

BURGESS AND COMMISSIONERS OF MIDDLETOWN MARYLAND

TOWN MEETING MINUTES

TOWN MEETING

September 12, 2022

The meeting of the Burgess and Commissioners of Middletown was called to order on September 12, 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 22, 2022 – Town Meeting*
 - *September 1, 2022 – Town Workshop*

Commissioner Dietrick state that the September 1st 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 September 1st minutes. Seconded by Commissioner Goodman. Motion approved (5-0).

UNFINISHED BUSINESS:

Director of Public Works (DPW) Report – The DPW was not at the Town workshop, so he provided a summary of his report this evening. Town staff has been replacing water valves in Brookridge South in preparation for mill and overlay, which will take place in the Spring of 2023. The pressure level transducers at the irrigation pump station pond and at the water tank have been replaced because they were malfunctioning. For August water use was – 324,822 gal., spring flow was – 79,521 gal., East WWTP treated 201,118 gals. and the West WWTP treated 132,900 gals. The Town received 3.6 inches of rain in August. EWWTP reed bed sludge removal is scheduled for Sept 24th. The I&I contractor for Walnut to Jefferson Street is in town. Staff installed meter vaults and sewer cleanouts for the Washington Street project. The project should be completed by Thanksgiving. The EPA has revised lead and copper regulations effective October 2024. The DPW will provide a summary of the Town requirements next month. EPA PFOA and PFOS requirements are quite aggressive. The town is required to participate. The town will sample 3 plants and testing is paid for by MDE.

Amendments to Sign Regulations – Burgess Miller has reviewed the proposed changes to the ordinance and has made notes for the Staff Planner. There are several questions regarding window sign sizes for the different zoning districts in town. The Staff Planner updated the sign regulations brochure to reflect the proposed changes. The Town Board recommended decreasing the period after an event for sign removal from 90 days to 30 days, and to add a definition for what a window is to the definition's section. This will be an agenda item for the November 2022 joint meeting of the Town Board and Planning Commission.

Schedule Public Hearing for Improvement Fee Rate Increase – The Town Board understands that it 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. There was previous discussion regarding increasing the town’s improvement fee by \$5000.00. Justification for the increase includes not only addressing inflationary costs for items, but also financially planning to meet future CIP expenses. This is one piece of the Town’s bigger plan of fiscal responsibility. The Town Board agreed by consensus to hold a public hearing on this item. The Town Administrator will schedule the public hearing for Thursday, October 6, 2022 at 7:00PM.

Appointment of Temporary Alternate for the Planning Commission – The temporary alternate position on the Planning Commission is vacant. No one has come forward to express an interest in serving. The position is governed by the Land Use article of the Annotated Code of Maryland so must stay. It is not a requirement to be filled. Until someone expresses interest, the position will remain open but removed from the Town Board agenda.

REPORT OF COMMITTEES:

WATER & SEWER – Commissioner Falcinelli:

In addition to what the DPW reported, The Water Sewer committee will meet September 28th at the booster station for a tour. The tour begins at 7pm. The committee will then meet at the town shop after.

PUBLIC WORKS – Commissioner Dietrick reported:

In addition to what the DPW reported, town crews changed banners downtown, assembled 5 new benches, assisted with movie night, repaired a 12” waterline break on Schoolhouse Drive, painted crosswalks in time for the new school year and removed graffiti at the park. The Booster Station generator was also repaired.

SUSTAINABILITY – Commissioner Stottlemeyer reported:

The recycling day is going to coincide with the Fall bulk trash pickup day on October 8th, from 8-11 AM. It will include metal, textiles, and paint behind town hall. On October 29th the Frederick County Bird Club will be providing a presentation at the Middletown Library.

PLANNING COMMISSION – Commissioner LaPadula reported:

The workshop will be held Wednesday, September 14, 2022. The Planning commission meeting will be held Monday, September 19, 2022. Agenda items include the Hollow Creek Professional Center Improvement Plans, Memorial Hall Site Plan, continued discussion on the sign revisions, and the Comp Plan chapters 3,6 and 7.

PARKS AND REC. COMMITTEE – Commissioner Goodman reported:

He is unable to attend the MML Frederick County Chapter meeting September 22, 2022. LPPI FY23 requests will be determined at that time and asked if someone from the Town Board would attend in his place to discuss Middletown’s submissions. Commissioner Falcinelli and the Town Administrator both agreed to attend. The Girl Scout project for a little library to be installed at Memorial Park is almost finished. It was asked if the Middletown Goes Purple display was up at Memorial Park. The Town Administrator will check. It was asked if anyone had heard from MVAA about holding tournaments at Remsberg Park. Nothing is planned at this time. An MOU will have to be signed if tournaments will be held at Remsberg Park in the future.

PUBLIC INFORMATION – Commissioner Falcinelli reported:

In August, the top five town website pages visited were 1. Middletown Events, 2. Water & Sewer, 3. Business Directory, 4. Parks and 5. Town Government. Many notices are being sent out for the scarecrow contest, the Heritage Festival and construction in town.

The first Sunset Concert turned out very nice. The crowd was small, but the entertainment was great. Discussion as to whether a banner should be made was briefly discussed along with temporary signs for the event.

NEW BUSINESS:

Request for Cancellation of the 99 Year Lease – Central Maryland Heritage League Property – 200 West Main Street – In May 2006 the Town entered into a 99-year lease agreement with the Central Maryland Heritage League the southern ½ portion of the property at 200 West Main Street to construct a parking lot. After the lease was enacted, it was determined that the cost of the construction of the parking lot did not benefit the Town but 2 additional parking spaces. There has been no action by the Town to build the parking lot. The current property owner has contacted the Town requesting the contract be terminated. The Town Administrator previously sent the Town Board the costs for maintenance of that area. It was suggested that perhaps the Town should look at possible previous parking options for that location. The DPW stated that costs for parking using previous materials will be pricey. Town staff will research options and report back to the Town Board.

DRAFT – Performance Reward Compensation Policy – This policy is a result of the salary study. It would set up discretionary funds to provide compensation to town staff who go above and beyond their normal job responsibilities in the best interests of the town. The Town Board was asked to review it and provide feedback and comments. It now includes examples regarding office staff. The Board understands that this policy is necessary to retain employees and reward work that goes above and beyond job descriptions.

Climate Solutions Now Act of 2022 Review – This is regarding a bill passed by the General Assembly which requires municipalities to reduce greenhouse emissions by 60% by 2031. The Town Board was provided a summary as part of the meeting packet. There is a reporting requirement for covered buildings with a gross floor area of 35,000 square feet. An example in town is Safeway. Confusion as to whether it was just Safeway or the entire shopping center building that would have to meet the requirement. No town facilities meet that requirement. This is an agenda item so that the Town Board is aware of the law that was passed. Town staff will monitor this item and keep the Town Board apprised of any changes or updates.

PUBLIC COMMENTS: None.

ANNOUNCEMENTS:

Middletown Goes Purple – Town Board members were wearing their purple shirts this evening. This is to bring awareness to the effects of drug abuse in Frederick County, reduce substance abuse related deaths and overdoses and support those in addiction recovery. This is for the month of September.

Heritage Festival: Saturday September 24, 2022, downtown.

MAAC Scarecrow Contest – Scarecrow kits will be available Monday, September 26, 2022, at Town Hall. They are given out on a first come first served basis.

Meeting adjourned at 8:27 PM.

Respectfully submitted,

Annette Alberghini,
Office Manager