



AGENDA FOR THE TOWN MEETING

August 12, 2019

7:00 p.m.

PLEDGE TO THE FLAG

CALL TO ORDER

CONSENT AGENDA

- Town Meeting Minutes
 - July 22, 2019 – Town Meeting
 - July 24, 2019 – Water & Sewer Committee Meeting

PERSONAL REQUESTS FOR AGENDA:

UNFINISHED BUSINESS:

- General Fund – Capital Improvements Program (Vote)
- Water & Sewer Fund – Capital Improvements Program (Vote)
- Crosswalk Standard Policy Amendments (Vote)
- Speed Table Standards Policy (Vote)
- Ordinance 19-07-03 – Investment Policy Amendments (Second Reading)
- Speed Sign Data – Middletown Glen Ingalls Drive
- Discussion of Electronic Vehicle Charging Stations and Upgrades
- Update on Water & Sewer Billing Software

REPORT OF COMMITTEES:

Water/Sewer	Commissioner Falcinelli
Public Works	Commissioner Bussard
Sustainability	Commissioner Dietrick
Planning Commission Liaison	Commissioner Catania
Parks & Recreation	Commissioner Goodman
Public Information	Commissioner Falcinelli

NEW BUSINESS:

- **Inspection Vehicle Bids (Vote)**
- **Request for Legislative Items for General Assembly**
- **Frederick County Goes Purple (FCGP) Initiative**

PUBLIC COMMENTS:

ANNOUNCEMENTS:

- *Movie Night – Friday, August 16, 2019 at Middletown Park*
- *Pep Rally in the Valley – Saturday, August 24, 2019*
- *Public Hearing – Self Storage Amendments – Monday, August 26, 2019 at 7:00PM*

ADJOURNMENT

BURGESS AND COMMISSIONERS OF MIDDLETOWN MARYLAND

TOWN MEETING MINUTES

REGULAR MEETING

July 22, 2019

The second monthly meeting of the Burgess and Commissioners of Middletown was called to order on July 22, 2019, by Burgess Pro Tem Falcinelli at 7:00 p.m. in the Middletown Municipal Center, 31 W. Main Street, Middletown, Maryland. Present were: Commissioners Larry Bussard, Christopher Goodman, and Rick Dietrick.

PUBLIC HEARING:

CONSENT AGENDA:

- *Financial Statements*
- *Town Meeting Minutes – July 8, 2019 – Town Meeting*

Motion by Commissioner Bussard to approve the consent agenda as presented, seconded by Commissioner Dietrick. Motion carried 4-0.

PERSONAL REQUESTS FOR AGENDA:

UNFINISHED BUSINESS:

Ordinance 19-07-02 – Self Storage (second reading) – Drew stated that this is the second reading of this Ordinance. Drew stated that since our last meeting the Planning Commission met and reviewed this and had some comments. Drew went over those comments from the Planning Commission with the Board. With the review of the comments from the Planning Commission it was the consensus of the Board to allow vehicle storage and refer to the Planning Commission for definitions of what can be stored.

Introduction of Ordinance 19-07-03 – Investment Policy Amendments (first reading) – Drew stated that this is to amend Title 3, Chapter 3.04 of the Middletown Municipal Code to authorize the utilization of insured cash sweep (ICS) services as part of the Town's Investment Policy; to make corrections to antedated references to the Annotated Code of Maryland.

Amendments to the Banner Policy – Drew stated that we received a request from an organization that if no other organization banner is scheduled, then an organization can display in both banner locations. Motion by Commissioner Bussard to accept the amendments to the Banner Policy as presented, seconded by Commissioner Goodman. Motion carried 4-0.

Review of Crosswalk Standards – Commissioner Bussard reviewed the Draft policy that the Public Works Committee drafted.

Review of Speed Table Standards – Commissioner Bussard reviewed the Draft policy that the Public Works Committee drafted. Commissioner Bussard stated that these standards were drafted because of the request from Broad Street residents wanting some type of traffic calming device on the street. One of the conditions for a speed table is through streets within a "blank"ft radius of a school. The Board agreed to make this within a 1,000 ft. radius of a school.

Broad Street residents were in attendance to discuss the Speed Table Policy.

Ron Moss, 213 Broad Street – stated that the main focus of the residents is to leave the street as wide as it is and would like to see a speed table with no bump outs if possible. Mr. Moss stated that he would like

to see placement of speed table and what the speed table would look like. Commissioner Bussard stated that our engineers looked at this and it looks the like the speed table would go in front of 213 Broad Street. Commissioner Bussard stated that due to the closeness of the other driveway entrances this is the only place a speed table would be able to go in. The Board also raised concerns regarding the delay in the Broad Street design with these discussions. In an effort to move the project forward, the Board and residents agreed to remove the locations of a three-way stop sign at Broad Street and Locust Alley and to have staff engineers provide preliminary design layouts for possible locations and designs of speed tables for Broad Street. These preliminary designs will be presented at the August 2019 Town Workshop.

Review of Charging Costs for EV Stations – Drew stated that at the last meeting the Board asked staff to provide the cost of use on our current EV station at the Municipal Center. Drew stated that average time is 2-3 hours and costs \$0.80-\$1.66. For a 24-hour period the cost is \$22.60. Drew stated that a company contacted us asking to install 2-4 stations at no charge. Drew stated that the only cost would be the electric installation cost which would be \$1,500-\$2,000 per station.

Ron Moss, 213 Broad Street – stated that he doesn't think we should allow people to charge their cars for free.

Commissioner Dietrick stated that he is not opposed the having these installed, but we shouldn't give the electric away for free. Commissioner Dietrick also stated that parking is at a premium in the downtown area that we just leased a parking lot with 16 spaces and now we want to take away 3 of those spaces to put in the EV stations? Commissioner Dietrick stated that he doesn't think that there is a demand for these stations at the current time.

Review of Model Ordinance for Illicit Discharge & Connection Stormwater – Drew stated that he highlighted the areas within this model that we should include in our Ordinance. It was the consensus of the Board to move forward with proposed ordinance and authorized staff to work with the Town Attorney and develop a draft to present to the Town Board.

Review of Capital Improvement Program (CIP)

- General Fund CIP – Public Hearing – Thursday, August 1, 2019 at 7pm.
- Water & Sewer Fund CIP – Public Hearing – Thursday, August 1, 2019 at 7pm.

