



Middletown

AGENDA FOR THE VIRTUAL WATER & SEWER COMMITTEE MEETING September 23, 2020 7:00 p.m.

- Capital Improvements Projects Updates
 - Reservoir Project
- Capacity Management Plans
 - 2019 Water Capacity Plan - Revised
 - 2019 Sewer Capacity Plan - Revised
- Revisions to the Water & Sewer Bills Payment/Payment Plans - Revisions
- Update on Task Force for Downtown Revitalization Zone

Zoom Invite

*Topic: Water & Sewer Committee Meeting - September
Time: Sep 23, 2020 07:00 PM Eastern Time (US and Canada)*

Join Zoom Meeting

<https://us02web.zoom.us/j/83164492640?pwd=QUIVWDhUT01rQktXSXYwTFVEZHBpZz09>

Meeting ID: 831 6449 2640

Passcode: 229622



**Burgess and Commissioners of
Middletown, Maryland**

Water Supply Capacity Management Plan
2019

General Information

PURPOSE OF THE WATER SUPPLY CAPACITY MANAGEMENT PLAN (WSCMP)

This WSCMP is provided to assist the Town Board and Planning Commission in determining the capacity of their water supply systems and in allocating the remaining capacity in a responsible manner. Having an adequate water supply that meets the existing and future water demand in a community is vital for public health protection. Having accurate allocation information, combined with reasonable demand projections, will help ensure that water supply systems achieve a high level of public health protection; operate within Water Appropriation Permit parameters; operate within the limitations of their system to produce safe water; and meet the water supply needs of future residential, commercial, and industrial users in a timely manner. This plan enables the Town to:

- ❖ • Identify when the demand for water is approaching or exceeding the safe capacity of the water supply system;
- ❖ • Provide timely and critical information to the Local Health Officer, Environmental Health Director, and elected officials for the approval of subdivision plats and building permits;
- ❖ • Make commitments for new connections with confidence that there is adequate capacity to serve new as well as existing customers;
- ❖ • Determine when the approval of subdivision plats and the issuance of additional building permits need to be curtailed until improvements are completed to meet the additional water demand;
- ❖ • Plan for needed water supply system improvements to ensure continued adequacy of the water system as new growth occurs and as water demand increases; and
- ❖ • Provide an adequate water supply in order to ensure the protection of public health.

LEGAL MANDATES

It is essential for local governments to carefully manage the allocation of water to new residential, commercial and industrial customers, in conformance with local Comprehensive Plans, County Water and Sewerage Plans, Water Appropriation Permits, and the requirements of the Annotated Code of Maryland pertaining to building permits and subdivision plats. Local governments must ensure that the water supply will be adequate to meet the demand of existing and new users and must allocate any available water in accordance with State as well as local requirements.

The Environment Article of the Annotated Code of Maryland sets forth the State requirements for insuring the adequacy of the water supply to serve new development as well as the authority of the Secretary of the Department to require Water Supply Capacity Management Plans:

§ 9-512 (b) Building Permits – Conformity with county plan; issuance of building permits. –

(1) A State or local authority may not issue a building permit unless:

(i) The water supply system, sewerage system, or solid waste acceptance facility is adequate to serve the proposed construction, taking into account all existing and approved developments in the service area;

(ii) Any water supply system, sewerage system, or solid waste acceptance facility described in the application will not overload any present facility for conveying, pumping, storing, or treating water, sewage, or solid waste; ...

§ 9-512 (d) Subdivision plats – Conformity with county plan; recording or approving subdivision plats. –

(1) A State or local authority may not record or approve a subdivision plat unless any approved facility for conveying, pumping, storing, or treating water, sewage or solid waste to serve the proposed development would be:

(i) Completed in time to serve the proposed development; and

(ii) Adequate to serve the proposed development, once completed, without overloading any water supply system, sewerage system, or solid waste acceptance facility.

(2) Each water supply system, sewerage system, and solid waste acceptance facility in a subdivision shall:

(i) Conform to the applicable county plan; and

(ii) Take into consideration all present and approved subdivision plats and building permits in the service area.

§ 9-205. Submitting plans for existing water supply system, sewerage system, or refuse disposal system for public use.

(a) “Authority” defined. – In this section, “authority” means a water, sewerage, or sanitary district authority.

(b) Application of section. – This section applies only to any water supply system, sewerage system, or refuse disposal system that is for public use in this State.

(c) Required plans, specifications, and reports – In general. – Any authority or person who owns a water supply system, sewerage system, or refuse disposal system or who supplies or is authorized to supply water, sewerage, or refuse disposal service to the public shall submit to the Secretary:

(1) A certified copy of the complete plans for the water supply system, sewerage system, or refuse disposal system that:

(i) Is correct on the date of submission; and

(ii) Is of the scope and detail that the Secretary requires; and

(2) Any existing specifications of or reports on the water supply system, sewerage system, or refuse disposal system.

(d) Same – Exceptions. – If plans do not exist or are of insufficient scope or detail, the authority or person who is required to submit the plans shall:

(1) Prepare and submit to the Secretary new or supplemented plans; and

(2) Make any investigation that is necessary to ensure that the new or supplemented plans are correct.

(e) Additional information. –

(1) The Secretary may request any other information about the water supply system, sewerage system, or refuse disposal system, including information or records on maintenance and operation, that the Secretary considers appropriate.

(2) Any authority or person to whom a request is made under paragraph (1) of this subsection shall submit the information or records to the Secretary.

In addition to the required State mandates, the Town has also passed legislation to ensure capacity is available. In April of 2003, the Town Board passed the Water & Sewer Certification Ordinance which requires capacity to be available prior the approval of improvement plans:

16.12.055 Water and sewer capacity certification

A. Upon approval of the preliminary plat, the town administrator shall conduct a review and analysis of the capacities of the town water and sewer systems in order to determine whether there exists sufficient water and sewer capacity to service the proposed subdivision or the development project thereon. The review and analysis shall be conducted in coordination with the director of operations and construction and the water and sewer superintendent who shall provide the administrator with pertinent information and data regarding the capacity of the town to provide water and sewer service to the proposed subdivision or project. In the review and analysis of the town water and sewer capacity, the demands of the proposed subdivision or project for water and sewer shall be based upon a daily consumption of two hundred and fifty (250) gallons per equivalent dwelling unit as per the standards of the American Water and Wastewater Association.

B. If the town administrator determines that there is sufficient water and sewer capacity to service the proposed subdivision or project, then he shall issue a certificate of water and sewer capacity for the proposed subdivision or project.

C. If the town administrator determines that there is not sufficient water and sewer capacity to service the proposed subdivision or project, then a certificate of water and sewer capacity shall not be issued for the proposed subdivision or project.

