



# AGENDA FOR THE TOWN MEETING

April 9, 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

General Fund Capital Improvement Program (CIP)

## CALL TO ORDER

## CONSENT AGENDA

- [Financial Statements](#)
- Town Meeting Minutes
  - [March 26, 2018 – Town Meeting](#)

## PERSONAL REQUESTS FOR AGENDA:

Ms. Lynn Davis, Director Citizens Services Child Advocacy Center – April is Child Abuse Prevention Month

## UNFINISHED BUSINESS:

- [Resolution 18-01 – Memar Annexation](#)
- [Patching Contract Bids](#)
- [Review of Handicap Ramp Improvement Locations](#)
- [Review of Proposed Zoning Code Amendments](#)
- [Review of Welcome Signs](#)

## REPORT OF COMMITTEES:

Water/Sewer	Commissioner Falcinelli
Public Works	Commissioner Bussard
Sustainability	Commissioner Dietrick
Planning Commission Liaison	Commissioner Catania
Parks & Recreation	Commissioner Goodman
Public Information	Commissioner Falcinelli

## **NEW BUSINESS:**

- Oath of Office for Commissioners
- Appointment of Burgess Pro-Tempore
- Appointment of Standing Committees
- [Request for Handicap Ramp – Jefferson Village](#)

## **PUBLIC COMMENTS:**

## **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**

Town of Middletown  
**Statement of Revenue & Expenditures**  
 General Fund  
 Fiscal Year 2018  
 For the 9 Months Ended March 31, 2018

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<b><u>REVENUE</u></b>			
<b><u>LOCAL TAX</u></b>			
Real Property	\$ 1,253,427	\$ 1,269,286	\$ 15,859
Tangible Personal Property	38,248	44,799	6,551
Public Utilities	9,827		(9,827)
Franchise (Cable)	50,615	42,534	(8,081)
Penalties & Interest	10,544		(10,544)
	<u>\$ 1,362,661</u>	<u>\$ 1,356,619</u>	<u>\$ (6,042)</u>
<b><u>STATE SHARED TAX</u></b>			
Admission & Amusement	\$ 21,526	\$ 17,474	\$ (4,052)
Highway Gasoline & Licenses	160,606	137,078	(23,528)
	<u>\$ 182,132</u>	<u>\$ 154,552</u>	<u>\$ (27,580)</u>
<b><u>COUNTY SHARED TAX</u></b>			
Income Taxes	\$ 896,179	\$ 798,125	\$ (98,054)
Tax Equity Grant	610,423	457,817	(152,606)
	<u>\$ 1,506,602</u>	<u>\$ 1,255,942</u>	<u>\$ (250,660)</u>
<b><u>LICENSES AND PERMITS</u></b>			
Business / Traders	\$ 4,900	\$ 987	\$ (3,913)
Planning / Zoning Fees	27,950	8,565	(19,385)
	<u>\$ 32,850</u>	<u>\$ 9,552</u>	<u>\$ (23,298)</u>
<b><u>PARKS AND RECREATION</u></b>			
Pavillion Fees	\$ 3,158	\$ 2,025	\$ (1,133)
	<u>\$ 3,158</u>	<u>\$ 2,025</u>	<u>\$ (1,133)</u>
<b><u>POLICE PROTECTION</u></b>			
State Grant	\$ 26,187	\$ 19,675	\$ (6,512)
	<u>\$ 26,187</u>	<u>\$ 19,675</u>	<u>\$ (6,512)</u>
<b><u>MISCELLANEOUS</u></b>			
Bank Shares Grant	\$ 2,500	\$ 1,491	\$ (1,009)
Miscellaneous & Donations		637	637
	<u>\$ 2,500</u>	<u>\$ 2,128</u>	<u>\$ (372)</u>
<b>OPERATING REVENUES</b>	<b>\$ 3,116,090</b>	<b>\$ 2,800,493</b>	<b>\$ (315,597)</b>
State Grants & Interest	\$ 78,703	\$ 13,134	\$ (65,569)
<b>TOTAL REVENUE</b>	<b>\$ 3,194,793</b>	<b>\$ 2,813,627</b>	<b>\$ (381,166)</b>

**Town of Middletown**  
**Statement of Revenue & Expenditures**  
**General Fund**  
**Fiscal Year 2018**  
**For the 9 Months Ended March 31, 2018**

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<b><u>EXPENDITURES</u></b>			
<b><u>LEGISLATIVE</u></b>			
Commissioner's Salary	\$ 16,500	\$ 10,200	\$ (6,300)
Communications	9,480	3,271	(6,209)
Dues & Subscriptions	7,400	6,485	(915)
Office Supplies & Exp	7,500	5,863	(1,637)
Advertising	2,500		(2,500)
Meetings & Conventions	15,000	3,959	(11,041)
	<u>\$ 58,380</u>	<u>\$ 29,778</u>	<u>\$ (28,602)</u>
<b><u>EXECUTIVE</u></b>			
Burgess Salary	<u>\$ 10,200</u>	<u>\$ 6,800</u>	<u>\$ (3,400)</u>
	\$ 10,200	\$ 6,800	\$ (3,400)
<b><u>ELECTION</u></b>			
Clerk Fees	\$ 450		\$ (450)
Other Administrative Expenses	<u>250</u>		<u>(250)</u>
	\$ 700		\$ (700)
<b><u>GENERAL SERVICES</u></b>			
<b><u>ADMINISTRATION</u></b>			
Administrative Salary	\$ 254,512	\$ 196,525	\$ (57,987)
Postage & Printing	200	7	(193)
Communications	7,205	7,629	424
Computer Expenses	29,512	48,944	19,432
Office Supplies & Exp	27,953	28,562	609
Office Maintenance	29,600	22,222	(7,378)
Dues & Subscriptions	150		(150)
Professional Services	4,600	210	(4,390)
Meetings & Conventions	100	4	(96)
Water and Sewer Grant			
	<u>\$ 353,832</u>	<u>\$ 304,103</u>	<u>\$ (49,729)</u>
<b><u>OPERATIONS</u></b>			
Operations Salary	\$ 231,766	\$ 187,864	\$ (43,902)
Communications	9,000	6,394	(2,606)
Supplies & Expenses	17,960	16,288	(1,672)
Dues & Meetings		491	491
Maintenance & Repairs	28,173	14,228	(13,945)
Tools & Equipment	<u>2,544</u>	<u>6,900</u>	<u>4,356</u>
	\$ 289,443	\$ 232,165	\$ (57,278)
<b><u>PROFESSIONAL SERVICES</u></b>			
Independent Accounting	\$ 16,000	\$ 13,000	\$ (3,000)

Town of Middletown  
**Statement of Revenue & Expenditures**  
 General Fund  
 Fiscal Year 2018  
 For the 9 Months Ended March 31, 2018

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
Legal - Development		\$ 1,862	\$ 1,862
Legal - Ordinances	7,388	4,009	(3,379)
	\$ 23,388	\$ 18,871	\$ (4,517)
 <b><u>PLANNING &amp; ZONING</u></b>			
Salary & Fees	\$ 51,797	\$ 35,709	\$ (16,088)
Other Expenses	1,778	1,657	(121)
	\$ 53,575	\$ 37,366	\$ (16,209)
 <b><u>MAIN STREET PROGRAM</u></b>			
Manager Salary	\$ 45,482	\$ 32,760	\$ (12,722)
Town Contribution	10,000	12,015	2,015
	\$ 55,482	\$ 44,775	\$ (10,707)
 <b><u>PUBLIC SAFETY</u></b>			
Fire Dept. Donation	\$ 20,000	\$ 20,000	
School Crossing Guards	16,338	11,014	(5,324)
Community Deputy Program	385,232	194,685	(190,547)
	\$ 421,570	\$ 225,699	\$ (195,871)
 <b><u>SANITATION &amp; WASTE REMOVAL</u></b>			
Resident Trash & Yard Waste	\$ 271,796	\$ 193,903	\$ (77,893)
 <b><u>RECREATION AND CULTURE</u></b>			
Park Salary	45,030	21,721	(23,309)
Park Electric	1,175	3,975	2,800
Remsberg Park Electric			
Maintenance & Repairs	37,490	21,084	(16,406)
Mowing	32,319	15,911	(16,408)
Remsberg Park - Interest	7,906	6,830	(1,076)
Remsberg Park - Principal	115,643	96,128	(19,515)
	\$ 239,563	\$ 165,649	\$ (73,914)

**Town of Middletown**  
**Statement of Revenue & Expenditures**  
**General Fund**  
**Fiscal Year 2018**  
**For the 9 Months Ended March 31, 2018**

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<b><u>HIGHWAYS AND STREETS</u></b>			
Salary	\$ 71,266	\$ 59,697	\$ (11,569)
Street Lighting	203,160	114,323	(88,837)
Storm Water Management	7,800	2,167	(5,633)
Snow Removal	83,100	59,302	(23,798)
Repairs & Resurfacing	92,000	14,928	(77,072)
Signs	12,400	9,138	(3,262)
Truck Repair & Operation	42,600	11,756	(30,844)
Equipment Repairs & Ops	26,675	10,661	(16,014)
Mowing	33,440	22,504	(10,936)
Interest	59,874	2,972	(56,902)
West Green St - Principal	<u>79,300</u>	<u>65,960</u>	<u>(13,340)</u>
	\$ 711,615	\$ 373,408	\$ (338,207)
<b><u>OTHER EXPENSES</u></b>			
MT Historical Society - CIP	\$ 5,000	\$ 5,000	
Donations	100		(100)
Travel - Mileage	2,732	551	(2,181)
Community Events	33,140	46,109	12,969
Payroll Taxes	58,923	40,878	(18,045)
Insurance - Property	14,445	11,681	(2,764)
Insurance - Employee	136,214	134,661	(1,553)
Retirement/Pension	68,184	52,878	(15,306)
Web Page & Directory	3,890	1,879	(2,011)
Real Estate Taxes	800	1,679	879
Other	<u>3,500</u>	<u>2,424</u>	<u>(1,076)</u>
	\$ 326,928	\$ 297,740	\$ (29,188)
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,816,472</b>	<b>\$ 1,930,257</b>	<b>\$ (886,215)</b>
<b>INCOME (LOSS) Exc. Cash Reserves</b>	<b>\$ 378,321</b>	<b>\$ 883,370</b>	<b>\$ 505,049</b>
<b>CASH RESERVES</b>	<b>\$ 881,203</b>	<b>\$ 645,357</b>	<b>\$ (235,846)</b>
<b>SURPLUS / (DEFICIT)</b>	<b>\$ 1,259,524</b>	<b>\$ 1,528,727</b>	<b>\$ 269,203</b>

Town of Middletown  
**CIP Funds & Expenditures**  
 General Fund  
 Fiscal Year 2017  
 For the 9 Months Ended March 31, 2018

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<b>OPERATING REVENUE</b>			
Revenue	\$ 3,116,090	\$ 2,800,493	\$ (315,597)
<b>OPERATING EXPENSES</b>			
Expenses	2,816,472	1,930,257	(886,215)
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>\$ 299,618</b>	<b>\$ 870,236</b>	<b>\$ 570,618</b>
<b><u>OTHER FUND</u></b>			
POS - Development	\$ 76,500	\$ 993	\$ (75,507)
Community Legacy Grants	64,000		(64,000)
RETAINED EARNINGS	353,739		(353,739)
Interest	2,203	12,141	9,938
Improvement Fees	241,500	145,000	(96,500)
<b>TOTAL OTHER FUNDS</b>	<b>\$ 737,942</b>	<b>\$ 158,134</b>	<b>\$ (579,808)</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>\$ 1,037,560</b>	<b>\$ 1,028,370</b>	<b>\$ (9,190)</b>
<b><u>CIP PROJECTS &amp; PURCHASES</u></b>			
SHA Streetscape Lighting	\$ 175,000	\$ 38,958	\$ (136,042)
Locust Blvd & Court Road Reconst	207,500	491,642	284,142
Lombardy Court - Selective Patch	125,000		(125,000)
Washington Street Retaining Wall	10,000		(10,000)
Young Branch Dr Mill and Overlay	130,000		(130,000)
Foxfield Swale Reconstruction	15,000	2,900	(12,100)
Maintenance Shop Expansion	75,000	3,170	(71,830)
Pedestrian Safety Improvements	75,000	26,274	(48,726)
Wayfinding Signs	8,750		(8,750)
Remsberg Park Walking Trail and	87,000	13,333	(73,667)
Remsberg Park Precast Bathroom	40,000		(40,000)
Memorial Park Playground Replace	36,000	56,499	20,499
Heritage Park (MVB Property)	31,883		(31,883)
Heritage Museum	39,000	17,883	(21,117)
Befco Slit Seeder	8,000		(8,000)
Municipal HVAC Replacement	30,000		(30,000)
Municipal Boiler Replacement	35,000		(35,000)
IT Lease - Computers, Servers, P	37,000	6,538	(30,462)
GMC Truck Body Replacement	17,204	19,940	2,736
	<b>\$ 1,182,337</b>	<b>\$ 677,137</b>	<b>\$ (505,200)</b>
<b>OPERATING &amp; CIP SURPLUS (DEFICIT)</b>	<b>\$ (144,777)</b>	<b>\$ 351,233</b>	<b>\$ 496,010</b>

