

***BURGESS AND COMMISSIONERS  
OF MIDDLETOWN MARYLAND***

**TOWN WORKSHOP MINUTES**

**TOWN WORKSHOP**

**August 3, 2023**

The workshop of the Burgess and Commissioners of Middletown was called to order on August 3, 2023 by Burgess Miller at 7:00 p.m. Present were Commissioners Jennifer Falcinelli, Rick Dietrick, and Chris Goodman.

**PRESENTATION:**

**FY2021 Financial Statements Report Review – Addie Blickenstaff and Michele Mills, Deleon & Stang** – Ms. Blickenstaff and Ms. Mills provided a summarized version of their findings for the FY2021 audit. They identified 13 required adjustments to the information provided. The Finance Officer identified an additional 14 adjustments. There was a net position decrease of \$1 million, most of which was due to depreciation. Material weaknesses identified were 1. Financial statements were not generated and shared on a regular basis. Their accuracy was questioned due to the number of adjustments needed at years end. 2. During FY2021 bank account reconciliations were not performed monthly. Recommendations for both identified weaknesses were provided. A significant deficiency concerning internal controls over grant reporting was identified. In 2020 the Town received two POS awards. The projects were completed, and the costs paid. Requests for reimbursement for both awards were not made until May 2023. Recommendations were made to correct this oversight going forward. Since the FY2021 audit was not completed until FY2024 and extensions were not requested the Town was found not compliant with State law. The Town’s financial highlights were then reviewed (revenues and expenses), including both the General Fund and the Water & Sewer Fund.

Work on the FY2022 audit will begin next week.

**STAFF REPORTS:**

**Deputy Report** – Deputy McCarrick reviewed his report.

**Staff Planner Report** – Cindy reviewed her report. She will provide a pdf of the Comp Plan chapters 1-10 at the joint meeting on Monday.

**Finance Officer** – Bea reported that she has submitted reimbursement on two POS projects and one LPPI project. She has received the request form for Bay Restoration monies and will be submitting that request soon.

**Engineer’s Report** – Bruce reviewed his report. PFAS has been detected in the MEMAR wells. Information on those wells has been forwarded to be included in the PFAS tort. The Water & Wastewater Superintendent reported that the town has a high BOD violation due to sodium thiosulfate (a chlorine inhibitor). If too much is fed into the system, it registers as BOD in the sample. The violation is being addressed. The town should not be fined.

**Main Street Manager Report** – Becky reviewed her report.

**Zoning Administrator’s Report** – Robert reviewed his report.

**CONSENT AGENDA:**

- **Town Meeting Minutes**
  - *July 24, 2023 – Town Meeting*

**UNFINISHED BUSINESS:**

**Cone Branch Stream Restoration & Linden Boulevard Culvert CIPP Lining** – The Town Administrator is working with staff to secure funding for the Wiles Branch stream restoration. He also suggested pursuing funding for Cone Branch stream restoration as well. It is already fully designed and permitted. This would include replacing the bridge instead of lining the culvert. The Town Administrator and Staff Planner are meeting with the Frederick County Department Head for Stormwater (Division of Energy and Environment) to explore grant funding options. After tonight’s discussion it was determined that the town should continue with the Linden Boulevard capital project as planned, but if the grant funding is awarded, that could change in the future.

**WWTP ENR Upgrade Update** – The preliminary draft engineer report from RK&K is due this week. After reviews and revisions, RK&K will come before the town board and present their findings.

**Public Hearing for Ordinances 23-07-01 and 23-07-02 – August 14, 2023 at 7:00PM** – This a reminder that the public hearings for both Ordinance 23-07-01 (Sidewalk Inspections) and Ordinance 23-07-02 (Fences) is scheduled for August 14<sup>th</sup> at 7:00PM.

**NEW BUSINESS:**

**MEMAR Annexation Agreement – Amendment Proposal** – Wormald has requested an amendment to the annexation agreement for Foxfield Section 6. Currently the agreement states that residential construction cannot begin until the water treatment plant is built and operating. This is unusual as it is typically done concurrently. The Director of Public Works recommends doing nothing until MDE grants the appropriation permit. There is nothing to act on currently. Wormald’s new information is not relevant.