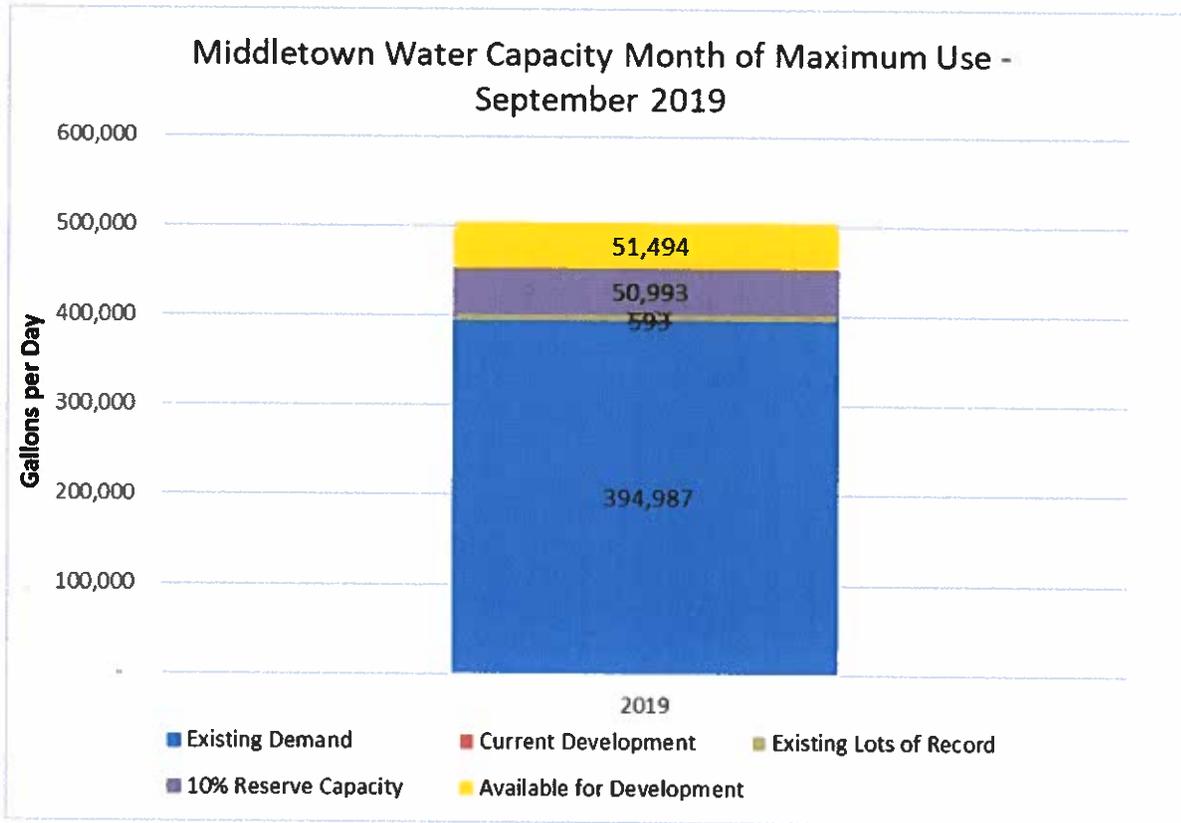
D. The planning commission shall not approve any improvement plans for the proposed subdivision or project unless a certificate of water and sewer capacity has been issued for the proposed subdivision or project.

E. If an approved preliminary plat is revised after a certificate of water and sewer capacity has been issued and the revision is approved by the planning commission, and if the effect of the revision does not increase the previously determined water demand of the proposed subdivision or project based upon the standards provided for in subsection (A) of this section, then a new certificate of water and sewer capacity shall not be required, and the previously issued certificate shall remain valid. If the effect of such approved revision is to increase the previously determined water demand of the proposed subdivision or project based upon the standards provided for in subsection (A) of this section, then the previously issued certificate shall be void, and a new certificate shall be issued, if appropriate, in accordance with the procedures set forth above.

(Ord. 03-04-01 §1, 2003)

Month of Maximum Use

The Town of Middletown’s current water system capacity, based on calculations by flow is 89.8%.



*****Calculation do not include Memar Annexation***

Summary and Recommendations

Based on the calculation, in accordance with MDE guidance, the Town has 128 (32,132gpd / 250gpd) water taps available based on the capacity analysis.

Executive Summary

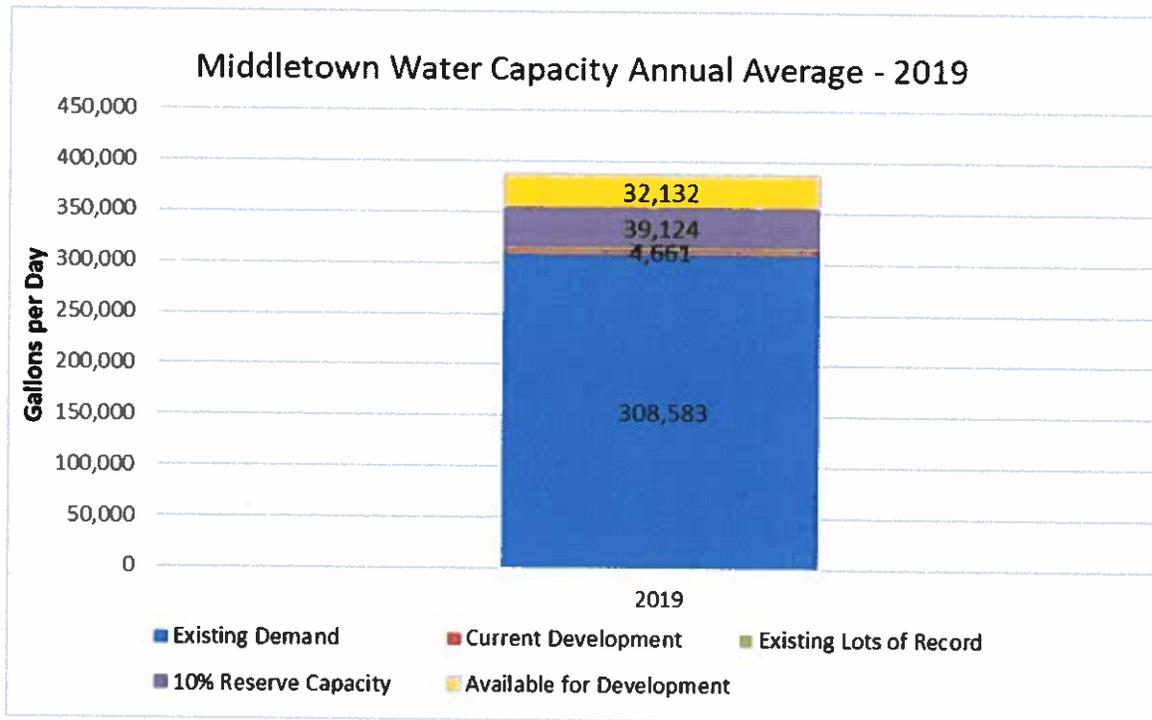
The Middletown water system is supplied by twenty-three (23) wells and four (4) major groups of springs located on the west side of the Catoclin Mountain, north of town. Water from the springs flow by gravity to two (2) in-ground reservoirs with a combined capacity of two million gallons. Water treatment consists of adding caustic soda, for pH adjustment, chlorine, as a disinfectant to protect against microbial contaminants. From the plant, the water is pumped to our 400,000 gallon elevated storage tank.

The Town currently has Water Appropriation Permits in the Hollow Creek, Cone Branch, and Catoclin Watersheds. The combined permit limits for withdraw are 387,000 gpd Annual Average and 504,000 gpd Month of Maximum Use. The current capacity of the Town's water supply, during drought conditions, has been determined by MDE to be 533,640 gpd.

