

BURGESS AND COMMISSIONERS OF MIDDLETOWN MARYLAND

TOWN WORKSHOP MEETING MINUTES VIRTUAL MEETING

REGULAR MEETING

August 24, 2020

The virtual regular meeting of the Burgess and Commissioners of Middletown was called to order on August 24, 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:

- **Town Meeting Minutes**
 - *August 6, 2020 – Town Workshop*
 - *August 10, 2020 – Town Meeting*

Motion by Commissioner Bussard to approve the consent agenda as presented, seconded by Commissioner Dietrick. Motion carried (6-0).

UNFINISHED 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. This project would meet all MS4-2025 requirements and identify and resolve other issues along the creek bed. 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. The survey and design proposal would investigate the stream area and assist in identifying areas to address. Commissioner LaPadula asked if the cost would be less if the engineers only surveyed the creek up to and stopping short of the wastewater treatment plant. The Town Board can award the contract but stop it at any time during the design phase. The Town Administrator suggested having the entire area surveyed and reviewed, including the wastewater treatment plant. Then it can be determined which items will be included with the stream restoration and which items would be included as part of the new wastewater treatment plant. Burgess Miller stated that there are normally State and Federal monies available to offset some of the costs of construction of water treatment facilities. It was determined to have the engineers revise the design estimate and include only the creek leading up to the wastewater treatment plant. They are also asked to attend the September Town Workshop. The Director of Public Works will be in attendance to provide clarification on his comments regarding this project.

Stop Sign & Crosswalk Tobias Run – Design & Cost Estimate – The Town Engineers provided design changes to what was originally approved to address the safety issue on Tobias Run. Instead of 3 stop signs, 3 stop bars and 3 handicap accessible crosswalks in the identified intersection, they have proposed 2 handicap accessible crosswalks, 3 stop signs and 3 stop bars. One of the originally approved crosswalks

would have ended in a resident's driveway. Additional speed data collected on Tobias Run shows that there is not a speeding issue on that street, only a safety issue. This design would address that issue. With the new stop sign installation, the Town Board reviewed the new area created with no curbside parking.

Motion: Commissioner Dietrick motioned to approve the safety design changes to the Tobias Run intersection as presented. Seconded by Commissioner Bussard. Motion carried (5-1, Commissioner Goodman voted against.).

Tobias Run residents will be notified via mail of this intersection safety change, the supporting information and when it will be installed.

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 is scheduled for September 3rd, 2020. The ordinance will be voted on at the September 14th Town Board meeting. No further discussion was given.

Comprehensive Plan – Chapter Review - The Town Board was previously provided draft copies of Chapters 1 and 3 of the 2020 Comprehensive Plan, and draft mission and vision statements to begin reviewing. Commissioner LaPadula recommended placing the mission statement and vision statement as a separate stand-alone page at the beginning of the comp plan. 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.

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. It was suggested that the Town Board meet with the Town Engineers prior to the September workshop at the Washington Street site to review the project. The Board would see the issues to be addressed. This could also begin the involvement of neighborhood residents.

NEW BUSINESS:

Fall Hydrant Flushing – October 12-16, 2020 – This is already up on the town website.

2021 Legislative Package for General Assembly – Burgess Miller asked the Commissioners to identify possible suggestions for projects and/or legislative action for the County to include in its' legislative package to the State. A second emergency siren for the town though suggested may not be appropriate for this action. Economic development and tourism ideas will be reviewed over the next few Town Board meetings that could possibly be included.

PUBLIC COMMENTS:

South Church Street Parking Spaces – State Highway painted new parking spaces across from the old fire station. The curb where the new spaces are located needs to be repainted to indicate that it is ok to park there. Parking on the sidewalk in that block is no longer allowed. Property owners have been notified.

Main Street Streetscape – This project is wrapping up. State Highway crews were in front of town hall putting in the “brick” across the crosswalk at Main and Jefferson Streets. The Director of Public Works has notified State Highway of the schedule to remove their equipment from the lot on East Green Street and to restore the lot to a grassy area.

Frederick County Public Library Virtual Listening Sessions – August 13, 2020 at 10:00AM and 7:00PM – The virtual meetings were held. A new architectural firm has the project. The plans shown show a larger facility than previous plans, but nothing has been decided. Libraries in the area usually have a theme that connects it to the community and its’ history.

ANNOUNCEMENTS:

- *Please Complete Your Census Information –Census workers are now visiting residences to assist with the census completion.*
- *Restaurant Week – It is restaurant week in Middletown. The Main Cup and Dempsey’s Grille are participating. Both offer fantastic specials to celebrate this week.*

Meeting adjourned at 8:55 PM.

Respectfully submitted,

Annette Alberghini,
Office Manager