NEW BUSINESS:

PUBLIC COMMENTS:

ANNOUNCEMENTS:

Public Hearings - Capital Improvements Program Budgets – Thursday, August 1, 2019 at 7pm.

National Night Out – Tuesday, August 6, 2019 from 6-8pm. at the MVFC Grounds

Movie Night – Friday, August 16, 2019 at Middletown Community Park

Pep Rally in the Valley – Saturday, August 24, 2019

Meeting adjourned at 8:15pm.

Respectfully submitted,

Ann Griffin
Office Manager

Middletown
Water & Sewer Committee Meeting
July 24, 2019

Present: Bruce Carbaugh, Jennifer Falcinelli, Daphne Gabb, Rich Gallagher, David Lake, Bob Smart

Review of Amendments to Chapter 13 – Public Services

Additional "Superintendent" words found and should be replaced with Director of Public Works.

Question/Recommendation – Can all the dollar amounts of rates and fees be removed with a reference to where you can find the current rates and fees in an effort to keep Chapter 13 current?

Otherwise the committee recommends the verbiage used in the draft

Review of Billing Software Rate Codes

A resident notified the town that her water bill was off by \$0.02. After investigation, it was found that the billing company rounded up when a rate was an odd number and split between water and sewer. The situation was immediately rectified by rounding down to even numbers starting with FY20 (July 1, 2019) and the town will continue to round down to even numbers in the future. Discussion was held as to whether town staff time and tax payer money should be used to determine the exact amount of overage per account (on average approximately \$0.08 per year).

Recommendation – The committee does not recommend that the town use valuable staff time and tax payer's dollars to determine individual refunds that amount to approximately \$0.08 per year. The cost to determine that would far outweigh the total refund amount. The problem is already fixed and will be rounded down in the future.

Update on In-Progress Projects

Main Street Waterline – Completion by end of August. New PRV vault in Cone Branch Pocket Park to be constructed.

Ground Storage Tank – Reservoir – Should be out to bid in 2 months with construction to start in spring.

Water Tank Maintenance – Getting a second opinion on the extent of rehab needed on the Water Tower.

Respectfully submitted,

Jennifer Falcinelli



BURGESS AND COMMISSIONERS OF MIDDLETOWN
GENERAL CAPITAL IMPROVEMENT BUDGET
FY 2020 - FY 2024

	FY '20	FY '21	FY '22	FY '23	FY '24
INCOME					
CASH RESERVES	\$568,285	\$520,492	\$498,055	\$327,300	\$683,119
INTEREST INCOME	\$1,421	\$1,301	\$1,245	\$818	\$1,708
IMPROVEMENT FEES	\$259,000	\$125,650	\$7,000	\$217,000	\$217,000
OPERATING INCOME From Previous Years	\$418,612	\$419,612	\$450,000	\$475,000	\$500,000
LOAN for Broad Street			\$1,224,000		
COMMUNITY LEGACY GRANTS					
PROGRAM OPEN SPACE and Community Parks & Playground	\$64,382				
SUB-TOTAL	\$1,311,700	\$1,067,055	\$2,180,300	\$1,020,119	\$1,401,826
PROJECTS					
Highways & Streets					
<u>Broad Street Reconstructs</u>					
Broad Street - Engineering and Design	\$111,000				
Broad Street - Reconstruction			\$1,224,000		
<u>Prospect Street Reconstruction</u>					
Prospect Street - Engineering and Design			\$90,000		
Prospect Street - Construction					\$531,000
<u>Linden Boulevard Reconstruction (Broad Street to Pine Street)</u>					
Linden Boulevard - Engineering and Design			\$30,000		
Linden Boulevard - Construction					\$379,000
<u>Linden Boulevard - Culvert Replacement</u>					
Linden Boulevard - Engineering and Design		\$35,000			
Linden Boulevard - Construction			\$100,000		
<u>Washington Streetscape</u>					
Washington Street - Engineering and Design	\$15,000				
Washington Street - Construction		\$172,000			
Boileau Court - TCS	\$120,000				
Cone Branch Drive & Court - TCS				\$100,000	
Franklin Street - Mill & Overlay (Broad to Walnut Pond Court)				\$100,000	
Ivy Hill Drive - TCS			\$172,000		
Knoll Side Lane - TCS				\$100,000	
Martha Mason Drive - TCS	\$12,600				
Manda Drive - TCS	\$95,000				
Manda Court - TCS	\$52,000				
Schoolhouse Drive - TCS	\$30,000				
Washington Street Retaining Wall		\$80,000			
LED Enhanced Pedestrian Signs (3 Potential Locations)	\$45,000				
Recreation & Culture					
Remsberg Park - Walking Trail Paving (75% Grant; POS 25%)	\$65,842				
Remsberg Park - Bleacher Repair & Installation (75% Grant; POS 25%)	\$20,000				
General Services Administration & Operations					
Municipal Center - HVAC Replacement	\$51,765				
Municipal Center - ADA Improvements	\$30,000				
Municipal Center - ADA Improvements	\$106,000	\$150,000			\$300,000
Maintenance Facility at East WWTP	\$37,000	\$37,000	\$37,000	\$37,000	\$37,000
Information Technology - Computers, Servers, Phones, Data Backup & Recovery Systems			\$50,000		
Loader Replacement		\$95,000	\$150,000		
Truck Replacement(s)	\$791,207	\$569,000	\$1,853,000	\$337,000	\$1,247,000
SUB-TOTAL	\$520,492	\$498,055	\$327,300	\$683,119	\$154,826



Burgess and Commissioners of Middletown
Water & Sewer Capital Improvement Program
FY 2020 - FY 2024

