



**VIRTUAL MEETING
AGENDA FOR THE TOWN WORKSHOP**

July 2, 2020

7:00 p.m.

PLEDGE TO THE FLAG

CALL TO ORDER

PUBLIC HEARING

- **Ordinance 20-07-01 – Text Amendment Accessory Structures & Park Requirements⁹**
AN ORDINANCE TO AMEND TITLE 17 TO ESTABLISH NEW OFF-STREET PARKING REQUIREMENTS FOR RESIDENTIAL DISTRICTS AND TO ESTABLISH NEW GUIDELINES WITH RESPECT TO ACCESSORY STRUCTURES.

PERSONAL REQUESTS FOR AGENDA:

STAFF REPORTS:

Staff Planner

Engineer's Report

Main Street Manager

Zoning Administrator

CONSENT AGENDA

- Town Meeting Minutes
 - **June 22, 2020 – Town Meeting¹**

UNFINISHED BUSINESS:

- **Request for Stop-Sign on Tobias Run from Residents of Glenbrook³**
- **Cost Estimates for Enclosure Around Well #22 Treatment²**
- **Review of Recommendations from the Planning Commission on Building Height Restrictions²**
- **Discussion of Walking Trail Glenbrook / Foutaindale²**

Identifies the Number of Times the Item has been on a Town Workshop and/or Town Meeting Agenda

NEW BUSINESS:

- Review of Covid-19 Protocols for Town Staff ¹
- Request for Handicap Space – 16 Boileau Court ¹
- Discussion of Celebration Event at the Completion of the Streetscape Project
- Discussion of Swing Set Area for Heritage Park

PUBLIC COMMENTS:

ANNOUNCEMENTS:

- *Please Complete Your Census Information*
- *Joint Meeting between Town Board & Planning Commission – Monday, July 6, 2020 at 6:30PM*

ADJOURNMENT

Zoom Invitation Information:

Topic: July Town Workshop

Time: Jul 2, 2020 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/84751251903?pwd=MFQxQmlPSytJVUd6enZ0bVjVGtJUT09>

Meeting ID: 847 5125 1903

Password: 193461

One tap mobile

+13017158592,,84751251903#,,,0#,,193461# US (Germantown)

+19292056099,,84751251903#,,,0#,,193461# US (New York)

Dial by your location

+1 301 715 8592 US (Germantown)

+1 929 205 6099 US (New York)

+1 312 626 6799 US (Chicago)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 847 5125 1903

Password: 193461

Find your local number: <https://us02web.zoom.us/j/84751251903?pwd=MFQxQmlPSytJVUd6enZ0bVjVGtJUT09>

[#] Identifies the Number of Times the Item has been on a Town Workshop and/or Town Meeting Agenda

ORDINANCE NO. 20-07-01

AN ORDINANCE TO AMEND TITLE 17 TO ESTABLISH NEW OFF-STREET PARKING REQUIREMENTS FOR RESIDENTIAL DISTRICTS AND TO ESTABLISH NEW GUIDELINES WITH RESPECT TO ACCESSORY STRUCTURES.

SECTION I. BE IT ORDAINED AND ENACTED by the Burgess and Commissioners of Middletown that Title 17, Chapter 32.060 of the Middletown Municipal Code be, and hereby is amended as shown below. Language being deleted is designated by being ~~in brackets and stricken through~~. New language is designated by being in **BOLD CAPITAL LETTERS**.

Title 13 - ZONING

Chapter 17.32. DESIGN STANDARDS GENERALLY

17.32.060 - Off-street parking ~~in residential districts~~.

A. *{Unchanged}*

B. Spaces Required. Off-street parking spaces must be provided for each building erected or enlarged in accordance with the following schedule:

Type of Use	Minimum of One Parking Space for Each
Single – and two-family residential dwellings and duplexes	2 PER DWELLING UNIT {1/2 dwelling unit (i.e., two spaces per dwelling unit)}
Townhouses, apartments	2 PER DWELLING UNIT + 0.5 PER BEDROOM OVER 2 BEDROOMS {1/2 dwelling unit (i.e., three spaces per dwelling unit)}
Hotel, motel	Guest sleeping room
Office building	300 square feet of gross floor area
Retail store or shop	150 square feet of gross floor area
Eating Establishments	90 square feet of gross floor area and ground area (excluding parking) devoted to patron use on the property or three seats, whichever requirement is greater
Bowling alley	¼ lane (i.e., four spaces per lane)
Other recreational establishments	100 square feet of gross floor area
Community Centers	100 square feet of gross floor area
Auto repair	400 square feet of gross floor area and ground area devoted to repair and service facilities
Other commercial buildings	300 square feet of gross floor area

Medical care facilities	Bed (i.e., one space per bed)
Auditorium, house of worship, theatre and other places of public assembly	Four seats excluding bus areas
Schools	Subject to site plan approval
Industry and heavy commercial establishments	One employee on major shift but at least one space for each 5,000 square feet of gross floor area
Funeral homes	100 square feet of gross floor area
Clubs, lodges, and other similar places	100 square feet of gross floor area
Indoor sports facilities	Subject to site plan approval

C. – J. *(Unchanged)*

SECTION II. BE IT ORDAINED AND ENACTED by the Burgess and Commissioners of the Town of Middletown, Maryland that Title 17, Chapter 32.170 be and is hereby amended as follows. Language being deleted is designated by being ~~in brackets and stricken through~~. New language is designated by being in **BOLD CAPITAL LETTERS**.

Chapter 17.32 - DESIGN STANDARDS GENERALLY

17.32.170 – Modifications to yard requirements.

A. *(Unchanged)*

B. *(Unchanged)*

C. *(Unchanged)*

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.]~~

D. ALLOWABLE PROJECTIONS OF ACCESSORY BUILDINGS INTO YARDS. ONE-STORY ACCESSORY BUILDINGS WITH A MAXIMUM HEIGHT OF SIXTEEN (16) FEET MEASURED AT THE PEAK OF THE ROOF MAY PROJECT INTO YARDS PROVIDED THAT:

