



# AGENDA FOR THE TOWN MEETING

December 11, 2017

7:00 p.m.

REVISED

## PLEDGE TO THE FLAG

## CALL TO ORDER

Red Indicates – Action Item  
Green Indicates – Ordinance Introduction  
Blue Indicates – Link to Additional Information

## CONSENT AGENDA

- Joint Meetings – Town Board and Planning Commission for 2018
- Town Meeting Schedule for 2018
- Budget Workshop Schedule for 2018
- Financial Statements
- Town Meeting Minutes
  - November 27, 2017 – Town Meeting

## PERSONAL REQUESTS FOR AGENDA:

- *Ms. Ann Payne & Mr. Phil Westcott – Discussion of Establishing a Composting Site*

## UNFINISHED BUSINESS:

- Memar Annexation

## REPORT OF COMMITTEES:

Water/Sewer	Commissioner Falcinelli
Public Works	Commissioner Bussard
Sustainability	Commissioner Dietrick
Planning Commission Liaison	Commissioner Catania
Parks & Recreation	Commissioner Goodman
Public Information	Commissioner Falcinelli

## NEW BUSINESS:

- Proposal for Civil War Panel Replacement – Interpretive Direction LLC
- Discussion of Concept Plan for Future Maintenance Facility

## **PUBLIC COMMENTS:**

## **ANNOUNCEMENTS:**

- *Town Offices will Close on Friday, December 22, 2017 at 11:00AM and Re-open on Tuesday, December 26, 2017 at 8:00AM*

## **ADJOURNMENT**

### *Executive Session*

- *Acquisition of Real Property*



## **MEMORANDUM**

**DATE:** November 27, 2017

**TO:** Burgess and Commissioners, Planning Commission

**CC:** Andrew J. Bowen, Town Administrator

**FROM:** Cindy Unangst, Staff Planner

**SUBJECT:** 2018 Joint Meeting Workshop Dates

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Attached are proposed dates for the Joint Meetings between the Town Board and Planning Commission for 2018:

<b>Monday, February 5, 2018</b>	<b>6:30PM</b>
<b>Monday, May 7, 2018</b>	<b>6:30PM</b>
<b>Monday, August 6, 2018</b>	<b>6:30PM</b>
<b>Monday, November 5, 2018</b>	<b>6:30PM</b>

If you should have any questions, please do not hesitate to contact Drew at 301.371.6171 Ext. 12 or by e-mail at [abowen@ci.middletown.md.us](mailto:abowen@ci.middletown.md.us)



## **MEMORANDUM**

**DATE:** December 4, 2017

**TO:** Burgess and Commissioners

**FROM:** Andrew J. Bowen, Town Administrator

**SUBJECT:** 2018 Town Meeting Cancellations

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I have reviewed the 2018 Town Meeting calendar. Below are the following Town Meetings that will be cancelled:

- **February 26, 2018 - Town Meeting CANCELLED (*Town Workshop Same Week*)**
- **June 11, 2018 – Town Meeting (MML) CANCELLED**
- **December 24, 2018 – Town Meeting CANCELLED (*Christmas Eve*)**

These meeting cancellations will be reflected on the Town's website calendar.



## MEMORANDUM

**DATE:** December 4, 2017

**TO:** Burgess and Commissioners

**FROM:** Andrew J. Bowen, Town Administrator

**CC:** Lacey Gordon, Financial Planner

**SUBJECT:** Proposed Budget Workshop Dates

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Below is the proposed Budget Workshop Schedule below for the FY 2018 budget process:

<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Budget</u>
Thursday	March 1, 2018	6:30PM	Water & Sewer Operating Budget
Monday	March 12, 2018	6:30PM	Water & Sewer CIP
Monday	March 26, 2018	6:30PM	Water & Sewer Operating & CIP
Thursday	April 5, 2018	6:30PM	General Fund Operating Budget
Monday	April 9, 2018	6:30PM	General Fund CIP
Monday	April 23, 2018	6:30PM	General Fund Operating & CIP Community Groups

Town of Middletown  
**Statement of Revenue & Expenditures**  
 General Fund  
 Fiscal Year 2018  
 For the 5 Months Ended November 30, 2017

