



AGENDA FOR THE TOWN MEETING

April 23, 2018

6:30 p.m.

PLEDGE TO THE FLAG

Red Indicates – Action Item
Green Indicates – Ordinance Introduction
Blue Indicates – Link to Additional Information

BUDGET WORKSHOP

Community Groups Budget Requests for FY2019

General Fund Operating

General Fund Capital Improvement Program (CIP)

CALL TO ORDER

CONSENT AGENDA

- Town Meeting Minutes
 - April 5, 2018 – Public Hearing & Town Workshop
 - April 9, 2018 – Town Meeting

PERSONAL REQUESTS FOR AGENDA:

UNFINISHED BUSINESS:

- Review of Handicap Ramp Improvement Locations
- Draft Farm Lease for Review
- Review of Water & Sewer FY 2019 Budgets
- Schedule Reservoir Project Meeting with Gannett Fleming

NEW BUSINESS:

- Water & Sewer Capacity Plans
- Schedule Public Hearing for Budgets

PUBLIC COMMENTS:

ANNOUNCEMENTS:

- *Coloring the Street – Saturday, April 28, 2018 from 10AM-4PM on West Main Street*

ADJOURNMENT

**TOWN OF MIDDLETOWN
GENERAL FUND
BUDGET FY 2019**

DESCRIPTION	AUDIT FY2016	Budget FY 2017	AUDIT FY2017	Budget FY 2018	Preliminary Budget FY 2019
REVENUE					
LOCAL TAXES					
Real Property	1,133,834	1,244,642	\$1,229,017	1,283,670	1,322,180
Tangible Personal Property	39,544	37,108	\$40,735	38,248	44,063
Public Utilities	9,400	12,841	\$12,869	9,827	14,192
Franchise (Cable)	48,405	49,940	\$50,981	50,615	55,145
Discounts	(14,112)	(16,182)	(14,852)	(16,647)	(17,255)
Penalties & Interest	8,085	10,357	10,494	10,654	11,043
	1,225,156	1,338,705	1,329,244	1,376,368	1,429,369
STATE SHARED TAXES					
Amusement Taxes	9,565	22,500	31,547	21,526	34,125
Highway User Taxes	156,127	162,421	154,057	160,606	160,606
	165,692	184,921	185,604	182,132	194,731
COUNTY SHARED TAXES					
Income Taxes	915,506	883,990	\$880,538	995,025	1,024,876
Tax Equity	555,964	566,687	\$566,687	610,423	632,552
	1,471,470	1,401,624	1,447,225	1,605,448	1,657,428
LICENSES, PERMITS & FEES					
Filing/Permit Fees	6,013	6,500	8,871	6,500	9,599
Beer, Wine & Liquor	-	1,950	-	-	-
Traders	4,752	4,900	\$4,645	4,900	4,900
Planning & Zoning	11,450	13,691	\$11,691	21,450	11,691
	22,215	27,041	25,207	32,850	26,189
PARKS & RECREATION					
Pavillion Fees	3,158	1,900	4,315	3,158	4,315
POLICE PROTECTION					
State Grant	24,987	26,187	\$26,320	26,187	26,187
MISC INCOME					
Other (Bank Grant, Animal, Citations)	4,910	2,500	\$13,047	1,491	2,500
LGIT Health Insurance Rebate	-	-	-	-	-
FredCo Municipal Recycling Reimbursement	-	5,000	-	-	-
MISC	4,910	7,500	13,047	1,491	2,500
OPERATING REVENUE	2,917,587	2,987,878	3,030,962	3,227,633	3,340,719
EXPENSES					
LEGISLATIVE					
Commissioner's Fees	12,900	15,600	15,800	16,500	21,000
Communications	3,185	3,480	3,376	9,480	3,480
Dues & Subscriptions	7,226	7,400	6,838	7,400	7,400
Office Supplies/Expenses	7,359	3,600	9,328	7,500	7,500
Advertising	2,331	750	1,560	2,500	500
Meetings & Conventions	15,048	9,000	6,963	15,000	7,500
	48,049	39,830	39,830	58,380	47,380
EXECUTIVE					
Burgess	7,050	10,200		10,200	10,200
ELECTION EXPENSES					
Clerk Fees	450	-	-	450	-
Printing, Supplies, Advertising	223	-	-	250	-
	673	-	-	700	-
GENERAL/ADMINISTRATIVE SERVICES					
Capital Outlay		-	-	-	-
Administration Salary	248,153	247,131	247,268	254,512	272,402
Postage & Printing	16	200	114	200	200
Communications	6,788	6,977	6,932	7,205	10,300
Computer Expenses	27,814	28,400	29,534	29,512	21,800
Supplies & Expense	26,345	26,000	37,364	27,953	42,232
Maintenance & Repairs	30,325	13,400	34,620	29,600	23,500
Professional Services	5,470	4,600	4,088	4,600	4,600
Dues & Subscriptions	-	150	-	150	150
Meetings & Seminars	161	100	345	100	100

**TOWN OF MIDDLETOWN
GENERAL FUND
BUDGET FY 2019**

DESCRIPTION	AUDIT FY2016	Budget FY 2017	AUDIT FY2017	Budget FY 2018	Preliminary Budget FY 2019
Water and Sewer Grant	80,000	-	-	-	-
	425,072	326,958	360,265	353,833	375,284
OPERATIONS/MAINTENANCE					
Maintenance - Capital Outlay					
Director Salary	97,515	97,355	179,432		
Operations Salary	90,045	126,742	47,602	231,766	247,722
Communications	8,830	9,000	8,258	9,000	10,200
Supplies	11,631	17,000	11,154	17,960	19,500
Dues/Training/Certifications	2,299	1,500	215	1,500	1,500
Maintenance & Repairs	15,514	8,000	15,581	14,540	13,849
Mowing	11,780	12,133	11,780	12,133	12,133
Tools & Equipment	1,726	500	8,362	2,544	3,166
	239,340	272,230	282,384	289,443	308,070
PROFESSIONAL SERVICES					
Independent Accounting	13,000	16,000	13,000	16,000	16,000
Legal - Development & Ordinance	9,309	7,796	13,594	7,388	9,130
	22,309	23,796	26,594	23,388	25,130
PLANNING & ZONING					
Salaries	41,672	44,072	43,163	43,997	46,874
Bd Members Compensation	7,950	7,800	7,800	7,800	7,800
Zoning Expenses	1,716	3,207	2,606	1,778	2,684
	51,338	55,079	53,569	53,575	57,358
MAIN STREETS MANAGER					
Mainstreet - Capital Outlay					
Salary	41,716	43,680	45,761	45,482	47,147
Town Contribution	10,970	10,000	10,260	10,000	10,000
Wayfinding Signs Grant Contribution	-	-	-	-	-
	52,686	53,680	56,021	55,482	57,147
PUBLIC SAFETY					
Fire Department Donation	20,000	20,000	2,000	20,000	20,000
School Crossing Guards	15,694	15,758	18,422	16,338	21,910
Deputy Contract Services	352,149	401,611	366,406	385,232	393,895
	387,843	437,369	386,828	421,570	435,805
SANITATION & WASTE REMOVAL					
Trash Collection & Disposal					
Recycling Pickup Station	6,876	5,000	6,991	5,000	8,060
Regular Pick-up	128,862	133,126	128,862	133,126	136,900
Landfill - Tipping Fees	84,356	84,830	85,687	84,798	86,918
Yard Waste (April - Dec)	27,832	30,672	32,681	30,672	31,104
Eco-Bags	19,610	20,260	20,074	18,200	21,948
	267,536	273,888	274,295	271,796	284,930
RECREATION & CULTURE					
Park Capital Outlay					
Park Interest	14,632	11,320	11,320	7,906	4,389
Park Loan Payments	108,917	112,230	112,230	115,643	119,161
Park Salary	50,350	34,807	59,863	45,030	49,000
Park Electric	1,104	2,358	2,532	1,175	2,505
Park Supplies/Equipment	1,143	1,500	2,601	1,500	1,500
Park Mowing Contract	26,692	26,215	27,628	32,319	33,935
Park Repairs & Maintenance	45,351	24,950	53,151	35,990	29,650
	248,189	213,379	269,324	239,564	240,140
HIGHWAYS & STREETS					
Streets Capital Outlay		-		-	-
Vehicle/Equipment Capital Outlay		-		-	-
Salaries - Regular	73,748	48,841	62,668	71,226	70,232
Street Lighting	167,897	161,916	205,316	203,160	182,300
Storm Water Management	2,299	7,800	5,385	7,800	7,545
Snow Removal	72,612	75,000	32,725	83,100	85,300
Mowing (SWM & Streets)	31,744	32,696	31,744	33,440	33,440
Repairs & Resurfacing	6,794	67,195	98,079	92,000	92,000
Signs	5,083	6,200	4,010	12,400	5,300
Truck Repair & Maintenance	35,693	48,600	39,127	42,600	28,000
Equipment Repairs & Maintenance	3,511	10,000	6,961	26,675	21,172
Street Loan - Principal	12,000	78,460	111,505	79,300	100,000
Street Loan - Interest	85,447	60,927	123,174	59,874	77,358

**TOWN OF MIDDLETOWN
GENERAL FUND
BUDGET FY 2019**

DESCRIPTION	AUDIT FY2016	Budget FY 2017	AUDIT FY2017	Budget FY 2018	Preliminary Budget FY 2019
Case Loader -Principal & Interest	-	15,159	14,730	-	-
	496,828	612,795	735,424	711,575	702,647
MISCELLANEOUS					
MT Historical Society	5,000	5,000	5,000	5,000	5,000
Donations	1,000	100	500	100	100
Mileage - Travel	1,957	4,578	1,301	2,732	2,278
Web Page / Directory / Public Information	15,097	1,400	2,833	3,890	3,755
Community Events	51,772	30,250	105,453	33,140	33,140
Community Events (Town Share)					19,780
Payroll Taxes	54,019	56,578	53,572	58,923	63,139
Insurance					
Property	12,477	14,064	14,265	13,499	15,433
Health	122,055	111,243	121,637	115,842	142,627
Worker's Compensation	14,456	11,921	19,264	20,372	22,698
Professional	946	688	946	946	473
Pension	49,784	75,062	56,115	68,184	71,102
Real Estate Taxes	800	1,242	800	800	800
Miscellaneous	12,688	3,500	4,061	3,500	4,000
	342,051	314,938	385,747	326,929	384,324
TOTAL OPERATING EXPENSES	2,583,964	2,634,143	2,870,281	2,816,434	2,928,415
TOTAL OPERATING SURPLUS	333,623	353,735	160,681	411,199	412,304

CIP Showing

ALL Improvements Fees In General Fund



BURGESS AND COMMISSIONERS OF MIDDLETOWN

GENERAL CAPITAL IMPROVEMENT BUDGET

FY 2019 - FY 2023

	FY '19	FY '20	FY '21	FY '22	FY '23
INCOME					
CASH RESERVES	\$346,150	\$257,713	\$44,960	(\$1,924,928)	(\$2,039,740)
INTEREST INCOME	\$965	\$644	\$112	(\$4,812)	(\$5,099)
IMPROVEMENT FEES	\$241,500	\$129,500	\$7,000	\$7,000	\$217,000
OPERATING INCOME From Previous Years	\$299,658	\$380,103	\$400,000	\$420,000	\$440,000
COMMUNITY LEGACY GRANTS	\$64,000				
PROGRAM OPEN SPACE and Community Parks & Playground	\$36,900	\$54,000			
SUB-TOTAL	\$989,073	\$821,960	\$452,072	(\$1,502,740)	(\$1,387,839)
PROJECTS					
Highways & Streets					
SHA Streetscape Lighting	\$175,000			\$250,000	
Boileau Court - Mill & Overlay					
Broad St. - Franklin Street (Inlets and Road Reconstruction)	\$50,000		\$1,250,000		\$200,000
Cone Branch Drive & Court - Mill & Overlay					
Elm Street Parking Lot Upgrades - Reconfiguration and Paving	\$80,000				
Franklin Street - Mill & Overlay (Broad to Walnut Pond Court)		\$160,000			
Ivy Hill Drive - Mill & Overlay					\$300,000
Linden Blvd. (Broad Street to Pine Street)	\$40,000		\$580,000		
Linden Blvd. Culvert Replacement		\$35,000		\$100,000	
Martha Mason Drive - Mill & Overlay		\$30,000			
Manda Drive - Mill & Overlay		\$175,000			
Manda Court - Mill & Overlay					\$100,000
Prospect St. (Road Reconstruction)	\$50,000		\$500,000		
Washington Street Retaining Wall	\$25,000				
Foxfield Swale Reconstruction	\$15,000				
Recreation & Culture					
Rensberg Park - Walking Trail Paving (90% Grant; POS 10%)	\$25,000				
Cone Branch Walking Trail - Benches (90% Grant; POS 10%)	\$6,500				
Walking Trail Signage (90% Grant; POS 10%)	\$5,000				
Wiles Branch Park Pavilion - Picnic Benches (90% Grant; POS 10%)	\$4,500				
Foxfield Walking Trail - Extension to Hollow Creek (90% Grant; POS 10%)	\$25,000	\$60,000			
Belco Silt Seeder - Field Maintenance	\$8,000				
General Services Administration & Operations					
Municipal Center - HVAC Replacement	\$60,000				
Municipal Center - Boiler Replacement to Natural Gas	\$35,000				
Municipal Center - ADA Improvements	\$30,000				
Street Pretreatment Equipment - Snow Removal	\$60,360				
Maintenance Facility at East WWTP		\$250,000			
Information Technology - Computers, Servers, Phones, Data Backup & Recovery Systems	\$37,000	\$37,000	\$37,000	\$37,000	\$37,000
Subaru Forester Replacement		\$30,000			
Dump Truck Replacement		\$777,000	\$2,377,000	\$150,000	\$637,000
SUB-TOTAL	\$731,360	\$777,000	\$2,377,000	\$537,000	\$637,000
SURPLUS/(DEFICIT)	\$257,713	\$44,960	-\$1,924,928	-\$2,039,740	-\$2,024,839

**BURGESS AND COMMISSIONERS
OF MIDDLETOWN MARYLAND**

TOWN MEETING MINUTES

WORKSHOP MEETING

April 5, 2018

The workshop meeting of the Burgess and Commissioners of Middletown was called to order on April 5, 2018, by Burgess Miller at 7:00 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.

