



AGENDA FOR THE TOWN MEETING

July 9, 2018

7:00 p.m.

REVISED

PLEDGE TO THE FLAG

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

CALL TO ORDER

CONSENT AGENDA

- [Financial Statements](#)
- Town Meeting Minutes
 - [June 7, 2018 – Public Hearing & Town Workshop](#)
 - [June 25, 2018 – Town Meeting](#)

PERSONAL REQUESTS FOR AGENDA:

UNFINISHED BUSINESS:

- Introduction of Ordinances & Schedule of Public Hearing
 - [Ordinance No. 18-06-01 – Amendments to the Demolition Ordinance Requirements](#)
 - [Ordinance No. 18-06-02 – Amendments to the Storage Container Ordinance Approval Requirements](#)
- Review of Capital Improvements Program (CIP) Budgets
 - [General Fund](#)
 - [Water & Sewer Fund](#)

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:

- [Request for a Waiver of the Water Service Connection Policy for 116 West Main Street](#)

PUBLIC COMMENTS:

ANNOUNCEMENTS:

- *Green Talks – Composting Basics, Saturday, July 14, 2018 at the Middletown Library from 12:30PM to 1:30PM*
- *Movie Night in the Park – “Jumanji – Welcome to the Jungle”, Friday, July 27, 2018 at 7:00PM*

ADJOURNMENT

Executive Session – Review of Employee Evaluations

Town of Middletown
Statement of Revenue & Expenditures
 General Fund
 Fiscal Year 2018
 For the 12 Months Ended June 30, 2018

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
REVENUE			
LOCAL TAX			
Real Property	\$ 1,253,427	\$ 1,285,120	\$ 31,693
Tangible Personal Property	38,248	49,437	11,189
Public Utilities	9,827		(9,827)
Franchise (Cable)	50,615	54,760	4,145
Penalties & Interest	<u>10,544</u>	<u>101</u>	<u>(10,443)</u>
	\$ 1,362,661	\$ 1,389,418	\$ 26,757
STATE SHARED TAX			
Admission & Amusement	\$ 21,526	\$ 17,474	\$ (4,052)
Highway Gasoline & Licenses	<u>160,606</u>	<u>144,854</u>	<u>(15,752)</u>
	\$ 182,132	\$ 162,328	\$ (19,804)
COUNTY SHARED TAX			
Income Taxes	\$ 896,179	\$ 1,034,356	\$ 138,177
Tax Equity Grant	<u>610,423</u>	<u>610,423</u>	
	\$ 1,506,602	\$ 1,644,779	\$ 138,177
LICENSES AND PERMITS			
Business / Traders	\$ 4,900	\$ 6,382	\$ 1,482
Planning / Zoning Fees	<u>27,950</u>	<u>13,162</u>	<u>(14,788)</u>
	\$ 32,850	\$ 19,544	\$ (13,306)
PARKS AND RECREATION			
Pavillion Fees	<u>\$ 3,158</u>	<u>\$ 4,008</u>	<u>\$ 850</u>
	\$ 3,158	\$ 4,008	\$ 850
POLICE PROTECTION			
State Grant	<u>\$ 26,187</u>	<u>\$ 19,675</u>	<u>\$ (6,512)</u>
	\$ 26,187	\$ 19,675	\$ (6,512)
MISCELLANEOUS			
Bank Shares Grant	\$ 2,500	\$ 1,491	\$ (1,009)
Miscellaneous & Donations		<u>989</u>	<u>989</u>
	\$ 2,500	\$ 2,480	\$ (20)
OPERATING REVENUES	\$ 3,116,090	\$ 3,242,232	\$ 126,142
State Grants & Interest	\$ 78,703	\$ (28,993)	\$ (107,696)
TOTAL REVENUE	\$ 3,194,793	\$ 3,213,239	\$ 18,446

Town of Middletown
Statement of Revenue & Expenditures
 General Fund
 Fiscal Year 2018
 For the 12 Months Ended June 30, 2018

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<u>EXPENDITURES</u>			
<u>LEGISLATIVE</u>			
Commissioner's Salary	\$ 16,500	\$ 15,000	\$ (1,500)
Communications	9,480	3,983	(5,497)
Dues & Subscriptions	7,400	6,486	(914)
Office Supplies & Exp	7,500	6,805	(695)
Advertising	2,500		(2,500)
Meetings & Conventions	<u>15,000</u>	<u>12,840</u>	<u>(2,160)</u>
	\$ 58,380	\$ 45,114	\$ (13,266)
<u>EXECUTIVE</u>			
Burgess Salary	<u>\$ 10,200</u>	<u>\$ 9,350</u>	<u>\$ (850)</u>
	\$ 10,200	\$ 9,350	\$ (850)
<u>ELECTION</u>			
Clerk Fees	\$ 450	\$ 560	\$ 110
Other Administrative Expenses	<u>250</u>	<u>122</u>	<u>(128)</u>
	\$ 700	\$ 682	\$ (18)
<u>GENERAL SERVICES</u>			
<u>ADMINISTRATION</u>			
Administrative Salary	\$ 254,512	\$ 266,645	\$ 12,133
Postage & Printing	200	13	(187)
Communications	7,205	9,960	2,755
Computer Expenses	29,512	68,325	38,813
Office Supplies & Exp	27,953	37,219	9,266
Office Maintenance	29,600	32,248	2,648
Dues & Subscriptions	150	(1)	(151)
Professional Services	4,600	561	(4,039)
Meetings & Conventions	100	4	(96)
Water and Sewer Grant		<u>(1)</u>	<u>(1)</u>
	\$ 353,832	\$ 414,973	\$ 61,141
<u>OPERATIONS</u>			
Operations Salary	\$ 231,766	\$ 255,645	\$ 23,879
Communications	9,000	8,907	(93)
Supplies & Expenses	17,960	23,015	5,055
Dues & Meetings		491	491
Maintenance & Repairs	28,173	18,889	(9,284)
Tools & Equipment	<u>2,544</u>	<u>7,907</u>	<u>5,363</u>
	\$ 289,443	\$ 314,854	\$ 25,411
<u>PROFESSIONAL SERVICES</u>			
Independent Accounting	\$ 16,000	\$ 13,475	\$ (2,525)

Town of Middletown
Statement of Revenue & Expenditures
 General Fund
 Fiscal Year 2018
 For the 12 Months Ended June 30, 2018

