

BURGESS AND COMMISSIONERS OF MIDDLETOWN MARYLAND

TOWN WORKSHOP MEETING MINUTES

WORKSHOP MEETING

August 1, 2019

The workshop meeting of the Burgess and Commissioners of Middletown was called to order on August 1, 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, Christopher Goodman, and Rick Dietrick.

PUBLIC HEARING:

FY 2020 Capital Improvement Program (CIP) – Burgess Miller reviewed the General Fund and Water & Sewer CIP budgets. He asked for comments or questions. There were none. Burgess Miller stated that the Board will vote on these budgets at the August 12, 2019 meeting.

Public hearing adjourned at 7:03pm.

STAFF REPORTS:

Community Deputy Report – Copies of Deputy report were given to the Board for review.

Staff Planner Report – Cindy gave her report.

Engineer's Report – Bruce gave his report.

Main Street Manager's Report — Becky gave her report.

Zoning Administrator's Report – Copies of Mark's report were given to the Board for review.

PERSONAL REQUESTS FOR AGENDA: None

CONSENT AGENDA:

- *Town Meeting Minutes – July 22, 2019*

UNFINISHED BUSINESS:

Crosswalk Standard Policy Amendments (Vote – August 12, 2019) – The Raised Crosswalk Draft Policy was reviewed. 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.”. Drew reviewed the different types of crosswalks used throughout the Town. It was determined that at the intersection of Glenbrook Drive and Middletown Parkway a parallel line crosswalk would be used across Glenbrook Drive at that intersection, while a hash line crosswalk would be used across Middletown Parkway. This was approved by the Board with general consent.

Speed Table Standards Policy (Vote August 12, 2019) – Burgess Miller reviewed the new draft policy. **Preliminary Speed Table Designs(s) for Broad Street Discussion** – Bruce stated that while on vacation he reviewed how other municipalities in New England utilized speed tables. New Haven, CT uses speed tables with no bump outs and allows parking on them. They are constructed one foot off the curb on each end to allow water drainage. He stated that there is plenty of information available both for and against speed tables. He did provide some information to both the Town Board and the residents on Broad Street. Ron Moss (213 Broad Street) stated that Broad Street residents have reviewed all the information that has been provided since the discussion began and have come to a consensus that as long as Broad Street is kept as is and sidewalks are added to the north side of the street, the residents are fine with not having a

speed table. He also thanked the Town Board and Town employees for their time and attention on this matter, stating “You all went above and beyond in addressing this issue.”.

Ordinance 19-07-02 – Self Storage Schedule Public Hearing – This is an item of discussion at the next Joint Town Board/Planning Commission meeting on August 5th. The Planning Commission has been directed by the Town Board to address various definitions regarding self-storage at their August workshop and meeting and provide this information to the Town Board. The Town Board will vote on this issue August 26, 2019.

Ordinance 19-07-03 – Investment Policy Amendments – Drew reiterated that the amendment to this ordinance adds the ability for the Town to utilize the financial mechanism of Insured Cash Sweeps (ICS) in addition to those currently listed in the code. ICS allows collateralizing any amount of Town Funds over \$250,000. If approved, Drew expects bids from different banks for this service which would include listing the savings to the Town.

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. Sean Mahar (203 Ingalls Drive) stated that he has noticed that residents have slowed down with the warmer weather and the increased number of children outside playing. Commissioner Dietrick stated that he has driven the neighborhood and only felt comfortable driving it at 15mph. Burgess Miller stated that if the Town Board wants to move forward on this, the community and HOA will have to be notified of the date the speed limit will change, and signs will have to be ordered and put in place.

Mr. Mahar was asked for his opinion on the current situation of no on-street parking on Ingalls Drive. He stated that it is an issue with a good percentage of the neighborhood as the highest number of cars residents can park in their driveway is 2 cars with a third in the garage if needed, leaving no parking if friends and family visit. He understands that there is no parking allowed due to emergency vehicle access to the neighborhood.

Discussion of Electronic Vehicle Charging Stations and Upgrades – Commissioner Bussard asked if there was a need for 2 additional electric car charging stations in town. Currently there is 1 resident that uses the Town Hall charging station. Commissioner Dietrick stated that having 1 car charged at no cost was not the original intent of the charging station. It was to have electric car owners traveling through to stop and visit Middletown. He also questioned the loss of 2 additional parking spaces to charging stations if they were not going to be used. Drew stated that the agreement with the company giving the Town the charging stations is for 5 years. The Town can decide whether to make them free charging stations or bill the use of those stations using the company’s billing system, which allows that company to collect half the revenue generated. Bruce stated that the Town can recoup the cost of electricity by installing parking meters at each of the charging stations. Electric car owners would pay for the use of the space. Burgess Miller stated that if use of the charging stations becomes an issue there are steps available to address it.

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 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.

NEW BUSINESS:

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 suggested that the staff develop messages to place on the Town's social media sites. Commissioner Goodman suggested that the Town purchase purple light bulbs to sell in support of the initiative.

PUBLIC COMMENTS:

Alex Kundrick (3 Crone Lane) stated the alert siren on Green Street cannot be heard in the Foxfield area. He suggested that the Town move the siren to a location where more residents would hear it when activated. Burgess Miller suggested that since a grant was used to build the first siren, that town staff search for another grant for a second siren for the east end of town.

John Glynn (18 West Main Street) asked if the siren at the old fire station on South Jefferson Street could be done away with. Cell phones have become more common practice for notifications. Commissioner Goodman invited Mr. Glynn to come to National Night Out (August 6, 2019) and speak with the Middletown Fire Chief about this issue. Mr. Glynn also thanked the Town staff for placing the bollards at the corner of West Main Street and Garage Alley. This has stopped vehicles hitting the side of his home which is located on that corner.

ANNOUNCEMENTS:

- *National Night Out – Tuesday, August 6, 2019 at 6:00PM at the MVFC Fair Grounds*
- *Movie Night – Friday, August 16, 2019 at Middletown Park*
- *Pep Rally in the Valley – Saturday, August 24, 2019*

Workshop adjourned at 8:28pm.

Respectfully submitted,

Annette Alberghini
Administrative Assistant