Town of Middletown  
 CIP Funds & Expenditures  
 General Fund  
 Fiscal Year 2017  
 For the 9 Months Ended March 31, 2018

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
Cash Reserves	\$ 881,203	\$ 448,792	\$ (432,411)
<b>TOTAL CASH SURPLUS</b>	<u>\$ 736,426</u>	<u>\$ 800,025</u>	<u>\$ 63,599</u>

Town of Middletown  
**STATEMENT OF REVENUE and EXPENDITURES**  
**WATER & SEWER**  
**Fiscal Year 2018**  
**For the 9 Months Ended March 31, 2018**

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
<b><u>REVENUE</u></b>			
Water Revenue	\$ 608,726	\$ 462,495	\$ (146,231)
Sewer Revenue	603,153	455,572	(147,581)
Penalties/Reconnects	15,252	19,965	4,713
Rain Barrel Sales	1,000		(1,000)
General Fund Grant/Misc			
<b>TOTAL OPERATING REVENUE</b>	<b>\$ 1,228,131</b>	<b>\$ 938,032</b>	<b>\$ (290,099)</b>
<b><u>EXPENDITURES</u></b>			
<b><u>ADMINISTRATIVE</u></b>			
Office Salaries	\$ 48,827	\$ 21,223	\$ (27,604)
Communications	11,742	8,364	(3,378)
Postage	9,503	8,013	(1,490)
Office Supplies/Expense	15,712	9,725	(5,987)
Legal - Other	2,000		(2,000)
Meetings & Seminars	2,500	758	(1,742)
Advertising	500	498	(2)
Uniforms	3,925	3,922	(3)
Dues/Subscrip/Certifications	500	255	(245)
Travel	200	14	(186)
Payroll Taxes	27,798	17,145	(10,653)
Insurance - Prop. & Liability	10,215	7,040	(3,175)
Insurance - Workers Comp	8,980	6,845	(2,135)
Insurance - Health	53,324	36,179	(17,145)
Retirement/Pension	29,230	22,690	(6,540)
Real Estate Taxes	292	292	
Rain Barrel/Educational Programs	2,000		(2,000)
I & I Loan Principal and Interest	33,099	32,497	(602)
Sub-Total	\$ 260,347	\$ 175,460	\$ (84,887)
<b><u>Vehicles &amp; Equipment</u></b>			
2016 Truck (Pearl)	\$ 2,280	\$ 70	\$ (2,210)
2008 Truck	2,280	318	(1,962)
2012 Truck (Miller)	2,280	157	(2,123)
2013 Truck (Whitney)	2,280	1,570	(710)
2015 Meter Van (Hightman)	2,280	1,049	(1,231)
Misc Equipment	3,000	4,113	1,113
Bobcat Mini-Excavator	3,000	59	(2,941)
Case Backhoe	3,000	609	(2,391)
Sub-Total	\$ 20,400	\$ 7,945	\$ (12,455)

Town of Middletown  
**STATEMENT OF REVENUE and EXPENDITURES**  
**WATER & SEWER**  
**Fiscal Year 2018**  
**For the 9 Months Ended March 31, 2018**

	<b>ANNUAL BUDGET</b>	<b>YTD ACTUAL</b>	<b>OVER (UNDER) BUDGET</b>
<b>WATER</b>			
Salaries	\$ 175,294	\$ 129,239	\$ (46,055)
<b>Water Distribution System</b>			
Supplies	5,500	3,895	(1,605)
Repairs & Maintenance	18,900	34,341	15,441
Water Line Break Repairs	5,000	1,435	(3,565)
Chemicals	500		(500)
Tools & Equipment	4,105		(4,105)
Sub-Total	\$ 34,005	\$ 39,671	\$ 5,666
<b>Water Plant/Reservoir/Booster/Tower/BS Wellhouse</b>			
Electric	\$ 23,816	\$ 28,608	\$ 4,792
Supplies	2,000	1,323	(677)
Repairs & Maintenance	66,700	14,481	(52,219)
Chemicals	9,199	9,134	(65)
Tools & Equipment	2,053		(2,053)
Testing & Analysis	14,400	4,510	(9,890)
Sub-Total	\$ 118,168	\$ 58,056	\$ (60,112)
Abandoned Well Costs			
<b>TOTAL WATER EXPENSES</b>	<b>\$ 327,467</b>	<b>\$ 226,966</b>	<b>\$ (100,501)</b>
<b>SEWER</b>			
Salaries	\$ 134,998	\$ 107,175	\$ (27,823)
<b>Sewer Collection System</b>			
Cone Branch PS	18,500	12,747	(5,753)
Brookridge South PS	10,779	2,658	(8,121)
Foxfield PS	6,500	4,096	(2,404)
Sanitary Sewerlines & Manholes	25,000	8,154	(16,846)
I & I Accrual	75,000	62,500	(12,500)
Sub-Total	\$ 135,779	\$ 90,155	\$ (45,624)

**Town of Middletown**  
**STATEMENT OF REVENUE and EXPENDITURES**  
**WATER & SEWER**  
**Fiscal Year 2018**  
**For the 9 Months Ended March 31, 2018**

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<b>Wastewater Treatment Plants</b>			
<b>East Wastewater Treatment Plant</b>			
Electric	\$ 25,327	\$ 49,490	\$ 24,163
Supplies	6,352	1,956	(4,396)
Repairs & Maintenance	16,600	12,106	(4,494)
Chemicals	33,725	31,923	(1,802)
Tools & Equipment	6,090	122	(5,968)
Testing & Analysis	34,187	16,132	(18,055)
Sludge Hauling Expense	61,800	36,971	(24,829)
Sub-Total	\$ 184,081	\$ 148,700	\$ (35,381)
<b>West Wastewater Treatment Plant</b>			
Electric	\$ 17,010	\$ 10,505	\$ (6,505)
Supplies	2,500	1,088	(1,412)
Repairs & Maintenance	2,000	2,384	384
Chemicals	47,949	34,660	(13,289)
Tools & Equipment	2,510	585	(1,925)
Testing & Analysis	11,649	6,384	(5,265)
Sludge Hauling Expense	22,650	14,375	(8,275)
Sub-Total	\$ 106,268	\$ 69,981	\$ (36,287)
<b>TOTAL SEWER EXPENSES</b>	<b>\$ 561,126</b>	<b>\$ 416,011</b>	<b>\$ (145,115)</b>
<b>TOTAL WATER/SEWER EXPENSES</b>	<b>\$ 1,169,340</b>	<b>\$ 826,382</b>	<b>\$ (342,958)</b>
<b>CONTINGENCY FUND - 3.5%</b>	<b>\$ 40,927</b>	<b>\$ 28,923</b>	<b>\$ (12,004)</b>
<b>ADJUSTED WATER/SEWER EXPENSES</b>	<b>\$ 1,210,267</b>	<b>\$ 855,305</b>	<b>\$ (354,962)</b>
<b>NET INCOME (LOSS)</b>	<b>\$ 17,864</b>	<b>\$ 82,727</b>	<b>\$ 64,863</b>

Town of Middletown  
**CIP FUNDS and EXPENDITURES**  
**WATER & SEWER**  
**Fiscal Year 2018**  
**For the 9 Months Ended March 31, 2018**

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<b><u>FUNDING SOURCES</u></b>			
Operating Revenue	\$ 1,228,131	\$ 938,032	\$ (290,099)
Operating Expenses	<u>1,118,967</u>	<u>826,382</u>	<u>(292,585)</u>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>\$ 109,164</b>	<b>\$ 111,650</b>	<b>\$ 2,486</b>
Cash Reserves	\$ 579,778	\$ 828,998	\$ 249,220
Debt Service Fee - New Homes	149,600	110,600	(39,000)
Capital Improvement Fees	159,132	119,349	(39,783)
Inflow & Infiltration - Reserve A	165,000	228,011	63,011
Tap Fees	621,000	408,000	(213,000)
Water Tower & Land Leases	185,837	122,738	(63,099)
Main Street Waterline Loan	1,500,000		(1,500,000)
Reservoir Cover Loan	<u>180,000</u>	<u>2,895,000</u>	<u>2,715,000</u>
<b>TOTAL OTHER REVENUE</b>	<b>\$ 3,540,347</b>	<b>\$ 4,712,696</b>	<b>\$ 1,172,349</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>3,649,511</b>	<b>4,824,346</b>	<b>1,174,835</b>
<b><u>DEBT SERVICE COSTS</u></b>			
<b>Principal Payments</b>			
MDE - East WWTP	\$ 241,265	\$ 215,292	\$ (25,973)
Main Street Waterline Loan	250,184		(250,184)
Reservoir Loan	56,578		(56,578)
Brookridge WTP Loan Payments	<u>370,314</u>		<u>(370,314)</u>
<b>TOTAL DEBT SERVICE COSTS</b>	<b>\$ 918,341</b>	<b>\$ 215,292</b>	<b>\$ (703,049)</b>
<b><u>WATER &amp; SEWER PROJECTS</u></b>			
Main Street Waterline	\$ 1,500,000	\$ 780,705	\$ (719,295)
Reservoir Improvements	180,000		(180,000)
Stream Erosion - Well Field Resto	243,000	247,765	4,765
SCADA Control System	134,231	49,361	(84,870)
Booster Station Pump Bypass	60,000		(60,000)
Raw Waterline Cleaning ICE PIG	9,000	8,500	(500)
Valve Replacement Jefferson Villa	40,500		(40,500)
Water Meter Replacements	57,322	3,254	(54,068)
Vactor Trailer & Excavator	60,000		(60,000)
Vactor Trailer & Excavator	<u>165,000</u>	<u>89,138</u>	<u>(75,862)</u>
<b>TOTAL WATER &amp; SEWER PROJECTS</b>	<b>\$ 2,449,053</b>	<b>\$ 1,178,723</b>	<b>\$ (1,270,330)</b>
<b>TOTAL CIP COSTS</b>	<b>\$ 3,367,394</b>	<b>\$ 1,394,015</b>	<b>\$ (1,973,379)</b>

Town of Middletown  
CIP FUNDS and EXPENDITURES  
WATER & SEWER  
Fiscal Year 2018  
For the 9 Months Ended March 31, 2018

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	<u>ANNUAL</u> <u>BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER)</u> <u>BUDGET</u>
<b>TOTAL FUNDS REMAINING</b>	<u>\$ 282,117</u>	<u>\$ 3,430,331</u>	<u>\$ 3,148,214</u>

**BURGESS AND COMMISSIONERS  
OF MIDDLETOWN MARYLAND**

**TOWN MEETING MINUTES**

**Budget meeting** – The Burgess reviewed the proposed Water/Sewer Operating budget for FY19. Budget meeting adjourned at 7:04pm.

**REGULAR MEETING**

**March 26, 2018**

The second monthly meeting of the Burgess and Commissioners of Middletown was called to order on March 26, 2018, by Burgess Miller at 7:05 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**

*Town Meeting Minutes – March 1, 2018 – Workshop*

*Town Meeting Minutes – March 12, 2018 - Town Meeting*

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

**PERSONAL REQUESTS FOR AGENDA:**

**Unfinished Business:**

**Welcome and Wayfinding Signs** – Burgess Miller presented the Board with a new design of the Welcome signs. This new proposal is the new logo on a white background with a different color sign. After much discussion the Board asked Drew to bring back a few more proposals with different color signs. Burgess Miller went over the proposed locations of the Wayfinding signs. Burgess Miller also presented the Board with his proposed signage for each location proposed.

**NEW BUSINESS:**

**Request for March of Dimes Walk for Babies – Sunday, April 29, 2018** – Motion by Commissioner Bussard to approve the March of Dimes Walk as presented (no paint), seconded by Commissioner Goodman. Motion carried 6-0.

**Request for Outdoor Music at Richland Golf Club** – Burgess Miller stated that we received a request from Richland Golf Club to allow them to have outdoor music starting May 4 – October 26, 2018 from 7:30-10:30pm. Motion by Commissioner Falcinelli to approve the request from Richland Golf Club for outdoor music as long as they adhere to the conditions set forth by the approved site plan, seconded by Commissioner Bussard. Motion carried 6-0.

**Discussion of Zoning Code Changes – Zoning Administrator Recommendations** – Burgess Miller stated that Ron Forrester (Zoning Administrator) has submitted some proposed changes to the Demolition Plans and to the Design Standards. Burgess Miller asked the Commissioners to review and they will discuss with the Planning Commission at the May joint meeting.

**PUBLIC COMMENT:**

**ANNOUNCEMENTS:**

- *Town Election Day – Monday, April 2, 2018 from 7AM – 8PM.*
- *Memar Annexation Public Hearing – Thursday, April 5, 2018 at 7PM.*
- *Green Expo – Saturday, April 14, 2018 from 10AM – 2PM at Memorial Park*

**ADJOURNMENT**

Meeting adjourned at 7:58pm.

