



AGENDA FOR THE TOWN MEETING

July 10, 2017

7:00 p.m.

PLEDGE TO THE FLAG

CALL TO ORDER

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

CONSENT AGENDA

- [Financial Statements](#)
- Town Meeting Minutes
 - [June 1, 2017 – Public Hearing & Town Workshop](#)
 - [June 12, 2017 – Town Meeting](#)

PERSONAL REQUESTS FOR AGENDA:

STAFF REPORTS:

[Staff Planner](#)

[Main Street Manager](#)

Engineers Report

Zoning Administrator

UNFINISHED BUSINESS:

- [Traffic Control Improvements – Smithfield & Lavla Drive](#)
- [Raised Crosswalk – Broad Street](#)

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:

- Delegate Kathy Afzali – Legislative Wrap Up
- Discussion of Hollow Road Improvements Request to County

PUBLIC COMMENTS:

ANNOUNCEMENTS:

- *250th Town Talk (Park Picnic) – Sunday, July 16, 2017 at Memorial Park*
- *Movie Night – Friday, July 21, 2017 “Fantastic Beasts and Where to Find Them*

ADJOURNMENT

Town of Middletown
Statement of Revenue & Expenditures
 General Fund
 Fiscal Year 2017
 For the 12 Months Ended June 30, 2017

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<u>REVENUE</u>			
<u>LOCAL TAX</u>			
Real Property	\$ 1,228,459	\$ 1,199,249	\$ (29,210)
Tangible Personal Property	37,108	46,861	9,753
Public Utilities	12,841		(12,841)
Franchise (Cable)	49,940	38,551	(11,389)
Penalties & Interest	10,357		(10,357)
	<u>\$ 1,338,705</u>	<u>\$ 1,284,661</u>	<u>\$ (54,044)</u>
<u>STATE SHARED TAX</u>			
Admission & Amusement	\$ 22,500	\$ 21,851	\$ (649)
Highway Gasoline & Licenses	162,421	136,618	(25,803)
	<u>\$ 184,921</u>	<u>\$ 158,469</u>	<u>\$ (26,452)</u>
<u>COUNTY SHARED TAX</u>			
Income Taxes	\$ 834,937	\$ 885,990	\$ 51,053
Tax Equity Grant	566,687	566,687	
	<u>\$ 1,401,624</u>	<u>\$ 1,452,677</u>	<u>\$ 51,053</u>
<u>LICENSES AND PERMITS</u>			
Beer, Wine and Liquor	\$ 1,950		\$ (1,950)
Business / Traders	4,900	3,159	(1,741)
Planning / Zoning Fees	20,191	19,661	(530)
	<u>\$ 27,041</u>	<u>\$ 22,820</u>	<u>\$ (4,221)</u>
<u>PARKS AND RECREATION</u>			
Pavillion Fees	\$ 1,900	\$ 3,785	\$ 1,885
	<u>\$ 1,900</u>	<u>\$ 3,785</u>	<u>\$ 1,885</u>
<u>POLICE PROTECTION</u>			
State Grant	\$ 26,187	\$ 26,320	\$ 133
	<u>\$ 26,187</u>	<u>\$ 26,320</u>	<u>\$ 133</u>
<u>MISCELLANEOUS</u>			
Community Events			
Parking Citations			
Bank Shares Grant	2,500	1,491	(1,009)
Miscellaneous & Donations	37,000	11,489	(25,511)
	<u>\$ 39,500</u>	<u>\$ 12,980</u>	<u>\$ (26,520)</u>
OPERATING REVENUES	\$ 3,019,878	\$ 2,961,712	\$ (58,166)
State Grants & Interest	\$ 42,842	\$ 36,872	\$ (5,970)
TOTAL REVENUE	\$ 3,062,720	\$ 2,998,584	\$ (64,136)

Town of Middletown
Statement of Revenue & Expenditures
 General Fund
 Fiscal Year 2017
 For the 12 Months Ended June 30, 2017

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<u>EXPENDITURES</u>			
<u>LEGISLATIVE</u>			
Commissioner's Salary	\$ 15,600	\$ 15,600	
Communications	3,480	3,176	(304)
Dues & Subscriptions	7,400	6,839	(561)
Office Supplies & Exp	3,600	9,327	5,727
Advertising	750	1,560	810
Meetings & Conventions	9,000	10,040	1,040
	<u>\$ 39,830</u>	<u>\$ 46,542</u>	<u>\$ 6,712</u>
<u>EXECUTIVE</u>			
Burgess Salary	<u>\$ 10,200</u>	<u>\$ 10,200</u>	
	\$ 10,200	\$ 10,200	
<u>ELECTION</u>			
Clerk Fees			
Other Administrative Expenses			
<u>GENERAL SERVICES</u>			
<u>ADMINISTRATION</u>			
Administrative Salary	\$ 247,131	\$ 257,362	\$ 10,231
Postage & Printing	200	114	(86)
Communications	6,977	6,932	(45)
Computer Expenses	28,400	29,534	1,134
Office Supplies & Exp	26,000	34,286	8,286
Office Maintenance	13,400	25,124	11,724
Dues & Subscriptions	150		(150)
Professional Services	4,600	4,087	(513)
Meetings & Conventions	100	345	245
Water and Sewer Grant			
	<u>\$ 326,958</u>	<u>\$ 357,784</u>	<u>\$ 30,826</u>
<u>OPERATIONS</u>			
Maintenance Capital Outlay		\$ 7,690	\$ 7,690
Vehicle Capital Outlay			
Director Salary	97,355	177,852	80,497
Maintenance Salary	126,742	47,522	(79,220)
Communications	9,000	8,258	(742)
Supplies & Expenses	17,000	19,671	2,671
Dues & Meetings		245	245
Landscaping/Beautification			
Maintenance & Repairs	21,633	16,447	(5,186)
Tools & Equipment	500	8,363	7,863
	<u>\$ 272,230</u>	<u>\$ 286,048</u>	<u>\$ 13,818</u>

Town of Middletown
Statement of Revenue & Expenditures
General Fund
Fiscal Year 2017
For the 12 Months Ended June 30, 2017

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<u>PROFESSIONAL SERVICES</u>			
Independent Accounting	\$ 16,000	\$ 13,000	\$ (3,000)
Legal - Development		5,956	5,956
Legal - Ordinances	<u>7,796</u>	<u>7,429</u>	<u>(367)</u>
	\$ 23,796	\$ 26,385	\$ 2,589
<u>PLANNING & ZONING</u>			
Salary & Fees	\$ 51,872	\$ 50,578	\$ (1,294)
Other Expenses	<u>3,207</u>	<u>2,475</u>	<u>(732)</u>
	\$ 55,079	\$ 53,053	\$ (2,026)
<u>MAIN STREET PROGRAM</u>			
Manager Salary	\$ 43,680	\$ 45,761	\$ 2,081
Town Contribution	<u>10,000</u>	<u>10,260</u>	<u>260</u>
	\$ 53,680	\$ 56,021	\$ 2,341
<u>PUBLIC SAFETY</u>			
Fire Dept. Donation	\$ 20,000	\$ 20,000	
School Crossing Guards	15,758	18,422	2,664
Community Deputy Program	<u>401,611</u>	<u>293,850</u>	<u>(107,761)</u>
	\$ 437,369	\$ 332,272	\$ (105,097)
<u>SANITATION & WASTE REMOVAL</u>			
Resident Trash & Yard Waste	\$ 273,888	\$ 267,172	\$ (6,716)
<u>RECREATION AND CULTURE</u>			
Park Salary	34,807	59,394	24,587
Park Electric	2,358	1,764	(594)
Maintenance & Repairs	26,450	54,184	27,734
Mowing	26,215	22,109	(4,106)
Remsberg Park - Interest	11,320	11,320	
Remsberg Park - Principal	<u>112,230</u>	<u>112,230</u>	
	\$ 213,380	\$ 261,001	\$ 47,621