**PUBLIC COMMENTS:**

**Frederick County Sheriff’s Office (FCSO) Community Deputy Request** – The FCSO budget has been cut by \$900,000. The sheriff has asked if the town was willing to pay for a third community deputy so that a deputy would not have to be cut from his staff. The cost would be approximately \$158,000. The town has not budgeted for three deputies for FY2024. Three options were discussed: 1. Pay for the deputy using General Fund surplus monies, 2. Pay for the deputy using reserve monies, and 3. Sharing the deputy (and costs) with another municipality or patrol. Town staff do not recommend using options 1 or 2 as neither is a good practice to do, and the GF CIP would be significantly impacted by option 1. The town cannot support a third deputy monetarily in FY2024.

**TOWN ADMINISTRATOR’S REPORT:**

**County Legislative Package 2024 General Assembly Session** – The town received a letter from the County Executive asking for items for the 2024 legislative session. Any suggestions are needed soon for submission.

**SERCAP Meeting** – Town staff met with SERCAP representatives regarding the rate study. The first draft should be ready in September.

**Chesapeake Bay Trust Grant (CBTG)** – The Town Administrator has submitted the CBTG grant application for the Wiles Branch Stream Restoration project. Currently, of the \$450,000 required for the project \$215,000 has been submitted for grant funding.

**ANNOUNCEMENTS:** None.

Meeting adjourned at 8:58 PM.

Respectfully submitted,

Annette Alberghini,  
Office Manager



## **Drug Incidents / Attempted Overdose**

## **Special Events/ Important Information**

**Attempted burglary – Construction trailer at library site. Door damaged, no entry made. No suspect info.**

**Destruction of property – Memorial Park bathroom. Urinal ripped off the wall. No suspect info.**

**Theft – BP Station. Suspect ID'd. Charges pending upon request from owner.**

**Destruction of property – Glenbrook Drive. Siding damaged by unknown projectile. Juveniles in neighborhood suspected.**

**Theft – Wiles Branch Park. Window shattered and purse stolen from locked vehicle. No suspect info.**

**Deputies were present for the Independence Day Celebration at Middletown Park.**

## **Accidents**

**2 - E Main St / Coblenz Rd**

**Lauber Ct**

**E Main St / Middletown Pkwy**

**CVS parking lot**

**Town of Middletown Planning Department**

To: Burgess & Commissioners and Middletown Planning Commission

From: Cindy Unangst, Staff Planner

Date: 7/31/2023

RE: Monthly Planning Update – August

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**Major Subdivisions:**

**Foxfield Section 6 (Coblentz Road)** – BOA approved special exception use – August 31, 2020  
Forest Stand Delineation conditionally approved – December 21, 2020 (expires 12/21/2025)  
Preliminary Forest Conservation Plan approved – January 19, 2021  
Preliminary plat approved by PC – January 19, 2021 (**expires January 19, 2024**)  
Improvement plans reviewed by PC – February 20, 2023/Lighting plans – March 20, 2023  
**Next steps – review of revised Improvement and lighting plans by PC**

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

**Caroline’s View/Horman Apartments (East Green Street)**- Site Plan approved – April 21, 2008  
Improvement Plans conditionally approved – May 17, 2010  
Revised Improvement Plan mylars signed – July 21, 2017  
(sunset provisions put in place on May 2, 2021 – plans expire May 2, 2024)  
Public Works Agreements approved by Town for signature – November 2022  
**Next steps – submittal of LOCS**

**Cross Stone Commons (Middletown Parkway)** – Revised Site Plan approved – October 20, 2014  
Improvement Plan mylars signed – November 6, 2015  
**Next step – submittal of architectural renderings for building #2 for review/approval**

**Hollow Creek Professional Center (Alt. 40A)**  
Board of Appeals approved self-storage use – April 27, 2021 (**Expired April 27, 2022**)  
Redline Site Plan conditionally approved by PC – June 21, 2021 (Plans expire June 21, 2024)  
Redline Improvement Plans and architectural renderings approved by PC – May 15, 2023 (plans expire May 15, 2026)  
**Next steps – submittal of public works agreements and LOCs**

