

BURGESS AND COMMISSIONERS OF MIDDLETOWN MARYLAND

TOWN WORKSHOP MEETING MINUTES

WORKSHOP MEETING

August 6, 2020

The virtual workshop meeting of the Burgess and Commissioners of Middletown was called to order on August 6, 2020, by Burgess Miller at 7:00 p.m. Present via Zoom were: Commissioners Larry Bussard, Christopher Goodman, Jennifer Falcinelli, Jean LaPadula and Rick Dietrick.

COMMUNITY DEPUTY REPORT: Sgt. Hillman reviewed the July report. The shooting at Memorial Park is still under investigation. Still believed to be an accidental shooting with no malicious intent. Graffiti was painted in several areas of town over a two-week period. The deputies have increased their presence in target areas, running radar and enforcing traffic violations at varying times of the day. Speed does not seem to be an issue when deputies are present.

PERSONAL REQUESTS FOR AGENDA: None.

STAFF REPORTS:

Staff Planner Report – Cindy reviewed her report. It was noted that the Town has been approached by several different individuals interested in opening a liquor store within town limits for off-site liquor sales. This is currently not allowed. In the mid-90s a referendum was on the ballot in Middletown on this very topic. At that time 85-90% of those that voted were not in favor of having off-site liquor sales within town limits. It was suggested that perhaps residents should be surveyed again to see if there is interest now.

Engineer's Report – Bruce reviewed his report.

Main Street Manager Report – Becky reviewed her report.

Zoning Administrator's Report – Mark reviewed his report.

CONSENT AGENDA:

- **Town Meeting Minutes**
 - *July 27, 2020 – Town Meeting*

UNFINISHED BUSINESS:

Cost Estimates for Installation of Scoreboard at Remsberg Park – MVAA is interested in having the scoreboard the Town received from Middletown High School placed at Remsberg Park. It has been repaired and is in working order. Town engineers would have to design the footings and they could be poured by Town employees. The placing of the scoreboard would require the use of a crane to lift into place. An electrician would have to advise as to the best way to run electricity to the scoreboard once installed. MVAA was hoping that the costs would be shared with the Town. Shannon Baum Signs provided a quote for installing the scoreboard - \$8500.

The Town is waiting on Dixie Electric to provide 2 quotes for running electric to the installed sign. MVAA was notified that the town budget could not contribute to that project at this time.

Community Parks & Playgrounds Priority List for Projects – Multiple projects can be submitted for this grant. It is a partial grant(s) with a 75%/25% split. Playground Specialists reviewed Heritage Park

and stated that it would not be a viable location for playground equipment due to the steep grade of the property. Commissioner Goodman listed the three projects they would like considered as a checkers/chess table, flipping the handicap chair at Memorial Park and the scoreboard at Remsberg Park.

Comprehensive Plan – Chapter Review - The Town Board was provided draft copies of Chapters 1 and 3 of the 2020 Comprehensive Plan to begin reviewing. The draft mission statement was reviewed as well. It was noted that Chapter 1 includes the SWOT (Strengths, Weaknesses, Opportunities and Threats) Analysis from the community meeting in March 2020. The Planning Commission is reviewing Chapter 3 at their next meeting because of new edits. One of the goals is to make this document less cumbersome for a lay person to read. Frederick County will review their information that is included in the chapters for correctness. A new chapter on Sustainability will be added to the Comp Plan. Information in Chapter 3 can be expanded upon in that new chapter. If anyone has any changes or comments please send them to the Town Planner. The Town Board was reminded that the Planning Commission would like to send a Comp Plan survey to residents for feedback. Town Board members were emailed a copy for review. Again, any comments or suggestions on this please get them to the Town Planner.

Discussion of Community Groups Budget Funding – The Town Board was asked if there was any action, they wanted to take regarding the approved funding for community group activities. Many have been cancelled due to Covid-19. Several options were discussed. This is an agenda item for Monday's meeting.

NEW 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. The design phase is budgeted in the CIP for \$60,000.00. This proposal is for \$41,000.00. 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.

Request for Handicap Space – 10 Boileau Court – The resident of 10 Boileau Court has requested that a handicap space be designated/installed near her home in Jefferson Village. She understands that this would be a public handicap space and not specifically hers. The Town Board approved a second handicap space in Jefferson Village recently. Discussion arose as to the need for more handicap spaces there with parking spaces at a premium currently. Most Town Board members agreed that handicap spaces would be granted on a case by case basis when requested.

Introduction of 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 proposed to be used instead of the Town's current definitions. At the August 10th Town Board meeting this ordinance could be approved and a public hearing date set.

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. Once the Town board has worked out details the residents will be notified for input and discussion. If anyone has specific design questions on this project, they are to contact either of the Town Engineers.

Review of Middletown's Emergency Plan – This identifies the Town's responsibilities when addressing an emergency. Most emergency responses are not provided by the Town. Its responsibilities are to provide water and sewer services and to keep town roads open. Burgess Miller suggested adding

templates for emergency messages that would go out in the event of an emergency. Board members were asked to review and provide comments.

Discussion of Use of Municipal Center for Organizations – Staff has asked for direction from the Town Board concerning community organizations wanting to utilize the meeting space during the pandemic. No groups have asked yet, but staff would like information in the event that this happens. This will be an agenda item for discussion at Monday’s Town Board meeting.

Discussion of Main Street Sidewalk Inspections – With Main Street Streetscape ending the Board must discuss what to do with those Main Street property owners who have “arterial sidewalks” that extend from Main Street up a side street and whose arterial sidewalks are in need of repair. To date these property owners have had a pass on repairing them because of the Main Street Streetscape project. Town staff was asked to identify what sidewalks on which streets directly off Main Street need to be repaired.

PUBLIC COMMENTS: None.

ANNOUNCEMENTS:

- *Please Complete Your Census Information – Middletown is currently at 83% completion. Census workers are now visiting residences to assist with the census completion.*
- *Middletown Valley Ministerium Community Day of Service – September 12, 2020. It will be a town clean-up day instead of helping neighbors with personal home projects. Sign-up will be online. Middletown will have 20 zones within which to volunteer. Main Street Middletown will be joining in the effort. More information will be sent out via the Ministerium and the Town’s social media sites.*
- *Town Board Professional Pictures – October 12, 2020, 6:00 PM at the Town Hall.*

Workshop adjourned at 9:33 PM.

Respectfully submitted,

Annette Alberghini,
Office Manager