

# *BURGESS AND COMMISSIONERS OF MIDDLETOWN MARYLAND*

## TOWN MEETING MINUTES

**TOWN MEETING**

**August 8, 2022**

The meeting of the Burgess and Commissioners of Middletown was called to order on August 8, 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:** None.

**CONSENT AGENDA:**

- **Silviculture – Tree Planting Grant from Chesapeake Bay Trust Fund**
- **Town Meeting Minutes**
  - *July 25, 2022 – Town Meeting*

**Motion:** Commissioner Stottlemeyer motioned to approve the consent agenda as presented. Seconded by Commissioner Falcinelli. Motion approved (5-0).

**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.

**Motion:** Commissioner Falcinelli motioned to approve the Broad Street Architectural Wall Maintenance Memorandum as presented. Seconded by Commissioner Goodman. Motion approved (5-0).

**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. The culvert is undersized and is rusted through at the bottom. The Town Board has

asked that the Town Engineers provide other options regarding the culvert replacement that would reduce the overall cost of the replacement. 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. The Town Board agreed by consensus to pursue the Linden Boulevard project for the MS-4 credits.

The Town has received the second payment of ARPA funds. The Finance Officer has updated the ARPA budget. Some projects listed to use ARPA monies will have to be moved back into CIP. The Town is reviewing possible revenue streams. The Town Administrator briefly reviewed the 2016 numbers for the costs and possible savings with the streetlight buy back from Potomac Edison. He will contact Potomac Edison for updated information. ARPA budget numbers, cost savings from the town streetlight purchase, and other information will be reviewed at the August 22, 2022 Town Board meeting.

**Discussion of Improvement Fee Increase** – The Town Administrator is collecting data from the surrounding municipalities regarding their water/sewer rates, tap fees, and improvement fees. Once gathered, they will be presented to the Town Board.

## **REPORT OF COMMITTEES:**

**WATER & SEWER** – The Director of Public Works reported:

For July water use was – 314,364 gal., spring flow was – 106,315 gal., East WWTP treated 195,429 gals. and the West WWTP treated 137,369 gals. The Town received 6.4 inches of rain in July. The committee met July 27<sup>th</sup> and reviewed the wastewater capacity management plan. There are currently 52 taps available. The work on the Remsberg Park waterline will begin in November. MDE will be coming to town to test our water for PFOA's and PFOS's. This is a state requirement. The town will await their results and recommendations. The Water & Sewer department is now fully staffed.

**PUBLIC WORKS** – The Town Administrator reported:

In addition to what was reviewed in the Water and Sewer Committee report, town crews are installing new meter vaults on Washington Street. Next week they will be working on valve replacement. They also removed the second Brookridge South sign as it had fallen.

**SUSTAINABILITY** – Commissioner Stottlemeyer reported:

The recycling day is going to coincide with the Fall bulk trash pickup day on October 8th. It will include metal, textiles, and paint at a specific location. Lunch out of Landfills will begin again this Fall once school begins. It will be at the elementary, middle, and high schools. The committee will have a table at the Heritage Festival.

**PLANNING COMMISSION** – Commissioner LaPadula reported:

The workshop will be held Wednesday, August 10, 2022. The Planning commission meeting will be held Monday, August 15, 2022. The Planning Commission will continue to update to the sign ordinance. Current signs that do not meet the proposed new code will be grandfathered in. If they change in the future, they will have to come before the Board of Appeals to request a variance due to a hardship. Temporary signs must be removed 3 days after an event. The Planning Commission is beginning to review other sections of town code that reference signs to look for any inconsistencies. They are also finalizing the comp plan chapters before sending them to Mr. Mattingly for final formatting.

**PARKS AND REC. COMMITTEE** – Commissioner Goodman reported:

If the DNR grant is awarded the town will purchase one set of concrete games (corn hole, table tennis and chess/checker tables) for each town park – Wiles Branch Park, Remsberg Park, and Memorial Park. Locations for each yet to be identified within any park. Pickleball courts are at the engineer stage. It was suggested to move the millings at the Remsberg Park parking lot and place 2 courts there, and possibly 2 courts on the grass nearby. This will reduce costs and stormwater management requirements. Court usage would be monitored to identify any further need for additional courts. Finally, Burgess Miller will speak with the representatives for Middletown Goes Purple to ensure the temporary monument at Memorial Park leaves enough room for mowing to occur.

**PUBLIC INFORMATION** – Commissioner Falcinelli reported:

Residents are reminded to sign up for the Town email distribution service and Alert Frederick if they have not done so already. In June, the top five town website pages visited were 1. Middletown Events, 2. News & Announcements, 3. Water & Sewer, 4. Business Directory and 5. Community Calendar.

The first Sunset Concert turned out very nice. The crowd was small, but the entertainment was great. Discussion as to whether a banner should be made was briefly discussed along with temporary signs for the event.

**NEW BUSINESS:**

**Amendments to Sign Regulations** – The proposed amendments to the sign regulations were discussed. It is now content neutral. The Town Board appreciates the hard work and dedication of the Planning Commission. A copy has been provided to Town Attorney for review. This will continue to be an agenda item.

**PUBLIC COMMENTS:** None.

**ANNOUNCEMENTS:**

- *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*
- *Library Groundbreaking Ceremony – Wednesday, August 10, 2022, 10:00AM at the library site on Green Street*
- *Middletown Community Park Ribbon Cutting – Saturday, August 13, 2022, 9:00AM at the Middletown Community Park (off Coblenz Rd)*

Meeting adjourned at 7:53 PM.

Respectfully submitted,

Annette Alberghini,  
Office Manager