The information contained in this report was generated following the details specified in the Guidance Document – *Water Supply Capacity Management Plans* as prepared by the Maryland Department of the Environment.

Annual Average

The Town of Middletown's current water system capacity, based on flow is 91.7%.



****Calculation do not include Memar Annexation**

**Town of Middletown
WTP Monthly Flow Data**

Demand Calculations Based on Flows				
	Annual Average Flows	AA	250	gpd
	Month of Maximum Use Flows	MMU	325	gpd
2017	January		0.289	0.387
	February		0.278	0.387
	March		0.289	0.387
	April		0.316	0.387
	May		0.315	0.387
	June		0.322	0.387
	July		0.302	0.387
	August		0.295	0.387
	September		0.323	0.387
	October		0.335	0.387
	November		0.301	0.387
	December		0.294	0.387
2018	January		0.305	0.387
	February		0.295	0.387
	March		0.290	0.387
	April		0.321	0.387
	May		0.316	0.387
	June		0.304	0.387
	July		0.325	0.387
	August		0.320	0.387
	September		0.311	0.387
	October		0.332	0.387
	November		0.293	0.387
	December		0.308	0.387
2019	January		0.311	0.387
	February		0.306	0.387
	March		0.303	0.387
	April		0.321	0.387
	May		0.328	0.387
	June		0.321	0.387
	July		0.302	0.387
	August		0.301	0.387
	September		0.339	0.387
	October		0.316	0.387
	November		0.284	0.387
	December		0.298	0.387
			11.109	
		3 Year Average		0.309 MGD 308,583 Gallons
		1 Year Average		0.311 MGD 310,833 Gallons

Water Capacity Calculations

			Annual Average	Month of Maximum
Annual Appropriation Permit			387,000	504,000
10% Reserve Capacity			38,700	50,400
10 Existing Lots of Record		250	2,500	3,250
Existing Demand - 3 Year Average			308,583	394,987
Available Capacity			37,217	55,363
Franklin Commons	12	250	3,000	4,200
10% Reserve Capacity			300	420
Cross Stone Commons	4.95	250	1,238	1,733
10% Reserve Capacity			124	173
Future Demand			4,661	6,526
System Capacity			32,555	48,838
EDU's Available		250	130	

Town Capacity - Wells 1-23 and Springs

Reference Memo from John Grace, MDE
Technical Memorandum - Middletown Water System Capacity and Demand Analysis
September 13, 2004

Capacity (Wells 1-14 & Springs) 305,000 gpd *(Not Including Well #15)*

Well #15 - Reference Letter Dated April 20, 2005 from Robert Summers, MDE
Capacity 100,800 gpd

Well #16 - Reference Appropriation Permit No. FR1974G225(04)

	AA	MMU
Capacity	31,000	43,500

Well #17- Reference Appropriation Permit No. FR1974G225(04)

	AA	MMU
Capacity	28,400	35,300

*(Combined Capacity of Wells 14 & 17 are 63,400 AA & 70,300 MMU
Therefore, you must subtract 35,000gpd as reference in Technical Memo - MDE
to determine the contribution from Well #17)*

Well #19 - See FR1974G025/7 - Time-distance-drawdown Calculations Prepared by Pat Hammond MDE

	AA	MMU
	15,840	15,840

	AA	MMU
Brookridge South Wells FR-1974G125(01)	25,500	33,200

Maximum Capacity MMU	533,640 gpd
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**Burgess and Commissioners of
Middletown, Maryland**

Wastewater Capacity Management Plan 2019

General Information

PURPOSE OF THE WASTEWATER CAPACITY MANAGEMENT PLAN (WWCMP)

This WWCMP is provided to assist the Town Board and Planning Commission to determine plant capacity and to track the remaining available capacity for allocation. Because of the significant lead time required for measures such as sewer rehabilitation or facility expansion, the WWCMP emphasizes the need to plan ahead to ensure that growth takes place without overloading sewage facilities. The guide enables the Town to:

- ❖ • Identify when a treatment plant's actual flows are approaching or exceeding the design capacity;
- ❖ • Make commitments for new connections with confidence that there is adequate capacity to serve the new as well as existing customers;
- ❖ • Determine when the issuance of additional building permits must be curtailed until improvements are completed so that the treatment plant can maintain compliance with its discharge permit;
- ❖ • Have more lead-time to plan for needed collection and wastewater treatment system upgrades to accommodate new growth and to arrange for the financing of the improvements;
- ❖ • Become more aware of how your facility is performing; and be encouraged to take appropriate steps to address or prevent increased flows before effluent violations, regular bypassing, or overflows occur; and
- ❖ • Provide Town Board and Planning Commission with the information needed to make informed decisions about the capacity of their wastewater systems and the ability to accommodate new connections.

LEGAL MANDATES

The Town faces many challenges to maintain and operate these systems in compliance with federal and State laws and regulations. The cost to keep these increasingly complex facilities operating properly continues to increase. The ability to raise rates to keep pace with these costs is a challenge. Perhaps most challenging, however, is the need to manage the allocation of flow to new customers for residential, commercial, and industrial use, in conformance with local land use, water and sewerage plans, and the NPDES permit limits. The following language from the Maryland Environment Article makes it clear that the authority responsible for issuing building permits and subdivision plat approvals must ensure that adequate capacity is or will be available:

§ 9-512 (b) Building Permits – Conformity with County Plan; Issuance of Building Permits

- (1) A State or local authority may not issue a building permit unless:*
- (i) The water supply system, sewerage system, or solid waste acceptance facility is adequate to serve the proposed construction, taking into account all existing and approved developments in the service area;*

(ii) Any water supply system, sewerage system, or solid waste acceptance facility described in the application will not overload any present facility for conveying, pumping, storing, or treating water, sewage, or solid waste;...

§ 9-512 (d) Subdivision Plats

(1) A State or local authority may not record or approve a subdivision plat unless any approved facility for conveying, pumping, storing, or treating water, sewage, or solid waste to serve the proposed development would be:

(i) Completed in time to serve the proposed development; and

(ii) Adequate to serve the proposed development, once completed, without overloading any water supply system, sewerage system, or solid waste acceptance facility.

(2) Each water supply system, sewerage system, and solid waste acceptance facility in a subdivision shall:

(i) Conform to the applicable county plan; and

(ii) Take into consideration all present and approved subdivision plats and building permits in the service area.

In addition to the required State mandates, the Town has also passed legislation to ensure capacity is available. In April of 2003, the Town Board passed the Water & Sewer Certification Ordinance which requires capacity to be available prior to the approval of improvement plans:

16.12.055 Water and sewer capacity certification

A. Upon approval of the preliminary plat, the town administrator shall conduct a review and analysis of the capacities of the town water and sewer systems in order to determine whether there exists sufficient water and sewer capacity to service the proposed subdivision or the development project thereon. The review and analysis shall be conducted in coordination with the director of operations and construction and the water and sewer superintendent who shall provide the administrator with pertinent information and data regarding the capacity of the town to provide water and sewer service to the proposed subdivision or project. In the review and analysis of the town water and sewer capacity, the demands of the proposed subdivision or project for water and sewer shall be based upon a daily consumption of two hundred and fifty (250) gallons per equivalent dwelling unit as per the standards of the American Water and Wastewater Association.