- 1. THE SQUARE FOOTAGE FOR AN ACCESSORY BUILDING OR STRUCTURE FOR BUSINESS PURPOSES SHALL NOT EXCEED SIX HUNDRED (600) SQUARE FEET;**
- 2. THE HEIGHT OF ANY ACCESSORY BUILDING OR STRUCTURE SHALL NOT EXCEED THE HEIGHT OF THE PRINCIPAL DWELLING, IF THE HEIGHT OF THE PRINCIPAL DWELLING IS LESS THAN SIXTEEN (16) FEET;**
- 3. 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;**
- 4. 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;**
- 5. 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;**
- 6. ALL ACCESSORY STRUCTURES DEFINED AS SHEDS MUST BE LOCATED TO THE REAR OF THE PRINCIPAL STRUCTURE;**
- 7. ALL ACCESSORY BUILDINGS AND STRUCTURES SHALL BE LOCATED BEHIND THE FRONT BUILDING LINE OF THE PRINCIPAL BUILDING;**
- 8. NO ACCESSORY BUILDING OR STRUCTURE, EXCEPT FOR PUBLIC UTILITY PANELS OR BOXES, SHALL BE ERECTED IN ANY EASEMENT AREA;**
- 9. ALL ACCESSORY BUILDINGS OR STRUCTURES SHALL BE A MINIMUM OF ONE (1) FOOT FROM EASEMENTS;**
- 10. WHEN LOCATED ON A RESIDENTIAL-ZONED PROPERTY, THE SQUARE FOOTAGE OF ALL FLOORS OF THE ACCESSORY BUILDING OR STRUCTURE SHALL NOT EXCEED THE FOOTPRINT OF THE PRINCIPAL DWELLING;**
- 11. NO ACCESSORY BUILDING OR STRUCTURE BE USED FOR SLEEPING OR OTHER OCCUPANCY;**

12. **IF A RESIDENTIAL PROPERTY IS SUBJECT TO THE RULES, RESTRICTIONS, AND COVENANTS OF A HOME OWNERS' ASSOCIATION, A HOMEOWNER SHALL OBTAIN ALL HOME OWNERS' ASSOCIATION APPROVALS, IF REQUIRED, TO CONSTRUCT AN ACCESSORY STRUCTURE;**
13. **THE CUMULATIVE AREA OF ALL ACCESSORY STRUCTURES MAY NOT EXCEED THE FOLLOWING SQUARE FOOTAGE BASED ON 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 1,000 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

E. – H. *{Unchanged}*

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

Town of Middletown Planning Department

To: Burgess & Commissioners and Middletown Planning Commission

From: Cindy Unangst, Staff Planner

Date: 6/29/2020

RE: Monthly Planning Update – July

Major Subdivisions:

**Foxfield Section 6 (Coblentz Road) – Active-adult special exception use recommended approval by PC to BOA – January 21, 2020
Board of Appeals hearing date – to be rescheduled**

Site Plans, Plats and Minor Subdivisions:

Boileau Drive property – request to use original foundation submitted – June 1, 2020

Caroline’s View/Horman Apartments (East Green Street)- Site Plan approved – April 21, 2008 (no sunset provisions prior to November 14, 2010)

Improvement Plans conditionally approved – May 17, 2010 (no sunset provisions prior to 11/10)

Revised Improvement Plan mylars signed – July 21, 2017

Next step – submittal of PWAs for approval and apply for building and grading permits

Cross Stone Commons (Middletown Parkway) – Revised Site Plan conditionally approved – 10/20/14

Improvement Plan mylars signed – November 6, 2015

FRO plantings completed – December 23, 2019

Next step – submittal of architectural renderings for building #2 for review/approval

Dowd Property (Alternate 40A) – Forest Stand Delineation approved – April 16, 2018

Revised Site plan conditionally approved by PC – October 21, 2019 (Plans expire 10/21/22)

Revised Preliminary Forest Conserv. Plan conditionally approved – November 18, 2019

Board of Appeals approved self-storage use – February 26, 2020 (Expires Feb. 26, 2021)

Architectural renderings approved by PC – June 15, 2020

Next step – submission of FFCP and Improvement plans for PC review

Franklin Commons (Franklin Street) -

Resubmitted site plan conditionally approved – May 21, 2018 (Plans expire May 21, 2021)

BOA approved height variance request – July 12, 2018 (**BOA approval expired July 12, 2019**)

Improvement plans conditionally re-approved – March 18, 2019 (Plans expire March 18, 2022)

Next step – BOA approval of height variance request, then submittal of letter of credit and signing of PWA’s

Jiffas (Summers Drive) – Forest Conservation Plan approved & Improvement Plan conditionally approved for commercial use – October 20, 2008 (no sunset provisions prior to November 14, 2010)

Architectural plans approved by PC for duplex – March 16, 2015

BOA approval for variance requests for duplex – March 29, 2016 (**Expired March 29, 2017**)

Next step – apply for variance requests for siting of duplex building

Memorial Park – Shed relocation revised plans submitted for review – June 12, 2020

Middletown County Park (Coblentz Road) – FSD and FCP approved – Feb. 17, 2020

Middletown Water Storage Tank (Ashky Ct.) –

Site Plan approved by PC – March 18, 2019 (Plans expire March 18, 2022)

Final Forest Conservation Plan conditionally approved by PC – June 17, 2019

Improvement Plans conditionally approved – July 15, 2019 (Plans expire July 15, 2022)

Miller Property (East Main Street) – Phase III Revised Site plan approved by PC – June 17, 2019

Phase III Redline Site & Improvement Plans conditionally approved – Sept. 16, 2019

Next step – submittal of Phase IV site plan for review and approval

Richland Driving Range (Glenbrook Drive)– Concept plan reviewed by PC – January 18, 2016

Revised Site Plan conditionally approved – January 15, 2018 (Plans expire January 15, 2021)

Improvement Plans reviewed and tabled by PC – September 17, 2018

Next step – submittal of improvement plans for review and approval

School Complex roadway plans (Schoolhouse Drive) – Improvement plans and FCP plans reviewed & approved by Town Board – May 8, 2017 (informed June 2017 funding was not approved for project)

SWM plans re-submitted to Frederick County and SCD for review/approval – 8/3/17

(Planning Commission reviewed plans as courtesy to Town Board. No expiration date of approval due to type of plans – i.e., no structures, etc. – just changes to roadways, sidewalks.)

St. Thomas More Academy Site Plan revision (Prospect St) –

Revised site plan conditionally approved – April 20, 2020 (Expires April 20, 2023)

Revised site plan to be revisited in five years – April 2025

Valley Register Bldg. (121 W. Main St)–change of use (intensity) approved by PC – June 15th

Annexations:

A.C. Jets Property- PC approval of annexation petition of 35.96 acres – December 21, 2009

Public hearing date - Monday, October 11, 2010

Annexation petition denied by Town Board – October 11, 2010

Admar Property – PC approval of consistency with zoning/comp plan – February 20, 2017

Public Hearing - April 5, 2018

Town Board passed annexation resolution – April 9, 2018

Text Amendments: Accessory structures – Public Hearing scheduled for July 2nd

Residential parking requirements for townhouses and apartments – Public hearing scheduled for July 2nd

Forest Resource Ordinance amendments – Town Board approved June 8, 2020

Reports: Annual Planning Report draft under review by PC

Grants:

Meetings: Next Middletown Green Team Meeting – July 21, 2020

Next Joint town board/planning commission workshop – July 6, 2020

Public Works Monthly Report
July 1, 2020

COMPLETED WORK

Public Works

Main St signs concrete bases, Street crack filling completed in Active Adult Community. All Public Works and Development plans scanned into the Town Data files. GIS being updated.

New Projects

AC leak for unit that serves MVAA area. Middletown library kickoff meeting July 13.

