



AGENDA FOR THE TOWN WORKSHOP

June 7, 2018

7:00 p.m.

Community Deputy Report

PERSONAL REQUESTS FOR AGENDA:

"If I Were Mayor" - Contest Winners

PUBLIC HEARING:

Fiscal Year 2019 Operating Budgets

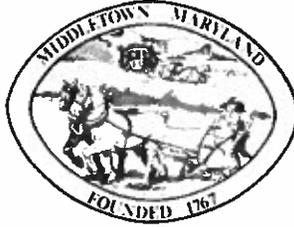
- General Fund
- Water & Sewer Fund

STAFF REPORTS:

Staff Planner

Engineer's Report

Regular Workshop Items



NOTICE OF PUBLIC HEARING ON PROPOSED MIDDLETOWN BUDGET

In compliance with regulations governing the payment of entitlements, the Burgess and Commissioners of Middletown will hold a Public Hearing on **Thursday, June 7, 2018 at 7:00 P.M.**, in the Middletown Municipal Center, 31 West Main Street, Middletown, on the proposed use of its budget for the fiscal year beginning July 1, 2018 and ending June 30, 2019. At such hearing, citizens have the opportunity to provide written and oral comments on the proposed uses of such funds and to ask questions concerning the entire budget.

Be it ordained that the following is a true statement of the anticipated revenues and proposed expenditures of the Burgess and Commissioners of Middletown for the fiscal year beginning July 1, 2018 and ending June 30, 2019.

BURGESS AND COMMISSIONERS OF MIDDLETOWN PROPOSED BUDGET JULY 1, 2018 TO JUNE 30, 2019.

Copies of the Town's Operating Budget are also available at the Town Office upon request and on the Town website at www.middletown.md.us.

All citizens wishing to be heard will be recognized at this hearing. Any person desiring a stenographic transcript shall be responsible for supplying a competent stenographer. Individuals requiring special accommodations are requested to contact Andrew Bowen, Town of Middletown, at (301) 371-6171 no later than 72 hours prior to the meeting.