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
Legal - Development		\$ 2,427	\$ 2,427
Legal - Ordinances	7,388	6,123	(1,265)
	<u>\$ 23,388</u>	<u>\$ 22,025</u>	<u>\$ (1,363)</u>
 <u>PLANNING & ZONING</u>			
Salary & Fees	\$ 51,797	\$ 49,691	\$ (2,106)
Other Expenses	1,778	2,208	430
	<u>\$ 53,575</u>	<u>\$ 51,899</u>	<u>\$ (1,676)</u>
 <u>MAIN STREET PROGRAM</u>			
Manager Salary	\$ 45,482	\$ 45,724	\$ 242
Town Contribution	10,000	12,502	2,502
	<u>\$ 55,482</u>	<u>\$ 58,226</u>	<u>\$ 2,744</u>
 <u>PUBLIC SAFETY</u>			
Fire Dept. Donation	\$ 20,000	\$ 20,000	
School Crossing Guards	16,338	17,875	1,537
Community Deputy Program	385,232	289,589	(95,643)
	<u>\$ 421,570</u>	<u>\$ 327,464</u>	<u>\$ (94,106)</u>
 <u>SANITATION & WASTE REMOVAL</u>			
Resident Trash & Yard Waste	\$ 271,796	\$ 258,894	\$ (12,902)
 <u>RECREATION AND CULTURE</u>			
Park Salary	45,030	37,567	(7,463)
Park Electric	1,175	6,204	5,029
Remsberg Park Electric			
Maintenance & Repairs	37,490	41,701	4,211
Mowing	32,319	22,747	(9,572)
Remsberg Park - Interest	7,906	7,906	
Remsberg Park - Principal	115,643	115,643	
	<u>\$ 239,563</u>	<u>\$ 231,768</u>	<u>\$ (7,795)</u>

Town of Middletown
Statement of Revenue & Expenditures
 General Fund
 Fiscal Year 2018
 For the 12 Months Ended June 30, 2018

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<u>HIGHWAYS AND STREETS</u>			
Salary	\$ 71,266	\$ 82,056	\$ 10,790
Street Lighting	203,160	156,342	(46,818)
Storm Water Management	7,800	2,167	(5,633)
Snow Removal	83,100	75,640	(7,460)
Repairs & Resurfacing	92,000	37,959	(54,041)
Signs	12,400	10,459	(1,941)
Truck Repair & Operation	42,600	16,489	(26,111)
Equipment Repairs & Ops	26,675	12,576	(14,099)
Mowing	33,440	31,720	(1,720)
Interest	59,874	5,944	(53,930)
West Green St - Principal	<u>79,300</u>	<u>65,960</u>	<u>(13,340)</u>
	\$ 711,615	\$ 497,312	\$ (214,303)
<u>OTHER EXPENSES</u>			
MT Historical Society - CIP	\$ 5,000	\$ 5,000	
Donations	100		(100)
Travel - Mileage	2,732	1,027	(1,705)
Community Events	33,140	51,318	18,178
Payroll Taxes	58,923	56,119	(2,804)
Insurance - Property	14,445	14,891	446
Insurance - Employee	136,214	151,398	15,184
Retirement/Pension	68,184	57,945	(10,239)
Web Page & Directory	3,890	2,979	(911)
Real Estate Taxes	800	1,679	879
Other	<u>3,500</u>	<u>3,173</u>	<u>(327)</u>
	\$ 326,928	\$ 345,529	\$ 18,601
TOTAL EXPENDITURES	\$ 2,816,472	\$ 2,578,090	\$ (238,382)
INCOME (LOSS) Exc. Cash Reserves	\$ 378,321	\$ 635,149	\$ 256,828
CASH RESERVES	\$ 881,203	\$ 167,236	\$ (713,967)
SURPLUS / (DEFICIT)	<u>\$ 1,259,524</u>	<u>\$ 802,385</u>	<u>\$ (457,139)</u>

Town of Middletown
CIP Funds & Expenditures
 General Fund
 Fiscal Year 2017
 For the 12 Months Ended June 30, 2018

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
OPERATING REVENUE			
Revenue	\$ 3,116,090	\$ 3,242,232	\$ 126,142
OPERATING EXPENSES			
Expenses	2,816,472	2,578,090	(238,382)
OPERATING SURPLUS (DEFICIT)	\$ 299,618	\$ 664,142	\$ 364,524
<u>OTHER FUND</u>			
POS - Development	\$ 76,500	\$ 993	\$ (75,507)
Community Legacy Grants	64,000		(64,000)
RETAINED EARNINGS	353,739		(353,739)
Interest	2,203	(29,986)	(32,189)
Improvement Fees	<u>241,500</u>	<u>169,000</u>	<u>(72,500)</u>
TOTAL OTHER FUNDS	\$ 737,942	\$ 140,007	\$ (597,935)
TOTAL FUNDS AVAILABLE	\$ 1,037,560	\$ 804,149	\$ (233,411)
<u>CIP PROJECTS & PURCHASES</u>			
SHA Streetscape Lighting	\$ 175,000	\$ 38,958	\$ (136,042)
Locust Blvd & Court Road Reconst	207,500	491,642	284,142
Lombardy Court - Selective Patch	125,000	92,511	(32,489)
Washington Street Retaining Wall	10,000	9,940	(60)
Young Branch Dr Mill and Overlay	130,000	106,687	(23,313)
Foxfield Swale Reconstruction	15,000	2,900	(12,100)
Maintenance Shop Expansion	75,000		(75,000)
Pedestrian Safety Improvements	75,000	39,459	(35,541)
Wayfinding Signs	8,750	4,306	(4,444)
Remsberg Park Walking Trail and	87,000	100,332	13,332
Remsberg Park Precast Bathroom	40,000		(40,000)
Memorial Park Playground Replace	36,000	56,500	20,500
Heritage Park (MVB Property)	31,883		(31,883)
Heritage Museum	39,000	17,883	(21,117)
Befco Slit Seeder	8,000		(8,000)
Municipal HVAC Replacement	30,000		(30,000)
Municipal Boiler Replacement	35,000		(35,000)
IT Lease - Computers, Servers, P	37,000	6,538	(30,462)
GMC Truck Body Replacement	<u>17,204</u>	<u>19,940</u>	<u>2,736</u>
	\$ 1,182,337	\$ 987,596	\$ (194,741)
OPERATING & CIP SURPLUS (DEFICIT)	\$ (144,777)	\$ (183,447)	\$ (38,670)

Town of Middletown
CIP Funds & Expenditures
 General Fund
 Fiscal Year 2017
 For the 12 Months Ended June 30, 2018

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
Cash Reserves	\$ 881,203	\$ (29,574)	\$ (910,777)
TOTAL CASH SURPLUS	<u>\$ 736,426</u>	<u>\$ (213,021)</u>	<u>\$ (949,447)</u>

Town of Middletown
CIP FUNDS and EXPENDITURES
WATER & SEWER
Fiscal Year 2018
For the 12 Months Ended June 30, 2018

