854 5.1%, April 20, 433,917 6.8% (well 14 meter not accurate) May 20 large reservoir offline, no loss.

Streetscape/ Main St. Waterline Replacement: waterline 100% complete. Services and sewer line completed this month.

Broad St Streetscape: Design Phase 95% complete. Will be ready to bid for FY 21. Staff working on final review.

SSO and I&I: No overflows.

MDE /Permits: West WWTP Discharge Permit Renewal submitted to MDE, we have received a questionnaire from MDE regarding general arrangement and flow details. East WWTP Discharge Permit submitted 10 months prior to expiration.

MDE MS4 Permit Reports: Permit Report has been reviewed and accepted with minimal comments. Will perform the first water sampling. No action

Franklin St Conceptual Sidewalk Plans: Consultant has included in the Broad St project and has been reviewed by staff.

Remsburg Park: Asphalt paths are completed. Additional parking lot construction has begun.

Municipal Center: Met with CLEAResult PE Company representative for incentives for HVAC, lighting and other energy efficient replacement products. Will receive some reimbursement for HVAC and VFD's at booster station. Board will need to determine if changing out office lights to LED is worth the return. No action

Street Mill & Overlay: Martha Mason and School House will be milled and overlaid with the Main St project about June 9, 2020.

Maintenance Facility: Contract has been executed with Triad Engineering. We have received a preliminary sketch.

East WWTP: Permit renewal complete. Met with representative for bar screen refurbishment. We have received a quotation for the repairs.

Washington Street: Design is currently being reviewed and for storm water management. No action

Garage Drive Street Lights: Meeting with adjoining Owner to discuss the light locations. No action.

Pedestrian Blinker signs: Franklin St needs survey and design. No action until after budgets completed.

Booster Station Process Pipe Replacement (\$225,000): Received first submittal of drawings for review. Construction in FY21. Resolved VFD bypass concern. Design continues.

Developments

Middletown County Park Improvements: Reviewed resubmitted easement plan.

ADMAR Annexation: Met with Owner and Engineer to discuss summary of requirements for water treatment, pressure and fire service supply, appropriation permit, sewer service, water and traffic study. Town staff will be performing some field reconnaissance on the wells in the next few weeks.

Cross Stone: No action

Coblentz Property / Middletown Glen: Public Improvements completed and partially accepted (in warranty period). SWM guarantees released.

Chesterbrook IP's: Guarantees have not been submitted. No action.

MAIN STREET MIDDLETOWN

TO: The Burgess and Commissioners
FROM: Becky Axilbund, Main Street Manager
RE: Workshop Report for June
DATE: June 4, 2020

Upcoming Dates:

June 9 – Second Tuesday of the Month – Promotions Committee Meeting
June 10 – Second Wednesday of the Month – Building Committee Meeting
June 16 – Third Tuesday of the Month – EDC Meeting
June 18 – Third Thursday of the Month – Executive Committee Meeting
June 19 – Business Mixer
June 25- Fourth Thursday of the Month – Board Meeting

Organization:

Our Board and Volunteers:

Vote in New Members, Update Officer Positions

- Lacey Gordon is continuing her second year as the Main Street President
- Jim Hoover was voted on for a 3-year term and was elected 1st Vice President
- Gretchen Gawler is continuing another 1-year term as Secretary
- Treasurer- we are looking for candidates for this position
- Sean O'Keefe was voted on for another 3-year term
- Lisa Miller was vote on for a 3-year term

Please thank these volunteers for their time!

Our Budget:

- The Main Street Board voted to create a Business Relief Fund. And although there has been mixed reactions that a small amount would not really be too helpful for the life of a business, but we have also heard that there is a need. We would rather err on the side of addressing a need. The Economic Development Committee is modeling a business relief fund or micro grant closely to the program developed by the Main Street community of Takoma Park. Takoma Park has had an Emergency Relief Fund in place for a little over 3-years. The application is simple, one page, and adaptable for online submission. The funds are dispersed based on need. Takoma Park Main Street shared their scoring system, too. Our next steps will be for the EDC to get into more of the details, determine timelines, set up an ad-hoc scoring committee, and get a grant agreement in-place.
- In addition, the Main Street Board converted our Community Investment Tax Credits to be awarded to those who donate to this new Business Relief Fund.
- We will take some of our funds – to start the relief fund while we fundraise for additional money.

Our Building:

- Alicia McCormick, PE was recommended to us by Bruce Carbaugh. Ms. McCormick made a site visit to Middletown to address the repair of the foundation. The foundation will be the most complicated step, and is the first step in the rehabilitation project

Design:

- We have received 2-applications for the Main Street Façade Improvement program in the last week! This is great news!
- We have been following up with Parran Collery and working with the other Frederick Main Streets to keep the public art project on track. We have worked out a way for there to still be public participation! Parran will deliver the needed materials up here in 60-75 packages that we can have people come by, pick-up, and return once the project is done. There will also be an option to decorate an online PDF, that perhaps other citizens can decorate and leave the clay for the kids. Commissioner Lapadula is helping with this project as it overlaps with Main Street and Middletown Arts and Activities. Thank you, Jean!
- Unity Slogan – the Main Street Promotions Committee has developed a Unity Slogan – Hope is Our Heritage – and signs are being printed now for Main Street to distribute to our Main Street businesses.

Promotions:

- As Covid-19 restrictions are lifting, we can circle back to the Meet Me on Main campaign. This is where we have arranged to have WDVM create videos for Main Street Businesses as a way to highlight the owners and people behind the business. In this time of social distancing, feeling connected with other people is important. We have arranged for the video production team to come to Middletown mid-July.
- We are currently advertising with WDVM with a digital ad that is targeted to people in the adjoining zip codes of Boonsboro, Jefferson, and Frederick to come to Middletown restaurants. Starting in July, we will change the content to a different message when things start opening back up more fully in the next month to a generalized visit Middletown.
- We are currently still running a digital and print ad with the Frederick News Post as part of their Covid-19 Grant/Reduced Pricing advertisement.

Economic Development Committee:

- The next meeting is scheduled for Friday, June 19th at 8:30am. The last meeting, through Zoom was successfully run, as we had one person ask questions and let each participant have time to answer. Those on the call requested we host monthly meetings.

Main Street Middletown's Response to Covid-19 & Moving Forward:

1. Created an immediate response on Social Media with Social Distancing Bingo and gathered as many photos of business owners on the day before shut-down was official. Photos of business owners have been some of our most successful posts.
2. Immediately updated our website with links to Covid-19 resources and because we did this so soon (thank you Gretchen and Monica!) that the County Office of Economic Development gave us Kudos and public recognition.
3. Immediately used our Constant Contact newsletter to go from a casual update to daily, emergency crisis style of communication.

4. Consistently have advertised our restaurants – that are both inside and outside of the Main Street district to promote the overall health of the local economy. To date, we are still advertising digitally and via print for all restaurants in the legal boundary of the Town.
5. Transitioned grant funds from other projects to shore up our operating funds so we can continue to advertise the Main Street district
6. We are creating a Micro Grant Program and adding the ability to get Tax Credits in addition to just taking in smaller local donations (*depending on your votes)
7. We are expanding the Façade Improvement Program to include interior updates necessary to address social distancing measures. (*depending on votes)
8. We have expanded our business exchange meetings from quarterly to once a month and have money to invite speaker(s).
9. We have created a unity slogan –
10. We will adopt the Governor's Pledge ourselves - as well as work to get 100% business participation.
11. We will roll-out the Meet Me on Main Campaign which is a very personalized approach and multi-channeled marketing to assist the businesses.
12. We will do our part to stimulate the local construction economy by going forward with our planned rehabilitation of the Main Street building.
13. We will update our website, as planned, so we can remain a hub of communication about Middletown's businesses and things for visitors to see, do, and spend money
14. We will continue to work with the Town as a partner in this every-changing environment.

Thank you for your support of Main Street Middletown!



