

**BURGESS AND COMMISSIONERS  
OF MIDDLETOWN MARYLAND**

**TOWN MEETING MINUTES**

**WORKSHOP MEETING**

**January 3, 2019**

The workshop meeting of the Burgess and Commissioners of Middletown was called to order on January 3, 2019, 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, and Rick Dietrick.

**STAFF REPORTS:**

Community Deputy Report – Deputy Chudoba gave the report for December.

Staff Planner Report – Cindy gave her report as attached to agenda.

Engineer’s Report – Bruce gave his report.

Main Street Manager’s Report – no report.

Zoning Administrator’s Report – Mark gave his report.

**UNFINISHED BUSINESS:**

**Wayfinding Signs** – Burgess Miller presented the Board with different options for the signs. Burgess Miller stated that right now we are only interested in putting them along Rt. 17. Burgess Miller asked for any comments and a vote will occur on Monday, January 14, 2019.

**Banner Display at Richland Golf - MOU for Banner Display at Richland Golf – Tentative Design** – The Board agreed to send the MOU to the Town Attorney for is review.

Bruce Carbaugh went over his design of the proposed Banner design with the Board, the Board liked the design presented.

**Posting of Town Parking Lots – Not to Allow Storage of RV Equipment** – Burgess Miller stated that with the demand with parking, we need to either post the parking lots or change the code as there is nothing in the code for us to enforce long term parking of vehicles in our parking lots. Mark Hinkle drafted a sign for the Board to review. The Board liked the sign but, made a few changes that Drew will change and bring back to the Board at the January 14, 2019 meeting.

**Elm Street Parking Lot Improvements Concept Plan & Cost Estimate** - Bruce went over the 2 options drafted. Option 1 has 42 parking spaces as we do now with 3 handicap spaces and small tree planting boxes. Option 2 has 40 parking spaces with 2 handicap spaces and 3 larger islands with trees. Burgess Miller stated that these improvements are an option to green this area up and eventually add lights to this parking lot. Bruce was asked to update the cost estimate to include three (3) street lights in the island in the parking light.

**Recommendation from Public Works Committee Regarding Lighting on South Jefferson Street** – this will come before the Board at the January 14, 2019 meeting.

**REPORT OF COMMITTEES:**

**WATER & SEWER** – no report

**PUBLIC WORKS** – no report

**SUSTAINABILITY** – no report

**PLANNING COMMISSION** – no report

**PARKS and RECREATION** – no report

**PUBLIC INFORMATION – no report**

**NEW BUSINESS:**

**Banner Policy – Draft** – Staff has not had time to draft this policy. We will remove this item from the agenda until staff has time to draft.

**Social Media Policy – Draft** – Burgess Miller stated that Ann our Office Manager drafted this policy. Ann stated that with the use of social media becoming a part of our daily duties, this policy will allow us to regulate what is posted on our social media accounts.

**Review of Solar Array Agreements; Buyback; and Cost Analysis** – Drew reviewed the solar array agreements, the buyback costs in our contract. Drew also did a cost analysis of the solar array for FY 2018.

**PUBLIC COMMENTS:**

**ANNOUNCEMENTS:**

Workshop adjourned at 8:56pm.

Respectfully submitted,

Ann Griffin  
Office Manager