

BURGESS AND COMMISSIONERS OF MIDDLETOWN MARYLAND

TOWN WORKSHOP MEETING MINUTES

TOWN MEETING

July 11, 2022

The meeting of the Burgess and Commissioners of Middletown was called to order on July 11, 2022, by Burgess Miller at 7:00 p.m. Present were Commissioners Jennifer Falcinelli, Kevin Stottlemeyer, Christopher Goodman, Rick Dietrick, and Jean LaPadula.

PERSONAL REQUESTS FOR AGENDA:

Frederick County (Middletown) Goes Purple – National Recovery Month – Proclamation - This is a grass roots initiative within the county to reduce substance abuse related deaths and overdoses and supports those in addiction recovery and their families. This observance will occur during the month of September (National Recovery Month). The Town supports this endeavor by creating a proclamation for the month, installing purple lights at the Municipal Center, wearing purple every Friday to bring awareness and understanding of mental health and substance abuse disorders, and to celebrate those living in recovery. This year organizers would like to also decorate the light poles in the downtown area, create a special Memorial at Memorial Park with signs and photos of those in treatment, and hold a prayer walk from Heritage Park to Memorial Park. The Town will assist in getting the information out to the public if someone would like to donate to the organization. Burgess Miller read the proclamation.

CONSENT AGENDA:

- **Town Meeting Minutes**
 - *June 27, 2022 – Town Meeting*

Motion: Commissioner Goodman motioned to approve the consent agenda as presented. Seconded by Commissioner Falcinelli. Motion approved (6-0).

UNFINISHED BUSINESS:

Community Parks & Playground Grant Applications – DNR is now accepting grant applications for the Community Parks and Playgrounds (CP&P) Program to be considered for inclusion in DNR's FY24 capital budget request. The Parks Committee will be meeting July 20th and identify projects to pursue. If anyone has suggestions for projects, please email Commissioner Goodman.

REPORT OF COMMITTEES:

WATER & SEWER – The Director of Public Works reported:

For June water use was – 329,912 gal., spring flow was – 141,430 gal., East WWTP treated 203,251 gals. and the West WWTP treated 124,123 gals. The Town received 2.65 inches of rain in June (It was a very dry month). The Water tank transducer has become unreliable and needs to be replaced. Six water valves located in Jefferson Village, Washington Street and Brookridge South have been replaced strategically ahead of roadway projects in those areas. The preconstruction meeting for the Washington Street project is this Wednesday, July 13th. The I&I study is continuing. The replacement and repair of the blockage found on Jefferson Street will cost approximately \$50,000. The Town will approach both Wastler and Mid Atlantic to see which might take on the project since they both will be in town working on other projects. The Town Administrator will request the circuit rider to research and secure funding for the cost.

The work on the Remsburg Park waterline will begin in November. A portion of the Linden Blvd. waterline replacement may also be done during that time. The Broad Street Project is complete. DPW is working on the MOU regarding the stone retaining wall maintenance. This will include warranty dates and then responsibilities of the property owners. The Town has not received the permit for the EWWTP. Recent notification from MDE is that it could take 9 months to get it. MS4 is due in October. Public Works is researching alternatives due to cost increases. The Washington Street project will begin July 25th. Proposals for the WWTTP are due July 13th. This project is fully funded by MDE. The new water/sewer operator began work today.

PUBLIC WORKS – Commissioner Dietrick reported:

In addition to what was reviewed in the Water and Sewer Committee report, staff vacancies have been filled. Town crews aerated the playing fields. Large planters with trees have been placed on Main Street. The quarterly water billing occurred. Memorial benches have been installed, banners have been changed out, and the ongoing park maintenance is occurring (cleaning, watering, stocking etc.). The gold-colored tags on the fire hydrants are tag numbers used for asset management purposes.

SUSTAINABILITY – Commissioner Stottlemeyer reported:

The library presentation on the mosquito program has been rescheduled to July 23rd. The committee is hoping to record the presentation and post it to their website. The recycling day is going to coincide with the Fall bulk trash pickup day. It will include metal, textiles and paint at a specific location. The community compost bin was stolen May 18, 2022. A replacement bin is now chained in place. Since its placement the bin collects approximately 600lbs of scraps monthly. This composting effort is being tied in with the educational programming at the local schools. The high school is looking to implement the Lunch Out of Landfills program. The Town Board agreed by consensus to continue funding the community compost bin monthly costs.