INCOME	FY '20	FY '21	FY '22	FY '23	FY '24
CASH Reserves	\$800,079	\$875,538	\$433,268	\$427,241	\$760,201
DEBT SERVICE FEE - NEW HOMES	\$180,800				
CAPITAL IMPROVEMENT FEE	\$178,800	\$347,000	\$350,590	\$350,790	\$356,990
Inflow & Infiltration - Reserve Account ^(Footnote #1)	\$200,000		\$125,000		
Sludge Removal - Reserve Account ^(Footnote #2)			\$35,000		
Land Leases	\$195,669	\$202,517	\$209,606	\$216,942	\$224,535
Tap Fees ^(Footnote #3)	\$666,000	\$323,100	\$18,000	\$558,000	\$558,000
State of MD Bay Restoration Fee - Grant					
Main Street Waterline Loan ^(Footnote #4)	\$853,871				\$1,000,000
Reservoir Tank Loan ^(Footnote #5)	\$1,984,146				
Total Revenue	\$5,039,365	\$1,748,156	\$1,171,463	\$1,552,973	\$2,899,726
Debt Service					
EAST WWTP LOAN	\$239,265				
MAIN STREET WATERLINE LOAN ^(Footnote #4)	\$138,165	\$138,165	\$138,165	\$138,165	\$138,165
RESERVOIR TANK LOAN ^(Footnote #5)	\$43,598	\$108,965	\$108,965	\$108,965	\$108,965
Total Debt Service	\$421,027	\$247,129	\$247,129	\$247,129	\$247,129
Net Income	\$4,618,337	\$1,501,026	\$924,334	\$1,305,843	\$2,652,596
Projects					
SYSTEM UPGRADE PROJECTS					
WATER SYSTEM					
Main Street Waterline Program	\$853,871				
Reservoir Improvements - Ground Storage Tank & New Suction Line	\$2,274,095	\$486,666			
Booster Station - Upgrade; Pumps; VFD's; Piping	\$48,500	\$175,000			
Booster Station - Roof Replacement/Building Painting				\$5,000	
PRV Vault Pipe Painting and Cleaning		\$9,000			
New Inspection Vehicle (Subaru)	\$30,000				
Water Meter Replacements	\$34,333	\$22,093	\$22,093	\$15,642	\$14,983
WASTEWATER SYSTEM					
West WWTP - Curtain Replacement	\$25,000		\$80,000		
West WWTP - Plug Valve Replacement Micro Strainer Bldg		\$15,000			
West WWTP - New Chemical Storage Structure		\$85,000			
Upgrade of West WWTP ^(Possible Future)				\$175,000	\$1,550,000
East WWTP - Roof Replacement; Admin; Barscreen	\$16,000				
East WWTP - Bar Screen Refurbishment		\$80,000			
East WWTP - Dewatering Solution Sludge Tank - Engineering			\$15,000	\$25,000	
East WWTP - Influent Flume & Ultrasonic Meter			\$20,000		
East WWTP - Sludge Removal Reed Beds			\$35,000		
East WWTP - Sludge Mag Meter		\$15,000			
Vector Trailer & Excavator				\$125,000	
Sewer Push Camera	\$11,000				
Inflow & Infiltration	\$250,000		\$125,000		
Total Projects	\$3,542,799	\$867,759	\$297,093	\$345,642	\$1,564,983
Gross Surplus/Deficit	\$1,075,538	\$633,268	\$627,241	\$960,201	\$1,087,613
CAPITAL IMPROVEMENT RESERVE ACCOUNT	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000
Net Surplus / Deficit	\$875,538	\$433,268	\$427,241	\$760,201	\$887,613
Capital Improvement Reserve Account 5 Year Total	\$1,000,000				
Footnotes					
#1	As of 3/21/2019 - \$234,462.00 Balance in the I&I Reserve Account				
#2	As of 3/21/2019 - \$181,950.00 Balance in the Sludge Reserve Account				
#3	See Growth Projections Worksheet				
#4	See Loan Breakdown Worksheet (30 Year Loan)				
#5	See Loan Breakdown Worksheet (30 Year Loan)				



Raised Crosswalk Policy DRAFT

Previously Approved by Burgess and Commissioners

February 22, 2016

This policy established the guidelines for determining if and when the consideration of a Raised Crosswalk is warranted on a Town Owned and Maintained Street. Raised Crosswalks will be considered under the following conditions:

- 85th percentile speed is 5 mph or more above the posted speed limit
- Road Classification – Collector road or higher volume classification required
- Locations at school crossings
- Intersections that are primary walking routes for students
- Minimum vehicles/day of 500 and not greater than 3,000 vehicles/day
- Only where speed limit is 25 mph
- Consideration of surrounding property owners sought
- Director of Public Works shall recommend to the Town Board the location
- The Town Board will approve ALL locations
- The use of Mid-Block Crosswalks is not recommended and should not be used for speed control



Speed Table Policy **DRAFT**

This policy established the guidelines for determining if and when the consideration of a Speed Table is warranted on a Town Owned and Maintained Street. On new roads, Speed Tables are more easily facilitated with respect to surrounding drainage and parking considerations. On existing roads, Speed Tables will require considerable study to determine their effect on surrounding drainage and other engineering considerations to determine the location for installation. Speed Tables will be considered under the following conditions:

- 85th percentile speed is 5 mph or more above the posted speed limit
- To be installed on only New or Reconstructed Roads
- Road Classification – Not on Collector Roads
- Only where speed limit is 25 mph
- Consideration of surrounding property owners sought
- Director of Public Works shall recommend to the Town Board the location
- The Town Board will approve ALL locations
- Special consideration will be given to through streets within a 1,000 ft radius of a school
- Speed Bumps are not permitted on Town streets

ORDINANCE NO. 19-07-03

AN ORDINANCE TO AMEND TITLE 3, CHAPTER 3.04 OF THE MIDDLETOWN MUNICIPAL CODE TO AUTHORIZE THE UTILIZATION OF INSURED CASH SWEEP (ICS) SERVICES AS PART OF THE TOWN'S INVESTMENT POLICY; TO MAKE CORRECTIONS TO ANTEDATED REFERENCES TO THE ANNOTATED CODE OF MARYLAND.

SECTION I. BE IT ORDAINED AND ENACTED by the Burgess and Commissioners of Middletown that Title 3, Chapter 3.04, Section 3.04.070 and Section 3.04.080 of the Middletown Municipal Code be, and hereby are, amended as follows. Language being repealed and deleted is designated by being in ~~{brackets and stricken through}~~. New language is designated by being in **BOLD CAPITAL LETTERS**:

TITLE 3 – REVENUE AND FINANCE

Chapter 3.04 - INVESTMENT POLICY

3.04.070 - Authorized investments and deposits.

