

BURGESS AND COMMISSIONERS
OF MIDDLETOWN MARYLAND

TOWN WORKSHOP MEETING MINUTES
VIRTUAL MEETING

REGULAR MEETING

July 13, 2020

The virtual regular meeting of the Burgess and Commissioners of Middletown was called to order on July 13, 2020, by Burgess Miller at 7:00 p.m. Present were: Commissioners Larry Bussard, Christopher Goodman, Jennifer Falcinelli, Jean LaPadula and Rick Dietrick.

PERSONAL REQUESTS FOR AGENDA: None.

CONSENT AGENDA:

- **Proposal for Deferred Compensation Plan for Employees**
- **Financial Statements**
- **Town Meeting Minutes**
 - *June 22, 2020 – Town Meeting*
 - *July 2, 2020 – Town Workshop*

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

UNFINISHED BUSINESS:

Request for Stop-Sign on Tobias Run from Residents of Glenbrook – 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. Town Board members met with neighborhood residents at 6:15pm this evening, just prior to the town meeting. Most of those speeding are residents of the neighborhood. The Town Board does not have an issue with placing a stop sign at the identified intersection, but also offered up other ideas to deter the speeding. This includes: painting “Slow Down” on Tobias Run just before playground, increase speed enforcement by the community deputies (no warnings, speeders should be ticketed.), installing speed humps, publishing educational information in the quarterly town newsletter, having the community deputies educate the children of the neighborhood about street safety, etc.

It was suggested that the Town spend a month gathering information regarding speeding in that neighborhood. Placing the speed sign there to gather data. Have the deputies step up their presence there and writing tickets for those speeding. The Director of Public Works is asked to contact the City of Frederick regarding their speed hump on Kline Avenue, and Ocean City regarding their speed hump along St. Louis Avenue. The Town Board will also review the Town policy for installing speed bumps on Town Streets. If residents of the neighborhood notice someone parking on the wrong side of Tobias Run, they are to notify the Town Office.

Ron Moss, 213 Broad Street, stated that the speed hump on Franklin Street does not slow people down. He has observed many drivers running over it at high rates of speed.

Cost Estimates for Enclosure Around 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 at a cost of \$7500.00. The second solution is to build an 8ft. x 8ft. fence (with a gate) around the device at a cost of up to \$2000.00, to include landscaping.

Motion by Commissioner LaPadula to approve the installation of the privacy fence around the pellet feeder at a cost of up to \$2000.00. Seconded by Commissioner Falcinelli. Motion carried (5-0).

Ordinance 20-07-01 – Text Amendments for Accessory Structures and Parking Requirements – For accessory structures, the town attorney put the proposed changes into the correct ordinance format.

Accessory structures will have a maximum height of 16 feet. There is a change in cumulative square feet for accessory structures based on zoning district. It is now 10% of the rear yard not to exceed 1,000 square feet in R-20, R-1, R-2 and R-3 zoning districts. Keeping the cumulative square footage in the R-20 district will deter the construction of large accessory structures in that district. Since the average square footage for a standard two car garage is 676 square-feet, it was suggested that the cumulative square footage for R-2 and R-3 be increased to 700 square-feet.

Motion by Commissioner LaPadula to approve Ordinance 20-07-01 as presented with the additional change of increasing the cumulative square footage of accessory structures to 700 square feet in R-2 and R-3 districts to accommodate a standard 2 car garage. Seconded by Commissioner Falcinelli. Motion carried (5-0).

Review of Recommendations from the Planning Committee on Building Height Restrictions – The Planning Commission reviewed the Town Code and recommended deleting any references to “stories allowed” and limits buildings in all districts a maximum height of 35 feet. Commissioner LaPadula suggested that changes be made to increase this to 36 feet in all areas so the need for variances from the Board of Appeals is decreased. The Town Attorney needs to place these recommendations in the appropriate format for a text amendment. This will be completed before the September workshop.

REPORT OF COMMITTEES:

WATER & SEWER – Commissioner Falcinelli reported:

over 300 cubic yards of concrete have been poured at the water reservoir, and that the waterline has been installed from the booster station, through the AC Jets property, to the water reservoir. The contactor plans on having this project completed in 6 months. There is no problem with the larger reservoir being off-line. The Fire Chief and Central Alarm were both notified when that occurred. Frederick County is in the yellow phase for water usage. The Main Street waterline is 100% complete. There is a Water Sewer Standing Committee Meeting via Zoom on July 22nd.

PUBLIC WORKS – Commissioner Bussard reported:

The mill and overlay for Jefferson Village is completed. Broad Street Streetscape planning is 95% complete. Staff review of Franklin Street is complete. Commissioner Bussard has been contacted by several residents concerning how bright the new streetlights are on Main Street. The Town Board may have to look at that issue. Public works crews are busy with their standard summer maintenance.