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<b><u>REVENUE</u></b>			
<b><u>LOCAL TAX</u></b>			
Real Property	\$ 1,253,427	\$ 830,368	\$ (423,059)
Tangible Personal Property	38,248	34,756	(3,492)
Public Utilities	9,827		(9,827)
Franchise (Cable)	50,615	13,062	(37,553)
Penalties & Interest	<u>10,544</u>		<u>(10,544)</u>
	\$ 1,362,661	\$ 878,186	\$ (484,475)
<b><u>STATE SHARED TAX</u></b>			
Admission & Amusement	\$ 21,526	\$ 11,406	\$ (10,120)
Highway Gasoline & Licenses	<u>160,606</u>	<u>122,685</u>	<u>(37,921)</u>
	\$ 182,132	\$ 134,091	\$ (48,041)
<b><u>COUNTY SHARED TAX</u></b>			
Income Taxes	\$ 896,179	\$ 128,180	\$ (767,999)
Tax Equity Grant	<u>610,423</u>	<u>305,211</u>	<u>(305,212)</u>
	\$ 1,506,602	\$ 433,391	\$ (1,073,211)
<b><u>LICENSES AND PERMITS</u></b>			
Business / Traders	\$ 4,900	\$ 930	\$ (3,970)
Planning / Zoning Fees	<u>27,950</u>	<u>3,310</u>	<u>(24,640)</u>
	\$ 32,850	\$ 4,240	\$ (28,610)
<b><u>PARKS AND RECREATION</u></b>			
Pavillion Fees	<u>\$ 3,158</u>	<u>\$ 1,128</u>	<u>\$ (2,030)</u>
	\$ 3,158	\$ 1,128	\$ (2,030)
<b><u>POLICE PROTECTION</u></b>			
State Grant	<u>\$ 26,187</u>	<u>\$ 6,558</u>	<u>\$ (19,629)</u>
	\$ 26,187	\$ 6,558	\$ (19,629)
<b><u>MISCELLANEOUS</u></b>			
Bank Shares Grant	\$ 2,500		\$ (2,500)
Miscellaneous & Donations		666	666
	<u>\$ 2,500</u>	<u>\$ 666</u>	<u>\$ (1,834)</u>
<b>OPERATING REVENUES</b>	<b>\$ 3,116,090</b>	<b>\$ 1,458,260</b>	<b>\$ (1,657,830)</b>
State Grants & Interest	\$ 78,703	\$ 922	\$ (77,781)
<b>TOTAL REVENUE</b>	<b>\$ 3,194,793</b>	<b>\$ 1,459,182</b>	<b>\$ (1,735,611)</b>

**Town of Middletown**  
**Statement of Revenue & Expenditures**  
**General Fund**  
**Fiscal Year 2018**  
**For the 5 Months Ended November 30, 2017**

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<b><u>EXPENDITURES</u></b>			
<b><u>LEGISLATIVE</u></b>			
Commissioner's Salary	\$ 16,500	\$ 5,200	\$ (11,300)
Communications	9,480	1,605	(7,875)
Dues & Subscriptions	7,400	6,485	(915)
Office Supplies & Exp	7,500	2,459	(5,041)
Advertising	2,500		(2,500)
Meetings & Conventions	<u>15,000</u>	<u>3,259</u>	<u>(11,741)</u>
	\$ 58,380	\$ 19,008	\$ (39,372)
<b><u>EXECUTIVE</u></b>			
Burgess Salary	<u>\$ 10,200</u>	<u>\$ 3,400</u>	<u>\$ (6,800)</u>
	\$ 10,200	\$ 3,400	\$ (6,800)
<b><u>ELECTION</u></b>			
Clerk Fees	\$ 450		\$ (450)
Other Administrative Expenses	<u>250</u>		<u>(250)</u>
	\$ 700		\$ (700)
<b><u>GENERAL SERVICES</u></b>			
<b><u>ADMINISTRATION</u></b>			
Administrative Salary	\$ 254,512	\$ 114,464	\$ (140,048)
Postage & Printing	200		(200)
Communications	7,205	4,288	(2,917)
Computer Expenses	29,512	30,562	1,050
Office Supplies & Exp	27,953	12,691	(15,262)
Office Maintenance	29,600	11,090	(18,510)
Dues & Subscriptions	150		(150)
Professional Services	4,600		(4,600)
Meetings & Conventions	100		(100)
Water and Sewer Grant			
	<u>\$ 353,832</u>	<u>\$ 173,095</u>	<u>\$ (180,737)</u>
<b><u>OPERATIONS</u></b>			
Director Salary	\$ 101,415	\$ 79,842	\$ (21,573)
Maintenance Salary	130,351	22,507	(107,844)
Communications	9,000	3,539	(5,461)
Supplies & Expenses	17,960	10,677	(7,283)
Dues & Meetings		376	376
Maintenance & Repairs	28,173	9,928	(18,245)
Tools & Equipment	<u>2,544</u>	<u>2,897</u>	<u>353</u>
	\$ 289,443	\$ 129,766	\$ (159,677)