Unbudgeted Expenses:

Booster Station Pump 3 repair or replacement. (cost to: rebuild \$7500.00)

Well 22: iron buildup in raw water lines, pump replacement and chlorine feeder (\$5500.00) Fence / Enclosure: \$2000.00

Well 14: manganese buildup in pump and drop pipe. (\$6,389.00) chemical feeder (\$2500.00)

Sludge cost for FY \$ 45,530.00, 45,000 gal hauled, 17850 gal bedded **Total hauled** 471,000 gal **Bedded** 172,550 Gal

Water Use (Average Daily for the Month, Flows stated in gallons per day)

Permit Limits (gal)	387,000/504,000	AD/MMU	250,000 AD	250,000 AD
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**Hydrants flushed this month

April 14 709,560 October 14 725,913, October 16 938,000 April 17 732,649. October 17 691,524 April 18 791859
October 18 668,188 April 2019 737,446. October 2019 531,958

Planned Work

HVAC Replacements

WWTP weir flowmeter out of service, will require replacement (20+ yrs old). Ordered and received.

MDE water inspection corrections and emergency plan update

Budget purchases and contracts

Continue Fire Hydrant ID tag and numbering system installation

Regulatory: Grease Ordinance completion. MDE Emergency Plan

Bid Sludge Hauling and Chemicals.

Reed Bed Development cost analysis.

Reservoir Tank: Base slab reinforcing completed and concrete placement will begin at 3AM on July 1, 75% of the 16" suction piping is installed and hydrostatic testing will proceed week of July 6. Concrete slab will water cure for 7 days before wall slabs begin to be set.

Open Projects

Boileau Drive: Curb replacement completed, Mill and overlay week of July 6.

Remsburg Park Bathrooms: Installed and completed.

I & I Walnut to Jefferson St.: Submitted plans for permit, easement document created. Construction documents at 95% and ready to bid when the budget is available. Phased into two phases. No action.

Parking Review: Sidewalk and curb revisions for potential parking across from firehouse. Revised to lane shift and sent to SHA for review. Drew sent notice to SHA District office to remind them of the lane shift and restripe during streetscape work.

ADA sidewalk ramp reconstructions: No action

W WWTP. Final pond baffle is malfunctioning, Investigation needed. Needs review. Received chemical building plans for review. Provided info to Consultant for baffle replacement. No action

Develop Grease Trap Ordinance and Education Program: No Action

Water System:

Hydraulic Model: The model will be reviewed and updated by Ganett Flemming to include Main St, Middletown Glen. We have performed multiple hydrant tests to calibrate the model in April and GF is currently calibrating the model

System: Dec: 182,952 3%, January 235,286 3.2%, February 465,429 7.36% level issue. March 505,580, 4.8%. Apr %4.5 329,183, May 2.85% 214,305 (inaccurate due to start and finish reservoir level) 4% likely. June 4.9% 350,861. July 19 3.29% 221,980 August 19 4% 261,268 Sept 19 2.5% 195,026 Oct 19 4.6% 331,699 Nov 19 471,272 7.7%, Dec 19 433,687 6.5%. January 20, 243,581, 3.6% February 20, 217,970, 3.2%, March 20, 328,854 5.1%, April 20, 433,917 6.8% (well 14 meter not accurate) May 20 large reservoir offline, no loss, June 20 495,644 7.3% overflow of reservoir on 2 occasions.

Streetscape/ Main St. Waterline Replacement: waterline 100% complete. Will be removed from report in August.

Broad St Streetscape: Design Phase 95% complete. Will be ready to bid for FY 21. Staff completed final review.

SSO and I&I: No overflows.

MDE /Permits: West WWTP Discharge Permit Renewal submitted to MDE, we are working through questions and suggestions with MDE to prepare permit for advertising. **MDE has suggested planning for a new plant due to discharge limit changes anticipated in 2027.** There is money available from MDE for these plant upgrades. We will investigate the source that has been provided by MDE. East WWTP Discharge Permit submitted 10 months prior to expiration.

MDE MS4 Permit Reports: Permit Report has been reviewed and accepted with minimal comments. Will perform the first water sampling. Staff will be working on the report due in October.

Franklin St Conceptual Sidewalk Plans: Consultant has included in the Broad St project and has been reviewed by staff.

Remsburg Park: Asphalt paths are completed. Additional parking lot construction has been completed June 2020.

Municipal Center: Met with CLEAResult PE Company representative for incentives for HVAC, lighting and other energy efficient replacement products. Will receive some reimbursement for HVAC and VFD's at booster station. Board will need to determine if changing out office lights to LED is worth the return. No action

Street Mill & Overlay: Martha Mason and School House have been milled. Overlay with the Main St project during July 2020.

Maintenance Facility: Contract has been executed with Triad Engineering. We have received a preliminary sketch.

East WWTP: Permit renewal complete. Met with representative for bar screen refurbishment. We have received a quotation for the repairs. Will schedule for summer 2020.

Washington Street: Design is currently being reviewed and for storm water management. No action

Garage Drive Street Lights: Meeting with adjoining Owner to discuss the light locations. No action.

Pedestrian Blinker signs: Franklin St needs survey and design. No action summer 2020.

Booster Station Process Pipe Replacement (\$225,000): Received second submittal for review.

Developments

Middletown County Park Improvements: Reviewed resubmitted easement plan. No action

ADMAR Annexation: Met with Owner and Engineer to discuss summary of requirements for water treatment, pressure and fire service supply, appropriation permit, sewer service, water and traffic study. Town staff will be performing some field reconnaissance on the wells.

Cross Stone: No action

Coblentz Property / Middletown Glen: Public Improvements completed and partially accepted (in warranty period). SWM guarantees released.

Chesterbrook IP's: Guarantees have not been submitted. Developer has contacted Town with notice to restart the project.

MAIN STREET

MIDDLETOWN

TO: The Burgess and Commissioners
FROM: Becky Axilbund, Main Street Manager
RE: July Workshop Report
DATE: June 30, 2020

Upcoming Dates:

July 5 – Temporary Street Closure to Prep for Virtual Event

July 17 – Monthly Business Mixer: Topic – Understanding Website Analytics

Economic Development:

- One of my proudest moments as the Main Street Manager occurred over the last few days as we opened up our Main Street Micro Grant program, reviewed applications, and fully funded all received requests for a total of \$11,300. Unlike other Main Streets that repurposed state dollars to give out as grants, we took this money out of our budget – it is not passed through dollars – which makes me proud to work with this caring group of individuals.
- Our next business mixer is scheduled for Friday, July 17th at 8:30am where we will have a presentation about understanding website analytics.

Organization:

- Please welcome Jim Hoover as the new president of Main Street!
- Please welcome Lacey Gordon as our treasurer – having completed her term as the Main Street president – she has decided to serve as the treasurer!
- If you run into or see that you are on an email with any of the Main Street Board members, please thank them for the work they are doing. During normal circumstances we are often too busy to volunteer, but during a pandemic with everything changing, it is even more challenging to find time to volunteer! I am so proud to work with this outstanding group of people who give so much.
- We are also saddened by the loss of Dwight Hutchinson who served on the Main Street Board since its inception in 2009.

