



## AGENDA FOR THE TOWN WORKSHOP

August 1, 2019

7:00 p.m.

### PLEDGE TO THE FLAG

### PUBLIC HEARING

Capital Improvements Program (CIP)

- General Fund
- Water & Sewer Fund

### CALL TO ORDER

### COMMUNITY DEPUTY REPORT

### PERSONAL REQUESTS FOR AGENDA:

### STAFF REPORTS:

Staff Planner

Engineer's Report

Main Street Manager

Zoning Administrator

### CONSENT AGENDA

- Town Meeting Minutes
  - July 22, 2019 – Town Meeting

### UNFINISHED BUSINESS:

- Raised Crosswalk Standard Policy Amendments (Vote – August 12, 2019)
- Speed Table Standards Policy (Vote – August 12, 2019)
- Preliminary Speed Table Design(s) for Broad Street for Discussion
- Ordinance 19-07-02 – Self Storage Schedule Public Hearing
- 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

**NEW BUSINESS:**

- Frederick County Goes Purple (FCGP) Initiative

**PUBLIC COMMENTS:**

**ANNOUNCEMENTS:**

- *National Night Out – Tuesday, August 6, 2019 at 6:00PM at the MVFC Fair Grounds*
- *Movie Night – Friday, August 16, 2019 at Middletown Park*
- *Pep Rally in the Valley – Saturday, August 24, 2019*

**ADJOURNMENT**



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

	FY '20	FY '21	FY '22	FY '23	FY '24
<b>INCOME</b>					
CASH RESERVES					
INTEREST INCOME	\$568,285	\$520,492	\$498,055	\$327,300	\$683,119
IMPROVEMENT FEES	\$1,421	\$1,301	\$1,245	\$818	\$1,708
OPERATING INCOME From Previous Years	\$259,000	\$125,650	\$7,000	\$217,000	\$217,000
LOAN for Broad Street	\$418,612	\$419,612	\$450,000	\$475,000	\$500,000
COMMUNITY LEGACY GRANTS			\$1,224,000		
PROGRAM OPEN SPACE and Community Parks & Playground	\$64,382				
<b>SUB-TOTAL</b>	<b>\$1,311,700</b>	<b>\$1,067,055</b>	<b>\$2,180,300</b>	<b>\$1,020,119</b>	<b>\$1,401,826</b>
<b>PROJECTS</b>					
<b>Highways &amp; Streets</b>					
<u>Broad Street Reconstruction</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				
<b>Recreation &amp; Culture</b>	\$65,842				
Remsberg Park - Walking Trail Paving (75% Grant; POS 25%)	\$20,000				
Remsberg Park - Bleacher Repair & Installation (75% Grant; POS 25%)					
<b>General Services Administration &amp; Operations</b>	\$51,765				
Municipal Center - HVAC Replacement	\$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
<b>SUB-TOTAL</b>	<b>\$520,492</b>	<b>\$498,055</b>	<b>\$327,300</b>	<b>\$683,119</b>	<b>\$154,826</b>



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

<b>INCOME</b>	<b>FY '20</b>	<b>FY '21</b>	<b>FY '22</b>	<b>FY '23</b>	<b>FY '24</b>
CASH Reserves	\$900,079	\$875,538	\$433,268	\$427,241	\$760,201
DEBT SERVICE FEE - NEW HOMES	\$160,800				
CAPITAL IMPROVEMENT FEE	\$178,800	\$347,000	\$350,590	\$350,790	\$356,990
Inflow & Infiltration - Reserve Account <small>(Footnote #1)</small>	\$200,000		\$125,000		
Sludge Removal - Reserve Account <small>(Footnote #2)</small>			\$35,000		
Land Leases	\$195,669	\$202,517		\$216,942	\$224,535
Tap Fees <small>(Footnote #3)</small>	\$666,000	\$323,100	\$209,606	\$18,000	\$558,000
State of MD Bay Restoration Fee - Grant					\$1,000,000
Main Street Waterline Loan <small>(Footnote #4)</small>	\$853,871				
Reservoir Tank Loan <small>(Footnote #5)</small>	\$1,984,146				
<b>Total Revenue</b>	<b>\$5,039,365</b>	<b>\$1,748,156</b>	<b>\$1,171,463</b>	<b>\$1,552,973</b>	<b>\$2,899,726</b>
<b>Debt Service</b>					
EAST WWTP LOAN	<b>\$239,265</b>				
MAIN STREET WATERLINE LOAN <small>(Footnote #4)</small>	<b>\$138,165</b>	<b>\$138,165</b>	<b>\$138,165</b>	<b>\$138,165</b>	<b>\$138,165</b>
RESERVOIR TANK LOAN <small>(Footnote #5)</small>	<b>\$43,598</b>	<b>\$108,965</b>	<b>\$108,965</b>	<b>\$108,965</b>	<b>\$108,965</b>
<b>Total Debt Service</b>	<b>\$421,027</b>	<b>\$247,129</b>	<b>\$247,129</b>	<b>\$247,129</b>	<b>\$247,129</b>
<b>Net Income</b>	<b>\$4,618,337</b>	<b>\$1,501,026</b>	<b>\$924,334</b>	<b>\$1,305,843</b>	<b>\$2,652,596</b>
<b>Projects</b>					
<b>SYSTEM UPGRADE PROJECTS</b>					
<b>WATER SYSTEM</b>					
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
<b>WASTEWATER SYSTEM</b>					
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 <small>(Possible Future)</small>				\$175,000	\$1,550,000
East WWTP - Roof Replacement: Admin; Barscreen	\$16,000				
East WWTP - Bar Screen Refurbishment		\$60,000			
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		
<b>Total Projects</b>	<b>\$3,542,799</b>	<b>\$867,759</b>	<b>\$297,093</b>	<b>\$345,642</b>	<b>\$1,564,983</b>
<b>Gross Surplus/Deficit</b>	<b>\$1,075,538</b>	<b>\$633,268</b>	<b>\$627,241</b>	<b>\$960,201</b>	<b>\$1,087,613</b>
<b>CAPITAL IMPROVEMENT RESERVE ACCOUNT</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>
<b>Net Surplus / Deficit</b>	<b>\$875,538</b>	<b>\$433,268</b>	<b>\$427,241</b>	<b>\$760,201</b>	<b>\$887,613</b>
<b>Capital Improvement Reserve Account 5 Year Total</b>	<b>\$1,000,000</b>				
<b>Footnotes</b>					
#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)				