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
FUNDING SOURCES			
Operating Revenue	\$ 1,228,131	\$ 1,240,819	\$ 12,688
Operating Expenses	1,118,967	1,139,368	20,401
OPERATING SURPLUS (DEFICIT)	\$ 109,164	\$ 101,451	\$ (7,713)
Cash Reserves	\$ 579,778	\$ 534,305	\$ (45,473)
Debt Service Fee - New Homes	149,600	148,100	(1,500)
Capital Improvement Fees	159,132	159,088	(44)
Inflow & Infiltration - Reserve A	165,000	428,083	263,083
Tap Fees	621,000	480,000	(141,000)
Water Tower & Land Leases	185,837	150,381	(35,456)
Main Street Waterline Loan	1,500,000		(1,500,000)
Reservoir Cover Loan	180,000	2,895,000	2,715,000
TOTAL OTHER REVENUE	\$ 3,540,347	\$ 4,794,957	\$ 1,254,610
TOTAL FUNDS AVAILABLE	3,649,511	4,896,408	1,246,897
DEBT SERVICE COSTS			
Principal Payments			
MDE - East WWTP	\$ 241,265	\$ 215,292	\$ (25,973)
Main Street Waterline Loan	250,184		(250,184)
Reservoir Loan	56,578		(56,578)
Brookridge WTP Loan Payments	370,314		(370,314)
TOTAL DEBT SERVICE COSTS	\$ 918,341	\$ 215,292	\$ (703,049)
WATER & SEWER PROJECTS			
Main Street Waterline	\$ 1,500,000	\$ 798,258	\$ (701,742)
Reservoir Improvements	180,000	30,108	(149,892)
Stream Erosion - Well Field Resto	243,000	247,765	4,765
SCADA Control System	134,231	96,308	(37,923)
Booster Station Pump Bypass	60,000		(60,000)
Raw Waterline Cleaning ICE PIG	9,000	8,500	(500)
Valve Replacement Jefferson Villa	40,500	29,383	(11,117)
Water Meter Replacements	57,322	3,254	(54,068)
Vactor Trailer & Excavator	60,000		(60,000)
Vactor Trailer & Excavator	165,000	161,967	(3,033)
TOTAL WATER & SEWER PROJECTS	\$ 2,449,053	\$ 1,375,543	\$ (1,073,510)
TOTAL CIP COSTS	\$ 3,367,394	\$ 1,590,835	\$ (1,776,559)

Town of Middletown
CIP FUNDS and EXPENDITURES
WATER & SEWER
Fiscal Year 2018
For the 12 Months Ended June 30, 2018

	<u>ANNUAL</u> <u>BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER)</u> <u>BUDGET</u>
TOTAL FUNDS REMAINING	<u>\$ 282,117</u>	<u>\$ 3,305,573</u>	<u>\$ 3,023,456</u>

Town of Middletown
STATEMENT OF REVENUE and EXPENDITURES
WATER & SEWER
Fiscal Year 2018
For the 12 Months Ended June 30, 2018

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<u>REVENUE</u>			
Water Revenue	\$ 608,726	\$ 610,852	\$ 2,126
Sewer Revenue	603,153	605,940	2,787
Penalties/Reconnects	15,252	25,267	10,015
Rain Barrel Sales	1,000	(1,240)	(2,240)
General Fund Grant/Misc			
TOTAL OPERATING REVENUE	\$ 1,228,131	\$ 1,240,819	\$ 12,688
<u>EXPENDITURES</u>			
<u>ADMINISTRATIVE</u>			
Office Salaries	\$ 48,827	\$ 28,909	\$ (19,918)
Communications	11,742	11,198	(544)
Postage	9,503	8,012	(1,491)
Office Supplies/Expense	15,712	10,924	(4,788)
Legal - Other	2,000	2,717	717
Meetings & Seminars	2,500	758	(1,742)
Advertising	500	498	(2)
Uniforms	3,925	5,419	1,494
Dues/Subscrip/Certifications	500	330	(170)
Travel	200	53	(147)
Payroll Taxes	27,798	23,483	(4,315)
Insurance - Prop. & Liability	10,215	9,152	(1,063)
Insurance - Workers Comp	8,980	8,770	(210)
Insurance - Health	53,324	42,216	(11,108)
Retirement/Pension	29,230	23,860	(5,370)
Real Estate Taxes	292	292	
Rain Barrel/Educational Programs	2,000	75	(1,925)
I & I Loan Principal and Interest	<u>33,099</u>	<u>32,498</u>	<u>(601)</u>
Sub-Total	\$ 260,347	\$ 209,164	\$ (51,183)
<u>Vehicles & Equipment</u>			
2016 Truck (Pearl)	\$ 2,280	\$ 82	\$ (2,198)
2008 Truck	2,280	3,900	1,620
2012 Truck (Miller)	2,280	2,388	108
2013 Truck (Whitney)	2,280	2,013	(267)
2015 Meter Van (Hightman)	2,280	1,503	(777)
Misc Equipment	3,000	4,552	1,552
Bobcat Mini-Excavator	3,000	59	(2,941)
Case Backhoe	<u>3,000</u>	<u>609</u>	<u>(2,391)</u>
Sub-Total	\$ 20,400	\$ 15,106	\$ (5,294)

Town of Middletown
STATEMENT OF REVENUE and EXPENDITURES
WATER & SEWER
Fiscal Year 2018
For the 12 Months Ended June 30, 2018

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
WATER			
Salaries	\$ 175,294	\$ 169,863	\$ (5,431)
Water Distribution System			
Supplies	5,500	11,161	5,661
Repairs & Maintenance	18,900	56,201	37,301
Water Line Break Repairs	5,000	1,435	(3,565)
Chemicals	500		(500)
Tools & Equipment	4,105		(4,105)
Sub-Total	\$ 34,005	\$ 68,797	\$ 34,792
Water Plant/Reservoir/Booster/Tower/BS Wellhouse			
Electric	\$ 23,816	\$ 35,877	\$ 12,061
Supplies	2,000	1,323	(677)
Repairs & Maintenance	66,700	18,027	(48,673)
Chemicals	9,199	13,114	3,915
Tools & Equipment	2,053		(2,053)
Testing & Analysis	14,400	6,562	(7,838)
Sub-Total	\$ 118,168	\$ 74,903	\$ (43,265)
Abandoned Well Costs			
TOTAL WATER EXPENSES	\$ 327,467	\$ 313,563	\$ (13,904)
SEWER			
Salaries	\$ 134,998	\$ 144,095	\$ 9,097
Sewer Collection System			
Cone Branch PS	18,500	21,129	2,629
Brookridge South PS	10,779	3,845	(6,934)
Foxfield PS	6,500	5,434	(1,066)
Sanitary Sewerlines & Manholes	25,000	24,160	(840)
I & I Accrual	75,000	81,250	6,250
Sub-Total	\$ 135,779	\$ 135,818	\$ 39

Town of Middletown
STATEMENT OF REVENUE and EXPENDITURES
WATER & SEWER
Fiscal Year 2018
For the 12 Months Ended June 30, 2018

