

BURGESS AND COMMISSIONERS OF MIDDLETOWN MARYLAND

TOWN WORKSHOP MEETING MINUTES VIRTUAL MEETING

REGULAR MEETING

August 10, 2020

The virtual regular meeting of the Burgess and Commissioners of Middletown was called to order on August 10, 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:

- **Financial Statements**
- **Town Meeting Minutes**
 - *July 27, 2020 – Town Meeting*

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

UNFINISHED BUSINESS:

Community Parks & Playgrounds – Priority List for Projects – Multiple projects can be submitted for this grant. It is a partial grant(s) with a 75%/25% split. Playground Specialists reviewed Heritage Park and stated that it would not be a viable location for playground equipment. Commissioner Goodman listed the three projects they would like considered as a checkers/chess table, flipping the handicap swing at Memorial Park and the scoreboard at Remsberg Park.

Motion: Approved by consensus.

Comprehensive Plan – Chapter Review - The Town Board was provided draft copies of Chapters 1 and 3 of the 2020 Comprehensive Plan to begin reviewing. The draft mission statement was reviewed as well. It was noted that Chapter 1 includes the SWOT (Strengths, Weaknesses, Opportunities and Threats) Analysis from the community meeting in March 2020. The Planning Commission is reviewing Chapter 3 at their next meeting. Commissioner LaPadula recommended placing the mission statement before the vision statement in the document in Chapter 1. In regard to transportation which has not been reviewed yet, it was suggested that any comments be generic and benign when supporting improvements in transportation around Middletown. If anyone has any changes or comments please send them to the Town Planner and the Planning Commission. This will be an item on the next joint Town Board/Planning Commission meeting. The Comp Plan will be approved by the Planning Commission and then come before the Town Board for final approval.

Discussion of Community Groups Budget Funding – The Town Board was asked at the August workshop if there was any action, they wanted to take regarding the approved funding for community group activities. Though funding for community groups was approved, many community group activities have been cancelled due to Covid-19. This evening it was suggested that the Town hold on to the approved funding and if requested during this fiscal year town staff could provide approval instead of coming before the Town Board. Discussion ensued concerning what to do if funds were not dispersed

before the end of the fiscal year. It was recommended, and several Commissioners agreed, that if that scenario occurred that the monies would be placed back into the general fund and community groups would have to come before the Town Board with their funding requests for the new fiscal year.

Motion: Commissioner Falcinelli motioned to hold the approved community group funds as suggested and if requested funds could be dispersed with Town Staff approval, and if funds were not dispersed before the end of the fiscal year they would be returned to the general fund and community groups will appear before the Town Board and request funds for the new fiscal year just as before. Seconded by Commissioner LaPadula. Motion carried (5-0).

Covid-19 Protocols Updates & Changes – It was recommended that as the CDC and State change their safety protocols regarding Covid-19 the Town’s Covid-19 policy should update and change accordingly without having to come before the Town Board.

Motion: Commissioner Falcinelli motioned that the Town’s Covid policy should be updated accordingly as any updates from the CDC, the Governor and/or State occur. Seconded by Commissioner LaPadula. Motion carried (5-0).

REPORT OF COMMITTEES:

WATER & SEWER – Commissioner Falcinelli reported:

Water use for July – 329,237 gal., spring flow for July – 106,703 gal., East WWTP treated 167,000 gals. and the West WWTP treated 147,000 gals. The Director of Public Works and the Town Administrator are not worried with water usage up and spring flows being down. The Town does not have to change its water usage level/status currently. The water reservoir project is moving along. The walls are up and the roof is installed. The next 3-4 weeks will be grouting and sealing all the joints. Main Street waterline is 100% complete. When renewing the discharge permit for the East wastewater treatment plant the Town will be requesting to increase the number of gallons from 250,000 to 350,000 to be in line with its’ design. Broad Street project will be ready to bid for FY2021. The Water/Sewer subcommittee is reviewing ideas to address late fees and disconnections once the state of emergency is lifted. This includes developing a standard form for requesting a payment plan.