**PROFESSIONAL SERVICES**

Town of Middletown  
**Statement of Revenue & Expenditures**  
 General Fund  
 Fiscal Year 2018  
 For the 5 Months Ended November 30, 2017

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
Independent Accounting	\$ 16,000	\$ 12,000	\$ (4,000)
Legal - Development		1,292	1,292
Legal - Ordinances	<u>7,388</u>	<u>2,698</u>	<u>(4,690)</u>
	\$ 23,388	\$ 15,990	\$ (7,398)
 <b><u>PLANNING &amp; ZONING</u></b>			
Salary & Fees	\$ 51,797	\$ 20,100	\$ (31,697)
Other Expenses	<u>1,778</u>	<u>823</u>	<u>(955)</u>
	\$ 53,575	\$ 20,923	\$ (32,652)
 <b><u>MAIN STREET PROGRAM</u></b>			
Manager Salary	\$ 45,482	\$ 18,037	\$ (27,445)
Town Contribution	<u>10,000</u>	<u>11,185</u>	<u>1,185</u>
	\$ 55,482	\$ 29,222	\$ (26,260)
 <b><u>PUBLIC SAFETY</u></b>			
Fire Dept. Donation	\$ 20,000		\$ (20,000)
School Crossing Guards	16,338	5,664	(10,674)
Community Deputy Program	<u>385,232</u>	<u>99,781</u>	<u>(285,451)</u>
	\$ 421,570	\$ 105,445	\$ (316,125)
 <b><u>SANITATION &amp; WASTE REMOVAL</u></b>			
Resident Trash & Yard Waste	\$ 271,796	\$ 115,220	\$ (156,576)
 <b><u>RECREATION AND CULTURE</u></b>			
Park Salary	45,030	15,353	(29,677)
Park Electric	1,175	841	(334)
Maintenance & Repairs	37,490	10,059	(27,431)
Mowing	32,319	13,719	(18,600)
Remsberg Park - Interest	7,906	3,715	(4,191)
Remsberg Park - Principal	<u>115,643</u>	<u>47,764</u>	<u>(67,879)</u>
	\$ 239,563	\$ 91,451	\$ (148,112)



Town of Middletown  
**Statement of Revenue & Expenditures**  
 General Fund  
 Fiscal Year 2018  
 For the 5 Months Ended November 30, 2017

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<b><u>HIGHWAYS AND STREETS</u></b>			
Salary	\$ 71,266	\$ 39,558	\$ (31,708)
Street Lighting	203,160	57,882	(145,278)
Storm Water Management	7,800	1,059	(6,741)
Snow Removal	83,100	920	(82,180)
Repairs & Resurfacing	92,000	10,293	(81,707)
Signs	12,400	5,598	(6,802)
Truck Repair & Operation	42,600	6,407	(36,193)
Equipment Repairs & Ops	26,675	6,840	(19,835)
Mowing	33,440	20,456	(12,984)
Interest	59,874	2,973	(56,901)
West Green St - Principal	<u>79,300</u>	<u>65,960</u>	<u>(13,340)</u>
	\$ 711,615	\$ 217,946	\$ (493,669)
<b><u>OTHER EXPENSES</u></b>			
MT Historical Society - CIP	\$ 5,000	\$ 5,000	
Donations	100		(100)
Travel - Mileage	2,732	512	(2,220)
Community Events	33,140	44,565	11,425
Payroll Taxes	58,923	23,378	(35,545)
Insurance - Property	14,445	4,305	(10,140)
Insurance - Employee	136,214	99,711	(36,503)
Retirement/Pension	68,184	5,557	(62,627)
Web Page & Directory	3,890	929	(2,961)
Real Estate Taxes	800	1,679	879
Other	<u>3,500</u>	<u>(536)</u>	<u>(4,036)</u>
	\$ 326,928	\$ 185,100	\$ (141,828)
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,816,472</b>	<b>\$ 1,106,566</b>	<b>\$ (1,709,906)</b>
<b>INCOME (LOSS) Exc. Cash Reserves</b>	<b>\$ 378,321</b>	<b>\$ 352,616</b>	<b>\$ (25,705)</b>
<b>CASH RESERVES</b>	<b>\$ 881,203</b>	<b>\$ 639,328</b>	<b>\$ (241,875)</b>
<b>SURPLUS / (DEFICIT)</b>	<b>\$ 1,259,524</b>	<b>\$ 991,944</b>	<b>\$ (267,580)</b>

Town of Middletown  
**CIP Funds & Expenditures**  
 General Fund  
 Fiscal Year 2017  
 For the 5 Months Ended November 30, 2017

