



AGENDA FOR THE TOWN MEETING

February 9th, 2026

Regular Meeting - 7:00PM

Drought Status- **Code Yellow**

PLEDGE TO THE FLAG

CALL TO ORDER

PUBLIC COMMENT

CONSENT AGENDA

- Town Meeting Minutes
 - [January 8, 2026 – Town Workshop Meeting Minutes^V](#)
 - [January 12, 2026 – Town Board Meeting Minutes^V](#)

UNFINISHED BUSINESS

- [William Moran Electronic Sign Board⁴](#)
- [Personnel Committee- Pay for Essential Non-Exempt Workers when Town Hall Closes²](#)
- [FY27 Budget Meeting Dates²](#)

NEW BUSINESS

- [Burnt Bridge Crossing Park- Master Plan RFP \(Proposed Changes\)](#)

REPORT OF COMMITTEES:

- | | |
|-------------------------------|---------------------------|
| • Water/Sewer | Commissioner Falcinelli |
| • Public Works | Commissioner Dietrick |
| • Sustainability | Commissioner Stottlemeyer |
| • Planning Commission Liaison | Commissioner Bussard |
| • Parks & Recreation | Commissioner Goodman |
| • Public Information | Commissioner Falcinelli |

TOWN ADMINISTRATOR'S REPORT

ANNOUNCEMENTS

- Health Wellness Expo- March 7, 2026, 10:00-2:00 PM, MVVFC Activity Building
- Proclamation- Sustainability Day- March 28, 2026
- Green Expo- March 28, 2026, 10:00 AM-2:00 PM, Middletown Library

ADJOURNMENT

Lifesize Meeting Invite Information

Join the meeting: <https://call.lifesizecloud.com/11085268>.

Passcode: 21769

Click to call from Mobile (audio only)

United States: +1 (312) 584-2401, 11085268#,21769#

Call in by Phone (audio only)

United States: +1 (312) 584-2401

Meeting extension: 11085268#

Passcode: 21769

Identifies the Number of Times the Item has been on a Town Workshop and/or Town Meeting Agenda
V Identifies a Vote to be taken on the agenda item

BURGESS AND COMMISSIONERS OF MIDDLETOWN MARYLAND

TOWN WORKSHOP MINUTES

January 8, 2026

The workshop of the Burgess and Commissioners of Middletown was called to order on January 8, 2026, by Burgess John Miller at 7:00 p.m. Present were Commissioners Jennifer Falcinelli, Rick Dietrick, Kevin Stottlemeyer, Larry Bussard and Chris Goodman.

PERSONAL REQUEST

William Moran Electronic Sign Board – Robert Wilson William Moran Museum President in attendance.

The William Moran Museum (a 501C-3 organization) is purchasing a large digital sign to place on their property along Alternate 40 (outside of town limits). They are looking for contributions to the purchase. The museum is willing to place town items on the sign to display if the town contributes. The Town Administrator attended the sign demonstration at the museum. It was a two-sided sign 4-foot by 8-foot in size. These types of signs rotate static pictures with their messages. The messages are programmed by the museum for rotation and display. The museum will place the sign in the parking spot used for the demo. Previously the town board had little interest in contributing to a sign which will be located outside of town limits. The town board had requested the Planning Commission review this possible future sign and provide an opinion regarding this type of sign and how it relates to the town code. Mr. Moran provided the town board with information on the sign being purchased. He then provided a brief history on William Moran, the museum and the recently constructed shop. He completed two informal traffic counts of vehicles passing the property and determine 800-1000 vehicles drive past the property hourly. The sign being purchased will be used to promote the Museum's events and classes. He is asking if the town would like to donate towards the purchase of the sign. In return the town could use the sign to promote town events, and emergencies. The intent of the partnership is to promote Middletown area events and activities. The town board thanked Mr. Wilson for his presentation. Discussion occurred regarding advantages and disadvantages for using this sign. The Director of Public Works recommended researching to see if the sign meets SHA safety requirements with street closures. The town currently rents VMS boards, one at each end of town, to advertise Main Street closures and corresponding traffic detours related to town events. The board will discuss the request and make a decision by the end of the month.