Town of Middletown
Statement of Revenue & Expenditures
General Fund
Fiscal Year 2017
For the 12 Months Ended June 30, 2017

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<u>HIGHWAYS AND STREETS</u>			
Salary	\$ 48,841	\$ 61,751	\$ 12,910
Street Lighting	161,916	130,078	(31,838)
Storm Water Management	7,800	5,384	(2,416)
Snow Removal	75,000	32,726	(42,274)
Repairs & Resurfacing	67,195	96,902	29,707
Signs	6,200	4,010	(2,190)
Truck Repair & Operation	48,600	30,505	(18,095)
Equipment Repairs & Ops	10,000	7,674	(2,326)
Mowing	32,696	26,624	(6,072)
Interest	60,927	35,268	(25,659)
East Green St - Principal	12,500	12,500	
West Green St - Principal	65,960	65,960	
Case Loader - Principal	15,158	14,005	(1,153)
	<u>\$ 612,793</u>	<u>\$ 523,387</u>	<u>\$ (89,406)</u>
<u>OTHER EXPENSES</u>			
MT Historical Society - CIP	\$ 5,000	\$ 5,000	
Donations	100	500	400
Travel - Mileage	4,578	1,301	(3,277)
Community Events	30,250	56,538	26,288
Payroll Taxes	56,578	53,573	(3,005)
Insurance - Property	14,064	14,265	201
Insurance - Employee	123,164	138,341	15,177
Retirement/Pension	75,062	56,115	(18,947)
Web Page & Directory	1,400	2,834	1,434
Real Estate Taxes	1,242	800	(442)
Bond Issuance Costs			
Other	3,500	4,697	1,197
	<u>\$ 314,938</u>	<u>\$ 333,964</u>	<u>\$ 19,026</u>
TOTAL EXPENDITURES	<u>\$ 2,634,141</u>	<u>\$ 2,553,829</u>	<u>\$ (80,312)</u>
INCOME (LOSS) Exc. Cash Reserves	<u>\$ 428,579</u>	<u>\$ 444,755</u>	<u>\$ 16,176</u>
CASH RESERVES	<u>\$ 936,787</u>	<u>\$ 394,262</u>	<u>\$ (542,525)</u>
SURPLUS / (DEFICIT)	<u>\$ 1,365,366</u>	<u>\$ 839,017</u>	<u>\$ (526,349)</u>

Town of Middletown
CIP Funds & Expenditures
 General Fund
 Fiscal Year 2017
 For the 12 Months Ended June 30, 2017

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
OPERATING REVENUE			
Revenue	\$ 2,987,879	\$ 2,961,712	\$ (26,167)
OPERATING EXPENSES			
Expenses	2,634,141	2,553,829	(80,312)
OPERATING SURPLUS (LOSS)	\$ 353,738	\$ 407,883	\$ 54,145
<u>OTHER FUND</u>			
POS - Development	\$ 40,500	\$ 28,000	\$ (12,500)
West Green Street Loan	2,320,500	2,205,259	(115,241)
RETAINED EARNINGS	297,275		(297,275)
Interest	2,342	8,872	6,530
Other	32,000	8,000	(24,000)
TOTAL OTHER FUNDS	\$ 2,692,617	\$ 2,250,131	\$ (442,486)
TOTAL FUNDS AVAILABLE	\$ 3,046,355	\$ 2,658,014	\$ (388,341)
<u>CIP PROJECTS & PURCHASES</u>			
West Green St Improvements	\$ 2,253,056	\$ 2,191,670	\$ (61,386)
SHA Streetscape Lighting	175,000	2,298	(172,702)
Broad Street Road Construction	40,000	30,289	(9,711)
SWM Fence Replacements	34,997	25,231	(9,766)
Locust Blvd/Ct Road Construction	415,000		(415,000)
Pedestrian Safety - Franklin St.		15,831	15,831
Remsberg Park - Walking Trail an	45,000	18,551	(26,449)
Memorial Park Playground Replace	74,000	77,758	3,758
250th Celebration	58,000	46,590	(11,410)
Wiles Branch Park Pavilion		32,369	32,369
Municipal Center Kitchen	8,000	8,201	201
Municipal Center Carpet		15,831	15,831
Municipal Boiler Replacment	30,000		(30,000)
Municipal Center Sound System		4,051	4,051
Edco Scarifier Pavement	4,300		(4,300)
Backhoe Replacement	15,200	60,148	44,948
Computer Replacements	5,400		(5,400)
Total CIP Costs	\$ 3,157,953	\$ 2,528,818	\$ (629,135)
OPERATING & CIP SURPLUS (LOSS)	\$ (111,598)	\$ 129,196	\$ 240,794
Cash Reserves	\$ 936,787	\$ 394,262	\$ (542,525)

Town of Middletown
CIP Funds & Expenditures
General Fund
Fiscal Year 2017
For the 12 Months Ended June 30, 2017

	<u>ANNUAL</u> <u>BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER)</u> <u>BUDGET</u>
TOTAL CASH SURPLUS	<u>\$ 825,189</u>	<u>\$ 523,458</u>	<u>\$ (301,731)</u>

Town of Middletown
STATEMENT OF REVENUE and EXPENDITURES
WATER & SEWER
Fiscal Year 2017
For the 12 Months Ended June 30, 2017

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<u>REVENUE</u>			
Water Revenue	\$ 577,350	\$ 604,505	\$ 27,155
Sewer Revenue	577,015	598,225	21,210
Penalties/Reconnects	21,950	18,404	(3,546)
Rain Barrel Sales	1,000	440	(560)
General Fund Grant/Misc			
TOTAL OPERATING REVENUE	\$ 1,177,315	\$ 1,221,574	\$ 44,259
<u>EXPENDITURES</u>			
<u>ADMINISTRATIVE</u>			
Office Salaries	\$ 45,134	\$ 38,590	\$ (6,544)
Communications	11,513	11,913	400
Postage	9,558	8,030	(1,528)
Office Supplies/Expense	12,600	9,056	(3,544)
Legal - Other	2,000	2,726	726
Meetings & Seminars	500	486	(14)
Advertising	500	559	59
Uniforms	3,925	4,037	112
Dues/Subscrip/Certifications	500	420	(80)
Travel	200	17	(183)
Payroll Taxes	23,600	22,451	(1,149)
Insurance - Prop. & Liability	8,500	8,685	185
Insurance - Workers Comp	8,718	8,402	(316)
Insurance - Health	52,831	44,431	(8,400)
Retirement/Pension	28,448	23,484	(4,964)
Real Estate Taxes	292	292	
Rain Barrel/Educational Programs	2,000		(2,000)
Waterline / I & I Loans	6,908	32,498	25,590
Bond Issuance Costs			
Sub-Total	\$ 217,727	\$ 216,077	\$ (1,650)
<u>Vehicles & Equipment</u>			
2016 Truck (Pearl)	\$ 3,700		\$ (3,700)
2008 Truck	3,700	2,796	(904)
2012 Truck (Miller)	3,700	2,378	(1,322)
2013 Truck (Whitney)	3,700	559	(3,141)
2015 Meter Van (Hightman)	3,700	2,927	(773)
Misc Equipment		272	272
Bobcat Mini-Excavator	1,050	328	(722)
Case Backhoe	6,050	777	(5,273)
Sub-Total	\$ 25,600	\$ 10,037	\$ (15,563)