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<b>OPERATING REVENUE</b>			
Revenue	\$ 3,116,090	\$ 1,458,260	\$ (1,657,830)
<b>OPERATING EXPENSES</b>			
Expenses	2,816,472	1,106,566	(1,709,906)
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>\$ 299,618</b>	<b>\$ 351,694</b>	<b>\$ 52,076</b>
<b><u>OTHER FUND</u></b>			
POS - Development	\$ 76,500		\$ (76,500)
Community Legacy Grants	64,000		(64,000)
RETAINED EARNINGS	353,739		(353,739)
Interest	2,203	922	(1,281)
Improvement Fees	241,500	49,000	(192,500)
<b>TOTAL OTHER FUNDS</b>	<b>\$ 737,942</b>	<b>\$ 49,922</b>	<b>\$ (688,020)</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>\$ 1,037,560</b>	<b>\$ 401,616</b>	<b>\$ (635,944)</b>
<b><u>CIP PROJECTS &amp; PURCHASES</u></b>			
SHA Streetscape Lighting	\$ 175,000	\$ 38,958	\$ (136,042)
Locust Blvd & Court Road Reconst	207,500	491,642	284,142
Lombardy Court - Selective Patch	125,000		(125,000)
Washington Street Retaining Wall	10,000		(10,000)
Young Branch Dr Mill and Overlay	130,000		(130,000)
Foxfield Swale Reconstruction	15,000	2,900	(12,100)
Maintenance Shop Expansion	75,000		(75,000)
Pedestrian Safety Improvements	75,000	26,274	(48,726)
Wayfinding Signs	8,750		(8,750)
Remsberg Park Walking Trail and	87,000	13,333	(73,667)
Remsberg Park Precast Bathroom	40,000		(40,000)
Memorial Park Playground Replace	36,000	56,499	20,499
Heritage Park (MVB Property)	31,883		(31,883)
Heritage Museum	39,000	17,883	(21,117)
Befco Slit Seeder	8,000		(8,000)
Municipal HVAC Replacement	30,000		(30,000)
Municipal Boiler Replacement	35,000		(35,000)
IT Lease - Computers, Servers, P	37,000	6,538	(30,462)
GMC Truck Body Replacement	17,204	19,940	2,736
	<b>\$ 1,182,337</b>	<b>\$ 673,967</b>	<b>\$ (508,370)</b>
<b>OPERATING &amp; CIP SURPLUS (DEFICIT)</b>	<b>\$ (144,777)</b>	<b>\$ (272,351)</b>	<b>\$ (127,574)</b>

Town of Middletown  
 CIP Funds & Expenditures  
 General Fund  
 Fiscal Year 2017  
 For the 5 Months Ended November 30, 2017

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
Cash Reserves	\$ 881,203	\$ 443,728	\$ (437,475)
<b>TOTAL CASH SURPLUS</b>	<u>\$ 736,426</u>	<u>\$ 171,377</u>	<u>\$ (565,049)</u>

Town of Middletown  
**STATEMENT OF REVENUE and EXPENDITURES**  
**WATER & SEWER**  
**Fiscal Year 2018**  
For the 5 Months Ended November 30, 2017

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
<b>REVENUE</b>			
Water Revenue	\$ 608,726	\$ 155,420	\$ (453,306)
Sewer Revenue	603,153	149,530	(453,623)
Penalties/Reconnects	15,252	7,671	(7,581)
Rain Barrel Sales	1,000		(1,000)
General Fund Grant/Misc			
<b>TOTAL OPERATING REVENUE</b>	<b>\$ 1,228,131</b>	<b>\$ 312,621</b>	<b>\$ (915,510)</b>
<b>EXPENDITURES</b>			
<b>ADMINISTRATIVE</b>			
Office Salaries	\$ 48,827	\$ 10,919	\$ (37,908)
Communications	11,742	4,769	(6,973)
Postage	9,503	8,013	(1,490)
Office Supplies/Expense	15,712	4,950	(10,762)
Legal - Other	2,000		(2,000)
Meetings & Seminars	2,500	451	(2,049)
Advertising	500	498	(2)
Uniforms	3,925	2,267	(1,658)
Dues/Subscrip/Certifications	500	85	(415)
Travel	200	15	(185)
Payroll Taxes	27,798	9,724	(18,074)
Insurance - Prop. & Liability	10,215	2,816	(7,399)
Insurance - Workers Comp	8,980	2,604	(6,376)
Insurance - Health	53,324	23,943	(29,381)
Retirement/Pension	29,230	1,277	(27,953)
Real Estate Taxes	292	292	
Rain Barrel/Educational Programs	2,000		(2,000)
I & I Loan Principal and Interest	33,099	32,498	(601)
Sub-Total	\$ 260,347	\$ 105,121	\$ (155,226)
<b>Vehicles &amp; Equipment</b>			
2016 Truck (Pearl)	\$ 2,280	\$ 70	\$ (2,210)
2008 Truck	2,280	318	(1,962)
2012 Truck (Miller)	2,280	148	(2,132)
2013 Truck (Whitney)	2,280	1,482	(798)
2015 Meter Van (Hightman)	2,280	592	(1,688)
Misc Equipment	3,000	1,764	(1,236)
Bobcat Mini-Excavator	3,000	59	(2,941)
Case Backhoe	3,000	609	(2,391)
Sub-Total	\$ 20,400	\$ 5,042	\$ (15,358)