STAFF REPORTS:

Deputy Report – Deputy McCarrick reviewed his report. The Sheriff's Department traffic control unit will be in Middletown a couple of times in January. At the primary school the flashing crosswalk and newly installed "no stacking" sign at the intersection seem to be working.

Director of Public Works (DPW) Report – Bruce Carbaugh reviewed his report. The Town is waiting on Potomac Edison streetlight findings. The town has not received an electric bill for 2 months as they work on it. CQI reported that the town's concerns are valid regarding the solar field study. Town staff met with MDE regarding the draft PER. They have not read the report but asked why the town is not doing something with the existing lagoon. The DPW will provide a technical brief in response. The question was asked as to why BRF monies would not pay for the construction and implementation of the proposed pump station that would be needed to pump waste from the west side of town to the east plant.

BRF monies will pay for specific process components related to decreasing the nitrogen and phosphorous levels in the plant only. That excludes the proposed pump station. The board requested that the question be asked of MDE to receive their response. Staff met with the school representative and their general contractor regarding the town's 12-inch waterline replacement. Linden Boulevard construction is expected to begin February 1, 2026. Installing the playground swing set at Wiles Branch Park has begun. Spring flow is currently 26gpm or 37,440 gpd. For December water use was – 295,730 gal., spring flow was – 40,822 gal., East WWTP treated 165,000 gals. and the West WWTP treated 146,000 gals. The town received 1.9 inches of rain in December. The current drought monitor indicates Middletown in a severe drought. Middletown is currently sitting at Code Blue. It meets the conditions to go to Code Yellow. Staff recommend continuing in Code Blue. If the current weather pattern is sustained staff will likely recommend changes for the month of March. The question was raised as to why have a policy if the town is not going to follow it.

Staff Planner (SP) Report – JJ Hartner reviewed his report. Most items were discussed at the joint meeting Monday evening. The Foxfield 6 improvement plans will be before the planning commission in February for approval. The Town is planning to redline the sidewalk easement for the MS/ES Replacement project. Town staff will be meeting with the town attorney tomorrow regarding the MOU. Eight zoning certificate applications were received in December. The ADU legislation is a work in progress. The State's legislation is included in tonight's meeting packet. JJ is creating a searchable database for all zoning certificates, plans, violations etc. He is also updating the subdivision and land development regulations.

Main Street Manager Report – Becky Axilbund reviewed her annual report. There were 100 visitors to the welcome center, and three new businesses in the Main Street District. There was 1,560 logged volunteer hours which equates to \$55,426 invested in serving the community. Grant requests funded totaled \$365,000 with \$15,000 used to offset operational expenses. \$40,000 was spent on promoting Main Street Middletown via multi-media marketing. Becky ended her review with a quick listing of what was coming in 2026.

Finance Officer (FO) Report – The field work for the FY25 audit is complete. The report must be filed by January 31, 2026. The town is on target to meet that deadline. The utility billing software has been implemented and most of the training is complete. December billing was processed using the new software. Accounts could not be read that used the Itron software due to hardware issues, so those accounts received estimated bills for the quarter. The town is working to upgrade the hardware so that those accounts will be read during the billing in March. Staff continue to work with Tyler Support to iron out kinks with the software and the Itron radios.

Bank accounts have been reconciled through December 2025. The town has \$2,486K in the bank. \$1,738K in the General Fund. The water/sewer account is currently in the negative, but will true up with the second quarter billing that was just completed. ARPA has a balance of \$82,214 which will be used towards the I&I study and construction. Bea quickly reviewed the summary of grants chart included in the meeting packet.

Staff reports are included at the end of these meeting minutes.

CONSENT AGENDA:

- **Town Meeting Minutes**
 - *December 4, 2025 – Workshop Minutes*
 - *December 8, 2025 – Meeting Minutes – Commissioner Stottlemeyer stated the minutes regarding the Sustainability Committee need to be corrected to reflect*

that the shred event will take place at the childcare parking lot across the street from the library, and that St. Thomas More is creating raised bed planting.

- **Drought Warning & Status Update** – See comments in the DPW report earlier in the minutes.

UNFINISHED BUSINESS

Food Bank Property (West Main Street) – The Town Administrator reviewed the possible division of the parking spaces if the town decides to sell the property. Twelve spaces would stay with the Willow Street Park. Seven to eight spaces would stay with 301 West Main Street. Discussion occurred on selling the property. Some Commissioners wanted to keep the property, others want to sell it. Use of the proceeds was also discussed. The town board requested information on the appraised value of 301 West Main Street. The food bank anticipates leaving that property later in the year.