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
Wastewater Treatment Plants			
East Wastewater Treatment Plant			
Electric	\$ 25,327	\$ 82,871	\$ 57,544
Supplies	6,352	3,659	(2,693)
Repairs & Maintenance	16,600	15,366	(1,234)
Chemicals	33,725	44,308	10,583
Tools & Equipment	6,090	982	(5,108)
Testing & Analysis	34,187	23,505	(10,682)
Sludge Hauling Expense	61,800	51,731	(10,069)
Sub-Total	\$ 184,081	\$ 222,422	\$ 38,341
West Wastewater Treatment Plant			
Electric	\$ 17,010	\$ 14,721	\$ (2,289)
Supplies	2,500	1,291	(1,209)
Repairs & Maintenance	2,000	4,561	2,561
Chemicals	47,949	50,591	2,642
Tools & Equipment	2,510	705	(1,805)
Testing & Analysis	11,649	8,644	(3,005)
Sludge Hauling Expense	22,650	18,687	(3,963)
Sub-Total	\$ 106,268	\$ 99,200	\$ (7,068)
TOTAL SEWER EXPENSES	\$ 561,126	\$ 601,535	\$ 40,409
TOTAL WATER/SEWER EXPENSES	\$ 1,169,340	\$ 1,139,368	\$ (29,972)
CONTINGENCY FUND - 3.5%	\$ 40,927	\$ 39,878	\$ (1,049)
ADJUSTED WATER/SEWER EXPENSES	\$ 1,210,267	\$ 1,179,246	\$ (31,021)
NET INCOME (LOSS)	\$ 17,864	\$ 61,573	\$ 43,709

BURGESS AND COMMISSIONERS OF MIDDLETOWN MARYLAND

TOWN MEETING MINUTES

WORKSHOP MEETING

June 7, 2018

The workshop meeting of the Burgess and Commissioners of Middletown was called to order on June 7, 2018, 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.

PERSONAL REQUESTS FOR AGENDA:

“If I were Mayor” – Contest Winners – Sadie Gaydos was the “If I were Mayor” contest and Hugh Dodman was the runner up. Both read their essays to the Burgess & Commissioners and to the public. Burgess Miller presented both winners as well as their teachers a gift.

PUBLIC HEARING:

Fiscal Year 2019 Operating Budgets – General Fund Budget shows a surplus of \$418,612 and the Water & Sewer Budget shows a surplus of \$2,704. Burgess Miller suggested adding an addition \$1,000 to the Community Events Budget for the Green Expo. Hearing no comments from the public, the public hearing was adjourned at 7:20pm.

STAFF REPORTS:

Community Deputy Report – DFC Chudoba gave the deputy report for May.
Staff Planner Report – Cindy gave her report.
Engineers Report – Bruce gave his report.

UNFINISHED BUSINESS:

Approval of Operating Budgets for FY 2019 - The Board will vote on the budgets at the June 25th meeting.

Uniform Bids – Burgess Miller stated that we have been with the current company for 5 years, so I asked Ann to look into bidding this to see if we could possibly save some money. Drew stated that we received 3 bids with the lowest bid coming in from ACE Uniform.

Review of Proposed Zoning Code Amendments

- **Demolition Revisions** – Board will schedule the public hearing at the June 25th meeting.
- **Storage Containers** – Board will schedule the public hearing at the June 25th meeting.
- **Microbrewery** - Cindy stated that the Planning Commission reviewed this and feels that a Microbrewery should be a special exception within the TC zone. Cindy has drafted some language that she will forward to both the Planning Commission and Town Board for their input.

REPORT OF COMMITTEES:

WATER & SEWER – no report

PUBLIC WORKS – no report

SUSTAINABILITY – no report

PLANNING COMMISSION – no report

PARKS and RECREATION – Commissioner Goodman reported that he attended the POS meeting prior to coming to the workshop and Middletown received \$26,419.

PUBLIC INFORMATION – Commissioner Falcinelli brought up having some type of neighborhood or meet & greet with the Burgess and Commissioners for our residents to ask us or inquire about things. After much discussion the Board agreed to hold these meetings prior to the workshop at our different parks. Commissioner Falcinelli will draft a schedule for the Board to review.

NEW BUSINESS:

Review of SHA Request for Stormdrain Costs - Drew stated that he and John met with SHA earlier in the week to discuss a failing stormdrain pipe located at 306 West Main Street. Drew showed the Board an aerial view of West Main and West Green streets. Drew stated that with the upgrade of West Green Street we installed several more inlets than we had before and all the run off water from just east of the cemetery runs down through this stormdrain to Tanner’s Creek. Drew stated that SHA is asking the Town to help with the cost of replacing this stormdrain pipe. The cost to the Town is \$55,300. The Board asked Drew look at the budget to see where this money could come from. The Board will make their decision at the June 25th meeting.

Request from DNR for Community Parks & Playground Projects – Burgess Miller stated to start thinking about any projects that you may want to apply for.

Discussion of Parking Shift on West Main Street – Burgess Miller stated that he and Drew had discussion with the State about moving the parking permanently to the South Side of Main Street. Burgess Miller stated that the State is ok with that but, it will be at the Town’s expense to do so. Burgess Miller stated that the cost would be approximately \$45,000. Burgess Miller stated that before we would make a decision on this we would have a meeting with all the residents along West Main Street. The Board asked Drew to obtain some information to report back at the June 25th meeting. The Board would like to know how many parking spaces we would gain by moving it to the south side.

COMMENT:

ANNOUNCEMENTS:

- *Independence Day Celebration - Saturday, June 30, 2018*

Workshop adjourned at 8:56 pm.

Respectfully submitted,

Ann Griffin
Office Manager

BURGESS AND COMMISSIONERS OF MIDDLETOWN MARYLAND

TOWN MEETING MINUTES

REGULAR MEETING

June 25, 2018

The first monthly meeting of the Burgess and Commissioners of Middletown was called to order on June 25, 2018, 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, Tom Catania and Chris Goodman.

CONSENT AGENDA

Financial Statements

Town Meeting Minutes – May 3, 2018 - Town Workshop

May 14, 2018 – Town Meeting

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

PERSONAL REQUESTS FOR AGENDA:

Unfinished Business:

Approval of Operating Budgets for FY 2019 – Motion by Commissioner Catania to approve the general fund operating budget as presented, seconded by Commissioner Goodman. Motion carried 6-0. Motion by Commissioner Catania to approve the water/sewer operating budget as presented, seconded by Commissioner Falcinelli. Motion carried 6-0.

Uniform Bids – Motion by Commissioner Falcinelli to approve the 5 year contract from ACE Uniform for \$6,933.16 per year, seconded by Commissioner Bussard. Motion carried 6-0.

Review of Proposed Zoning Code Amendments –

- Demolition Revisions – ready to forward to the Town Attorney.
- Storage Containers – ready to forward to the Town Attorney.
- Microbrewery – Planning Commission reviewing.

REPORT OF COMMITTEES:

WATER & SEWER – Commissioner Falcinelli reported:

Water use for May – 316,907 gal., spring flow for May – 137,261, East WWTP treated 384,000 gals. and the West WWTP treated 658,745 gals.

