



## AGENDA FOR THE TOWN MEETING

July 11, 2022

7:00PM p.m.

### PLEDGE TO THE FLAG

### CALL TO ORDER

### PUBLIC COMMENTS:

### PERSONAL REQUESTS FOR AGENDA

- [Frederick County \(Middletown\) Goes Purple – National Recovery Month - Proclamation](#)

### CONSENT AGENDA

- Town Meeting Minutes
  - [June 27, 2022 – Town Meeting](#) <sup>2</sup>

### UNFINISHED BUSINESS:

- [Community Parks & Playground Grant Applications](#) <sup>2</sup>

### REPORT OF COMMITTEES:

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

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# 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

## **NEW BUSINESS:**

- Request for Stop Sign – Ingalls Drive & Dean Lane <sup>2</sup>
- Parking of Restricted Vehicles in the Glenbrook Subdivision <sup>2</sup>

## **PUBLIC COMMENTS:**

## **ANNOUNCEMENTS:**

## **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#*

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**#** 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

*PROCLAMATION  
OF  
THE BURGESS AND COMMISSIONERS*

**MIDDLETOWN GOES PURPLE  
SEPTEMBER 2022**

**WHEREAS:** Substance abuse related deaths and overdoses are a community problem and finding solutions depends on involvement among people throughout the community; and

**WHEREAS:** The effects of opioid abuse and overdoses, in particular, are felt by a whole community and need to be addressed by the entire community; and

**WHEREAS:** Middletown supports those who struggle with addiction, their loved ones and first responders and providers who witness the realities of addiction daily; and

**WHEREAS:** Effective substance/opioid abuse prevention and recovery programs succeed because partnerships are created among social service agencies, schools, religious organizations, local governments, law enforcement agencies, and the business community; and

**WHEREAS:** All citizens should become involved in caring for our families and friends that are affected by addiction.

**NOW THEREFORE WE, The Burgess and Commissioners of Middletown,** do hereby proclaim the month of September 2022 as Middletown Goes Purple Month in the Town of Middletown and call upon all citizens, community agencies, religious organizations, medical facilities and businesses to increase their participation in efforts to prevent substance abuse, and support recovery efforts thereby strengthening the communities in which we live.

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For the Burgess and Commissioners,  
**John D. Miller, Burgess**

*Middletown, Maryland Founded in 1767*

*BURGESS AND COMMISSIONERS  
OF MIDDLETOWN MARYLAND*

TOWN WORKSHOP MEETING MINUTES

TOWN MEETING

June 27, 2022

The meeting of the Burgess and Commissioners of Middletown was called to order on June 27, 2022, by Burgess Miller at 7:00 p.m. Present were Commissioners Jennifer Falcinelli, Kevin Stottlemeyer, Christopher Goodman, Rick Dietrick, and Jean LaPadula.

**Public Hearing**

**General Fund FY 2023 – Operating Budget** - The proposed total operating budget revenue for FY 2023 is approximately \$3.7 million. Expenses are projected to be approximately \$3.2 million. This leaves a surplus of \$525,187.00. \$128,000 was moved to the General Fund CIP, which increased the surplus from the previous draft budget. Salary increases are not shown in the budget because they have not been approved by the Town Board yet. The Salary in Highways & Streets is decreased from last year because it does not include the empty position. If an additional position is added in addition to the empty position it will have to include a future budget amendment to pay for it. The proposed staff salary increases were reviewed and finalized. The additional monies for the salary increase will be paid using the General Fund surplus. Any remaining surplus will be applied to the General Fund CIP Budget.

**Water & Sewer Enterprise Fund FY 2023 – Operating Budget** - The proposed total water sewer operating budget revenue for FY23 is \$1.36 million. Expenses are projected to be 1.19million. This leaves a surplus of \$166,356.00. The additional monies for the water & sewer staff salary increase will be paid using the surplus. The remaining surplus will be applied to the Water & Sewer CIP Budget.

There was no public comment.

**Motion:** Commissioner Falcinelli motioned to approve the General Fund FY23 Operating budget with the addition of \$163,555.00 for the market salary increase to be paid utilizing the surplus in the General Fund. Seconded by Commissioner Goodman. Motion approved (6-0).

**Motion:** Commissioner Falcinelli motioned to approve the Water and Sewer FY23 Enterprise Fund Operating budget with the addition of \$116,137.00 for the market salary increase to be paid utilizing the surplus in the Water and Sewer Enterprise Fund. Seconded by Commissioner Goodman. Motion approved (6-0).

**FY2023 General Fund Capital Improvements Program (CIP)** – Several changes were made from the prior draft budget: 1. To increase the improvement fee from \$7000 to \$12000 a public hearing must be held in July 2022, 2. The Linden Blvd project will be pushed to FY25, 3. ARPA funds will be used to fund the Washington Street project, 4. The Maintenance Building project will be pushed to FY27, 5. The Remsberg Field lights are being removed from the budget, and 6.