Town of Middleton
Zoning Administrator Monthly Staff Report

To: Burgess and Commissioners

From: Mark Hinkle, Zoning Administrator

Date: June 1, 2020

RE: Monthly Zoning Administrator Staff Report for May 2020

BOA Hearings: Delayed case MT-B-20-2

Storage Container & Dumpster Permit: None

Home Occupation Permit: None

Zoning Violations and Complaints:

- 1/14/2019 – 819 East Main Street, BB &T bank – Complaint received about unscreened dumpster, investigated and sent letter. Spoke with branch manager and agreed to allow them an extra 30 days so they can deal with their headquarters in North Carolina. The dumpster became obvious once the property next to them was cleared. Spoke with construction company and advised them what would be needed to be properly screened. ***Plan being submitted to headquarters in North Carolina to correct issue. On hold due to Parking lot realignment efforts. Spoke with facilities maintenance 10/7/2019 and they are waiting on a decision on the lot realignment before moving forward***
- 4/24/2019 – 5 East Main Street, Subway – Deteriorating signpost and signage for business no longer on site, letter sent, spoke with owner. Subway will be assigning a new Franchisee in the next 6 months and they plan on renovating and improving the building and signage at that time. ***Working toward renovation of building and signage at same time.***
- 10/23/19- 121-125 W. Main St.-Work without a permit. Sent letter to owner and contacted Frederick County. Stop work order issued by Frederick County. Owner filed for Zoning Certificate but has not applied for permit. Owner is also meeting with Planning Commission to discuss changes to property. County still has not received

Zoning Certificate to begin permit process. County has approved renovations. ***Project was approved for two main level business suites, two second floor apartments. Project will go through Planning Commission process to proceed with two third floor apartments.***

Miscellaneous:

- Letter sent to owner of Franklin Commons to submit all required paperwork by January 15, 2020 to comply with decision by Board of Appeals. We did not receive the required information. Certified letter sent to owner to let them know that their past decision has expired and that they would need to file for the case to be re-heard before they can move forward.
- Addressing questions from fire company regarding building a training prop in a sea-tainer at their banquet facility
- Met onsite at 121 W. Main with Cindy and Architect to help facilitate the process.
- Several inquires on garages with in-law suites.
- Notified that work will be done on a new vehicle storage shed at Coblantz Park
- Town Board has received applications for BoA appointments, awaiting interview phase

Permits:

<i>May 2020 Zoning Certificate</i>	<i>Address</i>	<i>Permit #</i>	<i>M-town Received</i>	<i>M. Hinkle Approved</i>	<i>County Approval</i>
Gryzb-Pool	708 Glenbrook Dr.	276882	4/22/2020	5/1/2020	Yes
Glenn-Fence	305 Broad St	Town	5/4/2020	5/4/2020	No
Stuart-Pool	7 Gladhill Dr.	280905	5/7/2020	5/8/2020	Yes
Watson-Deck	5 Tile Silo Ct.	276838	5/5/2020	5/11/2020	Yes
Smart-Fence	7525 Coblantz Rd.	Town	5/13/2020	5/13/2020	No
Thayer-fence	4 Walnut Ct.	Town	5/18/2020	5/18/2020	No
Augustine-Finish basement	8 Woodmere Cir.	279419	5/18/2020	5/18/2020	Yes
McCahey-Fence	208 Rod Circ.	Town	5/19/2020	5/20/2020	No
Wilhelm-Fence	334 S. Jefferson St.	Town	5/22/2020	5/22/2020	No
121 Main St. LLC-Renovation	121 W. Main St.	280900	5/26/2020	5/26/2020	Yes

Town of Middletown
Statement of Revenue & Expenditures
 General Fund
 Fiscal Year 2020
 For the 10 Months Ended April 30, 2020

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
REVENUE			
<u>LOCAL TAX</u>			
Real Property	\$ 1,326,170	\$ 1,363,897	\$ 37,727
Tangible Personal Property	56,392	50,612	(5,780)
Franchise (Cable)	54,750	26,278	(28,472)
Penalties & Interest	<u>11,201</u>	<u>9,584</u>	<u>(1,617)</u>
	\$ 1,448,513	\$ 1,450,371	\$ 1,858
<u>STATE SHARED TAX</u>			
Admission & Amusement	\$ 28,339	\$ 28,847	\$ 508
Highway Gasoline & Licenses	<u>225,440</u>	<u>104,731</u>	<u>(120,709)</u>
	\$ 253,779	\$ 133,578	\$ (120,201)
<u>COUNTY SHARED TAX</u>			
Income Taxes	\$ 1,118,764	\$ 662,569	\$ (456,195)
Tax Equity Grant	<u>674,672</u>	<u>674,672</u>	
	\$ 1,793,436	\$ 1,337,241	\$ (456,195)
<u>LICENSES AND PERMITS</u>			
Business / Traders	\$ 4,900	\$ 377	\$ (4,523)
Planning / Zoning Fees	<u>13,574</u>	<u>8,905</u>	<u>(4,669)</u>
	\$ 18,474	\$ 9,282	\$ (9,192)
<u>PARKS AND RECREATION</u>			
Pavillion Fees	<u>\$ 3,046</u>	<u>\$ 2,229</u>	<u>\$ (817)</u>
	\$ 3,046	\$ 2,229	\$ (817)
<u>POLICE PROTECTION</u>			
State Grant	<u>\$ 26,197</u>	<u>\$ 23,955</u>	<u>\$ (2,242)</u>
	\$ 26,197	\$ 23,955	\$ (2,242)
<u>MISCELLANEOUS</u>			
Bank Shares Grant	\$ 2,500	\$ 1,491	\$ (1,009)
FredCo Reccling Reimbursement	8,060		(8,060)
Miscellaneous & Donations	<u>5,000</u>	<u>2,029</u>	<u>(2,971)</u>
	\$ 13,060	\$ 2,029	\$ (11,031)
OPERATING REVENUES	\$ 3,556,505	\$ 2,958,685	\$ (597,820)
State Grants & Interest	\$ 64,382	\$ 26,846	\$ (37,536)
TOTAL REVENUE	\$ 3,620,887	\$ 2,985,531	\$ (635,356)

Town of Middletown
Statement of Revenue & Expenditures
 General Fund
 Fiscal Year 2020
 For the 10 Months Ended April 30, 2020

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<u>EXPENDITURES</u>			
<u>LEGISLATIVE</u>			
Commissioner's Salary	\$ 21,000	\$ 15,050	\$ (5,950)
Communications	3,120	2,369	(751)
Dues & Subscriptions	7,000	7,182	182
Office Supplies & Exp	5,913	1,577	(4,336)
Advertising	500	1,982	1,482
Meetings & Conventions	<u>8,500</u>	<u>5,287</u>	<u>(3,213)</u>
	\$ 46,033	\$ 33,447	\$ (12,586)
<u>EXECUTIVE</u>			
Burgess Salary	<u>\$ 10,200</u>	<u>\$ 7,650</u>	<u>\$ (2,550)</u>
	\$ 10,200	\$ 7,650	\$ (2,550)
<u>ELECTION</u>			
Clerk Fees	\$ 450		\$ (450)
Other Administrative Expenses	<u>122</u>	<u>1,458</u>	<u>1,336</u>
	\$ 572	\$ 1,458	\$ 886
<u>GENERAL SERVICES</u>			
<u>ADMINISTRATION</u>			
Administrative Salary	\$ 282,712	\$ 240,823	\$ (41,889)
Postage & Printing	200	511	311
Communications	10,609	6,016	(4,593)
Computer Expenses	25,700	24,788	(912)
Office Supplies & Exp	33,500	21,222	(12,278)
Office Maintenance	39,600	18,766	(20,834)
Dues & Subscriptions	150		(150)
Professional Services	4,354	614	(3,740)
Meetings & Conventions	100		(100)
Water and Sewer Grant			
	<u>\$ 396,925</u>	<u>\$ 312,740</u>	<u>\$ (84,185)</u>
<u>OPERATIONS</u>			
Operations Salary	\$ 265,941	\$ 256,987	\$ (8,954)
Communications	8,330	10,485	2,155
Supplies & Expenses	14,200	19,773	5,573
Dues & Meetings	1,500	205	(1,295)
Maintenance & Repairs	32,611	18,373	(14,238)
Tools & Equipment	<u>4,643</u>	<u>1,165</u>	<u>(3,478)</u>
	\$ 327,225	\$ 306,988	\$ (20,237)
<u>PROFESSIONAL SERVICES</u>			
Independent Accounting	\$ 17,500	\$ 17,500	

Town of Middletown
Statement of Revenue & Expenditures
 General Fund
 Fiscal Year 2020
 For the 10 Months Ended April 30, 2020

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
Legal - Development			
Legal - Ordinances	9,395	1,657	(7,738)
	<u>\$ 26,895</u>	<u>\$ 19,157</u>	<u>\$ (7,738)</u>
 <u>PLANNING & ZONING</u>			
Salary & Fees	\$ 66,630	\$ 56,152	\$ (10,478)
Other Expenses	2,529	3,350	821
	<u>\$ 69,159</u>	<u>\$ 59,502</u>	<u>\$ (9,657)</u>
 <u>MAIN STREET PROGRAM</u>			
Manager Salary	\$ 48,914	\$ 41,284	\$ (7,630)
Town Contribution	10,000	10,000	
Main Street Capital Purchases	6,900		(6,900)
	<u>\$ 65,814</u>	<u>\$ 51,284</u>	<u>\$ (14,530)</u>
 <u>PUBLIC SAFETY</u>			
Fire Dept. Donation	\$ 20,000	\$ 20,000	
School Crossing Guards	29,961	12,314	(17,647)
Community Deputy Program	388,063	290,319	(97,744)
	<u>\$ 438,024</u>	<u>\$ 322,633</u>	<u>\$ (115,391)</u>
 <u>SANITATION & WASTE REMOVAL</u>			
Resident Trash & Yard Waste	\$ 290,811	\$ 220,230	\$ (70,581)
 <u>RECREATION AND CULTURE</u>			
Park Salary	29,961	26,490	(3,471)
Maintenance & Repairs	50,478	20,046	(30,432)
Mowing	37,547	27,791	(9,756)
Park Electric	7,172	10,485	3,313
Remsberg Park - Interest	918	13,800	12,882
Remsberg Park - Principal	81,448	71,356	(10,092)
	<u>\$ 207,524</u>	<u>\$ 169,968</u>	<u>\$ (37,556)</u>