Town of Middletown  
**STATEMENT OF REVENUE and EXPENDITURES**  
**WATER & SEWER**  
**Fiscal Year 2018**  
**For the 5 Months Ended November 30, 2017**

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
<b>WATER</b>			
Salaries	\$ 175,294	\$ 79,336	\$ (95,958)
<b>Water Distribution System</b>			
Supplies	5,500	915	(4,585)
Repairs & Maintenance	18,900	20,263	1,363
Water Line Break Repairs	5,000		(5,000)
Chemicals	500		(500)
Tools & Equipment	4,105		(4,105)
Sub-Total	\$ 34,005	\$ 21,178	\$ (12,827)
<b>Water Plant/Reservoir/Booster/Tower/BS Wellhouse</b>			
Electric	\$ 23,816	\$ 15,716	\$ (8,100)
Supplies	2,000	1,102	(898)
Repairs & Maintenance	66,700	11,901	(54,799)
Chemicals	9,199	4,540	(4,659)
Tools & Equipment	2,053		(2,053)
Testing & Analysis	14,400	2,738	(11,662)
Sub-Total	\$ 118,168	\$ 35,997	\$ (82,171)
Abandoned Well Costs			
<b>TOTAL WATER EXPENSES</b>	<b>\$ 327,467</b>	<b>\$ 136,511</b>	<b>\$ (190,956)</b>
<b>SEWER</b>			
Salaries	\$ 134,998	\$ 63,713	\$ (71,285)
<b>Sewer Collection System</b>			
Cone Branch PS	18,500	7,008	(11,492)
Brookridge South PS	10,779	1,202	(9,577)
Foxfield PS	6,500	1,322	(5,178)
Sanitary Sewerlines & Manholes	25,000	4,343	(20,657)
I & I Accrual	75,000	25,000	(50,000)
Sub-Total	\$ 135,779	\$ 38,875	\$ (96,904)

Town of Middletown  
**STATEMENT OF REVENUE and EXPENDITURES**  
**WATER & SEWER**  
**Fiscal Year 2018**  
For the 5 Months Ended November 30, 2017

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<b>Wastewater Treatment Plants</b>			
<b>East Wastewater Treatment Plant</b>			
Electric	\$ 25,327	\$ 21,961	\$ (3,366)
Supplies	6,352	972	(5,380)
Repairs & Maintenance	16,600	5,215	(11,385)
Chemicals	33,725	15,945	(17,780)
Tools & Equipment	6,090	76	(6,014)
Testing & Analysis	34,187	8,608	(25,579)
Sludge Hauling Expense	61,800	18,298	(43,502)
Sub-Total	\$ 184,081	\$ 71,075	\$ (113,006)
<b>West Wastewater Treatment Plant</b>			
Electric	\$ 17,010	\$ 4,232	\$ (12,778)
Supplies	2,500	742	(1,758)
Repairs & Maintenance	2,000	1,138	(862)
Chemicals	47,949	21,730	(26,219)
Tools & Equipment	2,510	70	(2,440)
Testing & Analysis	11,649	3,203	(8,446)
Sludge Hauling Expense	22,650	5,750	(16,900)
Sub-Total	\$ 106,268	\$ 36,865	\$ (69,403)
<b>TOTAL SEWER EXPENSES</b>	<b>\$ 561,126</b>	<b>\$ 210,528</b>	<b>\$ (350,598)</b>
<b>TOTAL WATER/SEWER EXPENSES</b>	<b>\$ 1,169,340</b>	<b>\$ 457,202</b>	<b>\$ (712,138)</b>
<b>CONTINGENCY FUND - 3.5%</b>	<b>\$ 40,927</b>	<b>\$ 16,002</b>	<b>\$ (24,925)</b>
<b>ADJUSTED WATER/SEWER EXPENSES</b>	<b>\$ 1,210,267</b>	<b>\$ 473,204</b>	<b>\$ (737,063)</b>
<b>NET INCOME (LOSS)</b>	<b>\$ 17,864</b>	<b>\$ (160,583)</b>	<b>\$ (178,447)</b>