The Prospect Street project will be funded over two fiscal years. Discussion occurred concerning transferring \$100,000 to the reserve account while there is a large surplus forecasted from FY23 through FY25. The Board would have to determine whether to make this transfer an annual motion or designate the increase for FY23-FY25 in one motion.

**Motion:** Commissioner Dietrick motioned to approve the General Fund FY23 CIP as presented and include the transfer to the reserve account of \$100,000 for the next three years (FY23, FY24 & FY25). Seconded by Commissioner Stottlemyer. Motion approved (6-0).

**FY2023 Water & Sewer Enterprise Fund CIP -** The proposed budget was reviewed. It was noted that the repayment of the downtown revitalization reimbursement to the water/sewer account will be done in one lump sum using ARPA monies. Repayment will not be spread over several years.

**Motion:** Commissioner Falcinelli motioned to approve the Water & Sewer Enterprise Fund CIP as presented. Seconded by Commissioner Goodman. Motion approved (6-0).

The public hearing concluded at 7:37PM.

**PERSONAL REQUESTS FOR AGENDA:** None.

**CONSENT AGENDA:**

- **Town Meeting Minutes**
  - *June 2, 2022 – Town Meeting*

**Motion:** Commissioner Goodman motioned to approve the consent agenda as presented. Seconded by Commissioner Dietrick. Motion approved (6-0).

**UNFINISHED BUSINESS:**

**Employee Compensations Review – Salary Study –** Salaries as adjusted to market value were reviewed. Over the next year two committees will be formed. One will address salary scale to include compensation, stipends, and incentives. The second will review employee benefits as compared to the market. The committees will work independently of each other and be comprised of Town Board members, management staff, and employees. The results from these committees will be implemented in FY24.

**Location for Planters on Main Street – Information Only –** The planters to be located in the downtown area of Main Street were approved prior to the onset of COVID. Tonight, the Town Board reviewed a map of the identified locations for each planter. The planters and promix have already been pre-positioned. Trees will be planted on June 28, 2022.

**Appointment to Boards and Commissions:**

**Board of Appeals Alternate –** Rodney O’Neal’s resume was reviewed. He is an attorney and a resident of Foxfield. He is willing to serve on the Board of Appeals as the alternate.

**Motion:** Commissioner LaPadula motioned to appoint Rodney O’Neal as the alternate to the Board of Appeals. Seconded by Commissioner Goodman. Motion approved (6-0).

**Planning Commission Temporary Alternate** – There are no applicants at the moment to appoint.

**REPORT OF COMMITTEES:**

**WATER & SEWER** – Commissioner Falcinelli reported:

For May water use was – 317,000 gal., spring flow was – 126,000 gal., East WWTP treated 300,000 gals. and the West WWTP treated 293,000 gals. The Town received 7.6 inches of rain in April. The Memar well short testing is complete and awaiting results. The I&I study is underway. The easements for Walnut Street have been obtained and action begin at the end of July. The Town has not received the permit for the EWWTP. Recent notification from MDE is that it could take 9 months to get it. A meeting including site visits for the new WWTP occurred earlier this month.

**PUBLIC WORKS** – Commissioner Dietrick reported:

In addition to what was reviewed in the Water and Sewer Committee report, town crews repaired a leak on East Green Street and 2 leaks in the spring line. They hung the veterans banners, aerated the playing fields and completed hydrant testing. There are valves that need to be repaired prior to mill and overlay commencing in Broodridge South.

**SUSTAINABILITY** – Commissioner Stottlemyer reported:

The pollinator garden looks good. There has been no plant loss. Dr. Paul Leisnham provided the committee a presentation regarding backyard mosquito problems. The committee would like to extend the community compost bin through March 2023. It provides the opportunity to track year-round utilization. It was noted that the compost bin had been stolen. A replacement bin is now chained in place.

**PLANNING COMMISSION** – Commissioner LaPadula reported:

The Planning Commission continues to update to the sign ordinance. The Memorial Hall Site Plan review was pulled as an agenda item due to unresolved issues between the developer and the church next door. The Planning Commission has concerns with approving a site plan with improvements that have not been agreed upon. The Town Board agreed that the Planning Commission does not need approvals from the adjoining property owners to move forward with the Memorial Hall Site Plan review.

**PARKS AND REC. COMMITTEE** – Commissioner Goodman reported:

The cost of memorial benches has increased. The Town has been paying for those cost differences (increased bench price, increase in plaque pricing and costs for concrete etc.). The committee recommends that the person buying the memorial bench should pay for the total cost, even if the cost for materials increase. It was noted that there has been multiple placements of benches along Cone Branch trail and the Remsberg Park trail. Not may benches have been placed along the Wiles Branch Park trail. The ADA swing at Memorial Park has been moved/turned to face east.

**PUBLIC INFORMATION** – Commissioner Falcinelli reported:

Residents are reminded to sign up for the Town email distribution service and Alert Frederick if they have not done so already. The banner reminding residents to “stay connected” to what is happening in Middletown is being hung when there are no other banners scheduled for display. In May, the top five town website pages visited were 1. Middletown Events, 2. Community Calendar, 3. Parks, 4. Business Directory and 5. Town Government.