Town of Middletown
Statement of Revenue & Expenditures
 General Fund
 Fiscal Year 2020
 For the 10 Months Ended April 30, 2020

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
<u>HIGHWAYS AND STREETS</u>			
Salary	\$ 136,361	\$ 80,012	\$ (56,349)
Street Lighting	172,433	140,395	(32,038)
Storm Water Management	9,842	20,370	10,528
Snow Removal	110,300	13,086	(97,214)
Repairs & Resurfacing	92,450	84,622	(7,828)
Signs	14,000	5,482	(8,518)
Truck Repair & Operation	33,000	21,768	(11,232)
Equipment Repairs & Ops	15,120	2,576	(12,544)
Mowing	36,177	26,551	(9,626)
Interest	79,203	2,423	(76,780)
West Green St - Principal	<u>117,000</u>	<u>65,960</u>	<u>(51,040)</u>
	\$ 815,886	\$ 463,245	\$ (352,641)
<u>OTHER EXPENSES</u>			
MT Historical Society - CIP	\$ 5,000	\$ 5,000	
Donations	100		(100)
Travel - Mileage	2,084	952	(1,132)
Community Events	71,579	47,103	(24,476)
Payroll Taxes	66,223	52,698	(13,525)
Insurance - Property	15,599	14,507	(1,092)
Insurance - Employee	168,974	118,739	(50,235)
Retirement/Pension	73,316	77,750	4,434
Web Page & Directory	3,471	1,560	(1,911)
Real Estate Taxes	800	5,322	4,522
Other	<u>4,000</u>	<u>3,784</u>	<u>(216)</u>
	\$ 411,146	\$ 327,415	\$ (83,731)
TOTAL EXPENDITURES	\$ 3,106,214	\$ 2,295,717	\$ (810,497)
INCOME (LOSS) Exc. Cash Reserves	\$ 514,673	\$ 689,814	\$ 175,141
CASH RESERVES	\$ 881,203	\$ 461,609	\$ (419,594)
SURPLUS / (DEFICIT)	<u>\$ 1,395,876</u>	<u>\$ 1,151,423</u>	<u>\$ (244,453)</u>

Town of Middletown
CIP Funds & Expenditures
 General Fund
 Fiscal Year 2020
 For the 10 Months Ended April 30, 2020

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
OPERATING REVENUE			
Revenue	\$ 3,556,505	\$ 2,958,685	\$ (597,820)
OPERATING EXPENSES			
Expenses	3,106,214	2,295,717	(810,497)
OPERATING SURPLUS (DEFICIT)	\$ 450,291	\$ 662,968	\$ 212,677
OTHER FUND			
POS - Development	\$ 64,382	\$ 25,000	\$ (39,382)
Community Legacy Grants		2,000	2,000
RETAINED EARNINGS	418,612		(418,612)
Interest	1,421	1,846	425
Improvement Fees	259,000	7,000	(252,000)
TOTAL OTHER FUNDS	\$ 743,415	\$ 35,846	\$ (707,569)
TOTAL FUNDS AVAILABLE	\$ 1,193,706	\$ 698,814	\$ (494,892)
CIP PROJECTS & PURCHASES			
Broad Street Reconstruction	\$ 111,000	\$ 19,426	\$ (91,574)
Washington Street Engineering & Boileau Court - TCS	15,000		(15,000)
Martha Mason Drive - TCS	120,000	29,783	(90,217)
Manda Drive - TCS	12,600		(12,600)
Manda Court - TCS	95,000	60,822	(34,178)
Schoolhouse Drive - TCS	52,000		(52,000)
LED Pedestrian Signs	30,000		(30,000)
Remsberg Park - Walking Trail Pa	45,000	26,706	(18,294)
Remsberg Park - Bleacher Repair	65,842		(65,842)
Remsberg Park - Parking Lot	20,000	29,721	9,721
Municipal Center - HVAC Replacem	14,350		14,350
Municipal Center - Boiler Replac	51,765		(51,765)
Municipal Center - ADA Improve		33,606	33,606
Maintenance Facility at EWWTP	30,000	33,540	3,540
IT Computer Equipment Lease	106,000		(106,000)
	37,000	38,232	1,232
	\$ 791,207	\$ 286,186	\$ (505,021)
OPERATING & CIP SURPLUS (DEFICIT)	\$ 1,193,706	\$ 698,814	\$ (494,892)
Cash Reserves	\$ 568,285	\$ 259,936	\$ (308,349)
TOTAL CASH SURPLUS	\$ 1,761,991	\$ 958,750	\$ (803,241)

Town of Middletown
STATEMENT OF REVENUE and EXPENDITURES
WATER & SEWER
Fiscal Year 2019
For the 10 Months Ended April 30, 2020

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
<u>REVENUE</u>			
Water Revenue	\$ 623,593	\$ 504,550	\$ (119,043)
Sewer Revenue	627,213	496,954	(130,259)
Penalties/Reconnects	13,584	12,659	(925)
Rain Barrel Sales	1,000		(1,000)
General Fund Grant/Misc			
TOTAL OPERATING REVENUE	\$ 1,265,390	\$ 1,014,163	\$ (251,227)
<u>EXPENDITURES</u>			
ADMINISTRATIVE			
Office Salaries	\$ 33,963	\$ 29,541	\$ (4,422)
Communications	12,409	8,576	(3,833)
Postage	8,173	8,000	(173)
Office Supplies/Expense	11,560	7,245	(4,315)
Legal - Other	9,800	2,437	(7,363)
Meetings & Seminars	3,500	3,929	429
Advertising	500		(500)
Uniforms	2,835	2,754	(81)
Dues/Subscrip/Certifications	500	599	99
Travel	200	7	(193)
Payroll Taxes	22,027	20,565	(1,462)
Insurance - Prop. & Liability	8,958	10,359	1,401
Insurance - Workers Comp	6,616	12,685	6,069
Insurance - Health	37,474	24,530	(12,944)
Retirement/Pension	11,007	13,461	2,454
Real Estate Taxes	292	389	97
Rain Barrel/Educational Programs	2,000		(2,000)
I & I Loan Principal and Interest	32,927	32,497	(430)
Sub-Total	\$ 204,741	\$ 177,574	\$ (27,167)
Vehicles & Equipment			
2016 Truck (Pearl)	\$ 2,400		\$ (2,400)
2008 Truck (Hightman)	7,300	3,062	(4,238)
2012 Truck (Miller)	2,400	2,403	3
2013 Truck (Walt)	5,300	2,875	(2,425)
2015 Meter Van	3,500	1,041	(2,459)
Misc Equipment		2,331	2,331
Bobcat Mini-Excavator		805	805
Case Backhoe	3,000	358	(2,642)
Sub-Total	\$ 23,900	\$ 12,875	\$ (11,025)

Town of Middletown
STATEMENT OF REVENUE and EXPENDITURES
WATER & SEWER
Fiscal Year 2019
For the 10 Months Ended April 30, 2020

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
WATER			
Salaries	\$ 124,273	\$ 128,500	\$ 4,227
Water Distribution System			
Supplies	11,000	9,437	(1,563)
Repairs & Maintenance	51,000	42,098	(8,902)
Water Line Break Repairs	1,028	1,964	936
Chemicals	500	1,012	512
Tools & Equipment	3,747		(3,747)
Sub-Total	\$ 67,275	\$ 54,511	\$ (12,764)
Water Plant/Reservoir/Booster/Tower/BS Wellhouse			
Supplies	\$ 1,593	\$ 11,464	\$ 9,871
Repairs & Maintenance	80,765	18,167	(62,598)
Chemicals	26,803	11,935	(14,868)
Tank Maintenance Contract	20,000		(20,000)
Tools & Equipment	1,101	3,325	2,224
Testing & Analysis	8,318	2,644	(5,674)
Sub-Total	\$ 138,580	\$ 47,535	\$ (91,045)
Water Electric	\$ 40,018	\$ 74,349	\$ 34,331
TOTAL WATER EXPENSES	\$ 370,146	\$ 304,895	\$ (65,251)
SEWER			
Salaries	\$ 106,305	\$ 114,304	\$ 7,999
Sewer Collection System			
Cone Branch PS	14,445	10,114	(4,331)
Brookridge South PS	8,932	2,398	(6,534)
Foxfield PS	2,637	1,451	(1,186)
Sanitary Sewerlines & Manholes	28,522	20,474	(8,048)
I & I Accrual	75,000	62,500	(12,500)
Sub-Total	\$ 129,536	\$ 96,937	\$ (32,599)

