

BURGESS AND COMMISSIONERS OF MIDDLETOWN MARYLAND

VIRTUAL TOWN BOARD MEETING MINUTES

TOWN MEETING

July 12, 2021

The virtual meeting of the Burgess and Commissioners of Middletown was called to order on July 12, 2021, by Burgess Miller at 6:30 p.m. Present via Zoom were Commissioners Christopher Goodman, Jennifer Falcinelli, Jean LaPadula, Kevin Stottlemyer, and Rick Dietrick.

PERSONAL REQUESTS FOR AGENDA:

Mental Health Association of Frederick (MHAF) – The representatives shared the three major areas the organization supports: preparing resilient children, supporting vulnerable families, and facing crises together as a community. The organization has 12 active programs that are open to everyone. Most programs are free to all participants, the rest are paid for by the participant on a sliding fee scale so that cost is not a barrier to the services offered. In FY2021 MHAF provided services to 288 individuals within the 21769 zip code, 27 individuals with walk-in services, and assistance to the 4 childcare centers and 12 family childcare providers in the 21769 zip code.

CONSENT AGENDA:

- **Town Meeting Minutes**
 - *June 3, 2021 – Town Workshop*
 - *June 14, 2021 – Town Meeting*

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

UNFINISHED BUSINESS:

Comprehensive Plan – Chapter Review – The Comp Plan provides guidelines the Town uses when moving forward over the next 10 years. It is reviewed and updated one chapter at a time. The Housing Chapter is being reviewed. MD House Bill 1045 requires local jurisdictions to address the need for affordable housing, including work-force housing and low-income housing into the Housing Element of the Comp Plan. The Tonight’s meeting packet included examples of how to address making homes more affordable for moderate to low-income families. It also provided accessory dwelling unit examples to consider. The Staff Planner is in the process of reviewing all the information and gathering Middletown’s statistics as it relates to affordable housing.

AC Jets Annexation Discussion – The draft AC Jets Annexation Resolution was presented to the Town Board previously. State law requires a draft annexation resolution be created as part of the process when an annexation petition is submitted to a municipality. This document provides general details of the proposed annexation. Specific details would be presented as part of any future annexation agreement. When the amendment to the petition was submitted, no exhibit was included identifying where the 144 acres were to be split between commercial zoning and residential zoning. That information still has not been provided. The petitioner will be contacted.

REPORT OF COMMITTEES:

WATER & SEWER – Commissioner Falcinelli reported:

Water use for June – 327,808 gal., spring flow for June – 136,400 gal., East WWTP treated 183,167 gals. and the West WWTP treated 183,360 gals. The Town received 4.2 inches of rain in June. The air chain at the EWWTP is being replaced. BOD violation in May and June. Staff identified source as a contaminated sampler. The sampler has been disinfected and things are working fine. Grant project priorities are open for public comment. The Town was notified its grant application is ranked 11/140. More information to come. The Water & Sewer committee will meet July 28, 2021, at 7pm.

PUBLIC WORKS – Commissioner Dietrick reported:

In addition to what was reviewed in the Water and Sewer Committee report, new fencing has been erected at the lands of Lancaster SWM Pond. Multiple repairs have been made at other SWM ponds in preparation for inspections. Concrete pads have been poured along the walking trails for benches and at Jefferson Village for picnic tables. Street patching is occurring throughout the Town, Banners in the downtown area have been changed and the ransom banner has been hung. The Town took receipt of its new Ford F550 truck. New electrical receptacles have been added out at Remsburg Park.

SUSTAINABILITY – Commissioner Stottlemeyer reported:

A second planting at the pollinator garden at Memorial Park occurred on June 26, 2021, with the help of many volunteers. The Frederick News Post published an article on the garden and Middletown's designation as a Bee City USA. The next committee meeting will occur in person at Memorial Park.

PLANNING COMMISSION – Commissioner LaPadula reported:

The next Planning Commission workshop is Wednesday July 14th, and the Planning Commission meeting is July 19, 2021. Agenda items for the June Planning Commission workshop and meeting include review of the site plan changes and the architectural rendering review for the Hollow Creek Professional Center, the review of chapter two, Population and Housing of Comp Plan and the review of the draft 2020 annual report.

PARKS AND REC. COMMITTEE – Commissioner Goodman reported:

The committee met at Wiles Branch Park. The Town is still awaiting word on the grant for the Green Street Pocket Park. More memorial benches are being installed along the walking trails, with the idea of placing some at the pickle ball court when constructed. The July meeting will focus on items (with quotes) for the DNR grant.

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. Events page, 2. Planning and Zoning, 3. Community Calendar, 4. Business Directory and 5. Parks. The committee received prices from the Neighbors of Middletown Magazine regarding placing a monthly Middletown information page in its publication.

NEW BUSINESS:

Review of West Green Street Pocket Park Proposed Plan – Tabled until the July 26, 2021 Town Board Meeting.

Discussion of Supplemental America's Recovery Plan (ARP) Budget – The Town is waiting for final guidance from the US Treasury regarding the expenditure of ARP funds the Town will receive. A list of

budget items and their projected costs were reviewed. The list included budgeted items that could not be paid for with ARP monies but could be paid for with monies freed up if ARP funds are used on other projects. Those items will be removed from this list. A second list will be created listing those deleted items. I&I study and improvements were added to the ARP items list, as well as hazard pay for employees who worked through the covid pandemic. The Town will budget according to the first round of ARP funds received. It has been recommended that these monies be set up under a separate account so that records can be kept of their specific expenditures. At the MML conference it was stated that municipalities have a procurement policy, a conflict-of-interest policy, and a fraud policy in place.