**NEW BUSINESS:**

**Annual Planning Report** –The yearly required summary report of all planning and zoning activities for 2021 has been completed by the Planning Commission. The Town Board reviewed the draft provided.

**No Parking Sign on Broad Street** – Up to 30 years prior to the Broad Street reconstruction residents along the older section of Broad Street (from the alley north to Main Street) parked along the right side of the street as you face Main Street. It was allowed due to no “No Parking” signs being posted on that street, and “no parking” not being enforced. With the Broad Street reconstruction being completed, “No Parking” signs were installed along both sides of the street in accordance with Town standards, as the street is not wide enough to allow parking on either side. The residents are requesting that street-side parking along the right side of the street in the older section of Broad Street be allowed to continue as before. Parking on the street will force traffic to slow down. Discussion occurred regarding allowing the parking to continue as before versus meeting the Town standards.

**Motion:** Commissioner LaPadula motioned to remove the “No Parking” signs on the right side of Broad Street from the alley up to Main Street because signs were not there previous to the reconstruction and so parking should be grandfathered in as Broad Street did not meet the guidelines previously but will include safety distances regarding line of sight at the corner with Main Street. Seconded by Commissioner Stottlemyer. Motion approved (4-2). Commissioners Dietrick and Falcinelli voted against.

**Wiles Branch Park Dog Park – Gate Access** – The dog park gates are currently not working due to a lighting strike a couple of months ago. The parts to repair the gates are no longer manufactured. The Town will have to upgrade the system. Cost is yet unknown. Discussion ensued as to whether the dog park should become a free amenity that people and their pets would use at their own risks. The cost of repairs and updates to the system, including staff time, is more expensive than the revenue that is generated with the annual \$10 fee for use. Other free dog parks have signs posted with guidelines and use at your own risk/hold harmless statements. More information is needed before a determination can be made.

**COVID Policy Updates** – This is an ever-evolving policy as guidance from the County and CDC change. The CDC currently references OSHA. Current updates are highlighted in yellow. Self-screening was removed. There is a Quarantine/Isolation Calculator link that staff will now have to use. Because of the ever-changing recommendations from the CDC throughout the pandemic several staff members had to use sick leave when they had COVID while other staff

members were paid for their time out with COVID. In fairness it is recommended that all employees get a one-time benefit of up to 40 hours paid leave when they have covid. If a staff member contracts COVID again in the future, they will have to use sick time. It is recommended that those staff members that had to use their sick time be reimbursed those sick hours used.

**Motion:** Commissioner LaPadula motioned to the updated COVID policy as presented and to reimburse those staff members who used their sick time when they had COVID those sick hours used. Seconded by Commissioner Falcinelli. Motion approved (6-0).

**Purchase of Fountain for Heritage Park** – The Town Board reviewed the costs to replace the water fountain at Heritage Park. The fountain suggested is easier for staff and should not break. The cost is \$1369.00. Its design should also prohibit water splashing out.

**Motion:** Commissioner LaPadula motioned to approve the purchase of the water fountain for Heritage Park as presented. Seconded by Commissioner Falcinelli. Motion approved (6-0).

**Community Parks & Playgrounds Grant Applications** – DNR is now accepting grant applications for the Community Parks and Playgrounds (CP&P) Program to be considered for inclusion in DNR's FY24 capital budget request. Commissioner Goodman will provide an update later.

**PUBLIC COMMENTS:** None.

**ANNOUNCEMENTS:**

- *Independence Day Fireworks – July 2, 2022 at Middletown Park*

Meeting adjourned at 8:50 PM.

Respectfully submitted,

Annette Alberghini,  
Office Manager





Larry Hogan, Governor  
Boyd Rutherford, Lt. Governor  
Jeannie Haddaway-Riccio, Secretary  
Allan Fisher, Deputy Secretary

June 2022

Dear Maryland municipal corporations and Baltimore City,

The Maryland Department of Natural Resources is now accepting grant proposals for the Community Parks and Playgrounds (CP&P) Program. These proposals will be reviewed and considered for inclusion in the Department's FY 2024 capital budget request.

Maryland's CP&P Program is designed to restore existing and create new park and green space systems in Maryland's cities and towns. The Community Parks and Playgrounds Program provides flexible grants to municipalities to respond to the unmet need for assistance to rehabilitate, expand or improve existing parks, create new parks, develop environmentally oriented parks and recreation projects, or purchase and install playground equipment in older neighborhoods and intensely developed areas throughout the state.

The CP&P Program FY 2024 Grant Proposal Guide and all application materials are available at <http://dnr.maryland.gov/land/Pages/ProgramOpenSpace/CP&P-Grant-Process.aspx>. If you would like to apply for CP&P project assistance, please provide the following items: Grant Proposal List, Community Parks and Playgrounds Application and Project Agreement, Project Details, and Supporting Documents. Please e-mail all required forms and attachments by 3:00 p.m. on August 24, 2022 to the program administrator for your County.