Respectfully submitted,

Ann Griffin  
Office Manager

**RESOLUTION NO. 18-01**

**A RESOLUTION 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.**

**WHEREAS**, the Petitioner, Memar Corp., has petitioned to have certain property hereinafter described annexed into and made a part of the Town of Middletown, Maryland; and

**WHEREAS**, Memar Corp. was formerly known as “Admar Construction, Inc.” which changed its name to “Memar Corp.” by Articles of Amendment dated March 10, 2006 filed with the Maryland State Department of Assessments and Taxation on March 15, 2006; and

**WHEREAS**, the property to be annexed consists of 93.9380 acres of real property, more or less, (hereinafter referred to as “the Subject Property”), and the Subject Property is more fully described on the metes and bounds description prepared by Catoctin Mountain Surveys, Inc. dated May 20, 2003 which is attached hereto and incorporated by reference herein as Exhibit “A”; and

**WHEREAS**, it has been ascertained that the Petitioner is the owner of over 25% of the assessed valuation of the Subject Property and that there are no persons residing in the Subject Property; and

**WHEREAS**, the Subject Property is adjacent to and contiguous with the existing corporate limits of the Town of Middletown and its annexation will not create any unincorporated area completely surrounded by land now located or to be located within the corporate limits of Middletown.

**NOW, THEREFORE, BE IT ENACTED AND RESOLVED** by the Burgess and Commissioners of Middletown as follows:

**SECTION I:** The boundaries of the Town of Middletown, Maryland are extended and enlarged by adding to the Town of Middletown and making a part thereof all that real property consisting of 93.9380 acres, more or less, which is described on the metes and bounds description entitled “Lands of Admar Construction, Inc., Liber 2956, folio 1159” prepared by Catoctin Mountain Surveys, Inc. and dated May 20, 2003 which description is attached hereto and incorporated by reference herein as Exhibit "A" (“the Subject Property”). The Subject Property is further shown and depicted on a plat entitled “Annexation Plat for Lands of Admar Construction, Inc.” prepared by Catoctin Mountain Surveys and dated May 2003, which plat is attached hereto and incorporated by reference herein as Exhibit “B”.

**SECTION II:** Except as otherwise provided herein, the Subject Property and any persons now or in the future residing on all or any part of the Subject Property shall be subject to the provisions of the Charter of the Town of Middletown and all ordinances and regulations enacted pursuant thereto.

**SECTION III:** The Subject Property shall be annexed into the corporate limits of the Town of Middletown on the following conditions:

A. The Petitioner shall pay or reimburse the Town all of the expenses and costs incurred by the Town for the annexation of the Subject Property, including but not limited to the Town’s attorney’s fees and advertising expenses.

B. Except as hereinafter provided, the Subject Property shall be classified in the Town’s “R-20 (Residential) District” zoning classification pursuant to Title 17 of the Middletown Municipal Code; provided, however, that in the event that the Frederick County Council fails or declines to give its express approval to waive the inconsistency restrictions of *Local Government* Article, §4-416(b), then for five (5) years from the effective date of this Annexation Resolution,

no development will be allowed on the Subject Property for land uses substantially different than the authorized use, or at a substantially higher density, not exceeding 50%, than could be granted for the Subject Property under the Frederick County zoning laws and regulations.

C. An Annexation Agreement dated \_\_\_\_\_, 2018 was entered into between the Burgess and Commissioners of Middletown and Memar Corporation, and said Annexation Agreement is attached to this Resolution as Exhibit "C". The Annexation Agreement and all of the terms and conditions thereof are incorporated by reference herein and are made a part of this Resolution as though fully set forth herein.

**SECTION IV:** The Corporate Boundaries of the Town of Middletown, as established by Article II, Section 201 of the Town Charter (as amended), are hereby amended to add thereto the Subject Property annexed by this Resolution.

**SECTION V:** This Resolution shall become effective on the forty-fifth (45th) day following its enactment, unless a Petition for Referendum, in proper form and in conformity with the requirements of *Local Government* Article. Division II, Title 4, Subtitle 4 of the Annotated Code of Maryland, is submitted to the Burgess of the Town of Middletown.

**RESOLVED, PASSED AND ENACTED** this \_\_\_\_ day of \_\_\_\_\_,  
2018 by the Burgess and Commissioners of the Town of Middletown by a vote of \_\_\_\_\_ **FOR**,  
\_\_\_\_\_ **AGAINST** and \_\_\_\_\_ **ABSTAINING** and \_\_\_\_\_ **ABSENT**.

**ATTEST:**

**BURGESS AND COMMISSIONERS  
OF MIDDLETOWN**

\_\_\_\_\_  
Andrew J. Bowen,  
Town Administrator

By: \_\_\_\_\_  
John Miller, Burgess

**I HEREBY CERTIFY THAT A PUBLIC HEARING WAS HELD ON THIS RESOLUTION NO. \_\_\_\_\_ ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2018. I FURTHER CERTIFY THAT NOTICE OF THE TIME, DATE, PLACE AND PURPOSE OF THE PUBLIC HEARING WAS PUBLISHED IN THE VALLEY CITIZEN NEWSPAPER ON THE FOLLOWING DATES:**

\_\_\_\_\_, 2018  
\_\_\_\_\_, 2018  
\_\_\_\_\_, 2018  
\_\_\_\_\_, 2018.

**THE PUBLIC HEARING WAS HELD NOT LESS THAN FIFTEEN DAYS AFTER THE LAST PUBLICATION OF NOTICE.**

\_\_\_\_\_  
Andrew J. Bowen, Town Administrator

Date: \_\_\_\_\_



Burgess and Commissioners of Middletown 31 W Main St Middletown, MD 21769 Phone 301-371-6171 Fax 301-371-6474  
J. R. Hawkins, P.E., CIP Project Manager Email: rhawkins@ci.middletown.md.us

## **MEMORANDUM**

**TO:** Burgess and Commissioners of Middletown

**FROM:** J. R. Hawkins, P.E., CIP Project Manager

**DATE:** March 27, 2018

**RE: Road Patching Contract FY 2018**

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The Town of Middletown received bids for the Road Patching Contract for FY 2018 on March 23, 2018. Invited contractors totaled three. The project was also publicly advertised on the Town's website. Three bids ranging from \$104,115.00 to \$245,251.00 were received from contractors. A bid tabulation that includes all contractors' bids is attached for your information.

RFP, Inc. of Middletown Maryland was the low bidder with a bid of \$104,115.00 based on the quantities given by the Town. They acknowledged all addendum and filled out the Bid Form correctly.

If the Town of Middletown elects to proceed with the project, the staff recommends the award of the contract to RFP, Inc. not to exceed the amount of \$60,000 based on the Contract Unit Prices. This is the amount that we have in the budget for FY 2018. RFP, Inc. has done work for the Town in previous years.

ROAD PATCHING CONTRACT FY 2018										BID TABULATION			
BID DATE MARCH 23, 2018													
Item	Description	Unit	Estimated Quantity	ENGINEER'S ESTIMATE		RFP, INC.		CJ MILLER		FINDLEY ASPHALT			
				2018 Bid Unit Price	2018 Extended Price in Figures	2018 Bid Unit Price	2018 Extended Price in Figures	2018 Bid Unit Price	2018 Extended Price in Figures	2018 Bid Unit Price	2018 Extended Price in Figures		
1	MOBILIZATION	LS	1	\$ 1,500.00	\$ 1,500.00	\$ 500.00	\$ 500.00	\$ 22,500.00	\$ 22,500.00	\$ 25,000.00	\$ 25,000.00		
2	REMOVAL OF UNSUITABLE MATERIAL	CY	20	\$ 50.00	\$ 1,000.00	\$ 52.00	\$ 1,040.00	\$ 29.00	\$ 580.00	\$ 75.00	\$ 1,500.00		
3	BACKFILL FOR UNSUITABLE MATERIAL	CY	20	\$ 50.00	\$ 1,000.00	\$ 50.00	\$ 1,000.00	\$ 44.00	\$ 880.00	\$ 52.00	\$ 1,040.00		
4	AGGREGATE BASE FOR PATCHING 6"	SY	1500	\$ 25.00	\$ 37,500.00	\$ 20.00	\$ 30,000.00	\$ 22.85	\$ 34,275.00	\$ 6.39	\$ 9,585.00		
5	HOT MIX ASPHALT BASE 4" D FOR PATCH	SY	1500	\$ 25.00	\$ 37,500.00	\$ 26.50	\$ 39,750.00	\$ 33.40	\$ 50,100.00	\$ 88.00	\$ 132,000.00		
6	HOT MIX ASPHALT SURFACE 2" D FOR PATCH	SY	1500	\$ 20.00	\$ 30,000.00	\$ 20.00	\$ 30,000.00	\$ 22.10	\$ 33,150.00	\$ 44.00	\$ 66,000.00		
7	PAVEMENT MILLING 2" D	SY	100	\$ 15.00	\$ 1,500.00	\$ 11.25	\$ 1,125.00	\$ 30.00	\$ 3,000.00	\$ 79.50	\$ 7,950.00		
8	CONCRETE CURB & GUTTER UP TO 18" PAN	LF	20	\$ 25.00	\$ 500.00	\$ 35.00	\$ 700.00	\$ 150.00	\$ 3,000.00	\$ 108.80	\$ 2,176.00		
				\$	\$ 110,500.00	\$	\$ 104,115.00	\$	\$ 147,485.00	\$	\$ 245,251.00		
Total Bid Price				\$	\$ 110,500.00	\$	\$ 104,115.00	\$	\$ 147,485.00	\$	\$ 245,251.00		
15% Contingency					\$ 16,575.00		\$ 15,617.25		\$ 22,122.75		\$ 36,787.65		
Total with Contingency					\$ 127,075.00		\$ 119,732.25		\$ 169,607.75		\$ 282,038.65		
Proposed Budget CIP 2018					\$ 60,000.00								

### Recommendations for Handicap Ramp Upgrades

The current budget for this work in FY 18 is \$20,000. We will complete as many of these upgrades as possible within that budget.

The areas numbered below are grouped together because they complete a crossing. We will not do one crossing access and not the other.

**#1, #2, and #3 at the Intersection of the Primary School and Franklin Street**

All three need detectable warning plates.

All three need the HC ramp areas replaced.

#1 and #3 need some curb and gutter replaced

**#4 and #5 at the Intersection of Walnut Pond and Franklin Street**

Depressed curb at #4 is 1/2" high and needs needs lowered

Both need ramps redone in order to meet ADA

Both need detectable warning plates

Both need curb and gutter replaced.

**#6 and #7 at the Intersection of Franklin Street and the entrance to**

**#7 needs ramps redone in order to meet ADA**

Both need detectable warning plates.

Both need curb and gutter replaced.

**#8 and #9 at the Intersection of Franklin Street and Fireman's Way**

#8 needs ramps redone in order to meet ADA

#8 South side has telephone pole in wing and grate in gutter pan that will need to be redone.

Both need detectable warning plates.

#8 needs curb and gutter replaced.

**#10 and #11 at the Intersection of Broad Street and Franklin Street - 7.9% ramp**

#10 will be redone during the Broad Street Reconstruction Project. (Future)

#11 Needs detectable warning

#11 needs ramps redone in order to meet ADA

**#12 and #13 at the intersection of Broad Street and Linden Boulevard**

Both will be redone during the Broad Street Reconstruction Project. (Future)

**#14 and #15 at the intersection of East Green Street and Cone Branch Drive**

Both need detectable warning plates and ramps redone.

Both need areas of curb and gutter replaced.

#15 needs a ramp redone in order to meet ADA

**#16 and #17 at the intersection of East Green Street and Woodmere Circle**

Both need ramps redone in order to meet ADA

Both need detectable warning plates

Both need curb and gutter replaced.

**#18 and #21 at the intersection of East Green Street and Martha Mason**  
**Both need ramps redone in order to meet ADA**  
**Both need detectable warning plates**  
**Both need curb and gutter replaced.**

**#19 and #20 at the intersection of East Green Street and Middle School entrance, East**  
**Both need curb and gutter replaced**  
**Both need detectable warning plates. #19 has one but it is not the Town Standard.**  
**Both need ramps replaced.**

**#22 and #23 at the intersection of East Green Street and Middle School entrance, West**  
**Both need ramps redone in order to meet ADA**  
**Both need detectable warning plates**  
**Both need curb and gutter replaced.**

**#24, #25 and #26 at the intersection of East Green Street and School House Drive**  
**Both need ramps redone in order to meet ADA**  
**Both need detectable warning plates**  
**Both need curb and gutter replaced.**

## Sidewalk Inspection Priority List – Approximately 53 miles of Sidewalk in Town

1. Walking routes for school children – Arterial Road
2. Walking routes for school children – Collector Road
3. Walking routes for school children – Local Roads
4. Walking routes for school children – Cul-de-sac
5. Arterial Roads
6. Collector Roads
7. Local Roads
8. Local Roads (Cul-de-sac)

\*\* Walking routes for school children determine by FCPS, see attached map.