FY2022 Local Parks & Playgrounds Infrastructure Funding (LPPI) – Projects – Frederick County will be allocated \$6,000,000.00 from the LPPI Funding, which will be available for eligible projects in FY22. 50% of the allocation (\$3,000,000.00) will be dedicated to the municipalities. The deadline for submission for these funds is July 16, 2021. The Town Board reviewed the LPPI Projects List and suggested to increase the cost amounts to reflect today’s prices.

FY2023 Community Parks & Playground Grants (CP&P) – Proposed Projects – The Parks and Rec Committee will meet Wednesday to identify projects, items and pricing needed to apply for this grant. That information will be provided to the Town Administrator for grant submittal.

Proposal for Formula Restaurant Changes to the Town Code – The Town Board began discussion regarding protecting the small-town character of Middletown by reviewing the possibility of banning “formula restaurants” within town limits. Those restaurants currently in Middletown that could fall into that category would be grandfathered in. The language would also address stand-alone restaurants and drive-thrus. The Town Board will continue to review this item.

Petition from Middletown Glen – Parking on Ingalls Drive –

Review: Currently there is no parking allowed on Ingalls Drive in Middletown Glen. The subdivision currently allows 4 off-street spaces (2 in the garage and 2 in the driveway) for each residence in the subdivision. The Town and community deputies have received multiple complaints regarding cars illegally parked on Ingalls Drive and the safety hazards that presents. The Town has received a proposal from a Middletown Glen resident requesting the Town Board allow parking in identified areas along Ingalls Drive. There is a petition with 55 signatures also requesting the proposed parking. The Director of Public Works reviewed the proposal and provided his opinion. When Middletown Glen was designed the developers reduced the width of the streets in the development to decrease the amount of impervious surface area and meet state stormwater management requirements. The information presented in both the site plan and improvement plans list widths that do not support parking along Ingalls Drive. The street is 26 feet wide which does not support a parking lane on either side. It also becomes a fire and emergency vehicle access issue if parking is allowed. The Director of Public Works recommends continuing not allowing parking along Ingalls Drive.

Tonight’s Discussion: Many residents from the Middletown Glen subdivision attended the meeting via zoom. Many were for and against allowing some form of on street parking along Ingalls Drive. Several residents did not know that there would be no parking on Ingalls Drive when they purchased their homes. It was noted that some streets in the Glenbrook subdivision were not as wide as Ingalls Drive but still allowed parking on one side of the street without issues. Ingalls Drive residents have begun using Dean Lane, Green Street, and the elementary school parking lot to park their vehicles or guest vehicles when visiting. Residents have seen emergency vehicles drive along Ingalls Drive with vehicles illegally parked along it without incident. Others have seen the delay in emergency vehicles response due to the illegal parking. Many residents own several vehicles and must shuffle their vehicles around when leaving their residences. Some residents believe that the Town should follow the standards used and not allow parking.

The Town Board will review the proposed parking plan for Ingalls Drive and the comments presented at this meeting. It will make its decision at the July 26, 2021, Town Board meeting.

Memorial Hall – School Impact Fee Agreement – The developer of Memorial Hall requested a waiver from Frederick County to reduce the \$118,000 school impact fees he is required to pay as part of the redevelopment of Memorial Hall. Town officials met with the County Executive in support of this request, but was denied, as ARP monies could be utilized to offset the fees. The Town Board reviewed a draft impact fee agreement where the Town would reimburse the developer up to 100% of the already paid school impact fees using ARP monies. The Town is not under any obligation to enter into this agreement. Discussion centered on the Town paying up to 50% (\$59,000) using ARP funds only.

Motion: Commissioner Dietrick motioned for the Town reimburse the developer of Memorial Hall up to 50%/\$59,000 of the identified school impact fees using ARP monies to cover this expense. Seconded by Commissioner Goodman. Motion approved (6-0).

PUBLIC COMMENTS:

Memorial Hall – Chris Johnson, 34 Boileau Court, asked how much money the Town has given to the developer of Memorial Hall. No money has been given to the developer. The Town reduced the amount the developer would normally pay to the Town for the redevelopment. Mr. Johnson is concerned about setting a precedent for future development. He is going to email his concerns to the Town Board.

Streetlight on South Jefferson Street – Maddie Remsburg, 336 South Jefferson Street, asked for an update on the status of installing another streetlight on South Jefferson Street. Commissioner Dietrick has travelled South Jefferson Street but is unsure the location that Ms. Remsburg is talking about. Commissioner Goodman will take a picture of the location and send it to Commissioner Dietrick.

ANNOUNCEMENTS:

- *The August Town Board Workshop will be an in-person meeting for town board members and staff. The public is welcome to attend. Zoom details are being worked out for residents who would like to participate remotely.*
- *Family Movie Night – Saturday August 21, 2021 at Remsburg Park.*

Meeting adjourned at 9:37 PM.

Respectfully submitted,

Annette Alberghini,
Office Manager