

BURGESS AND COMMISSIONERS OF MIDDLETOWN MARYLAND

TOWN WORKSHOP MEETING MINUTES

WORKSHOP MEETING

August 4, 2022

The workshop meeting of the Burgess and Commissioners of Middletown was called to order on August 4, 2022, by Burgess Miller at 7:00 p.m. Present were Commissioners Jennifer Falcinelli, Kevin Stottlemeyer, Christopher Goodman, and Jean LaPadula.

PUBLIC COMMENT: None.

PERSONAL REQUESTS FOR AGENDA:

2022 National Marbles Tournament Champion. – The Town Board recognized and congratulated Todd Kmiecik, the 2022 National Marble Tournament Champion. The tournament was held in Wildwood, NJ. Fellow teammates, Sharon Martin and Jessica Thompson were congratulated as both made it to the semi-finals of the tournament. The three players represented the Frederick County Knucklers at the tournament.

STAFF REPORTS:

Deputy Report – Deputy McCarrick reviewed his report.

Staff Planner Report – Cindy reviewed her report.

Engineer's Report – Bruce reviewed his report.

Main Street Manager Report – Becky reviewed her report.

Zoning Administrator's Report – Robert reviewed his report.

CONSENT AGENDA:

- **Town Meeting Minutes**
 - *July 25, 2022 – Town Meeting*

UNFINISHED BUSINESS:

Broad Street Architectural Wall Maintenance Memorandum – As part of the Broad Street project a small architectural retaining wall was built in front of several homes. The Director of Public Works created a memo which is before the Town Board tonight for review. This memo will be sent to those residents that have that retaining wall on their property. The memo includes all the information on the retaining wall including references, materials used and maintenance. There is little to no maintenance for this wall. The intent is that maintenance of the retaining wall is the responsibility of each property owner. This will be an agenda item for the August 8, 2022 Town Board Meeting.

Review of MS-4 Projects for Priority Ranking – The State requires all municipalities to decrease their impervious surface area by 2025. If it can't be done, municipalities must take other measures to meet the state objectives. The town engineers have identified 2 projects for the Board to review. Either of these projects would let the Town meet the state requirements. Due to increased costs the Town will have to choose one of the projects. The two projects are:

1. Wiles Branch Park Stream Restoration – at a cost of \$500,000.

2. Linden Boulevard Replacement – includes culvert replacement – at a cost of \$2,800,000.

The Director of Public Works (DPW) previously recommended holding off on the Wiles Branch project due to the WWTP upgrade which would impact the project. There are monies available through the State Bay Restoration Fund which would cover most but not all costs. The cost for Linden Blvd. is high because it includes moving utility lines for water, sewer, and natural gas. The culvert on Linden Blvd must be replaced. Much of the costs of this project has been budgeted using ARPA funds, though the road work portion is not covered. Staff recommends the Town Board choose the Linden Boulevard project. Discussion occurred regarding funding streams to pay for potential uncovered costs for both projects. Use of the circuit rider to apply for grants was discussed, as well as, contracting the services of a professional grant writer to apply for infrastructure grant money.

Discussion of Improvement Fee Increase – The Town Administrator is collecting data from the surrounding municipalities regarding their water/sewer rates, improvement fees and capital improvement fees. The Town is also reviewing potential avenues to reduce expenses. These include but are not limited to reducing the number of deputies we have from 3 to 2 and buying back streetlights from Potomac Edison. Town Board members requested an updated information on the Town’ ARPA funds. ARPA budget numbers, cost savings from the town streetlight purchase, and other information will be reviewed at the August 22, 2022 Town Board meeting. It was stated that budget review and inflationary impacts must be addressed.

NEW BUSINESS:

Silvoculture – Tree Planting Grant from Chesapeake Bay Trust Fund – Silvoculture is a nonprofit organization based in Myersville that promotes edible landscaping. They have a goal to plant a half million fruit and/or nut trees in the region. They are looking for municipalities to partner with. The municipality would donate the land for planting. Silvoculture would design and layout the area and plant the trees. Trees would be free to the municipality as they are paid for through the Chesapeake Bay Trust Fund. The municipality would provide an educational piece and cut the grass as part of the agreement. If the town is interested in partnering with Silvoculture it will have to provide a letter of support by the deadline of August 11th.

Amendments to Sign Regulations – The Staff Planner briefly reviewed the proposed amendments to the sign regulations. It is now content neutral. It is like Hagerstown’s sign regulations as it is based on zoning district. Many illustrations have been added for ease of understanding. The Planning Commission will next begin reviewing the Town Code to identify all sections that reference signage for eventual change to referencing back to the sign regulation section if needed. A copy has been provided to Town Attorney for review.

PUBLIC COMMENTS:

National Night Out was August 2, 2022. It was the biggest turnout so far. Everyone seemed to enjoy the entertainment provided. Thank you all for attending and to those who assisted with the event.

ANNOUNCEMENTS:

- *Middletown Library Groundbreaking Ceremony – August 10, 2022 at 10:00AM at the new library site on Green Street.*
- *Middletown Community Park Ribbon Cutting – August 13, 2022 at 9:00AM.*

- *Sunset Concert Series – Every Sunday in August at Middletown Community Park, 7:00 – 8:30PM*
- *Third Thursday – Thursday, August 18, 2022 in the Downtown*
- *Movie Night in the Park – Saturday, August 20, 2022 at Remsberg Park*

Workshop adjourned at 8:56 PM.

Respectfully submitted,

Annette Alberghini,
Office Manager



Middletown Community Deputies

Monthly Activity Report

July 2022

Dfc. Kelly Hewitt #0412

Dfc. Chudoba #0409

Dfc. McCarrick #0485

Traffic Stats

Citations Issued: 3 (35)

Warnings Issued: 120 (753)

Repair Orders Issued: 0 (14)

Accidents: 2 (39)

Selective Enforcement: 44 (312)

Arrest Stats

Criminal Arrests: 0 (1)

Traffic Arrests: 2 (6)

Juvenile Arrest: 0 (3)

Warrants/ Summons: 3 (7)

Proactive Enforcement

Walking patrol: 32 (241)

Bike Patrol: 7 (23)

Talks Cards: 26 (284)

Patrol Checks: 292 (2090)

School Safety Checks: 13 (350)

Calls for Service

Burglaries: 0 (4)

Thefts: 0 (6)

Destruction of Property: 2 (14)

Noise complaints: 6 (10)

Juvenile complaints: 1 (10)

Disorderly Conduct: 0 (5)

Suspicious Activity: 6 (40)

Drug Incidents / Attempted Overdose

Special Events/ Important Information

Deputies worked Independence Day celebration event.

Accidents

E Main St. / N Church St.

Safeway parking lot