PUBLIC WORKS – Commissioner Bussard reported:

The Town does not have the equipment to move the MVAA shed to Remsberg Park as requested. The Jefferson Village milling and overlay project is complete. The Director of Public Works is developing a grease trap ordinance. Broad Street Streetscape design is 95% complete and specs will be written by staff. Washington Street Streetscape designs have been provided for the Town Board to review. As part of this project streetlights will be installed along Garage Alley. Property owners will be notified.

SUSTAINABILITY – Commissioner Dietrick reported:

The committee met virtually July 13th. Green Lectures are still on hold due to Covid-19. The trees along the tree trail at Wiles Branch Park have been labelled. There are 3 compost bins left for sale. The Bee City Resolution was approved. The committee is revisiting the Pollinator Resolution to update it. The Town did pick up the 50 trees from Clear Ridge Nursery. They will be planted in the Fall. The next meeting is August 18th via Zoom.

PLANNING COMMISSION – Commissioner LaPadula reported:

The virtual Planning Commission workshop will be held August 12th. They will be reviewing chapters 1, 3 and 4 of the Comp Plan. They will also be reviewing the temporary sign regulation. Any recommendations will come before the Town Board. The developer of the Hollow Creek Professional Center is requesting an extension on his project deadlines due Covid-19. This includes the special exception granted by the Board of Appeals. The developer was instructed by the Zoning Administrator to apply for a zoning certificate. Once approved the Zoning Administrator can give an extension on the zoning certificate. The Planning Commission can grant a 6-month extension on the Site Plan. The Frederick County Public Library is holding 2 virtual meetings to discuss the construction of a new Middletown library. The meetings will be held Aug 13th at 10:00Am and 7:00PM.

PARKS AND REC. COMMITTEE – Commissioner Goodman reported:

The committee met at Wiles Branch Park. They noted that typical maintenance had been completed even with split crews. The trail map at Remsburg Park needs to be updated to include the newest additions to the trail. They will be pursuing the grant monies for the priority projects identified earlier in this meeting.

PUBLIC INFORMATION – Commissioner Falcinelli reported:

With the shooting incident at the park, the committee is looking at different ways to promote how citizens can stay connected and updated on what happens within town. There are magnets, list serve, the newsletter, the town website, the town Facebook page, and Alert Frederick. This should be a sustained push so that residents do sign up for notifications. It was suggested that the Town purchase a large banner to hang which promotes this initiative. The town should contact Frederick County Emergency Services to see if other emergency announcements besides weather can be made using the emergency speaker within town limits. Commissioner LaPadula asked if it was possible to meet with the Frederick County Sheriff's Office to understand what their process is when responding to emergency situations, and what happens when it occurs within town limits. Sheriff Jenkins could be invited to speak with the Town Board about this. This process of communication could provide more additions to the Town's emergency plan.

NEW BUSINESS:

Design Proposal for Wiles Branch Park Stream Restoration– This project would assist the Town in completing credits towards Maryland's MS4 requirements. MS4 requires towns to decrease their impervious areas within a town by up to 20%. There is a list of things towns can do to mitigate their impervious surface amounts. This stream restoration project would be completed in multiple phases with the end goal of improving stormwater management quality and water quality of Wiles Branch. The design phase is budgeted in the CIP for \$60,000.00. This proposal is for \$41,000.00. It was projected that the West WWTP would not pass the permit renewal 7 years from now due to technological limitations. The Department of Public Works is preparing a new CIP for a new plant. Some of the Wiles Branch Stream Restoration could be completed as part of the construction of the new plant. Burgess Miller asked that this item be tabled so that the work identified could be reviewed and split between the two proposed projects.