Town of Middletown
STATEMENT OF REVENUE and EXPENDITURES
WATER & SEWER
Fiscal Year 2017
For the 12 Months Ended June 30, 2017

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
WATER			
Salaries	\$ 139,545	\$ 149,244	\$ 9,699
Water Distribution System			
Supplies	3,572	3,382	(190)
Repairs & Maintenance	52,450	73,317	20,867
Water Line Break Repairs	5,000	182	(4,818)
Chemicals	500	1,857	1,357
Tools & Equipment	3,874	6,674	2,800
Sub-Total	\$ 65,396	\$ 85,412	\$ 20,016
Water Plant/Reservoir/Booster/Tower/BS Wellhouse			
Electric	\$ 20,150	\$ 61,087	\$ 40,937
Supplies	2,000	795	(1,205)
Repairs & Maintenance	31,700	20,644	(11,056)
Chemicals	23,943	23,154	(789)
Tools & Equipment	2,400	1,407	(993)
Testing & Analysis	12,988	10,593	(2,395)
Sub-Total	\$ 93,181	\$ 117,680	\$ 24,499
Abandoned Well Costs			
TOTAL WATER EXPENSES	\$ 298,122	\$ 352,336	\$ 54,214
SEWER			
Salaries	\$ 121,920	\$ 110,162	\$ (11,758)
Sewer Collection System			
Cone Branch PS	18,500	20,845	2,345
Brookridge South PS	9,735	5,421	(4,314)
Foxfield PS	6,500	5,563	(937)
Sanitary Sewerlines & Manholes	25,000	10,654	(14,346)
I & I Accrual	75,000	75,000	
Sub-Total	\$ 134,735	\$ 117,483	\$ (17,252)

Town of Middletown
STATEMENT OF REVENUE and EXPENDITURES
WATER & SEWER
Fiscal Year 2017
For the 12 Months Ended June 30, 2017

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
Wastewater Treatment Plants			
East Wastewater Treatment Plant			
Electric	\$ 29,647	\$ 34,830	\$ 5,183
Supplies	5,802	2,598	(3,204)
Repairs & Maintenance	35,800	20,661	(15,139)
Chemicals	40,844	27,381	(13,463)
Tools & Equipment	5,573	2,093	(3,480)
Testing & Analysis	34,187	27,049	(7,138)
Sludge Hauling Expense	60,000	43,230	(16,770)
Sub-Total	\$ 211,853	\$ 157,842	\$ (54,011)
West Wastewater Treatment Plant			
Electric	\$ 23,084	\$ 5,180	\$ (17,904)
Supplies	2,500	1,623	(877)
Repairs & Maintenance	6,050	4,833	(1,217)
Chemicals	61,258	49,610	(11,648)
Tools & Equipment	1,000	1,671	671
Testing & Analysis	10,459	10,360	(99)
Sludge Hauling Expense	22,650	17,250	(5,400)
Sub-Total	\$ 127,001	\$ 90,527	\$ (36,474)
TOTAL SEWER EXPENSES	\$ 595,509	\$ 476,014	\$ (119,495)
TOTAL WATER/SEWER EXPENSES	\$ 1,136,958	\$ 1,054,464	\$ (82,494)
CONTINGENCY FUND - 3.5%	\$ 39,794	\$ 36,906	\$ (2,887)
ADJUSTED WATER/SEWER EXPENSES	\$ 1,176,752	\$ 1,091,370	\$ (85,381)
NET INCOME (LOSS)	\$ 563	\$ 130,204	\$ 129,640

Town of Middletown
CIP FUNDS and EXPENDITURES
WATER & SEWER
Fiscal Year 2017
For the 12 Months Ended June 30, 2017

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<u>FUNDING SOURCES</u>			
Operating Revenue	\$ 1,177,315	\$ 1,221,574	\$ 44,259
Operating Expenses	<u>1,203,662</u>	<u>1,054,464</u>	<u>(149,198)</u>
OPERATING INCOME (LOSS)	\$ (26,347)	\$ 167,110	\$ 193,457
Cash Reserves	\$ 251,799	\$ 251,799	
Debt Service Fee - New Homes	139,000	142,700	3,700
Capital Improvement Fees	149,298	149,265	(33)
Inflow & Infiltration - Reserve A	75,000	75,000	
Improvement/Tap Fees	710,000	624,900	(85,100)
Water Tower & Land Leases	192,028	169,211	(22,817)
Main Street Waterline Loan	<u>2,895,000</u>	<u>2,895,000</u>	
TOTAL OTHER REVENUE	\$ 4,412,125	\$ 4,307,875	\$ (104,250)
TOTAL FUNDS AVAILABLE	4,385,778	4,474,985	89,207
<u>DEBT SERVICE COSTS</u>			
Principal Payments			
MVB Line of Credit	\$ 200,000		\$ (200,000)
CDA - Water Tower	107,000	107,000	
MDE - East WWTP	210,349	210,349	
Main Street Waterline & Reservoir	127,200	31,040	(96,160)
Interest - All Loans	<u>217,561</u>	<u>114,622</u>	<u>(102,939)</u>
TOTAL DEBT SERVICE COSTS	\$ 862,110	\$ 463,011	\$ (399,099)
<u>WATER & SEWER PROJECTS</u>			
CIP - Main Street Waterline - Con	\$ 2,895,000	\$ 73,087	\$ (2,821,913)
CIP - Fluoride Systems	8,000	10,157	2,157
CIP - Welll Field Restoration	125,000	11,529	(113,471)
CIP - Scada Control System	310,000		(310,000)
CIP - Booster Station Pump Bypass	25,000	54,417	29,417
CIP - Fire Hydrant Elm & Washingt	8,000		(8,000)
Water Meter Purchases	65,250	51,679	(13,571)
CIP - West WWTP - Curtain Replace	60,000	32,040	(27,960)
CIP - West WWTP - Chemical Storag	15,000	2,948	(12,052)
CIP - East WWTP Bar Screen Refurb	40,000		(40,000)
CIP - East WWTP - Influent Flume	16,000		(16,000)
CIP - Inflow & Infiltration	<u>75,000</u>	<u>59,998</u>	<u>(15,002)</u>
Brookridge PS Vault Magmeter	11,000	3,876	(7,124)
Brookridge PS - 3 Phase VFD	25,000	17,435	(7,565)

Town of Middletown
CIP FUNDS and EXPENDITURES
 WATER & SEWER
 Fiscal Year 2017
 For the 12 Months Ended June 30, 2017

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
Cone Branch PS - New Pumps	\$ 31,000		\$ (31,000)
TOTAL WATER & SEWER PROJECTS	\$ 3,709,250	\$ 317,166	\$ (3,392,084)
TOTAL CIP COSTS	\$ 4,571,360	\$ 780,177	\$ (3,791,183)
TOTAL FUNDS REMAINING	\$ (185,582)	\$ 3,694,808	\$ 3,880,390

**BURGESS AND COMMISSIONERS
OF MIDDLETOWN MARYLAND**

TOWN MEETING MINUTES

WORKSHOP MEETING

June 1, 2017

The workshop meeting of the Burgess and Commissioners of Middletown was called to order on June 1, 2017, 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.

