

BURGESS AND COMMISSIONERS OF MIDDLETOWN MARYLAND

TOWN MEETING MINUTES

REGULAR MEETING

December 10, 2018

The first monthly meeting of the Burgess and Commissioners of Middletown was called to order on December 10, 2018, 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, Rick Dietrick and Tom Catania (arrived late).

CONSENT AGENDA:

Town Meeting Cancellations for 2019

Joint Meeting Schedule for 2019

Town Meeting Minutes – November 26, 2018 Town Meeting

Motion by Commissioner Bussard to approve the consent agenda as presented, seconded by Commissioner Dietrick. Motion carried 5-0.

PERSONAL REQUESTS FOR AGENDA:

Maddy Remsburg – S. Jefferson Street resident – submitted the Board with a petition of 8 signatures to have a street light installed at 332-334 S. Jefferson Street. Commissioner Bussard who is the chair of the Public Works Committee stated that his Committee plans to meet to discuss this and a few other issues in January. Commissioner Bussard asked Burgess Miller to place this on the Agenda for January. Burgess Miller asked staff to find out if a cobra head light can be placed on the existing pole. Commissioner Goodman stated that pole has a transformer on it. Staff will contact Potomac Edison to find out if a light can be placed on the existing pole, if not staff will get an estimate to have a pole installed and report back at the January meeting.

Christmas in the Valley Decorating Contest – Commissioner Falcinelli announced the winners.

UNFINISHED BUSINESS:

Ordinance 18-10-01 – Microbreweries Text Amendment – Motion by Commissioner Bussard to approve Ordinance 18-10-01 as presented, seconded by Commissioner Goodman. Motion carried 5-0.

Ordinance 18-11-01 – Bed & Breakfast Text Amendment – Motion by Commissioner Falcinelli to approve Ordinance 18-11-01 as presented, seconded by Commissioner Bussard. Motion carried 5-0.

Wayfinding Signs – Burgess Miller presented the Board with his draft mock-ups for each location for their review. Burgess Miller would like to bring this back for a vote at the January meeting.

MOU for Banner Display at Richland Golf – Tentative Design – Drew stated that currently our banner location is on the northeast side of Alt. 40 and during the summer months when the farmer has their crops planted it is hard to see the banners. Burgess Miller stated that he approached Richland Golf Club about possibly moving our banner location to the southeast side of Alt. 40 at the intersection of Middletown Parkway. Richland Golf Club has agreed to allow the town to move our banner onto their property. The actual location has yet to be determined. Burgess Miller stated that Bruce Carbaugh is currently working on the design as well as what materials and will also provide us with a location.

REPORT OF COMMITTEES:

WATER & SEWER – Commissioner Falcinelli reported:

Water use for November – 293,200 gal., spring flow for November – 120,239, East WWTP treated 364,000 gals. and the West WWTP treated 586,000 gals.

Reservoir tank design is complete, we have received the Phase 1 report for review and concept plans show 1 Elliptical Tank divided lengthwise. Final will be distributed this month. Plan is to bid this project in the spring with construction to start in July 2019. The Water and Sewer Committee will be reviewing this Phase I report at the January Water & Sewer Meeting and have any comments and recommendation back to the Town Board for the second meeting in January.

No meeting in December.

PUBLIC WORKS – Commissioner Bussard reported:

We had our first snow event which our guys did a wonderful job as usual.

Middletown Glen Phase 2 street lights have been installed and energized. Guys have been busy putting up Christmas decorations, replacing water valves throughout town and the contractor continued work on making our sidewalks ADA.

SUSTAINABILITY – Commissioner Dietrick reported:

No meeting in November. Next meeting is December 19th at 5pm.

PLANNING COMMISSION – Commissioner Catania reported:

No workshop or meeting in December. Joint meeting on Monday, January 7, 2019 at 6:30pm.

PARKS AND REC. COMMITTEE – Commissioner Goodman reported:

No meeting in November or December. Will meet again in January or February to discuss our POS requests.

PUBLIC INFORMATION – Commissioner Falcinelli reported:

We will be discussing the banner standards and social media policy.

NEW BUSINESS:

Posting of Town Parking Lots – Not to allow storage of RV Equipment – Burgess Miller stated that we've had some commercial vehicles park in our parking lots for an extended period of time. Drew stated that Mark (Zoning Administrator) suggested that we post the parking lots with a sign stating no extended parking of RV's, boats, commercial vehicles, etc. The Board gave Town Staff approval to proceed with this.

Raymond Boss, 317 Cone Branch Drive – asked if we were just moving the problem elsewhere? Burgess Miller stated that although we hope not, we will have to address each issue as they arise.

Mowing Contract Offer – Ruppert Landscaping – Burgess Miller stated that our mowing contract is due to go out to bid in 2019. Our current contract is with Ruppert Landscaping. Drew stated that Ruppert has submitted a proposal to the Town for their consideration for us to extend their contract for another 3 years. Ruppert is proposing to increase the fee 3.6% for 2019, 2% for 2020 and 1.6% for 2021. Staff explained to the Board that we've increased our mowing area with this contract and feel that this proposal from Ruppert is good. Commissioner Falcinelli stated that staff strongly recommended that we extend the contract with Ruppert. The Town has been very happy with the quality of work from Ruppert Landscaping over the past three (3) years and since many of the Town's property border residents, the Town wants to keep the quality of work going forward.

Motion by Commissioner Dietrick to approve the 3 year contract totaling \$ 274,069.00 (2019 - \$89,649.50, 2020 - \$91,487.50 and 2021 - \$92,932.00), motion seconded by Commissioner Bussard. Motion carried 6-0.

Tree City USA Designation – Application – Burgess Miller stated that this is to increase the tree canopy of the Town. Burgess Miller stated that we are moving forward with trying to obtain the Tree City USA recognition. Burgess Miller stated that there are a few things that we have to do in order to get this recognition. Any expenditures of funds will need future approval from the Board.

Appointment of Temporary Alternate to the Planning Commission – Eric Ware, 6 Washington Street has lived here for 3 years and has seen a lot of change in Middletown and is very interested and excited to become a member of the Planning Commission.

Commissioner Goodman motioned to appoint Eric Ware as the temporary alternate, seconded by Commissioner Catania. Motion carried 6-0.

PUBLIC COMMENTS:

ANNOUNCEMENTS:

Town Office will be closed:

- *Friday, December 21, 2018 at 11am.*
- *Monday, December 24, 2018 and*
- *Tuesday, December 25, 2018*

Workshop adjourned at 8:56pm.

Respectfully submitted,

Ann Griffin
Office Manager