



# AGENDA FOR THE TOWN MEETING

March 12, 2018

6:30 p.m.

## PLEDGE TO THE FLAG

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

## BUDGET WORKSHOP

[Water & Sewer Fund Capital Improvement Program \(CIP\)](#)

## CALL TO ORDER

## CONSENT AGENDA

- Financial Statements
- Town Meeting Minutes
  - [February 1, 2018 – Town Workshop](#)
  - [February 12, 2018 – Town Meeting](#)

## PERSONAL REQUESTS FOR AGENDA:

## UNFINISHED BUSINESS:

- [Ordinance 18-01-02 – Permitting Fee Schedule Increase](#)
- [Request for Additional Sanitary Sewer Inspections](#)
- [Heritage Park Budget and Additional Work](#)

## 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:**

- **Election Judges List**
- **Constant Yield Tax Rate Exemption**
- **Request for FY 2019 POS Projects**
- **Frederick County Department of Aging**
- **Request from Saint Thomas More Academy for Additional No Parking on Prospect Street**

**PUBLIC COMMENTS:**

**ANNOUNCEMENTS:**

**ADJOURNMENT**

**ALL IMPROVEMENT FEES TRANSFERRED TO GENERAL FUND**



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

<b>INCOME</b>	<b>FY '19</b>	<b>FY '20</b>	<b>FY '21</b>	<b>FY '22</b>	<b>FY '23</b>
CASH Reserves	\$538,119	\$436,438	\$299,204	\$164,787	\$261,328
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				
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	\$1,780,968				
Reservoir Cover Loan		\$750,000	\$1,022,604		
<b>Total Revenue</b>	<b>\$3,543,324</b>	<b>\$2,062,139</b>	<b>\$2,190,749</b>	<b>\$742,290</b>	<b>\$1,387,727</b>
<b>Debt Service</b>					
EAST WWTP LOAN	\$241,265	\$239,265			
MAIN STREET WATERLINE LOAN	\$77,842	\$156,523	\$156,523	\$156,523	\$156,523
RESERVOIR LOAN	\$6,798	\$12,815	\$97,347	\$97,347	\$97,347
<b>DEVELOPMENT PROJECTS</b>					
Brookridge WTP (Loan Payments)	\$195,314				
Outstanding Balance - Last Year \$370,314					
<b>Total Debt Service</b>	<b>\$521,219</b>	<b>\$408,603</b>	<b>\$253,870</b>	<b>\$253,870</b>	<b>\$253,870</b>
<b>Net Income</b>	<b>\$3,022,105</b>	<b>\$1,653,537</b>	<b>\$1,936,879</b>	<b>\$488,420</b>	<b>\$1,133,857</b>
<b>Projects</b>					
<b>SYSTEM UPGRADE PROJECTS</b>					
<b>WATER SYSTEM</b>					
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
Future Project Not Yet Identified - 11 Year CIP Expense Average					\$542,171
<b>WASTEWATER SYSTEM</b>					
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	\$85,000				
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				
East WWTP - Sludge Mag Meter	\$15,000				
Vector Trailer & Excavator	\$75,000				
Inflow & Infiltration	\$50,000		\$300,000		
<b>Total Projects</b>	<b>\$2,385,668</b>	<b>\$1,154,333</b>	<b>\$1,572,093</b>	<b>\$27,093</b>	<b>\$557,813</b>
<b>Sub-Total</b>	<b>\$636,438</b>	<b>\$499,204</b>	<b>\$364,787</b>	<b>\$461,328</b>	<b>\$576,044</b>
<b>CAPITAL IMPROVEMENT RESERVE ACCOUNT</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>
<b>Surplus / Deficit</b>	<b>\$436,438</b>	<b>\$299,204</b>	<b>\$164,787</b>	<b>\$261,328</b>	<b>\$376,044</b>
<b>Capital Improvement Reserve Account 5 Year Total</b>	<b>\$1,000,000</b>				

# *BURGESS AND COMMISSIONERS OF MIDDLETOWN MARYLAND*

## TOWN MEETING MINUTES

### WORKSHOP MEETING

February 1, 2018

The workshop meeting of the Burgess and Commissioners of Middletown was called to order on February 1, 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, and Rick Dietrick.

### CONSENT AGENDA:

*Town Meeting Minutes*

- *January 22, 2018 – Town Meeting*

### PERSONAL REQUESTS FOR AGENDA:

#### STAFF REPORTS:

Financial Planner – Review of FY 17 Audit and FY 18 budget 6 month status. Drew presented a power point presentation reviewing FY 17 audit and the FY 18 budget – 6 month review.

