

**BURGESS AND COMMISSIONERS  
OF MIDDLETOWN MARYLAND**

**TOWN MEETING MINUTES**

**TOWN MEETING**

**August 22, 2022**

The meeting of the Burgess and Commissioners of Middletown was called to order on August 22, 2022, by Burgess Miller at 7:00 p.m. Present were Commissioners Jennifer Falcinelli, Rick Dietrick, Kevin Stottlemeyer, Christopher Goodman, and Jean LaPadula.

**PUBLIC COMMENT:** None.

**PERSONAL REQUESTS FOR AGENDA:** None.

**CONSENT AGENDA:**

- **Town Meeting Minutes**
  - *August 4, 2022 – Town Workshop*
  - *August 8, 2022 – Town Meeting*

Commissioner Dietrick state that the August 4<sup>th</sup> minutes needed to be corrected, as he was not present at the meeting.

**Motion:** Commissioner Falcinelli motioned to approve the consent agenda with the correction to the August 4<sup>th</sup> minutes. Seconded by Commissioner Goodman. Motion approved (5-0).

**UNFINISHED BUSINESS:**

**Amendments to Sign Regulations** – The proposed amendments to the sign regulations were discussed. The Staff Planner had included a memorandum with a condensed summary of the proposed changes in the meeting packet. There is much information to work through. It was recommended that a powerpoint presentation be created with photos which would visually show what the differing size sign percentages on business windows look like. There were several questions regarding temporary signs; types, signs sizes and setbacks, and the timeframe that they can be displayed. The Planning Commission has been reviewing other sections of the code that refer to signs and most of those changes will reference back to the sign regulations. The Town Attorney has the amendments and is reviewing them. She has been asked to provide an opinion on both liquor stores and gas stations and if the Town can restrict the signage for these types of businesses.

**Discussion of Improvement Fee Increase** – The Town Board understands that after the ARPA funds have been used the Town must review and decide actions it needs to take to fund future CIP projects. To look for a balanced plan that identifies expenses to cut/reduce and identifies ways to increase revenue. Water & Sewer CIP is funded by improvement fees and the Capital Improvement fee. Fees in water and sewer can be broken down into 3 categories:

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

The General Fund CIP is funded through any surplus in the General Fund and from Improvement fees.

Discussion occurred regarding increasing the town's improvement fee by \$5000.00. The Town Administrator reviewed the data from the surrounding municipalities regarding their water/sewer rates, tap fees, and improvement fees. Increase in the town's water/sewer rates and the capital improvement fee and the ramification of those increases was discussed. It was recommended that not only the improvement fee be increased but also small gradual increases in the water/sewer rates are needed to cover the increased costs for the daily operations of the water and sewer plants.

All town budgets were reviewed including the ARPA budget. Discussion regarding the various ways to meet the MS-4 goals/credits as it relates to reducing town projects costs occurred. The Director of Public Works will research options to decrease the expense for the Linden Boulevard culvert replacement, including costs to move utilities. Moving some projects back to CIP will free up monies for identified mill and overlay projects in the ARPA budget. Using money in the reserve account to buy back the streetlights from Potomac Edison (PE) would immediately generate income for the Town. The Board is waiting for the updated costs for the streetlights purchase from PE. Town staff were tasked with identifying areas in the operating budgets where cuts can be made.

**NEW BUSINESS:** None.

**PUBLIC COMMENTS:**

The Town Board wants to publicly thank all the town staff who came in Sunday to repair the large water main break at the school complex. The full staff in Public Works came in to assist even though they were not on-call. To show its appreciation, the Town Board will be buying lunch for the public works staff this Friday.

**ANNOUNCEMENTS:**

- *Sunset Concert Series – Every Sunday in August at Middletown Community Park, 7:00 – 8:30PM*

Meeting adjourned at 9:03 PM.

Respectfully submitted,

Annette Alberghini,  
Office Manager