

BURGESS AND COMMISSIONERS
OF MIDDLETOWN MARYLAND

VIRTUAL TOWN WORKSHOP MEETING MINUTES

WORKSHOP MEETING

September 2, 2021

The workshop meeting of the Burgess and Commissioners of Middletown was called to order on September 2, 2021, by Burgess Miller at 7:00 p.m. Present were Commissioners Kevin Stottlemeyer, Christopher Goodman, Jennifer Falcinelli, and Jean LaPadula.

PUBLIC COMMENTS

PUBLIC HEARING

- **Capital Improvement Program (CIP) FY2022-FY2026**
 - General Fund CIP – The budget was reviewed quickly. The Town has received the first half of the ARP monies from the State. This will impact the Water & Sewer CIP budget, which will then impact the General Fund CIP budget as currently budgeted Water & Sewer CIP monies are freed up and transferred to the General Fund. Once the General Fund CIP is approved, the Town will begin ordering materials for projects knowing that there is a time lag upon receiving them. This budget will be voted on at the September 13th Town Board Meeting.
 - Water & Sewer Enterprise Fund CIP - The budget was reviewed quickly. The Town has received the first half of the ARP monies from the State. This will impact the Water & Sewer CIP budget as project priorities are further determined. This budget will be voted on at the September 13th Town Board Meeting.

There were no further questions or discussion. The public hearing ended at 7:12PM.

PERSONAL REQUESTS FOR AGENDA: None.

STAFF REPORTS:

Deputy Report – The Deputy report was provided to the Town Board prior to the workshop.

Staff Planner Report – Cindy reviewed her report.

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:

- **Budget Amendments**
 - **22-01 – Civil War Panel Refurbishment** – This is for the approved proposal to replace the weathered exhibit panel across the street from town hall with a new panel. The new panel will be essentially the same with improved images and minor typographical improvements to make the panel easier to read. The

approved cost is \$1,278.50. Monies for this cost will be paid from this year's excess Highway User Revenue fees.

- **22-02 – Crossing Guard Salary Increase** – This budget amendment will increase the starting salary for the school crossing guards to \$15.00 per hour. This equates to a total expense of \$4607.94 for the Town's current school crossing guards. Monies for this cost will be paid from this year's excess Highway User Revenue fees.

Motion: Commissioner LaPadula motioned to approve both budget amendments as presented. Seconded by Commissioner Goodman. Motion passed (5-0).

- **Town Meeting Minutes**
 - *August 23, 2021 – Town Meeting*

UNFINISHED BUSINESS:

Proclamation for Frederick Goes Purple – This is a grass roots initiative within the county to reduce substance abuse related deaths and overdoses and supports those in addiction recovery and their families. This observance will occur during the month of September (National Recovery Month). The purple light bulbs have been installed at the Municipal Center. Everyone is encouraged to wear purple every Friday to bring awareness and understanding of mental health and substance abuse disorders, and to celebrate those living in recovery. The Town Board has a proclamation to be read at the September 13th Town Board meeting in support of this month long effort.

Comprehensive Plan – Chapter Review – The Staff Planner reviewed the goals of Chapter 2. The 2020 Census data is coming out. As a review, the population of Middletown is now 4,943, an increase of 19.5%. Middletown's housing units are now at 1830, an increase of 16.6%. In 2010 Middletown's housing occupancy was 89% owner occupied and 11% renter occupied. In 2020 the data shows 81.4% owner occupied and 18.6% renter occupied. Encouraging a mix of housing types by addressing obstacles within the Town Code is included in the chapter. Pictures included examples of duplexes that would fit with the character of the Town. Affordable housing options is included throughout the chapter. Middletown's population growth from 1970 forward was reviewed. As the Staff Planner is extremely busy, it was suggested that the Town could possibly hire a contractor to type and format the final finished 2020 Comprehensive Plan.