B. If the town administrator determines that there is sufficient water and sewer capacity to service the proposed subdivision or project, then he shall issue a certificate of water and sewer capacity for the proposed subdivision or project.

C. If the town administrator determines that there is not sufficient water and sewer capacity to service the proposed subdivision or project, then a certificate of water and sewer capacity shall not be issued for the proposed subdivision or project.

D. The planning commission shall not approve any improvement plans for the proposed subdivision or project unless a certificate of water and sewer capacity has been issued for the proposed subdivision or project.

E. If an approved preliminary plat is revised after a certificate of water and sewer capacity has been issued and the revision is approved by the planning commission, and if the effect of the revision does not increase the previously determined water demand of the proposed subdivision or project based upon the standards provided for in subsection (A) of this section, then a new certificate of water and sewer capacity shall not be required, and the previously issued certificate shall remain valid. If the effect of such approved revision is to increase the previously determined water demand of the proposed subdivision or project based upon the standards provided for in subsection (A) of this section, then the previously issued certificate shall be void, and a new certificate shall be issued, if appropriate, in accordance with the procedures set forth above.

(Ord. 03-04-01 §1, 2003)

Executive Summary

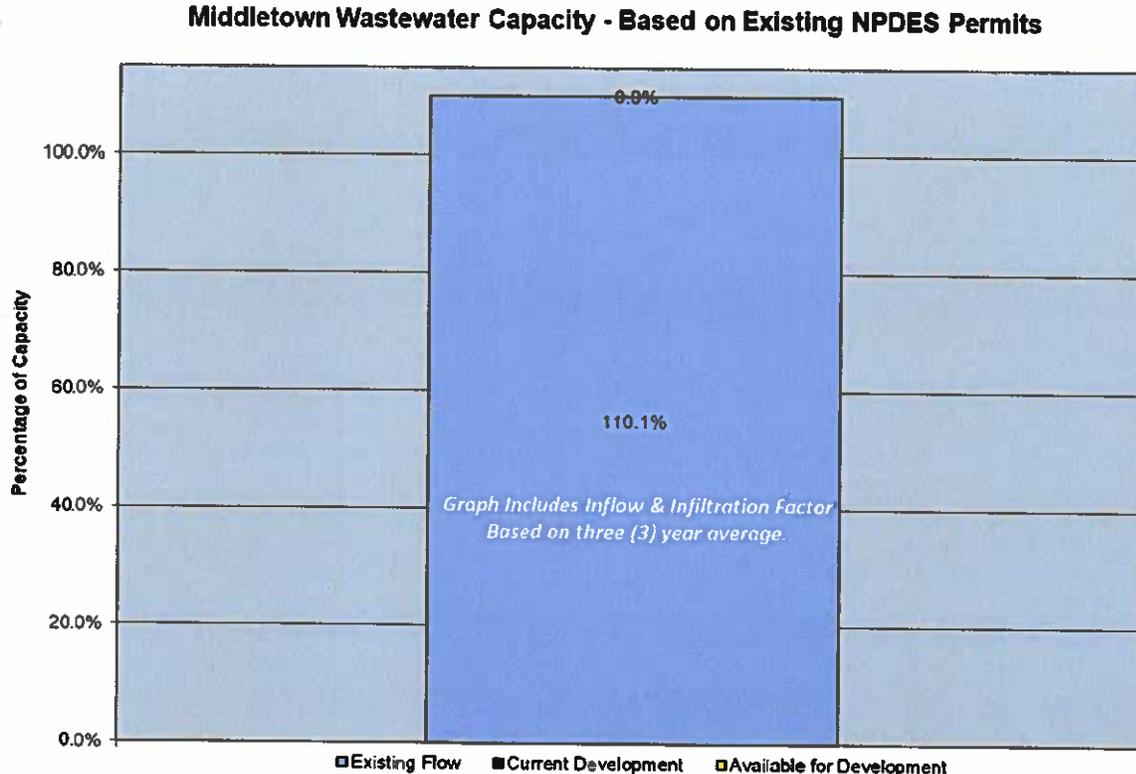
The Middletown sewage system consists of a 0.250 mgd treatment plant located on the west side of Town (West WWTP), and a 0.350 mgd activated sludge plant (expandable to 0.700 mgd) located on the east side of Town (East WWTP), three (3) sewage pump stations, and a network of 8" to 12" sanitary sewer lines. The West WWTP, which was designed in 1973, became operational in 1976 and replaced an older facility. The East WWTP, located on Holter Road, was constructed in 1999-2000 and became operational on June 14, 2000.

The West WWTP plant has a design capacity of 0.250 mgd with an NPDES Permit for the same. The East WWTP plant has a design capacity of 0.350 mgd with an NPDES Permit for 0.250 mgd. In calculating the capacity for the Town, the design and permit capacities were combined for an overall total of 0.600 mgd and 0.500 mgd respectively.

The information contained in this report was generated following the details specified in the Guidance Document – *Wastewater Capacity Management Plans* as prepared by the Maryland Department of the Environment.

Permitted Capacity

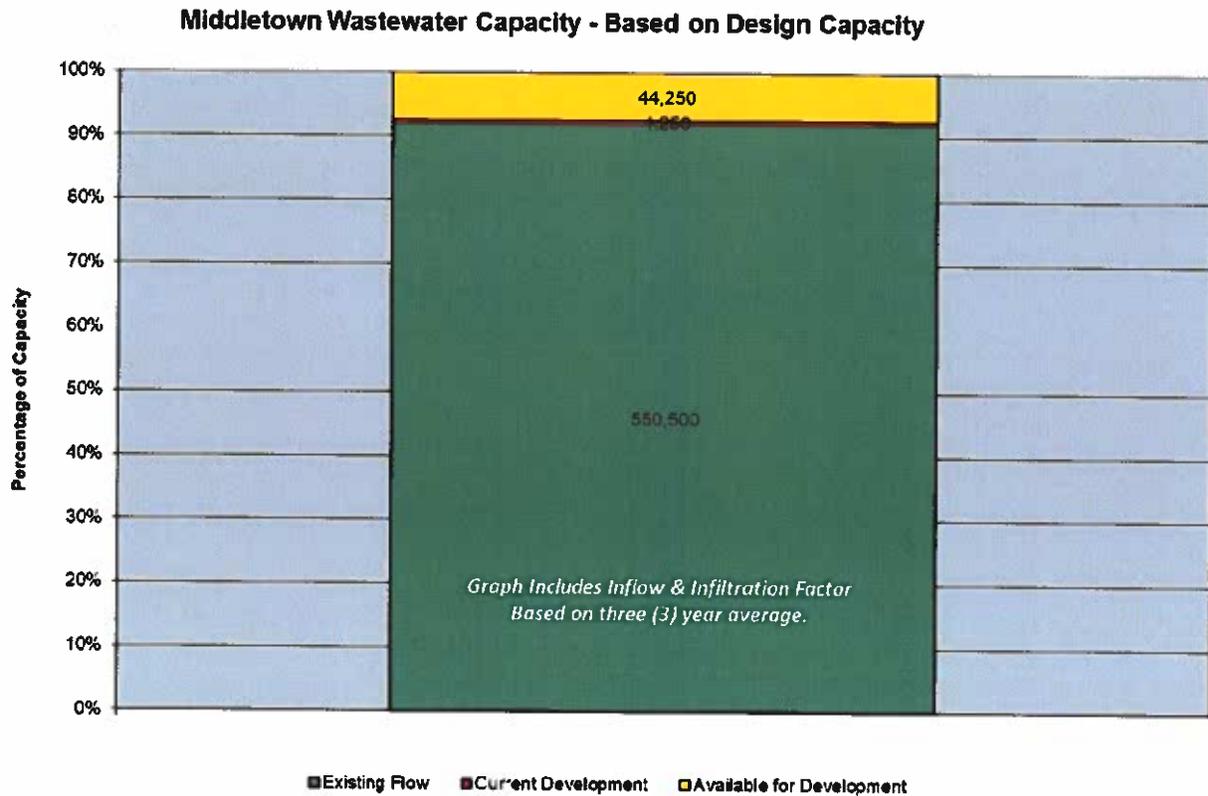
The Town of Middletown's current sewer system capacity, based on calculations by flow is 110%.