Town of Middletown
STATEMENT OF REVENUE and EXPENDITURES
WATER & SEWER
Fiscal Year 2019
For the 10 Months Ended April 30, 2020

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
Wastewater Treatment Plants			
East Wastewater Treatment Plant			
Supplies	\$ 5,576	\$ 11,792	\$ 6,216
Repairs & Maintenance	23,100	13,655	(9,445)
Chemicals	44,133	33,683	(10,450)
Tools & Equipment	3,414	1,196	(2,218)
Testing & Analysis	27,789	18,870	(8,919)
Sludge Hauling Expense	60,336	44,005	(16,331)
Sub-Total	\$ 164,348	\$ 123,201	\$ (41,147)
West Wastewater Treatment Plant			
Supplies	\$ 2,378	\$ 849	\$ (1,529)
Repairs & Maintenance	17,600	4,962	(12,638)
Chemicals	57,862	35,185	(22,677)
Tools & Equipment	1,426	3,949	2,523
Testing & Analysis	9,908	6,904	(3,004)
Sludge Hauling Expense	17,250	14,375	(2,875)
Sub-Total	\$ 106,424	\$ 66,224	\$ (40,200)
Sewer Electric	\$ 94,395	\$ 28,660	\$ (65,735)
TOTAL SEWER EXPENSES	\$ 601,008	\$ 429,326	\$ (171,682)
TOTAL WATER/SEWER EXPENSES	\$ 1,199,795	\$ 924,670	\$ (275,125)
CONTINGENCY FUND - 3.5%	\$ 41,993	\$ 32,363	\$ (9,629)
ADJUSTED WATER/SEWER EXPENSES	\$ 1,241,788	\$ 957,033	\$ (284,754)
NET INCOME (LOSS)	\$ 23,602	\$ 57,130	\$ 33,527

Town of Middletown
CIP FUNDS and EXPENDITURES
WATER & SEWER
Fiscal Year 2020
For the 10 Months Ended April 30, 2020

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<u>FUNDING SOURCES</u>			
Operating Revenue	\$ 1,265,390	\$ 1,014,163	\$ (251,227)
Operating Expenses	<u>1,199,795</u>	<u>924,670</u>	<u>(275,125)</u>
OPERATING SURPLUS (DEFICIT)	\$ 65,595	\$ 89,493	\$ 23,898
Cash Reserves	\$ 800,079	\$ 918,625	\$ 118,546
Debt Service Fee - New Homes	160,800	122,605	(38,195)
Capital Improvement Fees	178,800	138,518	(40,282)
Inflow & Infiltration - Reserve A	200,000	62,500	(137,500)
Tap Fees	666,000	18,000	(648,000)
Water Tower & Land Leases	195,669	167,876	(27,793)
Main Street Waterline Loan	853,871	230,400	(623,471)
Reservoir Tank Loan	<u>1,984,146</u>		<u>(1,984,146)</u>
TOTAL OTHER REVENUE	\$ 5,039,365	\$ 1,658,524	\$ (3,380,841)
TOTAL FUNDS AVAILABLE	5,104,960	1,748,017	(3,356,943)
<u>DEBT SERVICE COSTS</u>			
Principal Payments			
MDE - East WWTP	\$ 239,265	\$ 225,530	\$ (13,735)
Main Street Waterline Loan	138,165		(138,165)
Reservoir Loan	<u>43,598</u>		<u>(43,598)</u>
TOTAL DEBT SERVICE COSTS	\$ 421,028	\$ 225,530	\$ (195,498)
<u>WATER & SEWER PROJECTS</u>			
Main Street Waterline	\$ 853,871	\$ 429,374	\$ (424,497)
Reservoir Improvements	2,274,095	134,773	(2,139,322)
BS - Upgrade; Pumps; VFDs, Piping	48,500	36,153	(12,347)
Inspection Vehicle (Subaru)	30,000	27,672	(2,328)
Water Meter Replacements	34,333		(34,333)
West WWTP - Curtain Replacement	25,000		(25,000)
West WWTP - Roof Replacement, Adm	16,000	15,750	(250)
Sewer Push Camera	11,000	9,957	(1,043)
Inflow and Infiltration	<u>250,000</u>	<u>6,872</u>	<u>(243,128)</u>
TOTAL WATER & SEWER PROJECTS	\$ 3,542,799	\$ 660,551	\$ (2,882,248)
TOTAL FUNDS REMAINING	<u>\$ 1,983,189</u>	<u>\$ 1,312,996</u>	<u>\$ (670,193)</u>

BURGESS AND COMMISSIONERS OF MIDDLETOWN MARYLAND

TOWN WORKSHOP MEETING MINUTES

WORKSHOP MEETING

May 7, 2020

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

BUDGET WORKSHOP:

FY 2021 General Fund Operating Budget (First reading) – The proposed FY2021 budget was reviewed. The general revenue shows a proposed 22% decrease due to the impact from the CPVID-19 pandemic. Budget adjustments can be made throughout FY2021 as needed. The Town Board asked that the FY2020 numbers be added to this worksheet. It was recommended to review both the FY2021 General Fund Operating Budget and FY2021 General Fund Capital Improvements Program Budget together at the Monday, May 11, 2020 Town Board Meeting. The community groups will also be presenting their requests at that time. Two of those groups will be asking for lesser amounts due to cancelled events. The Heritage Festival Committee may request more funds because corporate sponsorship may be down this coming September.

Budget meeting adjourned at 6:53 PM.

PERSONAL REQUESTS FOR AGENDA:

RedSpeed, Automated Traffic Enforcement – A representative from RedSpeed USA contacted the town to see if there was interest in implementing this program. A representative from RedSpeed USA, Mario Hernandez, provided a presentation. In October 2009, the State of Maryland authorized the use of automated speed monitoring systems in school and highway work zones. The RedSpeed system utilizes radar technology to measure the speed of every vehicle that passes the camera. Vehicles found exceeding the posted speed limit by at least 12mph will be photographed to document the violation. After review and approval by an authorized law enforcement officer a citation including the violation photos and vehicle speed will be sent to the registered owner. The fine is \$40.00. If the fine is not paid the vehicle registration renewal may be flagged by the Maryland Motor Vehicle Administration. Monies collected must be invested back within the community for public safety. The Frederick County Sheriff does not approve of this type of program as he identifies it as a type of revenue generator.

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.

Staff Planner Report – Cindy gave her report.

Engineer's Report – Bruce gave his report.

Main Street Manager Report – Becky gave her report.

Zoning Administrator's Report – Mark gave his report.

CONSENT AGENDA:

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

UNFINISHED BUSINESS:

Comp Plan Community Conversation Event Remarks – The facilitators for the Community Conversation event provided the Town Board with a summary of the information gathered at the March 7th event. Burgess Miller remarked that it was good data and will fit well with Chapter One. Some remarks did not apply to the Town they would be items that would have to be addressed at the County or State level. It was suggested that the Town Board and Planning Commission acknowledge where these changes came from; Middletown residents provided this information to improve Middletown’s quality of life.

Appointment of Standing Committees – Burgess Miller has spoken with all incumbents regarding any interest in switching to be the liaison for other standing committees for the next 2 years. The incumbents would like to stay on their current committees. Commissioner LaPadula will be the liaison to the Planning Commission. Standing committees are asked to provide a list of their current members to the Burgess for continued appointment to their respective committees. Commissioner Goodman would like to add 2 additional members to the Parks & Recreation standing committee. If anyone knows anyone who may be interested, please have them contact the Town Administrator.

Memorial Bench Program – The Parks and Recreation Standing Committee would like to offer memorial benches for public sale, which when purchased could be placed along identified areas of the Town walking trails. Each bench would have a memorial plaque listing who the bench was memorialized for. Two types of benches being considered: Victor Stanley (cost including plaque \$1,250.00 – similar to the benches in front of the Town Hall) and Alpine Benches (cost including plaque \$720.00 – similar to the benches already on the walking trails). An order form was created for the Parks and Recreation Committee to review and approve. The Sustainability Standing Committee is developing a memorial tree program. Purchasing a memorial tree will somehow be added to the memorial bench form. Commissioner Goodman was invited to attend the Sustainability Committee’s virtual tree subcommittee meeting this Monday, May 11, 2020 to discuss combining the two memorial program ideas.

Text Amendment for Accessory Structures – This was discussed at the last joint Town Board / Planning Commission meeting. Town Board members were encouraged to submit any additional questions or comments to the Planning Commission. This will be an agenda item ~~at~~ the Town Board meeting in June.

Discussion of Text Amendment for Height of Building – This will be removed as an agenda item until the Planning commission provides recommendations.

NEW BUSINESS:

Board of Appeals Vacancies – There are 2 vacancies on the Board of Appeals. If anyone knows anyone who may be interested, please have them contact Burgess Miller or the Town Administrator.