Town of Middletown  
**CIP FUNDS and EXPENDITURES**  
**WATER & SEWER**  
**Fiscal Year 2018**  
**For the 5 Months Ended November 30, 2017**

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<b><u>FUNDING SOURCES</u></b>			
Operating Revenue	\$ 1,228,131	\$ 312,621	\$ (915,510)
Operating Expenses	<u>1,118,967</u>	<u>457,202</u>	<u>(661,765)</u>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>\$ 109,164</b>	<b>\$ (144,581)</b>	<b>\$ (253,745)</b>
Cash Reserves	\$ 579,778	\$ 631,863	\$ 52,085
Debt Service Fee - New Homes	149,600	36,450	(113,150)
Capital Improvement Fees	159,132	39,783	(119,349)
Inflow & Infiltration - Reserve A	165,000	25,000	(140,000)
Tap Fees	621,000	126,000	(495,000)
Water Tower & Land Leases	185,837	67,396	(118,441)
Main Street Waterline Loan	1,500,000		(1,500,000)
Reservoir Cover Loan	<u>180,000</u>	<u>2,895,000</u>	<u>2,715,000</u>
<b>TOTAL OTHER REVENUE</b>	<b>\$ 3,540,347</b>	<b>\$ 3,821,492</b>	<b>\$ 281,145</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>3,649,511</b>	<b>3,676,911</b>	<b>27,400</b>
<b><u>DEBT SERVICE COSTS</u></b>			
<b>Principal Payments</b>			
MDE - East WWTP	\$ 241,265		\$ (241,265)
Main Street Waterline Loan	250,184		(250,184)
Reservoir Loan	56,578		(56,578)
Brookridge WTP Loan Payments	<u>370,314</u>		<u>(370,314)</u>
<b>TOTAL DEBT SERVICE COSTS</b>	<b>\$ 918,341</b>		<b>\$ (918,341)</b>
<b><u>WATER &amp; SEWER PROJECTS</u></b>			
Main Street Waterline	\$ 1,500,000	\$ 55,234	\$ (1,444,766)
Reservoir Improvements	180,000		(180,000)
Stream Erosion - Well Field Resto	243,000	902	(242,098)
SCADA Control System	134,231		(134,231)
Booster Station Pump Bypass	60,000		(60,000)
Raw Waterline Cleaning ICE PIG	9,000		(9,000)
Valve Replacement Jefferson Villa	40,500		(40,500)
Water Meter Replacements	57,322	3,254	(54,068)
Vactor Trailer & Excavator	60,000		(60,000)
Vactor Trailer & Excavator	<u>165,000</u>	<u>6,361</u>	<u>(158,639)</u>
<b>TOTAL WATER &amp; SEWER PROJECTS</b>	<b>\$ 2,449,053</b>	<b>\$ 65,751</b>	<b>\$ (2,383,302)</b>
<b>TOTAL CIP COSTS</b>	<b>\$ 3,367,394</b>	<b>\$ 65,751</b>	<b>\$ (3,301,643)</b>

Town of Middletown  
 CIP FUNDS and EXPENDITURES  
 WATER & SEWER  
 Fiscal Year 2018  
 For the 5 Months Ended November 30, 2017

	<u>ANNUAL</u> <u>BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER)</u> <u>BUDGET</u>
<b>TOTAL FUNDS REMAINING</b>	<u>\$ 282,117</u>	<u>\$ 3,611,160</u>	<u>\$ 3,329,043</u>



# *BURGESS AND COMMISSIONERS OF MIDDLETOWN MARYLAND*

## TOWN MEETING MINUTES

### REGULAR MEETING

November 27, 2017

The first monthly meeting of the Burgess and Commissioners of Middletown was called to order on November 27, 2017, by Burgess Miller at 7:00 p.m. in the Middletown Municipal Center, 31 W. Main Street, Middletown, Maryland. Present were: Commissioners Jennifer Falcinelli, Rick Dietrick, Tom Catania and Chris Goodman.

### CONSENT AGENDA

*Town Meeting Minutes – November 2, 2017 - Town Workshop  
November 13, 2017 – Town Meeting*

Commissioner Falcinelli motioned to accept this consent agenda as presented, seconded by Commissioner Catania and passed unanimously.

