

BURGESS AND COMMISSIONERS OF MIDDLETOWN MARYLAND

TOWN MEETING MINUTES

REGULAR MEETING

August 12, 2019

The first meeting of the Burgess and Commissioners of Middletown was called to order on August 12, 2019, 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, and Rick Dietrick.

CONSENT AGENDA:

- *Town Meeting Minutes – July 22, 2019*
 - *Water & Sewer Committee Meeting Minutes – July 24, 2019*
- Motion by Commissioner Bussard to approve the consent agenda as presented, seconded by Commissioner Goodman. Motion carried (5-0).

PERSONAL REQUESTS FOR AGENDA:

UNFINISHED BUSINESS:

General Fund – Capital Improvements Program – Motion by Commissioner Goodman to accept the General Fund CIP budget as presented, seconded by Commissioner Dietrick. Motion carried (5-0).

Water & Sewer Fund – Capital Improvements Program – Motion by Commissioner Falcinelli to accept the Water & Sewer Fund CIP budget as presented, seconded by Commissioner Goodman. Motion carried (5-0).

Crosswalk Standard Policy Amendments – The only change to the draft policy is the addition of the statement “The use of Mid-Block Crosswalks is not recommended and should not be used for speed control.”. Motion by Commissioner Bussard to approve this policy change, seconded by Commissioner Falcinelli. Motion carried (5-0).

Speed Table Standards Policy – Motion by Commissioner Bussard to approve the Speed Table Policy as presented, seconded by Commissioner Goodman. Motion carried (5-0).

Ordinance 19-07-03 – Investment Policy Amendments – This Ordinance is to amend title 3, chapter 3.04 of the Middletown Municipal code to authorize the utilization of insured cash sweep (ICS) services as part of the Town’s investment policy; to make corrections to antedated references to the Annotated Code of Maryland. Drew stated that this is a tool in our toolbox to get better investments of funds.

Speed Sign Data – Middletown Glen Ingalls Drive – Drew reviewed the data from the speed camera that had been placed in Middletown Glen. The 85th percentile of the traffic in the neighborhood during the time speed information was collected was driving 15 mph or less. This warrants reducing the posted speed limit in Middletown Glen to 15 mph. Burgess Miller stated that he received an email regarding this today that staff needs to look into, therefore we will table this until August 26th meeting.

Discussion of Electronic Vehicle Charging Stations and Upgrades – Burgess Miller stated that he received information from Bruce Carbaugh that Potomac Edison installs these for free then the user would swipe their credit card to use. Staff contacted Potomac Edison but, the representative was on vacation therefore, this will be tabled to the August 26th meeting.

Update on Water & Sewer Billing Software – Drew reviewed a memorandum sent to the Burgess and Commissioners dated August 1, 2019 regarding the town’s water billing system rounding error. The

system is rounding ½ cent rates up on rates ending in an odd number causing some accounts to be billed an additional 1 to 3 cents depending on usage. Staff contacted Harris Computers and confirmed the system was rounding up using standard rounding principals. The Town Attorney was contacted to inquire as to the statute of limitation the Town is responsible for to customers. The answer is 3 years. Staff calculated a sample of 147 accounts, both residential and non-residential, of the July 2019 quarterly billing. 1.4% were overcharged \$0.03. 52.4% were over charges \$0.02. 44.2% were over charged \$0.01. 1.4% were correctly charged. 0.7% were under charged \$0.01. The total overcharge of the sample was \$2.24. If the percentages were applied across the total billing it would equate to an overcharge of \$26.09 for the quarter. Applying this to the statute of limitations it would total \$313.08. Harris Computers could write a program to calculate the exact cost of possible over or under charge for each individual account. The minimum charge for this program is \$1200.00 but is estimated to take 30 hours to complete the programming at \$200/hour (not including testing and delivery). The estimated total cost is at least \$6000.00. Staff recommends the Burgess and Commissioners consider applying a 3-cent credit for each of the past 12 quarters (\$0.36) to all accounts to reimburse for any possible overcharges. This would be applied at the October 2019 billing cycle at a total cost of \$616.32. Future rounding issues have been resolved by ensuring all future rate codes end in even numbers. This includes the recently adopted rates passed in July 2019. The Board will vote on this at the August 26th meeting.

REPORT OF COMMITTEES:

WATER & SEWER – Commissioner Falcinelli reported:

Water use for July – 302,495 gal., spring flow for July – 129,973, East WWTP treated 218,000 gals. and the West WWTP treated 260,000 gals.

Main Street waterline should be done by end of August. Reservoir tank – final documents are being prepared and plan to bid in October.

PUBLIC WORKS – Commissioner Bussard reported:

Elm Street Parking Lot is finished, landscaping went it today and the lights have been operational for a few weeks. Town staff has been busy painting curbs and crosswalks. The contractor installing the handicap ramps throughout Town continues to work.

SUSTAINABILITY – Commissioner Dietrick reported:

The Green Expo will be held on April 25, 2020 in conjunction with Coloring in the Street. The committee is trying to come up with an incentive to utilize no idle zone at the schools.

PLANNING COMMISSION – no report.

PARKS AND REC. COMMITTEE – Commissioner Goodman reported:

The Parks & Rec. committee will be visiting each park this month to do an inventory. The Committee would like to start a donation program and want to identify the areas and what can go in those areas (i.e. benches, tree, bike racks, etc.).

PUBLIC INFORMATION – Commissioner Falcinelli reported:

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

NEW BUSINESS:

Inspection Vehicle Bids – Motion by Commissioner Bussard to approve the bid from Frederick Subaru for \$27,627.07, seconded by Commissioner Dietrick. Motion carried (5-0).

Request for Legislative Items for General Assembly – Burgess Miller stated that we received a letter from Jan Gardner, County Executive asking for ideas or suggestions for Frederick County’s legislative package for 2020.

Frederick County Goes Purple (FCGP) Initiative - This is a grass roots initiative within the county to reduce substance abuse related deaths and overdoses and supports those in addiction recovery and their families. This observance will occur during the month of September (National Recovery Month).

Everyone is encouraged to wear purple every Friday to bring awareness and understanding of mental health and substance abuse disorders, and to celebrate those living in recovery. Burgess Miller stated that

Town staff is currently working on ordering shirts that state “Middletown Goes Purple” and we will install purple lights in the front of the Municipal Center for the month of September.

PUBLIC COMMENTS:

Ron Moss, 213 Broad Street – stated that at the workshop meeting earlier this month he neglected to ask for more police presence on Broad Street.

Bob Smart, 7525 Coblenz Road – stated that he would like to compliment the Town Staff on their quick attention to one of the toys at Memorial Park that needed repaired.

ANNOUNCEMENTS:

- *Movie Night – Friday, August 16, 2019 at Middletown Park*
- *Pep Rally in the Valley – Saturday, August 24, 2019*
- *Public Hearing – Self Storage Amendments – Monday, August 26, 2019 at 7pm.*

Workshop adjourned at 8:15pm.

Respectfully submitted,

Ann Griffin,
Office Manager