Wiles Branch Dog Park Fees – Commissioner Goodman requested that the fees for accessing the dog park be added as an agenda item for the May 11, 2020 Town Board Meeting. This item has been discussed at previous meetings, but nothing was determined for the FY2021 year.

PUBLIC COMMENTS: None.

ANNOUNCEMENTS:

- *Please Complete Your Census Information – Middletown is currently at 77>2% completion.*

Workshop adjourned at 8:23 PM.

Respectfully submitted,

Annette Alberghini,
Office Manager

BURGESS AND COMMISSIONERS OF MIDDLETOWN MARYLAND

TOWN WORKSHOP MEETING MINUTES VIRTUAL MEETING

REGULAR MEETING

May 11, 2020

The regular meeting of the Burgess and Commissioners of Middletown was called to order on May 11, 2020, by Burgess Miller at 7:00 p.m. in the Middletown Municipal Center, 31 W. Main Street, Middletown, Maryland. Present were: Commissioners Larry Bussard, Christopher Goodman, Jennifer Falcinelli, Jean LaPadula and Rick Dietrick.

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

BUDGET WORKSHOP:

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

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

Budget meeting adjourned 7:28 PM.

PERSONAL REQUESTS FOR AGENDA: None.

CONSENT AGENDA:

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

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

UNFINISHED BUSINESS:

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

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

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

REPORT OF COMMITTEES:

WATER & SEWER – Commissioner Falcinelli reported:

The Town is dealing with a manganese buildup in wells 22 and 14 it's being addressed. The construction survey has been completed on the reservoir tank. Construction is expected to begin later this month.

Water use for April – 290,726 gal., spring flow for March – 143,076, East WWTP treated 214,000 gals. and the West WWTP treated 222,000 gals.

PUBLIC WORKS – Commissioner Bussard reported:

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

SUSTAINABILITY – Commissioner Dietrick reported:

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

PLANNING COMMISSION – Commissioner LaPadula reported:

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

PARKS AND REC. COMMITTEE – Commissioner Goodman reported:

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

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

PUBLIC INFORMATION – Commissioner Falcinelli reported:

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

NEW BUSINESS:

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

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

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

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

PUBLIC COMMENTS: None.

ANNOUNCEMENTS:

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

Meeting adjourned at 8:13 PM.

Respectfully submitted,

Annette Alberghini,
Office Manager



Standing Committees

As of June 2020

Water & Sewer Committee:

Responsible for the policies regarding water development and treatment and sewer capacity and treatment. Provide review and recommendation to the Burgess and Commissioners on water and sewer rates, maintenance of related facilities and upgrades to the water and sewer system.

Chair: Commissioner Jennifer Falcinelli
Staff Liaison: Drew Bowen, Town Administrator
Members: Mark Carney, Daphne Gabb, Rich Gallagher, David Lake, Sean Mahar
Bob Smart, Carolyn Spehr

Public Works Committee:

Responsible for the infrastructure and maintenance of Middletown streets, parks and town-owned buildings and areas. Provides review and recommendation to the Burgess and Commissioners on policy as well as costs and improvements to the infrastructure of the town.

Chair: Commissioner Larry Bussard
Staff Liaison: Bruce Carbaugh, Director of Public Works
Members: Jennifer Falcinelli, Alex Kundrick

Parks and Recreation Committee:

Responsible for the policy and improvements to the Middletown park system. Develops recommendations for submission of Project Open Space monies and recommends amenities to the park system. Monitors the use of parks as well as develops recreational programs for consideration by the Burgess and Commissioners.

Chair: Commissioners Chris Goodman
Staff Liaison: Drew Bowen, Town Administrator
Members: Donnie Delauter, Matthew Foreman, Pat Hansen, Sean Mahar, Colleen Pietrucha, Carolyn Spehr

Sustainability Committee:

Responsible for and guided by the Maryland standards for sustainability, this committee recommends to the Burgess and Commissioners policies, actions and initiatives to further our goals to achieving a sustainable and green community.

Chair: Commissioner Rick Dietrick
Staff Liaison: Cindy Unangst, Green Team Co-Chair
Members: Mark Carney, Agnes Ann Danehey, David Lake, Pam McDonald, Doug Martin, Jamie Moore, Shawn O'Keefe, Ann Payne, Joyce Tuten

Planning Commission Liaison:

Serves as a representative of the Burgess and Commissioners on the Planning Commission. Represents the perspective of the Burgess and Commissioners during the deliberations and decisions of the Planning Commission.

Town Board Member: Commissioner Jean Lapadula
Staff Liaison: Cindy Unangst, Middletown Planner
Members: Middletown Planning Commission

Public Information Committee:

Responsible for developing communication and disseminating information regarding projects, events and news of the Town of Middletown. This committee investigates modalities of communication to best keep our citizens informed and engaged.

Chair: Commissioner Jennifer Falcinelli
Staff Liaison: Annette Alberghini, Office Manager
Members: Kelly Bolcik, Patti Hughes, Bruce Jones

MEMORANDUM

Date: 5/19/2020

To: Burgess and Commissioners
From: Cynthia K. Unangst, Middletown Staff Planner
RE: Accessory structures zoning code changes

The Burgess & 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.

CURRENT REGULATIONS

17.32.170 - Modifications to yard requirements.

A.. Allowable Projections of Structure into Yard and Other Modifications to Yard Requirements.

B. Side Yards Not Required for Second-Story Residential Uses in Nonresidential Structures.

C. Allowable Projections of Business Structures into Yards.

D. Allowable Projections of Accessory Buildings into Yards. One-story accessory buildings with a **maximum height of twenty-five (25) feet** may project into yards provided that: (1) the **building does not occupy more than thirty (30) percent of the rear yard**; (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) all accessory structures defined as sheds must be located to the rear of the principal structure.

PROPOSED: Allowable Projections of Accessory Buildings into Yards. The following regulations apply to any accessory building, use or structure within the Town.

Location. All accessory buildings and structures shall be located behind the front building line of the principal building.

Easements. No accessory building or structure, except for public utility panels or boxes, shall be erected in any easement areas. All accessory buildings or structures shall be a minimum of one foot off easements.

Height. *Accessory structures shall not exceed 15 feet, measured at the peak of the roof.* Accessory structures may not exceed the height of any principal building on a lot.

Size. Accessory buildings or structures may project into yards provided that: (1) An accessory structure shall be limited in size, when located on a residential zoned property, to the following. **(a) The total square footage of all floors of the accessory structure shall not exceed the footprint of the principal dwelling.** **(b) The cumulative area of all accessory structures may not exceed the following, based on the 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 2,000 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

The square footage allowed for business purposes in an accessory structure shall be 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 *or 10 feet in height, or a maximum of 15 feet with roof*, 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.

No accessory structure may be used for living, *sleeping or other occupancy*.

Home Owners Association. It is the homeowner's responsibility to have the accessory structure approved by his or her homeowners' association where applicable. A Zoning Certificate from the Town does not negate a homeowners' association's covenants and/or restrictions.



Burgess and Commissioners of Middletown 31 W Main St Middletown, MD 21769 Phone 301-371-6171 Fax 301-371-6474
J. R. Hawkins, P.E., CIP Project Manager Email: rhawkins@ci.middletown.md.us

MEMORANDUM

TO: Burgess and Commissioners of Middletown

FROM: J. R. Hawkins, P.E., CIP Project Manager

DATE: May 29, 2020

RE: Construction Project – Boileau Court Overlay

The Town of Middletown received bids for the Boileau Court Overlay Project on May 21, 2020. The invited contractors totaled six. Five bids ranging from \$224,329.00 to \$307,885.50 were received from contractors.

C. J. Miller, LLC of Hampstead, Maryland was the low bidder with a bid of \$224,329.00 based on the quantities in the Bid Form given by the Town. There was no addendum to be acknowledged and they filled out the Bid Form correctly. All documents were in order. They have performed multiple projects for the Town in the past and all have been successful. Staff is confident that they can perform the work included in the project.

If the Town of Middletown elects to proceed with the project, the staff recommends the award of the contract to C. J. Miller, LLC in the amount of \$224,329.00.