****Calculation do not include Memar Annexation**

Design Capacity

The Town of Middletown’s sewer system design capacity, based on calculations by flow, is at 92%.



*****Calculation do not include Memar Annexation***

Summary and Recommendations

Based on the current permitted capacity of 0.500 mgd the Town has permitted capacity for existing lots of record. The Town should not approve any future Subdivision Plans until the Town has increased its permit capacity at the East WWTP or reduced it I&I.

The primary cause of the loss of capacity in the past year is due to the increase in I&I in the Town’s sanitary sewer collection system. A major I&I project to replace the interceptor from South Jefferson Street to the West WWTP, budgeted in the Town’s CIP, is anticipated to reduce I&I significantly.

It is recommended that the East WWTP increase is permitted capacity to the full design capacity of 0.350 MGD and the Town continue to pursue I&I reduction projects to avoid I&I impacting sewer plant(s) capacities.

Calculations Based on Flows

	East WWTP	West WWTP	Combined	Rainfall	WTP	I&I
2017 January	0.177	0.233	0.410	0.95	0.305	0.105
February	0.140	0.187	0.327	0.50	0.295	0.032
March	0.171	0.170	0.341	0.60	0.290	0.051
April	0.203	0.259	0.462	1.30	0.321	0.141
May	0.291	0.253	0.544	1.40	0.316	0.228
June	0.249	0.169	0.418	1.40	0.304	0.114
July	0.261	0.171	0.432	1.90	0.325	0.107
August	0.249	0.211	0.460	1.30	0.320	0.140
September	0.240	0.191	0.431	1.75	0.311	0.120
October	0.230	0.175	0.405	1.30	0.332	0.073
November	0.245	0.214	0.459	0.50	0.293	0.166
December	0.266	0.198	0.464	0.40	0.308	0.156
2018 January	0.247	0.201	0.448	1.85	0.305	0.143
February	0.337	0.373	0.710	1.10	0.295	0.415
March	0.294	0.229	0.523	0.65	0.290	0.233
April	0.282	0.235	0.517	2.00	0.321	0.196
May	0.384	0.386	0.770	3.30	0.316	0.454
June	0.303	0.345	0.648	1.10	0.304	0.344
July	0.288	0.380	0.668	3.75	0.325	0.343
August	0.267	0.268	0.535	1.90	0.320	0.215
September	0.352	0.540	0.892	1.90	0.311	0.581
October	0.240	0.325	0.565	0.80	0.332	0.233
November	0.364	0.586	0.950	1.30	0.293	0.657
December	0.280	0.550	0.830	1.10	0.308	0.522
2019 January	0.268	0.562	0.830	1.40	0.311	0.519
February	0.254	0.487	0.741	0.80	0.306	0.435
March	0.284	0.534	0.818	2.80	0.303	0.515
April	0.228	0.394	0.622	1.50	0.321	0.301
May	0.279	0.542	0.821	1.60	0.328	0.493
June	0.219	0.233	0.452	0.80	0.321	0.131
July	0.218	0.260	0.478	2.70	0.302	0.176
August	0.159	0.158	0.317	0.50	0.301	0.016
September	0.154	0.141	0.295	0.40	0.339	-0.044
October	0.184	0.180	0.364	1.00	0.316	0.048
November	0.200	0.218	0.418	1.40	0.284	0.134
December	0.230	0.223	0.453	0.90	0.298	0.155
3 Year Average	0.251	0.299	0.551			
Design Capacity	0.350	0.250	0.600			
% Capacity	71.72%	119.79%	91.75%			

Annual Average Calculations

Average Annual Flow for 2017	0.429
Average Annual Flow for 2018	0.671
Average Annual Flow for 2019	0.551
Overall Average	0.551