Waterline project along Main Street – they are in the 200-300 block currently but, not moving as fast as they did on East Main Street.

Water Tank – Drew stated that Bruce & JR have met a few contractors...they are aware that our budget for this project is \$1.7 million.

PUBLIC WORKS – Commissioner Bussard reported:

The new welcome signs have been installed on Holter Road and Church Street.

The guys have been busy cleaning up after all these storms trimming trees, they have completed the handicap ramp at Jefferson Village, and they helped with the car show.

Wastler & Son has completed the milling & overlay project on Lombardy Court and Young Branch Drive.

SUSTAINABILITY – Commissioner Dietrick reported:

Discussion about the shredding event caused some traffic concerns.

PLANNING COMMISSION – Commissioner Catania reported:

No meeting in June...

PARKS AND REC. COMMITTEE – Commissioner Goodman reported:

Drew received a complaint about the handicap swing at the park faces the sun and the parking lot. To make this repair it would cost approximately \$2200 dollars, it's not just an easy fix we just can't turn it around because it would not be handicap accessible. The Board will apply for a grant to make this change.

PUBLIC INFORMATION – Commissioner Falcinelli reported:

Community Meetings will be held on the following dates:

- July 5, 2018 at 6pm. at Memorial Park
- August 2, 2018 at 6pm. at Wiles Branch Park
- September 6, 2018 at 6pm. at Remsberg Park

NEW BUSINESS:

Review of SHA Request for Stormdrain Costs – Drew stated that with the recent upgrade of West Green Street the Town installed several storm drains and all that water is now being conveyed down to this drain that is deteriorating at 309 West Main Street.

Motion by Commissioner Bussard to approve this \$55,300 to replace this new drainage pipe, seconded by Commissioner Catania. Motion carried 6-0.

Request from DNR for Community Parks & Playground Projects – Commissioner Goodman will be applying for a grant to install the path from the existing path at Remsberg Park along Holter Road to the crosswalk area and additional sidewalk that the County will be installing.

Discussion of Parking Shift on West Main Street – Drew went over a few reasons why the Board is looking at keeping the parking along West Main Street on the South side. Drew stated that you get more spaces as well as left turn lane at Rte. 17 to keep the traffic flowing.

Bruce Shankle, 309 West Main Street – has no driveway and young kids and it is very difficult to cross Main Street safely.

Edgar Radonich, 311 West Main Street – mailboxes are on the South side of West Main Street and they received a letter from the post office to stay 15' before & after the mailboxes.

Julia Davidson, 417 West Main Street – doesn't want to be crossing the street because the traffic is bad and they have no driveway, most of the properties on the South side of Main Street have driveways.

Ms. Radonich, 311 West Main Street – could SHA do a lane switch from Elm Street to the Rte. 17 to keep the parking on the North side from Elm Street west and then the South side in the downtown district.

Ryan & Whitney Kline, 313 West Main Street – would like to see more police presence as the cars are flying down West Main Street.

After hearing these comments, Burgess Miller stated that we will send out a letter to each resident along West Main Street to attend a meeting to discuss this issue further. The Board instructed Drew to look into how many parking spaces they would gain if any by moving the parking to the South side.

PUBLIC COMMENT:

ANNOUNCEMENTS:

- *Independence Day Celebration – Saturday, June 30, 2018 – Middletown Community Park*

ADJOURNMENT

Meeting adjourned at 8:30pm.

Respectfully submitted,

Ann Griffin
Office Manager

ORDINANCE NO. 18-06-01

AN ORDINANCE TO AMEND THE REQUIREMENTS FOR A DEMOLITION PERMIT; TO ALLOW DEMOLITION OF CERTAIN STRUCTURES UNDER 500 SQUARE FEET WITH THE AUTHORITY OF THE ZONING ADMINISTRATOR; TO MAKE OTHER LANGUAGE AND STYLISTIC CHANGES

SECTION I. BE IT ORDAINED AND ENACTED by the Burgess and Commissioners of the Town of Middletown, Maryland that Title 17, Chapter 17.32, Section 17.32.160 of the Middletown Municipal Code be, and hereby is amended as follows. Language being repealed and deleted is designated by being in ~~[brackets and stricken through]~~. New language is designated by being in **BOLD CAPITAL LETTERS**:

TITLE 17 ZONING

CHAPTER 17.32 - DESIGN STANDARDS GENERALLY

17.32.160 - Demolition site plan—Required in all districts.

- A. In all districts, a proposal and permit application for the demolition of any building or structure, as defined in Section 17.04.030, shall require site plan approval by the Town of Middletown Planning Commission prior to the issuance of a permit for said demolition. The demolition site plan shall show:
1. The dimensions and boundaries of the property and the location of all improvements thereon;
 2. The location of the building or structure proposed to be demolished;
 3. The location of all adjacent properties and structures **(TO INCLUDE FENCES AND ACCESSORY STRUCTURES)**;
 4. The proposed date and time of demolition, the anticipated length of time for demolition, and the proposed manner or type of demolition to be used;
 5. The identity of the person(s) or entity that will perform the demolition and information confirming the experience and professional credentials of such person(s) or entity;
 6. Information describing any type of explosive or incendiary device proposed to be used in performing the demolition;

7. A **SAFETY PLAN THAT OUTLINES THE** ~~{plan-of-safety}~~ precautions to be taken for the demolition **IN ORDER** to **ENSURE** ~~{protect}~~ the safety **AND PROTECTION** of persons and surrounding properties;
8. The location of all existing public utilities on the property and in the area and confirmation of a plan for the discontinuance of utility service to the structure or building proposed to be demolished prior to the ~~{proposed}~~ demolition **TAKING PLACE**;
9. Assurances that the proposed demolition will be in compliance with all federal, state and local laws, ordinances and regulations including, but not limited to, any and all laws and regulations governing "Hazardous Materials" and the disturbance and/or removal of "Hazardous Materials" from the property; and
10. A proposal and plan for any grading, seeding, sodding, or post demolition restoration of the demolition site.

Upon any demolition site plan approval granted by the planning commission and upon the issuance of a demolition permit (**ZONING CERTIFICATE**) by the Town of Middletown, all such demolitions and post demolition restoration shall be completed within ninety (90) days of issuance of a demolition permit unless otherwise approved by the Middletown Planning Commission.