BOILEAU COURT OVERLAY			BID TABULATION												
BID DATE MAY 21, 2020			ENGINEER'S ESTIMATE		CJ MILLER		WASTLER & SONS		KINSLEY		RFP, INC.		LW WOLFE		
Item	Description	Unit	Estimated Quantity	Bid Unit Price	Extended Price in Figures	Bid Unit Price	Extended Price in Figures	Bid Unit Price	Extended Price in Figures	Bid Unit Price	Extended Price in Figures	Bid Unit Price	Extended Price in Figures	Bid Unit Price	Extended Price in Figures
1	MOBE, DEMOBE	LS	1	\$ 5,000.00	\$ 5,000.00	\$ 7,360.50	\$ 7,360.50	\$ 1,000.00	\$ 1,000.00	\$ 11,280.00	\$ 11,280.00	\$ 7,500.00	\$ 7,500.00	\$ 8,000.00	\$ 8,000.00
2	MAINTENANCE OF TRAFFIC	LS	1	\$ 5,000.00	\$ 5,000.00	\$ 2,978.00	\$ 2,978.00	\$ 5,000.00	\$ 5,000.00	\$ 3,878.00	\$ 3,878.00	\$ 7,500.00	\$ 7,500.00	\$ 16,050.00	\$ 16,050.00
3	2" MILLING OF SURFACE 5' WIDTH ALONG GUTTER PAN - BOILEAU COURT	SY	2250	\$ 6.00	\$ 13,500.00	\$ 2.75	\$ 6,187.50	\$ 6.00	\$ 13,500.00	\$ 4.00	\$ 9,000.00	\$ 2.50	\$ 5,625.00	\$ 2.60	\$ 5,850.00
4	2" MILLING OF SURFACE IN PARKING AREAS - BOILEAU COURT	SY	2750	\$ 6.00	\$ 16,500.00	\$ 2.25	\$ 6,187.50	\$ 6.00	\$ 16,500.00	\$ 7.50	\$ 20,625.00	\$ 2.50	\$ 6,875.00	\$ 2.55	\$ 7,012.50
5	PAVING FABRIC OVERLAY - BOILEAU COURT	SY	9300	\$ 6.00	\$ 55,800.00	\$ 2.65	\$ 24,645.00	\$ 2.93	\$ 27,249.00	\$ 2.80	\$ 26,040.00	\$ 3.05	\$ 28,365.00	\$ 3.08	\$ 28,644.00
6	2" SURFACE ASPHALT - 12.5 mm, PG 64-22, YOUNG BRANCH DRIVE	TONS	1200	\$ 70.00	\$ 84,000.00	\$ 61.08	\$ 73,296.00	\$ 74.82	\$ 89,784.00	\$ 78.50	\$ 94,200.00	\$ 112.00	\$ 134,400.00	\$ 96.15	\$ 115,380.00
7	1-1/2" WEDGE AND LEVEL, CONTINGENT	TONS	475	\$ 70.00	\$ 33,250.00	\$ 65.50	\$ 31,112.50	\$ 80.00	\$ 38,000.00	\$ 78.00	\$ 37,050.00	\$ 114.00	\$ 54,150.00	\$ 93.32	\$ 44,327.00
8	FULL DEPTH PATCHING - BOILEAU COURT - 6" GAB, 4" BASE, 2" SURFACE	SY	600	\$ 50.00	\$ 30,000.00	\$ 65.05	\$ 39,030.00	\$ 45.00	\$ 27,000.00	\$ 50.00	\$ 30,000.00	\$ 48.00	\$ 28,800.00	\$ 47.43	\$ 28,458.00
9	PAVEMENT MARKING	LS	1	\$ 1,000.00	\$ 1,000.00	\$ 1,620.00	\$ 1,620.00	\$ 750.00	\$ 750.00	\$ 890.00	\$ 890.00	\$ 50.00	\$ 50.00	\$ 3,500.00	\$ 3,500.00
10	CONCRETE CURB & GUTTER TO BE REMOVED AND REPLACED - BOILEAU COURT	LF	600	\$ 40.00	\$ 24,000.00	\$ 40.79	\$ 24,474.00	\$ 38.00	\$ 22,800.00	\$ 36.50	\$ 21,900.00	\$ 31.00	\$ 18,600.00	\$ 63.10	\$ 37,860.00
11	SCREENED TOPSOIL, 4-INCH MINIMUM DEPTH	SY	100	\$ 5.00	\$ 500.00	\$ 12.80	\$ 1,280.00	\$ 30.00	\$ 3,000.00	\$ 12.50	\$ 1,250.00	\$ 4.00	\$ 400.00	\$ 29.54	\$ 2,954.00
12	PERMANENT SOD	SY	100	\$ 10.00	\$ 1,000.00	\$ 8.64	\$ 864.00	\$ 7.00	\$ 700.00	\$ 5.50	\$ 550.00	\$ 4.14	\$ 414.00	\$ 20.00	\$ 2,000.00
13	TEMPORARY SEED & MULCH	SY	100	\$ 2.00	\$ 200.00	\$ 2.94	\$ 294.00	\$ 1.00	\$ 100.00	\$ 0.55	\$ 55.00	\$ 2.00	\$ 200.00	\$ 15.00	\$ 1,500.00
1C	GEOSYNTHETIC STABILIZED SUBBASE USING GRADED AGGREGATE BASE	CY	20	\$ 50.00	\$ 1,000.00	\$ 75.00	\$ 1,500.00	\$ 50.00	\$ 1,000.00	\$ 64.00	\$ 1,280.00	\$ 52.00	\$ 1,040.00	\$ 50.00	\$ 1,000.00
2C	MISCELLANEOUS SELECT BACKFILL, CONTINGENT	CY	10	\$ 40.00	\$ 400.00	\$ 50.00	\$ 500.00	\$ 50.00	\$ 500.00	\$ 128.00	\$ 1,280.00	\$ 50.00	\$ 500.00	\$ 75.00	\$ 750.00
3C	MISCELLANEOUS CONCRETE, SHA MIX NO. 2, CONTINGENT	CY	10	\$ 190.00	\$ 1,900.00	\$ 250.00	\$ 2,500.00	\$ 500.00	\$ 5,000.00	\$ 226.00	\$ 2,260.00	\$ 168.00	\$ 1,680.00	\$ 385.00	\$ 3,850.00
4C	UNSUITABLE EXCAVATION AND GRAVEL REFILL BELOW SUBGRADE	CY	10	\$ 250.00	\$ 2,500.00	\$ 50.00	\$ 500.00	\$ 60.00	\$ 600.00	\$ 280.00	\$ 2,800.00	\$ 100.00	\$ 1,000.00	\$ 75.00	\$ 750.00
					\$ 269,750.00		\$ 224,329.00		\$ 252,483.00		\$ 264,338.00		\$ 297,099.00		\$ 307,885.50
	Total Bid Price				\$ 269,750.00		\$ 224,329.00		\$ 252,483.00		\$ 264,338.00		\$ 297,099.00		\$ 307,885.50



www.shannonbaum.com

Artwork Approval

105 Competitive Goals Dr. Eldersburg, MD 21784 1-800-368-2295

Customer Name

Middletown

File

Lewis Corl 2x3.FS

Date

6/3/2020

Color Matching 

Designer

Joe Weber

Providing Specific PMS Colors is the Easiest Way to Match Colors. Unless Provided, Colors will be Matched as Close as Possible.

Thank you for choosing Shannon-Baum Signs & Graphics Inc. Your business is greatly appreciated!



MMiddletown

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Customer Approval

Approval Date

 Please verify the specifications carefully. A SIGNED APPROVAL is necessary to proceed with your order.



Vanguard 403(b) Services = Premier recordkeeping + low costs

For the past 35 years Vanguard has been committed to providing educational, governmental, and nonprofit organizations with an easy-to-manage 403(b) plan that helps their employees lower the cost of investing and achieve their retirement goals.

That commitment has never wavered. Vanguard continues to be the preferred, efficient choice for retirement services.* Here's why.



PREMIER RECORDKEEPING

Comprehensive plan services.

An assigned client service team for day-to-day support.

The opportunity to partner with third-party administrators and advisors.

Automatic debit and remittance of authorized third-party fees and expenses.

Participant loan services.

Roth 403(b) deferrals.



AN INTUITIVE ONLINE EXPERIENCE

Streamlined participant and plan sponsor websites.

Online plan management tools, including:

- Participant enrollment.
- Secure automated payroll processing.
- On-demand and scheduled reporting capabilities.
- Transaction approvals.

Participant education tools and resources.



BROAD INVESTMENT OPTIONS

Access to a diversified portfolio of low-cost Vanguard investments, including:

- Target Retirement Funds.
- Broad-market index funds.
- Actively managed funds.
- Money market funds.

Access to the even lower-cost Admiral™ share class of our mutual funds.

Flexibility to offer non-Vanguard investment options.

*Retirement plan recordkeeping and administrative services are provided by The Vanguard Group, Inc. (VGI). VGI has entered into an agreement with Newport Group, Inc., to provide certain plan recordkeeping and administrative services on its behalf. Custodial services are provided by Newport Trust Company, a wholly owned subsidiary of Newport Group, Inc. Newport Group, Inc. and Newport Trust Company are not affiliated with The Vanguard Group, Inc., or any of its affiliates.

Count on transparent fees and low costs

- A \$5 recordkeeping fee per month, per participant.
- No loads, commissions, or surrender fees.
- No asset-based administrative fees.
- Access to Vanguard's low-cost Admiral share class of our mutual funds with no minimum investment required.
- Two options for paying the recordkeeping fee:
 - As a direct plan sponsor expense.
 - Or as automated deductions from participant accounts.
- Ability to establish the automated debit and remittance of third-party administrator (TPA) fees.*

Why choose Vanguard?