Promotions:

- Meet Me on Main – marketing campaign – Main Street is paying for 50% of the costs involved to create a professional filmed and edited video. We have to stagger this within our budget between FYs and grants, so we drew names from a hat to come up with the first group. Filming starts on July 15th. Outside of paying 50%, we are asking that each business owner introduce themselves by

saying Hi, my name is ___ and you can meet me in/on Main Street Middletown. This kind of marketing lends itself to storytelling about the business, the owner, and Middletown. When we think of this community – a collection of people – doing a series of business owner videos really personalizes each business, but also advertises one of our best assets – the people.

- Due to a lack of recent photographs, we have had to think of a different way to advertise Middletown to attract visitors – so this GIF isn't exact, but paints the idea of how it would feel for someone from Rockville, or Columbia, or Baltimore to come visit Middletown. We will be targeting this digital ad to specific zip codes in Howard, Carroll, Baltimore, and Montgomery County. When this pops up during an internet search, then someone clicks on the ad, it will go to Plan your Visit on our website.

Escape
from the city

FOUNDED IN 1767
MAIN STREET
MIDDLETOWN



-
- We had a kick-off meeting for major updates to the Main Street website. The format will be updated to have less drop-down menus, better plug-ins for photos, calendar of events, and easier retail options. This is part of an FY 2020 grant.

Design:

- The building committee met, reviewed the RFP for a general contractor, and is moving forward to getting the required number of proposals per the grant. We are still waiting on the results of another 50K grant. The first step for us is going to be tearing up the interior of 19 West Main Street in order to repair the foundation.
- The clay tiles have been dispersed, decorated, collected back to the Main Street office, and now picked up by Parran Collery to become part of our public art. Please look in the Frederick News Post over the next few days for an article about the public art project.

Grants:

- We are still waiting to hear awards for the Main Street Improvement Grant and Technical Assistance Grant. There has been no news about the Community Legacy Grants from DHCD.
- We did hear that the Governor's new MD Nonprofit Recovery program will be based out of DHCD and to look for an announcement about that soon.

*Thank you for your continued support of
Main Street Middletown!*

**BURGESS AND COMMISSIONERS
OF MIDDLETOWN MARYLAND**

**TOWN WORKSHOP MEETING MINUTES
VIRTUAL MEETING**

REGULAR MEETING

June 22, 2020

The virtual regular meeting of the Burgess and Commissioners of Middletown was called to order on June 22, 2020, by Burgess Miller at 7:00 p.m. Present were: Commissioners Larry Bussard, Christopher Goodman, Jennifer Falcinelli, Jean LaPadula and Rick Dietrick.

PUBLIC HEARING

FY 2021 Budgets

General Fund Operating - The proposed budget of \$3,325,406 is largely based on Local Taxes, State and County Shared Taxes, Parks and Recreations fees and Licensing, Permits and Fees. The overall **operating revenue** is down 2% from the previous fiscal year. The largest decreases coming in Park fees (reduced to "0" due to COVID-19) and a 35% decrease in Licenses, Permits and Fees also recognizing the impact of COVID-19 on our businesses. Total **operating expenses** are of \$3,044,524 increased by 3%. Expenses are based predominantly on Public Safety, General/Administrative Services, Operations and Maintenance, Sanitation and Highways and Streets. The increases here are in General/Administrative Services, administrative salaries, and Professional Services with our accounting firm is the bulk of this increase. The biggest decrease in expenses was in Recreation and Culture caused by 2 loans coming to an end after FY 2020. The tax rate for Middletown will remain the same as it has for the last 28 years at approximately \$.23 per hundred dollars. The Town did realize a surplus in our proposed budget of \$280,882 but that represents a 34% decrease from FY 2020.

Commissioner Bussard reiterated the need for an Executive Session to discuss staff salaries. Once all employee evaluations are completed, an executive session will be scheduled.

General Fund Capital Improvements Program - The FY 2021 CIP includes \$1,042,225 **revenue** from cash reserves, operating income from FY2020 of \$280,882 and a Loan for Broad Street construction of \$1,240,000 divided over the next two fiscal years. Modest adjustments of interest income and improvement fees were included although both were less than \$10,000. Program Open Space funding of \$47,885 was obtained in May of 2020 for fiscal year '21. The major projects for FY 2021 include Broad Street engineering and beginning of construction \$626,034, and mill and overlay of Boileau Court \$224,326, Remsberg Park waterline extension \$170,000 (water only) and design of a new maintenance facility to begin constructed in 2025 at \$106,000. This budget yielded a \$428,363 surplus and continues to have a \$201,673 "rainy day" fund.

Commissioner Falcinelli requested that the statement under Remsberg Park waterline extension of "75% Grant; POS 25%" be removed as it does not apply. Currently there is no indication from the County that they will take back POS funding because of the pandemic.

Water & Sewer Fund Operating - Revenue for this budget is almost completely dependent on the charges for water consumption and providing sewer totaling \$1,229,164. A very slight increase of .51% from FY 2020. **Total operating expenses** for FY 2021 amount to \$1,136,345, down from FY 2020 .42%. The predominant expenses being Administrative at \$232,488, a reduction of 8.96%. Proposed salaries showing a slight decrease of 1.42% based on FY 2020. Sewer salaries at \$110,564 was down 9.45% and Sewer Collection at \$126,616 was down 7.34%. Costs to run the East Waste Water Treatment Plant is proposed at \$172,284, down 1.1% form FY2020. Once again, a contingency fund based on a 10-year historical average is included at \$25,006. This leaves this proposed operating budget with a \$67,813 surplus—down 20.53% from the previous fiscal year.

Water & Sewer Capital Improvement Program - The \$3,777,040 **revenue** projected for FY 2021 consists primarily of cash reserves, Capital Improvement Fee, Leases (cell towers), Capital Improvement Reserve Account and a \$2,058,605 loan for the Reservoir Enclosed Tank project. The current debt service of the Water and Sewer CIP budget is \$157,640—loans on the Main Street Waterline and the Reservoir Tank loan--leaving a \$3,619,400 revenue stream for water and sewer projects. Projects for FY 2021 include reservoir ground storage tank at \$3.2 million, Booster station upgrades for \$200,000, bar screen refurbishment of \$70,000 and reconstruction of a filter tank at \$58,000. This yields a surplus of \$71,425. There is no contribution this fiscal year to the reserve account. Our previous reserve account balance of \$575,000 was used to defray the cost of the reservoir project. We also have a balance of \$316,749 in our Inflow and Infiltration reserve account and \$201,388 in the reserve account for sludge removal.

The public hearing adjourned at 7:21 PM.

PERSONAL REQUESTS FOR AGENDA: None.