For purposes of this section, fences of any type shall not be considered a "structure" and shall, therefore, be exempt from this requirement. **ANY STRUCTURES THAT ARE UNDER 500 SQUARE FEET, AND ARE NOT CONSIDERED A CONTRIBUTING RESOURCE TO THE MIDDLETOWN HISTORIC DISTRICT, SHALL ONLY REQUIRE REVIEW AND APPROVAL BY THE ZONING ADMINISTRATOR.**

- B. All site plans for demolition shall be submitted a minimum of thirty (30) days prior to a regularly scheduled planning commission meeting. The planning commission may require bonds or guarantees to ensure restoration of the site. **ALL PLANS FOR DEMOLITION OF STRUCTURES LESS THAN 500 SQUARE FEET SHALL BE SUBMITTED TO THE ZONING ADMINISTRATOR A MINIMUM OF THIRTY (30) DAYS PRIOR TO THE PROPOSED DEMOLITION.**

C. Notices. In addition to posting a public notice sign on the property advising of the proposed demolition, an applicant seeking to demolish a building or structure hereunder shall be required to give written notice thereof to all adjacent and contiguous property owners not more than ten (10) days after submitting the demolition permit application and the demolition site plan to the Town of Middletown Planning Commission, advising of the date, time and manner of the proposed demolition. A record of such notice shall be made to the planning commission, **OR TO THE ZONING ADMINISTRATOR FOR PROPOSED DEMOLITIONS OF LESS THAN 500 SQUARE FEET.**

D. Responsibility for Damages and Indemnification. An applicant who demolishes any building or structure in the Town of Middletown shall repair and restore, at its sole cost and expense, any adjacent, contiguous, nearby or other property or structure which is damaged, in whole or in part, by the demolition **PERFORMED ON THEIR PROPERTY.** An applicant who demolishes any building or structure in the Town of Middletown shall be liable for any personal injury, property damage, or business interruption caused by or arising from, in whole or in part, the demolition, including by or from the release of any particulate matter and other hazardous material.

SECTION II. BE IT FURTHER ENACTED AND ORDAINED that this Ordinance shall take effect twenty (20) calendar days following its approval by the Burgess and Commissioners.

INTRODUCED ON THE _____ DAY OF _____, 2018

PASSED ON THE _____ DAY OF _____, 2018

EFFECTIVE DATE: _____, 2018

ATTEST:

**BURGESS AND COMMISSIONERS
OF MIDDLETOWN**

Andrew J. Bowen, Town Administrator

By: _____
John D. Miller, Burgess

AN ORDINANCE TO AMEND PROVISIONS PERTAINING TO THE USE OF STORAGE CONTAINERS; TO AUTHORIZE THE ZONING ADMINISTRATOR TO ESTABLISH CONDITIONS ON THE USE OF STORAGE CONTAINERS AND TO DELETE SPECIFIC REQUIREMENTS FOR SUCH USE; TO REPEAL PROVISIONS PERMITTING THE CONTINUED USE OF STORAGE CONTAINERS IN EXISTENCE ON THE DATE OF ENACTMENT OF THE ORIGINAL STORAGE CONTAINER ORDINANCE; TO AUTHORIZE THE USE OF STORAGE CONTAINERS IN THE TOWN COMMERCIAL (TC) AND GENERAL COMMERCIAL (GC) ZONING DISTRICTS; TO MAKE OTHER LANGUAGE AND STYLISTIC CHANGES.

SECTION I. BE IT ORDAINED AND ENACTED by the Burgess and Commissioners of the Town of Middletown, Maryland that Title 17, Chapter 17.32, Section 17.32.045 of the Middletown Municipal Code be, and hereby is amended as follows. Language being repealed and deleted is designated by being in ~~{brackets and stricken through}~~. New language is designated by being in **BOLD CAPITAL LETTERS**:

TITLE 17 ZONING

CHAPTER 17.32 – DESIGN STANDARDS GENERALLY

17.32.045 - Storage and disposal containers.

A. Except as otherwise provided in this section, storage and disposal containers are prohibited in the Town of Middletown, and no person who owns, leases, occupies or has charge of any premises or property, in whole or in part, shall place, keep or maintain a storage or disposal container on the premises or property. For purposes of this section, "disposal container" means a large capacity container such as a dumpster, a bagster bag, (dumpster in a bag), or similar large object which is used to hold trash, waste or debris.

B. In a commercial or industrial zone, and upon application to and approval by the zoning administrator for a zoning certificate, storage and disposal containers may be placed, kept or maintained on premises or property for a period of no more than six consecutive months. The

zoning administrator may, upon application, extend the six-month period of time for another six-month or less period. **THE STORAGE OR DISPOSAL CONTAINER SHALL BE USED IN ACCORDANCE WITH THE CONDITIONS PLACED UPON IT BY THE ZONING ADMINISTRATOR, WHO SHALL GIVE DUE CONSIDERATION TO THE FOLLOWING: THE POSITIONING OR LOCATING OF THE STORAGE OR DISPOSAL CONTAINER IN SUCH A MANNER AS TO NOT OBSTRUCT OR OTHERWISE INTERFERE WITH THE SIGHT OF MOTORISTS OR PEDESTRIANS AND THEIR ABILITY TO SAFELY ENTER OR EXIT THE PROPERTY; AND LOCATING THE STORAGE OR DISPOSAL CONTAINER IN SUCH A MANNER AS TO MINIMIZE ITS IMPACT ON ADJOINING PROPERTIES.**

Deleted:

~~[The storage or disposal container may be approved by the zoning administrator only if (1) the storage or disposal container is situated on the property in compliance with setback requirements as established for buildings in the district, (2) its placement and use satisfies all other zoning requirements, and (3) the storage or disposal container is either situated in the rear yard of the property or is screened in a manner approved by the zoning administrator so as to visually limit as much as reasonably practicable the appearance and presence of the storage or disposal container.]~~ No storage or disposal container may exceed a height of twelve (12) feet or a width of eight feet. Storage and disposal containers may not be stacked on top of each other.

C. The zoning administrator may, upon application, approve the placing, keeping or maintaining of a storage or disposal container on property or premises in any zone if the storage or disposal container is to be used for and in connection with a construction, reconstruction or renovation project on the property or premises. The storage or disposal container shall be used in accordance with the conditions placed upon it by the zoning administrator. ~~{Any storage or disposal container used in connection with such an approval}~~ **ALL APPROVED STORAGE OR DISPOSAL CONTAINERS** shall be removed from the property or premises immediately upon the completion of the project or at such time as provided in the **ZONING ADMINISTRATOR'S** approval **LETTER**.

