

**BURGESS AND COMMISSIONERS
OF MIDDLETOWN MARYLAND**

TOWN WORKSHOP MEETING MINUTES

REGULAR MEETING

April 8, 2019

The first monthly meeting of the Burgess and Commissioners of Middletown was called to order on April 8, 2019, by Burgess Miller at 6:30 p.m. in the Middletown Municipal Center, 31 W. Main Street, Middletown, Maryland. Present were: Commissioners Larry Bussard, Jennifer Falcinelli, Christopher Goodman, Rick Dietrick and Tom Catania.

BUDGET WORKSHOP:

FY 2020 Water & Sewer Operating Fund – Burgess Miller reviewed the proposed Water & Sewer operating Fund. Burgess Miller stated that in this budget there is a proposed 2% water & sewer rate increase and the reason for that is, so this budget comes out with a surplus.

FY 2020-2024 Water & Sewer Capital Improvement Program (CIP) – Burgess stated that the Water & Sewer CIP is healthy, and we can fund the projects proposed. Burgess Miller stated that in this you will see the loan for the water tank upgrade. Drew presented the Board with a power point presentation of the different proposed project included in this CIP.

Budget meeting adjourned 7:17pm.

CONSENT AGENDA:

- *Richland Golf Club – Summer Outside Music Permit Request*
- *Francie’s Family 5K – Saturday, May 11, 2019*
- *Financial Statements*
- *Budget Amendment 19-04*
- *Town Meeting Minutes – March 25, 2019*

Motion by Commissioner Bussard to approve the consent agenda as presented, seconded by Commissioner Catania. Motion carried 6-0.

PERSONAL REQUESTS FOR AGENDA:

Citizens Services Child Advocacy Center – April is Child Abuse Prevention Month – Proclamation – Arielle Bender, Megan Hedges, and Patty McArdle – The Board presented the Child Advocacy Center with a proclamation proclaiming April as Child Abuse Prevention Month.

UNFINISHED BUSINESS:

Banner Policy (Vote) – Motion by Commissioner Falcinelli to approve the banner policy as presented, seconded by Commissioner Bussard. Motion carried 6-0.

Ordinance 19-03-01 – Unsafe Properties (Second Reading) – Drew stated that the Town Attorney recommended that we add in the section that property owners have the right to appeal with the Circuit Court which is included in this draft.

REPORT OF COMMITTEES:

WATER & SEWER – Commissioner Falcinelli reported:

Water use for March – 303,576 gal., spring flow for March – 122,493, East WWTP treated 284,000 gals. and the West WWTP treated 534,000 gals.

Commissioner Falcinelli stated that the contractor has begun working on the waterline on Main Street and the water tank contractor is continuing to work on the detail design.

Next meeting will be held April 24, 2019 at 7pm.

PUBLIC WORKS – Commissioner Bussard reported:

Bruce, JR and Paul are consumed with the Main Street project, the ADA handicap ramp installs continue, Elm Street parking lot is laid out (Commissioner Bussard asked the Board to look at it), and our guys installed the crosswalk on Broad Street today. Burgess Miller stated that we've been told by SHA that they plan to start paving East Main Street on April 22, 2019. Their plan is to start just east of the intersection of Alt. 40 and Middletown Parkway and pave to just past CVS. They will then continue from the CVS to just west of Schoolhouse Drive. Burgess Miller stated that would then leave the center of Town left to be paved.

SUSTAINABILITY – Commissioner Dietrick reported:

Green Expo is Saturday, April 27, 2019 from 10am.-3pm. on Garage Drive. This year the Green Expo is in conjunction with Coloring in the Streets which will be held along West Green Street

PLANNING COMMISSION – Commissioner Catania reported:

Next workshop is April 10, 2019 and the meeting is Monday, April 15, 2019 at 7pm. Items of discussion for this month are the demolition of 3 buildings to the east of 203 East Main Street, self-storage regulations and the Annual Plan report

PARKS AND REC. COMMITTEE – Commissioner Goodman reported:

We discussed the POS projects and we are awaiting on numbers to come in on those projects.

Commissioner Goodman also stated that he and Burgess Miller attended the MVAA's opening day for Little League on Saturday, April 6, 2019. Commissioner Goodman stated that the MVAA has a sponsor for a 2nd field next to the existing field.

PUBLIC INFORMATION – Commissioner Falcinelli reported:

Encouraged our residents to sign up for our list serve and robo calls.

NEW BUSINESS:

Boiler Replacement Municipal Center – Bid Award (Vote) – Motion by Commissioner Bussard to approve the bid of \$68,985 from Mick's Plumbing for the Locinvar boiler, seconded by Commissioner Falcinelli. Motion carried 6-0.

Audit FY 2019-2021 – Bid Award (Vote) – Motion by Commissioner Falcinelli to approve the bid of \$53,925 for a 3-year contract from Rotz Stonesifer Accountants Consultants Wealth Management, seconded by Commissioner Dietrick. Motion carried 6-0.

Amendments to Sanitary Sewer Overflow (SSO) Standard Operating Procedures – Drew stated that we've had some staff changes over the last few years and we've never updated our SSO Operating Procedures. Included in the packet is the updated procedures

Appointments – Board of Appeals - Burgess Miller stated that Daphne Gabb is up for re-election on the BOA.

PUBLIC COMMENTS:

ANNOUNCEMENTS:

- *Coloring the Street Chalk Art & Green Expo – Saturday, April 27, 2019 10:00AM – 3:00PM*

Meeting adjourned at 7:53pm.

Respectfully submitted,
Ann Griffin
Office Manager