The town may invest in the following types of securities and/or deposits, their authorized financial dealers and institutions:

- A. U.S. Treasury Obligations;
- B. U.S. Government Agency Securities;
- C. Repurchase agreements secured by U.S. Treasury obligations or U.S. Government agency securities;
- D. The Maryland Local Government Investment Pool;
- E. Interest-bearing accounts in any bank as provided by ~~{Article 95, Section 22}~~ **THE LOCAL GOVERNMENT ARTICLE, DIVISION IV, TITLE 17, SUBTITLE 1** of the Annotated Code of Maryland;
- F. Shares in an investment company or investment, trust, as provided by ~~{Article 95, Section 22N}~~ **THE LOCAL GOVERNMENT ARTICLE, SECTION 17-104** of the Annotated Code of Maryland.
- G. **INSURED CASH SWEEP (ICS) SERVICES.**

3.04.080 - Collateralization.

All deposits, certificates of deposit, and repurchase agreements shall be secured by pledged collateral.

- A. Collateral shall be in conformance with ~~{Article 95, Section 22}~~ **THE LOCAL GOVERNMENT ARTICLE, DIVISION IV, TITLE 17, SUBTITLE 1** of the Annotated Code of Maryland.
- B. Collateral will be held by an independent third party. A clearly marked evidence of ownership (safekeeping receipt) must be supplied to the town and retained.
- C. The right of collateral substitution is granted.

SECTION II. 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 _____, 2019

PASSED ON THE _____ DAY OF _____, 2019

EFFECTIVE DATE: _____, 2019

ATTEST:

**BURGESS AND COMMISSIONERS
OF MIDDLETOWN**

Andrew J. Bowen, Town Administrator

By: _____
John D. Miller, Burgess

Average Vehicle Count

Technician Name: administrator

Location: Ingalls Drive

Report Period: 7/22/2019 to 7/27/2019

Address:

Total Vehicle Count: 1,110

Speed Limit: 25



Hour	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Average Weekday	Average Weekend	Average Week	Average Speed	85% Speed
00-01	n/a	2	0	0	1	1	n/a	1	1	1	13	17
01-02	n/a	3	0	0	0	0	n/a	1	0	1	3	3
02-03	n/a	0	0	1	0	0	n/a	0	0	0	19	19
03-04	n/a	0	0	0	0	0	n/a	n/a	n/a	n/a	n/a	n/a
04-05	n/a	1	0	0	1	0	n/a	1	0	0	16	17
05-06	n/a	1	1	0	2	0	n/a	1	0	1	15	14
06-07	n/a	4	1	2	5	2	n/a	3	2	3	11	17
07-08	9	11	22	9	^H 20	1	n/a	14	1	12	10	16
08-09	11	11	10	5	10	4	n/a	9	4	9	12	17
09-10	14	12	6	14	^H 20	10	n/a	13	10	13	11	15
10-11	^H 19	13	24	18	8	^H 16	n/a	16	16	16	12	17
11-12	14	13	7	18	13	15	n/a	13	15	13	12	18
12-13	12	21	12	^H 20	18	5	n/a	17	5	15	12	16
13-14	14	11	25	9	7	6	n/a	13	6	12	12	16
14-15	9	16	18	17	10	^H 16	n/a	14	16	14	11	16
15-16	18	28	8	19	13	5	n/a	17	5	15	11	17
16-17	4	20	^H 28	16	7	14	n/a	15	14	15	10	14
17-18	7	10	12	19	10	1	n/a	12	1	10	10	14
18-19	9	15	9	15	8	n/a	n/a	11	n/a	11	12	16
19-20	8	12	11	11	5	n/a	n/a	9	n/a	9	11	16
20-21	9	^H 31	6	8	17	n/a	n/a	14	n/a	14	9	13
21-22	5	5	16	4	3	n/a	n/a	7	n/a	7	8	13
22-23	1	1	3	0	2	n/a	n/a	1	n/a	1	7	7
23-24	0	0	5	1	0	n/a	n/a	1	n/a	1	12	11
TOTAL:	163	241	224	206	180	96	0	203	96	193	11	15

Statistics Summary Report

Technician Name: administrator

Location: Ingalls Drive

Report Period: 7/22/2019 to 7/27/2019

Address:

Total Vehicle Count: 1,110

Speed Limit: 25

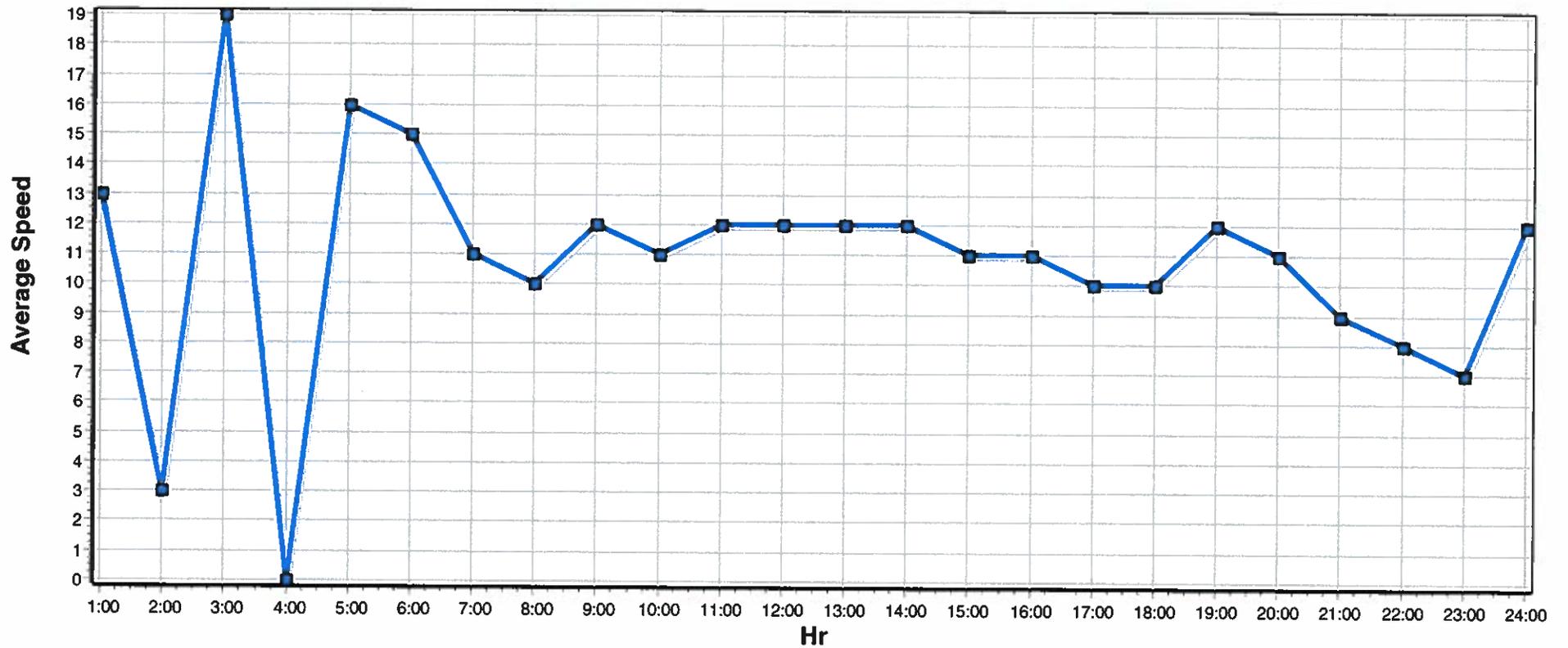


Hour	Total Vehicles	Average Vehicles	Total Violations	% Violations	Min. Speed	Max. Speed	Avg. Speed	85% Speed
00-01	4	1	0	0 %	3	19	13	17
01-02	3	1	0	0 %	3	3	3	3
02-03	1	0	0	0 %	19	19	19	19
03-04	0	0	0	0 %	0	0	0	0
04-05	2	0	0	0 %	15	17	16	17
05-06	4	1	0	0 %	12	17	15	14
06-07	14	3	0	0 %	4	21	11	17
07-08	72	12	0	0 %	3	19	10	16
08-09	51	9	0	0 %	3	24	12	17
09-10	76	13	0	0 %	3	18	11	15
10-11	98	16	0	0 %	3	22	12	17
11-12	80	13	1	1 %	4	27	12	18
12-13	88	15	0	0 %	3	25	12	16
13-14	72	12	0	0 %	4	22	12	16
14-15	86	14	0	0 %	3	22	11	16
15-16	91	15	0	0 %	3	21	11	17
16-17	89	15	0	0 %	3	23	10	14
17-18	59	10	0	0 %	3	19	10	14
18-19	56	11	0	0 %	3	21	12	16
19-20	47	9	0	0 %	3	21	11	16
20-21	71	14	0	0 %	3	19	9	13
21-22	33	7	0	0 %	3	15	8	13
22-23	7	1	0	0 %	3	11	7	7
23-24	6	1	0	0 %	3	16	12	11
	1,110	193	1	0 %	5	18	11	15



Average Speed Hourly Values

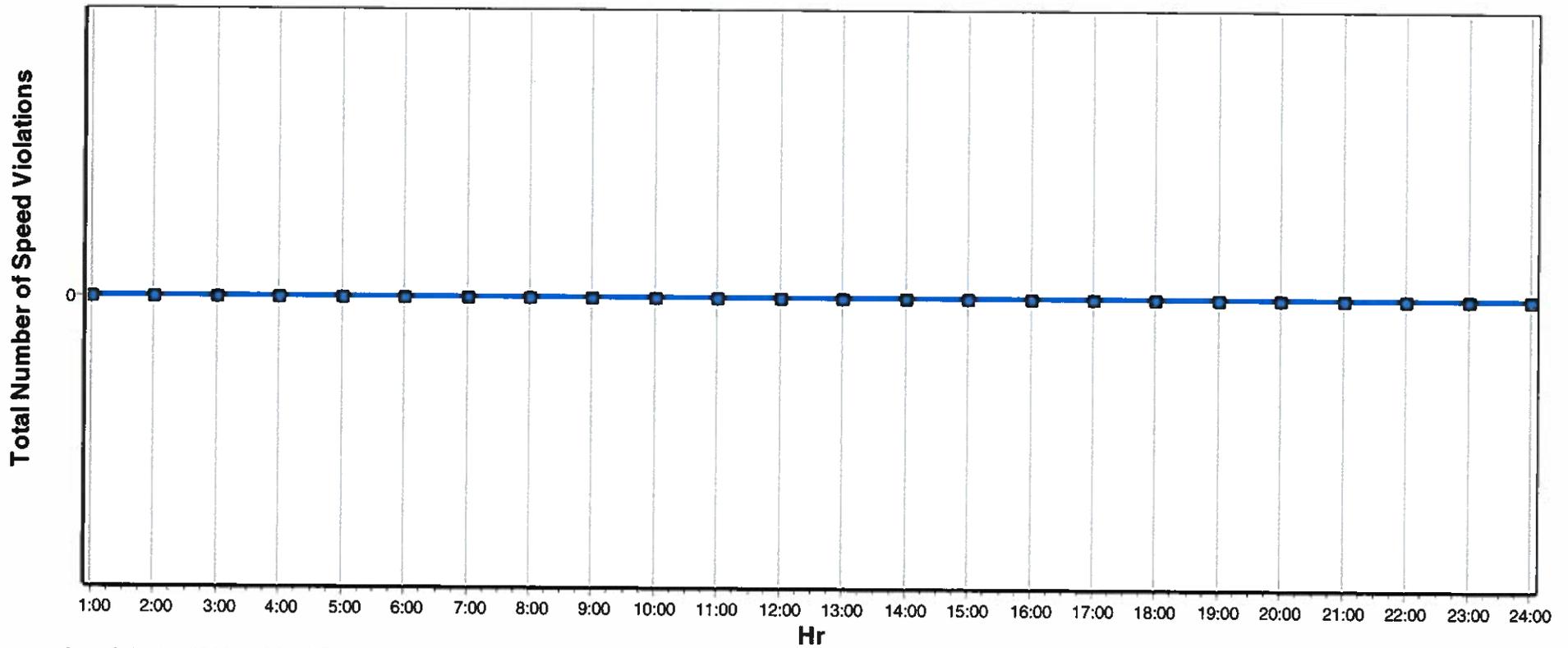
Ingalls Drive ()
7/8/2019 to 8/5/2019





Total Number of Speed Violations Hourly Values

Ingalls Drive ()
7/8/2019 to 8/5/2019



Electric Vehicle Institute

EVI Level 2 AC Charging Station



Technical Specification

Network	EVP, Credit Cards, Loyalty
Input Power	208/240 VAC
Input Breaker	40A per side (2 separate panel breakers required)
Output Current	30A per side
Output Charging Power	6kW per side
Output Voltage	208/240 VAC
Connector	SAE J1772, 18' and 25' available.
Operating Temperature	-20C to 45C
Safety Compliance	UL2594, UL2231-1, UL2231-2 - Pending