PUBLIC HEARING

Memar Annexation - Resolution 18-01 – To change the boundaries of the Town of Middletown, Maryland by the annexation into the corporate limits of the Town of 93.9380 acres of real property, more or less, upon the petition of Memar Corp.

Burgess Miller stated that before any annexation can be considered the developer must bring their own water supply. Burgess Miller also stated that this annexation has been discussed for about a year now. Drew stated that the Board received emails from Dale Haines, Russ & Bonita Currey, Jane Weir as well as from MDP (Maryland Department of Planning) that will be made apart of the record. Drew also stated that this was properly advertised, and property was posted.

Cindy stated that this was submitted to the Planning Commission for their review. Cindy stated that the Planning Commissioner found this annexation request and zoning for R-20 consistent with the Middletown Comprehensive Plan. Cindy also stated that the County currently has this land zoned differently than the Town, therefore the developer would have to wait 5 years unless the Burgess & Commissioners ask the County for a waiver, which the Burgess & Commissioners will not do.

Commissioner Bussard stated that he has traffic concerns with this annexation and wanted to know who is going to mow the open space area.

Drew stated that he had received letters from Russ Currey and Dale Haines, which will be made apart of the record.

The following residents spoke about concerns they have in regard to traffic, their wells being affected, and water quality: David Tomlin, 7780 Coblentz Road; Harold Thornberry 7798 Coblentz Road; Bruce Dzielinski, 7769 Coblentz Road; and Frank Bell, 7781 Coblentz Road.

Agnesanne Dahehey, 3 Layla Drive – stated that she has concerns with the traffic impact this development will cause as well as she hopes that if this passes the Streets within this active adult area are built to Town standards.

Bob Smart, 7525 Coblentz Road – stated that he is concerned with the traffic and recommends the Town make Coblentz Road one way in from East Main Street.

Barbara Reeder, 4 Groff Court – stated that she is concerned with the traffic impact, water quality, and is against the Town making the Community Center open to the entire Town.

Burgess Miller stated that this will be up for a vote by the Board on Monday, April 9, 2018.

Public Hearing adjourned at 8:16pm.

PERSONAL REQUESTS FOR AGENDA:

STAFF REPORTS:

Community Deputy Report - DFC Rowe gave the deputy report for March.
Staff Planner Report – Cindy gave her report.
Main Street Manager Report – Becky’s report was provided in the packet.
Engineers Report – Bruce’s report was provided in the packet.
Zoning Administrator’s Report – Ron was not present but submitted his report for the Board’s review.

UNFINISHED BUSINESS:

Resolution 18-01 – Memar Annexation – vote will take place on Monday, April 9th.
Patching Contract Bids – Drew stated that we received 3 bids for the patching contract for FY18. The bids ranged from \$104,115 - \$245,251. Drew stated that RFP, Inc. was the low bidder. Drew stated the Town has \$60,000 budgeted this year. If the Board elects to proceed with the project, the contract will not exceed \$60,000.
Review of Handicap Ramp Improvement Locations – Drew stated that Bruce and JR came up with a recommendation list on the areas to start with installing the handicap ramps. They are recommending starting at the Primary School. The Board will review the recommendations and make their decision on Monday, April 9, 2018.
Review of Proposed Zoning Code Amendments – Burgess Miller stated that Ron (zoning administrator) is proposing some code changes to Section 17.32.160 – Demolition Plan. Burgess Miller stated that basically what Ron is proposing is to allow the zoning administrator more authority on certain demolition requests rather than taking 45+ days for the Planning Commission to review. Ron is also proposing some minor changes to Section 17.32.045. Burgess Miller stated that this will be discussed at the joint workshop meeting with the Planning Commission in May.
Review of Welcome Signs - Burgess Miller presented the Board with some different colored welcome signs for their consideration.

REPORT OF COMMITTEES:

WATER & SEWER – no report
PUBLIC WORKS – no report
SUSTAINABILITY – no report
PLANNING COMMISSION – no report
PARKS and RECREATION – no report
PUBLIC INFORMATION – no report.

NEW BUSINESS:

Oath of Office for Commissioners – will take place on Monday, April 9th.
Appoint of Burgess Pro-Tempore – will take place on Monday, April 9th.
Appointment of Standing Committees – Burgess Miller stated that unless any of the Commissioners wish to change the Committee they currently are involved with they will remain the same.
Request for Handicap Ramp – Jefferson Village – Drew stated that the Town received a request for a handicap space in the area of 62 Boileau Court. Ms. Decaro who lives at 62 Boileau Court is requesting such space as she now has to walk with a walker. Drew stated that he informed Ms. Decaro that if the Town agreed to make this space handicap it would be available for any handicap person.

COMMENT:

ANNOUNCEMENTS:

- *Green Expo – Saturday, April 14, 2018 from 10am. – 2pm. at Memorial Park*
- *Coloring the Street – Saturday, April 28, 2018 from 10am. – 4pm. on West Main Street*

Workshop adjourned at 9:16pm.

Respectfully submitted,

Ann Griffin
Office Manager

BURGESS AND COMMISSIONERS OF MIDDLETOWN MARYLAND

TOWN MEETING MINUTES

REGULAR MEETING

April 9, 2018

The first monthly meeting of the Burgess and Commissioners of Middletown was called to order on April 9, 2018, by Burgess Miller at 7:00 p.m. in the Middletown Municipal Center, 31 W. Main Street, Middletown, Maryland. Present were: Commissioners Jennifer Falcinelli, Larry Bussard, Rick Dietrick, Tom Catania and Chris Goodman.

CONSENT AGENDA

Financial Statements

Town Meeting Minutes – March 26, 2018 - Town Meeting

Commissioner Bussard motioned to accept this consent agenda as presented, seconded by Commissioner Catania and passed unanimously.

PERSONAL REQUESTS FOR AGENDA:

Ms. Lynn Davis, Director Citizens Services Child Advocacy Center – April is Child Abuse Prevention Month – Burgess Miller read aloud the proclamation that he presented to Ms. Davis.

Unfinished Business:

Resolution 18-01- Memar Annexation – Burgess Miller stated that he wanted to clarify some things that were mentioned in a previous newspaper article that were incorrect. Burgess Miller stated that the proposed annexation will bring 148 active adult houses on approximately 94 acres and over half of the 94 acres will remain open space. Burgess Miller also stated that any annexation must provide the water to supply the proposed houses.

Commissioner Goodman asked Drew to go back over 30 years as far as annexation. The last annexation that included new development occurred in 2000 and that was only 10 homes.

Several residents within and out of the corporate limits of Town spoke against annexing this property into Town. The concerns were the increased traffic in Town, there is only one way in and one way out of this proposed development and some wanted to know what benefits this development would bring if annexed.

Commissioner Catania stated that the Burgess & Commissioners have reviewed this proposal for over a year now. We have looked at it very deeply and carefully. Commissioner Catania stated that the Town has worked with this developer for over 30 years and feels that he will not deviate from the annexation agreement. Commissioner Catania also stated that as part of this agreement the developer must pay for a traffic impact study and a water impact study. Commissioner Catania stated that he views this as a positive for the Town.

Burgess Miller stated that the active adult housing will help fill a growing demand in the county for senior housing. Burgess Miller stated that he had a meeting previously where a representative of the Dept. of Aging was present and gave some statistics. Burgess Miller stated that according to the Dept. of Aging and the Dept. of Planning the number of people over 60 in Frederick County is projected to be higher than the number of children by 2020, with 60,000 seniors and 49,000 children.

Commissioner Catania motioned to approve Resolution 18-01 to change the boundaries of the Town of Middletown, Maryland by the annexation into the corporate limits of the Town by 93.9380 acres of real

property, more or less, upon the petition of Memar, Corp., seconded by Commissioner Goodman. Motion carried (4-2 with Bussard and Dietrick voting against).

Patching Contract Bids - Drew stated that we received 3 bids for the road patching contract for FY18. The bids ranged from \$104,115 - \$245,251. The low bidder is RFP. Drew stated that the Board only has \$60,000 budgeted.

Motion by Commissioner Catania to accept the patching contract and RFP's proposal up to \$60,000, seconded by Commissioner Bussard. Motion carried 6-0.

Review of Handicap Ramp Improvement Locations – Burgess Miller stated that staff has developed a plan to install handicap ramp locations. With the discussion from the workshop the Board wanted to start with the school areas. Commissioner Catania asked if there was a different material that could be installed as the current one installed on West Green Street are rusting and bleeding onto the concrete. Discussion of the Board would like to see if we can find different material and revisit the priority list.

Review of Proposed Zoning Code Amendments- Ron Forrester, Zoning Administrator is proposing to make some changes to the zoning code on Demolition plans and containers. This will be discussed at the May joint workshop with the Planning Commission.

Review of Welcome Signs – It was the consensus of the Board to move forward with the black signs with the Maryland flag at the top.

REPORT OF COMMITTEES:

WATER & SEWER – Commissioner Falcinelli reported:

Water use for March – 290,701 gal., spring flow for March – 126,481, East WWTP treated 294,000 gals. and the West WWTP treated 229,000 gals.

I & I project on the West end of Town has started and reservoir tank design has started.

PUBLIC WORKS – Commissioner Bussard reported:

Commissioner Bussard stated that during the public hearing on Thursday we heard a lot of positive comments about our guys snow plowing.

Washington Street retaining wall replacement – Price proposal from ARRO came in at \$9,940 and we had \$10K budgeted.

Bruce is reviewing the proposals received for replacing the last 3 AC units at the Municipal Center.

SUSTAINABILITY – Commissioner Dietrick reported:

The 3rd Annual Green Expo will be held on Saturday, April 14th from 10am. – 2pm. at the Memorial Park.

Rain Barrels will be sold again during the month of April for \$40 to Middletown residents.

PLANNING COMMISSION – Commissioner Catania reported:

Workshop on Wednesday, April 11, 2018 at 7pm. and meeting on Monday, April 16, 2018 at 7pm., on the agenda is a demolition of deck and discussion of the clearing out of the east side of Safeway for site survey.

PARKS AND REC. COMMITTEE – Commissioner Goodman reported:

New sign at Remsberg Park will be installed the week of April 21-28.

PUBLIC INFORMATION – Commissioner Falcinelli reported:

Encouraged the residents to sign up for the Alert Frederick County.

NEW BUSINESS:

Oath of Office of Commissioners – Burgess Miller swore in the three (3) incumbents that were re-elected.

Appointment of Burgess Pro-Tempore – Commissioner Goodman motion to elect Commissioner Jennifer Falcinelli as Burgess Pro-Tempore, seconded by Commissioner Dietrick. Motion carried 6-0.

Appointment of Standing Committees – Burgess Miller stated that the Standing Committees will remain the same.

Request for Handicap Ramp – Jefferson Village – Drew stated that we received a request from Hazel Decaro, 62 Boileau Court to install a handicap parking space/ ramp by her townhouse. Drew stated that we currently do not have any designated handicap spaces in Jefferson Village. Drew also stated that he informed Ms. Decaro that if the Town agreed to install this it would be open for anyone to use. It was the consensus of the Board to install this handicap parking space/ramp.

PUBLIC COMMENT:

ANNOUNCEMENTS:

- *Green Expo – Saturday, April 14, 2018 from 10am. – 2pm. at Memorial Park*
- *Coloring the Street – Saturday, April 28, 2018 from 10am. – 4pm. on West Main Street*

ADJOURNMENT

Meeting adjourned at 8:50pm.