**406 W. Green St. (Summers Drive)** – Forest Conservation Plan approved & Improvement Plan conditionally approved for commercial use – October 20, 2008 (sunset provisions put in place on May 2, 2021 – plans expire May 2, 2024)  
BOA approved variance request for front yard setback for triplex – November 30, 2022  
Site plan conditionally approved by Planning Commission – January 17, 2023  
Revised site plan approved by PC – March 20, 2023 (expires March 20, 2026)  
**Improvement plans conditionally approved by PC – July 17, 2023**  
**Next step – submittal of public works agreements and LOCs**

**Memorial Hall Redevelopment Plan (E. Main St)**– conditionally approved by PC – 12/21/20  
Revised Site Plan with utilities approved by PC – October 17, 2022 (expires October 17, 2025)

**Middletown County Park (Coblentz Road)** – FSD & FCP approved – February 17, 2020  
FRO Plantings completed and approved – November 23, 2022

**Middletown Library (E. Green Street)** –  
Site Plan & Architectural Renderings approved by PC– March 15, 2021(expires March 15, 2024)  
Improvement plans approved – November 15, 2021 (expires November 15, 2024)

**Miller Property (East Main Street)** –  
Phase III Redline Site & Improvement Plans conditionally approved – Sept. 16, 2019  
**Next step – submittal of Phase IV site plan for review and approval**

**St. Thomas More Academy Site Plan revision (Prospect St)** –  
Revised site plan to be revisited in five years – September 2025

**Annexations:**

**Text Amendments:** Fence ordinance – public hearing to be set by Town Board  
Sidewalk ordinance – public hearing to be set by Town Board  
Robert and Cindy to work on ordinance eliminating fees from Code

**Reports:**

**Grants:**

**Meetings:** Next Middletown Green Team Meeting – August 15, 2023

**Next Joint town board/planning commission workshop** – Monday, August 7, 2023

**Sustainability Committee upcoming dates:**

**Public Works Monthly Report  
August 3, 2023**

**COMPLETED WORK**

Green St Median Complete, Mowing ROW, Interpretive signs installed, Concrete pads poured, vehicle maintenance, Broad Street Storm drain connection, Nat'l Night out prep, New offroad fuel tank, Lead and Copper 24 service inventory lead to usage analysis by street and Commercial meter usage. Received approval of the Pickle Ball Courts for SWM and await SCD signature for grading permit. W and S; equipment repairs, smart manhole sensor replaced, Golf Course panel sealed (leaking) Flushed Brookridge raw lines, Dryer receptacle installed. Commercial meter maintenance. Met with SERCAP for rate study.

**Public Works**

**New Projects or Requests**

Dead End and No Outlet Sign Policy presented for first review. (No Action)

Reaver basement flooding issue storm drain (209 Broad St): Written Response, televising completed, offer to reconnect extended. Reconnection completed and illegal connection removed.

**Unbudgeted Expenses:**

Refrigerator at Maintenance shop \$700.00

Springs at 49 gpm or 70,560 gpd

Sludge cost for FY \$16,240.00 9,000 gal hauled, 34,200 gal bedded **Total hauled** 168,000 gal **Bedded** 213,759 Gal

**Water Use (Average Daily for the Month, Flows stated in gallons per day)**

**Permit Limits (gal) 387,000/504,000 AD/MMU 250,000 AD 250,000 AD**  
**Base flow 176,000 Base flow 159,000**

MONTH	WATER USE		SPRING FLOW		East WWTP		West WWTP		Rain
	past yr	present yr	past yr	present yr	past yr	present yr	past yr	present yr	
January	300,936	294,589	85,469	109,491	241,963	252,000	147,012	164,000	2.5
February	311,685	296,667	105,258	123,213	263,000	239,000	195,000	132,000	1.9
March **	293,702	309,885	118,808	142,161	235,867	275,000	169,018	162,000	2.9
April **	311,260	325,983	139,909	142,274	267,481	213,000	185,830	117,000	3.05
May	317,665	343,765	126,325	146,882	300,180	237,000	293,045	151,000	2.55
June	329,912	340,446	141,430	122,478	203,251	198,000	124,123	119,000	2.4
July	314,364	318,543	106,315	87,179	195,429	178,000	137,369	127,000	3.15
August	321,358	324,822	72,415	79,521	185,000	201,118	154,000	132,900	3.6
September	300,680	302,063	91,340	67,700	312,000	226,936	342,000	159,864	5.7
October **	318,893	309,119	88,721	61,992	213,309	209,733	198,997	138,747	2.05
November**	287,629	295,148	86,898	59,769	204,000	217,000	143,000	141,000	3.65
December	287,269	302,135	81,035	80,456	180,706	282,795	101,370	238,529	5.2