SUSTAINABILITY – Commissioner Dietrick reported:

The committee met virtually in both May and June. DNR is giving 50-75 trees to plant in the Fall. The Staff Planner is working to place a Town tree trail on the website. Trees are being identified and tagged. The 2020 Comprehensive Plan will have a new section titled Sustainability which will include composting for restaurants, a dark sky policy, streetlight conversion to LEDs and pollinator paths through Town. The next meeting is July 21st via Zoom.

PLANNING COMMISSION – Commissioner LaPadula reported:

The virtual Planning Commission workshop will be held July 15th. Items include incorporating changes into the Annual Report 2019 Annual Report and Review of Chapter Three of the 2020 Comp Plan. Chapters 1 and 3 will be on the Town Board agenda in August.

PARKS AND REC. COMMITTEE – Commissioner Goodman reported:

The committee recommends that the Town looks at the leash law currently in place and amending it so that all dogs must be on leashes when out in public. If people are renting the pavilion at Memorial Park

or Wiles Branch Park, they need to be following CDC and state guidelines regarding Covid-19 (6ft. social distancing and wearing masks etc.). The Town Administrator will add a statement to the current pavilion rental form and send it to the Town Board members to review. There is a grant that the Town can apply for that would promote businesses and activities in the downtown area. The deadline for this grant is August 10th. Commissioner Goodman will have pictures and costs after Wednesday for this. He was asked to send the information to the Main Street Manager to review as Main Street pursues ideas and planning to bring visitors and residents to the downtown area.

PUBLIC INFORMATION – Commissioner Falcinelli reported:

The committee has been reviewing options for video streaming of meetings. With the projected use of Zoom for meetings for the next few months, Commissioner Falcinelli recommended postponing entering into a contract with Boxcast until the Town gets closer to having in-person 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:

Review of Covid-19 Protocols for Town Staff – Two town employees have tested positive for Covid-19. Burgess Miller stated it was only a matter of time before this occurred. Burgess Miller, Commissioner Falcinelli and Drew have been reviewing CDC and Frederick County guidelines concerning exposure protocols and returning to work. Commissioner Falcinelli has combined all the pertinent protocols into one set of draft protocols for town employees to follow. She reviewed these draft protocols. The Town Board was asked to review the policy and provide any recommendations to Commissioner Falcinelli. Commissioner Falcinelli reviewed this policy with all towns employees via a zoom meeting. The Town hall has been disinfected. Sneeze guards have been erected in the receptionist area and the office manager’s work area as they tend to have the most contact with the public. Town crews have returned to split crews shifts as was previously utilized when the Covid-19 state of emergency was enacted. Office staff is currently telecommuting when possible. The Director of Public is reviewing ways to increase airflow and cleaning the air in town hall.

Commissioner LaPadula motioned to approve the Covid-19 Protocols for staff as presented. Seconded by Commissioner Goodman. Motion carried (5-0).

Discussion of Celebration Event at the Completion of the Streetscape Project – Tabled until a date is determined in the future.

Discussion of Playground Equipment for Heritage Park – See report on Parks and Recreation Standing Committee above.

Discussion of Speed Regulation Policy – The policy already exists regarding speed bumps within Town limits. It was suggested to further develop the policy to include a formalized strategy to reduce speeding on Town streets. If anyone has ideas or suggestions, please contact the Town Hall. Commissioner Bussard asked about moving the speed sign to South Jefferson Street. It will be moved this week. Deputies have stepped up their patrol of that neighborhood. The data from North Church Street is coming. That information will be available next week.

Kevin Dunlap, 337 South Jefferson Street, stated he has seen deputies on his street once. The deputies will be asked to increase their patrols there even more. If there are nonregistered motor bikes, or loud music playing in the area, residents can contact town hall and deputies will be notified. If it is after hours, residents can call the non-emergency number for the Sheriff’s Department. Commissioner LaPadula suggested posted this information in the town newsletter. It was suggested to place speed limit signs from Route 17 north on South Jefferson Street. The first speed limit sign one sees when heading north on South Jefferson from Route 17 is ¼ of a mile up South Jefferson Street. Commissioner Goodman suggested stenciling “25 MPH Speed Limit” on South Jefferson Street as one heads north up the hill where there are no houses.

The use of jake brakes within town limits was asked. Drew will look through town minutes to see where it is stated for use within town limits is prohibited. Oakland, MD has a “No Jake Breaking” sign . It was asked if someone could get a picture of it.

PUBLIC COMMENTS:

2020 Scarecrow Contest – The Middletown Arts and Activities Council would like to hold a modified version of the scarecrow contest this year. Participants would register on-line and then pick up their kit at a determined date and time. There would also be a dedicated drop-off time. Voting would take place on-line as well. Details are being worked out.

ANNOUNCEMENTS:

- *Please Complete Your Census Information* – Residents will now have to mail in their information.
- *Virtual Vintage Vehicles in the Valley* – July 5, 2020. Congratulations to Jim Hoover on a successful Virtual event. The video is up on the Main Street website and Facebook page.

Meeting adjourned at 8:36 PM.

Respectfully submitted,

Annette Alberghini,
Office Manager