Respectfully submitted,

Ann Griffin
Office Manager



Burgess and Commissioners of Middletown 31 W Main St Middletown, MD 21769 Phone 301-371-6171 Fax 301-371-6474
Bruce A. Carbaugh, P.E., Director of Public Works Email: bcarbaugh@ci.middletown.md.us

MEMORANDUM

TO: Burgess and Commissioners of Middletown

FROM: Bruce A. Carbaugh, P.E., Director of Public Works

DATE: April 17, 2018

RE: ADA Detectable Warning Plates

The Town of Middletown has been using the Duralast Cast Iron Warning Plates since 2011. The first project that utilized the plates was the Subdivision on Broad St and a plate was installed at the corner of Broad and Locust Alley. Other projects where the plates have been installed include Middletown Glen and West Green St. There have been no issues with the installation of this product. The plates as well as inlet frame and covers are uncoated cast iron and will rust until a patina develops and then the rusting slows significantly. The plates are made in the USA from recycled material and eligible for LEED points and over 500 times more durable than composite plates.

The Town selected this material to eliminate the need for replacement from snow plow damage, durability and little to no maintenance.

Other materials that are available include:

- polyurethane that employs peel and stick adhesive.
- Fiberglass reinforced composite
- Composite tile filled with polymer concrete
- Concrete Sure dome Panel

Most of these materials, if damaged, have no way to be replaced. While the Duralast plate cannot easily be replaced the potential for damage is highly unlikely. With most of the composite materials a snow plow has the ability to damage the plate.

At this time the Department of Public Works is recommending to continue to use the Duralast Cast Iron Detectable Warning Plate or another approved manufacturer of a cast iron plate.

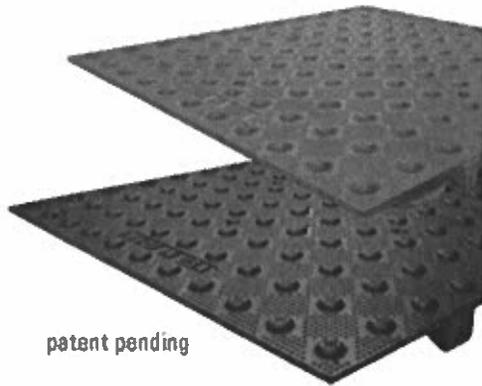
DETECTABLE WARNING PLATES

Regulatory-compliant cast iron Detectable Warning Plates from Neenah Foundry offer appealing aesthetics, exceptional longevity and freedom from maintenance. By using Neenah's Detectable Warning Plates, specifiers can be confident that the critical warning message will be delivered for the lifetime of the installation.

Neenah's Detectable Warning Plates offer:

Exceptional Durability & Superior Performance

- Combine the exceptional durability of cast iron and its ability to adhere to concrete
- Eliminate maintenance problems that are associated with the wearing, peeling, cracking and delaminating of non-iron materials



Superior Performance

- Durability of cast iron even withstands snow plow abuse
- They look like new for many years to come
- There just isn't a more durable, long-term product available

Simple Installation

- Can be installed in minutes into prepared concrete
- Reusable lifting springs simplify the installation process

Specifications

- Qualified design professionals can effectively use Neenah's detectable warning plates in their plans to meet current ADA and ABA guidelines

Aesthetic Appeal

- Recommended to be furnished and installed in their natural unpainted state for best long-term, maintenance-free performance and aesthetic appeal
- Unpainted plates will develop a permanent patina that will remain the same throughout their lifetime
- Powder coat paint is available upon request. Most common colors are federal yellow, dark gray and brick red.

Coefficient of Friction

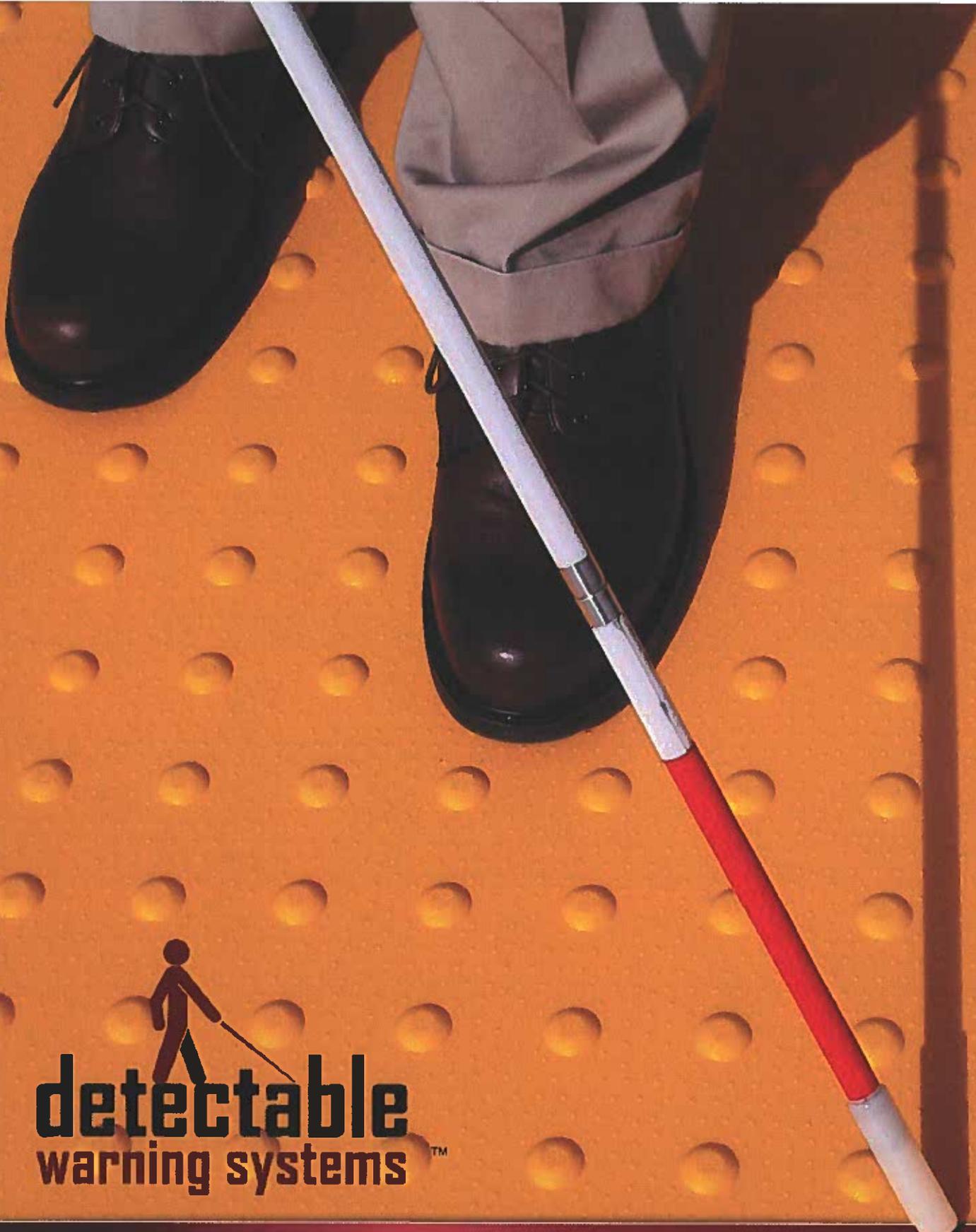
Excellent non-skid characteristics comply with all ADA and ABA guidelines. The measured coefficient of friction is 0.9.

Neenah Recommends Unpainted Plates

Upon exposure to moisture, the cast iron plates will form a temporary iron oxide scale, which is a normal part of the oxidation process. Following this, your warning plate will darken to a patina, which is permanent throughout the life of the installation. Look at manhole covers in the street to see how the color matures.

[Back to Top](#)

Copyright © 2018 Neenah Foundry



detectable
warning systems™

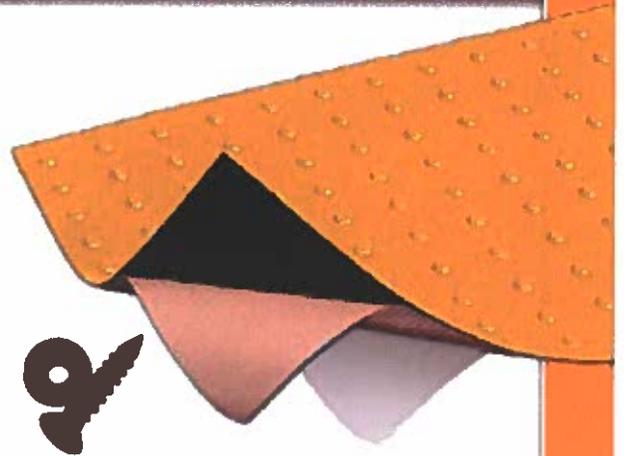
Providers of the most complete line of detectable warnings since 1994

surface applied

RediMat™

the original flexible surface applied mat

The original surface applied RediMat detectable warning is constructed of extremely durable, UV protected polyurethane. This flexible mat has a proprietary pre-applied adhesive system that enables installation in less than 10 minutes, drastically reducing labor time and expense, but not at the cost of durability.



Features

- **No adhesives to apply** – simply remove protective backing, exclusive peel & stick technology
- **Installs on both asphalt and concrete** – multi-surface adhesive system
- **Conforms to uneven surfaces** – flexible polyurethane material
- **Unbreakable** – will not chip, crack, or splinter
- **Radius Ready** – Available in “Wedge” shape
- **Beveled Edge** – For easy pedestrian access
- Includes stainless steel anchors to meet DOT requirements



Installation

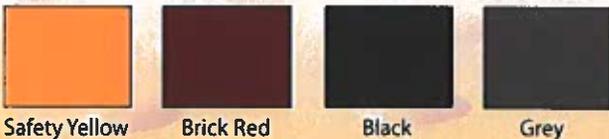


Easiest installation of any surface applied detectable warning. Just peel and stick, roll the mat to ensure a secure bond and install stainless steel anchors. Less than 10 minutes - start to finish.

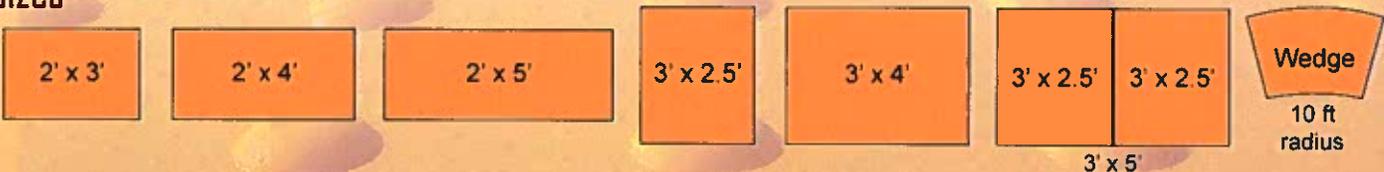
Physical Characteristics

- **Hardness** - 90 (Shore A)
- **Stain Resistance** - No Significant Change
- **Dome Spacing** - Inline, 2.35”
- **Slip Resistance** - .90
- **Taber Abrasion** - (1000gms/1000 cycles) 150mgs
- **Color** - Integral Throughout

Colors



Sizes



Providers of the most complete line of detectable warnings since 1994

866.999.7452

www.detectable-warning.com

Detectable Warning Systems



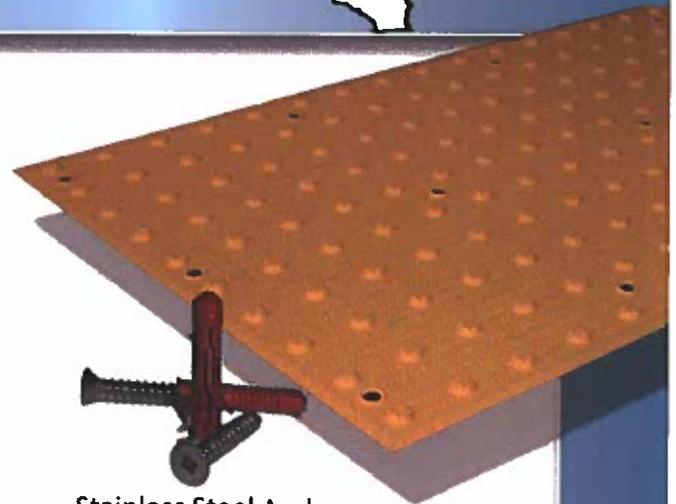
• Manufactured in California

AlertTile®

semi-rigid surface applied detectable warning

AlertTile® is a glass reinforced thermoset composite engineered for superior impact resistance, slip resistance, wear resistance and long-term durability for retrofit applications.

AlertTile®'s exclusive design incorporates a thin, slightly flexible profile with a perimeter beveled edge to provide a safe pedestrian transition.



Stainless Steel Anchors

Features

- **Semi-rigid composition** – 30,000 psi strength yet flexible enough to conform to ramp irregularities
- **Premium UV Treatment**– ensures long term color retention
- **Proven Anchoring System** – premium adhesive and HILTI HUD-1 anchors with stainless steel screws
- **Perimeter Beveled Edges** – for safe pedestrian transition

Installation



Fast, easy installation with included adhesive and anchor system. Apply adhesive to scored areas on back, place in desired location and install anchors.