**Town of Middletown Planning Department**

To: Burgess & Commissioners and Middletown Planning Commission

From: Cindy Unangst, Staff Planner

Date: 7/29/2019

RE: Monthly Planning Update - August

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**Major Subdivisions:**

**Middletown Glen** - Preliminary plans signed – May 29, 2013  
Improvement plans conditionally approved – October 16, 2013  
All plats recorded at the Courthouse – May 17, 2016 - March 16, 2018  
**All lots have been sold!**

**Site Plans, Plats and Minor Subdivisions:**

**Caroline's View/Horman Apartments**- 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** – Revised Site Plan conditionally approved – October 20, 2014  
Improvement Plan mylars signed – November 6, 2015  
Revised Forest Conservation Plan approved – January 21, 2019  
**Next step – submit architectural renderings for building #2 for review/approval**

**Dowd Property** – Forest Stand Delineation approved – April 16, 2018  
Revised Concept plan reviewed by PC – January 21, 2019  
Special Exception materials submitted for self-storage use – December 21, 2018  
**Next step – PC review/recommendation and BOA review/approval of special exception for self- storage use, or site plan submittal without self-storage use**

**Franklin Commons** -  
Resubmitted site plan conditionally approved – May 21, 2018 (Plans expire May 21, 2021)  
BOA approved height variance request – July 12, 2018 (BOA approval expires July 12, 2019)  
Improvement plans conditionally re-approved – March 18, 2019 (Plans expire March 18, 2022)  
**Next step – submittal of letter of credit and signing of PWA's**

**Jiffas** – Site Improvement Plan conditionally approved – October 20, 2008 (no sunset provisions prior to November 14, 2010)  
Forest Conservation Plan approved – October 20, 2008  
Architectural plans approved by PC – March 16, 2015  
BOA approval for variance requests – March 29, 2016 (Expired March 29, 2017)  
**Next step – apply for variance requests for siting of duplex building**

**Middletown Water Storage Tank** – Site Plan approved by PC – March 18, 2019 (Plans expire 3/18/22)  
Final Forest Conservation Plan conditionally approved by PC – June 17, 2019  
**Improvement Plans conditionally approved – July 15, 2019 (Plans expire 7/15/22)**

**Miller (Ingalls)** – Revised Concept Plan reviewed by PC – September 16, 2013  
Improvement plans (Phase III) conditionally approved by PC – June 19, 2017 (Expires 6/19/20)  
Phase III Revised Site plan approved by PC – June 17, 2019  
**Next step – PC approval of Phase IV site plan**

**Richland Driving Range** – 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 approval**

**School Complex roadway plans** – Improvement plans and FCP plans reviewed and approved by Town Board – May 8, 2017 (informed in June 2017 that funding was not approved for project)  
SWM plans re-submitted to Frederick County and SCD for review/approval – 8/3/17

**St. Thomas More Academy Site Plan revision** – conditionally approved August 20, 2018 (Expires August 20, 2021)

**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** – annexation petition sent to PC by Town Board – January 9, 2017  
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: Self-storage regulations and definitions**

**Reports:** 2018 Annual Planning Report approved by Planning Commission – May 20, 2019

**Grants:** MEA Smart Energy Communities grant application – award granted – May 2017

**Meetings:** Next Middletown Green Team Meeting – August 20, 2019

**Next Joint town board/planning commission workshop** – August 5, 2019



**TO: The Burgess and Commissioners**  
**FROM: Becky Axilbund, Main Street Manager**  
**RE: Workshop Report**  
**DATE: August 1, 2019**

**Upcoming Dates:**

Tuesday, August 6 – National Night Out

Wednesday, August 14 – Out of Office – Maryland Main Street Meeting in OC

Friday, August 16 – Movie Night!

Thursday, August 22 – Main Street Board Meeting

Friday, August 24 – **Knight Pride, Valley Wide Community Pep Rally!!**

Thursday, September 5 – Maryland Heritage Area Required Grant Training – at Wren's Nest(!)