\*\* Road Classifications from Middletown Comprehensive Plan, see attached map.

### **Priority #1 – Walking Routes for School Children – Arterial Road**

- West Main Street – 500 Block to Square Corner – SHA Main Street Project
- East Main Street – 700 Block to Square Corner – SHA Main Street Project

### **Priority #2 – Walking Routes for School Children – Collection Road**

- North Church Street – 100 Block to Square Corner – SHA Responsible
- South Church Street – 300 Block to Square Corner – SHA Responsible
- West Green Street (Future sidewalk) – Project Completed
- East Green Street – Partially addressed in this Phase
- North Point Terrace – West Main Street to West Green Street - Future
- Franklin Street – Addressed in this Phase
- Cone Branch Drive – 0 Block to 200 Block - Future
- Coblantz Road - Future
- Smithfield Drive – 0 Block to 100 Block - Future
- Layla Drive – 0 Block to 200 Block - Future

### **Priority #3 – Walking Routes for School Children Local Roads**

- Hoffman Drive
- Gladhill Drive
- Mina Drive
- Rod Circle
- Ali Drive – 0 Block to 100 Block
- Mariam Pass
- Manda Drive
- Foxfield Pass
- Woodmere Circle
- Broad Street



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



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

**GENERAL NOTES**

1. THESE SHEETS ARE IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA) AND THE REQUIREMENTS OF THE 2011 PROPOSED ACCESSIBILITY GUIDELINES FOR PEDESTRIAN FACILITIES IN THE PUBLIC RIGHT OF WAY (PROWAG).
2. DIMENSIONS SHOWN IN THE DETAILS AS MINIMUMS AND MAXIMUMS ARE THE LIMITS FOR DESIGN AND FIELD LAYOUT. FACILITIES SHALL NOT BE CONSTRUCTED WITH VALUES OUTSIDE THE LIMITS FOR WORK ACCEPTANCE, SEE TABLE "DESIGN ELEMENT TOLERANCES" ON SHEET 3 OF 11.
3. NOT ALL FACILITIES CAN BE CONSTRUCTED TO MEET THE DESIGN STANDARDS. FACILITIES THAT CANNOT BE CONSTRUCTED TO MEET THE STANDARDS TO THE GREATEST EXTENT PRACTICABLE.
4. TO CHECK FIELD LAYOUT AND TO VERIFY WORK ACCEPTANCE, ALL SLOPES AND GRADES WILL BE MEASURED WITH A 4 FOOT LONG DIGITAL LEVEL USING AT LEAST TWO READINGS. WHERE THE READINGS VARY, THE MEASUREMENTS WILL BE AVERAGED. GRADE (RUNNING SLOPE) WILL BE MEASURED ALONG THE CENTERLINE AND OFFSET 12" TO 18" FROM THE CENTERLINE. CROSS SLOPES WILL BE MEASURED PERPENDICULAR TO CENTERLINE AT 5' TO 10' INTERVALS.
5. GRADES (RUNNING SLOPES) ARE MEASURED IN THE DIRECTION OF PEDESTRIAN TRAVEL. CROSS SLOPES ARE MEASURED PERPENDICULAR TO THE DIRECTION OF PEDESTRIAN TRAVEL.
6. JOINTS BETWEEN SIDEWALK, CURB RAMPS, TURNING SPACES AND ROADWAYS SHALL BE FLUSH AND FREE FROM ABRUPT VERTICAL CHANGES GREATER AND 1/4". VERTICAL SURFACE DISCONTINUITIES BETWEEN 1/4" AND 1/2" SHALL BE BEVELED WITH A SLOPE NOT STEEPER THAN 1:2.
7. SIDEWALKS ARE CONNECTED TO ROADWAYS BY EITHER BLENDED TRANSITIONS OR CURB RAMPS. BLENDED TRANSITIONS ARE CONNECTIONS BETWEEN THE SIDEWALK LEVEL AND THE ROADWAY LEVEL THAT HAVE A MAXIMUM GRADE (RUNNING SLOPE) OF 5% AND TRANSITIONS GREATER THAN 5% ARE CONSIDERED CURB RAMPS.
8. CURB RAMPS AND BLENDED TRANSITIONS MAY REQUIRE THE INSTALLATION OF DETECTABLE WARNINGS, SEE ADDITIONAL "DETECTABLE WARNING NOTES" ON THIS SHEET, AND DETAILS ON SHEET 4 OF 11 FOR DIMENSIONS, ORIENTATION AND INSTALLATION.
9. VERTICAL ALIGNMENT SHALL BE GENERALLY PLANAR. GRADE BREAKS WITHIN THE PEDESTRIAN ACCESS ROUTE SHALL BE PERPENDICULAR TO THE DIRECTION OF TRAVEL AND SHALL NOT BE ROUNDED.
10. MATERIAL DEPTHS SHOWN ON THESE SHEETS ARE TYPICAL MINIMUM VALUES AND MAY BE DIFFERENT IN THE CONTRACT DOCUMENTS.
11. SIDEWALK GRADE (RUNNING SLOPE) SHALL NOT BE DESIGNED TO EXCEED 4.5%, EXCEPT WHEN MATCHING INTO EXISTING SIDEWALK OR WHEN THE HIGHWAY GRADE IS STEEPER. WHEN HIGHWAY GRADE IS GREATER THAN 5%, THE SIDEWALK GRADE SHALL NOT EXCEED THE HIGHWAY GRADE.
12. THE CROSS SLOPE OF PEDESTRIAN ACCESS ROUTES SHALL BE 1.5% MAXIMUM FOR DESIGN AND LAYOUT, AND 2% MAXIMUM FOR WORK ACCEPTANCE. THE FOLLOWING EXCEPTIONS ARE ALLOWED:
  - 12.A. WHERE PEDESTRIAN STREET CROSSINGS ARE PROVIDED AT INTERSECTIONS WITHOUT YIELD OR STOP CONTROL OR WHERE THERE IS ANY TRAFFIC SIGNAL WITHOUT A FLASHING RED, THE CROSS SLOPE OF A PEDESTRIAN ACCESS ROUTE CONTAINED WITHIN A STREET CROSSING SHALL BE 4.5% MAXIMUM FOR DESIGN AND LAYOUT, AND 5" MAXIMUM FOR WORK ACCEPTANCE.
  - 12.B. WHERE MIDBLOCK PEDESTRIAN STREET CROSSINGS ARE PROVIDED, THE CROSS SLOPE OF A PEDESTRIAN ACCESS ROUTE CONTAINED WITHIN A MIDBLOCK STREET CROSSING SHALL BE PERMITTED EQUAL TO THE STREET OR HIGHWAY GRADE.
13. THE MINIMUM CLEAR WIDTH FOR PEDESTRIAN ACCESS ROUTES IS 5'-0", EXCLUSIVE OF THE CURB. WHEN WALKWAY WIDTHS ARE LESS THAN 5'-0", 5'-0"X5'-0" PASSING SPACES (SHOWN IN DETAIL A OR B ON SHEET 3 OF 11), OR A FEATURE OF EQUAL OR GREATER DIMENSIONS (E.G., DRIVEWAYS) THAT MEET THE SLOPE CRITERIA, SHALL BE PROVIDED AT A MAXIMUM INTERVAL OF 200'. EXISTING DRIVEWAYS AND STREET CROSSING MAY ALSO SERVE AS PASSING SPACES.
14. THE BUFFER ZONE IS A PHYSICAL DISTANCE SEPARATING THE PEDESTRIAN ACCESS ROUTE FROM THE VEHICLE TRAVELED WAY. THE BUFFER ZONE MAY BE PLANTED OR PAVED. WHERE THE BUFFER ZONE WIDTH, EXCLUSIVE OF CURB, IS LESS THAN 3'-0" THE SURFACE SHOULD BE PAVED OR CONSTRUCTED WITH HARDSCAPE MATERIALS.

TOWN OF MIDDLETOWN

APPROVED: \_\_\_\_\_  
DATE

01/06/16

STANDARD DETAIL

SIDEWALK AND  
 CURB RAMP  
 (SHEET 1 OF 11)

REVISIONS:

R-1

15. THE MAXIMUM RECOMMENDED CROSS SLOPE OF A TURF BUFFER ZONE OR SLOPE TRANSITION BEHIND SIDEWALK IS 25%. BUFFER ZONES WITH A CROSS SLOPE GREATER THAN 25% SHOULD BE PAVED, PLANTED OR CONSTRUCTED WITH HARDSCAPE MATERIALS.
16. WHEN CROSSING DRIVEWAYS, THE WORK SHALL BE IN CONFORMANCE WITH THE RESIDENTIAL AND MINOR COMMERCIAL DRIVEWAY DETAILS.
17. WHERE EXISTING ROADWAYS ARE SAWCUT TO INSTALL CURBING AND/OR SIDEWALK, THE ROADWAY SHOULD BE SAWCUT AT LEAST 2'-0" FORM THE PROPOSED CURB LINE TO ALLOW FOR ADEQUATE COMPACTION OF ASPHALT. IF SAWCUT IS LESS THAN 2'-0" FROM PROPOSED CURB LINE, THEN THE ROADWAY SHALL BE REBUILT USING 4000 PSI CONCRETE. SEE DETAILS ON SHEET 11 OF 11.

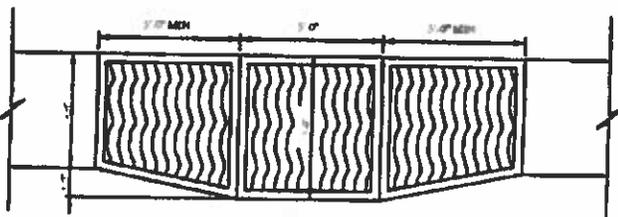
CURB RAMP NOTES:

18. THE MINIMUM WIDTH OF A CURB RAMP SHALL BE 4'-0".
19. THE GRADE (RUNNING SLOPE) OF A CURB RAMP SHALL BE A MINIMUM OF 5% THE GRADE FOR DESIGN AND LAYOUT SHALL BE A MAXIMUM OF 7.5%. THE GRADE FOR ADA ACCESSIBILITY AND WORK ACCEPTANCE SHALL BE A MAXIMUM OF 8.3%.
20. WHERE EXISTING CONDITIONS DO NOT ALLOW THE CONSTRUCTION OF A CURB RAMP WITH A GRADE (RUNNING SLOPE) OF 8.3% OR LESS, THE RAMP LENGTH SHALL NOT BE REQUIRED TO EXCEED 15'-1" FOR DESIGN AND FIELD LAYOUT. THE RAMP LENGTH SHALL NOT BE REQUIRED TO EXCEED 15'-0" FOR WORK ACCEPTANCE.
21. THE CROSS SLOPE OF THE CURB RAMP SHALL BE AS FLAT AS POSSIBLE AND STILL PROVIDE POSITIVE DRAINAGE. THE CROSS SLOPE OF A CURB RAMP SHALL BE 1.5% MAXIMUM FOR DESIGN AND LAYOUT, AND 2% MAXIMUM FOR WORK ACCEPTANCE, SEE NOTE 12 FOR EXCEPTIONS. WHERE THE EXISTING ROADWAY GRADE EXCEEDS 2%, THE CURB RAMP MAY BE WARPED ACCORDING TO THE DETAIL ON SHEET 10 OF 11 TO TIE INTO THE DROP CURB.
22. RAMP SIDE OPTIONS ARE DETAILED ON SHEET 5 OF 11 FOR USE WITHIN THE BUFFER ZONE. WHERE A PEDESTRIAN CIRCULATION PATH CROSSES THE CURB RAMP. FLARED SIDES SHALL BE INSTALLED WITH A MAXIMUM SLOPE OF 9.5% FOR DESIGN AND LAYOUT, AND 10% MAXIMUM FOR WORK ACCEPTANCE. THE SLOPE OF FLARED SIDES IS MEASURED PARALLEL TO THE CURB LINE.
23. THE BACKSIDE OF A PARALLEL RAMP SHOULD BE GRADED TO A MAXIMUM SLOPE OF 25% TO MATCH EXISTING TERRAIN, UNLESS OTHERWISE SHOWN IN THE CONTRACT DOCUMENTS. WHERE GRADING IS NOT FEASIBLE DUE TO LIMITED ROW OR PHYSICAL CONSTRAINTS, A BACK CURB MAY BE INSTALLED. SEE DETAILS ON SHEET 5 OF 11 AND SHEET 11 OF 11.
24. PREFERENCE IS TO INSTALL TWO CURB RAMPS AT A STREET CORNER THAT SERVES BOTH CROSSINGS. WHERE EXISTING PHYSICAL CONSTRAINTS PREVENT TWO CURB RAMPS FROM BEING INSTALLED AT A STREET CORNER THAT SERVES BOTH CROSSINGS, A SINGLE DIAGONAL CURB RAMP WILL BE PERMITTED TO SERVE BOTH PEDESTRIAN STREET CROSSINGS.
25. WHERE A CHANGE IN DIRECTION IS REQUIRED TO UTILIZE A CURB RAMP, A TURNING SPACE SHALL BE PROVIDED AT THE BASE OR THE TOP OF CURB RAMP AS APPLICABLE. TURNING SPACES SHALL BE PERMITTED TO OVERLAP CLEAR SPACES.
26. WHERE THERE ARE NO VERTICAL CONSTRAINTS AT THE BACK OF THE SIDEWALK. (E.G., VERTICAL CURB, BUILDINGS, FENCES) THE TURNING SPACE DIMENSIONS SHALL BE 4'-0" X 4'-0" MINIMUM, WHERE THE TURNING SPACE IS CONSTRAINED AT THE BACK OF SIDEWALK, THE TURNING SPACE SHALL BE 4'-0"X5'-0" MINIMUM. THE 5'-0" DIMENSION SHALL BE PROVIDED PERPENDICULAR TO THE CONSTRAINT.
27. TURNING SPACES SHALL NOT BE DESIGNED WITH CROSS SLOPE GREATER THAN 1.5% IN ANY DIRECTION, WHILE PROVIDING POSITIVE DRAINAGE. THE MAXIMUM CROSS SLOPE FOR WORK ACCEPTANCE IS 2.0%. A NONSTANDARD FEATURE JUSTIFICATION IS REQUIRED WHERE TURNING SPACES EXCEED 2.0% IN ANY DIRECTION.
28. BEYOND THE BOTTOM GRADE BREAK, A CLEAR SPACE OF 4'-0"X4'-0" MINIMUM SHALL BE PROVIDED WITHIN THE WIDTH OF THE PEDESTRIAN CROSSWALK, AND OUTSIDE THE PARALLEL VEHICLE TRAVEL LANE. THE CLEAR SPACE MAY OVERLAP TURNING SPACES, DETECTABLE WARNING SURFACES, AND DROP CURBS.