Physical Characteristics

- **Compressive Strength** - 30,000 psi
- **Flexural Strength** - 18,000 psi
- **Dome Spacing** - 2.35" Center to Center
- **Slip Resistance** - Dry = 1.03 / Wet = .83
- **Freeze / Thaw Durability** - Pass-No change
- **Color** - Integral Throughout

Colors



Safety Yellow



Colonial Red



Brick Red

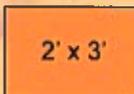


Black

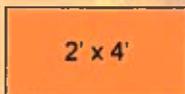


Gray

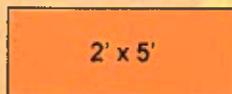
Sizes



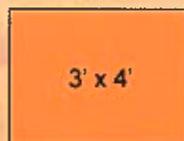
2' x 3'



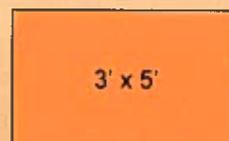
2' x 4'



2' x 5'



3' x 4'



3' x 5'



Contractor preferred since 1994

866.999.7452

www.detectable-warning.com

Scan for more info



Detectable Warning Systems



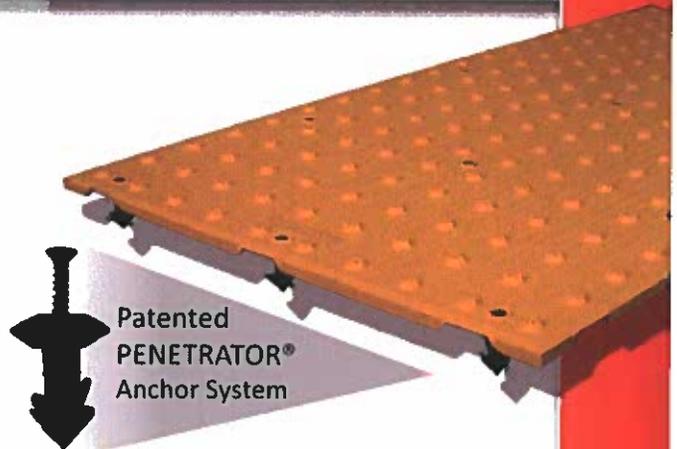
* Manufactured in California

* Caltrans approved

alertcast®

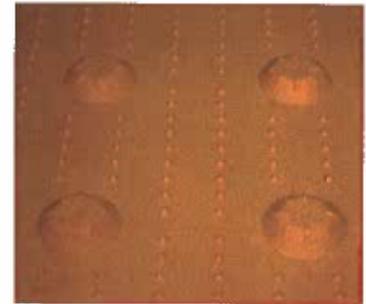
the industry's best replaceable cast-in-place detectable warning

AlertCast® is a glass-reinforced thermoset composite engineered for superior impact resistance, slip resistance, wear resistance and long-term durability. The exclusive design incorporates a top panel of superior slip-resistant truncated domes and bottom docking anchors that are embedded into wet concrete.



Features

- **Replaceable, uses patented PENETRATOR anchoring system** – simple wet concrete installation with minimal aggregate displacement and maximum holding capabilities. Easy tile replacement should the need arise.
- **Premium UV Treatment** – ensures long term color retention
- **Superior strength and impact resistance** – reinforced to over 30,000 psi, yet lightweight
- **All weather performance** – hot and cold climate superiority
- **Delivered ready to install** – anchors in place, protective sheeting with attached installation instructions in English and Spanish



Superior Wet/Dry Slip Resistance

Installation



Simple place and press process with the patented PENETRATOR® anchor system.

Physical Characteristics

- **Compressive Strength** - 30,000 psi
- **Flexural Strength** - 18,000 psi
- **Dome Spacing** - 2.35" Center to Center
- **Slip Resistance** - Dry = 1.03 / Wet = .83
- **Freeze/Thaw Durability** - Pass - No Change
- **Color** - Integral Throughout

Colors



Yellow



Colonial Red



Brick Red

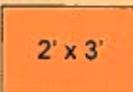


Black

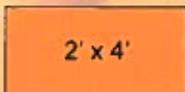


Gray

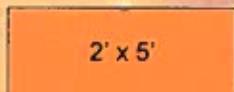
Sizes



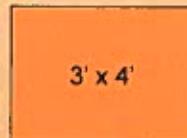
2' x 3'



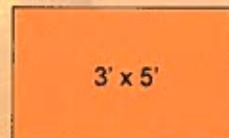
2' x 4'



2' x 5'



3' x 4'



3' x 5'



Contractor preferred since 1994

866.999.7452

www.detectable-warning.com

Scan for
more info



Detectable Warning Systems

cast-in-place

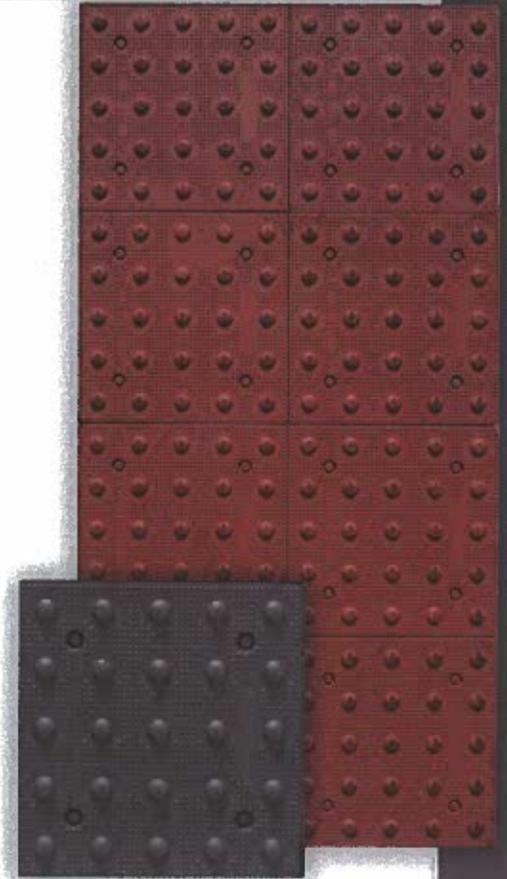
Cast Iron

extremely strong replaceable detectable warning plate

The cast iron plates from DWS are lighter weight and cast from an extremely durable ductile iron. They are designed for use in cold harsh climates with snow removal concerns. The plate design allows for easy installation and simple replacement should the need ever arise.

Features

- **Replaceable and easy to install** – unique anchor bars and stainless steel hardware set easily and eliminate the high replacement cost of traditional cast iron plates
- **Durable, yet lighter weight** – premium ductile iron, but with a design that eliminates unnecessary weight
- **Delivered ready to install** – anchor bars in place
- **Natural patina or premium colors** – weathers to an aesthetic natural patina finish, or premium colors via an e-coat then powder coat process
- **Compliant slip resistance of .90**



Installation



Colors



Uncoated
(weathered patina)



Yellow



Brick Red



Gray

(Custom Colors Available)

Sizes

2' x 2'

2' x 3'

2' x 4'

2' x 5'

Wedge

10 ft
radius

Wedge

15 ft
radius



Providers of the most complete line of detectable warnings since 1994

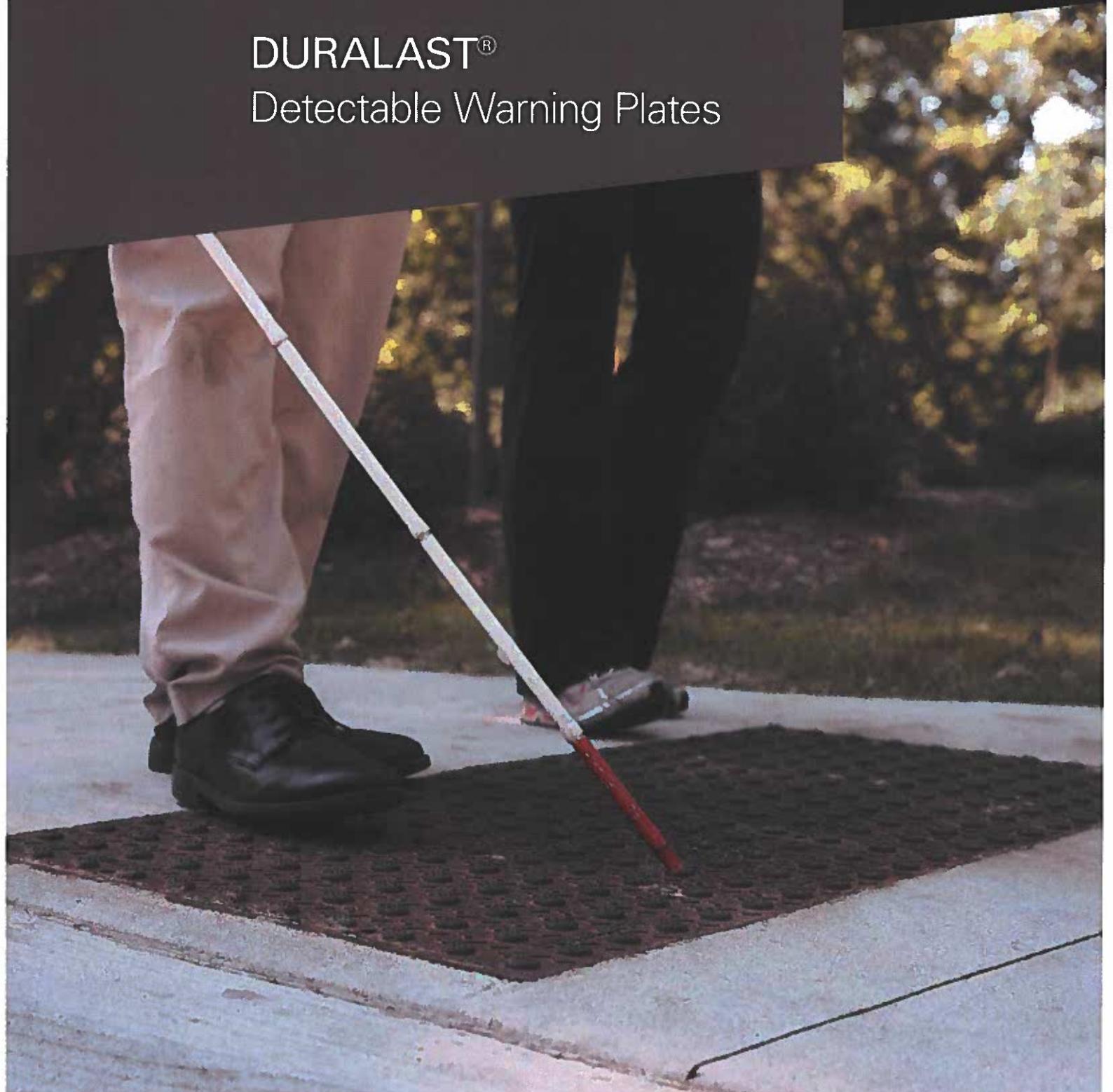
866.999.7452

www.detectable-warning.com



ej

DURALAST[®]
Detectable Warning Plates



DURALAST® Detectable Warnings

Durable, Reliable, Proven!



DURALAST Cast Iron Detectable Warnings

DURALAST® Detectable Warning Plates help warn the blind or visually impaired of the approaching street. Engineered to outlast the sidewalk, this long-lasting cast iron product withstands rigorous urban conditions, such as snow plows, street cleaning machines, and vehicular traffic. Lower your maintenance and product life cycle costs by using DURALAST Detectable Warnings—your Americans with Disabilities Act (ADA) compliant, Accessibility for Ontarians with Disabilities Act (AODA) compliant, and environmentally friendly solution.



Resistant to the elements

Cast iron's inherent resistance to the elements, snow plows, and snow melting chemicals make it a natural fit for severe climates.

- Long-wearing cast iron
- Impervious to vehicular and snow plow traffic
- Corrosion resistant
- Permanently embedded into concrete
- 10 year limited warranty

DURALAST is a registered trademark of EJ Group, Inc.