Vanguard's built differently. Our clients own the funds and the funds own Vanguard.

Because we have no outside owners to answer to, we can offer unique benefits to your plan participants. With a client-first focus, we can lower the cost of investing so your participants can keep more of their returns—right where they belong.

The takeaway lesson? The more returns your participants can keep, the greater the potential for reaching their retirement goals.

Compare Vanguard fees with the competition

	Fees others may charge**	Fees Vanguard charges**
SERVICE FEES	Flat recordkeeping	Flat recordkeeping
	Asset-based wrap	
	Distribution processing	
	Miscellaneous***	
INVESTMENT FEES	Investment option expense ratio	Investment option expense ratio
	Commissions	
	Front- or back-end loads	
	Surrender charges	

Costs and fees add up quickly and the cumulative effect on a participant's retirement savings can be significant.

Like to know more?

Call 877-859-5756 for additional details about Vanguard 403(b) Services.

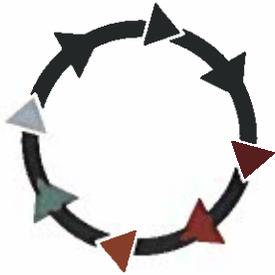
*Plans using a third-party administrator (TPA) may authorize Vanguard to deduct the TPA's fees from participant accounts. These fees or charges will be listed as a separate line item fee and be clearly identified on participant statements.

**Actual participant and/or plan fees may vary depending on the investments and services used. Fees not reflected in the table may include overnight check fees; certain participant transaction fees, such as loans; and fees for other services, if applicable.

***Some companies charge fees for account setup, closeout, or transfer, and for paper statements and copies of confirmations and checks.

Visit vanguard.com to obtain a fund prospectus or, if available, a summary prospectus, which contains investment objectives, risks, charges, expenses, and other information; read and consider carefully before investing.

All investing is subject to risk, including the possible loss of the money you invest.



COMPLETE SUPPORT FOR YOUR ERISA OR NON- ERISA 403(b) PLAN

RETIREMENT PLAN SERVICES

The world of 403(b) plans can be complex. Choosing your 403(b) plan recordkeeper and third party administrator (TPA) should be easy. Newport Group offers ERISA TPA services in partnership with the Vanguard 403(b) Services* program.

About Newport Group

We are a leading provider of retirement plans, insurance, and consulting services—with more than \$250 billion of corporate retirement and insurance assets, encompassing over one million plan participants from coast to coast.

Supporting retirement plan sponsors and their participants is what we do best, and is our main focus at Newport Group. We are dedicated to the highest levels of flexible, responsive service, in all the areas that matter most to retirement plan sponsors: technology, education, plan administration, investments and fees, and account service teams.

Put our Experience to Work

Newport Group helps clients comply with ERISA and IRS rules and regulations. Our goal is to ease your administrative burdens. We have extensive experience working with tax-exempt employers to implement and maintain qualified retirement plans.

We offer state-of-the-art plan administration and fully integrated systems—all overseen by a dedicated team of ERISA specialists. We are transparent and our fees are fully disclosed so you can be confident that there are no hidden surprises.

*Retirement plan recordkeeping services are provided by The Vanguard Group, Inc. (VGI). VGI has entered into an agreement with Newport Group to provide certain plan recordkeeping and administrative services on its behalf. Vanguard Marketing Corporation, The Vanguard Group, Inc., or any of its affiliates are not affiliated with Newport Group or any of its affiliates.



Retirement • Insurance • Consulting

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ERISA 403(b) Plan Services

Newport Group's comprehensive ERISA 403(b) plan compliance services include the items below. **Form 5500 preparation and certain compliance services listed below are not required for a Non-ERISA 403(b) Plan and thus are not included in our services.**

Plan Design and Document Services

- IRS pre-approved plan
- Signature-ready adoption agreement
- Summary plan description (SPD)
- Plan document amendments
- Comprehensive plan analysis
- Gaps and opportunities assessment
- Legislative activity monitoring

Compliance Services

- Eligibility tracking and monitoring
- 402(g) deferral limit monitoring
- 410(b) coverage testing
- Computing employer contributions
- 401(m) non-discrimination testing
- Analyzing benefits rights and features
- 415 annual additions limit testing

Form 5500 Services

- Preparation of signature-ready 5500 and 8955-SSA for electronic submission
- Preparing audit assistance packages for those plans subject to audit under Department of Labor guidelines
- Coordination with independent auditors to resolve questions throughout the audit
- Consolidated year-end ERISA reports

Non-ERISA Annual Service Fees

- Setup and plan document fee – Waived
- Base fee – \$750
- Per participant fee – \$30



Find Out More:

To learn more about our ERISA 403(b) plan services, contact sales@vanguard403bservices.com or 877-859-5756.

Fund Performance as of December 31, 2019

Source: Morningstar

Fund Name	Ticker Symbol	Fund Category	Expense Ratio Percent	1 Year Return	3 Year Return	5 Year Return	10 Year Return	Result Since Inception	Inception Date
Target-Benefit									
Vanguard Instl Trgt Rbre Inc Inst	VITRX	Target-Date Retirement	0.09	13.20%	6.39%	↑	↑	5.11%	08/28/15
Vanguard Instl Trgt Rbre 2015 Inst	VTVX	Target-Date 2015	0.09	14.88%	7.54%	↑	↑	5.76%	08/28/15
Vanguard Instl Trgt Rbre 2020 Inst	VITWX	Target-Date 2020	0.09	17.89%	8.76%	↑	↑	6.57%	08/28/15
Vanguard Instl Trgt Rbre 2025 Inst	VRVX	Target-Date 2025	0.09	19.87%	9.83%	↑	↑	7.10%	08/28/15
Vanguard Instl Trgt Rbre 2030 Inst	VTTWX	Target-Date 2030	0.09	21.14%	10.26%	↑	↑	7.45%	08/28/15
Vanguard Instl Trgt Rbre 2035 Inst	VITFX	Target-Date 2035	0.09	22.56%	10.91%	↑	↑	7.80%	08/28/15
Vanguard Instl Trgt Rbre 2040 Inst	VVRX	Target-Date 2040	0.09	23.93%	11.52%	↑	↑	8.11%	08/28/15
Vanguard Instl Trgt Rbre 2045 Inst	VITLX	Target-Date 2045	0.09	25.07%	11.86%	↑	↑	8.37%	08/28/15
Vanguard Instl Trgt Rbre 2050 Inst	VITRLX	Target-Date 2050	0.09	25.05%	11.85%	↑	↑	8.36%	08/28/15
Vanguard Instl Trgt Rbre 2055 Inst	VIVLX	Target-Date 2055	0.09	25.06%	11.87%	↑	↑	8.37%	08/28/15
Vanguard Instl Trgt Rbre 2060 Inst	VILVX	Target-Date 2060+	0.09	25.13%	11.86%	↑	↑	8.35%	08/28/15
Vanguard Instl Trgt Rbre 2065 Inst	VISFX	Target-Date 2060+	0.09	25.15%	↑	↑	↑	8.89%	07/12/17
Asset Allocation									
Vanguard Balanced Index Adm	VBIAX	Allocation--50% to 70%	0.07	21.79%	10.45%	8.05%	9.68%	6.54%	11/13/00
Vanguard LifeStrategy Income Inv	VASIX	Allocation--15% to 30%	0.11	12.05%	5.85%	4.45%	5.18%	6.24%	09/30/94
Vanguard LifeStrategy Cnsvr Gr Inv	VSCGX	Allocation--30% to 50%	0.12	15.68%	7.59%	5.67%	6.62%	6.94%	09/30/94
Vanguard LifeStrategy Moderate Gr Inv	VSMGX	Allocation--50% to 70%	0.13	19.37%	9.30%	6.82%	8.08%	7.69%	09/30/94
Vanguard LifeStrategy Growth Inv	VASGX	Allocation--70% to 85%	0.14	23.13%	10.67%	7.91%	9.35%	8.18%	09/30/94
Money Market									
Vanguard Federal Money Market Investor	VMFXX	Money Market - Taxable	0.11	2.14%	1.58%	1.01%	0.51%	4.13%	07/13/81
Vanguard Pnme Money Market Investor	VMXX	Prime Money Market	0.16	2.23%	1.73%	1.15%	0.59%	4.89%	08/04/75
Fixed Income									
Vanguard Inflation-Protected Secs Adm	VAIPX	Inflation-Protected Bond	0.10	8.16%	3.15%	2.45%	3.25%	3.64%	06/10/05
Vanguard Short-Term Investment-Grade Adm	VFSUX	Short-Term Bond	0.10	5.84%	2.96%	2.56%	2.76%	3.59%	02/12/01
Vanguard Inter-Term Investment-Grade Adm	VFIIX	Corporate Bond	0.10	10.49%	4.66%	3.80%	5.11%	5.47%	02/12/01
Vanguard Core Bond Admiral	VCOBX	Intermediate Core Bond	0.13	9.84%	4.14%	↑	↑	3.38%	03/28/16
Vanguard Total Bond Market Index Adm	VBTIX	Intermediate Core Bond	0.05	8.71%	4.02%	3.00%	3.68%	4.21%	11/12/01
International Fixed Income									
Vanguard Total Intl Bd Idx Admiral™	VTABX	World Bond-USD Hedged	0.11	7.88%	4.37%	3.76%	↑	4.16%	05/31/13
Large Cap - US Equity									
Vanguard US Value Inv	VUVLX	Large Value	0.22	21.11%	7.05%	7.02%	11.68%	7.35%	06/25/90
Vanguard Value Index Adm	VVIAX	Large Value	0.05	25.82%	11.70%	10.06%	12.48%	6.91%	11/13/00
Vanguard 500 Index Admiral	VFIAX	Large Blend	0.04	31.46%	15.23%	11.66%	13.52%	6.73%	11/13/00
Vanguard Growth & Income Adm	VGIAX	Large Blend	0.23	29.77%	14.35%	11.33%	13.57%	7.09%	05/14/01
Vanguard Total Stock Mkt Idx Adm	VTSAX	Large Blend	0.04	30.80%	14.55%	11.18%	13.42%	7.17%	11/13/00
Vanguard Growth Index Admiral	VIGAX	Large Growth	0.05	37.23%	19.24%	13.20%	14.59%	6.83%	11/13/00
Vanguard US Growth Admiral™	VWUAX	Large Growth	0.28	33.51%	21.01%	13.86%	14.50%	7.03%	08/13/01
Mid Cap - US Equity									
Vanguard Mid-Cap Value Index Admiral	VMVAX	Mid-Cap Value	0.07	27.99%	9.47%	8.23%	12.63%	14.01%	08/27/11
Vanguard Selected Value Inv	VASVX	Mid-Cap Value	0.33	29.54%	7.51%	6.82%	11.30%	8.78%	02/15/96
Vanguard Extended Market Index Admiral	VMEXX	Mid-Cap Blend	0.07	28.03%	11.08%	9.01%	12.81%	6.22%	11/13/00
Vanguard Mid Cap Index Admiral	VIMAX	Mid-Cap Blend	0.05	31.03%	12.36%	9.25%	13.08%	10.12%	11/12/01
Vanguard Strategic Equity Inv	VSEQX	Mid-Cap Blend	0.17	26.75%	8.31%	8.11%	13.25%	10.50%	08/14/95
Vanguard Mid Cap Growth Inv	VMGRX	Mid-Cap Growth	0.36	32.07%	15.94%	9.42%	12.87%	10.38%	12/31/97
Vanguard Mid-Cap Growth Index Admiral	VMGMX	Mid-Cap Growth	0.07	33.86%	15.46%	10.23%	13.41%	13.84%	08/27/11