Community Deputy Report: DFC Hewitt gave the May report.

PUBLIC MEETING:

Remsberg Park – Playing Fields Lighting Plan – Drew stated that MVAA has received a grant from the State to install lights on the playing fields at Remsberg Park. Drew went over the lighting specifications.

Commissioner Bussard asked who was going to install the electric to the playing fields and who would be responsible for paying the monthly invoice? Drew stated that with the grant MVAA should be able to have the electric ran to the playing fields and the Town will assume responsibility of the monthly invoice. It was stated that the lights would be turned off by 9:30pm. on weekdays and by 10pm. on weekends.

PUBLIC HEARINGS:

General Fund FY 18 – Burgess Miller presented the Board with a few things that could be cut from the budget if the Board wanted to do so. After some discussion the Board agreed to cut the 2nd floor bathroom countertop for \$1,000 and the removal of the trees and replanting at Wiles Branch Park for \$2,400.

Capital Improvement Program Budget – no change.

Water & Sewer FY 18 – Burgess Miller presented the Board with the Water & Sewer operating budget with no rate increase proposed. There is a \$2.75 increase on the Capital Improvement Fee included. Commissioner Falcinelli stated that the goal is to have the Capital Improvement Fee at \$50 by the year 2020 when the Debt Service Fee goes away. At that time everyone will pay the Capital Improvement Fee.

Capital Improvement Program Budget Water/Sewer – no change.

Ordinance No. 17-06-010 to increase the Capital Improvement Fee – Burgess Miller stated that the reason for this increase is we want the Capital Improvement Fee to be \$50 by the year 2020 when the Debt Service Fee goes away.

Staff Reports:

Staff Planner – Cindy gave her report.

Engineer's Report – Bruce gave his public works report.

Main Street Manager – Becky gave her report.

Zoning Administrator Report – Ron was not present but provided his report.

UNFINISHED BUSINESS:

Memar Annexation – Scheduling of Annexation Agreement Workshop(s) – Burgess asked the Board to look at their schedules and come to the June 12 meeting with 2 dates that they could meet to discuss this Annexation.

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:

Wireless Telecommunications Ordinance Discussion – Cindy stated that we currently do not have an Ordinance to regulate wireless telecommunication towers and/or antennas. Cindy provided the Board with an agreement from The Center for Municipal Solutions (CMS). CMS will help the Town draft up the Ordinance and then they will review each permit submitted to the Town. Cindy stated that our Attorney does not have the knowledge of this type of Ordinance. The Board will read over the agreement and discuss at the June 12th meeting.

COMMENT:

ANNOUNCEMENTS:

- *250th Town Talk (Park Picnic) – Sunday, July 26, 2017 at Memorial Park*
- *Town Meeting for Monday, June 26, 2017 - CANCELLED*

Workshop adjourned at 8:48pm.

Respectfully submitted,

Ann Griffin
Office Manager

BURGESS AND COMMISSIONERS OF MIDDLETOWN MARYLAND

TOWN MEETING MINUTES

REGULAR MEETING

June 12, 2017

The first monthly meeting of the Burgess and Commissioners of Middletown was called to order on June 12, 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, Larry Bussard, Rick Dietrick, and Tom Catania.

CONSENT AGENDA

Financial Statements

Town Meeting Minutes – May 22, 2017 - Town Meeting

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

PERSONAL REQUESTS FOR AGENDA:

If I Were Mayor Contest Winner – Sharon Martin – Burgess Miller stated that Sharon Martin was not only the Middletown winner but she was the District 6 winner as well. Burgess Miller presented Miss Martin with a gift certificate as well as her teacher Mrs. Stalaker.

Foxfield Active Adult Homeowners Association – Request for installation of decorative sign posts – Alex Kundrick representing the HOA for the Villages of Foxfield presented a pole design that the HOW would like to install throughout the Villages. According to Mr. Kundrick the HOA will pay for changing out all the street signs and poles (18 of them) and once installed if any damage occurs to them the Town would be responsible for.

Motion by Commissioner Bussard to approve the Foxfield HOA to change out the street signs & poles in the Villages of Foxfield as presented, seconded by Commissioner Catania. Motion carried 5-0.

Unfinished Business:

FY 2018 Budgets – General Fund Operating Budget – Commissioner Falcinelli motioned to approve the FY18 General Fund Operating Budget as presented, seconded by Commissioner Dietrick. Motion carried 5-0.

Water/Sewer Fund Operating Budget – Commissioner Dietrick motioned to approve the FY18 Water/Sewer Fund Operating Budget as presented, seconded by Commissioner Bussard. Motion carried 4-1 (Falcinelli voted against).

General Fund CIP Budget FY18 – Commissioner Bussard motioned to approve the FY18 CIP General Fund Budget as presented, seconded by Commissioner Catania. Motion carried 5-0.

Water/Sewer Fund CIP Budget FY18 – Commissioner Catania motioned to approve the FY18 Water/Sewer Fund CIP Budget as presented, seconded by Commissioner Bussard. Motion carried 5-0.

Ordinance 17-06-01 – Commissioner Falcinelli stated that the reason for this increase is by the year 2020 when the Debt Service Fee drops off we want the Capital Improvement Fee to be \$50. Everyone will then pay the Capital Improvement Fee. Motion by Commissioner Falcinelli to approve Ordinance 17-06-01 as presented (a \$2.75 increase), seconded by Commissioner Dietrick. Motion carried 5-0.

Remsberg Park Field Lighting Proposal – Drew stated that MVAA has received a grant from the State for lighting at Remsberg Park. Drew went over their plan and that we are only allowed to have 30-34 candles on the property. MVAA will install lights on 2 of the multi-purpose fields and if they have enough money they will install lights at the baseball field.

Motion by Commissioner Catania approving the lighting plan submitted by MVAA, seconded by Commissioner Falcinelli. Motion carried 5-0.

Memorandum Annexation – Scheduling of Workshop – The Board agreed to meet on July 18, 2017 at 7pm.

REPORT OF COMMITTEES:

WATER & SEWER – Commissioner Falcinelli reported:

Water use for May – 298,000 gal., spring flow for May – 137,800

Well field project is ready to go out to bid.

The engineering and design of the reservoir is going out to bid.

Main Street waterline – Phase 1 passed the test with no leaks, they are moving into phase 2 toward Cone Branch Drive.

PUBLIC WORKS – Commissioner Bussard reported:

Green Street is nearly complete the lights are active and the striping is done.

Locust Blvd. project is going to begin the middle of the month.

Commissioner Bussard commented on what a great job our maintenance staff does.

SUSTAINABILITY – Commissioner Dietrick reported:

Reviewed the Green Expo was held April 29 and getting ideas for next year.

PLANNING COMMISSION – Commissioner Catania reported:

No meeting in May. On the agenda for discussion for our June meeting is the Miller property (Ingall's property).