~~[D. — Any storage or disposal container which is located or situated on any property or premises on the effective date of the ordinance codified in this chapter shall be permitted to continue to remain in the same location on the property or premises for a period of three years from the effective date of the ordinance codified in this chapter. Thereafter, such storage container or disposal shall be removed or otherwise conform to the requirements of this section, and the failure to do so shall constitute a violation of this section.]~~

D. IN TOWN COMMERCIAL (TC) AND GENERAL COMMERCIAL (GC) DISTRICTS, BUSINESSES ARE PERMITTED TO PERMANENTLY PLACE A TRASH DISPOSAL CONTAINER ON THEIR PROPERTY PROVIDED IT IS ENCLOSED BY A FENCE OR OTHER STRUCTURE APPROVED BY THE ZONING ADMINISTRATOR THAT EFFECTIVELY SCREENS THE TRASH DISPOSAL CONTAINER FROM ADJOINING AND ADJACENT PROPERTIES. A ZONING CERTIFICATE / BUILDING PERMIT IS REQUIRED BEFORE THE CONTAINER IS PERMANENTLY PLACED ON A GC OR TC COMMERCIAL ZONED PROPERTY. THE TRASH DISPOSAL CONTAINER'S PLACEMENT ON THE PROPERTY SHOULD MINIMIZE ITS

IMPACT ON CUSTOMER / EMPLOYEE PARKING, AND PEDESTRIAN AND VEHICULAR TRAFFIC FLOW ON THE PROPERTY AND TO MEET OTHER PLACEMENT AND ZONING REQUIREMENTS AS DETERMINED BY THE ZONING ADMINISTRATOR.

SECTION II. BE IT FURTHER ENACTED AND ORDAINED that this Ordinance shall take effect twenty (20) calendar days following its approval by the Burgess and Commissioners.

INTRODUCED ON THE _____ DAY OF _____, 2018

PASSED ON THE _____ DAY OF _____, 2018

EFFECTIVE DATE: _____, 2018

ATTEST:

**BURGESS AND COMMISSIONERS
OF MIDDLETOWN**

Andrew J. Bowen, Town Administrator

By: _____
John D. Miller, Burgess

CIP Showing

ALL Improvements Fees in General Fund

BURGESS AND COMMISSIONERS OF MIDDLETOWN

GENERAL CAPITAL IMPROVEMENT BUDGET

FY 2019 - FY 2023

	FY '19	FY '20	FY '21	FY '22	FY '23
INCOME					
CASH RESERVES	\$346,150	\$257,713	\$84,469	(\$1,885,320)	(\$2,000,033)
INTEREST INCOME	\$865	\$644	\$211	(\$4,713)	(\$5,000)
IMPROVEMENT FEES	\$241,500	\$129,500	\$7,000	\$7,000	\$217,000
OPERATING INCOME From Previous Years	\$299,658	\$419,612	\$400,000	\$420,000	\$440,000
COMMUNITY LEGACY GRANTS	\$64,000				
PROGRAM OPEN SPACE and Community Parks & Playground	\$36,900	\$54,000			
SUB-TOTAL	\$989,073	\$861,469	\$491,680	(\$1,463,033)	(\$1,348,033)
PROJECTS					
Highways & Streets					
SHA Streetscape Lighting	\$175,000			\$250,000	
Bolleau Court - Mill & Overlay					
Broad St. - Franklin Street (Inlets and Road Reconstruction)	\$50,000		\$1,250,000		\$200,000
Cone Branch Drive & Court - Mill & Overlay					
Elm Street Parking Lot Upgrades - Reconfiguration and Paving	\$80,000				
Franklin Street - Mill & Overlay (Broad to Walnut Pond Court)		\$160,000			\$300,000
Ivy Hill Drive - Mill & Overlay					
Linden Blvd. (Broad Street to Pine Street)	\$40,000		\$590,000		
Linden Blvd. Culvert Replacement		\$35,000		\$100,000	
Martha Mason Drive - Mill & Overlay		\$30,000			
Manda Drive - Mill & Overlay		\$175,000			
Prospect St. (Road Reconstruction)	\$50,000		\$500,000		\$100,000
Washington Street Retaining Wall	\$25,000				
Foxfield Swale Reconstruction	\$15,000				
Recreation & Culture					
Remsberg Park - Walking Trail Paving (90% Grant; POS 10%)	\$25,000				
Cone Branch Walking Trail - Benches (90% Grant; POS 10%)	\$6,500				
Walking Trail Signage (90% Grant; POS 10%)	\$5,000				
Wiles Branch Park Pavilion - Picnic Benches (90% Grant; POS 10%)	\$4,500				
Foxfield Walking Trail - Extension to Hollow Creek (90% Grant; POS 10%)	\$25,000	\$60,000			
Betco Silt Seeder - Field Maintenance	\$8,000				
General Services Administration & Operations					
Municipal Center - HVAC Replacement	\$60,000				
Municipal Center - Boiler Replacement to Natural Gas	\$35,000				
Municipal Center - ADA Improvements	\$30,000				
Street Pretreatment Equipment - Snow Removal	\$60,360				
Maintenance Facility at East WWTP		\$250,000			
Information Technology - Computers, Servers, Phones, Data Backup & Recovery Systems	\$37,000	\$37,000	\$37,000	\$37,000	\$37,000
Subaru Forester Replacement		\$30,000			
Dump Truck Replacement				\$150,000	
SUB-TOTAL	\$731,360	\$777,000	\$2,377,000	\$537,000	\$637,000
SURPLUS/(DEFICIT)	\$257,713	\$84,469	-\$1,885,320	-\$2,000,033	-\$1,985,033



CIP Showing

ALL Improvements Fees in General Fund

BURGESS AND COMMISSIONERS OF MIDDLETOWN

GENERAL CAPITAL IMPROVEMENT BUDGET

FY 2019 - FY 2023

	FY '19	FY '20	FY '21	FY '22	FY '23
INCOME					
CASH RESERVES	\$346,150	\$297,713	\$529,569	(\$89,107)	(\$634,330)
INTEREST INCOME	\$865	\$744	\$1,324	(\$223)	(\$1,586)
IMPROVEMENT FEES	\$241,500	\$129,500	\$7,000	\$7,000	\$217,000
OPERATING INCOME From Previous Years	\$299,658	\$419,612	\$450,000	\$475,000	\$500,000
COMMUNITY LEGACY GRANTS	\$64,000				
PROGRAM OPEN SPACE and Community Parks & Playground	\$36,900	\$54,000			
SUB-TOTAL	\$989,073	\$901,569	\$987,893	\$392,670	\$81,084
PROJECTS					
Highways & Streets					
SHA Streetscape Lighting	\$175,000				
Boileau Court - Mill & Overlay				\$250,000	
Broad St. - Franklin Street (Inlets and Road Reconstruction)	\$50,000		\$415,000		\$425,000
Cone Branch Drive and Court - Mill & Overlay					\$200,000
Elm Street Parking Lot Upgrades - Reconfiguration and Paving	\$80,000				
Franklin Street - Mill & Overlay (Broad to Walnut Pond Court)					\$160,000
Ivy Hill Drive - Mill & Overlay		\$40,000		\$590,000	\$300,000
Linden Blvd. (Broad Street to Pine Street)					\$35,000
Linden Blvd. Culvert Replacement		\$30,000			
Martha Mason Drive - Mill & Overlay		\$175,000			\$100,000
Manda Court - Mill & Overlay					
Prospect St. (Road Reconstruction)	\$50,000		\$500,000		
Washington Street Retaining Wall	\$25,000				
Foxfield Swale Reconstruction	\$15,000				
Recreation & Culture					
Remsburg Park - Walking Trail Paving (90% Grant: POS 10%)	\$25,000				
Cone Branch Walking Trail - Benches (90% Grant: POS 10%)	\$6,500				
Walking Trail Signage (90% Grant: POS 10%)	\$5,000				
Wiles Branch Park Pavilion - Picnic Benches (90% Grant: POS 10%)	\$4,500				
Foxfield Walking Trail - Extension to Hollow Creek (90% Grant: POS 10%)	\$25,000				
Befco Silt Seeder - Field Maintenance	\$8,000	\$60,000			
General Services Administration & Operations					
Municipal Center - HVAC Replacement	\$60,000				
Municipal Center - Boiler Replacement to Natural Gas	\$35,000				
Municipal Center - ADA Improvements	\$30,000				
Street Pretreatment Equipment - Snow Removal	\$60,360				
Maintenance Facility at East WWTP			\$125,000		\$125,000
Information Technology - Computers, Servers, Phones, Data Backup & Recovery Systems	\$37,000	\$37,000	\$37,000	\$37,000	\$37,000
Subaru Forester Replacement		\$30,000			
Dump Truck Replacement				\$150,000	
SUB-TOTAL	\$691,360	\$372,000	\$1,077,000	\$1,027,000	\$1,382,000
SURPLUS/(DEFICIT)	\$297,713	\$529,569	-\$89,107	-\$634,330	-\$1,300,916