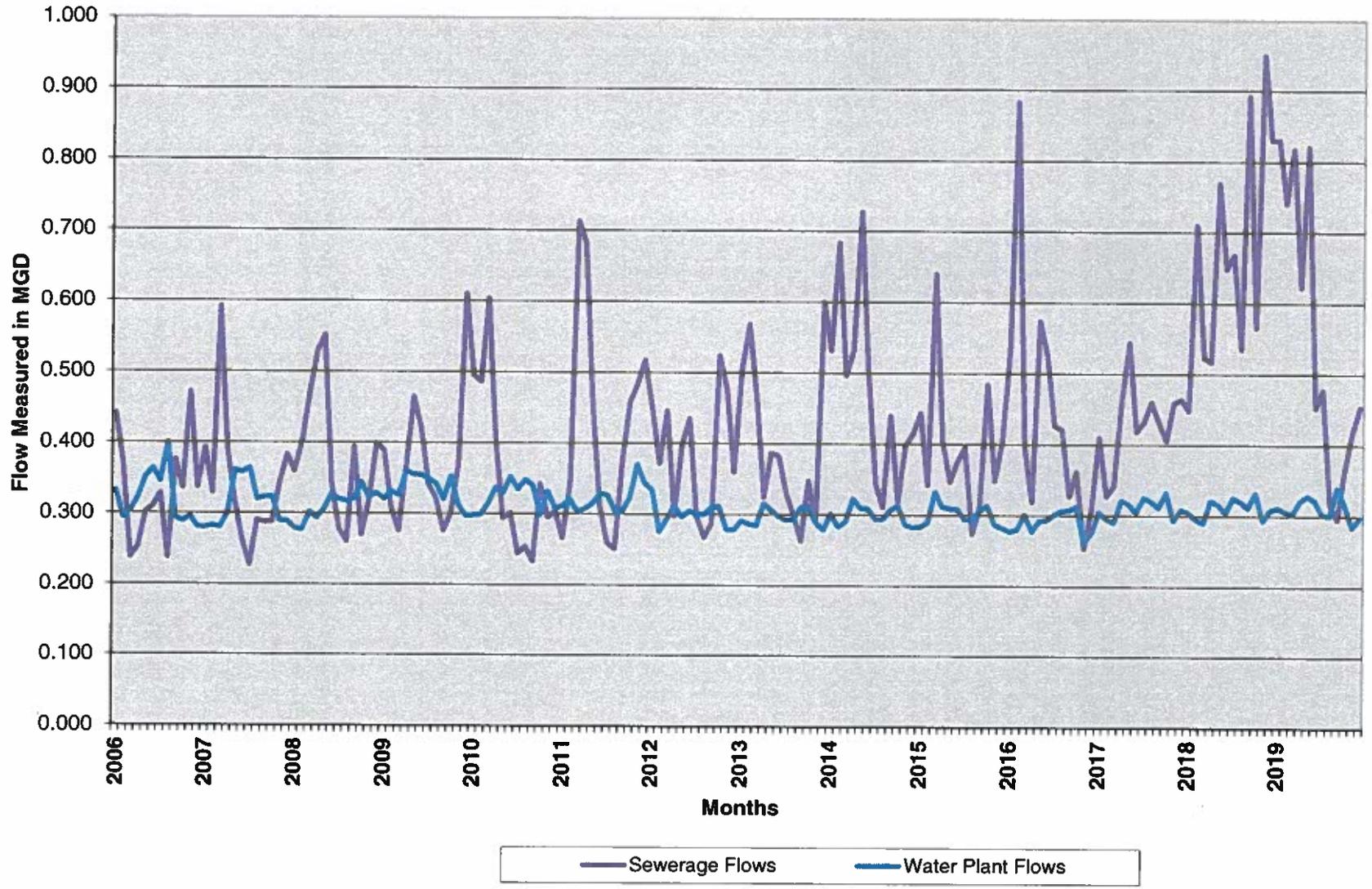
Inflow & Infiltration Calculations

Average Annual I&I for 2017	0.119
Average Annual I&I for 2018	0.361
Average Annual I&I for 2019	0.240
Overall Average	0.240

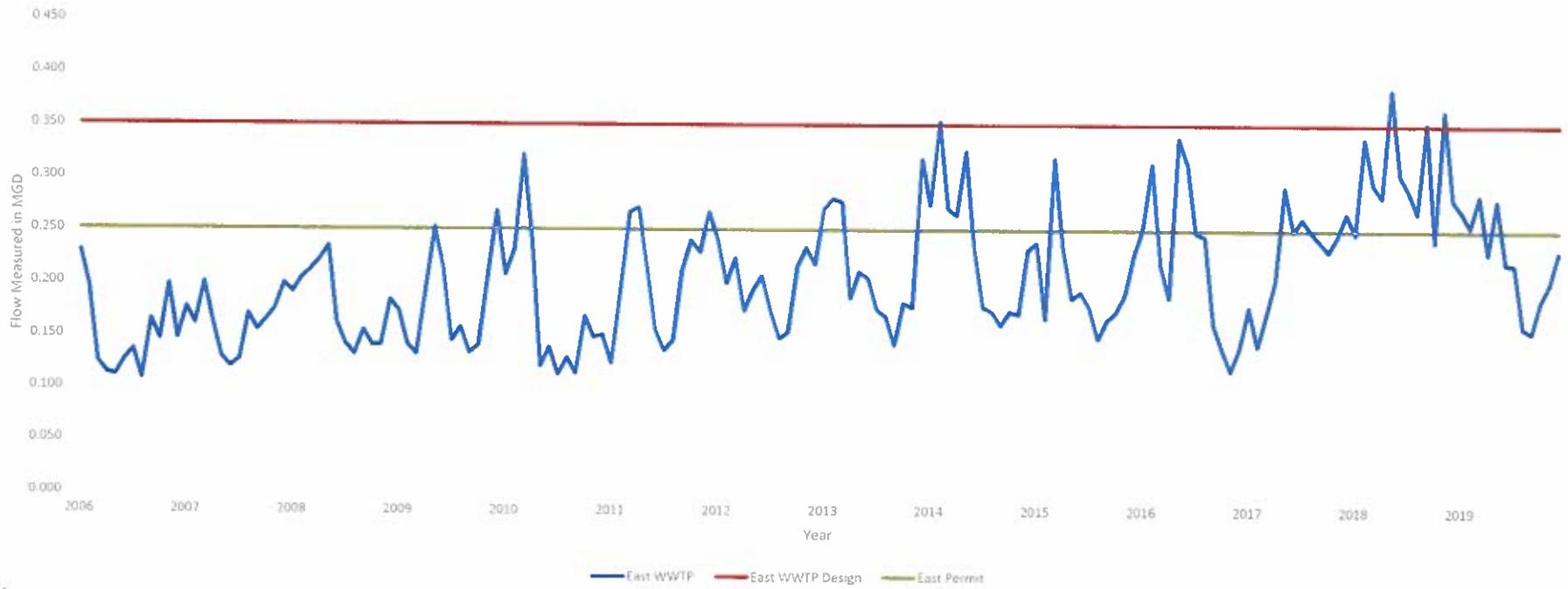
Approved Lots Calculations

Connections Approved but Not On-line	0	0	0
In-Fill	31	7750	0.00775
Total	<u>31</u>		
Flow per day - 250 gpd	7,750	250	
Flow per day measured in MGD	0.00775	1,000,000	

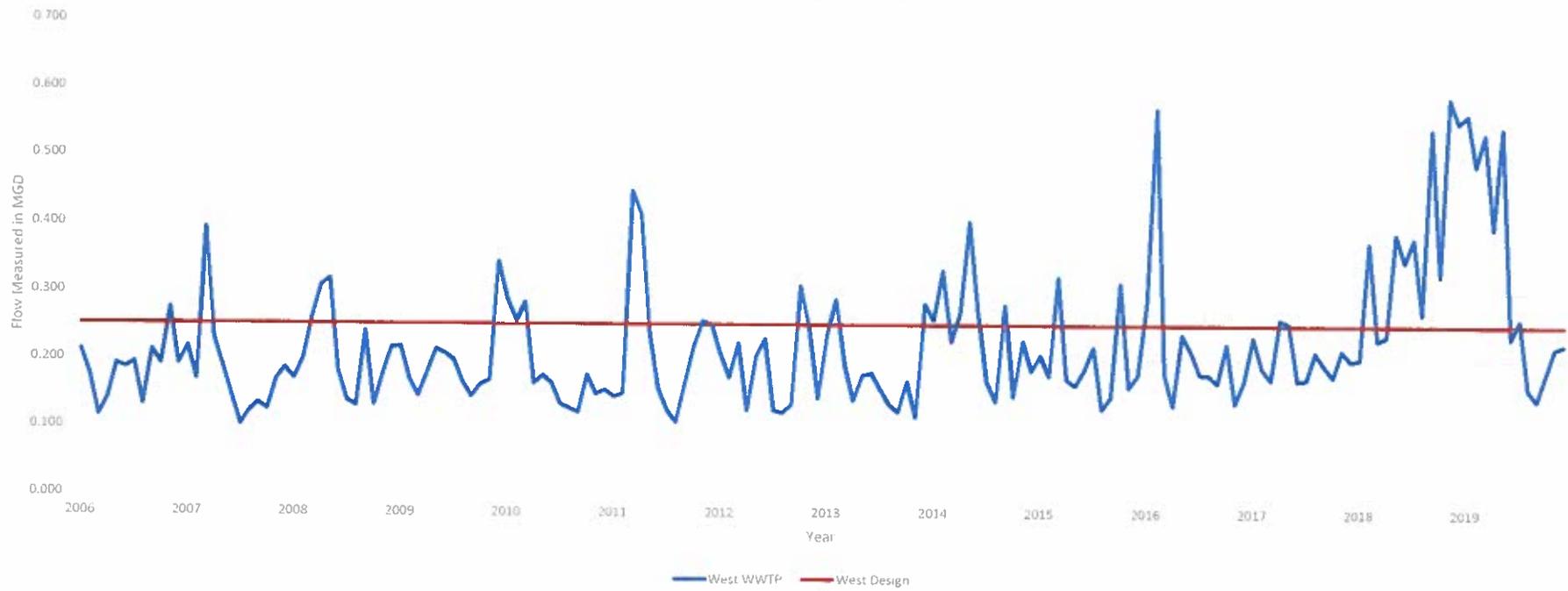
Inflow and Infiltration



East WWTP Flows vs Design Capacity



West WWTP Flows vs Design Capacity



Town Code 13.12.040 – Billing Policies and Procedures

A.