PARKS AND REC. COMMITTEE – Burgess Miller stated that we received \$30K from POS for the bathrooms at Remsberg Park.

PUBLIC INFORMATION – Commissioner Falcinelli reported:

Quarterly Update information is due by June 16, 2017.

NEW BUSINESS:

Wireless Telecommunications Ordinance Discussion – Drew stated that the technology demand is now data usage and not so much cellular. The carriers are starting to come in asking to put up towers on existing poles. Burgess Miller stated that we do not currently have an ordinance to regulate these type of towers and our Town Attorney does not have much experience with. The only cost to the Town would be travel expenses and the hourly fee to get the Ordinance drafted and approved.

After some discussion Commissioner Falcinelli motioned to approve the Center for Municipal Solutions contract, seconded by Commissioner Catania. Motion carried 5-0.

PUBLIC COMMENT:

ANNOUNCEMENTS:

- *Town Meeting for Monday, June 26, 2017 – Cancelled*
- *250th Town Talk (Park Picnic) – Sunday, July 16, 2017 at Memorial Park*

ADJOURNMENT

Meeting adjourned at 8:30pm.

Respectfully submitted,

Town of Middletown Planning Department

To: Burgess & Commissioners and Middletown Planning Commission

From: Cindy Unangst, Staff Planner

Date: 6/30/2017

RE: Monthly Planning Update - July

Major Subdivisions:

Middletown Glen - Preliminary plans signed – May 29, 2013
Improvement plans conditionally approved – October 16, 2013
Final Plats conditionally approved – November 17, 2014
Plats 1 & 2 recorded at Courthouse – May 17, 2016
FRO planting at Remsberg Park completed – February 2017
Plat 3 recorded at Courthouse – March 1, 2017
Next step – record additional final plats

Site Plans, Plats and Minor Subdivisions:

Cross Stone Commons – Final FRO Plan approved – May 19, 2014
Revised Site Plan conditionally approved – October 20, 2014
Improvement Plans conditionally approved – March 16, 2015 (Plans expire 3/16/2018)
Next step – submit architectural renderings for buildings #2 and 4 for review/approval

Fire Station – BOA approved height variance request - October 20, 2016
Revised Site Plan conditionally approved – October 17, 2016 (Plans expire 10/17/19)
Demolition plans conditionally approved – December 19, 2016
Improvement Plans conditionally approved – December 19, 2016
Final plat recorded at Courthouse – February 7, 2017
Improvement Plan mylars signed – May 30, 2017
Building permit conditionally approved – June 29, 2017

Franklin Commons - Site Plan conditionally approved – January 19, 2015 (Plans expire 1/19/2018)
FRO plan conditionally approved – January 19, 2015
Improvement Plans conditionally approved – Sept. 21, 2015 (Plans expire 9/21/2018)
Mylars signed – January 4, 2016
Next step – submittal of PWAs for approval and apply for building and grading permits

Caroline's View/Horman Apartments- Site Plan approved – April 21, 2008 (no sunset provisions prior to November 14, 2010)
Improvement Plans conditionally approved – May 17, 2010 (no sunset provisions prior to 11/10)
Currently approved SWM plans remain valid until May 4, 2017
Mylars signed – September 11, 2015
Next step – resubmittal of SWM plans for review and approval

Jiffas – Site Improvement Plan conditionally approved – October 20, 2008 (no sunset provisions prior to November 14, 2010)

Forest Conservation Plan approved – October 20, 2008

Architectural plans approved by PC – March 16, 2015

BOA hearing for variance requests (approval received) – March 29, 2016 (Expired 3/29/17)

SWM plans submitted to SCD and Frederick County – December 5, 2016

Next step – apply for variance requests for siting of duplex building

Miller (Ingalls) – Concept and Phase I & II Plan approved & signed – September 27, 2010

Revised Concept Plan reviewed by PC – September 16, 2013

Site plan conditionally approved by PC – July 20, 2015 (Plans expire July 20, 2018)

Improvement plans conditionally approved by PC – June 19, 2017

Demolition plan conditionally approved by PC – June 19, 2017

Next step – submittal of PWAs for approval and apply for building and grading permits

Richland Driving Range – Concept plan reviewed by PC – January 18, 2016

Site Plan reviewed by PC – May 16, 2016

Revised Site Plan conditionally approved by PC – June 20, 2016 (Plans expire June 20, 2019)

Next step – submit improvement plans for review/approval

School Complex roadway plans – Improvement plans and FCP plans reviewed and approved by Town Board – May 8, 2017 (informed in June 2017 that funding was not approved for project)

Technology MD Network Company permit application – withdrawn – March 15, 2017

Annexations:

A.C. Jets Property- PC approval of annexation petition of 35.96 acres – December 21, 2009

Public hearing date - Monday, October 11, 2010

Annexation petition denied by Town Board – October 11, 2010

Admar Property – annexation petition sent to PC by Town Board – January 9, 2017

PC approval of consistency with zoning/comp plan – February 20, 2017

Text Amendments:

Reports:

Grants: MEA Smart Energy Communities grant application – award granted – May 2017

Meetings: Next Middletown Green Team Meeting – July 19, 2017

Next Joint town board/planning commission workshop – August 7, 2017



TO The Burgess and Commissioners
FROM: Becky Reich, Main Street Manager
RE: Main Street Manager's Report
DATE: July 5, 2017

Upcoming Dates:

Wednesday, July 12 – EDC Business Workshop with Garrett Glover – You are welcome to attend

Sunday, July 16th – 250th Town Talks Event – Town Wide Sunday Picnic in the Park

Thursday, July 27 – Main Street Board Meeting

250th Commemoration Updates:

- The Committee met July 5th to go over details for the upcoming event on July 16th that will be the Town-wide picnic as well as started to plan out the third quarterly luncheon that we will host in August.
- Main Street Manager requested to our local businesses that if they come up with a special menu items or pricing for the Picnic, we will advertise it on our social media platforms. LDS will be running a special on Sunday, July 16th for a BBQ sandwich, Coleslaw, and medium-sized fountain drink for the low price of \$4.99. Thank you LDS!
- Nena's Curbside Café is a food truck that will also be available with alternative menu items for the event.
- Main Street Middletown promotes the 250th events heavily on our Facebook page and we appreciate it when you share this on your own Facebook pages. The more the event is shared, the better! Please like Main Street Middletown on Facebook:
<https://www.facebook.com/mainstreetmiddletownmd/>
- The upstairs gallery room is proceeding on schedule. The exhibit signs are currently at the fabricator's.

Grants:

- Main Street Middletown applied for a Main Street Improvement Grant and a Technical Assistance Grant through the Department of Housing and Economic Development to help offset expenses associated with the development of the lot across the Street. IF funded this will cut down the Town's expenses for the development of the park significantly, as we requested just shy of \$20,000 for the project. The Technical Assistance Grant would offset expenses with the mural and the Main Street Improvement Grant would offset expenses with the development of the lot.
- At the request of the Burgess, Main Street Middletown has provided additional information for the planter grant.

Main Street Organization Committee:

- Main Street Middletown is currently working to coordinate the Heat is On 5K and Road Race. Please encourage friends and family to participate. This is Main Street's primary fundraiser and last year, over 45% of the people who ran the race found out about it through friends and family.

