

**BURGESS AND COMMISSIONERS
OF MIDDLETOWN MARYLAND**

TOWN WORKSHOP MEETING MINUTES

TOWN MEETING

July 25, 2022

The meeting of the Burgess and Commissioners of Middletown was called to order on July 25, 2022, by Burgess Pro Tempore Jennifer Falcinelli at 7:00 p.m. Present were Commissioners Kevin Stottlemyer, Christopher Goodman, and Rick Dietrick.

PUBLIC COMMENT:

Chris Johnson, 34 Boileau Court, stated that the July 7, 2022 workshop minutes should reflect that the planning commission cannot approve plans that show improvements on adjacent property owners without their permission. The Town Administrator stated that a letter was received from Christ Reformed Church granting permission for improvements on their property.

PERSONAL REQUESTS FOR AGENDA: None.

CONSENT AGENDA:

- **Town Meeting Minutes**
 - *July 7, 2022 – Town Workshop*
 - *July 11, 2022 – Town Meeting*

Motion: Commissioner Dietrick motioned to approve the consent agenda as presented, with the correction to the July 7, 2022 minutes. Seconded by Commissioner Goodman. 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 met July 20th and identified projects to pursue. It is the committee’s recommendation to pursue funding for one set of concrete games (corn hole, table tennis and check checker tables) for each town park – Wiles Branch Park, Remsberg Park, Heritage Park and Memorial Park. Locations for each yet to be identified within any park. The Town Board agreed by consensus to proceed with the application for the concrete games.

NEW BUSINESS:

Broad Street Architectural Wall Maintenance Memorandum – As part of the Broad Street project a small architectural retaining wall was built in front of several homes. The Director of Public Works created a memo which is before the Town Board tonight for review. This memo will be sent to those residents that have that retaining wall on their property. The memo includes all the information on the retaining wall including references, materials used and maintenance. There is little to no maintenance for this wall. The intent is that after the 1-year warranty expires the retaining wall will be maintained by each property owner. The Town Board was asked to review the memorandum for any modifications.

Review of MS-4 Projects for Priority Ranking – The State requires all municipalities to decrease their impervious surface area by 2025. If it can't be done, municipalities must take other measures to meet the state objectives. The town engineers have identified 2 projects for the Board to review. Either of these projects would let the Town meet the state requirements. Due to increased costs the Town will have to choose one of the projects. The two projects are:

1. Wiles Branch Park Stream Restoration – at a cost of \$500,000.
2. Linden Boulevard Replacement – includes culvert replacement – at a cost of \$1,000,000.

The Director of Public Works (DPW) previously recommended holding off on the Wiles Branch project due to the WWTP upgrade which would impact the project. The cost for Linden Blvd. is so high because it includes moving utility lines for water, sewer, and natural gas. The culvert on Linden Blvd must be replaced. The DPW will be attending the August workshop and will have more information available on this topic at that time. The circuit rider is researching and pursuing grants to fund projects that assist with MS-4 requirements.

Discussion of Improvement Fee Increase – This item has been briefly discussed at prior meetings. The Town Board understands that after the ARPA funds have been used the Town must review and decide actions it needs to take to fund future CIP projects. To look for a balanced plan that identifies expenses to cut/reduce and identifies ways to increase revenue. Improvement fees are fees developers pay to offset the cost of the development.

Water & Sewer CIP is funded by improvement fees and the Capital Improvement fee. Fees in water and sewer can be broken down into 3 categories:

1. Water/Sewer rates – which fund daily operation costs.
2. Capital Improvement Fees – which fund major periodic expenses
3. Improvement Fees – which fund the impact of new development and major capital projects

The General Fund CIP is funded through any surplus in the General Fund and from Improvement fees. The Town wants development that is good for the town not because the town needs money.

The Town is reviewing potential avenues to reduce expenses. These include but are not limited to reducing the number of deputies we have from 3 to 2 and buying back streetlights from Potomac Edison. The Town Administrator will contact other municipalities for information on their water/sewer rates, impact fees and capital improvement fees. The sheriff will be contacted for his opinion on staffing and statistical information for Middletown. It was recommended that the agenda item have a different name because it encompasses much more than improvement fees. It is now titled Budget Review & Inflationary Impacts.

This is a preliminary discussion. There will be more discussion with the opportunity for residents to provide input.

PUBLIC COMMENTS: None.

ANNOUNCEMENTS:

- *Sunset Concert Series – Every Sunday in August at Middletown Park*
- *Third Thursday – Thursday, August 18, 2022 in the Downtown*
- *Movie Night in the Park – Saturday, August 20, 2022 at Remsberg Park*

- *National Night Out – August 2, 2022, 6-8PM at MVFC Carnival Grounds*

Meeting adjourned at 8:02 PM.

Respectfully submitted,

Annette Alberghini,
Office Manager