**TOWN OF MIDDLETOWN
GENERAL FUND
BUDGET FY 2019**

DESCRIPTION	AUDIT FY2016	Budget FY 2017	AUDIT FY2017	Budget FY 2018	Preliminary Budget FY 2019
REVENUE					
LOCAL TAXES					
Real Property	1,133,834	1,244,642	\$1,229,017	1,283,670	1,322,180
Tangible Personal Property	39,544	37,108	\$40,735	38,248	44,063
Public Utilities	9,400	12,841	\$12,869	9,827	14,192
Franchise (Cable)	48,405	49,940	\$50,981	50,615	55,145
Discounts	(14,112)	(16,182)	(14,852)	(16,647)	(17,255)
Penalties & Interest	8,085	10,357	10,494	10,654	11,043
	1,225,156	1,338,705	1,329,244	1,376,368	1,429,369
STATE SHARED TAXES					
Amusement Taxes	9,565	22,500	31,547	21,526	34,125
Highway User Taxes	156,127	162,421	154,057	160,606	177,025
	165,692	184,921	185,604	182,132	211,150
COUNTY SHARED TAXES					
Income Taxes	915,506	883,990	\$880,538	995,025	1,024,876
Tax Equity	555,964	566,687	\$566,687	610,423	632,552
	1,471,470	1,401,624	1,447,225	1,605,448	1,657,428
LICENSES, PERMITS & FEES					
Filing/Permit Fees	6,013	6,500	8,871	6,500	9,599
Beer, Wine & Liquor	-	1,950	-	-	-
Traders	4,752	4,900	\$4,645	4,900	4,900
Planning & Zoning	11,450	13,691	\$11,691	21,450	11,691
	22,215	27,041	25,207	32,850	26,189
PARKS & RECREATION					
Pavillion Fees	3,158	1,900	4,315	3,158	4,315
POLICE PROTECTION					
State Grant	24,987	26,187	\$26,320	26,187	26,187
MISC INCOME					
Other (Bank Grant, Animal, Citations)	4,910	2,500	\$13,047	1,491	2,500
LGIT Health Insurance Rebate	-	-	-	-	-
FredCo Municipal Recycling Reimbursement	-	5,000	-	-	-
MISC	4,910	7,500	13,047	1,491	2,500
OPERATING REVENUE	2,917,587	2,987,878	3,030,962	3,227,633	3,357,138
EXPENSES					
LEGISLATIVE					
Commissioner's Fees	12,900	15,600	15,800	16,500	21,000
Communications	3,185	3,480	3,376	9,480	3,480
Dues & Subscriptions	7,226	7,400	6,838	7,400	7,400
Office Supplies/Expenses	7,359	3,600	9,328	7,500	7,500
Advertising	2,331	750	1,560	2,500	500
Meetings & Conventions	15,048	9,000	6,963	15,000	7,500
	48,049	39,830	39,830	58,380	47,380
EXECUTIVE					
Burgess	7,050	10,200		10,200	10,200
ELECTION EXPENSES					
Clerk Fees	450	-	-	450	-
Printing, Supplies, Advertising	223	-	-	250	-
	673	-	-	700	-
GENERAL/ADMINISTRATIVE SERVICES					
Capital Outlay	-	-	-	-	-
Administration Salary	248,153	247,131	247,268	254,512	272,402
Postage & Printing	16	200	114	200	200
Communications	6,788	6,977	6,932	7,205	10,300
Computer Expenses	27,814	28,400	29,534	29,512	21,800
Supplies & Expense	26,345	26,000	37,364	27,953	42,232
Maintenance & Repairs	30,325	13,400	34,620	29,600	23,500
Professional Services	5,470	4,600	4,088	4,600	4,600
Dues & Subscriptions	-	150	-	150	150
Meetings & Seminars	161	100	345	100	100