The provisions in this section are policy procedures only and constitute guidelines which do not create any requirements or standards which, upon non-compliance, will give rise to any claim, cause of action, or basis for non-payment for services rendered. The failure of the town to comply strictly with any of these policy procedures and guidelines is not a waiver or relinquishment of any of the rights of the town to seek payment for water and sewer services rendered nor does such failure create any defense to the obligation of the user to pay for water and sewer services rendered.

B.

Water and sewer bills are issued quarter-annually and mailed in January, April, July and October of each year for water and sewer usage during the preceding three months. All water and sewer accounts will be established in the name of the property owner where service is rendered. Bills are mailed in the name of the property owner to the property address. The town will, however, upon written request by the property owner, mail bills to the property owner to such other address as designated by the property owner and will also mail bills in the name of the property owner but in the care of a designated property management company at that company's address. No accounts will be established and no bills will be mailed in the name of tenants. Late notices, disconnection notices and any other notices will be mailed in the name of the property owner to the property address or to such other address or to such property management company as has been designated by the property owner for the mailing of bills.

C.

Payments of water and sewer bills are due in full on or before thirty (30) days from the date of the bill. Partial payment of bills will not be accepted. All bills may be paid at any of the following locations or in the following manner:

1.

Middletown Municipal Center, 31 W. Main Street, Middletown, Maryland from 8:00 a.m. to 4:00 p.m. Monday through Friday;

2.

Middletown Valley Bank main and branch offices;

3.

BB&T Bank, Middletown branch office;

4.

By mailing payment to the Middletown Municipal Center, 31 W. Main Street, Middletown, MD 21769.

5.

By on-line banking, if such payment procedure is available through the customer's bank or other financial institution and is compatible with the procedures and billing systems of the town.

D.

Interest on Unpaid Bills. Interest at the rate of one and one-half percent per month shall be charged on and added to the amount of any bill which remains unpaid more than thirty (30) days after the date of the issuance of the bill. Additional interest of one and one-half percent of the amount of the unpaid portion of the bill shall continue to be charged for each month that the bill remains unpaid.

E.

Late Notices. A notice of late payment will be issued for any bill which remains unpaid for more than thirty (30) days after the date of the issuance of the bill. A second notice of late payment and a notice

of disconnection of service will be issued for any bill which remains unpaid for more than sixty (60) days after the date of the issuance of the bill. The notice of disconnection of service will state the date by which payment of the water and sewer bill must be made in full in order to avoid the disconnection of service. No further notices will be provided prior to disconnection of service. Notices will be mailed to the property owner, or if applicable, the designated property management company, at the address to which bills are mailed pursuant to subsection B. The notice of disconnection of service will be mailed by certified mail, return receipt requested. A twenty dollar (\$20.00) administrative fee shall be added to any bill for which a notice of disconnection of service is mailed. An additional administrative fee of twenty dollars (\$20.00) shall be assessed against such bill for each subsequent quarter during which the bill remains unpaid and the water service remains disconnected.

F.

Disconnection and Reconnection Policy.

1.

Payment in full of the water and sewer bill must be made prior to the disconnection date stated in the notice of disconnection of service. If payment is presented on the disconnection date stated in the notice of disconnection of service, payment must be paid in cash, money order, or by credit card in person at the Middletown Municipal Center by 9:30 a.m. of that date, and if such payment is not received by that time, the disconnection of water service will begin at 10:00 a.m. No service will be disconnected if the balance due on the bill is less than fifty dollars (\$50.00).

2.

For service to be reconnected after disconnection, a reconnection fee must be paid in the following amounts: For a first occurrence—Fifty dollars (\$50.00); for a second occurrence within any twelve (12) consecutive month period—One hundred dollars (\$100.00); for a third or more occurrence within any twelve (12) consecutive month period—One hundred fifty dollars (\$150.00). In order to have service reconnected, the unpaid balance of the bill and the reconnection fee must be paid, in full, by cash, ~~and/or~~ money order, or by credit card in person at the Middletown Municipal Center.

G.

Returned Checks. A charge will be added to the water and sewer bill for any check which is returned as non-payable for any reason, including but not limited to, non-sufficient funds. The amount of the added charge will be that amount which is charged to the town by the returning bank or financial institution. If a non-payable check submitted in payment of a bill is returned to and received by the town after the date on which the service was to be disconnected as stated in a notice of disconnection of service, then water service will be disconnected immediately without any further notice, including the notices provided for in subsection E.

H.

Rental Properties. Property owners are responsible for the payment of any overdue bills, interest charges or disconnection, reconnection and administrative fees, and the town will not seek payment of such expenses from tenants of the property owner.

I.

Meter Reading. When a meter cannot be easily and clearly read due to obstructions such as weeds, structures, excavations, animals or other impediments, an estimate of water usage will be made based upon prior usage at that location. In that event, the town will enclose a letter with the following bill requesting that the owner correct the problem prior to the next meter reading. If an obstruction problem remains present at the time of the next reading, an estimate of water usage will again be made based upon prior usage at that location. In that event, the town will mail a letter by

certified mail, return receipt requested with the following bill stating that the property owner has fifteen (15) business days in which to correct the problem or the water service will be disconnected. An administrative fee of twenty dollars (\$20.00) will be added to the bill for the cost of the certified/return receipt letter and related administrative costs.

J.

Broken Meters. If at the time of reading the meter a meter is not operating and recording no usage, then an estimate of water usage will be made based upon prior usage at that location. In that event, the town will mail a letter by certified mail, return receipt requested with the following bill stating that the property owner has fifteen (15) working days to schedule an appointment for meter repair or the water service will be disconnected. An administrative fee of twenty dollars (\$20.00) will be added to the bill for the cost of the certified/return receipt letter and related administrative costs.

K.

Replacement Meters. If a customer contends that his or her water meter is defective and informs the town of this contention, the town's water and sewer personnel will examine and test the meter. If the meter is greater than ten (10) years old, it will be replaced at no cost to the customer. If the meter is ten (10) years old or less and determined by town personnel to be working properly, the meter will be replaced upon request of the customer, however the customer must pay one hundred dollars (\$100.00) for the cost and installation of the new meter if the manufacturer of the meter confirms that the meter was working properly. If the manufacturer determines that the meter was defective, there will be no cost to the customer.

L.