Main Street Design Committee:

- Our first applicant, The Main Cup, has applied for our Community Legacy Grant funding. The way the process works is that Main Street receives an application, we review it for completeness, send the application to the State for their review which is coordinated between the Department of Housing and the Maryland Historical Trust to ensure that the historic character of our Main Street buildings remain intact. The State then gives the project the "green light" for the property owner to proceed with the work. Be on the look-out as The Main's Ice Cream sign will be repaired and restored!

Main Street Promotions Committee:

- The Main Street Promotions Committee produced a new ad that is in the Frederick Magazine which supports three of our sponsoring businesses for the Heat is On 5K and Fun Run. Next month, we will have a similar advertisement in Frederick Magazine to promote our sponsors and the event.
- The Promotions Committee made a recommendation to the Main Street Board of Trustees for the consultant for our marketing plan. We will be moving forward with this as soon as all applicants have been notified of the decision.

Main Street Economic Development Committee:

- The next EDC technical workshop is scheduled for Wednesday, July 12th at 5:00pm, with refreshments and program start at 5:30pm.
- As a follow-up, the Maryland Municipal League magazine has asked Main Street to write an article about what steps Main Street has taken to assist the business community in preparation for the upcoming construction.

Thank you for your continued support for
Main Street Middletown!



Burgess and Commissioners of Middletown 31 W Main St Middletown, MD 21789 Phone 301-371-6171 Fax 301-371-6474
Bruce A. Carbaugh, P.E. Director of Public Works Email: bcarbaugh@d.middletown.md.us

MEMORANDUM

TO: Burgess and Commissioners

FROM: Bruce A. Carbaugh, P.E., Director of Public Works

DATE: July 5, 2017

RE: Smithfield Circle Traffic Control Plan

Public Works has reviewed the concern of vehicles traveling the incorrect direction around the traffic circle in order to shortcut the travel time. We have used MUTCD and MDSHA standards for the proposed options we are providing.

Option 1

Cost \$6,500.00

The attached plan indicates striped median areas at each approach to the traffic circle. The travel lanes will remain at 15 feet with a loss of onstreet parking in the lengths of curb shown in red. Some of these areas may be able to be reduced in length further from the circle. There is no diagonal hatch striping shown but it could be added at additional cost. The option includes double yellow striping, crosswalk striping and additional signage on the circle and for the no parking areas.

Option 2

Cost \$19,000.00

This option adds mountable concrete medians to the Option 1 plan and cost. There are two mountable medians proposed, one at the Layla approach and one at the Smithfield approach as identified on the plan. Delineators will be installed on each end of the median.

Smithfield Circle Traffic Control Plan

OPTION 1 Striping Only

Location	Length	double 5"	Double Yellow	12" wht price	12" Crosswalk hatched	signs	Signs Cost
Smithfield Circle							
Smithfield to Rhoderick crosswalks	270	0.5 \$	135.00	\$	6.00 \$	696.00	
Hoffman to Groff stop bar crosswalk	155	0.5 \$	77.50	\$	6.00 \$	696.00	
Layla Drive Double only stop bar crosswalk	110	0.5 \$	55.00	\$	6.00 \$	696.00	
Smithfield Drive Double only stop bar crosswalk	110	0.5 \$	55.00	\$	6.00 \$	696.00	
Special roundabout signs	4						\$ 150.00 \$ 600.00
No Parking Signs	16						\$ 100.00 \$ 1,600.00
delineators	10						\$ 100.00 \$ 1,000.00
			\$ 322.50	\$	2,784.00		\$ 3,200.00

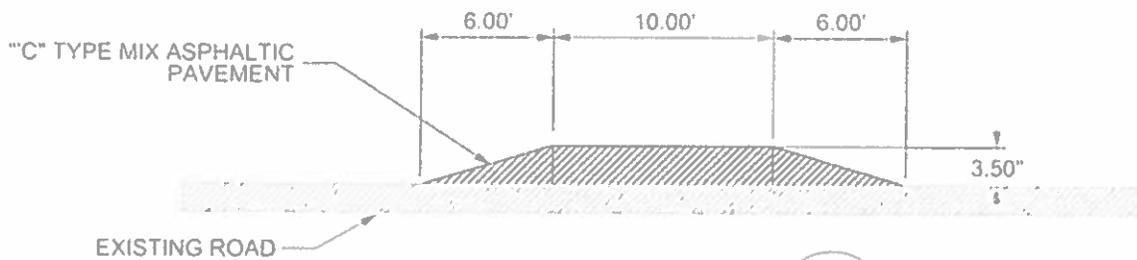
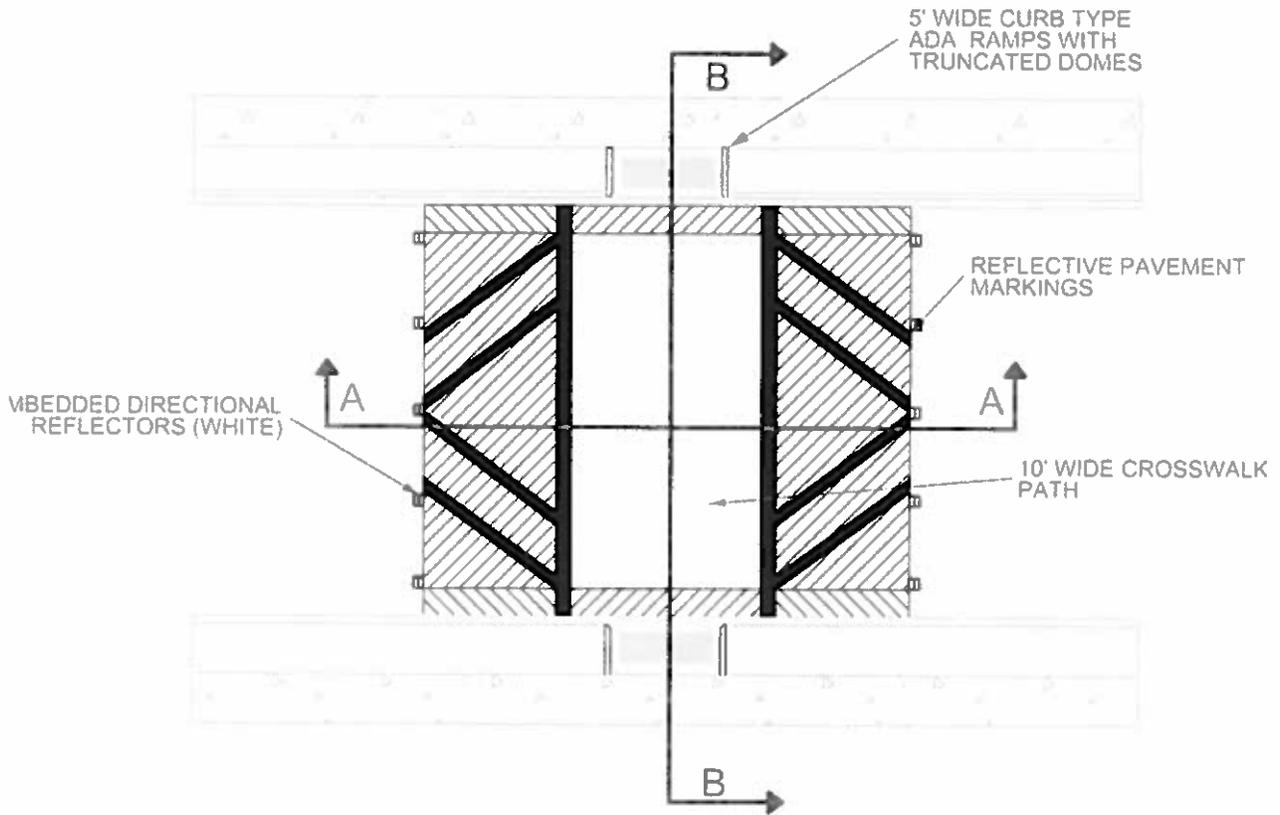
Option 2 Concrete Median in addition to Striping **Total Cost for striping only \$ 6,306.50**

2 mountable curb median islands at Layla and Smithfield.