Community Deputy Report - DFC Chudoba gave the deputy report for January.

Staff Planner Report – Cindy gave her report.

Main Street Manager Report – Becky gave her report.

Engineers Report – Bruce gave his report.

Zoning Administrator's Report – Ron was not present but submitted his report for the Board's review.

#### UNFINISHED BUSINESS:

**Memar Annexation- Review of Concept Plan & Scheduling Public Hearing – The Board** will vote on the February 12<sup>th</sup> Town Meeting to schedule the public hearing for the Memar Annexation March 12, 2018 meeting. The proposed community center within this development has brought up some questions/concerns. The Developer has stated that he will only build this community center if it is for his development only not for the entire Town to use. Burgess Miller stated that he met with Caroline True with Frederick County Dept. of Aging, they would be very interested in helping with this center but, there would be restrictions and we would have to have certain programs ran out of this center if the County got involved. It was also noted that if this community center was open for all Town residents to use the Town would waive the tap fee, if this community center was just for this proposed annexation then the Town will not waive the tap fee. In addition, the Town Board will look at some possible changes to the annexation concept plan.

**Review of Plans for Replacement of Non-compliant subdivision signs – Future Eagle Scout Projects**

- Drew provided the Board with a draft version of a proposed Subdivision Signs Repair and/or Replacement Policy at the last meeting. This included steps to possibly replace these signs and if none are done the sign will be torn down. After much discussion concerning neighborhood notifications concerning repairs, length of time for neighborhoods to make repairs and potentially becoming future Eagle Scout projects, if no interest the sign(s) will be torn down. The Board asked for this to be removed from the agenda.

**REPORT OF COMMITTEES:**

**WATER & SEWER – no report**

**PUBLIC WORKS – no report**

**SUSTAINABILITY – no report**

**PLANNING COMMISSION – no report**

**PARKS and RECREATION – no report**

**PUBLIC INFORMATION – no report.**

**NEW BUSINESS:**

**Announcement of the Nominating Convention for the 2018 Town Elections** – The Nominating Convention for the upcoming election will be held on Tuesday, February 27, 2018 at 7pm.

**Sanitary Sewer Interceptor Replacement Bids** – Staff recommending the Board approve the Bid of \$214,735 from Mid-Atlantic Utilities, Inc. Bruce stated that we received 7 bids on this project ranging from \$214,735 - \$284,233.

**Request for Waiver of Zoning Certificate Fee – Main Street** – It was the consensus of the Board to waive this \$150 fee and to move this item to the consent agenda for the February 12<sup>th</sup> Town Meeting.

**COMMENT:**

**ANNOUNCEMENTS:**

- Nominating Convention – Tuesday, February 27, 2018 at 7pm.
- Public Hearing on Permitting Fee Schedule Increase – Thursday, March 1, 2018

Workshop adjourned at 9:00pm.

Respectfully submitted,

Ann Griffin  
Office Manager

# *BURGESS AND COMMISSIONERS OF MIDDLETOWN MARYLAND*

## TOWN MEETING MINUTES

### **REGULAR MEETING**

**February 12, 2018**

The first monthly meeting of the Burgess and Commissioners of Middletown was called to order on February 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**

*Request for waiver of Zoning Certificate Fee – Main Street  
Request from YMCA*

- *Kids Triathlon – June 2, 2018*
- *Duathlon/Triathlon – September 16, 2018*

*Financial Statements*

*Town Meeting Minutes – January 22, 2018 – Town Meeting*

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

### **PERSONAL REQUESTS FOR AGENDA:**

#### **Unfinished Business:**

**Memar Annexation – Review of Concept Plan & Scheduling Public Hearing** – Burgess Miller stated that the Public Hearing will be held on Thursday, April 5, 2018 and the Board will vote on this annexation agreement on Monday, April 9<sup>th</sup>.

Commissioner Bussard asked a few questions: 1) Can the community center be moved to the south side? 2) Who maintains the grass area on the south side if the community center is not going to go there?; 3) The developer stated that if the community center is going to be opened to the entire Town, he would be willing to donate a maximum of \$90K toward this community center. The Commissioners seem to like the idea of having the community center on the south side but, Farhad stated that if the community center is for that development only the location will remain where it is currently on the concept plan.