Funding Timeline for the WWTP ENR Upgrade – The DPW stated that there are no new applications or loans needed at this time

250th Anniversary Elm Tree –

Previously: The town received a request from the Liberty Tree Association for interest in purchasing a liberty elm tree and plaque (\$1500 plus freight costs). Burgess Miller recommended purchasing the tree as a gift from the town to the residents. It would be located at the lower end of Heritage Park. There is a lifetime warranty against Dutch Elm disease if purchased. The company will dig up, ball and bag the tree for shipment. Town staff would have to plant the tree. Costs for this 35-45 foot tree is approximately \$3,500. The tree is a descendant of the original liberty tree in New Hampshire. The town board has asked that costs for a local mature disease resistant elm tree be gotten. This will be an item for the January 12th meeting.

NEW BUSINESS

Ordinance No. 26.01.01 – Billing, Connection Fees and Rate Ordinance Revisions – This is the first look at the proposed updates to the ordinance. It would remove all dollar amounts currently listed in the town code. These would be provided to residents via the town website. Payment methods were updated to reflect current methods. Late fees for water/sewer bills would change from a percentage to a flat rate. Disconnect fees would increase. Water service can be disconnected for unpaid water bills, failure to adhere to the town's water conservation plan, failure to respond to a meter change-out notice/broken meter notice, and any violations of any town ordinance relating to Water or sewer services. Water bill estimation was updated. The town requiring an email address and phone number for properties was added. The water sewer committee has not seen this draft for review. It will be sent to committee members via email for review.

TOWN ADMINISTRATOR REPORT

Middletown Rec Council – The Town Administrator met with Pam Dietrick, head of the Middletown Rec Council. The costs for fireworks for the Independence Day celebration have skyrocketed. They normally cost \$14,000. This year's estimates are approximately \$22,000. The council cannot cover the difference with fund raising. She is requesting that the town take over the event. She will provide her contact information for the fireworks and other event information.

ANNOUNCEMENTS

- *2026 Municipal Election – April 6, 2026, 7:00am-8:00 pm*

The meeting adjourned at 9:31 pm.

Respectfully submitted,

Annette Alberghini,
Recording Secretary

BURGESS AND COMMISSIONERS OF MIDDLETOWN MARYLAND

TOWN MEETING MINUTES

January 12, 2026

The meeting of the Burgess and Commissioners of Middletown was called to order on January 12, 2026, by Burgess John Miller at 7:00 p.m. Present were Commissioners Jennifer Falcinelli, Rick Dietrick, Kevin Stottlemeyer, Larry Bussard and Chris Goodman.

PUBLIC COMMENT

Becky Myers, 2 Woodmere Circle, asked if she should hold her comments until the agenda item she would like to comment on is discussed later. She was told to proceed now. She notes that the ordinance regarding water/sewer billing fees is being updated. She is asking that the update includes a one-time sewer adjustment every 5 years for those properties with unusually high water usage due to external water usage on the property that did not empty into the town's sanitary sewer system. To be granted the reduction the property owner would submit a written request to the town and include a documented explanation of the external water usage. This reduction would be based on the highest usage level of the previous 4 quarters. Questions were raised regarding the management of the adjustment, the items of water usage it would be applied to and verification of the usage for the calculations. Frederick County does not provide sewer exemptions for residential usage.

CONSENT AGENDA:

- **Town Meeting Minutes**
 - *December 4, 2025 – Workshop Minutes*
 - *December 8, 2025 – Meeting Minutes –*
- **Drought Warning & Status Update** – The current drought monitor indicates Middletown is in a severe drought. Middletown is currently sitting at Code Blue. It meets the conditions to go to Code Yellow. The ground is still absorbing any precipitation received so it is not saturated enough yet to raise our wells and springs. Staff recommend continuing in Code Blue and to re-evaluate the status monthly. The town board recommends evaluating February 1, 2026. If conditions have not changed Middletown's conservation system to Code Yellow

Motion: Commissioner Falcinelli motioned to approve the consent agenda with the town changing to Code Yellow if conditions do not change by February 1, 2026. Seconded by Commissioner Goodman. Motion passed (6-0).