Product Features

Durable and Cost Effective

- Over 500 times more durable than composite
- Engineered to outlast the sidewalk — long-lasting and corrosion resistant
- Easy to install
- Maintenance free
- 10 year limited warranty

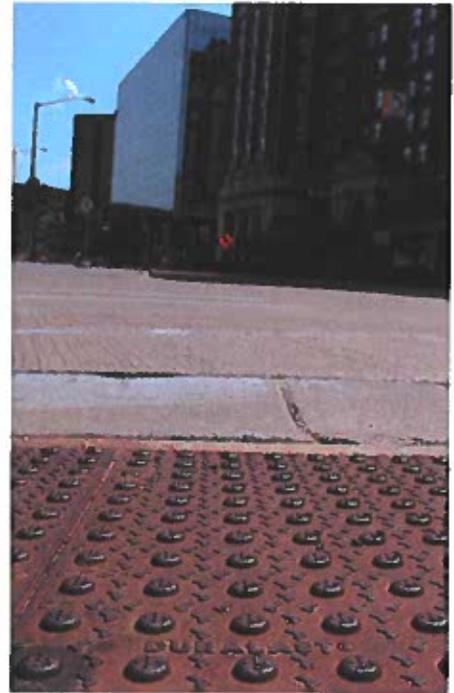
Made in the USA from Recycled Materials

- Eligible to earn LEED® points in the Materials and Resources category
- Cast iron is an environmentally responsible product that is completely recyclable after its useful life

Americans With Disabilities Act (ADA) Compliant

- Natural finish meets color contrast requirements
- Slip resistant textured surface – greater than 0.8 coefficient of friction
- DOT approved (contact your local Sales Representative for specification approvals)
- Bolting ensures compliance during installation

Accessibility for Ontarians with Disabilities Act (AODA) Compliant



Product Data

Product Testing

Maintenance free cast iron detectable warnings are designed to fully comply with the American Disabilities Act Accessibility Guidelines (ADAAG). Contact your local sales representative for other independent laboratory tests and research studies.

Product Durability—Wear Resistance

Independent lab test* demonstrates DURALAST® Detectable Warning Plates durability. Per ASTM C501-84 standards, an independent third party laboratory test was conducted to determine the wear index values of DURALAST Detectable Warning Plates versus a competing composite surface. Test results indicate that DURALAST plates are over 500 times more wear resistant than composites. Additional impact testing on DURALAST cast iron plates proves they are more resilient to the demanding installation environments of these products.

Test Results

Physical Properties	Results	Specification
Slip Resistance	1.10 Dry / 1.06 Wet	ASTM C-1028
Wear Resistance (Abrasion)	7333	ASTM C-501-84
Impact Resistance	>238 Newtons	ASTM D-1709
Adhesion to Concrete (Bond Strength)	>5000 lbs	ASTM D-482
Tensile Strength	35,000 PSI	ASTM A-48
Design Compliance	Fully Compliant	ADAAG

Over 500 times more durable than composite!

7333
DURALAST
wear index

13.7
Composite Tile
wear index

*Testing performed by 3rd party, ABIC Testing Laboratories, Inc

Sizes and Installation

Standard Sizes

Standard Sizes

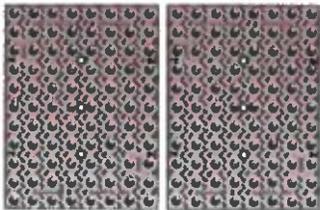
Size	Product Number
18" x 24"	00700561
24" x 24"	00700571
30" x 24"	00700721



Sizes for Your Application

3' Ramp

00700561C01

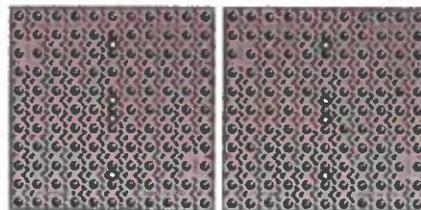


18" x 24"

18" x 24"

4' Ramp

00700571C01

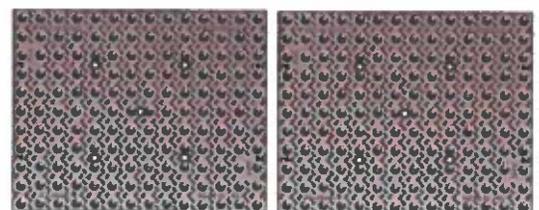


24" x 24"

24" x 24"

5' Ramp

00700721C01



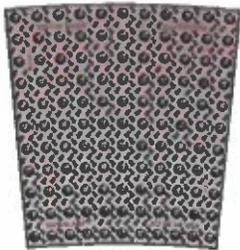
30" x 24"

30" x 24"

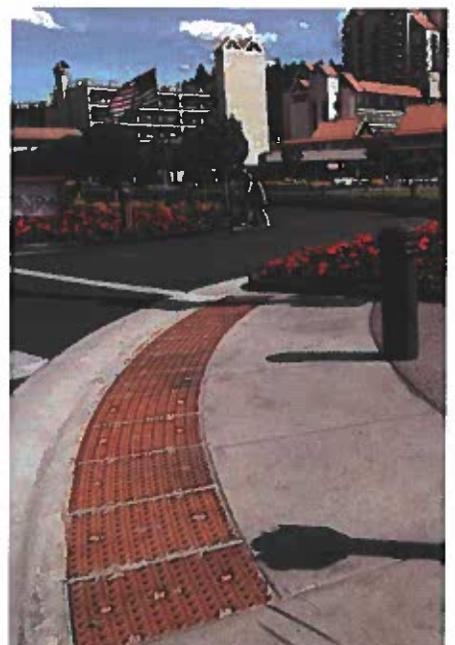
Radial Sizes

Radial Sizes

Radius	Product Number
10'	00700611
15'	00700615
17 1/2'	00700617
20'	00700621
25'	00700625
30'	00700631
35'	00700635



Radial plates are designed to fit your unique curb line.



Installation Instructions



Optional Hand-tighten plates together with stainless steel bolts. This helps ensure proper installation and compliance.



Step 1 Set cast iron Detectable Warning Plate into wet concrete in accordance with ADAAG (American Disabilities Act and Accessibility Guidelines).



Step 2 Tamp plate thoroughly with rubber mallet until concrete seeps through vent holes.

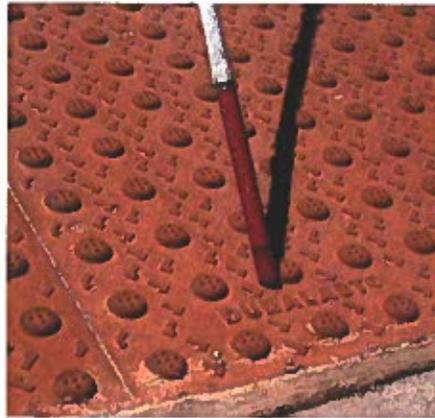


Step 3 Clean off excess concrete from the plate and finish concrete around the plate.



Finish Options

EJ recommends specifying cast iron products in their natural state to minimize any unnecessary environmental impact. DURALAST products are also offered in black asphalt dip. Contact your local sales representative for powder coating or special requests. Natural finish meets color contrast requirements for ADA compliance.



Natural Finish
Uncoated



Black Asphaltic Dip Finish
Coated

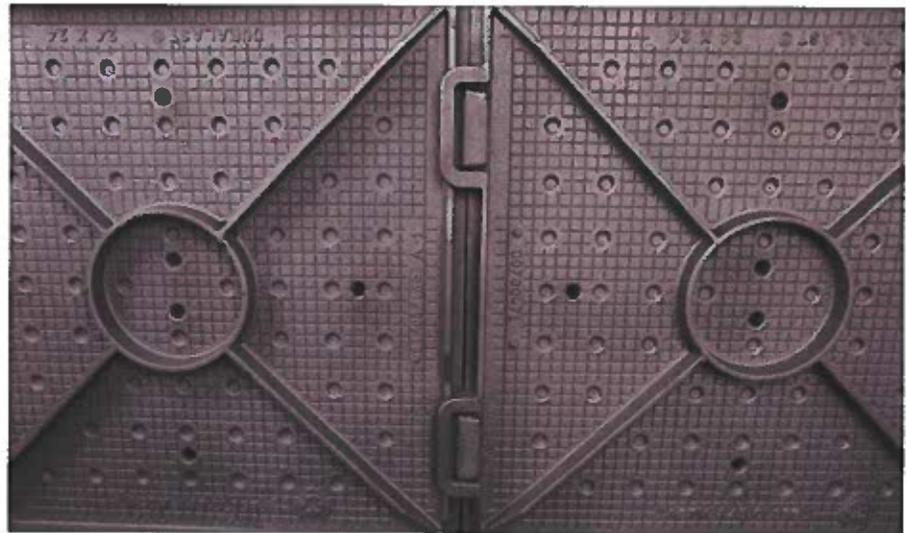
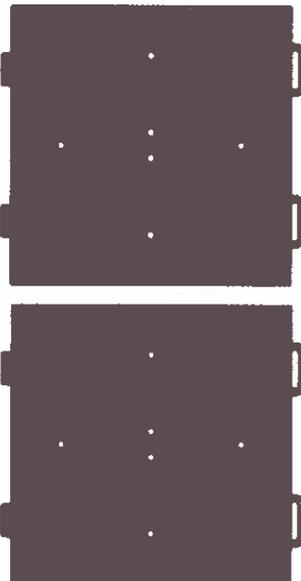
New I-LOK™ Interlocking Plates

In addition to the standard DURALAST detectable warning plates, EJ now offers the new I-LOK interlocking plate design.

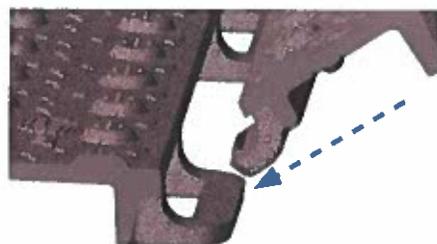
Save time during the installation by eliminating the need to bolt plates together. Simply connect and set.

Benefits

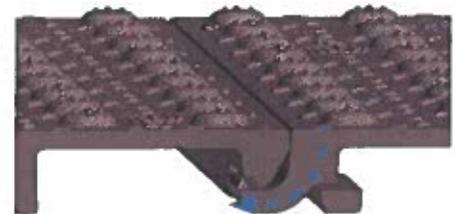
- No extra tools or hardware required
- Reduced setup time
- Uniform installation



24" x 24" (00700471) shown



Connect plates together by inserting both hook ends into the handles at 45 degree angle.



Once the plate is lowered, it will be engaged and interlock the plates together. Interlocked plates can be easily moved together and uniformly set in concrete.

Check with your EJ representative for available sizes



"Set it and forget it... These things are bulletproof. I have yet to find a more durable detectable warning system, and when it comes down to it their durability makes them the most cost effective choice on the market." — Brian Doyal, Carson City, NV Public Works



ej

ejco.com
800 626 4653



Americas

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231 536 2261

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EJ

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231 536 2261
us.sales@ejco.com

Registered Trademark



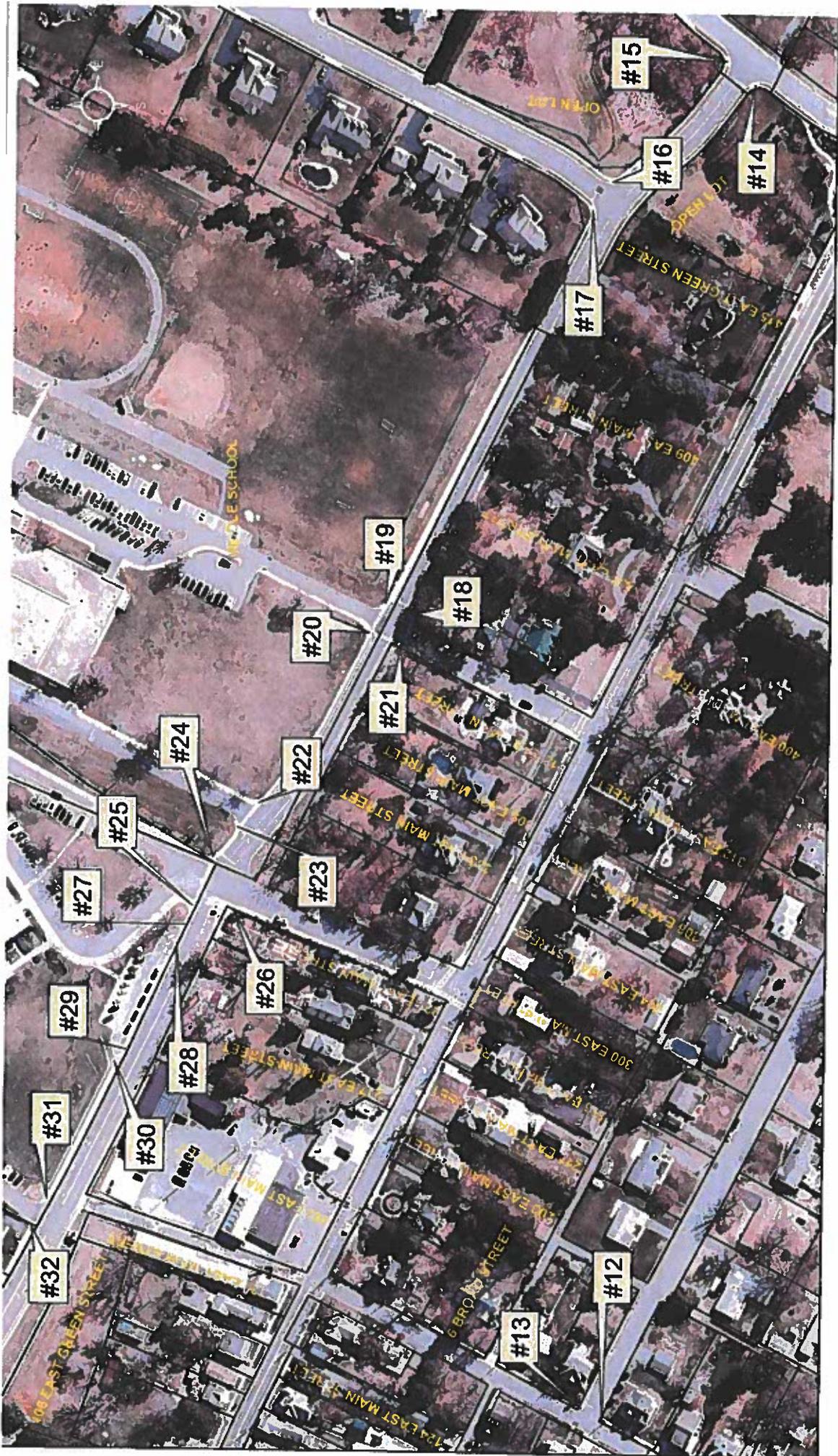
DURALAST®

ADA Sidewalk Upgrades

Priority	Location #
1	14
2	15
3	16
4	17
5	33
6	1
7	2
8	3
9	4
10	5
11	6
12	7
13	8
14	9
15	10
16	11
17	12
18	13