Fund Performance as of December 31, 2019

Source: Morningstar

Fund Name	Fund Symbol	Fund Category	Expense Ratio Percent	1 Year Return	3 Year Return	5 Year Return	10 Year Return	Return Since Inception	Inception Date
Small Cap - US Equity									
Vanguard Small Cap Value Index Admiral	VSIAX	Small Value	0.07	22.76%	6.40%	7.46%	11.89%	13.41%	09/27/11
Vanguard Explorer Value Inv	VEVFX	Small Blend	0.55	26.91%	7.72%	7.96%	↑	11.43%	03/30/10
Vanguard Small Cap Index Adm	VSMAX	Small Blend	0.05	27.37%	10.32%	8.88%	12.81%	9.21%	11/13/00
Vanguard Strategic Small-Cap Equity Inv	VSTCX	Small Blend	0.29	22.15%	5.88%	6.77%	12.55%	7.12%	04/24/08
Vanguard Explorer Adm	VEIRX	Small Growth	0.34	31.40%	16.45%	11.21%	13.96%	9.65%	11/12/01
Vanguard Small Cap Growth Index Admiral	VSGAX	Small Growth	0.07	32.76%	15.14%	10.51%	13.63%	14.27%	09/27/11
International/Global Equity									
Vanguard International Value Inv	VTRIX	Foreign Large Value	0.38	20.39%	9.61%	5.17%	4.91%	8.65%	05/18/83
Vanguard Developed Markets Index Admiral	VTMGX	Foreign Large Blend	0.07	22.05%	9.69%	6.18%	5.74%	4.33%	06/17/99
Vanguard Total Int'l Stock Index Admiral	VTIAX	Foreign Large Blend	0.11	21.51%	9.87%	5.85%	5.10%	5.21%	11/29/10
Vanguard International Growth Adm	VWILX	Foreign Large Growth	0.32	31.48%	18.06%	10.76%	8.84%	7.78%	08/13/01
Vanguard Global Equity Inv	VHGEX	World Large Stock	0.48	28.73%	14.33%	9.70%	10.33%	9.06%	08/14/95
Vanguard Total World Stock Index Admiral	VTWAX	World Large Stock	0.10	26.79%	12.46%	8.71%	9.04%	17.54%	02/07/19
Specialty									
Vanguard Health Care Adm	VGHAX	Health	0.28	22.98%	14.20%	8.86%	14.40%	10.82%	11/12/01
Vanguard Real Estate Index Admiral	VGSLX	Real Estate	0.12	28.94%	8.37%	7.17%	11.97%	10.65%	11/12/01
Vanguard FTSE Social Index Admiral	VFTAX	Large Blend	0.14	33.93%	17.11%	12.40%	14.35%	23.59%	02/07/19

† Performance data is not available for the specified time period

* Fund Data are as of 12/31/2019

The performance data shown represent past performance, which is not a guarantee of future results. Investment returns and principal value will fluctuate, so investors' shares, when sold, may be worth more or less than their original cost. Current performance may be lower or higher than the performance data cited.

For more information about Vanguard funds, visit www.vanguard.com, or call 800-662-7447, to obtain a prospectus, or if available, a summary prospectus. Investment objectives, risks, charges, expenses, and other important information about a fund are contained in the prospectus. Read and consider it carefully before investing.

The Prime Money Market is only available to retail investors (natural persons). You could lose money by investing in the Fund. Although the Fund seeks to preserve the value of your investment at \$1.00 per share, it cannot guarantee it will do so. The Fund may impose a fee upon the sale of your shares or may temporarily suspend your ability to sell shares if the Fund's liquidity falls below required minimum because of market conditions or other factors. An investment in the Fund is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. The Fund's sponsor has no legal obligation to provide financial support to the Fund, and you should not expect that the sponsor will provide financial support to the Fund at any time.

You could lose money by investing in the Federal Money Market Fund. Although the Fund seeks to preserve the value of your investment at \$1.00 per share, it cannot guarantee it will do so. An investment in the Fund is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. The Fund's sponsor has no legal obligation to provide financial support to the Fund, and you should not expect that the sponsor will provide financial support to the Fund at any time.

Investments in Target Retirement Funds are subject to the risks of their underlying funds. The year in the Fund name refers to the approximate year (the target date) when an investor in the Fund would retire and leave the work force. The Fund will gradually shift its emphasis from more aggressive investments to more conservative ones based on its target date. An investment in the Target Retirement Fund is not guaranteed at any time, including on or after the target date.

Mutual funds, like all investments, are subject to risks. Each LifeStrategy Fund invests in four broadly diversified Vanguard funds and is subject to the risks associated with those underlying funds.

Investments in stocks or bonds issued by non-U.S. companies are subject to risks including country/regional risk and currency risk.

Funds that concentrate on a relatively narrow market sector face the risk of higher share-price volatility.

All investing is subject to risk, including the possible loss of money you invest. Diversification does not ensure a profit or protect against a loss.

Vanguard Marketing Corporation, Distributor



Vanguard®

Full service plan implementation process



1

Sales consultant review

30 minutes

- Sales consultant reviews documents to confirm they are in good order.
- Documents in good order – conversion consultant is assigned and a welcome call is scheduled.
- Documents not in good order – sales consultant will work with you to help resolve any issues.

2

Welcome call

30 minutes

- Conversion consultant coordinates welcome call with the plan sponsor and begin the formal onboarding process.
- Review overall timeline, set expectations, and review plan information.
- Request census, ACH form, and termination letter sent to prior providers.
- Initiate service agreements via DocuSign.

3

Plan design call

60-90 minutes

- Conversion consultant introduces Newport Group document consultant to review provisions of plan document.
- Final plan documents sent to plan sponsor from document consultant for signature.

4

Website training call

30 minutes

- Conversion consultant reviews plan website features with plan sponsor.
- Topics:
 - Dashboard*
 - Reporting*
 - Upcoming payroll training*
 - Participant information*

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Contribution training call

30 minutes

- Conversion consultant reviews payroll upload for contributions.
- Topics:
 - First contribution file is submitted to conversion consultant to process.*
 - Second contribution file is submitted by plan sponsor with assistance of conversion consultant.*