UNFINISHED BUSINESS

250th Anniversary Elm Tree –

Previously: The town received a request from the Liberty Tree Association for interest in purchasing a liberty elm tree and plaque (\$1500 plus freight costs). Burgess Miller recommended purchasing the tree as a gift from the town to the residents. It would be located at the lower end of Heritage Park. There is a lifetime warranty against Dutch Elm disease if purchased. The company will dig up, ball and bag the tree for shipment. Town staff would have to plant the tree. Costs for this 35-45 foot tree is approximately \$3,500. The tree is a descendant of the original liberty tree in New Hampshire. The town board has asked that costs for a local mature disease resistant elm tree be gotten.

Tonight: Burgess Miller has contacted several nurseries and landscaping companies in the area. His preference is to purchase a disease resistant elm such as an American elm Liberty elm, Valley Forge elm, or Princeton elm. The tallest tree in stock is 12-foot tall (\$700). Some elms can grow 5 feet per year. Others grow 1-2 feet per year. Burgess Miller will continue to research options.

No action taken on this agenda item.

Ordinance No. 26.01.01 – Billing, Connection Fees and Rate Ordinance Revisions – This ordinance is being introduced tonight. It would remove all dollar amounts currently listed in the town code. These would be provided to residents via the town website. Payment methods were updated to reflect current methods. Late fees for water/sewer bills would change from a percentage to a flat rate. Disconnect fees would increase. Water service can be disconnected for unpaid water bills, failure to adhere to the town’s water conservation plan, failure to respond to a meter change-out notice/broken meter notice, and any violations of any town ordinance relating to Water or sewer services. Water bill estimation was updated. The town requiring an email address and phone number for properties was added.

Burgess Miller recommended the following changes:

Page 2, subsection D – The third sentence should state “Said late fee **schedule** shall be published on the town’s website...”.

Page 3, subsection F – Move the information in #3 to the beginning of the subsection, making it #1, and then renumber the other subsections to follow.

Page 5, subsection L – Modify AN to ONE “for **one** occurrence during a five-year period,”.

Subsection N – For that sentence change Town Board to Burgess and Commissioners.

The public hearing will take place January 26, 2026 at 7:00PM, with a vote later that evening during the regular town board meeting. If approved the updates would be effective February 15, 2026.

NEW BUSINESS

Resolution No. 26-01 Water/Sewer Billing Fees – The link to the current fee schedule is on the home page of the town website. This resolution is identical but shows the proposed water/sewer billing fees from Ordinance No. 26-01-01. It was suggested to move the rental housing fee from its current location on the fee schedule to a more appropriate section, and to add the fee for peddler licenses. A recommendation was made to add the fee schedule to the Master Policy as an appendix.

REPORT OF COMMITTEES

WATER & SEWER – Commissioner Falcinelli reported: There have been approximately 598 MXU’s replaced so far. Spring flow is currently 26gpm or 37,440 gpd. For December water use was – 295,730 gal., spring flow was – 40,822 gal., East WWTP treated 165,000 gals. and the West WWTP treated 146,000 gals. The town received 1.9 inches of rain in December. Well testing at Foxfield Section 6 will finish January 15th. MDE report will follow later. Addressing PFAS at the Wiles Branch Park wells is moving forward. The town continues to chip away at the costs for the new wastewater treatment plant. The next committee meeting is January 28th.

Henry Felicies, 101 Mariam Pass, asked why he could no longer pay his quarterly bill electronically by going through his bank. The town incurs both fees to maintain the Truist lockbox needed for electronic payments and fees for transactions to the same lockbox. The new utility billing software online payment

system offers a variety of services, e-checks/auto pay services that take away the need for the Truist lockbox. Mr. Felices stated his disagreement with this new pay option and asked if the town would keep the lockbox. Town staff is very willing to assist Mr. Felices with setting up e-check/auto pay in the new system for his account.