**TOWN OF MIDDLETOWN
GENERAL FUND
BUDGET FY 2019**

DESCRIPTION	AUDIT FY2016	Budget FY 2017	AUDIT FY2017	Budget FY 2018	Preliminary Budget FY 2019
Water and Sewer Grant	80,000	-	-	-	-
OPERATIONS/MAINTENANCE	425,072	326,958	360,265	353,833	375,284
Maintenance - Capital Outlay					
Director Salary	97,515	97,355	179,432		
Operations Salary	90,045	126,742	47,602	231,766	247,722
Communications	8,830	9,000	8,258	9,000	10,200
Supplies	11,631	17,000	11,154	17,960	19,500
Dues/Training/Certifications	2,299	1,500	215	1,500	1,500
Maintenance & Repairs	15,514	8,000	15,581	14,540	13,849
Mowing	11,780	12,133	11,780	12,133	12,133
Tools & Equipment	1,726	500	8,362	2,544	3,166
	239,340	272,230	282,384	289,443	308,070
PROFESSIONAL SERVICES					
Independent Accounting	13,000	16,000	13,000	16,000	16,000
Legal - Development & Ordinance	9,309	7,796	13,594	7,388	9,130
	22,309	23,796	26,594	23,388	25,130
PLANNING & ZONING					
Salaries	41,672	44,072	43,163	43,997	46,874
Bd Members Compensation	7,950	7,800	7,800	7,800	17,541
Zoning Expenses	1,716	3,207	2,606	1,778	2,684
	51,338	55,079	53,569	53,575	67,100
MAIN STREETS MANAGER					
Mainstreet - Capital Outlay					
Salary	41,716	43,680	45,761	45,482	47,147
Town Contribution	10,970	10,000	10,260	10,000	10,000
Wayfinding Signs Grant Contribution	-	-	-	-	-
	52,686	53,680	56,021	55,482	57,147
PUBLIC SAFETY					
Fire Department Donation	20,000	20,000	2,000	20,000	20,000
School Crossing Guards	15,694	15,758	18,422	16,338	21,910
Deputy Contract Services	352,149	401,611	366,406	385,232	393,895
	387,843	437,369	386,828	421,570	435,805
SANITATION & WASTE REMOVAL					
Trash Collection & Disposal					
Recycling Pickup Station	6,876	5,000	6,991	5,000	8,060
Regular Pick-up	128,862	133,126	128,862	133,126	136,900
Landfill - Tipping Fees	84,356	84,830	85,687	84,798	86,918
Yard Waste (April - Dec)	27,832	30,672	32,681	30,672	31,104
Eco-Bags	19,610	20,260	20,074	18,200	21,948
	267,536	273,888	274,295	271,796	284,930
RECREATION & CULTURE					
Park Capital Outlay					
Park Interest	14,632	11,320	11,320	7,906	4,389
Park Loan Payments	108,917	112,230	112,230	115,643	119,161
Park Salary	50,350	34,807	59,863	45,030	49,000
Park Electric	1,104	2,358	2,532	1,175	2,505
Park Supplies/Equipment	1,143	1,500	2,601	1,500	1,500
Park Mowing Contract	26,692	26,215	27,628	32,319	33,935
Park Repairs & Maintenance	45,351	24,950	53,151	35,990	29,650
	248,189	213,379	269,324	239,564	240,140
HIGHWAYS & STREETS					
Streets Capital Outlay		-		-	-
Vehicle/Equipment Capital Outlay		-		-	-
Salaries - Regular	73,748	48,841	62,668	71,226	70,232
Street Lighting	167,897	161,916	205,316	203,160	182,300
Storm Water Management	2,299	7,800	5,385	7,800	7,545
Snow Removal	72,612	75,000	32,725	83,100	85,300
Mowing (SWM & Streets)	31,744	32,696	31,744	33,440	33,440
Repairs & Resurfacing	6,794	67,195	98,079	92,000	92,000
Signs	5,083	6,200	4,010	12,400	5,300
Truck Repair & Maintenance	35,693	48,600	39,127	42,600	28,000
Equipment Repairs & Maintenance	3,511	10,000	6,961	26,675	21,172
Street Loan - Principal	12,000	78,460	111,505	79,300	100,000
Street Loan - Interest	85,447	60,927	123,174	59,874	77,358

**TOWN OF MIDDLETOWN
GENERAL FUND
BUDGET FY 2019**

DESCRIPTION	AUDIT FY2016	Budget FY 2017	AUDIT FY2017	Budget FY 2018	Preliminary Budget FY 2019
Case Loader -Principal & Interest	-	15,159	14,730	-	-
	496,828	612,795	735,424	711,575	702,647
MISCELLANEOUS					
MT Historical Society	5,000	5,000	5,000	5,000	5,000
Donations	1,000	100	500	100	100
Mileage - Travel	1,957	4,578	1,301	2,732	2,278
Web Page / Directory / Public Information	15,097	1,400	2,833	3,890	3,755
Community Events	51,772	30,250	105,453	33,140	32,510
Community Events (Town Share)					19,780
Payroll Taxes	54,019	56,578	53,572	58,923	63,139
Insurance					
Property	12,477	14,064	14,265	13,499	15,433
Health	122,055	111,243	121,637	115,842	142,627
Worker's Compensation	14,456	11,921	19,264	20,372	22,698
Professional	946	688	946	946	473
Pension	49,784	75,062	56,115	68,184	71,102
Real Estate Taxes	800	1,242	800	800	800
Miscellaneous	12,688	3,500	4,061	3,500	4,000
	342,051	314,938	385,747	326,929	383,694
TOTAL OPERATING EXPENSES	2,583,964	2,634,143	2,870,281	2,816,434	2,937,526
TOTAL OPERATING SURPLUS	333,623	353,735	160,681	411,199	419,612