Electrical Panel Requirements

Single Charge Port Station	One 40A circuit breaker
Dual Charge Port Station	Two separate 40A circuit breakers

- Dual Port – SAE J1772
- Pedestal Installation
- 7" outdoor color display with touch screen
- Payment System (supports all major credit cards)
- Loyalty System (customer engagement program)
- Microphone
- Speakers
- Camera
- Product dimensions: 18"[w] x 56.25" [h] x 10" [d]



ELECTRIC VEHICLE INSTITUTE
1120 NORTH CHARLES STREET, FOURTH FLOOR • BALTIMORE, MD 21201
TEL: 410-685-1109 | info@ev-institute.com

MATTHEW WADE
President/CEO

SUBJECT: EVI's Maryland EV Charging Project
DATE: Thursday, May 23, 2019

Established in 2010, the Electric Vehicle Institute (EVI) is a highly-focused electric vehicle infrastructure company, which provides a range of cutting edge products, services and solutions in the constantly evolving world of electric vehicles. EVI developed the Maryland EV Charging Project to support both public and private entities deploy EV charging stations as part of a statewide initiative to develop electric drive and charging infrastructure. EVI currently has installed and operates EV charging stations across the State of Maryland and the mid-Atlantic Region. Through this initiative, EVI has partnered with well over two hundred public and private entities in the State.

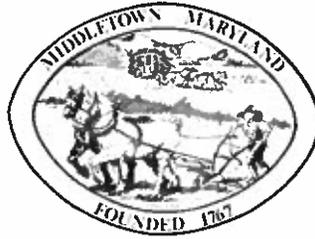
PROJECT OVERVIEW

- **Project Scope:** The provision, installation and maintenance of Level 2 EV Charging Stations in the parking areas of the Host's facility.
- **Project Funding:** The Project shall be funded solely by EVI.
- **Host Responsibility:** (i) Host the charging stations; and (ii) power source.
- **EVI Responsibility:** (i) Charging equipment and permitting plus installation labor and material of entire electrical connection; and (ii) minimum of five (5) years of operation management, maintenance, monitoring and reporting.

EVI appreciates the opportunity to provide you with this overview. Upon your review of the information outlined above, please do not hesitate to reach to me regarding any questions or requests via email, wadem@ev-institute.com, or phone, 410-685-1109.

Regards,

Matthew Wade



MEMORANDUM

DATE: August 1, 2019
TO: Burgess and Commissioners
FROM: Andrew J. Bowen, Town Administrator
SUBJECT: Water Billing System – Rounding Error

ISSUE

The water billing system (Impresa) is rounding ½ cent rates up causing some accounts to be billed an additional 1 to 3 cents, depending on usage.

BACKGROUND

On July 3, 2019, Commissioner Falcinelli received an email from a resident questioning her water bill. She pointed out that according to our water and sewer rates, she was over billed by 2 pennies. Staff investigated the issue and determined that the billing system was applying an additional ½ cent, when the rate was an odd number due to rounding. The reason ½ cents are used is because the Town splits the established rate equally between the water fund and the sewer fund. For example:

Base Rate for Water & Sewer – Residential Accounts:	\$72.33
Water Fund:	\$36.165 (50%)
Sewer Fund:	\$36.165 (50%)

The water billing system rate code (where staff enters the dollar amounts) accepts up to three decimal places. Staff assumed the system carried ½ cents forward as is done with other systems we use such as payroll. When investigating this issue raised by the resident, we found this was not the case.

Staff contacted the software company, Harris Computer, and confirmed that when using the third decimal spot in the rate codes, the system will round up using standing rounding principals. Staff also contacted the Town Attorney to inquire as to the statute of limitation that the Town is responsible to customers. The answer is under civil actions the statute of limitation is three (3) years.

Staff then calculated a sample of the July 2019 Quarterly Billing. Staff took a sample of 147 accounts (8.6%) of both residential and non-residential accounts based on system usage. Below are the results of the sample:

- 1.4% - Over Charged \$0.03
- 52.4% - Over Charged \$0.02
- 44.2% - Over Charged \$0.01
- 1.4% - Correct Billing
- 0.7% - Under Charged \$0.01

Total overcharge of the sample set (147) is \$2.24. If you were to apply these percentages across the entire billing, we are talking about an overcharge of \$26.09. If you were to apply the statute of limitations to this sample set, the total overcharge would be \$313.08 (\$26.09 X 12 quarters).

Staff then contacted Harris Computer to find out if their programmers could write a program to calculate each individual account over the past 12 quarters to determine the exact amount of possible over or under charge and the answer is yes. The minimum charge for custom work is \$1,200.00. Harris Computer's development team estimates that this would take 30 hours of programming at \$200.00/hour, not including time for testing and delivery. Delivery would take at least 90 days. Total estimated cost for this option is at least \$6,000.00.

RECOMMENDATION

Staff is recommending the Burgess and Commissioners considering applying a 3 cent credit for the past 12 quarters to all accounts to reimburse any account that may have been overcharge on our next billing cycle, October 2019. The total cost for this action would be \$616.32. Staff has consulted with the Town Attorney on this course of actions and he is in agreement.

Future rounding issues have been resolved by ensuring all rate codes end in even numbers. This includes the recently adopted rates passed in July 2019.

ATTACHMENTS

None



Burgess and Commissioners of Middletown 31 W Main St Middletown, MD 21769 Phone 301-371-6171 Fax 301-371-6474
Bruce A. Carbaugh, P.E. Director of Public Works Email: bcarbaugh@ci.middletown.md.us

MEMORANDUM

TO: Burgess and Commissioners of Middletown

FROM: Bruce A. Carbaugh, P.E., Director of Public Works

DATE: August 7, 2019

RE: 2019 Subaru Forester Inspection Vehicle

The Town solicited three Subaru dealers from Hagerstown to Gaithersburg to bid on the new 2019 Subaru Forester Inspection Vehicle. The existing Subaru vehicle will be transferred for use within the Town fleet for inspection projects.

All bidding documents are available for your review and we are recommending the Town award the 2019 Subaru Forester to Frederick Subaru in the amount of \$27,627.07. Frederick Subaru provided the 2008 Subaru and has continued to service the vehicle that currently has 180,500 miles on it.

The CIP budget line item for this purchase is \$30,000.00. The delivery and payment of the new vehicle is scheduled for the week of August 26, 2019.

