

**BURGESS AND COMMISSIONERS
OF MIDDLETOWN MARYLAND**

TOWN MEETING MINUTES

Budget meeting – The Burgess reviewed the proposed Water/Sewer CIP budget for FY19.
Budget meeting adjourned at 7:05pm.

REGULAR MEETING

March 12, 2018

The first monthly meeting of the Burgess and Commissioners of Middletown was called to order on March 12, 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

Election Judges List

Town Meeting Minutes – February 1, 2018 – Workshop

Town Meeting Minutes – February 12, 2018 - Town Meeting

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

PERSONAL REQUESTS FOR AGENDA:

Jeff Fox, 306 Washington Street – Received a letter about him having a commercial vehicle sitting on Washington Street in front of his house. Mr. Fox voiced his opinion about him receiving a letter about his commercial vehicle sitting on a Town street and why nothing was sent to the other vehicle that sits along the street. Mr. Fox stated that it's his opinion that if he is going to be sited for this then everyone else throughout Town should be sited as well. Burgess Miller explained to Mr. Fox that these violations are complaint driven, therefore someone must make a complaint to the Zoning Administrator for him to investigate.

Unfinished Business:

Ordinance 18-01-02 – Permitting Fee Schedule Increase – Motion by Commissioner Falcinelli to approve Ordinance 18-01-02 as presented, seconded by Commissioner Bussard. Motion carried 6-0.

Request for Additional Sanitary Sewer Inspections – JR Hawkins, CIP Project Manager is requesting to clean and televise our sewer lines along Main Street while the Main Street project is happening. The request to perform this is approximately \$15,000.

Motion by Commissioner Dietrick to approve the request from Mr. Rehab for \$14,923.19, seconded by Commissioner Falcinelli. Motion carried 6-0.

Heritage Park Budget and Additional Work – Burgess Miller presented the Board with his proposal of what he would like to spend the remaining \$5,633.60 of Heritage Park funds. Burgess Miller is proposing to repair the display sign for \$800, adding 2 benches for \$2,720, adding a banner stating Heritage Park for \$300 and fountain repair for \$400 totaling \$4,220.

Motion by Commissioner Goodman to approve these additional expenses totaling \$4,220.00, seconded by Commissioner Catania. Motion carried 6-0.

Welcome and Wayfinding Signs – Burgess Miller presented the Board with his proposal for the Welcome Signs he would like to place these signs at all 4 entrances. The current wood signs on North and South Church Street are in disrepair. These signs are made of aluminum and cost \$387.79 each. They will be one sided only. It was the consensus of the Board to move forward with these signs. Burgess Miller stated that we had budgeted \$8,000 for these signs.

Burgess Miller also presented the Board with different ideas for Wayfinding signs. The Board likes the different colored signs. Burgess Miller will proceed with getting a quote for these signs.

REPORT OF COMMITTEES:

WATER & SEWER – Commissioner Falcinelli reported:

Water use for February – 294,927 gal., spring flow for February – 100,583, East WWTP treated 337,000 gals. and the WTP treated 386,000 gals.

Water & Sewer meeting this month is March 28 at 7pm.

Rain Barrels for sale during the month of April for \$40 for Middletown residents. Pick-up day will be May 3rd from 6-7pm.

PUBLIC WORKS – Commissioner Bussard reported:

Mainstreet project is well underway, the parking along Main Street has moved from the North side to the South side.

Bruce is developing a list of sidewalks that we will make ADA accessible.

We've had a few snow events.

Bruce is reviewing proposals he has received to replace the A/C units here in the Municipal Center.

Bulk trash pick-up is scheduled for Saturday, March 17, 2018 – you can put 2 items out for pick-up.

SUSTAINABILITY – Commissioner Dietrick reported:

Met on February 21 – discussed the Green Expo that will be held on April 14th from 10am.-2pm

PLANNING COMMISSION – Commissioner Catania reported:

No meeting in February, next meeting will be March 19th at 7pm.

PARKS AND REC. COMMITTEE – Commissioner Goodman reported:

MVAA will be present at the April 5th workshop.

PUBLIC INFORMATION – Commissioner Falcinelli reported:

Encouraged the residents to sign up for the Alert Frederick County.

NEW BUSINESS:

Mill and Overlay Project Bids – Lombardy Court and Young Branch Drive – Commissioner Bussard stated that we received 6 bids with the lowest bid coming in from Wastler & Sons at \$167,182.50. We had \$255,000 budgeted for this project. Motion by Commissioner Bussard to approve the bid from Wastler & Son of \$167,182.50, seconded by Commissioner Goodman. Motion carried 6-0.

Constant Yield Tax Rate Exemption – We are exempt from this, do not have to advertise.

Request for FY19 POS Projects - Commissioner Goodman stated that the Parks & Rec Committee met to discuss what projects to apply for POS money.

- Completion of Remsberg Park trail
- Benches for the Cone Branch trail
- Trail signs & mile markers for all trails
- Picnic tables for Wiles Branch Park

Frederick County Department of Aging – Burgess Miller stated that starting in May there will be a representative from the Frederick County Department of Aging available at the Municipal Center from 1-3:30pm on the 1st Monday of every month.

Request from Saint Thomas More Academy for Additional No Parking on Prospect Street –

Burgess Miller stated that we received a request from Saint Thomas More Academy asking to have the no

parking from 3-4pm in front of the Library. Drew did speak to the Library about this request and they feel that the no parking in front of their property from 3-4pm would generate increased complaints from the Library customers that want to just drop off books. Veronica Kosch from Saint Thomas More was present and presented a few pics of that happens in the afternoons when the children are being picked up. After some discussion, the Board agreed to have staff install no parking signs in front of the Library that read "No Parking 3-3:30pm". We will monitor this the month of April to see if there are any issues.

PUBLIC COMMENT:

ANNOUNCEMENTS:

- *Green Talk – March 24, 2018 at the Middletown Library from 12:30-1:30pm.*

ADJOURNMENT

Meeting adjourned at 8:40pm.

Respectfully submitted,

Ann Griffin
Office Manager