Unusually Excessive Water Use. In the event that a meter reading reflects an unusually high water usage which is due to a broken pipe or leak in the plumbing on the property, then the Town will allow, for a first such occurrence during a five-year period, a reduction in the amount of the water and sewer bill. In order to be granted the reduction, the property owner must submit a written request to the town for the reduction and state the nature of the cause of the high water usage and the action taken to correct and resolve the problem. The revised bill will be established as based upon two times the average of the water usage for the property for the four quarters immediately preceding the high water reading.

In the event that there is a second occurrence within five years of an unusually high meter reading for a same property, then the property owner shall be responsible for the entire water and sewer bill; provided, however, that if it can be demonstrated to the satisfaction of the town that the leaking water did not empty into the town's sanitary sewer system, and therefore did not require treatment at the wastewater treatment facility, then the town may, but is not required to, waive all or some of the sewer portion of the bill. If the second occurrence is within five years at the same property, but with a different property owner the Town may grant another reduction in the water and sewer bill. The same process for granting the reduction will apply.

M.

The town will allow payment plans for financial hardship cases. The terms of the payment plan will be negotiated by the town administrator based upon the financial circumstances of the property owner requesting the payment plan, outlined on the Middletown Payment Plan Form. The minimum requirements of the plan are that outstanding the balance must be paid off within one (1) year. And a minimum requirement of at least a monthly payment. A service location is only allowed to have one payment plan in place at a time.



Downtown Revitalization Zone Incentive Program

DRAFT

Purpose:

The Downtown Revitalization Zone (DRZ) Incentive Program was created to stimulate significant investment in Middletown's timeless, older buildings in the Main Street District. The Burgess & Commissioners have prioritized economic development and revitalization of these buildings to keep Middletown a vibrant, thriving town. The potential benefits of this program include revitalization of vacant buildings, increased jobs, increased property tax revenues, preservation of building facades and voluntary programs geared to historic preservation of our historical and architecturally significant buildings.

Qualifications:

- The revitalization project must be within the Downtown Revitalization Zone (see map)
- A minimum of \$250,000 must be invested in the revitalization project (excluding purchase price)
- The façade of the building must be preserved, and a Concept Plan must be provided that demonstrates consistency of downtown character in size, scale, and materials.
- A Development Agreement will be used to detail the obligations of both parties and specifying the standards and conditions that will govern development of the property. Staff will develop a standard Developers Agreement for Board approval to use for these projects.

Incentives:

- **Tap Fee Mitigation \$25,000 (Improvement \$7,000, Water \$9,000 & Sewer \$9,000 – per tap)**
 - **Improvement Fee – 100% waived**

Water & Sewer tap fee discounts are available through a Middletown Economic Development Grant, not to exceed the funded amount of the grant program.

- **Water Tap Fee - 50% discount**
- **Sewer Tap Fee - 50% discount**
- **Deferred payments of Water & Sewer tap fees** – Payments may be deferred to coincide with cash flow and be defined and secured in the Development Agreement. Payments to be made quarterly, over a maximum of 5 years or at point of sale. Payment term begins when the Certificate of Occupancy is issued.

- **Parking requirements are decreased by 50% in the Downtown Revitalization Zone:**
 - Residential – one space per dwelling unit
 - Office building – one space per 600 square feet
 - Retail – one space per 300 square feet
 - Eating establishment – one space per 180 square feet or 6 seats, whichever is greater
 - Other commercial – one space per 600 square feet
 - Community centers, funeral homes, clubs/lodges, other recreational establishments -one space per 200 square feet
- *****Additional parking waivers may be granted by the Planning Commission***
- **Expedited navigation through Planning Commission/Board of Appeals** – A DRZ Planning Commission checklist will be provided of required documents and once received, reviews and approvals will be expected to be 30 days or less.
- **Waive all Planning Commission/Board of Appeals Fees except for sign permit fees.** (over \$3,000 savings)
- **Kick-Off meeting with Middletown staff and at least one elected official**
- **Consultation with Middletown’s Main Street manager** to review all potential grants, tax credits and historical preservation opportunities (see below)

MAIN STREET MIDDLETOWN

Incentives for the Property Developer

WELCOME TO MIDDLETOWN! Thank you for choosing Middletown, Maryland, and welcome to our community! Main Street Middletown, MD Inc. is the local nonprofit with a mission to support the downtown historic business district as the economically thriving center of our community. We do this through the nationally acclaimed National Main Street Program by implementing a historic preservation-based economic development strategy. Simply put, we love our historic buildings and character, as well as the businesses that own and occupy these unique spaces. We work to bring folks (read potential customers) downtown through advertising campaigns in print, digital, and TV and host several festivals. We support businesses through financial incentives, host monthly meetings, often with technical assistance, and we encourage business owners to work together and cross promote each other.

MAIN STREET'S FINANCIAL INCENTIVE: The workhorse financial incentive that Main Street Middletown MD Inc. offers is our **Façade Improvement Program**.

How it Works: Each year, Main Street Middletown applies for state funds to fill our coffers based on upcoming work, so each year our fund amount is different, based on demand. Property owners complete an application (which can be downloaded at www.mainstreetmiddletown.org), the Main Street Design Committee reviews the package for completeness and forwards the application to the state. The State reviews the proposed project for potential impacts to the historic character of the property. Usually the review period is about 1-week long. Once Main Street gets the "Ok" from the State, we alert you so that you can move forward with those specific tasks.

When the work is complete, the property owner will provide another set of documentation, consisting of proof of payment for the described work, and photos of the finished project to Main Street Middletown. We proof the submittal for completeness and then request the state for reimbursement.

Reimbursement varies from community to community. The way Main Street Middletown, MD Inc has set up our reimbursement rate is UP TO 50% of your costs up to our funding amount provided by the state. The maximum amount that can be refunded is \$50,000.

ADDITIONAL INCENTIVES: There are additional tax credits that can be used for many of Middletown's properties since many properties are considered historic and are contributing resources to Middletown's National Register Historic District. If you need assistance in determining if the property you are interested in is considered a contributing historic property, please feel free to call the Main Street Manager, Becky Axilbund at 301-371-6171, Extension 111.

Town of Middletown Tax Credit – for improvements made to commercial structures within the Town, the new assessed value of the improved property will be taxed at 20% the first year, 40% the second year, 60% the third year, 80% the fourth year, and the full amount in the fifth year after project completion. For more information about this incentive, please contact the Town Administrator, Drew Bowen at 301-371-6171.

Maryland Sustainable Communities Rehabilitation Tax Credit – this program provides a State income tax credit and is available for commercial, income producing properties, including office, retail, and rental housing. Visit the Maryland Historical Trust to view requirements and forms, or call staff at 410-514-7628.

Federal Historic Preservation Tax Credits – administered by the National Park Service, this program provides a federal income tax credit based on the qualified rehabilitation costs of a certified historic structure (many properties in Middletown are considered a certified historic structure). This program is coordinated through the Maryland Historical Trust and additional information can be obtained through calling 410-514-7620.

LAST, BUT NOT LEAST, the Main Street Manager, the Main Street Board of Trustees, and our regional and statewide partners are advocates for small business owners. We are here to help you! We encourage you to please contact us. We are always excited to discuss new projects and assist you in this endeavor.

CONTACT:

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