**Organization:**

**19 West Main Street –**

- The architect met with the Design/Building Committee and provided an overall plan and initial drawings that address some defined needs of the Board, concerns about the condition of the building, and making sure we keep within the guidelines for protecting historic properties.
  - The initial idea is to lower the foundation of 21 West Main Street so that it sits even with 19 West Main Street. This addresses the flow between the two buildings and creates a barrier-free connection. It also addresses concern about the condition of the foundation and lower west side of the building where the curb comes up over the edge (leading to concerns about air flow underneath). The architect proposes that the bathroom be moved to the opposite side of its current location, so the rear entry can also be made into an accessible entrance to the building. He is proposing to have storage created in the space between the two buildings.
  - Before we move forward with the architect spending time on this overall strategy, we have requested from the Maryland Historical Trust a Conceptual Review of this plan. The MHT Easement Committee meets once every three months, and they have a 45-day review period.
  - We did, however, receive the grant from the Maryland Heritage Area Authority in the amount of \$15,525. This is a dollar-to-dollar matching grant and the funds will go towards the foundation work.
- Staff attended the Preservation Maryland Old-Line Summit, a one-day workshop that was hosted in Frederick. This was great to attend (I attend each year), but especially this year to discuss with building project and architect with potential funders, past funders, and MHT staff. Mike Hunninghake was in attendance. He is our contact for the Sustainable Maryland program, and is very interested in the tie between historic preservation and sustainability. Based on our conversations, I see our project as being an example that he can use to help other communities

really look at that connection between the two fields of interest. I also got other leads on resources that may be helpful in the Town's search to help learn about and maintain the historic cemetery on Jefferson Street.

#### **ECONOMIC DEVELOPMENT:**

- Our next Business Exchange is scheduled for Friday, August 16<sup>th</sup> at Christ Reformed Church, from 8:30am to 9:30am. We are continuing the discussion about Cross Promotions. At the last exchange, the discussion centered on how businesses can work together – even to help promote each other with unrelated things. We want to continue that discussion, hear what folks have done. For example, one business noted that it was a slow period for her business the week of the 4<sup>th</sup> of July. She created a specific campaign/sell that targeted her services for this slow period and to the folks who are already in town – the employees at other Main Street businesses. It is exactly this kind of cross promotion that will help strengthen the overall district.
- As a follow-up from the last Business Exchange, it was surprising to hear how many of the businesses did not know the best way to get in touch with each other. We had a volunteer update our contact list, and we will distribute this electronically to hard copy if needed.

#### **PROMOTIONS:**

- The Promotions Committee met with both the Frederick News Post and WDVM to look at expanding the avenues for out-of-county advertising.
  - We are looking at a full compliment of advertising in county, out-of-county, and various media formats, from traditional print, to digital placements, videos, even local TV commercials.
  - We will begin a small campaign called Meet Me on Main Street! This campaign will allow us to talk not just about the businesses, but the people who run them, the people who work in them, and show the truly fun, friendly, and inspiring stories of our Main Street businesses. I am so excited to start on this campaign!
  - Concurrently, this theme fits into nicely into a theme developed by the National Main Street Center. Starting in September 2019, the National Main Street Center has created a year's worth of topics to cover each month to help celebrate the 40<sup>th</sup> Anniversary of the National Main Street Program.
- When Main Street first moved into 19 West Main, we began to discuss creating a new logo. The Board decided to put this off, but now since we are the owners of 19 West Main and have hit the 10-year milestone, the Board felt it appropriate to look at creating a new logo for Main Street Middletown. We are working with Worx out of Hagerstown to be the creative force behind this effort.
- Middletown Pride, Valley Wide, Community Pep Rally! Please come out on Saturday, August 24<sup>th</sup> to show your support of our kids as we celebrate the end of summer and prep for the start-back-to school with this community event. Cheer on your favorite team as they march by in our Parade of Teams (kind of like the Olympics Parade!). Afterwards, teens help run short sessions on learning or practicing new sport skill. The Climbing Rock will be back too! All events will occur on West Green Street due to the construction.

#### **DESIGN:**

- The Design Committee is the ad-hoc Building Committee.

- Main Street has ordered the new banners for downtown – white banners, new logo, with the Maryland Flag tipping the corners for interest and added color.
- Main Street has been working with Commissioner Falcinelli on the purchase of Christmas wreaths/décor for the new light posts.
- Our Co-Op Frederick County Main Street Public Art Project is currently advertising for Requests for Qualifications and is moving along.

**Grants:**

	<b>Due Date</b>	<b>Project Description</b>	<b>Results</b>
<b>Maryland Heritage Area Grant</b>	March 1st	\$15,525 Requested for 32,500 estimated project costs	AWARDED the full amount of \$15,525.
<b>TRIPP Grant</b>	March 29	Out of County Ads	AWARDED: \$1675 for the Visit Frederick Ad.
<b>TRIPP Grant</b>	March 29	FOR TOWN - \$5185 for Christmas Ornaments \$1600 for Banners, \$1000 for sign	June 2019 AWARDED
<b>Main Street Improvement Grant</b>	April 22	Requested \$11,285  \$2000 for Bench for MSM \$200 for Selfie-Station \$2400 for Bike Racks \$5185 for Town Wreaths \$1500 for Coloring the Street Banners	August 2019
<b>Technical Assistance Grant</b>	April 22	\$22,500 amount requested with our 10,500 a cash Match 33,000 Total for Branding and Graphic Design Project	August 2019
<b>Community Legacy</b>	June 7	\$100,000 For Rehabilitation of Building	Fall 2019
<b>*Community Legacy</b>	June 7	\$ for Façade Improvement	Fall 2019
<b>Community Legacy</b>	June 7	\$ Town Project – Parking	Fall 2019
<b>Currently Writing</b>			
<b>Pres MD 6-to-Fix</b>	<b>August 31</b>	Capacity Building & Fundraising – not dollar figure but assistance/guidance.	Fall of 2019
<b>FUTURE POSIBILITIES:</b>			
<b>Preservation Maryland</b>		For Paint Analysis	

- Researching Grant opportunities for the purchase of new cross walk signage.