CONSENT AGENDA:

- **Town Meeting Minutes**
 - *May 7, 2020 – Town Workshop*
 - *May 11, 2020 – Town Meeting*
- **Richland Golf Club Request for Outdoor Music July 3, 2020 through October 30, 2020 –**
This was added as a consent agenda item and is an item that is normally approved each year. Richland Golf Club has agreed to meet all conditions/guidelines regarding noise and social distancing. The community deputies will check noise levels through the summer. The Town decibel meter can also be utilized as needed.

Motion by Commissioner Bussard to approve the consent agenda with the addition of the Richland Golf Club request, if Richland Golf Club operates within the required guidelines, seconded by Commissioner LaPadula. Motion carried (5-0).

UNFINISHED BUSINESS:

FY 2021 Budgets Approval – Commissioner Falcinelli requested that the \$67K Water Sewer Surplus be added to the budget where appropriate. It is currently missing.

Motion by Commissioner Falcinelli to approve General Fund Operating Budget, the General Fund CIP, the Water Sewer Operating Budget, and the Water Sewer CIP as presented, seconded by Commissioner Dietrick. Motion carried (5-0).

Appointment of Board of Appeals Vacancies – There are two vacancies on the Board of Appeals, an sitting member and the alternate. Interviews were held with each of the three candidates, Sean Mahar, Bob Smart, and Jonathan Minchoff. Burgess Miller stated that all three candidates were well qualified for the responsibilities of the Board of Appeals. He recommends that Sean Mahar be appointed as the sitting member, and that Jonathan Minchoff be appointed as the alternate.

Motion by Commissioner Goodman to approve Sean Mahar appointed as the active member of the Board of Appeals and that Jonathan Minchoff be appointed as the alternate, seconded by Commissioner LaPadula. Motion carried (5-0).

Draft Ordinance 20-07-01 Text Amendment Accessory Structures and Parking Requirements – This has been an agenda item for several months. This document incorporates the different ideas discussed. The modifications clarify how to measure the height of a building. The Town Code is not clear and is contradictory in sections.

In the discussion concerning parking spaces, it was determined that the draft ordinance included in the packet was not the most current document. The most current draft will be sent to the Town Board members. The Staff Planner stated that the 0.5 space requirement per bedroom over 2 bedrooms could be removed. Burgess Miller would like “cumulative square footage” clearly defined.

The public hearing for this ordinance is scheduled for July 2, 2020.

Review of Recommendations from the Planning Commission on Building Height Restrictions - The Planning Commission recommends that 35 feet be the maximum height for every building within town limits. There is a Board of Appeals process in place if property owners are seeking a special exception to this proposed building height. This will be an agenda item for the July 2, 2020 Town Board Workshop.

NEW BUSINESS:

CARES Coronavirus Relief Fund Agreement with the County – Frederick County will receive funding from the federal government to offer to municipalities for relief of the additional expenses related to COVID-19. Municipalities must have an agreement with the County to apply for those funds. This requires Town Board approval. This is similar to what is required when seeking reimbursement from FEMA for disaster relief.

Commissioner Goodman motioned to approve the CARES Coronavirus Relief Fund Agreement with the County. Seconded by Commissioner Falcinelli. Motion passed (5-0).

Request From the Middletown Rec Council to Use Remsberg Park for July 4th Celebration – The Middletown Rec Council has officially cancelled the July 4th celebration at Remsberg Park. The Rec Council was getting a lot of flak on social media in light of the pandemic. When an organization wants to use a town park for an event, even if suggested by the Town, permission must be granted by the Town Board.

Community Parks & Playground (CP&P) Grant Application – The Middletown Parks and Recreation Standing Committee met at Wiles Branch Park. They looked at the historical swing set and determined it was in perfect working order, so applying for this grant would not benefit this project. Another idea suggested concerned updating the handicap swing at Memorial Park. This had project had been applied for previously but was denied. Submission deadline is early to mid-August. The Town Administrator will provide that information to Parks and Rec Standing Committee to review and update.

Key Sanitation Purchased by J&J Trash Service, Inc – With this purchase, there is no change in service to the Town. Residents may still see Key Sanitation trash trucks picking up their trash. J&J has working with Key Sanitation on the past 2 weeks of trash pick-up.

Discussion of Glenbrook/Fountaindale Walking Trail – There is an easement that connects Glenbrook to Fountaindale. This is just a preliminary discussion to see if the Town Board has any interest in making this part of the walking trail system in Middletown. It would formally connect Glenbrook and Fountaindale. It was primarily put in place for emergency response. There is currently a chain across the easement that allows for pedestrian traffic.

Jim Andresen, 7 Wagon Shed Lane, is adjacent to this easement. He currently mows the easement. He stated he is not in favor of making it part of the walking trail system. He has a safety concern as he has witnessed motorcycle riders utilize that easement to go between the development.

Frank Tuttle, 5 Wagon Shed Lane, is also adjacent to this easement. He also is not in favor of its incorporation into the Town walking trail system. Several other town residents also voiced their opinions of not being in favor of developing this into part of the walking trail system.

Jim Andresen also voiced concern about individuals walking through the area where an electrical transformer is located. This is 3-4 houses down from his residence.

PUBLIC COMMENTS:

Garage on Main Alley – Commissioner Bussard stated that the garage on Main Alley was hit again for the 8th time. He asked if the Town would investigate installing a bollard at that location to minimize and future damage. The Town Board agreed by consensus that it should be investigated.

ANNOUNCEMENTS:

- *Please Complete Your Census Information* – Middletown is 3rd highest in the County. We have exceeded the 2010 census response.

Meeting adjourned at 8:19 PM.

Respectfully submitted,

Annette Alberghini,
Office Manager



EQUIPMENT ENCLOSURE SPECIFICATION

SECTION 13161 PRE-ENGINEERED FIBERGLASS ENCLOSURES

PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Pre-engineered enclosures.
- B. Electrical wiring and devices for pre-engineered enclosures.
- C. Heating equipment for pre-engineered enclosures.
- D. Ventilation equipment for pre-engineered enclosures.
- E. Air conditioning equipment for pre-engineered enclosures.

1.2 RELATED SECTIONS

- A. Section 03300 – Cast-In-Place Concrete: Concrete building pad.
- B. Division 16: Electrical connections.

1.3 REFERENCES

- A. ASTM C 518 – Standard Test Method for Steady-State Heat Flux Measurements and Thermal Transmission Properties by Means of the Heat Flow Meter Apparatus.
- B. ASTM D 256 – Standard Test Method for Determining the Pendulum Impact Resistance of Notched Specimens of Plastics.
- C. ASTM D 618 – Standard Practice for Conditioning Plastics for Testing.
- D. ASTM D 638 – Standard Test Method for Tensile Properties of Plastics.
- E. ASTM D 732 – Standard Test Method for Shear Strength Plastics by Punch Tool.
- F. ASTM D 790 – Standard Test Methods for Flexural Properties of Unreinforced and Reinforced Plastics and Electrical Insulating Materials.
- G. ASTM D 792 – Standard Test Method for Specific Gravity (Relative Density) and Density of Plastics by Displacement.
- H. ASTM D 1622 – Standard Test Method for Apparent Density of Rigid Cellular Plastics.
- I. ASTM D 2583 – Standard Test Method for Indentation Hardness of Rigid Plastics by Means of a Barcol Impressor.