After reviewing the online information, if you have any questions concerning the CP&P Program or would like a printed copy of the materials, please contact your Program Administrator on the list below. We look forward to working with you to enhance the quality of life in your communities through environmentally sustainable park and recreation facilities.

Sincerely,

Margaret Lashar  
Local Grants Supervisor  
Land Acquisition and Planning

**Community Parks and Playgrounds Program Administrators:**

**Tiffany DePaoli** | [tiffanyr.depaoli@maryland.gov](mailto:tiffanyr.depaoli@maryland.gov) | 667-270-0786  
Allegany, Baltimore, Carroll, Frederick, Garrett, Harford, and Washington Counties

**Margaret Lashar** | [margaret.lashar@maryland.gov](mailto:margaret.lashar@maryland.gov) | 410-260-8427  
Anne Arundel, Calvert, Charles, Howard, and St. Mary's Counties, and Baltimore City

**Michael McQuarrie** | [michael.mcquarrie@maryland.gov](mailto:michael.mcquarrie@maryland.gov) | 410-279-8147  
Caroline, Cecil, Dorchester, Kent, Montgomery, Prince George's, Queen Anne's, Somerset, Talbot, Wicomico, and Worcester Counties



Larry Hogan, Governor  
Boyd Rutherford, Lt. Governor  
Jeannie Haddaway-Riccio, Secretary  
Allan Fisher, Deputy Secretary

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## MEMORANDUM

To: Local Jurisdictions

From: Land Acquisition and Planning Unit (LAP), Maryland Department of Natural Resources

Re: Program Open Space Stateside Grants to Local Jurisdictions

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### Background:

In certain circumstances, the Maryland Department of Natural Resources (DNR) may assist local jurisdictions with the acquisition of land for locally-owned and -operated parks by providing a Program Open Space (POS) Stateside grant in addition to POS Local grant funds. A POS Stateside grant to a local jurisdiction may be considered by DNR if all other POS Local acquisition funds have been spent or are obligated and the funding is needed to bridge the gap in order to acquire the property for a local park. In exchange for a POS Stateside grant, a POS Stateside conservation easement may be required to provide added protection for the State's investment in the locally-owned property. The easement terms may require public access and promote conservation activities where possible.

### Procedures:

- Municipalities contact the county government to request POS Local grant funds for the acquisition project.
- Contact your POS Local Administrator with the following information:
  - Property Description (property address, maps, sdat information)
  - Estimated acquisition cost.
  - Amount of POS Local and other fund sources contributing towards the acquisition (if not using your total unencumbered POS Local acquisition funds, provide a list of projects in the pipeline and dates that applications will be submitted to DNR). POS Local funds must be included in the project to be eligible for a POS Stateside grant.
  - Requested amount of POS Stateside funding. Please note that POS Stateside funds should be the last dollars in a project and local jurisdictions should explore all funding options.
  - POS Local must be included in the project for a POS Stateside grant to be considered.
- The POS Local Administrator will coordinate with the Stateside Administrator to run an internal review on the property to evaluate the conservation attributes.
- If it is determined the proposed acquisition is eligible for a Stateside grant, the local jurisdiction will be asked to submit a POS Local Acquisition Application and Project Agreement with supporting documentation.

- The POS Local application will be reviewed according to POS Local guidelines. In addition, the appraisals will be reviewed by LAP's Chief Review Appraiser to ensure the State investment is protected.
- The POS Stateside grant request will then be reviewed by the Director of Land Acquisition and Planning (LAP) and the Secretary of DNR. If approved, the project will proceed to the next steps. All POS funds are subject to Board of Public Works approval.
- LAP will send an acknowledgement letter to the applicant and notification to the Legislators within the property's district.
- The POS Stateside Administrator will work with the local jurisdiction on drafting the conservation easement for the property.
- LAP submits the project through the Maryland Department of Planning's and DNR's Clearinghouse Review.
- LAP submits the project to the Maryland Board of Public Works (BPW) for a commitment of funds.
- If the grant funding is approved, LAP notifies the applicant of BPW approval and the applicant may proceed with the project.
- Applicant completes project and submits reimbursement request and supporting documentation to LAP for reimbursement.
- The conservation easement will be monitored by DNR at least every three years.

For questions, please contact your POS Local Administrator:

**Tiffany DePaoli** | [tiffanyr.depaoli@maryland.gov](mailto:tiffanyr.depaoli@maryland.gov) | 667-270-0786  
Allegany, Baltimore, Carroll, Frederick, Garrett, Harford, and Washington Counties

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Caroline, Cecil, Dorchester, Kent, Montgomery, Prince George's, Queen Anne's, Somerset, Talbot, Wicomico, and Worcester Counties



# Maryland's Community Parks & Playgrounds Program

## FY 2024 GRANT PROPOSAL GUIDE

Maryland Department of Natural Resources  
Land Acquisition and Planning  
Tawes Office Building, E-4  
580 Taylor Avenue  
Annapolis, MD 21401

Program Administrators:

**Tiffany DePaoli** | [tiffanyr.depaoli@maryland.gov](mailto:tiffanyr.depaoli@maryland.gov) | 667-270-0786  
Allegany, Baltimore, Carroll, Frederick, Garrett, Harford, and Washington Counties

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Caroline, Cecil, Dorchester, Kent, Montgomery, Prince George's, Queen Anne's, Somerset, Talbot, Wicomico, and Worcester Counties

Visit our website for more information and up-to-date news:  
<http://dnr.maryland.gov/land/Pages/ProgramOpenSpace/cpp.aspx>

# Community Parks & Playgrounds (CP&P) Program Grants Proposal Guide

## A. Program Description and Requirements

### 1. Purpose

The Community Parks and Playgrounds Program provides grant funding assistance to restore existing park and green space systems and create new park and green space systems in the municipal corporations of the state and Baltimore City.