#### **REPORT OF COMMITTEES:**

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

Water use for January – 305,633 gal., spring flow for January – 64,653, East WWTP treated 247,000 gals. and the WTPP treated 201,000 gals.

Well Field Stream Improvement project is complete. I & I project has started (work being done at night), and reservoir tank design has started.

**PUBLIC WORKS** – Commissioner Bussard reported:

Maintenance staff has handled a few small snow/ice events, repaired the landscape trailer, and cleaned the diesel/fuel tanks.

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

**SUSTAINABILITY** – Commissioner Dietrick reported:

The 2<sup>nd</sup> Green Talks was held on Saturday, February 10<sup>th</sup>. Lisa Orr with Frederick County provided information and incentives available to help households and business reduce their utility bills and adopt environmentally friendly practices.

The 3<sup>rd</sup> Green Talks will be held on Saturday, March 24, 2018 at 12:30pm at the Middletown Library.

Green Expo will be held on Saturday, April 14, 2018 at the Memorial Park.

Rain Barrels will be sold again during the month of April for \$40 to Middletown residents.

**PLANNING COMMISSION** – Commissioner Catania reported:

Richland Golf Course submitted a new site plan for a driving range that will also house a small bar, the pro shop and golf cart storage. No meeting in February.

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

Meeting on Wednesday, February 21, 2018 to discuss POS projects to apply for.

**PUBLIC INFORMATION** – Commissioner Falcinelli reported:

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

**NEW BUSINESS:**

**Announcement of the Nominating Convention for the 2018 Town Elections** – Tuesday, February 27, 2018 at 7pm. will be the Nominating Convention.

**Sanitary Sewer Interceptor Replacement Bids** – Staff received 7 bids on this project ranging from \$214,735 - \$284,233. Staff is recommending the Board approve the bid of \$214,735 from Mid-Atlantic Utilities, Inc.

Motion by Commissioner Bussard to approve the bid of \$214,735 from Mid-Atlantic Utilities, Inc., seconded by Commissioner Falcinelli. Motion carried 6-0.

**Heritage Museum Sign** – Burgess Miller stated that we have over \$5,000 left over in the Heritage Museum budget. We would like to purchase a sign for the door to the museum that costs \$165. Motion by Commissioner Catania to approve the purchase of this sign, seconded by Commissioner Goodman. Motion carried 6-0.

**New Logo Decals** – Burgess Miller stated that with the new logo design we would like to remove the current town seal off our vehicles/equipment with the new logo. Burgess Miller stated that Ann obtained a quote from Shannon Baum for the new logo decals that would cost approximately \$1,590.

Drew stated that we could use money from the truck repairs & operations.

Motion by Commissioner Goodman to approve the quote of \$1,590 for the new logo decals, seconded by Commissioner Catania. Motion carried 6-0.

**PUBLIC COMMENT:**

**ANNOUNCEMENTS:**

- *Nominating Convention – Tuesday, February 27, 2018 at 7pm. at the Town Office*
- *Public Hearing on Permitting Fee Schedule Increase - Thursday, March 1, 2018 at 7pm.*

**ADJOURNMENT**

Meeting adjourned at 8:28pm.

Respectfully submitted,

Ann Griffin  
Office Manager

**ORDINANCE NO. 18-01-02**

**AN ORDINANCE TO REVISE THE FEE SCHEDULE PERTAINING TO VARIOUS LAND USE-RELATED APPLICATIONS SUBMITTED TO THE TOWN**

**SECTION I. BE IT ORDAINED AND ENACTED** by the Burgess and Commissioners of the Town of Middletown, Maryland that Title 17, Chapter 17.52, Section 17.52.040 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 OR NUMBERS**:

**TITLE 17 ZONING**

**17.52.040 Fee Schedule**

The fees for the services to be rendered as set forth in this Chapter are as stated in the following Fee Schedule. **THE TOWN MAY WITHHOLD TAKING ANY ACTION ON ANY APPLICATION UNTIL ALL REQUIRED FEES ARE PAID IN FULL.**

**BURGESS AND COMMISSIONERS OF MIDDLETOWN, MARYLAND  
FEES FOR VARIOUS LAND USE, PERMITTING,  
SUBDIVISION AND ZONING PROCEDURES**

<u>Permits</u>	<u>Fee</u>
<u>Residential Permits</u>	
Internal Improvements	\$25.00
External Improvements	\$25.00
<u>New Residence Permits</u>	
Single-Family Unit-	\$200.00
Multi-Family Unit-	\$200.00 + \$100.00/additional unit
Demolition	\$50.00