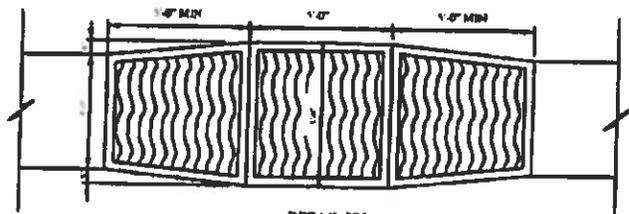
<p>TOWN OF MIDDLETOWN</p> <p>APPROVED: <u>01/06/16</u> DATE</p>	STANDARD DETAIL	REVISIONS:	R-1
	SIDEWALK AND		
	CURB RAMP		
	(SHEET 2 OF 11)		

**DETECTABLE WARNING NOTES:**

- 29. DETECTABLE WARNING SURFACES SHALL BE PROVIDED AT THE FOLLOWING LOCATIONS ON PEDESTRIAN ACCESS ROUTES:
  - 29.A. CURB RAMPS AND BLENDED TRANSITIONS AT PEDESTRIAN STREET CROSSINGS.
  - 29.B. PEDESTRIAN REFUGE ISLANDS (WHERE THE LENGTH OF THE PEDESTRIAN ACCESS ROUTE ACROSS THE REFUGE ISLAND IS GREATER THAN OR EQUAL TO 6 FEET).
  - 29.C. PEDESTRIAN AT-GRADE RAIL CROSSINGS NOT LOCATED WITHIN A STREET OR HIGHWAY.
- 30. DETECTABLE WARNING SURFACES SHALL BE PROVIDED WHERE THE PEDESTRIAN ACCESS ROUTE CROSSES DRIVEWAYS WITH SIGNAL, YIELD OR STOP CONTROL. DETECTABLE WARNING SURFACES SHALL NOT BE PROVIDED AT CROSSINGS OF UNCONTROLLED DRIVEWAY APRONS.
- 31. SOME DETECTABLE WARNING PRODUCTS REQUIRE A CONCRETE BORDER FOR PROPER INSTALLATION. IF REQUIRED, HTE BORDER SHALL NOT EXCEED 2". WHERE THE BACK OF CURB EDGE IS TOOLED TO PROVIDE A RADIUS, THE BORDER DIMENSION SHALL BE MEASURED FROM THE INSIDE EDGE OF THE CURB RADIUS.
- 32. THE DETAILS PROVIDED ARE NOT DRAWN TO SCALE. THE QUANTITY OF DOMES DEPICTED ON THE DETECTABLE WARNING UNIT IS FOR ILLUSTRATION ONLY. THE SIZE OF THE DETECTABLE WARNING FIELD SHALL BE 24" MINIMUM IN THE DIRECTION OF TRAVEL AND SHALL EXTEND THE FULL WIDTH OF THE CURB RAMP OR FLUSH SURFACE, EXCLUDING ANY FLARED SIDES. THE WIDTH OF THE DETECTABLE WARNING FIELD INCLUDES A CONCRETE BORDER, IF PROVIDED.
- 33. ON SLOPES OF 5% OR GREATER, THE ROWS OF DOMES SHALL BE ALIGNED TO BE PERPENDICULAR OR RADIAL TO THE LOWER GRADE BREAK ON THE RAMP RUN. WHERE DOMES ARE ARRAYED RADially THEY MAY DIFFER IN DOME, DIAMETER AND CENTER-TO-CENTER SPACING WITHIN THE RANGES SPECIFIED ON SHEET 4. ON SLOPES LESS THAN 5%, DOME ORIENTATION IS LESS CRITICAL AND MAY DIFFER FROM PERPENDICULAR OR RADIAL ALIGNMENT TO THE GRADE BREAK.
- 34. THE DETECTABLE WARNING FIELD SHALL BE EAST JORDAN IRON WORKS "DURALAST" DETECTABLE WARNING PLATES. NO COATING.



DETAIL "A"  
ACCESSIBLE PASSING SPACE TRANSITION  
ONE SIDE TAPERS



DETAIL "B"  
ACCESSIBLE PASSING SPACE TRANSITION  
BOTH SIDES TAPER

DESIGN ELEMENT TOLERANCES		
ELEMENT	DESIGN AND FIELD LAYOUT LIMIT	LIMIT FOR WORK ACCEPTANCE
SIDEWALK CROSS SLOPE - SEE NOTE 12	1.5%MAX.	2.0%MAX.
SIDEWALK GRADE (RUNNING SLOPE) - SEE NOTE 11	4.5%MAX.	5.0%MAX.
CURB RAMP GRADE (RUNNING SLOPE) - SEE NOTE 20	7.5%MAX.	8.2%MAX.
BLENDED TRANSITION GRADE (RUNNING SLOPE) - SEE NOTE 7	4.5%MAX.	5.0%MAX.

ALL VALUES SHOWN ON THE STANDARD SHEETS REFER TO DESIGN AND FIELD LAYOUT LIMITS.

TOWN OF MIDDLETOWN

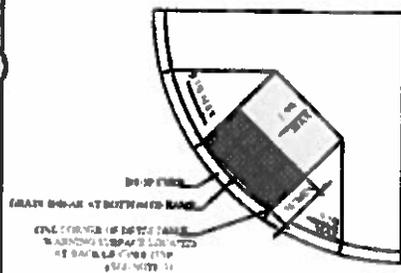
APPROVED: \_\_\_\_\_  
DATE 01/05/16

STANDARD DETAIL

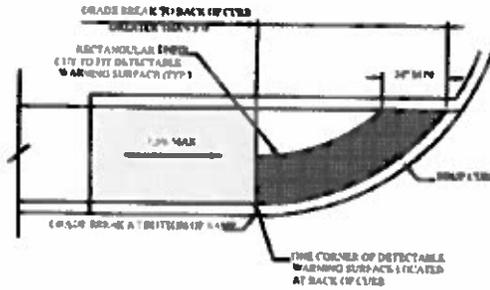
SIDEWALK AND  
CURB RAMP  
(SHEET 3 OF 11)

REVISIONS:

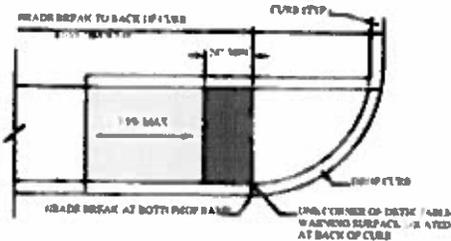
R-1



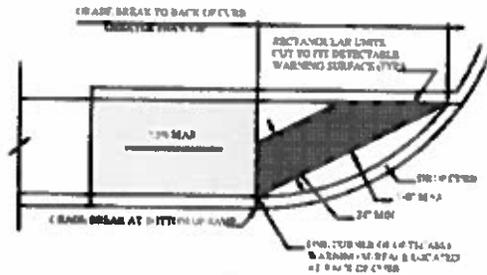
OPTION 1



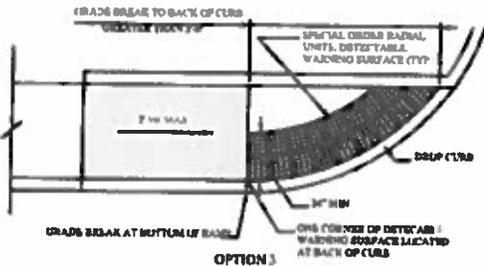
OPTION 4



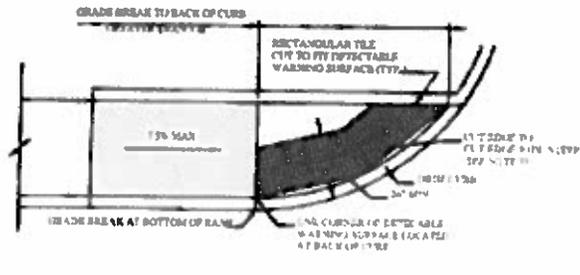
OPTION 2



OPTION 5

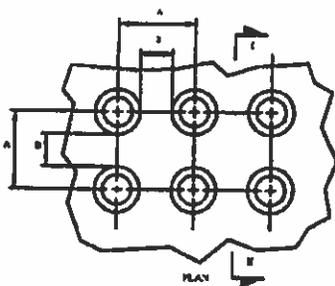


OPTION 3



OPTION 6

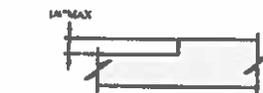
EDW DETECTABLE WARNING SURFACE (DWS) PLACEMENT OPTION DETAILS



TRUNCATED DOME DIMENSIONS	MIN	TYP	MAX (IN)
A	1.5	2.0	2.4
B	0.5	1.0	1.5
C	1.5	2.0	2.4
D	0.5	1.0	1.5



EDW DETECTABLE WARNING SURFACE (DWS) TRUNCATED DOME DETAILS



VERTICAL SURFACE DISCONTINUITIES  
SEE NOTE 6 ON SHEET 1 OF 1

NOTE:  
ALL NOTES REFERENCED IN THIS SHEET CAN BE FOUND ON SHEETS 1 & 2 OF 11

TOWN OF MIDDLETOWN

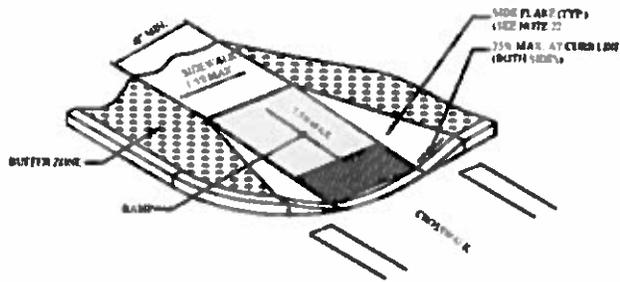
APPROVED: 01/05/16  
DATE

STANDARD DETAIL

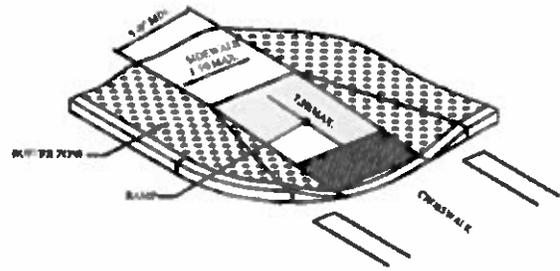
SIDEWALK AND CURB RAMP  
(SHEET 4 OF 11)

REVISIONS:

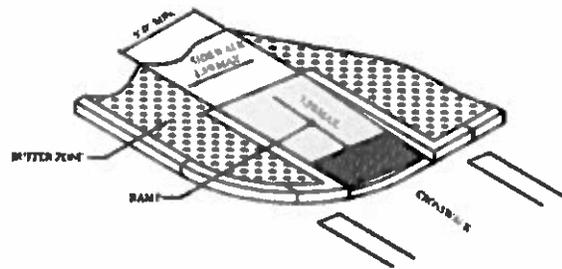
R-1



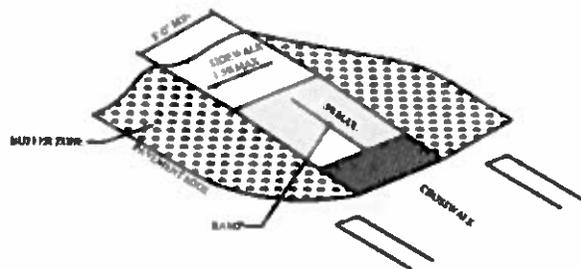
OPTION A: FLARED CONCRETE



OPTION B: GRADED EARTH

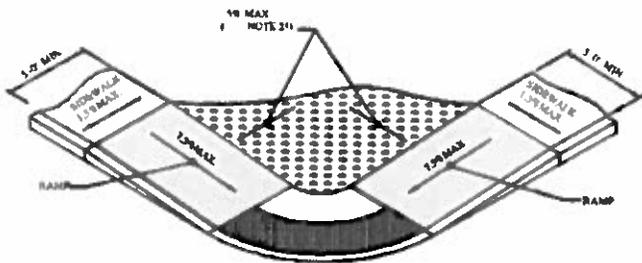


OPTION C: RETURN CURB

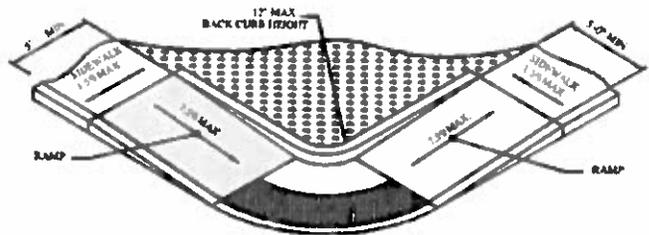


OPTION D: UNCURED INTERSECTION

RAMP SIDE CONFIGURATIONS



OPTION A: GRADED EARTH AND TURF



OPTION B: BACK CURB

PARALLEL RAMP BACK TREATMENTS

NOTE  
ALL NOTES REFERENCED ON THIS SHEET CAN BE FOUND ON SHEETS 3-5 OF 11

TOWN OF MIDDLETOWN

STANDARD DETAIL

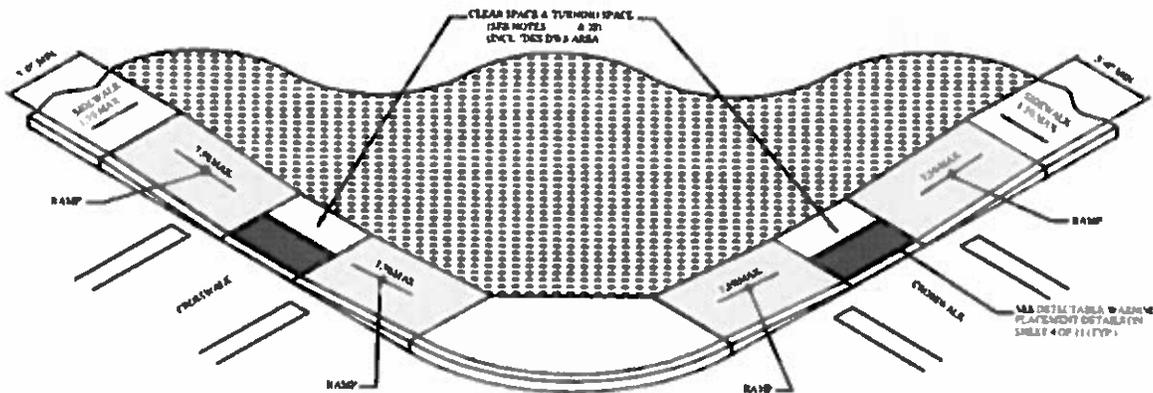
REVISIONS:

APPROVED: 01/06/16  
DATE

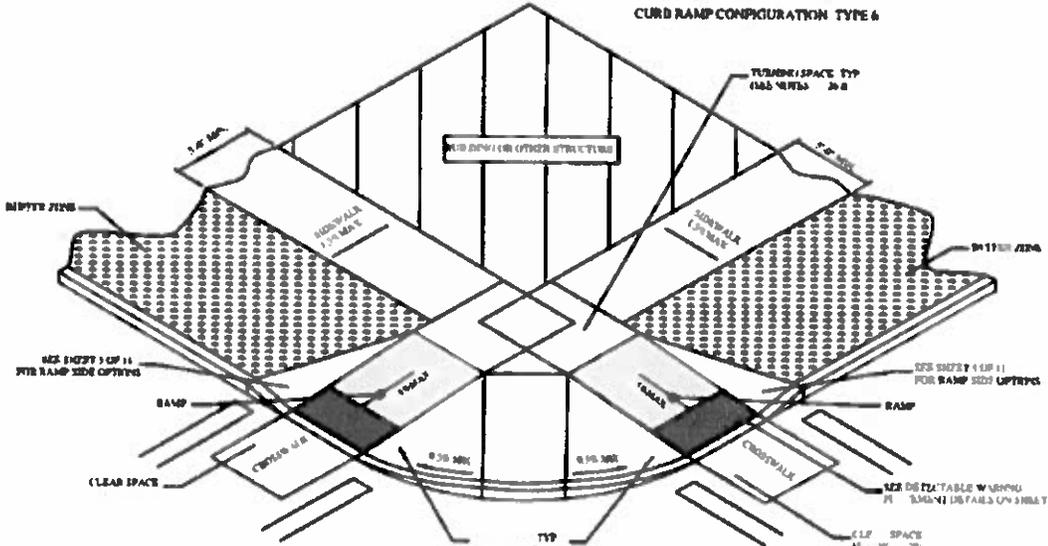
SIDEWALK AND  
CURB RAMP  
(SHEET 5 OF 11)

R-1

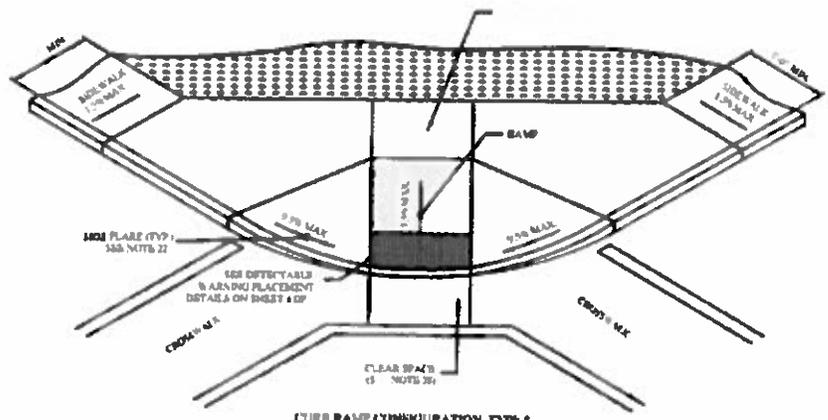




CURB RAMP CONFIGURATION TYPE 6



CURB RAMP CONFIGURATION TYPE 7

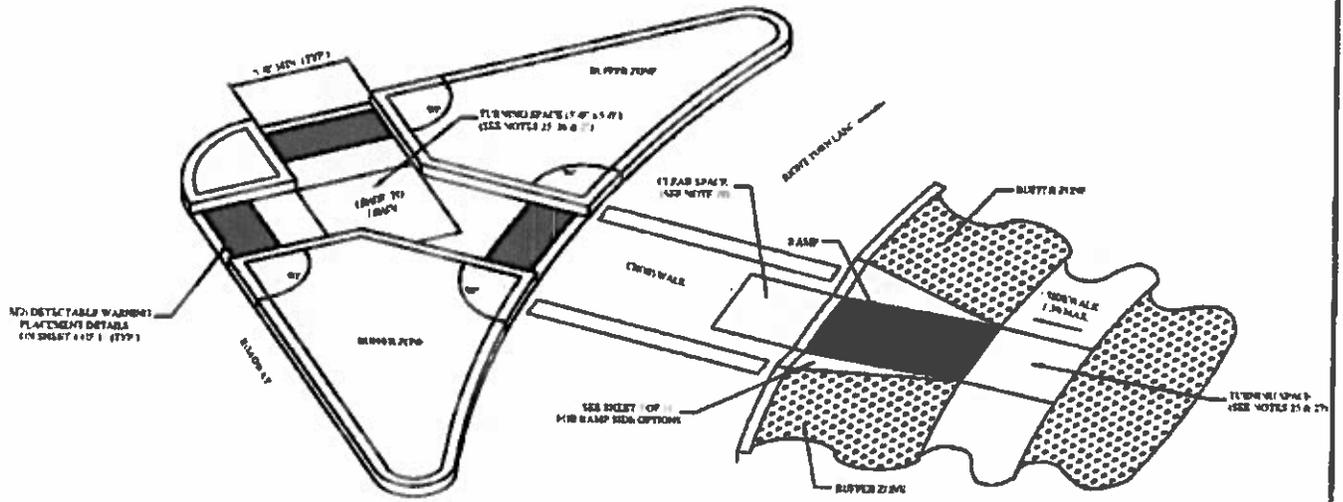


CURB RAMP CONFIGURATION TYPE 8

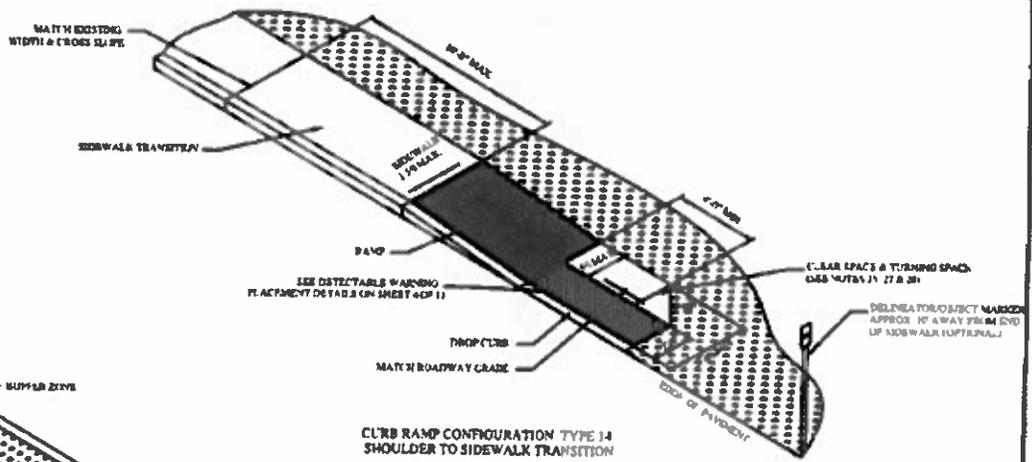
NOTE:  
ALL NOTES REFERENCED ON THIS SHEET CAN BE FOUND ON SHEETS 1 OF 11

<p>TOWN OF MIDDLETOWN</p> <p>APPROVED: <u>01/06/16</u> DATE</p>	STANDARD DETAIL	REVISIONS:	R-1
	SIDEWALK AND CURB RAMP (SHEET 7 OF 11)		

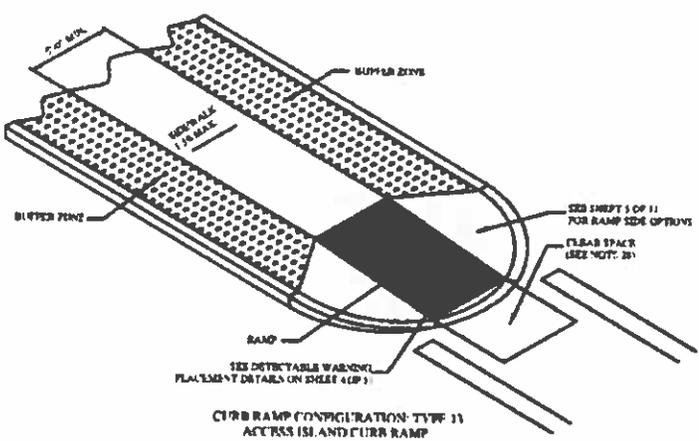




CURB RAMP CONFIGURATION TYPE 13  
RIGHT TURN ISLAND CUT THROUGH



CURB RAMP CONFIGURATION TYPE 14  
SHOULDER TO SIDEWALK TRANSITION



CURB RAMP CONFIGURATION TYPE 15  
ACCESS ISLAND CURB RAMP

NOTE  
ALL NOTES REFERENCED BY THIS SHEET CAN BE FOUND ON SHEETS 1-3 OF 11.