Request for Handicap Space – 10 Boileau Court – The resident of 10 Boileau Court has requested that a handicap space be designated/installed near her home in Jefferson Village. She understands that this would be a public handicap space and not specifically hers. The Town Board approved a second handicap space in Jefferson Village recently. It was suggested that with established criteria Town staff could approve requests for handicap spaces within town limits. The criteria could include the resident requesting the space providing supporting documentation for the need, and having established time limits for the handicap space to be there (if the requestor sells the property and/or the need for it goes away). The Town Board members agreed by consensus that the request for the handicap space at 10 Boileau Court be approved and that future handicap spaces would be granted on a case by case basis when requested.

Introduction of Ordinance 20-08-01 – Building Height Definition Amendment – The Town Board previously reviewed recommended changes by the Planning Commission to building heights in the Town Code. The Board approved of the changes which are now in ordinance format. The ordinance deleted references to the number of stories allowed and limits buildings in all districts to a maximum of thirty-six feet. The building height and story definitions used by Frederick County were approved to be used instead of the Town's current definitions. A public hearing will be scheduled for September 3rd, 2020. The ordinance will be voted on at the September 14th Town Board meeting.

Review of Preliminary Design for Washington Street – This project will provide a safe walking path along Washington Street from the Elm Street parking lot to the downtown core. It includes replacing all curb, gutter, sidewalks, lighting and replacing the asphalt. There will be some storm drain improvements. Streetlights will be installed on Garage Alley as part of this project. Once the Town board has worked out details the residents will be notified for input and discussion.

Review of Middletown's Emergency Plan – This identifies the Town's responsibilities when addressing an emergency. Most emergency responses are not provided by the Town. Its responsibilities are to provide water and sewer services and to keep town roads open. Templates for emergency messages will be developed that would go out in the event of an emergency. Several templates were suggested for development. Usage of the emergency loudspeaker was again suggested to be added to the plan. Discussion with the Frederick County Sheriff's Office (FCSO) would help to define roles and responsibilities and promote the relationship between the town and the FCSO. This could spur additions to the town's emergency plan.

Discussion of Use of Municipal Center for Organizations – Staff has asked for direction from the Town Board concerning community organizations wanting to utilize the meeting space during the pandemic. No groups have asked yet, but staff would like information if this happens. It was stated that since we are currently restricted for health reasons/Covid-19 currently, no outside groups can use the municipal center at this time.

Discussion of Main Street Sidewalk Inspections – With Main Street Streetscape ending the Board must discuss what to do with those Main Street property owners who have "arterial sidewalks" that extend from Main Street up a side street and whose arterial sidewalks are in need of repair. To date these property owners have had a pass on repairing them because of the Main Street Streetscape project. Town staff was asked to identify what sidewalks on which streets directly off Main Street need to be repaired. The Town Board is awaiting an inventory of those properties

PUBLIC COMMENTS:

Frederick County Public Library Virtual Listening Sessions – August 13, 2020 at 10:00AM and 7:00PM – Frederick County Public Libraries is collecting community input to guide the design of Middletown's new library which is scheduled to be built in 2022. Residents are invited to share their thoughts and tell FCPL what they'd like to see in the new Middletown Branch Library. Details are being worked out for a survey that residents can complete as well.

Milani Construction is currently using the future site as part of the Main Street Streetscape. They will be vacating the site soon and must return it to its previous condition prior to their use.

ANNOUNCEMENTS:

- *Please Complete Your Census Information – Middletown is currently at 83% completion. Census workers are now visiting residences to assist with the census completion.*
- *Middletown Valley Ministerium Community Day of Service – September 12, 2020. It will be a town clean-up day instead of helping neighbors with personal home projects. Sign-up will be online. Middletown will have 20 zones within which to volunteer. Main Street Middletown will be joining in the effort. More information will be sent out via the Ministerium and the Town's social media sites.*
- *Town Board Professional Pictures – October 12, 2020, 6:00 PM at the Town Hall. Pictures will be taken outside weather permitting.*

Meeting adjourned at 8:33 PM.

Respectfully submitted,

Annette Alberghini,
Office Manager