TOWN OF MIDDLETOWN
Water Sewer Operating Budget
FY 2019

	AUDIT FY 2016	Budget FY 2017	AUDIT FY 2017	Preliminary Budget FY 2018	Draft Budget FY 2019
Operating Revenue					
Water Revenue	587,860	594,671	600,572	608,726	624,139
Sewer Revenue	584,783	594,325	598,261	603,153	616,076
Penalties and Reconnects	14,758	21,950	21,422	15,251.79	22,161
General Fund Grant	80,000		-		
Rain Barrels	720	1,000		1,000	1,000
MISC	8,627	-		-	-
Total Revenue	1,276,748	1,211,946	1,220,255	1,228,131	1,263,377
Expenses					
Administrative					
Salaries	36,631	45,134	39,206	48,827	34,407
Communications	10,748	11,513	12,200	11,742	11,742
Postage	9,226	9,558	\$8,030	9,503	9,750
Office Supplies/Expenses	10,761	12,600	\$10,848	15,712	14,000
Professional Services/Legal	2,512	2,000	\$2,727	2,000	2,000
Meetings & Seminars	350	500	\$486	2,500	500
Advertising	350	500	\$559	500	500
Uniforms	3,770	3,925	\$4,119	3,925	5,068
Dues/Subscriptions/Certifications	50	500	\$420	500	500
I&I Principal and Interest	32,979	32,908	\$29,454	33,099	32,743
Travel/Mileage	-	200	\$17	200	200
Payroll Taxes	24,113	23,600	\$22,451	27,798	23,721
Insurance					
Property	9,917	8,500	\$11,172	10,215	11,848
Health	19,348	52,831	\$44,913	53,324	54,716
Worker's Compensation	7,287	8,718	\$8,684	8,980	9,911
Retirement/Pension	21,550	28,448	\$22,169	29,230	22,912
Real Estate Taxes	292	292	\$292	292	292
Conservation Environment	1,600	2,000	\$0	2,000	1,000
Vehicle/Equipment Expenses	12,259	25,600	15521	20,400	15,000
Total Administrative	203,743	269,328	233,268	280,746	250,809
Water					
Salaries	150,384	139,545	167,083	175,294	151,440
Water Distribution					
Supplies	8,185	3,572	\$5,831	5,500	5,500
Repairs & Maintenance	44,802	52,450	\$72,317	18,900	37,000
Water Meters	-	-		-	-
Waterline Break Repairs	-	5,000	\$182	5,000	5,000
Chemicals	233	500	\$1,857	500	500
Tools & Equipment	1,660	3,874	\$6,674	4,105	4,000
Subtotal	54,880	65,396	86,861	34,005	52,000
Water Plant, Reservoir, Booster, Tower, BS Wellhouse					
Supplies	1,492	2,000	795	2,000	2,000
Repairs & Maintenance	27,112	31,700	39,668	66,700	37,722
Tank Maintenance Contract					100,000
Chemicals	22,512	23,943	23,154	9,199	17,132
Tools & Equipment	-	2,400	1,407	2,053	1,932
Testing & Analysis	10,783	12,988	11,877	14,400	5,900
SUB-TOTAL	61,899	93,181	76,901	118,168	164,687
Abandoned Well Costs					