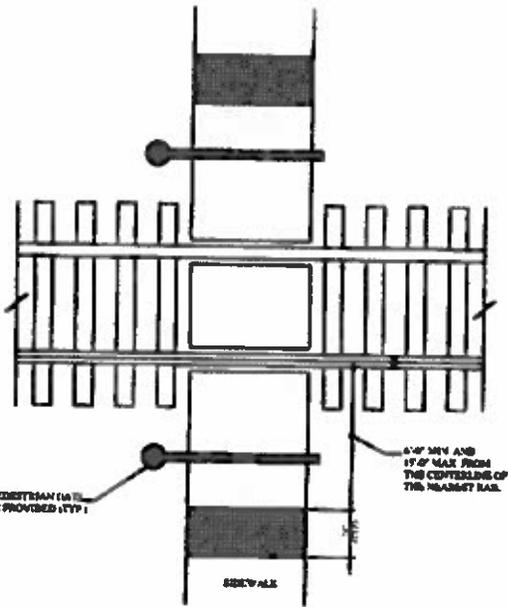
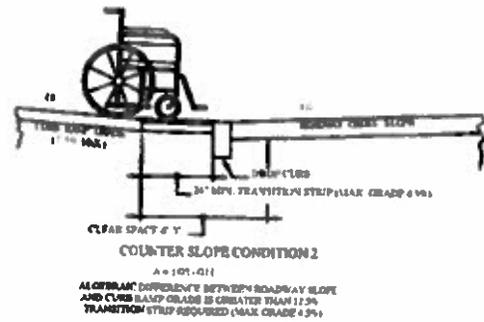
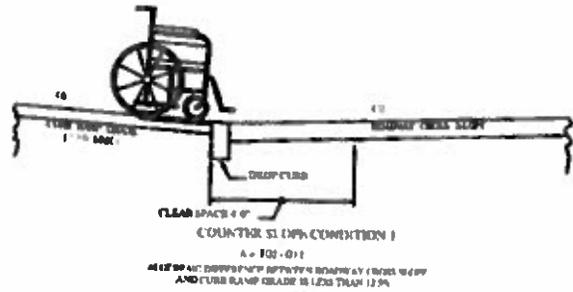
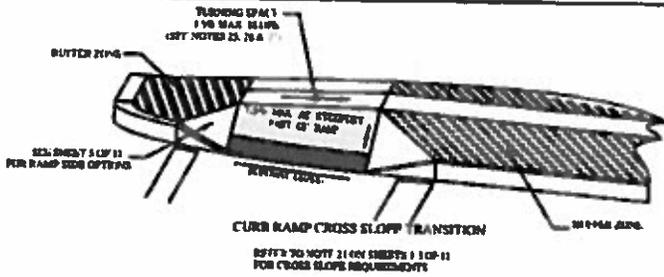
TOWN OF MIDDLETOWN

STANDARD DETAIL  
SIDEWALK AND  
CURB RAMP  
(SHEET 9 OF 11)

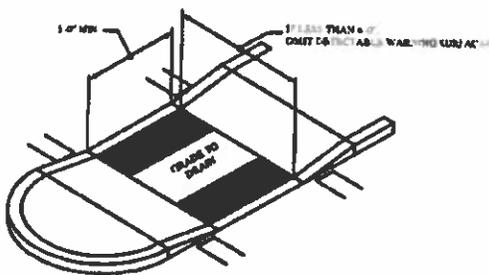
REVISIONS:

R-1

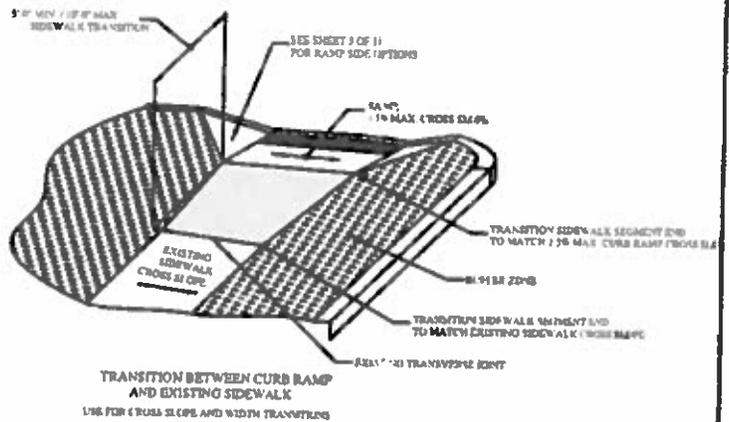
APPROVED: \_\_\_\_\_  
01/06/16  
DATE



DETECTABLE WARNINGS AT RAILROAD CROSSING



DETECTABLE WARNINGS AT PEDESTRIAN REFUGE ISLANDS (NON-ELEVATED CROSSING)



TRANSITION BETWEEN CURB RAMP AND EXISTING SIDEWALK (USE FOR CURB SLOPE AND WIDTH TRANSITIONS)

NOTE:  
ALL NOTES REFERENCED ON THIS SHEET CAN BE FOUND ON SHEETS 1-10 OF 11

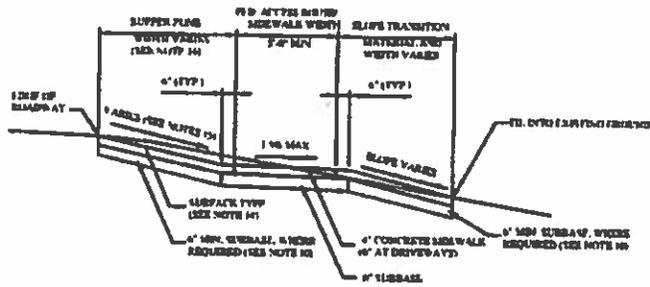
TOWN OF MIDDLETOWN

APPROVED: 01/06/16  
DATE

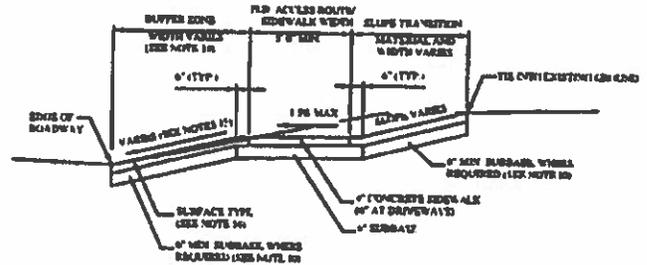
STANDARD DETAIL  
SIDEWALK AND CURB RAMP  
(SHEET 10 OF 11)

REVISIONS:

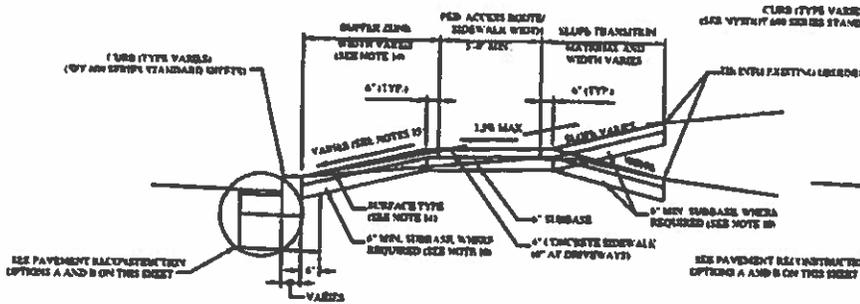
R-1



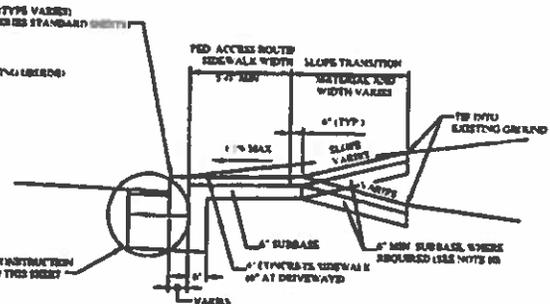
TYPICAL SIDEWALK CROSS SECTION  
NO CURB WITH BUFFER ZONE  
IN A HILL SECTION



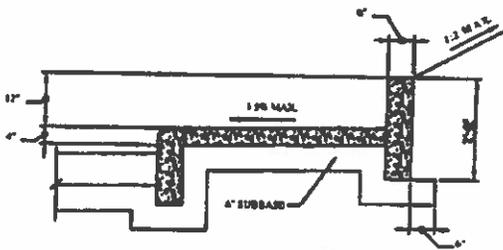
TYPICAL SIDEWALK CROSS SECTION  
NO CURB WITH BUFFER ZONE  
IN A CUT SECTION



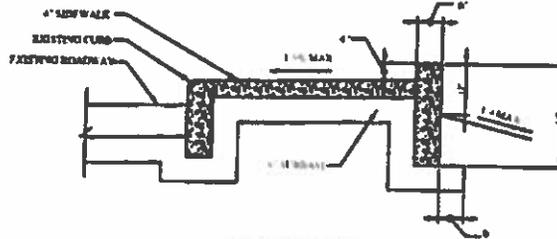
TYPICAL SIDEWALK CROSS SECTION  
CURBED WITH BUFFER ZONE



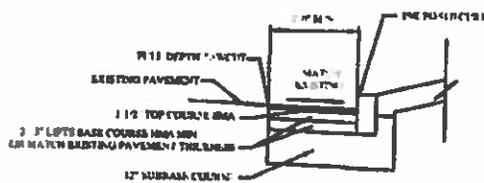
TYPICAL SIDEWALK CROSS SECTION  
CURBED WITHOUT BUFFER ZONE



BACK OF CURB DETAIL.  
USE IN CUT SECTIONS WITH 1/2"  
RIGHT-OF-WAY OR STEEP SLOPES



BACK OF CURB DETAIL.  
USE ON FILL SECTIONS WITH  
LIMITED RIGHT-OF-WAY



PAVEMENT RECONSTRUCTION OPTION A:  
HOT MIX ASPHALT  
SEE NOTE 17



PAVEMENT RECONSTRUCTION OPTION B:  
PORTLAND CEMENT CONCRETE  
SEE NOTE 17

NOTE:  
ALL NOTES REFERENCED IN THIS SHEET CAN BE FOUND ON SHEETS 11 OF 11.

TOWN OF MIDDLETOWN

STANDARD DETAIL  
SIDEWALK AND  
CURB RAMP  
(SHEET 11 OF 11)

REVISIONS:

R-1

APPROVED: 01/06/18  
DATE

17.32.160 - Demolition plan--Required in all districts.

A. In all districts, a proposal and permit application for the demolition of any building or structure, as defined in Section 17.04.030, shall ~~be submitted to and approved~~ by the Town of Middletown ~~Zoning Administrator~~ prior to the issuance of a town permit for said demolition. ~~The applicant must also get their demolition plan reviewed and approved by the Frederick County Department of Permits and Inspections and a permit issued before beginning their demolition activities.~~ The demolition plan shall show:

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1. The dimensions and boundaries of the property and the location of all improvements thereon;
2. The location of the building or structure proposed to be demolished;
3. The location of all adjacent properties and structures ~~(to include fences and accessory structures);~~
4. The proposed date and time of demolition, the anticipated length of time for demolition, and the proposed manner or type of demolition to be used;
5. The identity of the person(s) or entity that will perform the demolition and information confirming the experience and professional credentials of such person(s) or entity;
6. Information describing any type of explosive or incendiary device proposed to be used in performing the demolition;
7. ~~A safety plan that outlines the~~ precautions to be taken for the demolition ~~in order to ensure the safety and protection of~~ persons and surrounding properties;
8. The location of all existing public utilities on the property and in the area and confirmation of a plan for the discontinuance of utility service to the structure or building proposed to be demolished prior to the demolition ~~taking place;~~
9. Assurances that the proposed demolition will be in compliance with all federal, state and local laws, ordinances and regulations including, but not limited to, any and all laws and regulations governing "Hazardous Materials" and the disturbance and/or removal of "Hazardous Materials" from the property; and
10. A proposal and plan for any grading, seeding, sodding, or post demolition restoration of the demolition site.

- Deleted: plan of safety
- Deleted: to
- Deleted: protect the safety
- Deleted: proposed

Upon ~~approval of the~~ demolition plan ~~and~~ issuance of a demolition permit ~~(zoning certificate)~~ by the ~~zoning administrator~~, all such demolitions and post demolition restoration shall be completed within ninety (90) days of issuance of a demolition permit unless otherwise approved by the ~~zoning administrator~~.

- Deleted: any
- Deleted: site
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- Deleted: upon the
- Deleted: Town of Middletown
- Deleted: Middletown Planning Commission
- Deleted: site

For purposes of this section, fences of any type shall not be considered a "structure" and shall, therefore, be exempt from this requirement.

- B. All plans for demolition shall be submitted ~~to the zoning administrator~~ a minimum of thirty (30) days prior to ~~the proposed demolition~~. The ~~zoning administrator may, after coordinating with other town staff members,~~ require bonds or guarantees to ensure restoration of the site.
- C. Notices. ~~The property owner will post~~ a public notice of demolition sign on the property ~~that advertises~~ the proposed demolition. ~~Additionally, an~~ applicant seeking to demolish a building or structure hereunder shall be required to give written notice thereof to all adjacent and contiguous property owners not more than ten (10) days after submitting their demolition permit application and the demolition plan to the ~~zoning administrator~~, advising ~~these property owners~~ of the date, time and manner of the proposed demolition. A record of such notice shall be made to the ~~zoning administrator~~. ~~Adjacent property owners will contact the zoning administrator if they have questions and/or concerns with the proposed demolition project.~~
- D. Responsibility for Damages and Indemnification. An applicant who demolishes any building or structure in the Town of Middletown shall repair and restore, at its sole cost and expense, any adjacent,

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- Deleted: Town of Middletown Planning Commission
- Deleted: planning commission

contiguous, nearby or other property or structure which is damaged, in whole or in part, by the demolition performed on their property. An applicant who demolishes any building or structure in the Town of Middletown shall be liable for any personal injury, property damage, or business interruption caused by or arising from, in whole or in part, the demolition, including by or from the release of any particulate matter and other hazardous material.