1.4 SUBMITTALS

- A. Submit under provisions of Section 01300.
- B. Product Data: Certified independent test results of representative wall laminate.
- C. Shop Drawings: Show:
 - 1. Critical dimensions, jointing and connections, fasteners and anchors.
 - 2. Materials of construction.
 - 3. Sizes, spacing, and location of structural members, connections, attachments, openings, and fasteners.
 - 4. Color.
- D. Samples: 8-inch square sample of representative wall construction, upon request.
- E. Manufacturer's installation instructions.



1.5 SYSTEM DESCRIPTION

- A. Size: provide modular FRP enclosure of the following type:
1. Size: 6 FEET 5 INCHES W x 6 FEET 5 INCHES D x 4 FEET 10 INCHES H.

1.6 DELIVERY, STORAGE, AND HANDLING

- A. Store products indoors or in weather protected area until installation. Protect from construction traffic and damage.

PART 2 PRODUCTS

2.1 MANUFACTURER

- A. The product shall be manufactured by TRACOM, Inc.; 6575-A Industrial Way, Alpharetta, Georgia 30004; Toll-Free Voice (877) 435-8637, Toll-Free Fax (866) 435-8637, www.tracomfrp.com.
- B. Requests for substitution must be made in writing and received by the engineer's office a minimum of ten (10) business days before bid opening. Substitutions shall be made in accordance with the provisions of Section 01600.
- C. Substitutions: Manufacturers not pre-approved shall not be allowed.
- D. Warranty: Enclosures shall be warranted to be free of defects in workmanship and materials for a period of two years from date of shipment.

2.2 MATERIALS

A. Molded Composite Construction:

1. Laminate: Isophthalic polyester resin with high performance, chopped, commercial grade glass strand fiber reinforcement with a suitable coupling agent.
 - i. Minimum glass content: 30%.
 - ii. Exterior surface: 15 mil (minimum) gel coat with U.V. inhibitors and a satin finish lightly textured and free from fiber pattern, roughness, or other irregularities.
 - iii. Exterior laminate: 1/8 inch thick (minimum); chemically bonded to the surface gel coat and encapsulating the foam core.
 - iv. Foam core (2.2.A.2)
 - v. Interior laminate: 1/8 inch thick (minimum); chemically bonded to the interior gel coat and encapsulating the foam core.
 - vi. Interior surface: 15 mil (minimum) gel coat with U.V. inhibitors and a textured finish, free from exposed glass or other irregularities.
 - vii. Laminate properties:
 1. Tensile strength (ASTM D 638): 14,000 PSI.
 2. Flexural strength (ASTM D 790): 27,000 PSI.
 3. Shear strength (ASTM D 732): 12,000 PSI.
 4. Barcol hardness (ASTM D 2583): 40.
 5. Density / specific gravity (ASTM D 792): 93.6 PCF/1.5.
2. Core:
 - i. Rigid closed cell, self-extinguishing, polyisocyanurate foam with a density of 2.5 pounds per cubic foot. Foam shall be P250 Elfoam without exception.
 - ii. 1 inch thick with a minimum core insulating value of R~7.



iii. Core properties:

1. Thermal conductivity
(ASTM C 518): 0.145 BTU inch/hr./SF/°F.
2. Density / specific gravity
(ASTM D 1622): 2.3 PCF.
3. Shear Strength
(ASTM C 273): 25 lb/in²
4. Tensile Strength
(ASTM D 1623): 45 lb/in²
5. Compressive Strength (7% deflection/yield)
(ASTM D 1621): 35

3. Coupons prepared in accordance with ASTM D 618.

- B. The manufacturer shall maintain a continuous quality control program and upon request shall furnish to the engineer certified test results of the physical properties.

2.3 COMPONENTS

- A. Doors:
- a. Fully opening front access door with lift off stainless steel hinges.
 - b. Bolt-on side access doors with stainless steel hardware.
- B. Mounting Flange:
- a. Integral 2-1/2 inch wide internal mounting flange.

2.4 OPTIONS

- A. HVAC
- a. Heater: 500 watt, T-304 stainless steel line powered wall heater with built-in thermostat. No separate electrical outlet shall be required.

2.5 FINISHES

- A. Color: #2105 Winter Pine.
B. Color: #2105 Winter Pine.

PART 3 EXECUTION

3.1 EXAMINATION

- A. Verify that the concrete pad is level, true to plane, and of the correct dimensions to receive the structure. Correct all deficiencies before proceeding.

3.2 INSTALLATION

- A. Install products in accordance with engineer's instructions, plans, blueprints, etc, local codes, and in a manner consistent with the installation instruction and recommendation of the manufacturer.
- B. Move and position the shelter into the appropriate position.
- C. A neoprene gasket (by others) should be positioned between the concrete slab and the enclosure mounting points or flange before the enclosure is lowered into position.
- D. After closing the enclosure doors:
- i. Layout the anchor bolt pattern.



- ii. Starting on each side of the front door, drill the anchor bolt holes through the mounting flange, the neoprene gasket, and into the concrete slab to the depth and diameter required by the anchor bolt manufacturer.
- iii. If the enclosure has been supplied with an external mounting flange, flat head bolts should be used wherever the sweep of the door crosses the mounting flange so as not to impede the opening or closing of the door.
- iv. Stainless steel wedge style concrete anchors [1/2 inch diameter x 4-1/2 inches long – minimum) are recommended. TRACOM does not recommend the use of pre-set anchor bolts. Anchor bolts are to be supplied by others.
- v. Verify the operation of the door(s) before installing the remaining anchor bolts.

FAILURE to VERIFY the operation of the doors BEFORE the remaining anchor bolts are set MAY RESULT in the BINDING of the door against the door frame.

