

# *BURGESS AND COMMISSIONERS OF MIDDLETOWN MARYLAND*

## TOWN MEETING MINUTES

**TOWN MEETING**

**September 26, 2022**

The meeting of the Burgess and Commissioners of Middletown was called to order on September 26, 2022, by Burgess Pro Tempore Jennifer Falcinelli at 7:00 p.m. Present were Commissioners Rick Dietrick, Kevin Stottlemeyer, Christopher Goodman, and Jean LaPadula.

**PUBLIC COMMENT:** None.

**PERSONAL REQUESTS FOR AGENDA:** None.

**CONSENT AGENDA:**

- **Town Meeting Minutes**
  - *September 12, 2022 – Town Meeting*

**Motion:** Commissioner Dietrick motioned to approve the consent agenda as presented. Seconded by Commissioner Stottlemeyer. Motion approved (5-0).

**UNFINISHED BUSINESS:**

**Performance Reward Compensation Policy** – This policy is a result of the salary study and a means to improve employee retention. It would use 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 not intended as a tool to raise an employee’s salary. Per the policy, a supervisor will recommend a town employee to the Town Board for a reward. The Town Board reviews the recommendation and determines approval or disapproval. The process from recommendation to approval/disapproval would take 2 weeks. Approved rewards would be included in the next employee paycheck after approval. There is a budget line item for this in the FY23 budget.

**Motion:** Commissioner LaPadula motioned to approve the performance reward compensation policy as presented. Seconded by Commissioner Stottlemeyer. Motion approved (5-0).

It was noted that supervisors must keep the Town Board aware of any on-going situations which could prompt an employee reward.

**South Jefferson Street Traffic & Parking Concerns – Director of Public Works (DPW) Review** – A resident 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. The DPW was asked to review the issues and offer practical solutions. Tonight, the Town Board is reviewing the memo provided by the DPW which includes alternatives, diagrams, and photos. This is the board’s first look at this information. This will be an agenda item at the October workshop. The DPW will be present to answer any questions and discuss any alternative. Town Board members requested that the DPW meet with them on South

Jefferson Street the evening of, but prior to, the workshop to review his memo and to physically see what is being proposed. Commissioner Goodman suggested closing the entrance onto South Jefferson from West Main Street to reduce traffic flow as another possible alternative to consider.

Judy Kopp, 107 South Jefferson Street, stated she appreciates the Town looking at this agenda item, but asked if they could meet earlier that day to see the heavy traffic that occurs in the neighborhood once schools let out and ends approximately 5:30/6:00 PM.

**Flashing Crosswalk at Holter Road & Middletown Parkway – Approval Letter from the County with Conditions** – Frederick County has approved the installation of a flashing crosswalk at the intersection of Middletown Parkway and Holter Road with standard conditions. The Town Administrator reviewed the conditions with the Town Board. This is already a budgeted item for FY23. This needs Town Board approval to proceed.

**Motion:** Commissioner Goodman motioned to approve the action to move forward with the flashing crosswalk at the identified intersection accepting the conditions put forth by the County. Seconded by Commissioner LaPadula. Motion approved (5-0).

It was recommended that the Town implement an educational campaign to educate drivers and pedestrians and to raise crosswalk awareness with the Town. It could be called “Push the Button”.

**RFP from Frederick, Seibert & Associates, Inc. (FSA) – Design Pickleball Courts** – FSA has provided the Town with an RFP for engineering and site plans for the pickleball courts at Remsberg Park with a total cost of \$32,200.00. This is the first step in the construction of those pickleball courts.

Earlier this week the Town met with a potential contractor to build the approved 4-6 pickle ball courts at Remsberg Park and physically reviewed the site. It was originally suggested to use the parking lot currently being used for millings and staging for town projects as the location for the courts. This would minimize any further SWM requirements. After the site visit it has been proposed to use the land south of that parking lot and that is adjacent to the walking trail as that location is flatter and would save money on grading needs. The Town Board reviewed the aerial photo of the site. If the second option is used the current land lease with Sowers Farms would have to be reviewed and modified for the section of land returning to town use. Costs for construction can be \$60-80,000.00 per pickleball court. The costs for the pickleball courts are covered by grant and LPPI monies.

**Motion:** Commissioner Goodman motioned to approve the RFP from FSA in the amount of \$32,200.00 for the engineering and design of the pickleball courts at Remsberg Park. Seconded by Commissioner Dietrick. Motion approved (5-0).

#### **NEW BUSINESS:**

**Water Sewer Rate Increase** – At the August 22, 2022 Town Board meeting the Water/Sewer Operating budgets were reviewed. Discussion began on the need for a potential 3% water/sewer rate increase to cover the daily operations costs of the water and sewer plants including inflation costs. If the water/sewer rates are to be increased the Town must move forward with further discussion and hold a public hearing. Smaller planned rate increases will be easier for households to adjust to. The Town Board agreed by consensus to add this as an agenda item for the October workshop.

**Request for Funding of New Banner Across from Heritage Park** – This item is tabled until Burgess Miller is present for the discussion.

**Employee Handbook - Updates** – Town staff have reviewed the employee handbook and recommend several updates. The updates include comp time clarification, dress code updates and alternative work schedules. The Town Board is asked to review the proposed updates. This will be an agenda item in October.

**PUBLIC COMMENTS:** None.

**ANNOUNCEMENTS:**

- *Vintage Vehicles – Saturday, October 1, 2022*
- *Public Hearing – Improvement Fee Increase – Thursday, October 6, 2022 at 7:00PM.*
- *Bulk Trash Pick-Up - Saturday, October 8, 2022*
- *Recycling Event – Saturday, October 8, 2022*
- *Scarecrow March Down Main – Saturday, October 15, 2022*
- *Tree Planting Event – Friday, October 21, 2022*
- *Middletown Lions Club Halloween Parade – Saturday, October 29, 2022*

An executive session of the Town Board to address a personnel issue will be held immediately following this meeting.

**Motion:** Commissioner LaPadula motioned to adjoin the Town Board meeting and to move immediately into and executive session. Seconded by Commissioner Goodman. Motion approved (5-0).

Meeting adjourned at 7:53 PM.

Respectfully submitted,

Annette Alberghini,  
Office Manager