



**VIRTUAL MEETING
AGENDA FOR THE TOWN MEETING
June 8, 2020
7:00 p.m.**

PLEDGE TO THE FLAG

CALL TO ORDER

PERSONAL REQUESTS FOR AGENDA:

CONSENT AGENDA

- **Proposal for Deferred Compensation Plan for Employees** ²
- **Financial Statements**
- Town Meeting Minutes
 - **May 7, 2020 – Town Workshop** ²
 - **May 11, 2020 – Town Meeting** ²

UNFINISHED BUSINESS:

- **Ordinance 20-03-01 Forest Conservation Requirements (Vote)** ¹
- **Appointment of Standing Committee Members** ²
- **Schedule Public Hearing Text Amendment for Accessory Structures** ¹
- Board of Appeals Vacancies ³
- Treatment of Well #22 ²

REPORT OF COMMITTEES:

Water/Sewer	Commissioner Falcinelli
Public Works	Commissioner Bussard
Sustainability	Commissioner Dietrick
Planning Commission Liaison	Commissioner LaPadula
Parks & Recreation	Commissioner Goodman
Public Information	Commissioner Falcinelli

¹ First Appearance on Town Agenda

² Second Appearance on Town Agenda

³ Third Appearance on Town Agenda

NEW BUSINESS:

- **Resolution 20-04 – Use of Town Parks by Fitness/Dance/Yoga Businesses to Comply with Social Distancing Requirements**¹
- **Lewis Corl Memorial Walking Trail Sign**²
- Request for Stop-Sign on Tobias Run from Residents of Glenbrook²

PUBLIC COMMENTS:

ANNOUNCEMENTS:

- *Please Complete Your Census Information*

ADJOURNMENT

Zoom Invitation Information:

Topic: Town Meeting

Time: Jun 8, 2020 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/87194685233?pwd=ZjJzdituQWNwekpBSmp6aXc0ZmFCQT09>

Meeting ID: 871 9468 5233

Password: 511171

¹ First Appearance on Town Agenda

² Second Appearance on Town Agenda



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.

Like to know more?

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

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.

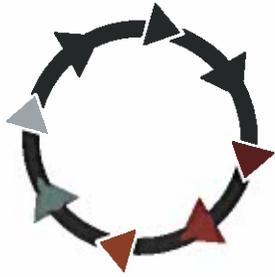
*Plans using a third-party administrator (TPA) may authorize Vanguard to deduct the TPA's fees from participant accounts. These fees or charges will be listed as a separate line item fee and be clearly identified on participant statements.

**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.

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Retirement • Insurance • Consulting

newportgroup.com



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	Lipper Risk Rating	1 Year Return	3 Year Return	5 Year Return	10 Year Return	Return Since Inception	Inception Date
Target Retirement									
Vanguard Instl Trgt Rtrbre Inc Inst	VITRX	Target-Date Retirement	0 09	13.20%	6.39%	↑	↑	5.11%	06/26/15
Vanguard Instl Trgt Rtrbre 2015 Inst	VITVX	Target-Date 2015	0 09	14.88%	7.54%	↑	↑	5.76%	06/26/15
Vanguard Instl Trgt Rtrbre 2020 Inst	VITWX	Target-Date 2020	0 09	17.69%	8.76%	↑	↑	6.57%	06/26/15
Vanguard Instl Trgt Rtrbre 2025 Inst	VRVX	Target-Date 2025	0 09	19.67%	9.63%	↑	↑	7.10%	06/26/15
Vanguard Instl Trgt Rtrbre 2030 Inst	VITWX	Target-Date 2030	0 09	21.14%	10.28%	↑	↑	7.45%	06/26/15
Vanguard Instl Trgt Rtrbre 2035 Inst	VITFX	Target-Date 2035	0 09	22.98%	10.91%	↑	↑	7.80%	06/26/15
Vanguard Instl Trgt Rtrbre 2040 Inst	VRSX	Target-Date 2040	0 09	23.93%	11.52%	↑	↑	8.11%	06/26/15
Vanguard Instl Trgt Rtrbre 2045 Inst	VITLX	Target-Date 2045	0 09	25.07%	11.86%	↑	↑	8.37%	06/26/15
Vanguard Instl Trgt Rtrbre 2050 Inst	VTRLX	Target-Date 2050	0 09	25.05%	11.85%	↑	↑	8.36%	06/26/15
Vanguard Instl Trgt Rtrbre 2055 Inst	VVLX	Target-Date 2055	0 09	25.06%	11.87%	↑	↑	8.37%	06/26/15
Vanguard Instl Trgt Rtrbre 2060 Inst	VILVX	Target-Date 2060+	0 09	25.13%	11.86%	↑	↑	8.35%	06/26/15
Vanguard Instl Trgt Rtrbre 2065 Inst	VSLFX	Target-Date 2060+	0 09	25.15%	↑	↑	↑	8.69%	07/12/17
Asset Allocation									
Vanguard Balanced Index Adm	VBAX	Allocation--50% to 70%	0 07	21.78%	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 Conserv 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%	6.62%	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	VMMXX	Prime Money Market	0 16	2.23%	1.73%	1.15%	0.59%	4.89%	06/04/75
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%	3.90%	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	7.86%	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%	06/28/00
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%	11.19%	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%	09/27/11
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%	8.22%	11/13/00
Vanguard Mid Cap Index Admiral	VMAX	Mid-Cap Blend	0 05	31.03%	12.90%	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%	15.84%	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%	09/27/11