*THANK YOU FOR THE CONTINUED SUPPORT OF  
MAIN STREET MIDDLETOWN!*



**Town of Middleton**  
**Zoning Administrator Monthly Staff Report**

**To:** Burgess and Commissioners

**From:** Mark Hinkle, Zoning Administrator

**Date:** July 26, 2019

**RE:** Monthly Zoning Administrator Staff Report for July 2019 (Through July 26, 2019)

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**BOA Hearings:** Case MT-8-19-3 held, request for a variance to allow a recreational vehicle in the front yard set-back. After public comment, BoA voted 3-0 (Gabb, Routzahn, Coakley) to allow a variance.

**Storage Container & Dumpster Permit:** 117 W. Main Street, clean out dumpster.

**Home Occupation Permit:** None

**Zoning Violations and Complaints:**

- 1/14/2019 – 819 East Main Street, BB & T bank – Complaint received about unscreened dumpster, investigated and sent letter. Spoke with branch manager and agreed to allow them an extra 30 days so they can deal with their headquarters in North Carolina. The dumpster became obvious once the property next to them was cleared. Spoke with construction company and advised them what would be needed to be properly screened. **Plan being submitted to headquarters in North Carolina to correct issue. On hold due to Parking lot realignment efforts.**
- 4/24/2019 – 5 East Main Street, Subway – Deteriorating signpost and signage for business no longer on site, letter sent, spoke with owner. Safeway will be assigning a new Franchisee in the next 6 months and they plan on renovating and improving the building and signage at that time. **Working toward renovation of building and signage at same time.**
- 7/3/19 – 800 East Main, James Gang Pizza – Sign attached to pole outside establishment, letter sent.
- 7/5/19 – 76 Boileau Ct. – Dumpsite, investigate and found a disassembled bookcase and table base, items were removed by 7/8/19.

**Miscellaneous:**

- Neighborhood visits

- Staff work on BoA Case MT-B-19-3
- Continue working with Frederick County Permit Dept. to address several outstanding permits that never were finalized. This is not a town issue, but we do need to agree to allow the inspector to sign off on these projects.
- Numerous temporary signs removed
- Zoning Certificate received for Postal/Shipping business at Cross Stone Commons
- Last Zoning Certificate signed for Middletown Glen
- Reached out to Clapp for some guidance on accessory structure uses in a Residential zone.

**Permits:**

<b>July 2019 Zoning Certificates</b>	<b>Address</b>	<b>Permit #</b>	<b>M-town</b>	<b>M. Hinkle</b>	<b>County</b>
			<b>Received</b>	<b>Approved</b>	<b>Approval</b>
Burgee-Final Insp. for old permit	301 Glenbrook Dr.	197247	7/8/2019	7/8/2019	Yes
Burgee-Interior renovation	301 Glenbrook	197217	7/8/2019	7/12/2019	Yes
Snyder-shed	215 N. Pointe Terr	Town	7/10/2019	7/12/2019	No
Black Hog-Sign	100 Middletown Pkwy	197028	5/15/2019	7/12/2019	Yes
FCPS-Corridor to Port. Class	403 Franklin St	196939	6/21/2019	7/15/2019	Yes
Stokes-Fence	317 Ingalls Dr	Town	7/15/2019	7/15/2019	No
Damato-Deck	207 Ingalls Dr.	197215	7/1/2019	7/17/2019	Yes
Middletown Valley Invest.-New Tenant	100 Middletown Pkwy	197007	7/1/2019	7/17/2019	Yes
Middletown Commons -New SFD	15 Dean Ln	197430	7/10/2019	7/19/2019	Yes
Carney-Porch Roof	22 Gray Fox Ct.	197426	7/8/2019	7/19/2019	Yes
Augustine-Finish Basement	8 Woodmere Cir	197365	7/8/2019	7/19/2019	Yes
Whitman-Solar	206 Ivy Hill Dr	197716	7/16/2019	7/22/2019	Yes
T&A Contractors-Deck	326 Ingalls Dr.	198128	7/23/2019	7/24/2019	Yes