<u>Commercial Permits</u>	
Internal Improvements	\$100.00
External Improvements	\$100.00
Structure Conversion	\$100.00
New Commercial	\$500.00
Demolition	\$100.00
Change of Use	\$50.00 + all other applicable fees
Home Occupation	\$50.00 + all other applicable fees

<u>Construction</u>	<u>Fee</u>
<u>New Subdivision</u>	
Construction Inspection	1% of Total Cost Estimates for Stormwater Management, Sediment & Erosion Control and Public Improvements

<u>Development</u>	<u>Fee</u>
<u>Concept Plan</u>	\$250.00 + [ <del>\$200.00</del> ] <b>\$400.00</b> Engineering Fee + <b>\$300.00 BASE CONSULTATION FEE + ANY ADDITIONAL CONSULTATION FEE INVOICED TO THE TOWN ABOVE THE \$300.00 BASE FEE + \$15.00/Sheet Electronic Filing Fee</b>
<u>Site Plan</u>	
Residential	\$250.00 + \$10/unit + <b>\$300.00 BASE CONSULTATION FEE + ANY ADDITIONAL CONSULTATION FEE INVOICED TO THE TOWN ABOVE THE \$300.00 BASE FEE + \$15.00/Sheet Electronic Filing Fee + ANY APPLICABLE COUNTY FEES</b>
All Other	<b>\$350.00 + \$50/acre + [<del>\$200.00</del>] \$400.00</b> Engineering Fee + <b>\$300.00 BASE CONSULTATION FEE + ANY ADDITIONAL CONSULTATION FEE INVOICED TO THE TOWN ABOVE THE \$300.00 BASE FEE +</b>

	\$15.00/Sheet Electronic Filing Fee + ANY APPLICABLE COUNTY FEES
<u>Preliminary Plan Review</u>	
All Subdivisions	\$350.00 + \$50/lot + [ <del>\$200.00</del> ] \$400.00 Engineering Fee + \$300.00 BASE CONSULTATION FEE + ANY ADDITIONAL CONSULTATION FEE INVOICED TO THE TOWN ABOVE THE \$300.00 BASE FEE + \$15.00/Sheet Electronic Filing Fee + ANY APPLICABLE COUNTY FEES
<u>Mass Grade Plan Review</u>	
All Subdivisions	\$250.00 + [ <del>\$200.00</del> ] \$400.00 Engineering Fee + \$300.00 BASE CONSULTATION FEE + ANY ADDITIONAL CONSULTATION FEE INVOICED TO THE TOWN ABOVE THE \$300.00 BASE FEE + \$15.00/Sheet Electronic Filing Fee + ANY APPLICABLE COUNTY FEES
<u>Improvement Plan Review</u>	\$300.00/page + [ <del>\$200.00</del> ] \$400.00 Engineering Fee + \$300.00 BASE CONSULTATION FEE + ANY ADDITIONAL CONSULTATION FEE INVOICED TO THE TOWN ABOVE THE \$300.00 BASE FEE + \$15.00/Sheet Electronic Filing Fee + ANY APPLICABLE COUNTY FEES
<u>Forestry Plan Review</u>	
Simplified Forest Plan	\$200.00 + \$15.00/Sheet Electronic Filing Fee
Preliminary Forest Plan	\$200.00 + \$4.00/acre + \$15.00/Sheet Electronic Filing Fee
Final Forest Plan	\$200.00 + \$4.00/acre + \$15.00/Sheet Electronic Filing Fee
Inspection Fee	\$50.00 per inspection +1% of Total Cost Estimates for Plant Material and Planting
<b><u>WIRELESS TELECOMMUNICATIONS STRUCTURES AND FACILITIES</u></b>	
<b>NEW TOWER OR SUPPORT STRUCTURE OR</b>	<b>\$5000 + CONSULTATION FEES INVOICED TO THE TOWN</b>