Other bid amounts ranged from \$27,490.00 (Gaithersburg Dealer) to \$27,826.48 (Hagerstown Dealer)



BURGESS & COMMISSIONERS OF MIDDLETOWN MARYLAND

SIGNATURE TO BID

WHEN SUBMITTING YOUR BID, PLEASE USE THIS PAGE AS A COVER SHEET

Each bid must show the full business address and telephone number of the bidder and be signed by the person legally authorized to sign contracts. All correspondence concerning the bid and contract, including notice of award, copy of contract and purchase order, will be mailed or electronically delivered to the addresses shown on the bid in the absence of written instructions from the bidder or contractor to the contrary. Bids by partnerships must be signed in the partnership name by one of the members of the partnership or by an authorized representative, followed by the signature and designation of the person signing, who shall also state the names of the individuals composing the partnership. Bids by corporations must be signed with the name of the corporation, followed by the signature and designation of the officer having authority to sign. When requested, satisfactory evidence of authority of the officer signing in behalf of the corporation shall be furnished. Anyone signing the bid as agent shall file satisfactory evidence of his authority to do so.

All documents, materials, or data developed as a result of this contract are the Town's property. The Town has the right to use and reproduce any documents, materials, and data, including confidential information, used in or developed as a result of this contract. The Town may use this information for its own purposes, or use it for reporting to Federal agencies. The vendor warrants that it has title to or right of use of all documents, materials, or data used or developed in connection with this contract. The contractor must keep confidential all documents, materials, and data prepared or developed by the contractor or supplied by the Town.

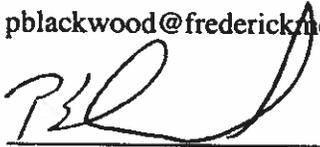
BIDDER MUST SIGN HERE AND RETURN THIS PAGE IN ADDITION TO SUBMITTING ANY DOCUMENTS CALLED FOR BY THE SPECIFICATIONS.

By signing here, bidder does hereby attest that he/she has read fully the instructions, conditions and general provisions and does understand them and will furnish and deliver all labor and materials in accordance with the specifications for the price as listed.

COMPANY FREDERICK SUBARU _____

ADDRESS: 1417 W PATRICK ST FREDERICK MD 21702

EMAIL: pblackwood@frederickmotor.com

AUTHORIZED
SIGNATURE:  _____

TITLE: SALES MANAGER _____

PHONE NO. 301-631-1236 _____

DATE: 08/06/2019 _____

Vehicle Order Status/Pipeline



Bill To
030249

Ship To
030249

VIN JF2SKAEC5KH574532
VON 115926167
Description 2019 Forester Premium
Option All-Weather Package
Option Code 13
Invoice \$27,009
MSRP \$28,954

Model Code	Color	Spec
KFF	Crystal White Pearl (WHC)/ Black (BLC)	California

Port-Installed Accessories

(CS2) (0KO 0H2) EXTERIOR AND INTERIOR AUTO DIMMING HL MIRRORS
(0HB) All-Weather Floor Liners
(0H6) Cargo Net

Allocation	201908	Sales Person	
Sales Type	Wholesale	Customer Name	TOWN OF MIDDLETOWN MARYLAND by William Blackwood
Sold Order?	Reserved	Customer Address	
Status	Scheduled	Email	
Current Location	200007	Home	
Estimated Arrival	08/26/2019	Work	
Schedule Date	08/13/2019	Cell	
Release Date			
Rail Ship Date			
Truck Ship Date			
Draft Date			
Delivery Date			

The Frederick Motor Company
 1 Waverley Drive
 Frederick, Maryland 21702
 (301) 663-6111



DATE 08/06/19

RES. PHONE
 (301) 371-6171
 BUS. PHONE
 ()

BUYER'S NAME TOWN OF MIDDLETOWN

BUYER'S SOC. SEC. #

CO-BUYER'S NAME

CO-BUYER'S SOC. SEC. #

STREET ADDRESS 31 W MAIN ST

CITY MIDDLETOWN

STATE MD

ZIP 217698062

PLEASE ENTER MY ORDER FOR:

NEW CAR RENTAL
 USED TRUCK DEMO MPV

YEAR 2019

MAKE SUBARU

MODEL FORESTER

MODEL BT 4DR SUV 2.5I P4

CYL

MILEAGE

COLOR WHITE

TRIM BLACK

SERIAL NO.

J F 2 S K A E C 5 K H 5 7 4 5 3 2

STOCK #

INSURANCE INFORMATION

SOLD VEHICLE INFORMATION

BUYER'S DOB
 BUYER'S LICENSE #
 CO-BUYER'S DOB
 CO-BUYER'S LICENSE
 INSURED BY
 POLICY #
 AGENT
 STREET ADDRESS
 CITY, STATE, ZIP
 PHONE
 CONTRACTUAL DISCLOSURE STATEMENT FOR USED VEHICLE ONLY! The information you see on the window form for this vehicle is part of this contract. Information on the window form overrides any contrary provisions in the contract sale.
 DEAL# 106090

BASE PRICE	\$ 25921.00
DESTINATION	\$
ACCESSORIES	\$
SEE ATTACHED LIST OF EQUIPMENT AND OPTIONS	
FOG LIGHT KIT	390.60
REAR BUMPER COVER	144.94
REAR SEAT BACK PROTECTOR	101.20
CARGO TRAY	94.49
SPLASH GUARDS	188.14
USB CHARGING PORTS	222.75
HOOD PROTETOR	244.95
MSRP	28954.00
TOTAL SALE PRICE	27308.07
DEALER PROCESSING CHARGE (NOT REQUIRED BY LAW)	\$ 300.00
TOTAL	\$ 27608.07
STATE TAXES N/A % of \$ N/A	\$ N/A
LICENSE, REGIS., LIEN, DOC. FEES	\$ 19.00
SERVICE AGREEMENT	\$ N/A
TOTAL OF ABOVE ITEMS	\$ 27627.07
TOTAL CREDITS	\$ N/A
BALANCE DUE ON DELIVERY	\$ 27627.07
CASH DUE ON DELIVERY	\$ 27627.07
AMOUNT FINANCED	\$ N/A

I have read the matter on the back hereof and agree to it as a part of this order the same as if it were printed above my signature. The front and back hereof comprise the entire agreement affecting this order and no other agreement or understanding of any nature concerning same has been made or entered into. I hereby acknowledge receipt of a copy of this order.