**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



## **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:

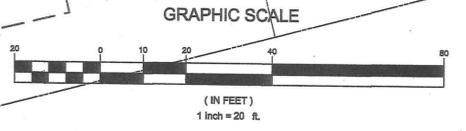
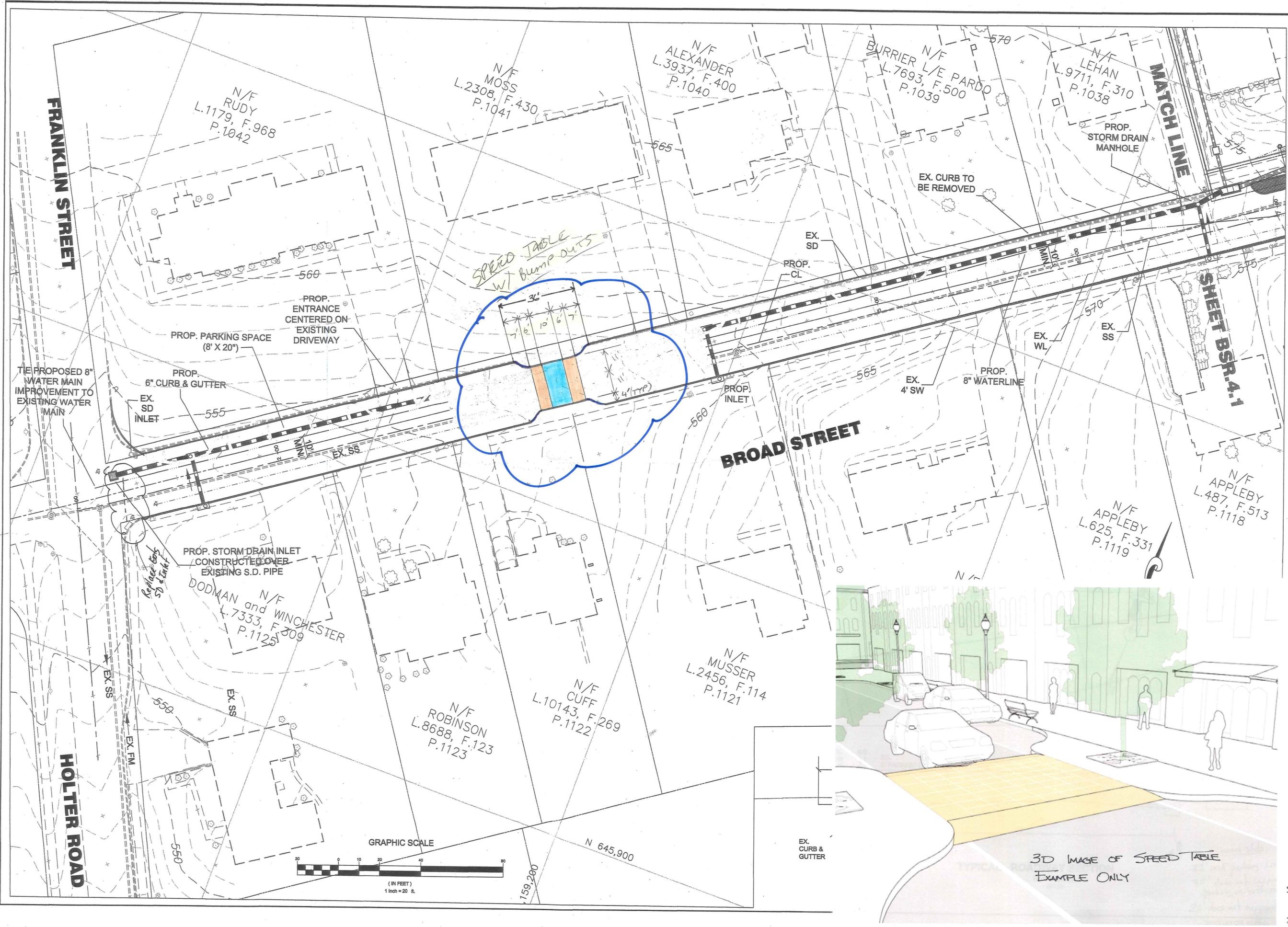
- 85<sup>th</sup> percentile speed is 5 mph or more above the posted speed limit
- Road Classification – Collector road or higher volume classification required
- Locations at school crossings
- Intersections that are primary walking routes for students
- Minimum vehicles/day of 500 and not greater than 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:

- 85<sup>th</sup> 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



**TRIAD ENGINEERING, INC.**  
 1075-D SHERMAN AVENUE  
 HAGERSTOWN, MD 21740  
 PH: 301.797.6400 FAX: 301.797.2424  
 OFFICE LOCATIONS  
 MARYLAND • PENNSYLVANIA • VIRGINIA • WEST VIRGINIA

REV. #	DATE	DESCRIPTION	BY

CADD FILE: 08140927-PH1-BSR-4-0.dwg  
 DRAWN BY: B.J.S.  
 CHECKED BY: B.J.S.  
 DATE: 02-20-16  
 SCALE: 1" = 20 FT.

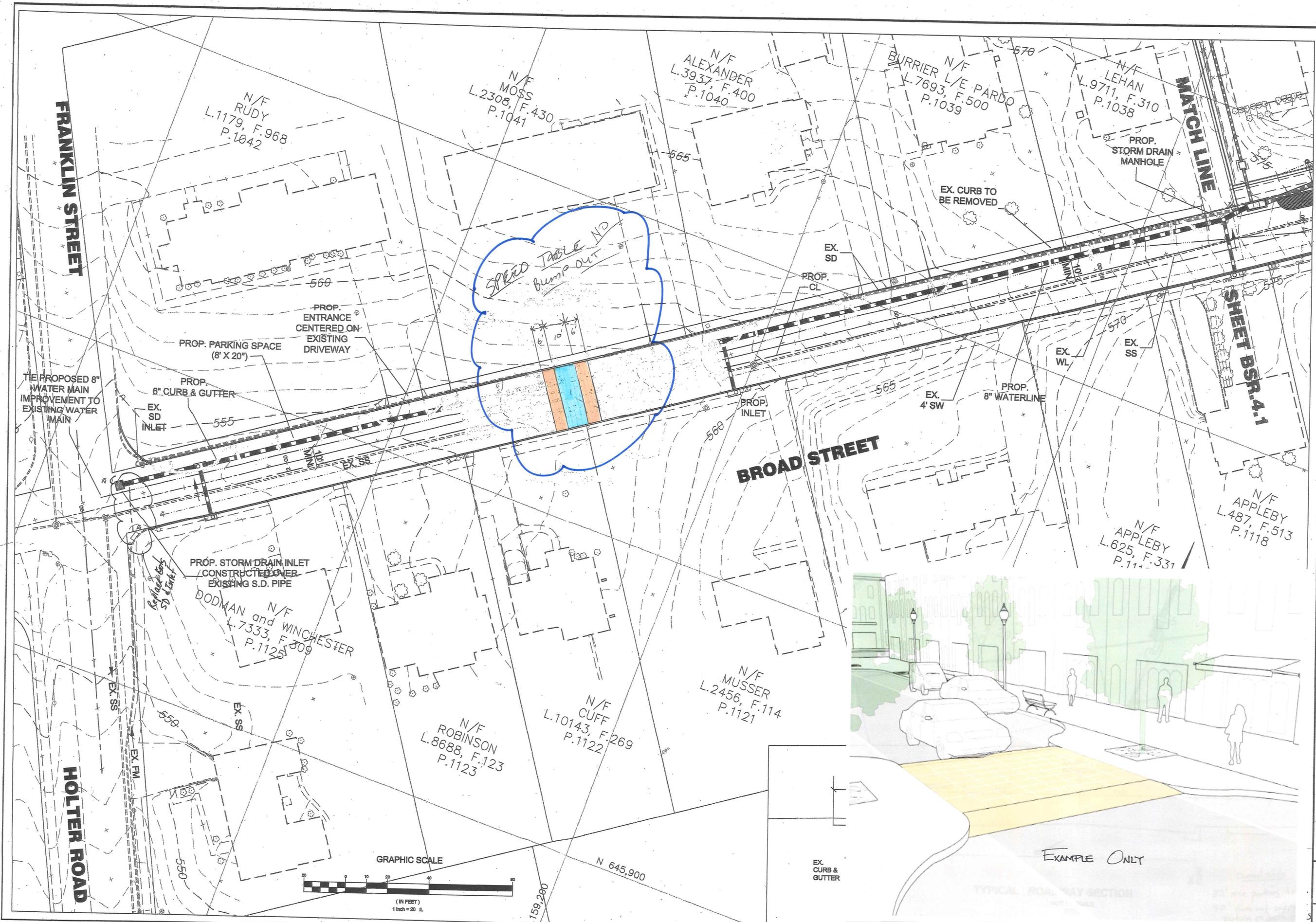
I HEREBY CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MARYLAND, LICENSE NO. 34888 EXPIRATION DATE: 09/19/14