(Ord. No. 15-06-02, § II, 6-8-2015; Ord. 07-09-01 § 2, 2007)

Title 17 - ZONING

Chapter 17.32 - DESIGN STANDARDS GENERALLY

Sections:

17.32.045 - Storage and disposal containers.

- A. Except as otherwise provided in this section, storage and disposal containers are prohibited in the Town of Middletown, and no person who owns, leases, occupies or has charge of any premises or property, in whole or in part, shall place, keep or maintain a storage or disposal container on the premises or property. For purposes of this section, "Disposal Container" means a large capacity container such as a dumpster, a bagster bag (dumpster in a bag), or similar large object which is used to hold trash, waste or debris.
- B. In a commercial or industrial zone, and upon application to and approval by the zoning administrator for a zoning certificate, storage and disposal containers may be placed, kept or maintained on premises or property for a period of no more than six consecutive months. The zoning administrator may, upon application, extend the six-month period of time for another six month or less. The storage or disposal container shall be used in accordance with the conditions placed upon it by the zoning administrator. No storage or disposal container may exceed a height of twelve (12) feet or a width of eight feet. Storage and disposal containers may not be stacked on top of each other.
- C. The zoning administrator may, upon application, approve the placing, keeping or maintaining of a storage or disposal container on property or premises in any zone if the storage or disposal container is to be used for and in connection with a construction, reconstruction or renovation project on the property or premises. The storage or disposal container shall be used in accordance with the conditions placed upon it by the zoning administrator. All approved storage or disposal containers shall be removed from the property or premises immediately upon the completion of the project or at such time as provided in the zoning administrator's approval letter.
- D. In town commercial (TC) and general commercial (GC) districts, businesses are permitted to permanently place a trash disposal container on their property provided it is enclosed by a fence or other structure approved by the zoning administrator that effectively screens the trash disposal container from adjoining and adjacent properties. A zoning certificate / building permit is required before the container is permanently placed on a GC or TC commercial zoned property. The trash disposal container's placement on the property should minimize its impact on customer / employee parking, and pedestrian and vehicular traffic flow on the property and to meet other placement and zoning requirements as determined by the zoning administrator.

**Commented [Z1]:** This set of requirements is overly restrictive and is not feasible for many properties in Middletown. Storage and trash containers aren't permanently situated on a commercial or residential properties so they shouldn't need to meet any other zoning requirements to include screening, setbacks distances, etc. The ZA recommends that paragraph B be modified as shown in the line-in/line-out markup.

**Deleted:** The storage or disposal container may be approved by the zoning administrator only if (1) the storage or disposal container is situated on the property in compliance with setback requirements as established for buildings in the district, (2) its placement and use satisfies all other zoning requirements, and (3) the storage or disposal container is either situated in the rear yard of the property or is screened in a manner approved by the zoning administrator so as to visually limit as much as reasonably practicable the appearance and presence of the storage or disposal container.

**Deleted:** Any storage or disposal container used in connection with such an approval

**Commented [Z2]:** Commercial businesses should be permitted to permanently place a trash disposal container on their property provided it is screened from adjoining properties and located in such a manner as to have a minimum impact of parking, vehicular and pedestrian traffic. The location of a trash disposal container and enclosure may be denoted on an approved site plan or may be determined through mutual agreement between commercial property owner and the zoning administrator in coordination with the town administrator and staff planner.

**Deleted:** Any storage or disposal container which is located or situated on any property or premises on the effective date of the ordinance codified in this chapter shall be permitted to continue to remain in the same location on the property or premises for a period of three years from the effective date of the ordinance codified in this chapter. Thereafter, such storage container or disposal shall be removed or otherwise conform to the requirements of this section, and the failure to do so shall constitute a violation of this section

**Deleted:** ¶



32 in

48 in



Welcome To



Middletown

Established 1767



32 in

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32 in

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Welcome To



Middletown

Established 1767



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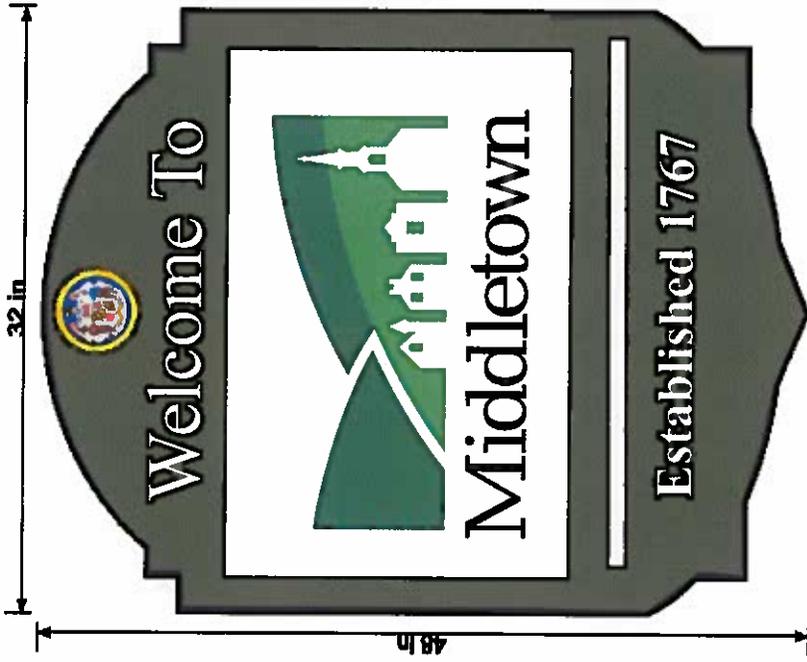
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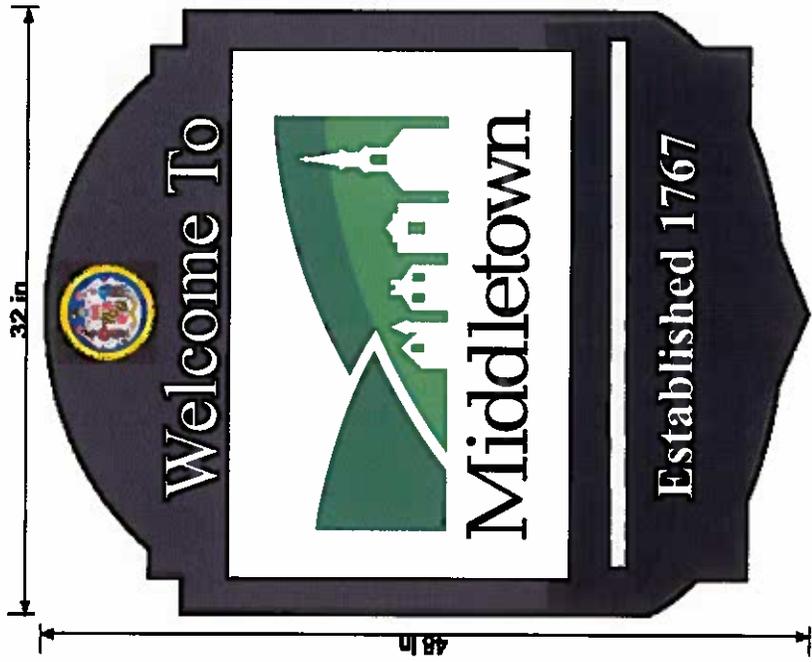
Middletown

Established 1767









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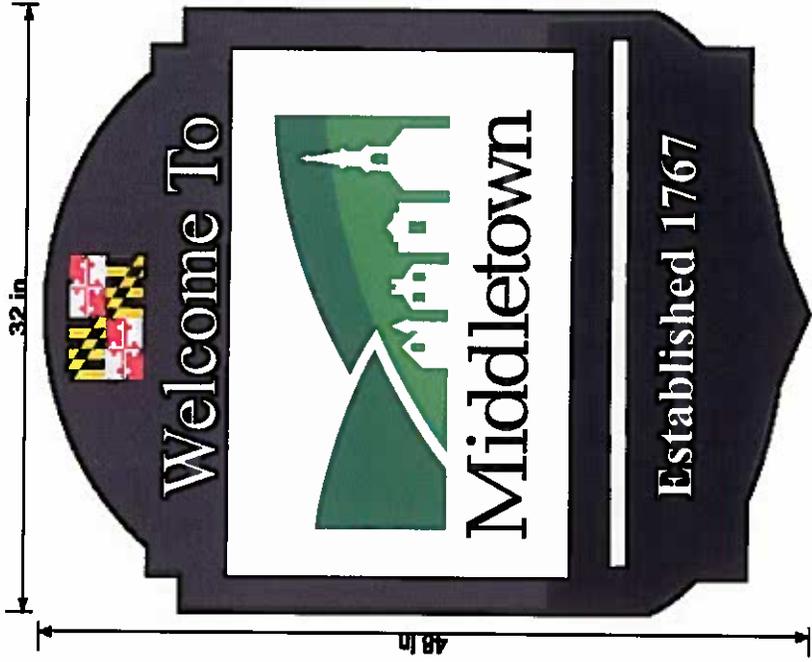
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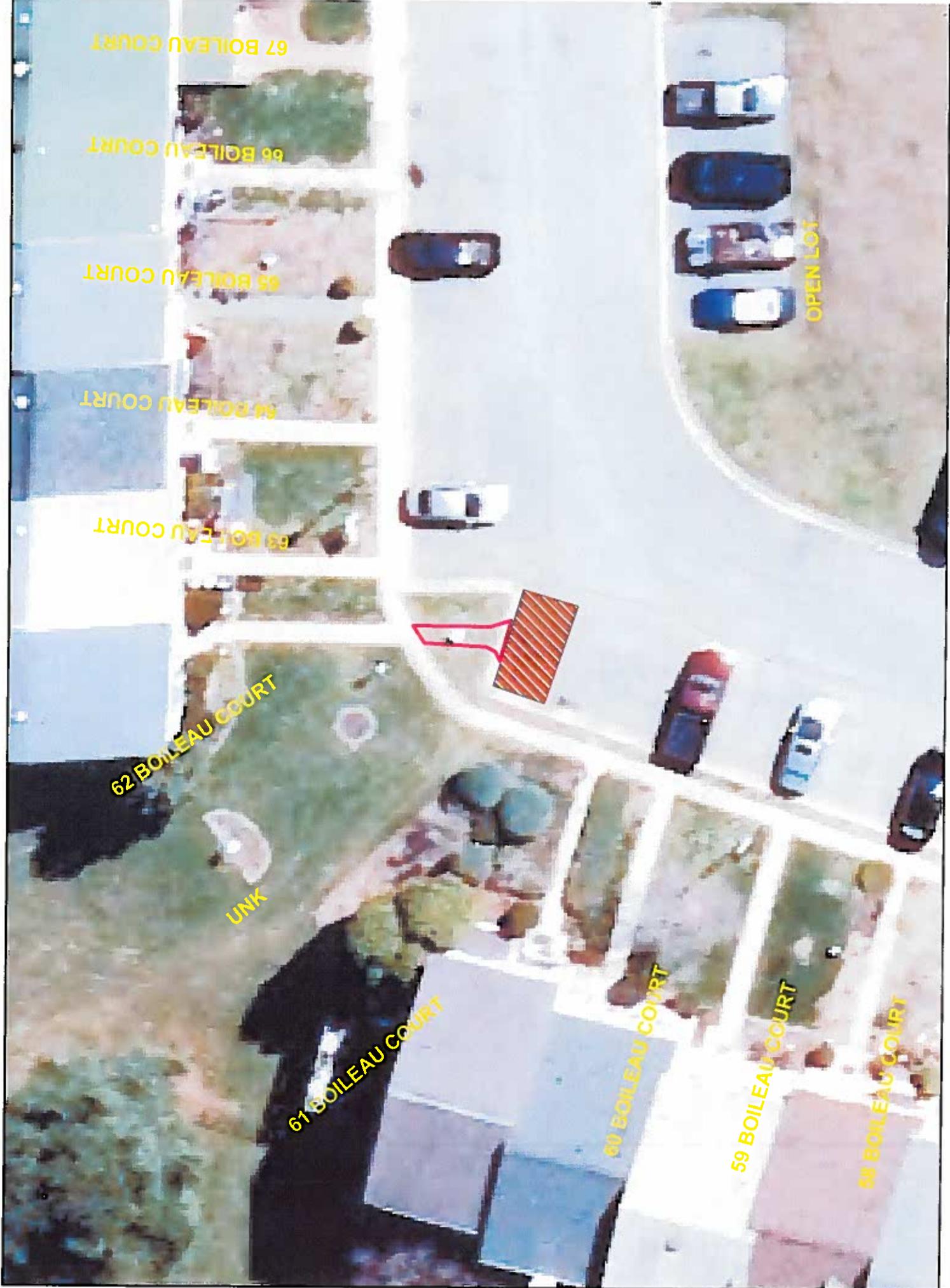


Middletown

Established 1767







**Jefferson Village Request for Handicap Access**