PUBLIC WORKS – Commissioner Dietrick reported:

The Town staff assisted with Christmas in the Valley and delivered toys to MVPHP as part of their toy drive. They repaired the fence and millings at the town parking lot next to Aleko's. They cleared downed limbs at the parks, replaced town flags as needed, made brine for snow, and assisted with meter replacements. They installed the "no stacking" sign at the primary school intersection, and replaced storm drain piping on Larch Lane. They also continued with the ongoing truck fleet maintenance. It was stated that the lights in the town parking lot at corner of Green and North Church Streets are not working. The town has a solar light set like the one at the town parking lot next to Aleko's that can be installed to provide lighting.

SUSTAINABILITY – Commissioner Stottlemyer reported:

The committee listed its accomplishments for 2025 and created their goals for 2026. Members have volunteered for scheduled events for 2026. The library has agreed to host the Green Expo this year. St. Thomas Moore Academy and the Senior Center are working together on some raised bed plantings. The committee has the information for the 2 new community compost bin signs at Memorial Park. One sign will be located along Route 17 the other will be located by the bin itself. The next committee meeting is January 20th.

PLANNING COMMISSION – Commissioner Bussard reported:

The planning commission did not meet in December. The Foxfield 6 improvement plans will be before the planning commission in February for approval. The town attorney is reviewing the sidewalk easement MOU for the MS/ES Replacement project with FCPS. There will be no meetings of the planning commission in January.

PARKS AND REC. COMMITTEE – Commissioner Goodman reported:

The new swing set is being placed at Wiles Branch Park. The town will have to wait until February to see if it received the DNR grant to replace the playground equipment at that park.

PUBLIC INFORMATION – Commissioner Falcinelli stated there were 3676 individual visits to the town's website. The top 3 pages reviewed were 1. Community Calendar, 2. Agendas and Minutes and 3. Business Directory, 4. Meter Calendar, and 5. Middletown Events. Residents are reminded to sign up at Citizen Connect on the Town's website to stay up to date with what is going on in town.

TOWN ADMINISTRATOR REPORT

Middletown Rec Council – The Town Administrator is in contact with United Systems to assist with getting the system upgrade functioning. The town is reviewing costs for a loaner system to use in the meantime. This is to read the meters which use Itron readers. Payments are coming for the quarter. Residents have been requesting bill adjustments due to leaky toilets.

ANNOUNCEMENTS

- *2026 Municipal Election – April 6, 2026, 7:00am-8:00 pm – Burgess Miller reviewed important dates related to this year's municipal election.*

- *The invitation has been sent to the town board for the MVFD annual banquet on February 7th. Board members are asked to rsvp by January 21st for themselves and a guest.*
- *Commissioner Goodman remarked about the electric scooters in town. Riders are using the sidewalks, not using helmets and driving very fast. Deputy McCarrick will be notified, as will the traffic unit. It was suggested that Deputy McCarrick also involves the school resource officer to assist in providing safety education to riders.*
- *The parking lights are off at Cross Stone Commons early in the morning. Town staff will contact the property owner to see why this is occurring.*

The meeting adjourned at 8:26 pm.

Respectfully submitted,

Annette Alberghini,
Recording Secretary

Action Item: William Moran Electronic Sign Board

Recommended Motion: Vote on Donation

Background: Willaim Moran Foundation is purchasing a double-sided electronic sign for their property located at 7304 Hollow Road. President Robert Wilson is proposing an agreement where the Town could benefit from an investment and use of the sign board.

Budget Implications: Staff recommend a small one-time donation (\$1,000-\$2,000) for Town Events only. The sign does not meet State Hwy regulations to post official traffic closures.

Staff Implications: If an agreement is signed, a staff member will need to load Town messages onto the sign board electronically.

Enclosures: Picture of Sign Board



Action Item: **Personnel Committee Recommended Policy Changes**

Recommended Motion: Vote on Changes

Background: Currently it is not clear what employees should be paid when Town Hall closes for emergency situations including weather-related emergencies. Additionally, when Town Hall closes for non-emergencies, employees need to know how to handle their workhours if they are on preapproved leave.

Budget Implications: Depending on the staff required to work during the emergency, this policy recommendation from the Personnel Committee involves extra pay for essential non-exempt staff. These events are rare and Town Hall closures do not happen every year.

Staff Implications: None

Enclosures: Recommended Policy listed below

Compensation

1. Emergency Closures- When Town Hall closes for a weather-related or other emergency type event, essential non-exempt personnel who are authorized to work, will be paid for their regular workday plus time and a half for actual hours worked that day.