THIS ORDER IS NOT BINDING UNTIL ACCEPTED BY DEALER

BUYER'S SIGNATURE
 CO-BUYER'S SIGNATURE
 SALESPERSON
 APPROVED BY  DEALER OR AUTHORIZED AGENT

TRADE-IN VEHICLE INFORMATION

YEAR MAKE MODEL
 BT MILEAGE TAG #
 SERIAL #
 BALANCE OWED TO:
 ADDRESS
 C.S.Z PHONE #

TRADE-IN VALUE/CASH

ALLOWANCE ON TRADE-IN	N/A
BAL OWED ON TRADE-IN	N/A
NET ALLOWANCE	N/A
CASH WITH ORDER	N/A
TOTAL CREDIT (TRANSFER TO RIGHT COLUMN)	N/A

The Reynolds and Reynolds Company CC684763_e O (07/14)
 THESE ARE NO WARRANTIES, EXPRESS OR IMPLIED, AS TO CONTENT OR FITNESS FOR PURPOSE OF THIS FORM. CONSULT YOUR OWN LEGAL COUNSEL.



FREDERICK COUNTY GOVERNMENT
OFFICE OF THE COUNTY EXECUTIVE

Jan H. Gardner
County Executive

August 1, 2019

RECEIVED
AUG 02 2019

The Honorable John Miller
Burgess
Town of Middletown
31 West Main Street
Middletown MD 21769

- BURGESS
- ADMINISTRATION
- PUBLIC WORKS
- PLANNING & ZONING
- WATER & SEWER

Re: 2020 Legislative Considerations

Dear Burgess Miller:

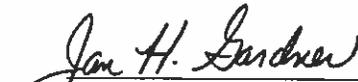
I am writing to seek your ideas and suggestions for Frederick County's legislative package for the 2020 General Assembly Session. If you have issues or concerns that could be resolved through state legislation, please share your suggestions. All suggestions for legislation will be reviewed and considered at a public meeting in October before specific bills are drafted.

I would appreciate hearing your legislative ideas by Wednesday, September 11, 2019. You can send your suggestions to Roger Wilson, Director of Government Affairs, at RWilson@FrederickCountyMD.gov or call 301-600-1621.

If you would like to follow the legislative process and track legislative bill progress through the General Assembly Session, you can check for updates on the county's website at www.frederickcountymd.gov/legislativeaffairs.

Thank you for all you do for Frederick County. I look forward to hearing from you.

Regards,


Jan H. Gardner
County Executive

cc: Frederick County Delegation
Frederick County Council
Rick Harcum, Chief Administrative Officer
John S. Mathias, County Attorney
Roger A. Wilson, Government Affairs Director
Ragen L. Cherney, County Council, Chief of Staff & Legislative Director

We Stand Together!
National Recovery Month
September



FREDERICK COUNTY
GOES PURPLE

STANDING TOGETHER



CONQUERING ADDICTION



Key Messages

Purpose: A grassroots call to action to unify the community and reduce substance-related deaths and overdoses.

Key Message 1: Frederick County supports those who struggle with addiction and their loved ones.

- Supporting Message 1: We care for those who are in active addiction and people in recovery.
- Supporting Message 2: We care for the families, friends, and communities that are affected by addiction.
- Supporting Message 3: We support our first responders and providers who witness the realities of addiction every day.

Key Message 2: The Frederick County community offers hope and resources.

- Supporting Message 1: Treatment is effective. Visit findtreatment.samhsa.gov or call 2-1-1.
- Supporting Message 2: People recover. bridgesconnected.org/substance-abuse-links
- Supporting Message 3: Narcan saves lives. Learn how you can get trained in overdose response. <https://bha.health.maryland.gov/NALOXONE/Pages/Home.aspx>

Key Message 3: We invest in the youth of Frederick County through prevention education.

- Supporting Message 1: Addiction changes the brain. [youtube.com/watch?v=v6rEiMq7mV8](https://www.youtube.com/watch?v=v6rEiMq7mV8)
- Supporting Message 2: Prevention works. Take advantage of teachable moments. Find out how to talk to youth about substance use no matter their age. drugfree.org
- Supporting Message 3: Prevent substance misuse. Lock up prescriptions and dispose of unused medicine. Learn more prevention tips at stayintheknow.org

Additional Information to Share

1. Four out of five people who use heroin started with recreational use of prescription painkillers. (NIDA)
2. Sixty-five percent of people misusing prescription painkillers get them from friends or family. (DEA)
3. Prescription painkillers are killing more people than car accidents and homicides combined. (CDC)
4. About 75 percent of teens say they can easily get prescription painkillers from a parent's medicine cabinet. (Partnership for Drug-Free America)
5. On average, over 130 people die from an opioid overdose each day. (CDC)
6. Alcohol continues to be a primary concern in Frederick as well as opioid/heroin use. (Frederick's Community Health Needs Assessment.)
7. There were 279 non-fatal and 88 fatal overdoses that occurred in Frederick County in 2018.
8. More than 1,000 people each day are treated in emergency rooms for misusing prescription painkillers. (CDC)
9. If you have any questions about how to access prevention, treatment, recovery, and harm reduction services, call the Health Department's Behavioral Health Services Division at 301-600-1755. Each day more than 650,000 painkiller prescriptions are dispensed. (DEA)
10. Fentanyl, a powerful synthetic opioid, is 50 to 100 times more potent than heroin.
11. More than 20 percent of people prescribed opioids for chronic pain misuse them. (NIDA)
12. After marijuana and alcohol, prescription drugs are the most commonly misused substance by Americans ages 14 and older. (NIDA)
13. The Good Samaritan Law protects people who help with an overdose from arrest and prosecution for certain crimes.
14. Opioids include prescription painkillers like Vicodin, synthetics like Fentanyl and heroin.
15. Opioid misuse disorder is a chronic, relapsing brain disease.
16. Narcan (naloxone) is FDA-approved for the emergency treatment of a known or suspected opioid overdose.
17. Anyone can get Narcan at a Maryland pharmacy without a prescription.
18. If you suspect an overdose, call 911 before administering Narcan AND stay with the person.
19. There are FDA-approved medications to treat opioid use disorder; talk to your treatment provider. For more information visit <https://store.samhsa.gov/system/files/pep18-treatment-loc.pdf>