Fund Performance as of December 31, 2019

Source: Morningstar

Fund Name	Ticker Symbol	Fund Category	Fund Size (in Billions)	1 Year Return	3 Year Return	5 Year Return	12 Year Return	Return Since Inception	Inception Date
Small Cap - US Equity									
Vanguard Small Cap Value Index Admiral	VSIAX	Small Value	0.07	22.75%	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%	04/24/06
Vanguard Explorer Adm	VEXRX	Small Growth	0.34	31.40%	18.45%	11.21%	13.96%	9.85%	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%	6.65%	05/18/83
Vanguard Developed Markets Index Admiral	VTMGX	Foreign Large Blend	0.07	22.05%	9.69%	6.18%	5.74%	4.33%	08/17/99
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%	18.08%	10.76%	8.84%	7.79%	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	0.19	26.79%	12.46%	8.71%	9.04%	17.54%	02/07/19
Specialty									
Vanguard Health Care Adm	VGHAX	Health	0.28	22.95%	14.20%	8.86%	14.40%	10.82%	11/12/01
Vanguard Real Estate Index Admiral	VGSIX	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 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 800-862-7447, 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 minimums 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.

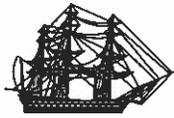
Mutual funds, like all investments, are subject to risks. Each LifeStrategy Fund invests in four broadly diversified Vanguard funds and is subject to the risks associated with those underlying funds.

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*

5

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.*

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>REVENUE</u>			
<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>	<u></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	8,500	5,287	(3,213)
	<u>\$ 46,033</u>	<u>\$ 33,447</u>	<u>\$ (12,586)</u>
<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)
	\$ 26,895	\$ 19,157	\$ (7,738)
 <u>PLANNING & ZONING</u>			
Salary & Fees	\$ 66,630	\$ 56,152	\$ (10,478)
Other Expenses	2,529	3,350	821
	\$ 69,159	\$ 59,502	\$ (9,657)
 <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)
	\$ 65,814	\$ 51,284	\$ (14,530)
 <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)
	\$ 438,024	\$ 322,633	\$ (115,391)
 <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)
	\$ 207,524	\$ 169,968	\$ (37,556)

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	<u>\$ 3,106,214</u>	<u>\$ 2,295,717</u>	<u>\$ (810,497)</u>
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 Enginnering &	15,000		(15,000)
Boileau Court - TCS	120,000	29,783	(90,217)
Martha Mason Drive - TCS	12,600		(12,600)
Manda Drive - TCS	95,000	60,822	(34,178)
Manda Court - TCS	52,000		(52,000)
Schoolhouse Drive - TCS	30,000		(30,000)
LED Pedestrian Signs	45,000	26,706	(18,294)
Remsberg Park - Walking Trail Pa	65,842		(65,842)
Remsberg Park - Bleacher Repair	20,000	29,721	9,721
Remsberg Park - Parking Lot		14,350	14,350
Municipal Center - HVAC Replacem	51,765		(51,765)
Municipal Center - Boiler Replac		33,606	33,606
Municipal Center - ADA Improve	30,000	33,540	3,540
Maintenance Facility at EWWTP	106,000		(106,000)
IT Computer Equipment Lease	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

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
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	<u>60,336</u>	<u>44,005</u>	<u>(16,331)</u>
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	<u>17,250</u>	<u>14,375</u>	<u>(2,875)</u>
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)	<u>\$ 23,602</u>	<u>\$ 57,130</u>	<u>\$ 33,527</u>

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 ate 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

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



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, Agnesanne Danehey, David Lake, Pam McDonald, Doug Martin, Jamie Moore, Sean 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, Bob Smart

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.

RESOLUTION NO. 20-04

AN RESOLUTION TO AUTHORIZE THE TOWN OF MIDDLETOWN TO ALLOW FITNESS/DANCE/YOGA BUSINESSES TO USE TOWN PARKS TO COMPLY WITH SOCIAL DISTANCING GUIDELINES

PREAMBLE

WHEREAS, the Burgess and Commissioners recognize that many fitness type businesses need additional space to comply with social distancing guidelines due to the Covid-19 pandemic.

WHEREAS, the Burgess and Commissioner want to make reasonable accommodations to businesses to help them during these social distancing restrictions.