Avg Daily/yr 307,946 313,597 103,660 101,926 233,516 227,465 182,564 148,587 38.7  
 Avg Yr Flw 112.40 114.46 37.84 37.20 85.23 83.02 66.64 54.23

Water Capacity	2022	Sewer Capacity	2022
Demand + reservations	354,218 gpd	Discharge 3 year avg (mgd)	0.247 East 0.192 West
Available EDU's (250 gpd)	131	Available EDU's (250 gpd)	4 east + 78 west**

+ east capacity will increase to 404 when the MDE increases the permit to 0.350MGD

\*\* west capacity is much higher but discounted until I and I improvements are proven

\*\*Hydrants flushed this month

October 2019 531,958, Spring 2020 not flushed. Fall 2020 582,024 Spring 2021 704,842 Fall 2021 744,925 Spring 2022 664,933 Fall 2022 749,561(5 day avg) spring 23 702,023

**Sewer Flow**

Nov flow up 1% (358,089) EWWTP 0% chg, W WWTP up 1%. Dec flow up 50% (531,324) EWWTP up 34%, WWWTP up 75%. Jan flow down 20% (415,795) EWWTP down 11%, W WWTP down 31%, Feb flow down 20% (370,313), EWWTP down 14%, W WWTP down 27%. Mar flow up 31% (437,215), EWWTP up 28%, W WWTP up 36%. April flow down 27% (330,109), EWWTP down 25%, W WWTP down 30%. May flow up 21% (387,476), EWWTP up 15%, W WWTP up 33%. June flow down 21% (317,045), EWWTP down 19%, WWWTP down 24%. July flow down 1% (304,196), EWWTP down 7%, West up 10% (flow transfer due to low flow)



## **Planned Work**

Lead and Copper (inventory due 2024), MDE water inspection corrections. Sump pump disconnect letters (2 of 2 compl). POS purchases, Pickle Ball Court Construction.

**ARP Budget and WS Projects:** (Franklin St, I&I, Remsberg Park Connector Water, Linden Blvd Waterline). I & I final April 15, Remsberg Park completed April 3.  
Linden Boulevard Water Line: Completed except for patching.

## **Open Projects**

**I & I Walnut to Jefferson St.:** Retainage of \$47,106.06. to be released by November.

**ADA sidewalk ramp reconstructions:** No action

**Glenbrook Arch Engineering Study:** Received for review. No action

**Water System:**

**Water Hydraulic Model:**

**Lead and Copper Sampling June 2023:** 3 samples remain to be collected by 9/30/23.

**SSO and I&I:** Regulating flow daily to meet the flow discharge in our permits. Public Announcement for I & I Project and to disconnect illegally connected sump pumps (provide early notice). Flow Monitoring is complete, met with consultant to discuss results and finalize the initial results. Staff agreed to move forward with televising the areas that show the highest influence from storms. A summary report will be provided to the Board in the near future. Televising contractor has completed the original scope of work and found some significant leaking mains. Televising contractor returned for missed lines. CB Drive repair completed.

**West Wastewater Treatment Plant:** Low flow for July 2023, transferred flow from East Plant for a few days.

**East WWTP:** No issues awaiting draft permit.

**Wells:** Well 23 redeveloped due to reduced yield and fouling by Iron and Manganese (unbudgeted expense \$17,670.00) This will become a budget item on a 10 year frequency. Plant is operating normally. **WELL 22:** PFAS/PFOS lab report <3.58 ng/l, PFBS 4.35 (unreg Gen X) received for this well. (1 ppt = 1 ng/l)

**Municipal Center:** No issues

**Maintenance Facility:** Contract has been executed with Triad Engineering. We have received 60% improvement plans for review. We have withdrawn the Maintenance Facility application to the County. No action

**Wiles Branch Stream Rehabilitation (MS4):** MS 4 annual report is complete and submitted. Consultant is moving ahead with Wiles Branch Stream Restoration design and permitting. FSA will submit current package for the grant package and permit by the end of the month. Construction late FY24 into 25.