### 2. Source of Funds

The source of funds for this program is primarily State General Obligation Bonds, which may be authorized on an annual basis.

### 3. Administration of the Funds

The Department of Natural Resources (DNR) administers the Community Parks and Playgrounds Program per Natural Resources Article § 5-9C-02. DNR staff prepares and distributes application materials to municipalities and Baltimore City, conducts grant writing workshops if necessary, and provides background information and analysis on applications.

### 4. General requirements

The Community Parks and Playgrounds Program provides funding to incorporated municipalities and Baltimore City. Grants may be for up to 100% of the project cost and are selected on a competitive basis. Each applicant will be limited to one (1) **Grant Proposal List** submission package, which may contain one or more prioritized projects, per award cycle. Non-profit organizations are encouraged to partner with applicants in project sponsorship and implementation.

### 5. Types of Projects Funded

Activities eligible for funding include, but are not limited to:

- 1) development of new parks
- 2) rehabilitation of existing parks
- 3) expansion or improvement of existing parks
- 4) purchase and installation of playground equipment
- 5) development of environmentally oriented parks and recreation projects
- 6) development of new trails or extension of existing trails
- 7) creation of access points to water recreation resources
- 8) acquisition of land to create new parks

#### Notes:

- The Department of Natural Resources works to provide opportunities for Marylanders, especially our children, to experience nature. The Department has developed a web site <http://dnr.maryland.gov/pgc/Pages/NPS/index.aspx> that provides information about Nature Play Spaces. Nature Play Spaces are one of the many types of public recreation projects eligible for consideration for Community Parks and Playgrounds grant funding.
- While land acquisition costs may be considered for project funding, the highest priority will be placed on capital costs associated with park development and improvement.

### 6. Specific Project Eligibility Requirements:

- 1) Projects are within the applicant's jurisdiction and the applicant holds the rights to develop on the property.
- 2) Applicant demonstrates the capacity to plan, implement and maintain the project (sufficient and qualified staff or contractor, effective administrative procedures and systems, evidence of past success, etc.)

- 3) Applicant is ready to begin design/construction immediately after Board of Public Works approval and complete the project in a timely manner.
- 4) Project is consistent with National Playground Safety Standards and the Americans with Disabilities Act (<https://www.ada.gov/>.)
- 5) Applicant ensures that project site addresses any stormwater drainage issues and discharge requirements.
- 6) Sustainability and energy efficiency are always key elements as projects are considered for Community Parks and Playgrounds grant funding. Please ensure that any proposed lighting is energy efficient and reduces light spill-over to the maximum extent possible.
- 7) Development projects must have a *minimum twenty (20) year life span*. Projects must be properly maintained to be in a safe and usable state for access by all members of the public. If the grantee fails to do so, the grantee, at no expense to the State, will replace the project with a project of equal or greater public recreational/ open space and monetary value approved by the Community Parks and Playgrounds Program.
- 8) Land acquired under a state grant from the Community Parks and Playgrounds Program must be maintained in perpetuity. Conversion of use of land will require replacement with land of equal or greater recreational use, acreage, and equal or greater monetary value approved by the Community Parks and Playgrounds Program.

## **B. Proposal Review and Selection**

Awards will be competitive in nature. DNR staff will review complete applications. Projects will be evaluated based on: consistency with Community Parks and Playgrounds Program's purpose, eligibility requirements and criteria, the applicant's **Project Details** responses, as well as the status of any previously awarded grants. DNR staff will make recommendations for grant selections. Once reviewed by DNR, recommended projects will be forwarded to the Department of Budget and Management for possible inclusion in the Governor's Budget proposal. Once the budget is approved by the Legislature and the fiscal year begins, the selected projects will be submitted for State Clearinghouse review and to the Board of Public Works for final approval.

Although the Community Parks and Playgrounds selection criteria and funding will be used for these projects, the applicant's management and maintenance responsibilities will be the same as those associated with projects receiving Program Open Space Local funding.

## **C. Notification of Award**

DNR will send a letter of award to the applicant for each approved project. Approved grant recipients may be required to submit a revised itemized budget if one is requested. Award funds may only be used for the project as submitted and approved by DNR and the Board of Public Works.

