

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

TOWN WORKSHOP MEETING MINUTES

WORKSHOP MEETING

June 4, 2020

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

PUBLIC HEARING

Ordinance 20-03-01 – Forest Conservation Requirements - Last year Maryland Senate Bill 234 Natural Resources – State and Local Forest Conservation Funds (effective October 1, 2019) was passed which made changes to the State’s Forest Conservation Act. This bill requires a few changes to the Town’s Forest Resource Ordinance. This proposed ordinance would comply with the new State regulations. There were no questions or comments. This item will be voted on at the June 8, 2020 Town Board meeting.

The public hearing adjourned at 7:05 PM.

BUDGET WORKSHOP:

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

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

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

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

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

Budget meeting adjourned at 7:23 PM.

PERSONAL REQUESTS FOR AGENDA: None

STAFF REPORTS:

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

Staff Planner Report – Cindy gave her report.

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

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

Zoning Administrator's Report – Mark gave his report.

CONSENT AGENDA:

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

UNFINISHED BUSINESS:

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

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

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

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

NEW BUSINESS:

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

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

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

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

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

PUBLIC COMMENTS: None.

ANNOUNCEMENTS:

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

Workshop adjourned at 9:00 PM.

Respectfully submitted,

Annette Alberghini,
Office Manager