Location	Quantity	Price	Total
Layla			
mountable curb LF	130	\$ 30.00	\$ 3,900.00
median SF	375	\$ 10.00	\$ 3,750.00
Smithfield			
mountable curb LF	108	\$ 30.00	\$ 3,240.00
median SF	180	\$ 10.00	\$ 1,800.00

ADD COST \$ 12,690.00

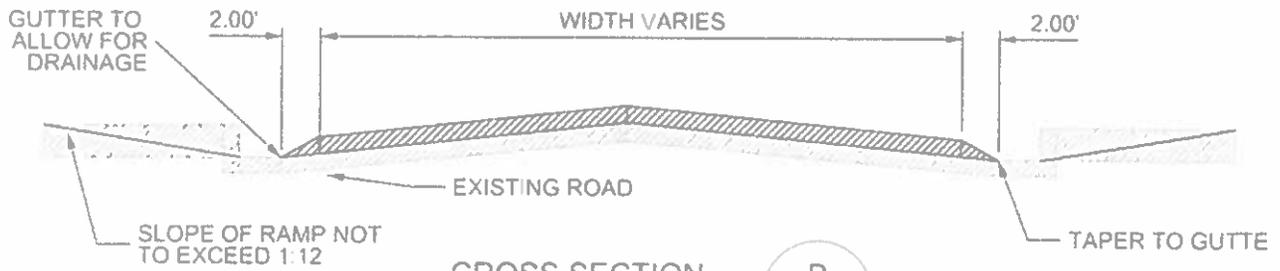
Total Project w/ Concrete M \$ 18,996.50



ALONG ROAD
RAISED CROSSWALK

A

A



CROSS SECTION
RAISED CROSSWALK

B

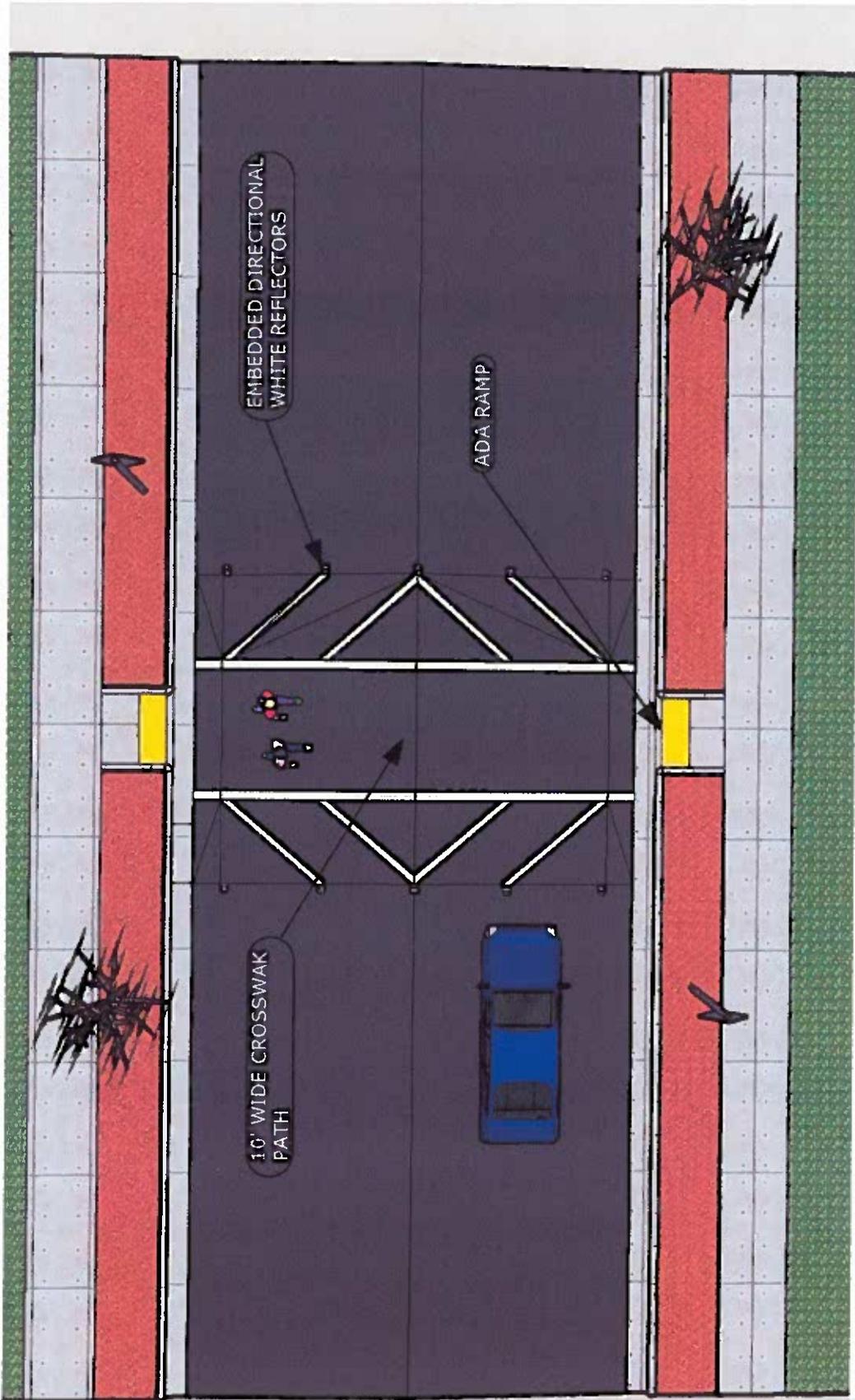
B

NOTE: THIS RAISED CROSSING IS A TRIAL VERSION

REVISIONS.