ARP Supplemental Budget Items - Updated –The Town has received the first installment of the ARP monies. The monies are being set up under a separate bank account at BB&T. Since it is Federal monies, this will follow single audit procedures. The Town Finance Officer stated that all ARP funds must obligated by December 31, 2024, and projects must be completed by December 31, 2026. She recommended planning projects using the total sum of ARP funds the Town is slated to receive, and not break it into the two separate categories. The Finance Officer provided a general overview of criteria. Those identified projects that meet the ARP criteria would be funded and free up Town monies for General Fund projects. The Town Administrator proposed that Town staff review the CIP budgets and MS4 requirements and identify those

projects that could be completed using ARP funds within the projected timeline, as well as those projects that could be completed utilizing monies from the General Fund. Town Board members were asked to identify additional projects or items that could also possibly be funded using ARP monies. All identified ARP projects will be individually reviewed against the Federal criteria to identify those project phases (up to 100%) that qualify for payment using ARP funds. It was noted that water and sewer projects would benefit the entire Town.

Inflow & Infiltration Proposals – This is tabled until the September 13, 2021, Town Board Meeting.

Legislative Agenda – Speed Cameras – New Market submitted its legislative request to broaden the State’s definition of the term “agency”. Previously Commissioner LaPadula had asked if the Town would be interested in supporting other municipalities legislative requests to broaden the State’s definition of the term “agency”. This is regarding those municipalities interested in using speed cameras. Currently any citations must be issued by local law enforcement. Broadening the definition could allow other designated individuals to issue citations. This would assist those municipalities without law enforcement in their communities. Other Town Board members see this letter of support as possibly being concluded that Middletown also wants a speed camera program. Commissioner LaPadula would like further discussion on that topic if the State definition of the term “agency” is broadened. This item will be voted on at the September 13th, 2021, Town Board Meeting.

NEW BUSINESS:

Sponsorship of the MML Fall Conference at Hunt Valley – The Fall MML Conference is being held at Hunt Valley this year. It is being sponsored by both the Frederick County MML Chapter and the Carroll County MML Chapter. The municipalities in each of the counties are being asked to be a one-time sponsor of the conference. The cost to sponsor is \$1600.00. Funds will be used to pay for lodging for guest speakers and for both the Welcome Reception and the Closing Reception.

Motion: Commissioner LaPadula motioned for the Town of Middletown to be a one-time sponsor of the 2021 MML Fall Conference. Seconded by Commissioner Goodman. Motion passed (5-0).

Discussion Regarding Potomac Edison Tree Planting Program – Potomac Edison has a “Green Teams Tree Planting Program” in which they will pay up to \$8.00 per 5-gallon tree for residential tree planting. Boonsboro partnered with Potomac Edison for this program this year and is offering their town residents up to 3 free 5-gallon trees to plant in their yards this Fall. Boonsboro will receive credit towards their MS4 requirements. Boonsboro will receive a \$4000.00 Potomac Edison grant (500 trees x \$8/tree). The Staff Planner proposes partnering with Potomac Edison in their “green Teams Tree Planting Program” for 200 trees – 100 to go towards homeowners, and 100 for the Town to plant on town-owned land – for a Spring 2022 planting. The proposed cost would be \$6000.00, with Potomac Edison paying \$1600.00 of that cost. The Staff Planner would apply for a MUCFC \$1000.00 grant in February 2022 to help defray the remaining cost. That would leave \$3400.00 for the Town to pay. The Green Team would take

responsibility for this project. Town staff would be needed when it was time to plant those Town trees on town-owned property. A budget amendment would be needed if this is approved. This item will be voted on at the September 13th, 2021, Town Board Meeting.

Review of Residents Complaint Form – Currently any anonymous complaints made to the Town are not acted upon. Residents are asked to provide their name and contact information. Tonight, the Town Board reviewed a draft complaint form. The front side of the form is to be completed by the resident; the back side of the form is to be completed by town staff. This is a tool to track a complaint and to provide follow-up. This form would not be used for water quality complaints. If approved, this would be placed on the website as a fillable document. The Town Board agreed by consensus to approve this form.

PUBLIC COMMENTS: None.

ANNOUNCEMENTS:

- *Vintage Vehicles in the Valley – Saturday, September 11, 2021*
- *Heritage Festival – Saturday, September 25, 2021*

Workshop adjourned at 9:45 PM.

Respectfully submitted,

Annette Alberghini,
Office Manager