**Linden Boulevard Culvert Replacement and Streetscape:** Timeline and estimated costs presented for streetscape and stream restoration to the Board. Culvert lining ilo replacement and stream restoration at Wiles Branch appears to be the favored options. Engineering has been funded for FY 24. Need resident advisory committee to be formed so we can move forward.

**Brookridge PS:** New pumps performing well. Cost proposal received, pending electrical design and cost. Staff will design electrical service. No action.

**Remsberg Park Waterline Extension:** Retainage of \$21,516.39 to be released by November. (No action)

**Pickleball Courts:** Once approved the siteplan/apfo/fro applications can move forward. SCD approval granted, Plat has been submitted. Site Plan approved, revised deed needed. Applied for minor grading permit but will need a major grading permit. Expect July construction work to start.

**Patching Contract:** 3 year extension approved.

## **Developments**

**Middletown Library:** SS Connection completed May 3, water meter vault set. Tap fee has been calculated and sent to County.

**ADMAR Annexation:** Design for treatment plant in progress 95% submittal reviewed. IP drawings reviewed. MDE has reviewed and commented on the WTP (PFAS sampling occurred on 5/24 and 5/25.) April 27 MDE and adjoining property Owners at Townhall. Consultant will need to address most recent MDE comments. PFAS results have been received but analysis was not in accordance with method hold times. Will be resampled.

**Middletown Municipal Hall:** No action.

**Horman Property Caroline's View:** Draft Public Works Agreements were returned to Developer for execution 10/24/22.

**Lancaster Development:** Requested floor plans and use for water appropriation planning but have not received.

## **Future Budget Considerations**

**W&S:** Comprehensive sewer plan, West WWTP ENR plant replacement (non process component for Town budget). upsize CB pumps (part of the facility review or ENR upgrade)

**GF:** Additional 1 ton truck. New Skilled labor position (24) and 2 future positions for 2 full crews. 3rd Party Miss utility.

## **Regulatory**

### **EPA**

**Revised Lead and Copper:** Inventory of all public and private service lines due October 2024.

**PFOA PFOS:** interim health advisory levels PFOA 0.004 ppt and PFOS 0.020ppt. Sample results for Well 15 4.36 ppt, Brookridge 8.36 ppt. Town is required to participate in UCRM 5 as a result of the previous sampling. MDE / EPA will pay for the testing. MDE resampled the finished water on 9/28/2022 Well 15 3.98 ppt, 22/23 8.79 ppt. MDE sampled the EWWTP on June 21, 2023. Provided Baron & Budd with data for the suit. Will need to sample all wells for PFAS. Cost included in litigation.

### **MDE**

**Permits: East WWTP Discharge Permit (exp Dec 2021)** submitted 22 months prior to expiration and then revised 14 months before expiration. MDE advertised the reapplication. We have requested an increase in discharge flow from 250,000 to 350,000. MDE has approved the County Water and Sewer Plan which requested the increase in flow. MDE is has started working on the permit may be 9 months till completed, will await the PER ENR selection process before releasing Draft permit.

**Irrigation Pump Station Permit** Renewal has been advertised by MDE awaiting same for EWWTP.

**MS4 Permit:** Received a Proposal from FSA or inspection and survey MS4 stream improvements to justify the MS4 credits and have placed in the General Fund budget. Staff will submit 23 report to MDE by October 31, 2023. MDE has issued a new MS4 permit to FrCo (they administer the permit) valid for 5 years. Consultant has reviewed existing SWM ponds, the Town will receive a reduction of 2 acres credit for these ponds reducing the number of credits the Town needed from 18.67 to 16.57. Staff is working on the 2023 report.

**West WWTP ENR Upgrade:** A meeting with MDE for planning discharge limits on December 6 revealed concerns by MDE for discharging 700,000 gpd to the Hollow Creek based on summer base flows. Received planning limits Jan 27, 2023 for review. Met with Engineer to discuss the proposed limits and options. RK& K has provided 3 cost estimates for 3 options.

**Wastewater Capacity Management reports:** Submitted February 16, 2023.

TO: The Burgess & Commissioners  
FROM: Becky Axilbund, Main Street Executive Director  
RE: Staff Report for the July Board Meeting  
DATE: August 3, 2023

**Upcoming Dates:**

August 18 – Casual Breakfast at Dempsey’s

August 24 – Board Meeting

September 9 – Vintage Vehicles!