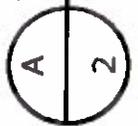
RAISED CROSSWALK

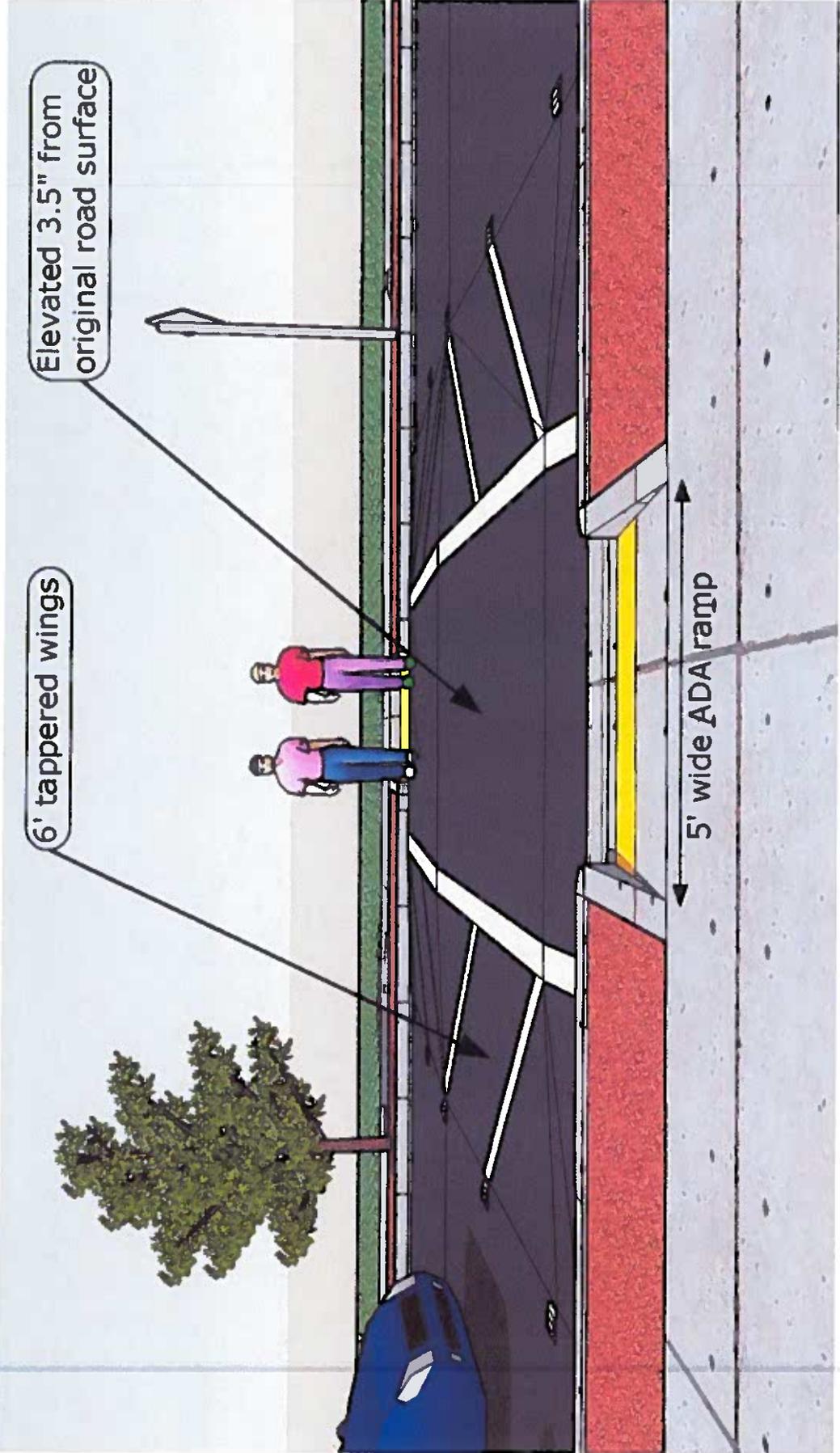
SCALE:	N.T.S.
DATE:	April 2008
APPROVED BY:	



A Top View

No Scale





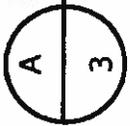
Elevated 3.5" from original road surface

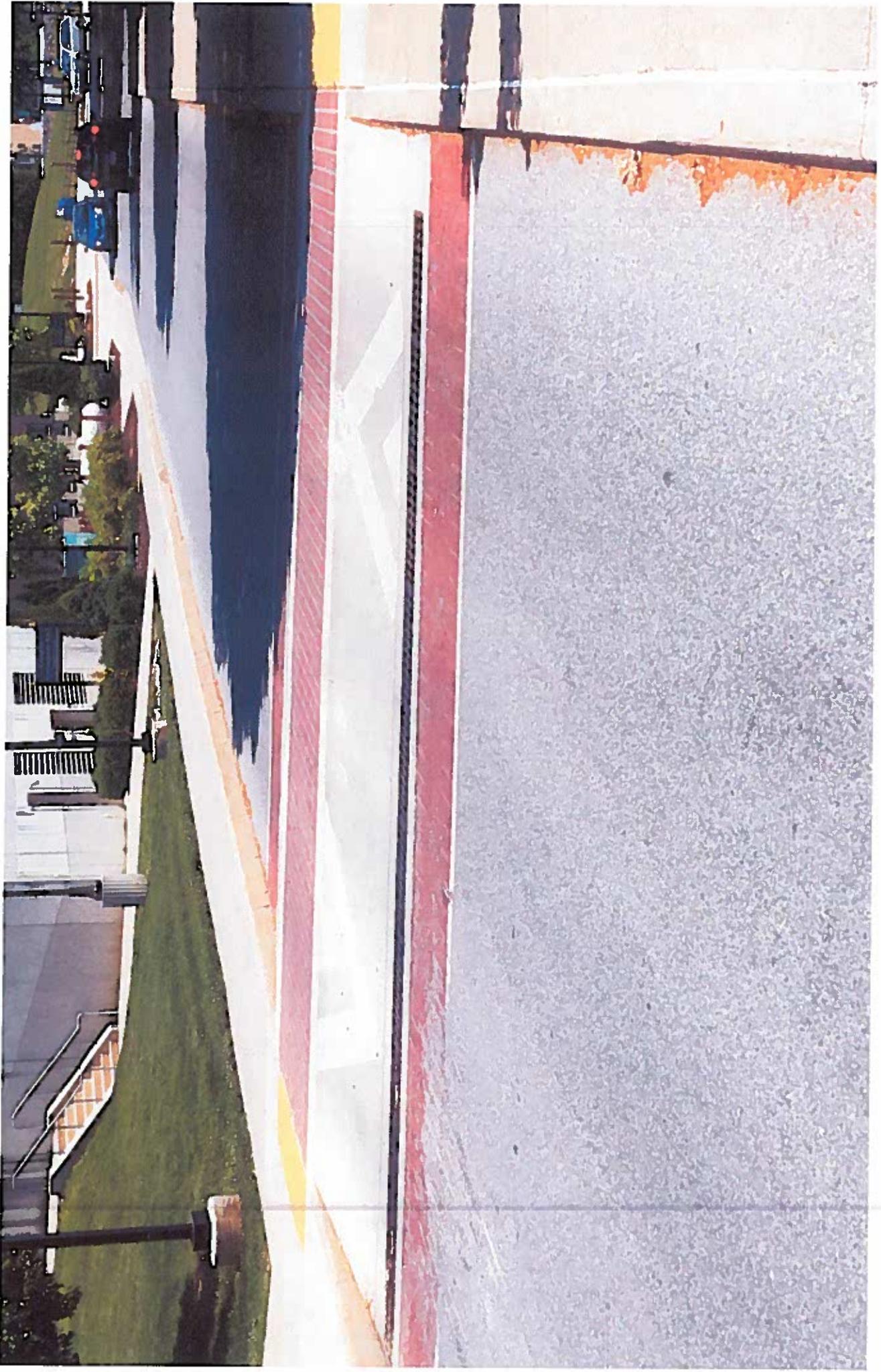
6' tapered wings

5' wide ADA ramp

A Side View

No Scale







Hollow Road

Summer' Farm

50 GLENBROOK DRIVE

UNK

Town of Middletown - Frederick County