Locations Not Included Due to Future FCPS Construction

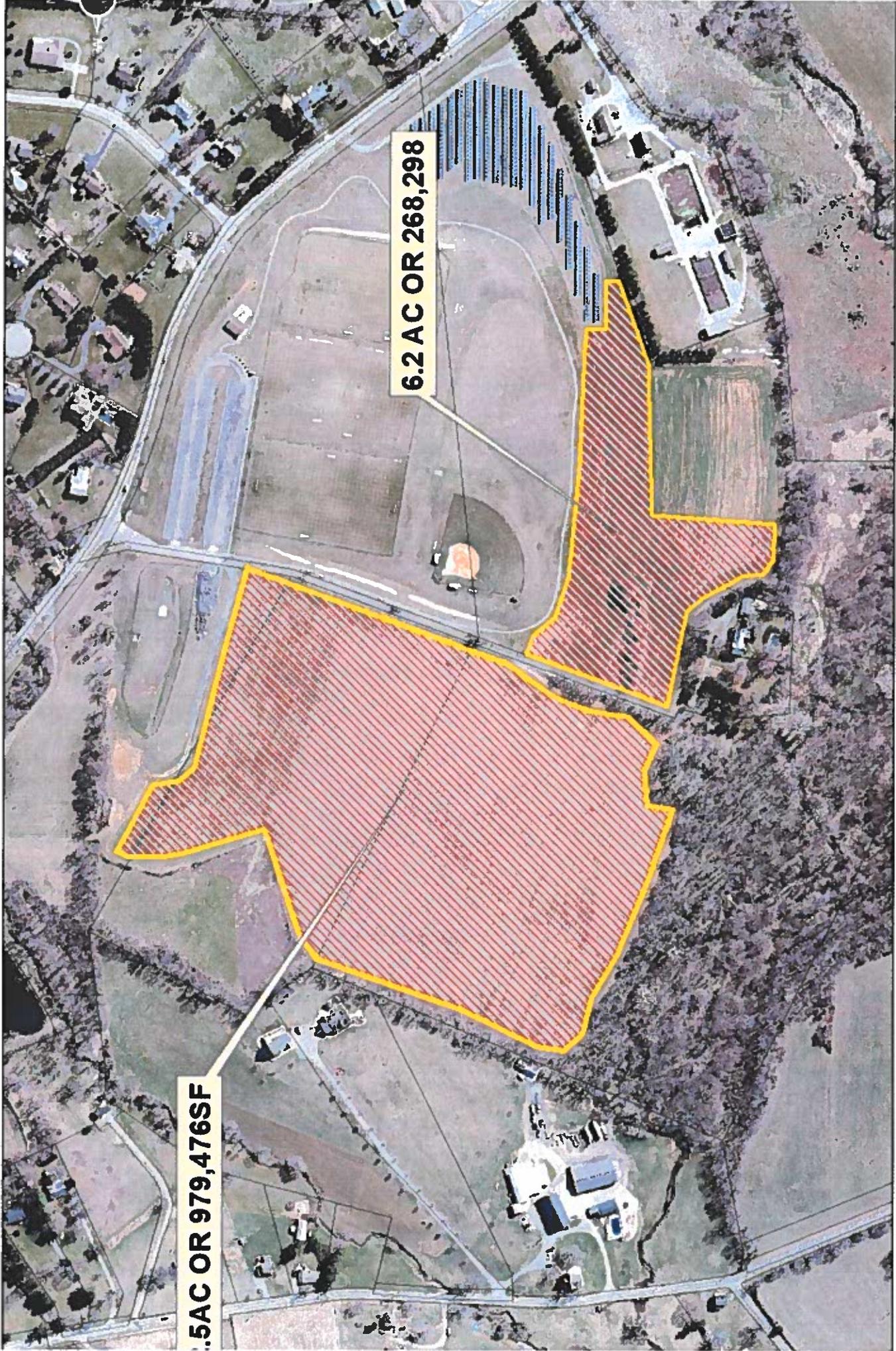
- 18
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- 32



**Town of Middletown - Frederick County
ADA Sidewalk Ramps Priority List**



**Town of Middletown - Frederick County
ADA Sidwalk Ramps Priority List**

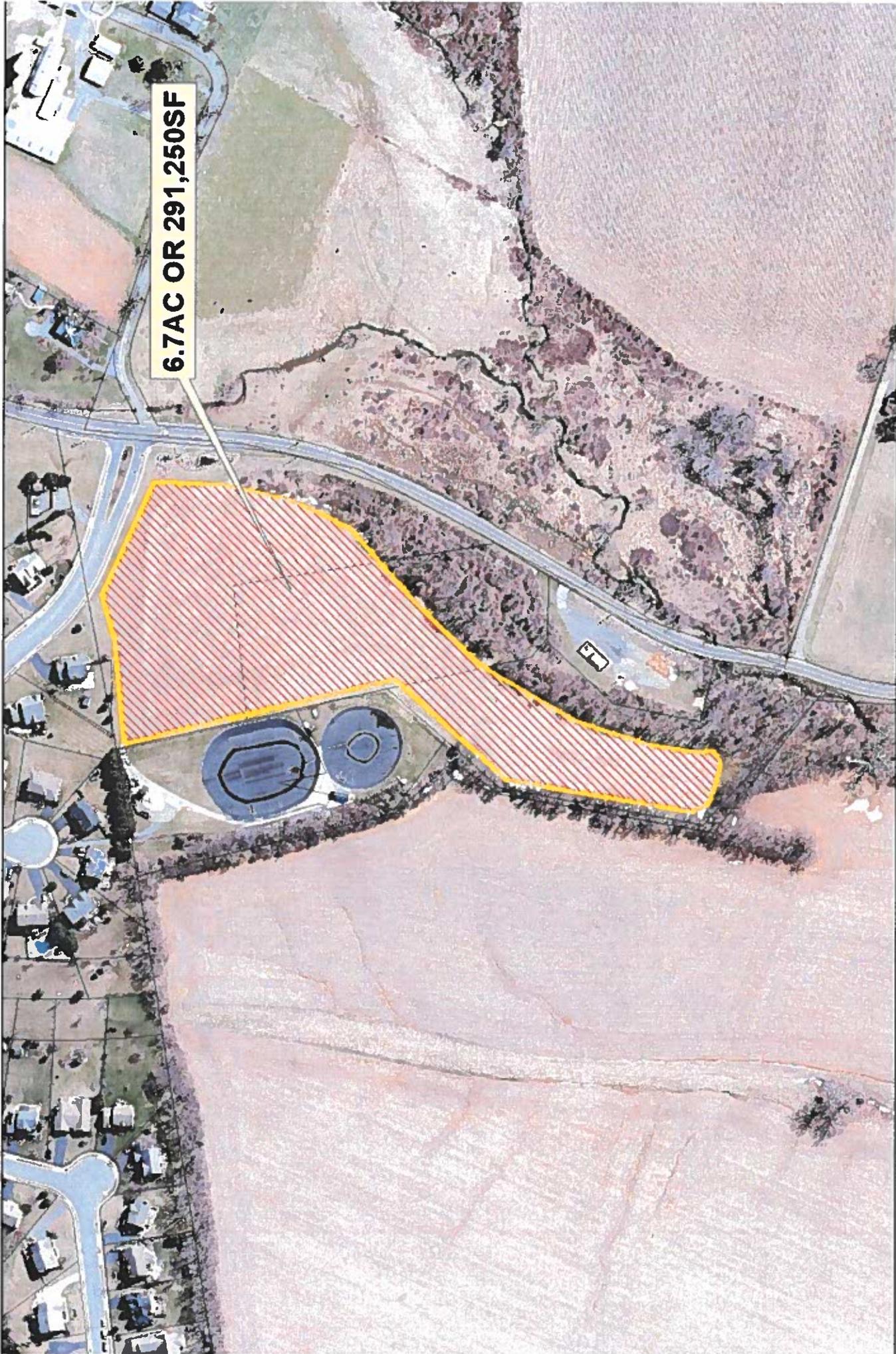


6.2 AC OR 268,298

.5 AC OR 979,476 SF

Town of Middletown - Frederick County

6.7AC OR 291,250SF



Town of Middletown - Frederick County

TOWN OF MIDDLETOWN
Water Sewer Operating Budget
FY 2019

	AUDIT FY 2016	Budget FY 2017	AUDIT FY 2017	Preliminary Budget FY 2018	Draft Budget FY 2019
Operating Revenue					
Water Revenue	587,860	594,671	600,572	608,726	624,139
Sewer Revenue	584,783	594,325	598,261	603,153	616,076
Penalties and Reconnects	14,758	21,950	21,422	15,251.79	22,161
General Fund Grant	80,000		-		
Rain Barrels	720	1,000		1,000	1,000
MISC	8,627	-		-	-
Total Revenue	1,276,748	1,211,946	1,220,255	1,228,131	1,263,377
Expenses					
Administrative					
Salaries	36,631	45,134	39,206	48,827	34,407
Communications	10,748	11,513	12,200	11,742	11,742
Postage	9,226	9,558	\$8,030	9,503	9,750
Office Supplies/Expenses	10,761	12,600	\$10,848	15,712	14,000
Professional Services/Legal	2,512	2,000	\$2,727	2,000	2,000
Meetings & Seminars	350	500	\$486	2,500	500
Advertising	350	500	\$559	500	500
Uniforms	3,770	3,925	\$4,119	3,925	5,068
Dues/Subscriptions/Certifications	50	500	\$420	500	500
I&I Principal and Interest	32,979	32,908	\$29,454	33,099	32,743
Travel/Mileage	-	200	\$17	200	200
Payroll Taxes	24,113	23,600	\$22,451	27,798	23,721
Insurance					
Property	9,917	8,500	\$11,172	10,215	11,848
Health	19,348	52,831	\$44,913	53,324	54,716
Worker's Compensation	7,287	8,718	\$8,684	8,980	9,911
Retirement/Pension	21,550	28,448	\$22,169	29,230	22,912
Real Estate Taxes	292	292	\$292	292	292
Conservation Environment	1,600	2,000	\$0	2,000	1,000
Vehicle/Equipment Expenses	12,259	25,600	15521	20,400	15,000
Total Administrative	203,743	269,328	233,268	280,746	250,809
Water					
Salaries	150,384	139,545	167,083	175,294	151,440
Water Distribution					
Supplies	8,185	3,572	\$5,831	5,500	5,500
Repairs & Maintenance	44,802	52,450	\$72,317	18,900	37,000
Water Meters	-	-	-	-	-
Waterline Break Repairs	-	5,000	\$182	5,000	5,000
Chemicals	233	500	\$1,857	500	500
Tools & Equipment	1,660	3,874	\$6,674	4,105	4,000
Subtotal	54,880	65,396	86,861	34,005	52,000
Water Plant, Reservoir, Booster, Tower, BS Wellhouse					
Supplies	1,492	2,000	795	2,000	2,000
Repairs & Maintenance	27,112	31,700	39,668	66,700	37,722
Tank Maintenance Contract					75,000
Chemicals	22,512	23,943	23,154	9,199	17,132
Tools & Equipment	-	2,400	1,407	2,053	1,932
Testing & Analysis	10,783	12,988	11,877	14,400	5,900
SUB-TOTAL	61,899	93,181	76,901	118,168	139,687
Abandoned Well Costs		-		-	-