Leave

2. Non-Emergency Closures: When the Burgess closes Town Hall for any non-weather-related reason, employees who report for work that day will be paid for their full scheduled workday. Employees who were on preapproved leave during the closure will be credited with leave hours equal to the number of hours Town Hall was closed and will not be required to use their accrued leave for that period.



MEMORANDUM

DATE: January 12, 2026
TO: Burgess and Commissioners
FROM: Robert Wilkes, Town Administrator
SUBJECT: FY27 Proposed Budget Workshop Dates

Below is the proposed Budget Workshop Schedule below for the FY 2027 Budget Process:

<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Budget</u>
Monday	March 23, 2026	7:00PM	FY27 GF Operating & CIP Budgets FY27 WS Operating & CIP Budgets
Monday	April 27, 2026	7:00PM	FY27 GF Operating & CIP Budgets FY27 WS Operating & CIP Budgets
Monday	May 11, 2026	7:00PM	FY27 GF & WS Budgets Community Groups
Tuesday	May 26, 2026	7:00 PM	FY27 GF & WS Budgets *
Thursday	June 4, 2026	7:00PM	Public Hearing FY27 GF & WS Budgets
Monday	June 8, 2026	7:00PM	Resolution FY 27 GF & WS Budgets

* Budgets must be advertised before the public hearing



MEMORANDUM

To: The Burgess and Commissioners

From: Robert Wilkes, Town Administrator

Date: February 6, 2026

Subject: Burgess and Commissioners opinions regarding Burnt Bridge Crossing Park Request for Proposal (RFP) addendum suggestions

It is requested that the Burgess and Commissioners review the following suggestions for amendments to the RFP for Burnt Bridge Crossing Park and provide feedback so that an addendum to the RFP may be tailored in a way that meets the Burgess and Commissioners' requirements.

- That an architectural review and recommendation be requested with this RFP rather than drafting a separate RFP for an architect. This would involve outlining the scope of work for the architectural engineer/professional. Examples of work that the architect would be responsible for are proposed building uses, proposed building designs, proposed architectural improvements, and the ability to highlight the potential benefits and hinderances associated with current building designs/uses. Getting an architect involved at this point would greatly help with site plan development and design. It may also help to reduce overall costs since it is being bid as a part of a much greater job rather than being bid out piecemeal.
- We should ask for the proposed cost of a stream study and request several alternatives ranging from very basic to thorough. Each alternative should have a price associated with it (the basic study would likely cost less and the more thorough study likely more). We should ask that the town be able to pick one of the studies (or none of the studies) based on cost and need. This should be added as an alternative to the existing RFP.
- That the sidewalk between existing Wiles Branch Park and Burnt Bridge Crossing Park be completed to form a complete loop for walking, running, and ease of access between the two parks. Completing the loop between the two parks would require approximately 500 feet of new sidewalk, about 440 feet of sidewalk along where Burnt Bridge Crossing Park fronts Alt. Rt. 40, and another approximately 60 feet of sidewalk to complete the connection.



- It was requested that the town provide the exact (or as close to exact as possible) location of the proposed public art to be displayed at Burnt Bridge Crossing Park. This is a reasonable request and may be included in the RFP as an addendum.
- It was also requested that the town provide the exact (or as close to exact as possible) location of the proposed food forest and associated trails to be planted/constructed at Burnt Bridge Crossing Park. Again, this is also a reasonable request of information that we have on file and can easily include in the RFP as an addendum.

Staff recommends that all the suggestions listed above be incorporated into the RFP via addendum for the following reasons. Including an architect at this time will likely save time and money and result in a better overall product on both the site plan side and the architectural side. It is also smart to ask for a range of stream study options with this RFP. It costs us nothing to request them in the RFP, and it allows us to choose the most cost-effective option that achieves our goals. Completing the sidewalk connection to create a full loop from park to park makes a lot of sense given that we would like Burnt Bridge Crossing Park to be both accessible and useable on foot. Extending the sidewalk to complete the loop would also provide for more flexibility in parking since visitors may park at either location and have multiple ways to easily access the other location on foot. Finally, the requested additional information regarding locations of the proposed public art and food forest is information that we possess and can easily produce for the consultant/engineer via an addendum to the RFP.