TOWN OF MIDDLETOWN  
 BROAD STREET RE-CONSTRUCTION  
 PRELIMINARY DESIGN PLAN  
**OPTION 1**  
 WATERSHED CODE:    PARCEL:    ELEC. DIST.:  
 ZONING:    GRID:    TAX MAP:

**TRIAD**  
 TRIAD ENGINEERING, INC.  
 www.triadeng.com  
 SHEET NUMBER:  
**BSR.4.0**  
 JOB NO.: 03-14-0527

*SPEED TABLE*

19 2-1104  
 1261



19 2.1104  
1261

**TRIAD ENGINEERING, INC.**  
 1075-D SHERMAN AVENUE  
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 PH: 301.787.6400 FAX: 301.787.2424  
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REV.#	DATE	DESCRIPTION	BY

CADD FILE: 03140527-PH1-BSR-4.0.dwg  
 DRAWN BY: B.J.S.  
 CHECKED BY: B.J.S.  
 STAFF: DATE: 02-20-16  
 SCALE: 1" = 20 FT.

I HEREBY CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MARYLAND, LICENSE NO. 34688 EXPIRATION DATE: 09/12/14

TOWN OF MIDDLETOWN  
 BROAD STREET RE-CONSTRUCTION  
 PRELIMINARY DESIGN PLAN  
**OPTION 1**  
 ZONING: PARCEL: ELEC. DIST.:  
 TAX/MAP: GRID: WATERSHED CODE:

**TRIAD**  
 TRIAD ENGINEERING, INC.  
 www.triadeng.com  
 SHEET NUMBER:  
**BSR.4.0**  
 JOB NO.: 03-14-0527

22' does not support parking on either side



**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
<b>TOTAL:</b>	<b>163</b>	<b>241</b>	<b>224</b>	<b>206</b>	<b>180</b>	<b>96</b>	<b>0</b>	<b>203</b>	<b>96</b>	<b>193</b>	<b>11</b>	<b>15</b>