TOWN OF MIDDLETOWN
Water Sewer Operating Budget
FY 2019

	AUDIT FY 2016	Budget FY 2017	AUDIT FY 2017	Preliminary Budget FY 2018	Draft Budget FY 2019
Water Electric	23,349	20,150	33,368	23,816	26,561
TOTAL WATER	267,163	298,122	330,845	327,467	369,688
Sewer					
Salaries	128,101	121,920	127,311	134,998	115,933
Sewer Collection System					
Conebranch Pump Station	34,851	18,500	\$22,062	18,500	12,618
Brookridge South Pump Station	10,465	9,735	\$5,421	10,779	4,000
Foxfield Pump Station	6,973	6,500	\$5,692	6,500	12,500
Sanitary Sewer Lines/Manholes	45,670	25,000	\$4,582	25,000	22,080
I & I Accrual	75,000	75,000	75,000	75,000	75,000
Subtotal	172,959	134,735	112,757	135,779	126,198
East WWTP					
Parts & Supplies	7,069	5,802	\$2,598	6,352	5,581
Repairs & Maintenance	28,731	35,800	\$22,145	16,600	12,600
Chemicals	31,766	40,844	\$29,271	33,725	34,285
Mowing		-		-	-
Tools & Equipment	3,954	5,573	\$1,693	6,090	4,500
Testing & Analysis	26,125	34,187	\$30,220	34,187	36,611
Sludge Hauling Expense	59,432	60,000	\$45,581	61,800	55,669
Subtotal	157,077	211,853	131,508	184,081	149,245
West WWTP					
Supplies	2,380	2,500	\$1,624	2,500	2,500
Repairs & Maintenance	9,796	6,050	\$4,833	2,000	15,000
Chemicals	54,389	61,258	\$51,684	47,949	50,531
Mowing					
Tools & Equipment	2,598	1,000	\$1,671	2,510	2,766
Testing & Analysis	9,831	10,459	\$11,071	11,649	10,449
Sludge Hauling Expense	17,250	22,650	\$17,250	22,650	17,250
SUB-TOTAL	96,244	127,001	88,133	106,268	98,496
Sewer Electric					75,000
TOTAL SEWER	554,381	595,509	459,709	561,126	564,872
TOTAL OPERATING EXPENSES	1,025,287	1,162,959	1,023,822	1,169,340	1,185,369
Contingency Fund		40,704		40,927	50,303
Adjusted Operating Expense	1,025,287	1,203,663	1,023,822	1,210,266	1,235,672
OPERATING INCOME (LOSS)	251,461	8,283	196,433	17,864	27,705

ALL IMPROVEMENT FEES TRANSFERED TO GENERAL FUND

	Burgess and Commissioners of Middletown Water & Sewer Capital Improvement Program FY 2019 - FY 2023				
	INCOME	FY '19	FY '20	FY '21	FY '22
CASH Reserves	\$538,119	\$436,438	\$299,204	\$164,787	\$86,328
DEBT SERVICE FEE - NEW HOMES	\$156,000	\$162,900			
CAPITAL IMPROVEMENT FEE	\$168,966	\$178,800	\$341,900	\$342,100	\$342,300
Inflow & Infiltration - Reserve Account	\$50,000		\$300,000		
Sludge Removal - Reserve Account	\$35,000			\$35,000	
Land Leases	\$193,271	\$201,002	\$209,042	\$217,404	\$226,100
Tap Fees (See Growth Projections)	\$621,000	\$333,000	\$18,000	\$18,000	\$558,000
BRF Grant					\$1,000,000
Main Street Waterline Loan (Total Loan Amount \$2,850,138.95)	\$1,780,968				
Reservoir Tank Loan (Total Loan Amount \$1,772,603.24)		\$750,000	\$1,022,604		
Total Revenue	\$3,543,324	\$2,062,139	\$2,190,749	\$777,290	\$2,212,727
Debt Service					
EAST WWTP LOAN	\$241,265	\$239,265			
MAIN STREET WATERLINE LOAN	\$77,842	\$156,523	\$156,523	\$156,523	\$156,523
RESERVOIR TANK LOAN	\$6,798	\$12,815	\$97,347	\$97,347	\$97,347
DEVELOPMENT PROJECTS					
Brookridge WTP (Loan Payments)	\$195,314				
Outstanding Balance - Last Year \$370,314					
Total Debt Service	\$521,219	\$408,603	\$253,870	\$253,870	\$253,870
Net Income	\$3,022,105	\$1,653,537	\$1,936,879	\$523,420	\$1,958,857
Projects					
SYSTEM UPGRADE PROJECTS					
WATER SYSTEM					
Main Street Waterline Program	\$1,780,968				
Well Field - Power Quality Monitor PQube3	\$10,500				
Reservoir Improvements - Piping and Future Tank	\$104,000	\$750,000	\$1,250,000		
SCADA Control System	\$50,000				
Booster Station - Replace Starters with VFD's	\$15,000	\$125,000			
Booster Station - Rebuild Pump #4	\$15,000				
Booster Station - Process Piping Replacement	\$10,000	\$50,000			
Booster Station - Roof Replacement/Building Painting				\$5,000	
PRV Vault Pipe Painting and Cleaning	\$9,000				
InHance Billing Software Upgrade	\$25,000				
Water Meter Replacements	\$41,200	\$34,333	\$22,093	\$22,093	\$15,642
WASTEWATER SYSTEM					
West WWTP - Curtain Replacement	\$25,000	\$80,000			
West WWTP - Plug Valve Replacement Micro Strainer Bldg	\$5,000	\$15,000			
West WWTP - New Chemical Storage Structure	\$85,000				
Upgrade of West WWTP (Possible Future)				\$175,000	\$1,550,000
East WWTP - Bar Screen Refurbishment		\$60,000			
East WWTP - Dewatering Solution Sludge Tank - Engineering	\$15,000	\$25,000			
East WWTP - Influent Flume & Ultrasonic Meter	\$20,000				
East WWTP - Enclose UV Lights Area		\$15,000			
East WWTP - Sludge Removal Reed Beds	\$35,000			\$35,000	
East WWTP - Sludge Mag Meter	\$15,000				
Vactor Trailer & Excavator	\$75,000				
Inflow & Infiltration	\$50,000		\$300,000		
Total Projects	\$2,385,668	\$1,154,333	\$1,572,093	\$237,093	\$1,565,642
Total Project Costs	\$636,438	\$499,204	\$364,787	\$286,328	\$393,215
CAPITAL IMPROVEMENT RESERVE ACCOUNT	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000
Surplus / Deficit	\$436,438	\$299,204	\$164,787	\$86,328	\$193,215
Capital Improvement Reserve Account 5 Year Total	\$1,000,000				

ALL IMPROVEMENT FEES TRANSFERED TO GENERAL FUND

	Burgess and Commissioners of Middletown Water & Sewer Capital Improvement Program FY 2019 - FY 2023					
	INCOME	FY '19	FY '20	FY '21	FY '22	FY '23
CASH Reserves	\$538,119	\$15,438		(\$254,796)	(\$742,213)	(\$1,173,672)
DEBT SERVICE FEE - NEW HOMES	\$156,000	\$162,900				
CAPITAL IMPROVEMENT FEE	\$168,966	\$178,800	\$341,900	\$342,100	\$342,300	
Inflow & Infiltration - Reserve Account	\$50,000		\$300,000			
Sludge Removal - Reserve Account	\$35,000			\$35,000		
Land Leases	\$193,271	\$201,002	\$209,042	\$217,404	\$226,100	
Tap Fees (See Growth Projections)	\$0	\$0	\$0	\$0	\$0	
BRF Grant					\$1,000,000	
Main Street Waterline Loan (Total Loan Amount \$2,850,138.95)	\$1,780,968					
Reservoir Tank Loan (Total Loan Amount \$1,772,603.24)		\$750,000	\$1,022,604			
Total Revenue	\$2,922,324	\$1,308,139	\$1,618,749	(\$147,710)	\$394,727	
Debt Service						
EAST WWTP LOAN	\$241,265	\$239,265				
MAIN STREET WATERLINE LOAN	\$77,842	\$156,523	\$156,523	\$156,523	\$156,523	
RESERVOIR TANK LOAN	\$6,798	\$12,815	\$97,347	\$97,347	\$97,347	
DEVELOPMENT PROJECTS						
Brookridge WTP (Loan Payments)	\$195,314					
Outstanding Balance - Last Year \$370,314						
Total Debt Service	\$521,219	\$408,603	\$253,870	\$253,870	\$253,870	
Net Income	\$2,401,105	\$899,537	\$1,364,879	(\$401,580)	\$140,857	
Projects						
SYSTEM UPGRADE PROJECTS						
WATER SYSTEM						
Main Street Waterline Program	\$1,780,968					
Well Field - Power Quality Monitor PQube3	\$10,500					
Reservoir Improvements - Piping and Future Tank	\$104,000	\$750,000	\$1,250,000			
SCADA Control System	\$50,000					
Booster Station - Replace Starters with VFD's	\$15,000	\$125,000				
Booster Station - Rebuild Pump #4	\$15,000					
Booster Station - Process Piping Replacement	\$10,000	\$50,000				
Booster Station - Roof Replacement/Building Painting				\$5,000		
PRV Vault Pipe Painting and Cleaning	\$9,000					
InHance Billing Software Upgrade	\$25,000					
Water Meter Replacements	\$41,200	\$34,333	\$22,093	\$22,093	\$15,642	
Average 10 Year Historical Spending in W&S CIP	\$0	\$0	\$535,000	\$535,000	\$535,000	
WASTEWATER SYSTEM						
West WWTP - Curtain Replacement	\$25,000	\$80,000				
West WWTP - Plug Valve Replacement Micro Strainer Bldg	\$5,000	\$15,000				
West WWTP - New Chemical Storage Structure	\$85,000					
Upgrade of West WWTP (Possible Future)				\$175,000	\$1,550,000	
East WWTP - Bar Screen Refurbishment		\$60,000				
East WWTP - Dewatering Solution Sludge Tank - Engineering	\$15,000	\$25,000				
East WWTP - Influent Flume & Ultrasonic Meter	\$20,000					
East WWTP - Enclose UV Lights Area		\$15,000				
East WWTP - Sludge Removal Reed Beds	\$35,000			\$35,000		
East WWTP - Sludge Mag Meter	\$15,000					
Vactor Trailer & Excavator	\$75,000					
Inflow & Infiltration	\$50,000		\$300,000			
Total Projects	\$2,385,668	\$1,154,333	\$2,107,093	\$772,093	\$2,100,642	
Total Project Costs	\$15,438	(\$254,796)	(\$742,213)	(\$1,173,672)	(\$1,959,785)	
CAPITAL IMPROVEMENT RESERVE ACCOUNT	\$0	\$0	\$0	\$0	\$0	
Surplus / Deficit	\$15,438	(\$254,796)	(\$742,213)	(\$1,173,672)	(\$1,959,785)	
What the CIF would have to be per Quarter for Cover Deficit	\$47.25	\$88.05	\$160.84	\$225.28	\$342.68	



**Burgess and Commissioners of
Middletown, Maryland**

Water Supply Capacity Management Plan
2017

Approved and Adopted on

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 three hundred (300) 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

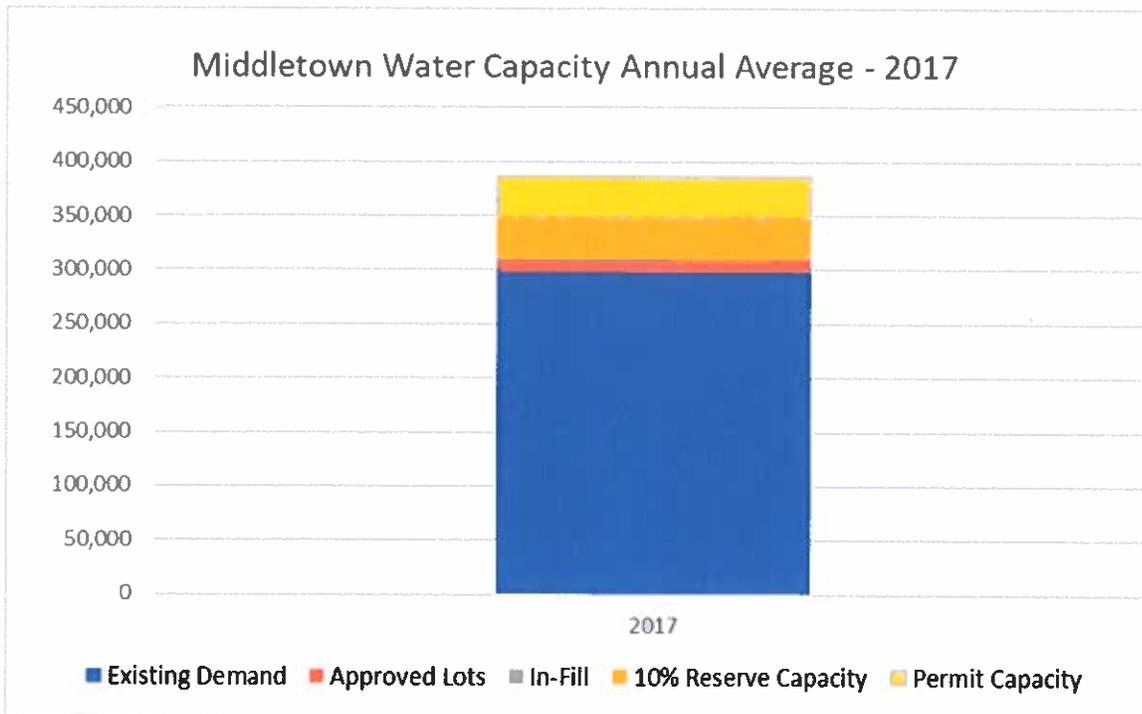
The Middletown water system is supplied by twenty-three (23) wells and four (4) major groups of springs located on the west side of the Catoctin Mountain, north of town. Water from the springs flow by gravity to two (2) in-ground reservoirs with a combined capacity of two million gallons. Water treatment consists of adding caustic soda, for pH adjustment, chlorine, as a disinfectant to protect against microbial contaminants and fluoride to promote dental health. 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 Catoctin 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.