### PERSONAL REQUESTS FOR AGENDA:

#### **Rusty Monroe, The Center for Municipal Solutions, Wireless Telecommunications Ordinance –**

Drew gave an overview of why this Ordinance is warranted. Drew also stated that there is a community need to provide multiple towers at multiple locations for capacity needs. We do not want these towers to negatively impact our neighborhoods. Cindy stated that the Town currently does not have any regulations regarding wireless telecommunications aspects. Cindy stated that Mr. Monroe was recommended to us by the Town of Walkersville.

Mr. Monroe stated that The Center for Municipal Solutions represent over 900 + communities in 38 states. This Ordinance is basically to make sure that the towers are not visually intrusive to neighborhoods and for safety reasons.

After a lot of discussion of Ordinances 17-10-01 and 17-10-02 the Burgess & Commissioners tabled deciding on, to allow the Commissioners to review the questions and comments submitted by a company representing Sprint and from Mr. Monroe. Mr. Monroe will also be sending Cindy some example fee schedules from other Municipalities.

### Unfinished Business:

**Introduction Ordinance 17-10-01 – Telecommunication Facilities –** tabled to December workshop meeting.

**Introduction Ordinance 17-10-02 – Work Within Public Right-of-Ways –** tabled to December workshop meeting.

**Memorandum Annexation –** Burgess Miller met with Mr. Memarsadeghi last week to discuss some options for this area. Mr. Memarsadeghi submitted a new concept plan with 148 active adult houses. The original concept plan called for 80 active adult houses and 34 single family houses. Mr. Memarsadeghi stated that if the Town agreed on the 148-active adult houses he would build a 1,200-foot club house on this property but, if the Town decides to approve the original concept plan he cannot feasibly build a club house.

**NEW BUSINESS:**

**PUBLIC COMMENT:**

**ANNOUNCEMENTS:**

- *Christmas in the Valley – Saturday, December 2, 2017 from 4-8pm.*

**ADJOURNMENT**

Meeting adjourned at 8:45pm.

Respectfully submitted,

Ann Griffin  
Office Manager

**Middletown Civil War Exhibits**  
Main Street Middletown / Town of Middletown, MD

*Exhibit Panel Edits and Replacement*

## **Production Proposal**

**Interpretive Direction LLC**  
856 W. Washington St.  
Harpers Ferry, West Virginia 25425  
304-671-9131  
DJGuiney@gmail.com

November 27, 2017

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During the recent anniversary event David Guiney discussed with John Miller and Becky Axilbund the advisability of replacing the central 2' x 6' low-profile graphic panel across from the municipal building in the park on the bank lot. This exhibit forms the core of our Civil War interpretation, covering all the major points related to historical significance. The rationale for the panel replacement is as follows:

1. The panel has been in place for almost 3-1/2 years at this point, and has come to the end of its expected life. It is a fiberglass embedment panel.
2. The open location with no shade, as well as reflections from surrounding buildings causes increased exposure to radiation.
3. Although still readable, colors have faded somewhat, reducing the impact of content and the panel's visual appeal.
4. Erosion of the polyester resin mix has caused cloudiness in dark areas, and has begun exposing the fiberglass fibers. This is all normal life expectancy.
5. The glass fibers can be felt by visitors passing their fingers over the panel, and makes touching unpleasant.
6. Since the panel was originally produced we have received a much better image of the Lucy Hayes painting. Since this is a premier graphic for Middletown, we think it is important to drop in the new image to improve the presentation. See Becky for a print of the artwork.
7. Waxing the new panel will help extend life.

8. What we are seeing in the performance of the panel in this location is normal, and what is expected at National Park Service sites.

9. The content of this exhibit is important, and deserves a better presentation.

10. In the National Park Service these types of panel replacements are included in programmed budgets as "Cyclic Maintenance" items. I would set this one up as a 3-year item.

Cost Proposal

The cost for David and Bruce to do this rehab for the town is:

\$436.00 Panel proofing, printing, embedding, trimming, replacement fasteners, and shipping

\$191.25 Graphic file correction, proofing, adding new portrait (Bruce Morgan, 2.25 hours @\$85)

\$212.50 Project management, installation assistance, editing (David Guiney, 2.50 hours @\$85)