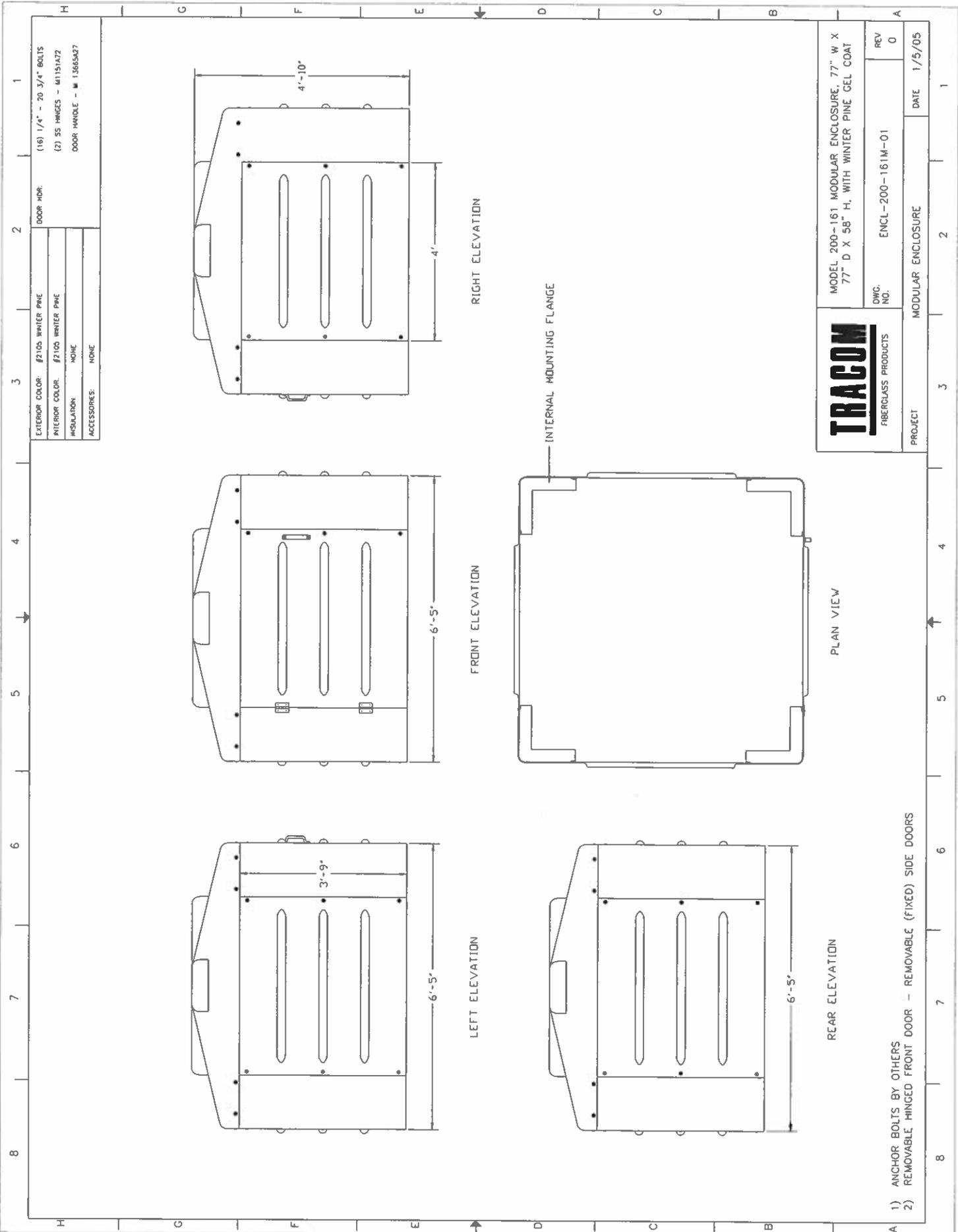
- E. Seal the flange with sealant, urethane caulk, or grout to ensure a watertight installation.
- F. Install (as necessary) and test the enclosure accessories in accordance with the manufacturers' instructions.

3.3 ADJUST AND CLEAN

- A. Clean surfaces in accordance with the manufacturer's instructions.
- B. Remove trash and debris, and leave the site in a clean condition.

END OF SECTION

Document: E-161M-S
Revision: 0
Date: 1-1-14
By: Matt Kazmier



MEMORANDUM

Date: 6/17/2020

To: Burgess & Commissioners

From: Cynthia K. Unangst, Middletown Staff Planner

RE: BUILDING HEIGHT RECOMMENDED CHANGES BY PLANNING COMMISSION

The Planning Commission reviewed proposed changes to building heights in the Town Code. At the Planning Commission meeting held on Monday, June 15th, the commission members recommended approval of the changes as shown below using track changes which deletes references to the number of stories allowed and limits buildings in all districts to a maximum of thirty-five (35) feet. The proposed changes will need to be put in ordinance form, and a public hearing will need to be scheduled.

17.16.050 - Building height regulations and unit limitations for structures in residential districts.

No building will exceed ~~two and one-half stories or~~ thirty-five (35) feet in height. No one structure in any residential district may contain or include more than twelve (12) individual and separate dwelling units within the structure.

17.17.150 - Development standards. (Overlay zoning districts)

- A. Density. The overall density of the project shall be in conformance with the R-3 zoning district.
- B. Lot Area and Yard Requirements. The minimum lot area single-family dwelling shall be six thousand (6,000) square feet. The minimum lot area per duplex (two dwelling units) shall be eight thousand (8,000) square feet. The minimum lot width per structure for a single-family dwelling shall be sixty (60) feet, and the minimum lot width per structure for a duplex shall be forty (40) feet per duplex unit. The minimum yard areas shall be as follows:
 - 1. Front yard: fifteen (15) feet from a public street;
 - 2. Side yard: eight feet for a single-family dwelling; eight feet one side only for a duplex dwelling (one side per dwelling);
 - 3. Rear yard: twenty (20) feet (except that a detached garage accessory structure accessed via a rear alley system shall have a rear yard setback of eighteen (18) feet: or except that a detached garage accessory structure accessed via a front-loaded driveway shall have a rear yard setback of four feet.)

These minimum standards may be modified by the planning commission, in accordance with the master plan design guidelines.

- C. Accessory Structures. The minimum side yard setback for an accessory structure shall be three feet.
- D. Height Limitation. Building height is limited to a maximum of ~~two and one half stories or~~ thirty-five (35) feet in height, ~~whichever is greater.~~

17.20.015 - MB mixed business district.

- C. Required Lot Area, Lot Width, and Yards in the MB District. The following requirements apply in the MB district:
 - 1. Minimum area of lot size: one acre;
 - 2. Setback requirements for front, rear, and side yard: thirty (30) feet; provided, however, that for any lot on which a structure exceeding thirty (30) feet in height is situated, the thirty (30) foot setback requirement shall be increased by one foot for every foot of the structure which exceeds thirty (30) feet in height. Additionally, for any portion of a structure which is adjacent to a residential district or state highway, the setback requirement is one hundred (100) feet for that portion of the structure which is adjacent to such residential district or state highway;
 - 3. Structure height: ~~fifty (50)~~ thirty-five (35) feet;
 - 4. Lot width: one hundred (100) feet. The planning commission may, however, permit a lot width of not more than fifty (50) feet if the planning commission approves a landscaping plan which, in the commission's opinion, provides an adequate buffer for adjacent property.

17.20.030 - Building regulations in commercial districts.

No building shall exceed ~~three (3) stories or~~ thirty-five (35) feet in height or exceed sixty thousand (60,000) square feet in size.

17.24.020 - Building height regulation in industrial districts.

No building in the SC/LM district shall exceed ~~three stories or forty five (45)~~ thirty-five (35) feet in height.