WHEREAS, the Burgess and Commissioners recognize that the current Coronavirus/Covid-19 pandemic (the "pandemic") has affected the entire State of Maryland.

NOW, THEREFORE, BE IT RESOLVED BY THE BURGESS AND COMMISSIONERS OF THE TOWN OF MIDDLETOWN, MARYLAND, that the Town of Middletown will allow fitness/dance/yoga businesses to conduct their classes at Town Parks during the current state of emergency.

BE IT FURTHER RESOLVED that the Burgess and Commissioners, expect all social distancing guidelines to be observed by any fitness/dance/yoga business to follow while using Town Parks.

The undersigned hereby certify that this resolution was approved and adopted on this 8th day of June 2020.

BE IT FURTHER RESOLVED that this Emergency Resolution shall take effect immediately.

INTRODUCED June 8, 2020

APPROVED June 8, 2020

ATTEST:

**BURGESS AND COMMISSIONERS
OF MIDDLETOWN, MARYLAND**

Andrew J. Bowen
Town Administrator

BY: _____
John D. Miller
Burgess



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Artwork Approval

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Middletown

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6/5/2020

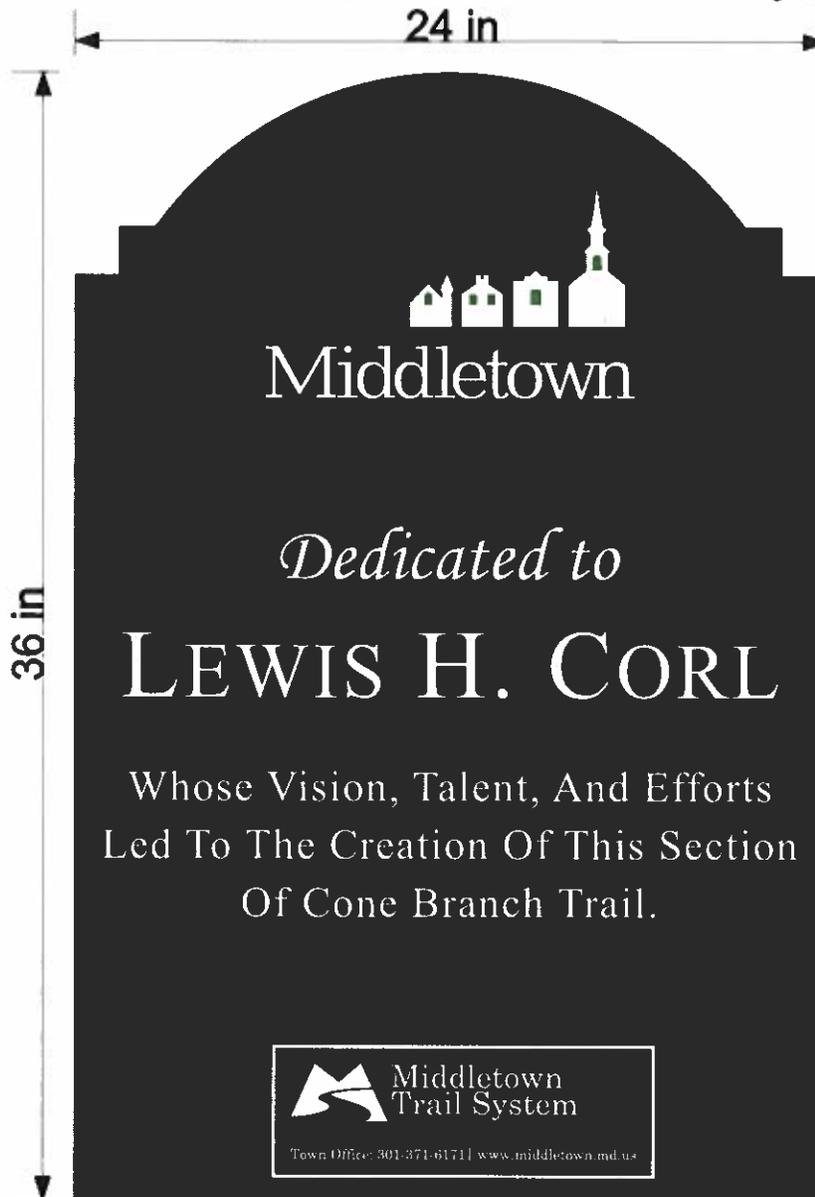
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Middletown, MD 21769
Drew Bown 301-371-6171

Ship To: 19 W. Main Street
Middletown, MD 21769

SALESPERSON	SHIPPING VIA	INQUIRY DATE	ESTIMATED SHIPPING DATE	F.O.B	PAYMENT TERMS	VALID FOR
Joe W	Will Call	6/8/2020	7-9wks	Here	50% Deposit	30 Days

50% Deposit Prior To Production, Balance Due Upon Completion.

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	LEWIS H CORL		
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			\$ -
			\$ -
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			\$ -
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