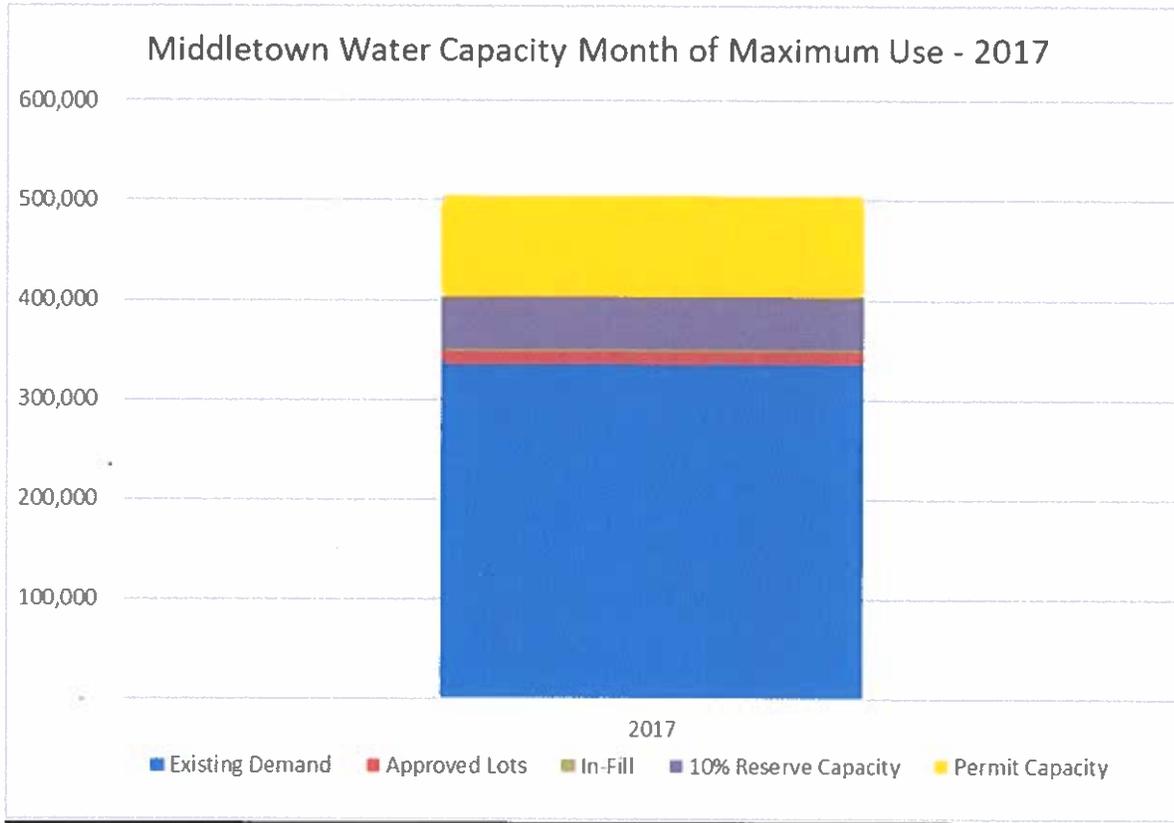
Annual Average

The Town of Middletown is at 90.1% capacity based on calculations by flow.



Month of Maximum Use

The Town of Middletown is at 79.9% capacity based on calculations by flow.

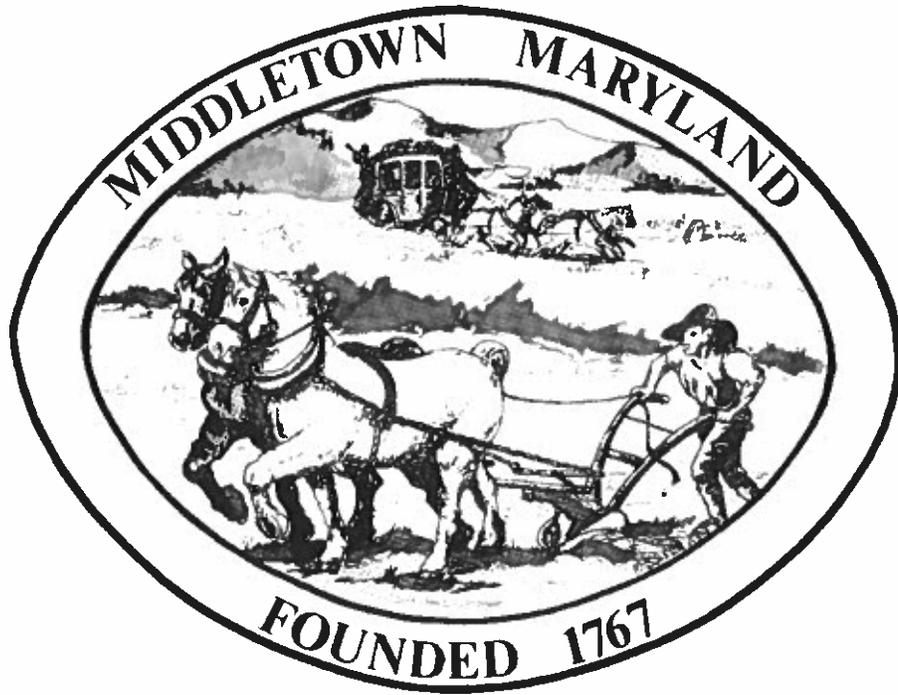


Summary and Recommendations

Based on the calculation, in accordance with MDE guidance, the Town has 155 water taps available based on the capacity analysis.

Appendix

A detailed appendix is attached to this report with all appropriate back up and calculation.



**Burgess and Commissioners of
Middletown, Maryland**

Wastewater Capacity Management Plan 2017

Approved and Adopted on

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 three hundred (300) 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

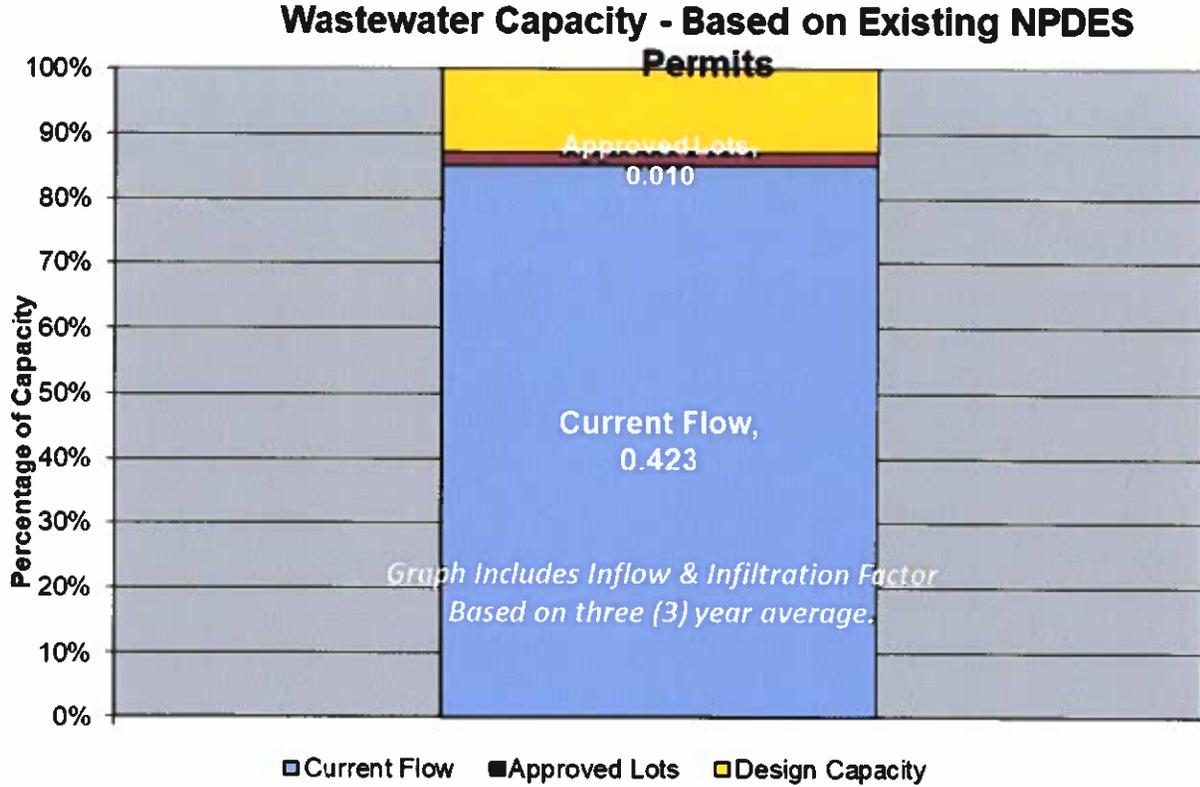
The Middletown sewage system consists of a 0.250 mgd treatment plant located on the west side of Town (West WWTP), and a 0.350 mgd activated sludge plant (expandable to 0.700 mgd), three (3) sewage pump stations, and a network of 8" to 12" sanitary sewer lines. The West WWTP, which was designed in 1973,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

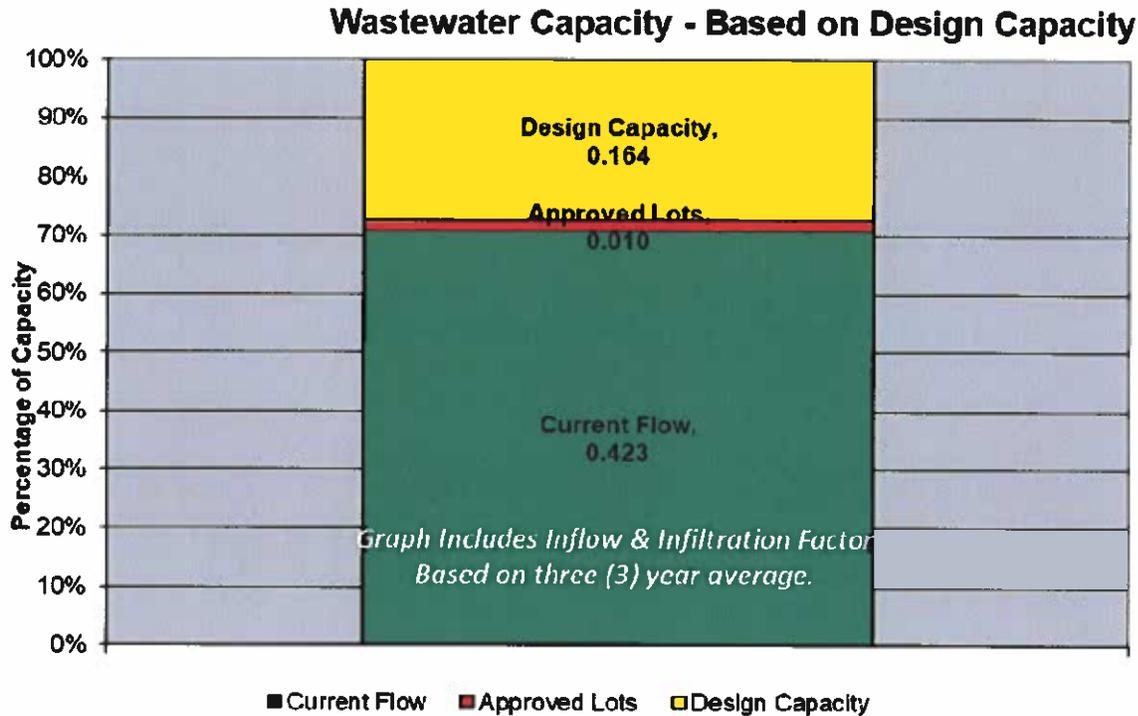
Permitted Capacity

The Town of Middletown is at 87% capacity based on calculation by flow.



Design Capacity

The Town of Middletown is at 73% capacity based on calculation by flow.



Summary and Recommendations

Based on the current permitted capacity of 0.500 mgd the Town has a permitted capacity for an additional 256 sewer taps. Approval beyond the 256 sewer taps will require authorization by the Burgess and Commissioners for an increase in the current NPDES permit for the East WWTP.

Appendix

A detailed appendix is attached to this report with all appropriate back up and calculation.