Glenbrook / Fountaindale Right-of-Way

Town of Middletown - Frederick County

DRAFT FOR REVIEW

Town of Middletown

Employee COVID-19 Policy

The health and safety of employees and residents is our highest priority. This policy includes the measures we are actively taking to mitigate the spread of COVID-19. It is imperative that employees follow the guidance provided concerning the control and prevention of the COVID-19 virus, which includes employees wearing face masks, properly social distancing and cleaning workspaces upon arriving at the worksite, during the work day, and prior to leaving from on-site work. This policy will be updated as needed and remain in effect until lifted by the Burgess and Commissioners.

Employees will need to conduct business in accordance with requirements that reduce the potential spread of the virus including:

- Social distancing practices – 6 feet of separation.
- Mandatory use of cloth face masks for employees, elected officials and the public inside buildings and outdoors when 6 feet of social distancing cannot be maintained.
- Frequent cleaning of work spaces and high touch objects.
- Telework when feasible.

Administrative Controls

Employees will self-screen prior to starting work with a temperature check and screening questions via an on-line link.

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

- Employees should not report to work if they are exhibiting COVID-19 symptoms. If an employee exhibits symptom at work, they should notify their supervisor and leave work immediately. Employees will be asked to go to a testing center to confirm their COVID-19 status.
- Employees should limit movement within the building and remain in their primary workspace if possible.
- Meetings/interactions with staff and public should continue to be held virtually when practical, even when all meeting participants are working in the same building. It is the goal to limit in-person contact to mitigate potential exposure. If meetings/interactions must be held in person, it is recommended to socially distance (6 feet) and all parties to wear cloth masks.
- Refrain from congregating in communal areas such as the break room. Eat only in designated areas (fully enclosed office, lunch rooms with social distancing, outside picnic area). Social distance at all times during eating activity. Communal areas must be wiped down with disinfectant before and after use. **(Should the break room just be closed down)?**
- Encourage digital communication and provide and expand public services that do not require face-to-face interaction.
- Management has the prerogative to schedule employees in flexible/rotational schedules to help maintain steady staffing.
- Signs will be installed at the building entrances highlighting COVID-19 best practices

Personal Protective Equipment (PPE)

Face Masks – Face masks shall be provided to all employees and must be worn at all times while working inside town facilities and outdoors when 6 feet of social distancing cannot be maintained. Employees may be subject to disciplinary action for violating this directive.

Employees are allowed to wear their own masks or face covering, provided that any imagery on the mask is appropriate and professional and meets the following CDC guidelines:

- The mouth and nose are fully covered
- The covering fits snugly against the sides of the face so there are no gaps
- You do not have any difficulty breathing while wearing the cloth face covering
- The cloth face covering can be tied or otherwise secured to prevent slipping
- Wash your cloth face covering after each use in the washing machine or by hand using a bleach solution. Allow to dry completely.

Please remember that face masks are recommended to contain your droplets and aerosols and to therefore help protect your coworkers.

Other Protective Equipment and Cleaning Measures

- Handwashing/Hand Sanitizer – It is important that all employees continue to wash their hands frequently. This includes washing hands or using hand sanitizer upon arrival to work, throughout the work day, and when leaving work. Hand sanitizer that contains at least 60% alcohol is effective when used in the protocol established by the CDC for handwashing. Hand

sanitizer will be provided to employees and placed in readily accessible locations for employee and public use.

- Cleaning and Disinfectant Products – Cleaning and disinfectant products and gloves will be provided at town facilities for employee use for cleaning workspaces. Employees should clean common workspace areas before and after each use and clean high touch areas frequently which include; tables, countertops, door handles, light switches, desk surfaces, chair handles, stair rails, sneeze barriers and restroom hardware.
- Sneeze Guards - will be installed in areas where town employees interact with the public – at the reception desk and any other location deemed necessary. Sneeze guards should be tall enough to accommodate tall individuals and still allow papers/items to be passed under them with minimum exposure/opening. Despite this barrier, the CDC still recommends social distancing and the use of masks.
- Physical markers will be placed on the floor, where possible, to promote social distancing.

Public Access to Town Hall

- Visitors must wear a mask and are advised that hand sanitizer is available for their use. Refusal to wear a mask means denied entry and accommodations will be attempted via phone and or email.
- Signage will be placed at entrances advising visitors that by entering the facility they acknowledge they are abiding by the protocols set forth by the town as stated on the signs including wearing of masks and must be free of COVID-19 symptoms.

Other Facility/Vehicle Considerations

- The town hall and administrative areas will be deep cleaned ____? ____per week.
- Employees should not solely rely on custodial staff for cleaning of high-touch surfaces. Individual responsibility is expected and cleaning supplies will be provided.
- Vehicle occupancy should be limited to one person, unless multiple occupancy cannot be avoided. If necessary to have more than one person in a vehicle, occupants shall wear masks and maximize social distancing. Open windows are optimal. Do not recirculate air. If the vehicle is shared between employees, it must be wiped down before and after each use.

COVID-19 Exposure

In the event of a confirmed case of CORONA-19 infection, the following steps will be followed:

- Affected areas of the building must be closed until sanitized and deep cleaned. No one will be allowed in the facility for 24 hours following the sanitation operation unless an emergency.
- Contact tracing will be undertaken to determine who potentially may be exposed and employees will be interviewed to determine their level of exposure.
- Employees will be considered a close contact and exposed if within 6 feet of an infected person for at least 15 minutes starting from 48 hours before the person began feeling sick until the time the person was isolated. You are still considered a close contact/exposed even if you were wearing a cloth face mask while around someone with COVID-19.
- Employees considered a close contact/exposed should stay at home and self-quarantine, monitor their health, and maintain social distance (at least 6 feet) from others until 14 days

after their last exposure to the infected patient, in case they also become ill. Wear a cloth face mask if you have to be around other people. This will help protect the people around you.

- Employees not considered a close contact/exposed should self-monitor for symptoms such as fever, cough, or shortness of breath (see above symptom list). If they develop symptoms, they should notify their supervisor and stay home.
- Employees are recommended to contact their health care provider if tested positive or considered a close contact/exposed to COVID-19.

Return to Work

Employees with positive COVID-19 with symptoms can return to work after:

- At least 3 days (72 hours) have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications **and** improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**,
- At least 10 days have passed *since symptoms first appeared*.

Employees with positive COVID-19 with no symptoms can return to work after:

- 10 days have passed since test and no symptoms developed

Close Contact/Exposed employees can return to work after:

- 14 days from last exposure
- Employees should be re-tested about 15-18 days after their last known or possible exposure in the workplace.

Essential Employees with Close Contact/Exposed status but remain symptom-free and must return to in-person work should adhere to the following practices before and during their work shift:

- Pre-screen for symptoms – check temperature prior to starting work
- Monitor regularly for symptoms
- Wear a face mask for 14 days after exposure
- Practice social distancing
- Clean and disinfect workspaces
- Do not stay at work if you become sick
- Do not congregate in the break room or other crowded place