TOWN OF MIDDLETOWN
Water Sewer Operating Budget
FY 2019

	AUDIT FY 2016	Budget FY 2017	AUDIT FY 2017	Preliminary Budget FY 2018	Draft Budget FY 2019
Water Electric	23,349	20,150	33,368	23,816	26,561
TOTAL WATER	267,163	298,122	330,845	327,467	394,688
Sewer					
Salaries	128,101	121,920	127,311	134,998	115,933
Sewer Collection System					
Conebranch Pump Station	34,851	18,500	\$22,062	18,500	12,618
Brookridge South Pump Station	10,465	9,735	\$5,421	10,779	4,000
Foxfield Pump Station	6,973	6,500	\$5,692	6,500	12,500
Sanitary Sewer Lines/Manholes	45,670	25,000	\$4,582	25,000	22,080
I & I Accrual	75,000	75,000	75,000	75,000	75,000
Subtotal	172,959	134,735	112,757	135,779	126,198
East WWTP					
Parts & Supplies	7,069	5,802	\$2,598	6,352	5,581
Repairs & Maintenance	28,731	35,800	\$22,145	16,600	12,600
Chemicals	31,766	40,844	\$29,271	33,725	34,285
Mowing		-		-	-
Tools & Equipment	3,954	5,573	\$1,693	6,090	4,500
Testing & Analysis	26,125	34,187	\$30,220	34,187	36,611
Sludge Hauling Expense	59,432	60,000	\$45,581	61,800	55,669
Subtotal	157,077	211,853	131,508	184,081	149,245
West WWTP					
Supplies	2,380	2,500	\$1,624	2,500	2,500
Repairs & Maintenance	9,796	6,050	\$4,833	2,000	15,000
Chemicals	54,389	61,258	\$51,684	47,949	50,531
Mowing					
Tools & Equipment	2,598	1,000	\$1,671	2,510	2,766
Testing & Analysis	9,831	10,459	\$11,071	11,649	10,449
Sludge Hauling Expense	17,250	22,650	\$17,250	22,650	17,250
SUB-TOTAL	96,244	127,001	88,133	106,268	98,496
Sewer Electric					75,000
TOTAL SEWER	554,381	595,509	459,709	561,126	564,872
TOTAL OPERATING EXPENSES	1,025,287	1,162,959	1,023,822	1,169,340	1,210,369
Contingency Fund		40,704		40,927	50,303
Adjusted Operating Expense	1,025,287	1,203,663	1,023,822	1,210,266	1,260,672
OPERATING INCOME (LOSS)	251,461	8,283	196,433	17,864	2,704

Town of Middletown Planning Department

To: Burgess & Commissioners and Middletown Planning Commission

From: Cindy Unangst, Staff Planner

Date: 6/4/2018

RE: Monthly Planning Update - June

Major Subdivisions:

Middletown Glen - Preliminary plans signed – May 29, 2013
Improvement plans conditionally approved – October 16, 2013
FRO planting at Remsberg Park completed – February 2017
All plats recorded at the Courthouse – May 17, 2016 - March 16, 2018

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 Plan mylars signed – November 6, 2015
Architectural renderings for Building #4 approved – March 19, 2018
Next step – submit architectural renderings for building #2 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)
Improvement Plans conditionally approved – December 19, 2016 (Plans expire 12/19/19)
Improvement Plan mylars signed – May 30, 2017

Franklin Commons - Improvement Plans approved – Sept. 21, 2015 (Plans expire 9/21/2018)
Improvement Plan mylars signed – January 4, 2016
Resubmitted site plan conditionally approved – May 21, 2018
Next step - BOA approval of expired height variance request

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)
Revised Improvement Plan mylars signed – July 21, 2017
Next step – submittal of PWAs for approval and apply for building and grading permits

Dowd Property – Forest Stand Delineation approved – April 16, 2018
Concept plan reviewed by PC – May 21, 2018
Next step – BOA review/approval of special exception for shopping center use

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) – 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 (Plans expire June 29, 2020)

Improvement plan mylars signed – January 2, 2018

Grading and SWM permits approved – March 26, 2018

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

Revised Site Plan conditionally approved – January 15, 2018 (Plans expire January 15, 2021)

Next step – submittal of improvement plans for review and 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)

SWM plans re-submitted to Frederick County and SCD for review/approval – 8/3/17

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

Public Hearing scheduled for April 5, 2018

Passed annexation resolution – April 9, 2018

45-day wait period for petition to annexation referendum – thru May 23, 2018

Text Amendments: Request to add “microbrewery” as a permitted use in the TC District

Request by ZA to make changes to Demolition ordinance & Storage Container regulations

Reports: 2017 Annual Planning Report – approved by PC – April 16, 2018

2017 Annual FRO Report – submitted to MD DNR – March 7, 2018

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

Meetings: Next Middletown Green Team Meeting – June 20, 2018

Next Joint town board/planning commission workshop – August 6, 2018