PLANNING COMMISSION – Commissioner LaPadula reported:

The workshop will be held Wednesday, July 13, 2022. The Planning commission meeting will be held Monday July 18, 2022. The Planning Commission will review the site plan for a fence replacement at 10 Boileau Court. They continue to update to the sign ordinance. They will give a final review of Chapters 2-5 of the Comp Plan. The intent is to hold public hearings in the Fall.

PARKS AND REC. COMMITTEE – Commissioner Goodman reported:

Commissioner Goodman has reviewed the sign at the Wiles Branch Dog Park. If the Town Board decision is to open the park to all with no charge for use, the sign will have to be updated. The use of the park will be at the dog owner's own risk. The Town will not be liable for anything that occurs. The Town Board has requested to view the proof of the new sign before it is approved. If free use of the dog park is approved, those who have already paid their fee for FY2023 will be reimbursed the \$10.00. Town staff would modify the dog park gates for open access. It would still have a double gate access. The Town would utilize social media to inform residents that the dog park is now free to use. The Town Board agreed by consensus that the Wiles Branch Dog Park is now open for public use free of charge. Commissioner Goodman and the Town Administrator met prior to tonight's Town Board meeting to review the multiple grants to be used to pay for projects. Commissioner Goodman will create a spreadsheet for the Town Board that lists the information they discussed.

PUBLIC INFORMATION – Commissioner Falcinelli reported:

Residents are reminded to sign up for the Town email distribution service and Alert Frederick if they have not done so already. In June, the top five town website pages visited were 1. Middletown Events, 2. Business Directory, 3. Parks, 4. Community Calendar and 5. News & Announcements.

NEW BUSINESS:

Request for Stop Sign – Ingalls Drive & Dean Lane – Commissioner LaPadula recused herself from this discussion and the vote, and left the meeting room, as she is a resident of Middletown Glen. The Town received a request from residents living in the Middletown Glen subdivision to install 2 additional stop signs at the intersection of Dean Lane and Ingalls Drive where the driveway from the Coblenz farm is located. This is due to speeding that is occurring through that intersection, and the number of pedestrians that use the crosswalks at that intersection. There is currently one stop sign on Dean Lane at that location. The HOA has given its approval. If the Board gives its approval this would make that intersection a 3-way stop. If the Coblenz farm is annexed in to the Town and development occurs, this intersection would then become a 4-way stop.

Motion: Commissioner Dietrick motioned to approve the installation of the 2 stop signs at the intersection of Dean Lane and Ingalls Drive at the Coblenz farm driveway making the intersection a 3-way stop. Seconded by Commissioner Stottlemyer. Motion approved (5-0).

After the discussion and vote on this agenda item concluded, Commissioner LaPadula returned to the meeting room.

Parking of Restricted Vehicles in Glenbrook Subdivision – The parking areas of the townhome section of the Glenbrook subdivision are under the control of the HOA. The HOA has posted “Authorized Parking Only” signs which prohibit commercial vehicles (CV) from parking on those areas. As a result, CVs have been parking along the Town owned section of Stone Springs Lane just outside the townhome section. This has created safety hazards for property owners backing out of their driveways, and for the numerous pedestrians and bicyclists in the area. The assumption is that the CV owner(s) live in the area and park on the street at night close to their residences. The HOA does not have the authority to tow commercial vehicles parked on town streets. The Town has contacted the businesses whose vehicles are parked in the identified area. This clears the parking for a short time, but parking of CV does return. If a vehicle is towed from a Town street it must be because the vehicle is in violation of the Town Code. Town Code prohibits “restricted vehicles” (RV) from parking on Town streets (based on size of vehicle). The Glenbrook HOA prohibits commercial vehicles (which include vehicles of any size with business signs attached to them).

The Town is investigating the option of using PUDs as a means in the Town Code which could authorize the HOA with enforcement actions of the illegal parking. The Board discussed the installation of “No CV Parking” signs in the Town owned streets near the townhome section of the Glenbrook subdivision as a deterrent. The Town Board agreed by consensus for the HOA to purchase the no parking signs and Town staff will install them in the area.

PUBLIC COMMENTS:

Early voting for the primary elections is underway. It will continue through Thursday, July 14, 2022. Election Day is Tuesday July 19th. The early voting location in Middletown is the Primary School.

ANNOUNCEMENTS:

- *National Night Out – 6-8PM, August 2, 2022 at MVFD Carnival Grounds*
- *Sunday Summer Concert Series – 7PM at the Middletown County Park*
 - *August 7, 2022 – Craig Rosendale*
 - *August 14, 2022 – Mr. John*

- *Family Movie Night – 7PM, August 20, 2022 at Remsberg Park – Sing2*

Meeting adjourned at 8:11 PM.

Respectfully submitted,

Annette Alberghini,
Office Manager