## **D. Monitoring, Evaluation, and Award Disbursement**

DNR staff will monitor local progress in accordance with stated timelines, performance criteria and goals set forth in each approved project and the standards and policies of the Community Parks and Playgrounds Program. Community Parks and Playground projects are to be administered in accordance with the Program Open Space (POS) Local Grants Manual.

Community Parks and Playgrounds is a reimbursable grant program. DNR will reimburse the applicant for the approved project costs when proper documentation is provided with the reimbursement request for individual component projects. Reimbursement for actual project costs of any component will at no time exceed the Board of Public Works approved funding amount.

## E. Project Proposal Format and Submission Process:

1. List all proposed projects and funding requests on the **Grant Proposal List** and *sign* the **Declaration of Adherence to Award Conditions/Requirements**.
2. Complete a **Community Parks and Playgrounds Application and Project Agreement** for each project listed on the **Grant Proposal List**. Sign and date the original application.
3. Complete **Project Details** for each project listed on the **Grant Proposal List**. Number and label each item. Responses may not exceed a total of five (5) pages in length.
4. Assemble all **Supporting Documents**.
5. Contact your Program Administrator, if needed, to review the required attachments.
6. Complete application packages must include:

A **Grant Proposal List** with the signed **Declaration and Adherence to Award Conditions/Requirements** (must be signed by person with signatory authority to act on behalf of the local jurisdiction);

and for each proposed project on the **Grant Proposal List**:

- a completed **Community Parks and Playgrounds Application and Project Agreement** form;
- a completed **Project Details** form with a proposed/estimated project schedule; and
- the requisite attachments listed in **Supporting Documents**, including photographs of the park or proposed area for improvement, as applicable.

*Please be advised that incomplete or late applications may not be considered for funding.*

7. Applications are due on **Wednesday, August 24, 2022 by 3:00 p.m. and must be e-mailed to the Program Administrator for your County:**

**Tiffany DePaoli** | [tiffanyr.depaoli@maryland.gov](mailto:tiffanyr.depaoli@maryland.gov) | 667-270-0786

Allegany, Baltimore, Carroll, Frederick, Garrett, Harford, and Washington Counties

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Caroline, Cecil, Dorchester, Kent, Montgomery, Prince George's, Queen Anne's, Somerset, Talbot, Wicomico, and Worcester Counties

## F. Anticipated Program Timeline

<b>May 2022</b>	Proposal requests announced.
<b>August 24, 2022</b>	Applications due by 3:00 p.m.
<b>May/June 2023</b>	Awards Announced and Notifications E-Mailed (subject to budget allocation and approval)

<http://dnr.maryland.gov>

The facilities and services of the Maryland Department of Natural Resources are available to all without regard to race, color, religion, sex, sexual orientation, age, national origin or physical or mental disability.

This document is available in alternative format upon request from a qualified individual with a disability.



**Community Parks and Playgrounds (CP&P) Program**

**FY2024 Grant Proposal List**

**APPLICANT INFORMATION:**

APPLICANT: \_\_\_\_\_

(Name of Municipality or Baltimore City)

**PROPOSED PROJECT(S):**

For each project listed, please provide a complete application packet.

List PRIORITY (#1 highest, etc.)	PROJECT TITLE	FUNDS REQUESTED
1.		\$



**DECLARATION OF ADHERENCE TO AWARD  
CONDITIONS/REQUIREMENTS**

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I have read and agree to adhere to all award eligibility requirements and conditions for all submitted projects including:

1. All projects must be consistent with *National Playground Safety Standards* and with the *Americans with Disabilities Act*.
2. All projects must have a *minimum twenty (20) year life span*. Conversions of project use will require replacement with a project of equal or greater recreational use, acreage (in the case of acquisition projects) and equal or greater monetary value approved by the Community Parks and Playgrounds Program.
3. All projects are within the applicant's jurisdiction and the applicant holds the right to develop on the property.

**LOCAL GOVERNMENT AUTHORIZATION**

Community Parks and Playgrounds projects are to be administered in accordance with the Program Open Space (POS) Grants Manual. As the authorized representative of this Political Subdivision, I read the terms of the "Project Agreement and General Conditions" of the POS Grants Manual and I agree to perform all work in accordance with the Manual, POS Law and Regulations, Special Conditions of the Community Parks and Playgrounds Program and with the attachments included herewith and made a part thereof.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**

**Maryland Department of Natural Resources  
Community Parks and Playgrounds (CP&P) Program**

**Community Parks and Playgrounds Application and Project Agreement**

CPP PROJECT #

(DNR Use Only)

**1. PROJECT INFORMATION:** Please fill out all sections of the form completely unless otherwise indicated.

PARK NAME \_\_\_\_\_

PROJECT NAME \_\_\_\_\_

**2. APPLICANT:**

\_\_\_\_\_/\_\_\_\_\_  
(Municipality or Baltimore City)

\_\_\_\_\_  
(Specify County)