# 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

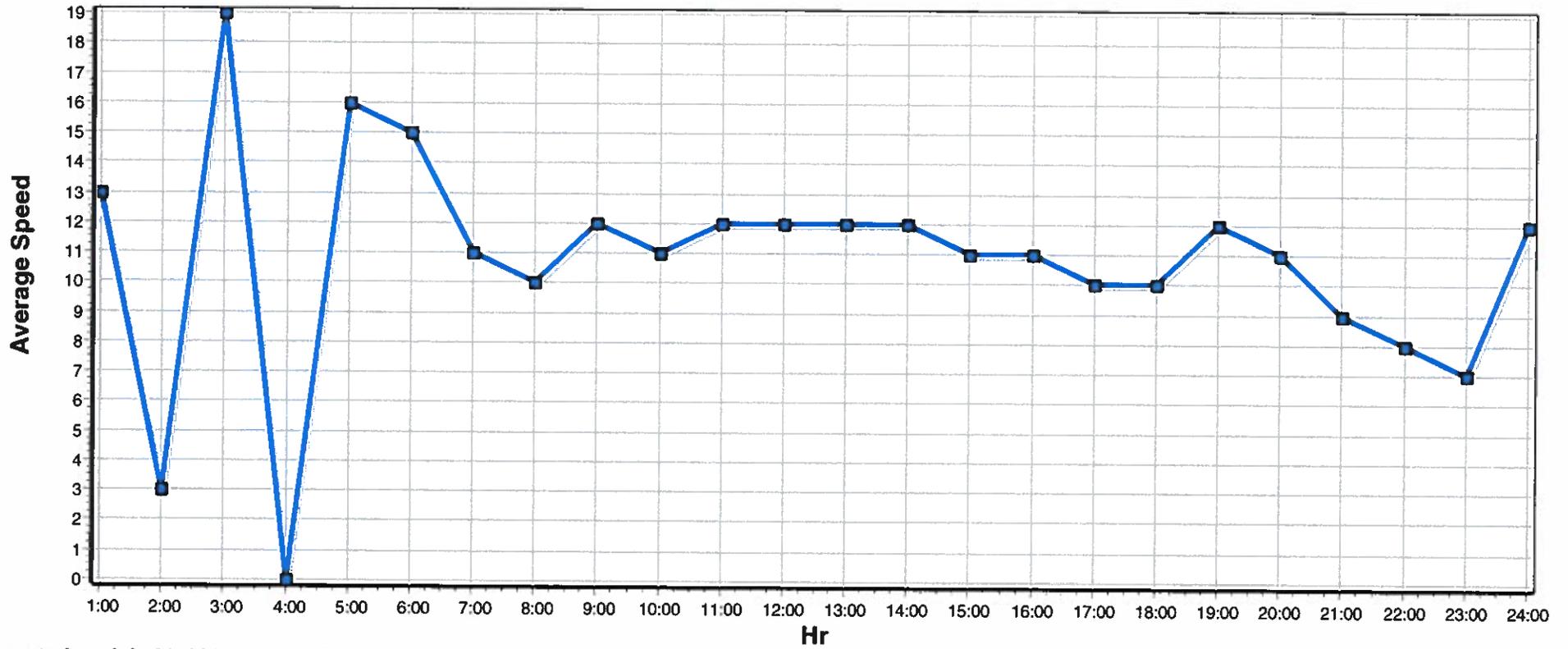


Hour	Total Vehicles	Average Vehicles	Total Violations	% Violations	Min. Speed	Max. Speed	Avg. Speed	85% Speed
00-01	4	1	0	0 %	3	19	13	17
01-02	3	1	0	0 %	3	3	3	3
02-03	1	0	0	0 %	19	19	19	19
03-04	0	0	0	0 %	0	0	0	0
04-05	2	0	0	0 %	15	17	16	17
05-06	4	1	0	0 %	12	17	15	14
06-07	14	3	0	0 %	4	21	11	17
07-08	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
	<b>1,110</b>	<b>193</b>	<b>1</b>	<b>0 %</b>	<b>5</b>	<b>18</b>	<b>11</b>	<b>15</b>