**Organization:**

- 19-21 West Main Street is starting to really take shape with the exterior painting complete. We have a base floor! The windows and doors have been ordered – and are expected to be here by the end of the week. Workers have been scheduled to install the new windows next week. Here is the hiccup in the schedule – the windows and doors must be installed for the electrical work to have its final inspection. It has been requested by Main Street for the workers to install a temporary door at 21 West Main so that the electrical inspection can be done, and then the next steps of blowing in the insulation.
- Main Street Middletown received the Maryland Heritage Areas Authority grant in the amount of \$25,800 to create a series of videos that will be major “exhibit” at the Welcome Center. The content will include an overview/welcome, a more detailed scope on our architectural history to encourage people to take our walking tours, our Civil War history, and what to see and do in and around town and the immediate vicinity (restaurants, shops, nearby wineries, hiking, museums, farms). The grant also includes the creation of a wall panel exhibit that will illustrate the rehabilitation process of 19 West Main.
- Actions we are taking to shore up our organizational capacity:
  - Main Street has received a “grant” from Frederick County Leadership – Leaders on Loan. The project is to create a sustainable volunteer program. We have successfully recruited volunteers for specific events – as seen for the Maryland House and Garden Pilgrimage, but with the nearing completion of 19 West Main Street, we will need a different type of volunteer – folks who would like to greet visitors during the day, folks who would like to open up the building on weekends, folks who want to lead walking tours. Applying with the Leaders on Loan we will have access to some of the County’s rising stars who have specific knowledge, skills, and interest in helping put together this type of program. I am very excited to work with the Frederick Leaders on Loan!

**Design Committee –**

- Three of the four interpretive signs have been installed and they look great! The fourth will be installed when there is time in the maintenance

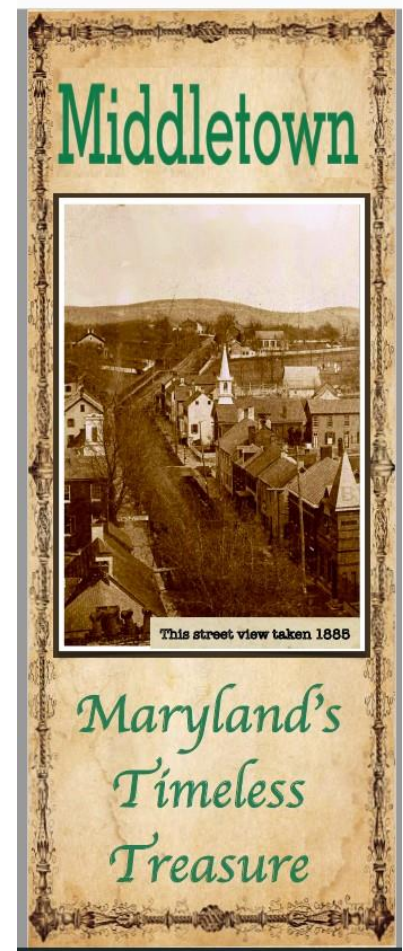


crew schedule.

- We have been working on a grant funded project which is the design for the next set of banners to hang on the light poles. This is the sample that the Design Committee would like to send to the banner design company. We have a few other historic images that we would like to include and we will need to make sure that the images are clear enough to handle the enlargement. This is a slightly revised version from what I have shown you earlier.
- The Design Committee is also working on three large scale banners to hang at the east edge of town. Be on the lookout for a new banner for Vintage Vehicles. We are creating a more generalized banner for Support our Small Businesses that can be hung during Business Appreciation Week and any “off-times” in the year.
- Walking Tour Booklet – we have grant money to update the 2017 brochure of the Heritage Walking Tours. We are down to less than 50-copies. I have reached out to Bruce Morgan, we are meeting on Monday the 7<sup>th</sup> to sketch out a plan.

**Economic Development Committee:**

- The July business mixer was well attended – with some new faces and some we had not seen for a bit of time. The conversations were meaningful – and I think helpful for those in attendance.