**3. APPLICANT'S  
FEDERAL ID #:** \_\_\_\_\_

**LAST CP&P GRANT  
ISSUED ON THIS SITE #** \_\_\_\_\_

**4. PROJECT LOCATION:** Please identify all applicable parcels.

Street Address: \_\_\_\_\_

City/Town \_\_\_\_\_

County \_\_\_\_\_

Zip Code \_\_\_\_\_

County Tax Map \_\_\_\_\_

Grid \_\_\_\_\_

Parcel \_\_\_\_\_

Lot \_\_\_\_\_

SDAT Account Identifier \_\_\_\_\_

MD Legislative District \_\_\_\_\_

District-Subdivision-Account Number or Ward-Section-Block-Lot (as applicable)

**5. PROJECT DESCRIPTION:** Descriptions are written into the agenda item, which is presented to the Maryland Board of Public Works for approval. Please explain the proposed project and be specific. Why is it being done and how does it relate to local recreation needs? Is it a new development or does it build upon an existing facility? Provide all of the information that you feel is necessary to explain and justify the project and to convince the approving agencies that it is a worthwhile project. Attach a separate sheet, if necessary.

**6. PROJECT FUNDING:**

CP&P FUNDS REQUESTED: \$ \_\_\_\_\_ %

LOCAL FUNDS: \$ \_\_\_\_\_ %

OTHER FUNDS: \$ \_\_\_\_\_ % (Specify Source/Type) \_\_\_\_\_

TOTAL PROJECT COST: \$ \_\_\_\_\_ 100 %

**7. PROJECT PERIOD:** From: \_\_\_\_\_ Date of Letter of Acknowledgement (DNR Use Only)

To: \_\_\_\_\_ Estimated Date of Completion (Must be filled in by Applicant)

**8. LOCAL PROJECT COORDINATOR:**

(Print Name)	(Title)	(Department)	(Organization)	
(Mailing Address)		(City)	(State)	(Zip)
(Phone Number)	(Mobile Number)	(Email Address)		

**9. ITEMIZED DETAILED COST ESTIMATE:** Round to the nearest dollar.

ITEM NO.	ITEM DESCRIPTION	ESTIMATED COST
1.	<b>Community Parks and Playgrounds Acknowledgement Sign</b> Sample text: "A Maryland Department of Natural Resources, Community Parks and Playgrounds Program assisted project"	
<b>TOTAL DEVELOPMENT COSTS:</b>		

**10. LOCAL GOVERNMENT AUTHORIZATION:**

Community Parks and Playgrounds projects are to be administered in accordance with the Program Open Space (POS) Grants Manual. As the authorized representative of this Political Subdivision, I read the terms of the "Project Agreement and General Conditions" of the POS Grants Manual and I agree to perform all work in accordance with the Manual, POS Law and Regulations, Special Conditions of the Community Parks and Playgrounds Program and with the attachments included herewith and made a part thereof.

(Signature)	(Print Name)	(Print Title)	(Date)
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**PROGRAM ADMINISTRATIVE REVIEW:** (DNR Use Only)

11. ON-SITE INSPECTION	DATE _____	BY _____
12. DEPARTMENT OF NATURAL RESOURCES APPROVAL:		
(Signature)	(BPW Approval Date)	(Agenda Item No.)

**Maryland Department of Natural Resources  
Community Parks and Playgrounds (CP&P) Program**

**Project Details**

**Project Title:** \_\_\_\_\_

**1. Please explain the public need for the proposed project:** Explain why this project is being developed/acquired and how it relates to other local facilities/plans.

**2. Please explain the public benefits associated with the proposed project:** How do these benefits address the purpose of the Community Parks and Playgrounds Program?

**3. Please explain the low impact development techniques incorporated in the proposed project:** What measures are being used to minimize the effect of stormwater runoff? What environmentally sensitive materials and/or green building techniques are being used in your proposed project?

**4. Please provide a proposed project schedule, if funds are awarded:**

Design Start Date: \_\_\_\_\_ \* if applicable

Design End Date: \_\_\_\_\_ \* if applicable

Construction/Installation Start Date: \_\_\_\_\_

Construction/Installation End Date: \_\_\_\_\_

**Maryland Department of Natural Resources  
Community Parks and Playgrounds (CP&P) Program**

**Supporting Documents**

The following attachments must be provided for each project application:

Elements	Description	Comments
Attachment #1	City/County Road Map	8 ½" x 11" Map with project location marked in red.
Attachment #2	Site Plan	The site plan of the entire area. Outline in red on each copy major items to be developed under this application. Label all facilities as either EXISTING at the time of application or PROPOSED for development in this project or future development.
Attachment #3	Local Planning Agency Approval and Infrastructure Review.	Certifies consistency with existing plans and addresses relationship of project with water, sewer, storm water, roads, school, or other facilities or plans for facilities.
Attachment #4	Compliance with Reforestation Law and Site specific plan.	If the scope of the planned disturbance requires it.
Attachment #5	Floor Plan	A floor plan of each enclosed building being proposed under this project.
Attachment #6	Project Photographs	Labeled photographs of existing equipment if applicable and area(s) proposed for development.
Attachment #7	Deed, SDAT, Lease, or Joint Use Agreement* <a href="http://dnr.maryland.gov/land/Documents/POS/pos_cpp_joint_use_agreement.pdf">http://dnr.maryland.gov/land/Documents/POS/pos_cpp_joint_use_agreement.pdf</a>	Fee simple title, 20 year lease, or Joint-Use Agreement (one copy with original application only).
Attachment #8	Retention of Rights Explanation	If applicable, when not owned in fee simple.
Attachment #9	Two (2) independent appraisals	For acquisition projects only.