# Average Speed Hourly Values

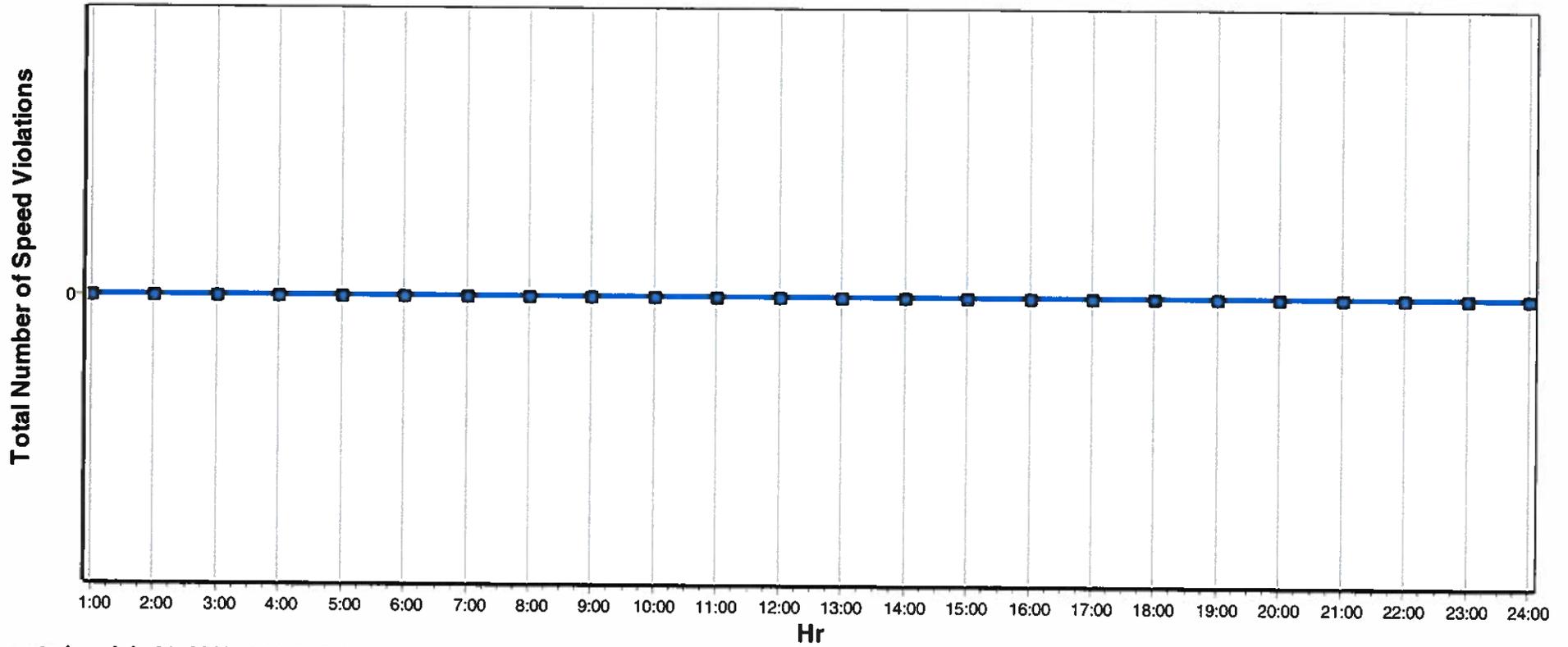
Ingalls Drive ()  
7/8/2019 to 8/5/2019





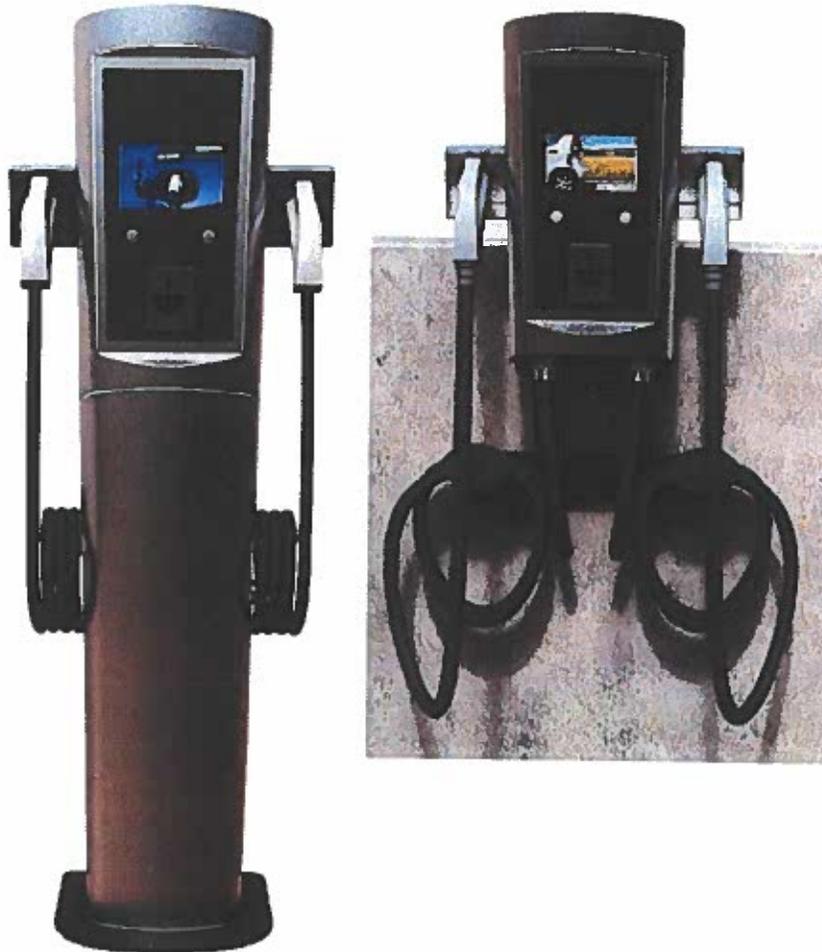
# Total Number of Speed Violations Hourly Values

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](mailto: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

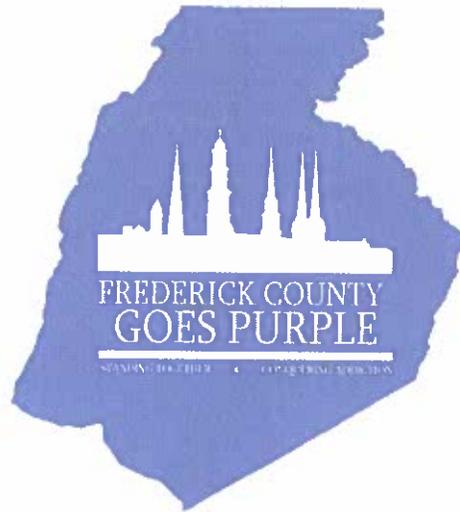
- **Project Scope:** The provision, installation and maintenance of Level 2 EV Charging Stations in the parking areas of the Host's facility.
- **Project Funding:** The Project shall be funded solely by EVI.
- **Host Responsibility:** (i) Host the charging stations; and (ii) power source.
- **EVI Responsibility:** (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](mailto:wadem@ev-institute.com), or phone, 410-685-1109.

Regards,

Matthew Wade

# FREDERICK COUNTY GOES PURPLE



**STANDING TOGETHER - CONQUERING ADDICTION**

**GET THE FACTS, GET INVOLVED, GET TALKING**  
Need immediate help? call 211!

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## WHAT IS FREDERICK COUNTY GOES PURPLE ?

A grassroots call to action to unify our Frederick County community to reduce substance-related deaths and overdoses. This massive community-wide observance will take place during National Recovery Month in September and throughout the year, demonstrating that Frederick County supports those in active addiction, recovery, and their loved ones; offers hope and resources; and invests in the future of its youth through prevention education.

## WHY PURPLE ?

National Recovery Month in September is associated with the color purple. The entire community is encouraged to “go purple” to bring awareness and understanding of mental health and substance use disorders, and to celebrate those living in recovery.

---

**I'm in! What do I do?**

Coming Soon

1. Decorate and Dress in Purple: Light bulbs, t-shirts, banners.

Share pictures on social media of your group in purple

2. Share messages: share the messages about the epidemic with everyone through social media along with pictures of your group in purple (business, team, school, church, faith org, other orgs)

3. Schedule open and addiction training for your organization.

### HOW CAN I OBTAIN MORE INFORMATION ?

I'm In  
For more information on Frederick County Goes Purple or other ways you can get involved, visit our website at [www.FrederickCountyGoesPurple.com](http://www.FrederickCountyGoesPurple.com) or send an email to [FrederickCountyGoesPurple@gmail.com](mailto:FrederickCountyGoesPurple@gmail.com). For immediate help call 211!