

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

TOWN WORKSHOP MEETING MINUTES

WORKSHOP MEETING

September 1, 2022

The workshop meeting of the Burgess and Commissioners of Middletown was called to order on September 1, 2022, by Burgess Miller at 7:00 p.m. Present were Commissioners Kevin Stottlemyer, Christopher Goodman, and Jean LaPadula.

PUBLIC COMMENT: None.

PERSONAL REQUESTS FOR AGENDA: None.

STAFF REPORTS:

Deputy Report – Deputy McCarrick reviewed his report.

Staff Planner Report – Cindy reviewed her report.

Main Street Manager Report – Becky reviewed her report. She asked for feedback on the Summer Concert Series. There were several suggestions for next year. Since this was both a Main Street and a Town event Main Street is requesting that the town pay have the costs for the performers.

Zoning Administrator’s Report – Robert reviewed his report.

CONSENT AGENDA:

- **Town Meeting Minutes**
 - *August 22, 2022 – Town Meeting*

UNFINISHED BUSINESS:

Amendments to Sign Regulations – The objective for these amendments to the sign regulations is to make it content neutral and easier to comprehend. The Staff Planner reviewed a powerpoint presentation she created with photos which visually showed what the differing size sign percentages on business windows look like. Included were pictures of window signs that do not meet current town code. The current permitting requirements for certain types of signs was reviewed. It was noted that most, if not all, businesses in Town did not obtain zoning approval for their window signs as is currently required. The Town Attorney provided her opinion which included her definitions for the different types of signs. It was stated that even with the proposed changes the signs regulations are still quite complicated. Once updated, the Town will have to provide an educational campaign for businesses. There is a signage pamphlet for businesses that addresses the current code. This will have to be updated with the changes. One of the challenges is enforceability. The Town Board recognizes that the Planning Commission has worked hard on this very complicated section of the town code. This will be an item on the September 12th Town Board meeting.

Discussion of Improvement Fee 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. The Town Administrator asked if the Town Board would like to advertise and hold a public hearing on this increase. 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 Administrator will schedule the public hearing and provide the Town Board requested information on cost over runs.

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 Board is reviewing the proposal.

Discussion of South Jefferson Street Parking – Jodi Speer, 111 South Jefferson Street has written the Town Board regarding safety concerns over the parking situation on South Jefferson Street. This is the oldest street in Middletown and is very narrow. The section of South Jefferson under discussion is a two-way section with on-street parking so driving is hazardous. Those residents exiting their driveways have extremely limited visibility. Ms. Speer offered suggestions in how to address the issues. Brent Kopp, 107 South Jefferson Street, agreed with Ms. Speer and added that there is speeding through there and high amount of traffic during local rush hour times. Many use South Jefferson as a cut through to circumvent the traffic on Main Street. This is a preliminary discussion. The Director of Public Works will be asked to review the issues and offer practical solutions. The town's speed sign will be placed on South Jefferson Street in the area to monitor speed and traffic counts for both directions. The community deputies will be contacted to step up their presence in the neighborhood as well.

Employee Special Discretionary 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. This is a draft policy with very broad rough guidelines. The Town Board is asked to review it and provide feedback and comments. It was suggested to change the policy title to Exemplary Performance Reward, or something similar. The Town Administrator will provide examples regarding office staff.

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. The town will have to identify all the buildings within town limits that meet this requirement. This is the preliminary review of this new law.

PUBLIC COMMENTS: None.

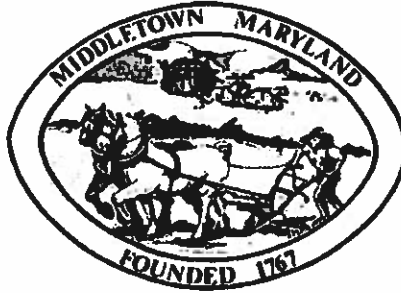
ANNOUNCEMENTS:

Heritage Festival: Saturday September 24, 2022, downtown.

Workshop adjourned at 9:20 PM.

Respectfully submitted,

Annette Alberghini,
Office Manager



Middletown Community Deputies

Monthly Activity Report

August 2022

Dfc. Kelly Hewitt #0412

Dfc. Chudoba #0409

Dfc. McCarrick #0485

Traffic Stats

Citations Issued: 5 (40)

Warnings Issued: 157 (910)

Repair Orders Issued: 1 (15)

Accidents: 8 (39)

Selective Enforcement: 68 (380)

Arrest Stats

Criminal Arrests: 0 (1)

Traffic Arrests: 0 (6)

Juvenile Arrest: 0 (3)

Warrants/ Summons: 3 (10)

Proactive Enforcement

Walking patrol: 36 (277)

Bike Patrol: 6 (29)

Talks Cards: 41 (325)

Patrol Checks: 344 (2434)

School Safety Checks: 54 (404)

Calls for Service

Burglaries: 0 (4)

Thefts: 4 (10)

Destruction of Property: 1 (15)

Noise complaints: 1 (11)

Juvenile complaints: 0 (10)

Disorderly Conduct: 5 (10)

Suspicious Activity: 5 (45)

Drug Incidents / Attempted Overdose

Special Events/ Important Information

Ongoing issues with resident in Glenbrook townhouses – harassment, disorderly conduct, disturbing the peace -charges filed. Multiple peace orders in place. Other residents are contacting HOA and landlord to express concerns.

School zones have been focus during drop off / pick up times.

Deputies worked National Night Out and movie night.

Accidents

Middletown Valley Bank struck

S Church St / Washington St

E Main St / Schoolhouse Dr

LDS

Safeway parking lot

Harp Medical Center

2 - MHS