Community Parks and Playgrounds projects are to be administered in accordance with the Program Open Space (POS) Grants Manual. Please refer to the POS Grants Manual [http://dnr.maryland.gov/land/Documents/POS/localposmanual\\_2006.pdf](http://dnr.maryland.gov/land/Documents/POS/localposmanual_2006.pdf) for further details on the required attachments.

For each proposed project, a complete application packet includes a Community Parks and Playgrounds Application and Project Agreement form, a Project Details form with a proposed/estimated project schedule, and the requisite attachments listed in Supporting Documents above.

\* If the applicant is not the deeded owner of the property where the project is proposed, the applicant must either have a long-term lease for the property (with 20 years remaining) or enter into a DNR Joint Use Agreement with the property owner to conduct the project.

# Middletown Glen Homeowners Association, Inc.

May 19, 2022 Meeting

## Board Members:

Brennen Wright – President – Absent  
Dan Ward – Vice President – Present  
Ashley Harkins – Secretary – Present  
Brian Benjaminson – MAL – Present  
Colonel Jim Damato – Treasurer – Absent

## Management:

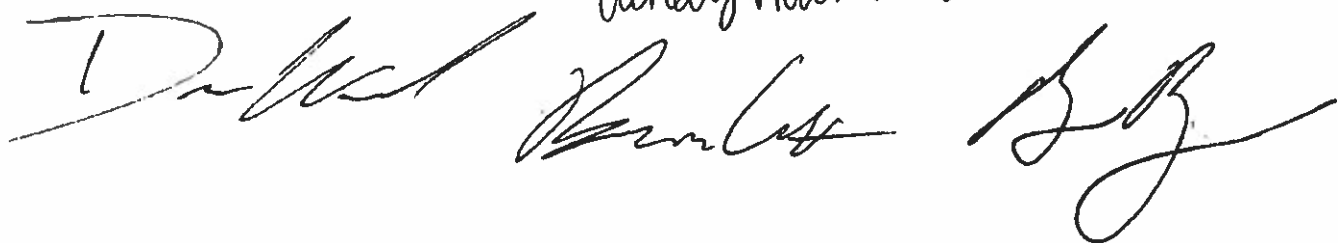
Dayna Callow, CMCA

## I. Action Items:

- Addition of two Stop Signs: Management received a request for the addition of 2 stop signs at the intersection of Dean Lane and Ingalls Drive which would turn the intersection into a 3-way stop. The following reasons for the request were as follows.
  1. Pedestrian safety - There are two crosswalks at that intersection for which there is only one stop sign on Dean Lane and there have been far too many close calls of drivers not stopping for children as well as adults in the crosswalks.
  2. Reduce speeding along that stretch of Ingalls Drive (delivery drivers in their large trucks are the number one offenders). The speeders are primarily coming from the direction of the school side of Ingalls towards the dead end of Ingalls.
  3. This intersection is the only one in the neighborhood without a 3-way stop.
  4. With street parking allowed along this portion of Dean Lane parked vehicles can cause blind spots for vehicles turning onto Dean from Ingalls. While children and adults are supposed to use the crosswalks it doesn't always happen and last week a car turning right onto Dean from Ingalls came close to hitting a child who popped into the street from behind a car parked on the corner.
- Dan Ward made a motion to approve the request and submit to the Town of Middletown for their approval. The motion passed unanimously

Respectfully submitted by, Dan Ward and Ashley Harkins

Ashley Harkins

The image shows three handwritten signatures in black ink. The first signature on the left is 'Dan Ward', the middle one is 'Ashley Harkins' (written above the line), and the one on the right is 'Brian Benjaminson'. The signatures are written in a cursive, flowing style.



**No  
Commercial  
Vehicles or  
Vehicles with  
Signage  
of any kind  
Violators  
will be towed**



No  
Commercial  
Vehicles or  
Vehicles with  
Sprays

**2021 AUTHORIZED  
PARKING ONLY**  
**VIOLATORS TOWED AT OWNER'S EXPENSE TO  
ALLY CAT TOWING & RECOVERY, LLC**  
**5850 Urbana Pike, Frederick, MD**  
**(301) 639-9716**  
**Office Hours: Monday - Friday, 8AM - 5PM**  
**MAXIMUM TOWING CHARGE:**  
**CARS & TRUCKS UNDER 10,000 LBS. GVW \$250.00**  
**TRUCKS UP TO 26,000 LBS GVW \$400.00**  
**TRUCKS OVER 26,000 LBS GVW \$750.00**  
**VEHICLES AVAILABLE FOR PICK-UP 24 HOURS A DAY**  
**AFTER HOUR RELEASE FEE:**