**\$839.75 Total**

Schedule

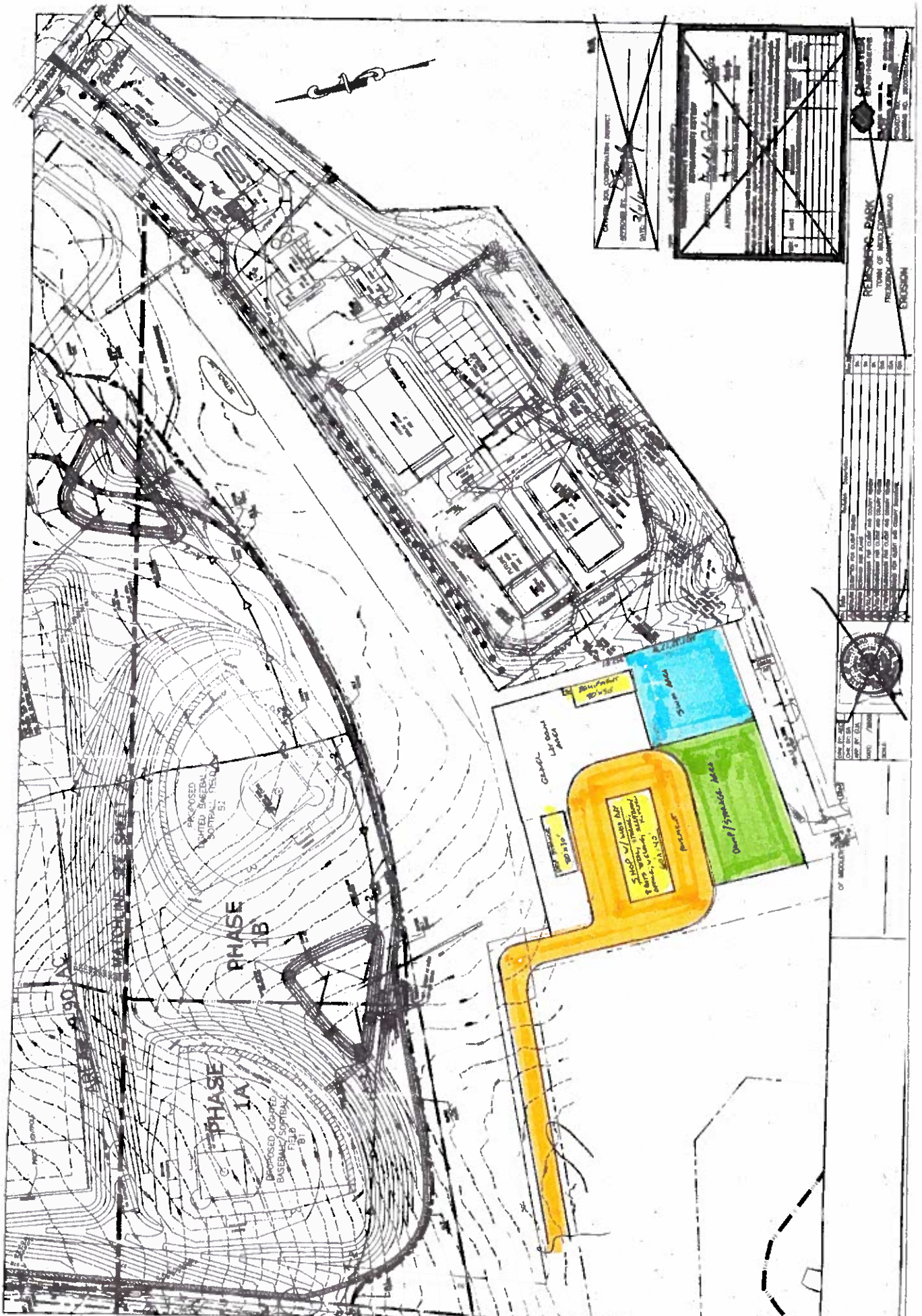
If accepted, the town would do the work under an agreement with Interpretive Direction LLC. Work could begin right away and could likely be completed within two months.



David J. Guiney



# OPTION #2



PROJECT: **RECREATION PARK**  
 PREPARED BY: **ARCHITECTURAL SERVICES**  
 DATE: **3/16**  
 SHEET NO. **1** OF **1**

NO.	DESCRIPTION	DATE	BY	CHECKED
1	ISSUED FOR PERMIT			
2	ISSUED FOR PERMIT			
3	ISSUED FOR PERMIT			
4	ISSUED FOR PERMIT			
5	ISSUED FOR PERMIT			
6	ISSUED FOR PERMIT			
7	ISSUED FOR PERMIT			
8	ISSUED FOR PERMIT			
9	ISSUED FOR PERMIT			
10	ISSUED FOR PERMIT			



RECREATION PARK  
 PREPARED BY: **ARCHITECTURAL SERVICES**  
 DATE: **3/16**

SHEET NO. **1** OF **1**  
 PROJECT: **RECREATION PARK**  
 PREPARED BY: **ARCHITECTURAL SERVICES**  
 DATE: **3/16**