

# *BURGESS AND COMMISSIONERS OF MIDDLETOWN MARYLAND*

## TOWN WORKSHOP MEETING MINUTES

### WORKSHOP MEETING

February 6, 2020

The workshop meeting of the Burgess and Commissioners of Middletown was called to order on February 6, 2020, 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, Jennifer Falcinelli, Tom Catania and Rick Dietrick.

### PERSONAL REQUESTS FOR AGENDA:

#### STAFF REPORTS:

Community Deputy Report – Deputy Hewitt gave the Deputies report for January.  
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 – Mark gave his report.

#### CONSENT AGENDA:

- *Town Minutes – January 27, 2020 – Town Meeting*

#### UNFINISHED BUSINESS:

**Comprehensive Plan Public Participation Plan** – Burgess Miller presented the Board with a comprehensive plan update. Burgess Miller is proposing to begin the Comp Plan conversations in March 2020. Burgess Miller is proposing to hold 2 community meetings in March that would be facilitated by a professional facilitator. Burgess Miller also is proposing to have an electronic open house that would introduce the community to the comprehensive plan and allow them to submit comments.

**Resolution 20-01 – Healthy Eating & Active Living** – Burgess Miller stated that this is an initiative that the Maryland Municipal League introduced several years ago. Becky Axilbund went over the process with the Board and how she came up with the proposed resolution.

Commissioner Dietrick again voiced his reasons why he is against the section of the resolution “Improve Access to Healthy Food”. Commissioner Dietrick stated that he doesn’t feel that it is the governments place to ask restaurants to do this. Commissioner Dietrick asked what this designation gives to the Town?

Burgess Miller stated that it is voluntary program and it would be a completely up to the businesses if they wanted to participate or not.

**Establishment of a Financial Hardship Plan for the Capital Improvement Fee** – Burgess Miller stated that he has had a few residents ask why the Town does not have a financial hardship program like the one the State has for the Bay Restoration Fee for the Capital Improvement Fee. The Board agrees with using the same criteria that the State uses.

**Ordinance 20-01-01 – Illicit Discharges** – An Ordinance to establish an inspection and enforcement program to require the elimination of and mitigate the impacts of illicit discharges, prohibited materials, and illicit connections to a municipal separate storm sewer system (MS4). Drew stated that this is a requirement of the MS4 permit. This has been on the agenda three times.

**Ordinance 20-01-02 – Amendments to Title 13 Public Services** – An Ordinance to amend Title 13 to impose reasonable restrictions on the use of water from the municipal water system during periods of short supply, protracted drought, excessive demand or other scarcity of water, to establish new water and sewer connection fees, and to repeal debt service charges. Drew stated that this Ordinance is basically cleaning up the language and updating the fees to what they are currently.

**Amendments to the Standard Operating Procedures for Sewer Backup Incident Response** – Drew stated that this is just putting how we respond to and take action to Sewer Backups in writing.

**NEW BUSINESS:**

**Bid Award for Reservoir Project** – Drew stated that we received 4 bids on the Raw Water Storage Improvements Project ranging from \$3.9 million to \$5.2 million. RHI, Inc. of State College, PA was the low bidder. Staff has been in contact with RHI and feel confident that they can perform the work included in the project.

**Bid Award for New Maintenance Facility Design** – Bruce stated that we bid this project in 2018 but because we did not have the funding to move forward this project was put on hold. Bruce stated that he reached out to Triad Engineering and they are willing to honor their bid price of \$100,000 from 2018. This price is for the design of the new maintenance facility and storage buildings that will be located behind the East WWTP.

**Road Patching Contract – Request for Extension of the Contract for 3-Years** – Bruce stated that RFP is asking to extend their contract with the Town. After reviewing their new proposal, the proposed unit prices increased basically \$1.00 each year.

**PUBLIC COMMENTS:**

**ANNOUNCEMENTS:**

- *Middletown Sustainability Committee Lecture, Tree Planting – February 15, 2020 at 1pm.at the Middletown Library*
- *Nominating Convention – Tuesday, February 25, 2020 at 7pm.*

Workshop adjourned at 9:00pm.

Respectfully submitted,

Ann Griffin,  
Office Manager