- Casual Breakfast in August – we did this in June, and it was a nice, laid back way to visit with some of our downtown business owners. We're doing it again August 18<sup>th</sup> to offer an alternative way to have smaller conversational connections.
- Sales on the Middletown magazine for Middletown businesses are winding down and the deadline for submission is August 11, 2023. To date, we have over 16 businesses and \$8500 in sales. We really want to showcase Middletown's richer variety and number of businesses – not to mention, sales of \$10K in ads would gain Main Street Middletown a credit of \$2500 in sales.
- Memorial Hall is going to be featured in Frederick Magazine. Please look for it in the September or October issue.

**Promotions Committee:**

- I have received feedback that the Ice Cream Trail is getting some attention – but I have yet to receive any completed game cards yet. It is a little hard to gauge if trying to pack in four ice cream places in a month is too much, or if eight weeks is too long and people start to forget. I think I want to see if I can put the T-shirt up at More Ice Cream or even in the window of Sportsland with a sign saying Win This Shirt to garner some on-street attention.
- Please be on the lookout for Baltimore Magazine and The Civil War Times – these are two new periodicals where we are advertising and will be in their September issues.
- Vintage Vehicles is scheduled for Saturday, September 9<sup>th</sup>! As you may recall, we were rained out twice(!) in 2022, so we are really looking forward to 2023!

**HERITAGE GALLERY –**

- There has been a concerted effort to get the remaining archival items placed in the secured storage space in the basement of Town Hall. This has largely been completed, with the exception of the notebooks with the photos and materials that I have not been able to really sort through or that I am just not sure what to do with them. Our Main Street Board member, Debbie Knipe was instrumental for this last phase and push to get the materials ready for downstairs. Now since I am back from my time off, I anticipate that she and I will be able to schedule time to finish up this task.

*Thank you for your continued partnership with  
Main Street Middletown, MD Inc.*



**Town of Middletown**  
**Zoning/Code Monthly Staff Report**

**To:** Burgess and Commissioners

**From:** Robert Wilkes, Zoning Administrator

**Date:** August 1, 2023

**RE:** Monthly Zoning/Code Administrator Staff Report for July 2023

**BOA Hearings:** None

**Storage Container & Dumpster Permit:** One

**Home Occupation Permits:** None

**Zoning/Code Violations and Complaints:** 8

203 Prospect Street	Overgrown Grass	Grass was recently cut	7/3/2023
52 Boileau Court	Overgrown Grass	letter sent, grass was cut	7/3/2023
500 Block of W. Main Street	Overgrown Grass/weeds	Town addressed	7/5/2023
208 Rod Circle	Branches extending over sidewalk	talked to resident, branches were trimmed back	7/13/2023
1 Lombardy Drive	Branches extending over sidewalk	letter sent	7/19/2023
315 W. Main Street	Burning trash in backyard	Deputy Chudoba spoke with the resident and violation letters were sent to the resident and the property owner	7/21/2023
31 W. Main Street	Unregistred Vehcile towed from Town Hall lot, owner complained	Meeting was held with vehicle owner on 7/25/2023 (Burgess Miller, Town Admin Mantello, Zoning Admin Wilkes and Deputy Chudoba), towing was lawful	7/21/2023
310 S. Church Street	Light pollution from flag light	The flag light at Memorial Park belongs to Potomac Edision and is too bright, working on replacement light	7/25/2023

**Miscellaneous:** Started inspections of Town sidewalks

**Permits:** 8

July 2023 Zoning Certificates	Type	Address	Permit #	M-town	R. Wilkes	County
				Received	Approved	Approval
Romeo	Fences	6 Ashky Court	Town	7/11/2023	7/11/2023	No
Hopkins	Fences	6 Lauber Court	Town	7/12/2023	7/13/2023	No
Gordon	Fences	201 S. Jefferson Street	Town	7/12/2023	7/13/2023	No
Bess (Irrigation System)	Other	5 Hoffman Drive	469986	7/14/2023	7/14/2023	Yes
Collins (exterior Repairs)	Other	2 Lauber Court	469807	7/17/2023	7/17/2023	Yes
Wichtendahl	Decks & Porches	115 Ivy Hill Drive	470018	7/19/2023	7/20/2023	Yes
Wren's Nest	Storage Containers & Dumpsters	100 W. Main Street	Town	7/20/2023	7/20/2023	No
Middletown Valley Apartments	Signs	312 Broad Street	Town	7/24/2023	7/31/2023	No