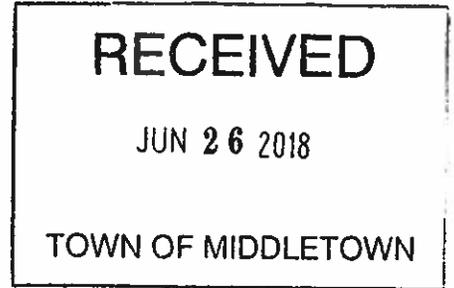
ALL IMPROVEMENT FEES TRANSFERRED TO GENERAL FUND



**Burgess and Commissioners of Middletown
Water & Sewer Capital Improvement Program
FY 2019 - FY 2023**

INCOME	FY '19	FY '20	FY '21	FY '22	FY '23
CASH Reserves	\$538,119	\$671,438	\$642,204	\$192,376	\$16,506
DEBT SERVICE FEE - NEW HOMES	\$156,000	\$162,900			
CAPITAL IMPROVEMENT FEE	\$168,966	\$178,800	\$341,900	\$342,100	\$342,300
Inflow & Infiltration - Reserve Account	\$50,000		\$300,000		
Sludge Removal - Reserve Account	\$35,000			\$35,000	
Land Leases	\$193,271	\$201,002	\$209,042	\$217,404	\$226,100
Tap Fees (See Growth Projections)	\$621,000	\$333,000	\$18,000	\$18,000	\$558,000
Main Street Waterline Loan (Total Loan Amount \$2,850,138.95)	\$1,780,968				
Reservoir Tank Loan (Total Loan Amount \$1,772,603.24)		\$750,000	\$1,022,604		
Total Revenue	\$3,543,324	\$2,297,139	\$2,533,749	\$804,879	\$1,142,905
Debt Service					
EAST WWTP LOAN	\$241,265	\$239,265			
MAIN STREET WATERLINE LOAN	\$77,842	\$156,523	\$156,523	\$156,523	\$156,523
RESERVOIR TANK LOAN	\$6,798	\$12,815	\$97,347	\$97,347	\$97,347
DEVELOPMENT PROJECTS					
Brookridge WTP (Loan Payments)	\$195,314				
Outstanding Balance - Last Year \$370,314					
Total Debt Service	\$521,219	\$408,603	\$253,870	\$253,870	\$253,870
Net Income	\$3,022,105	\$1,888,537	\$2,279,879	\$551,009	\$889,035
Projects					
SYSTEM UPGRADE PROJECTS					
WATER SYSTEM					
Main Street Waterline Program	\$1,780,968				
Well Field - Power Quality Monitor PQube3	\$10,500				
Reservoir Improvements - Piping and Future Tank	\$104,000	\$750,000	\$1,250,000		
SCADA Control System	\$50,000				
Booster Station - Replace Starters with VFD's	\$15,000	\$125,000			
Booster Station - Rebuild Pump #4	\$15,000				
Booster Station - Process Piping Replacement	\$10,000	\$50,000			
Booster Station - Roof Replacement/Building Painting				\$5,000	
PRV Vault Pipe Painting and Cleaning	\$9,000				
InHance Billing Software Upgrade	\$25,000				
Water Meter Replacements	\$41,200	\$34,333	\$22,093	\$22,093	\$15,642
Amortized Depreciation from FY 2017 Audit	\$0	\$0	\$422,411	\$422,411	\$422,411
WASTEWATER SYSTEM					
West WWTP - Curtain Replacement	\$25,000	\$80,000			
West WWTP - Plug Valve Replacement Micro Strainer Bldg	\$5,000	\$15,000			
West WWTP - New Chemical Storage Structure		\$42,000	\$43,000		
Upgrade of West WWTP (Possible Future)					
East WWTP - Bar Screen Refurbishment		\$60,000			
East WWTP - Dewatering Solution Sludge Tank - Engineering	\$15,000	\$25,000			
East WWTP - Influent Flume & Ultrasonic Meter	\$20,000				
East WWTP - Enclose UV Lights Area		\$15,000			
East WWTP - Sludge Removal Reed Beds	\$35,000			\$35,000	
East WWTP - Sludge Mag Meter	\$15,000				
Vactor Trailer & Excavator	\$75,000				
Inflow & Infiltration	\$50,000		\$300,000		
Total Projects	\$2,300,668	\$1,196,333	\$2,037,504	\$484,504	\$438,053
Total Project Costs	\$721,438	\$692,204	\$242,376	\$66,506	\$450,982
CAPITAL IMPROVEMENT RESERVE ACCOUNT	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Surplus / Deficit	\$671,438	\$642,204	\$192,376	\$16,506	\$400,982
Total Capital Improvement Reserve Account after 5 Years	\$250,000.00				

DLR LLP
118 West Main Street
Middletown, MD 21769



June 25, 2018

Burgess & Commissioners
31 West Main Street
Middletown, MD 21769

Re: 118 W. Main Street
Middletown, MD

- BURGESS
- ADMINISTRATION
- PUBLIC WORKS
- PLANNING & ZONING
- WATER & SEWER

Dear Drew;

This letter is in reference to our previous conversation concerning the proposed waterlines to the above referenced property.

Currently, there are two water meters in the building, one for Dempsey's Restaurant and the other one for the remainder of the building. As I understand it, the current Board policy states that only one water line will be supplied to each property. As the landlord, this could have the potential for a hardship which we would like to avoid. We are requesting a waiver to the policy and request the water service remain as it is currently provided to the property with two meters.

We appreciate your consideration in this matter.

Respectfully



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