<b>SUBSTANTIAL MODIFICATION</b>	
<b>ELIGIBLE FACILITY (ANY CO-LOCATION OR NON-SUBSTANTIAL MODIFICATION)</b>	<b>\$1000 + CONSULTATION FEES INVOICED TO THE TOWN</b>
<b>AMENDMENT OR WAIVER REQUEST</b>	<b>\$200 + CONSULTATION FEES INVOICED TO THE TOWN</b>
<b>FINAL INSPECTION</b>	<b>\$200 + CONSULTATION FEES INVOICED TO THE TOWN</b>
<u>Final Plat Review</u>	
Combined Prelim/Final	\$250.00 + \$50/lot + [ <del>\$200.00</del> ] <b>\$400.00</b> Engineering Fee + \$15.00/Sheet Electronic Filing Fee
Correction Plat	\$100.00 + \$10/lot + \$15.00/Sheet Electronic Filing Fee
Addition Plat	\$100.00 + \$10/lot + \$15.00/Sheet Electronic Filing Fee
Final Plat	\$300.00 + \$25/Lot + [ <del>\$100.00</del> ] <b>\$200.00</b> Engineering Fee + \$15.00/Sheet Electronic Filing Fee
<u>Resubmission</u>	50% of original fee + 25% of Original Legal Fee and/or Engineering Fee + \$15.00/Sheet Electronic Filing Fee + <b>CONSULTATION FEES INVOICED TO THE TOWN</b>

<u>Administrative</u>	<u>Fee</u>
<u>Board of Appeals</u>	
Variance	\$100.00 + \$100 advertising for non principal structure \$200.00 + \$100 advertising for principal structure
Special Exception	\$300.00 + \$100 advertising
Special exception application for residential purposes submitted under § 17.48.220 (residential uses in the GC district), §17.48.320 (restricted vehicles in residential district), §17.48.360	\$150.00 + \$100 advertising

(fences - in residential district) and § 17.48.400 (solar collection systems, freestanding - in residential district)	
Administrative Error	\$200.00 + \$100 advertising
<u>Text Amendment</u>	\$300.00 + \$200 advertising + [ <del>\$150.00</del> ] <b>\$200.00</b> Legal Fee
<u>Rezoning Request</u>	\$400.00 + \$20/acre + \$200.00 advertising
<u>Annexation Review</u>	\$1,000.00 + \$50/acre + [ <del>\$150.00</del> ] <b>\$200.00</b> Legal Fee + \$200.00 advertising
<u>Recording Fees</u>	
Plats	\$75 fee + \$5/plat
All other Documents	\$50.00/document
<u>Public Works Agreement Review</u>	\$225.00 + [ <del>\$150.00</del> ] <b>\$200.00</b> Legal Fee
<u>HOA Document Review</u>	\$225.00 + [ <del>\$150.00</del> ] <b>\$200.00</b> Legal Fee
<u>Water &amp; Sewer Master Plan Change</u>	\$500.00 + [ <del>\$100.00</del> ] <b>\$200.00</b> Engineering Fee

**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 22<sup>nd</sup> DAY OF January, 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



Burgess and Commissioners of Middletown 31 W Main St Middletown, MD 21769 Phone 301-371-6171 Fax 301-371-6474  
J. R. Hawkins, P.E., CIP Project Manager Email: rhawkins@ci.middletown.md.us

## MEMORANDUM

**TO:** Burgess and Commissioners of Middletown

**FROM:** J. R. Hawkins, P.E., CIP Project Manager

**DATE:** February 14, 2018

**RE: Cleaning and Televising Sewer Lines on Main Street**

The Town of Middletown currently has \$572,452.00 in our I & I reserve account.

Our current I & I projects are as follows:

The North Church Street Sanitary Sewer Main Rehabilitation is currently under way and was awarded at a price of \$160,636.66. The West WWTP Interceptor project has been bid and the apparent low bidder's bid was \$214,735.00. This project is up for award by the Board at the 2/12/18 meeting. So, after the cost of these two projects has been accounted for, the remaining funds in the I & I reserve account are \$197,080.34.

As we all know, the SHA Main Street Project is proceeding as expected. The last time the Streetscape was funded was twenty years ago in 1997. The Town cleaned and televised the sewer lines along Main Street at that time, but the State pulled the funding and the project never happened. In my opinion, it would be advantageous for us to clean and televise the sanitary sewer in the remaining phases of the Main Street Project as soon as possible to identify any problems that we may have developed over the past twenty years in order to resolve them before SHA finalizes the phases previously mentioned.

I have estimated that the cleaning & televising outlined above can be performed at a cost of around \$15,000.00. This will help us in the future after the completion of the Main Street Project and will get us a start on our next I & I project. There is adequate budget to cover this cost, if approved.

**Heritage Park**

**Revenue**

	Projected Costs	Actuals
Town Funding	\$ 17,883.00	\$ 17,883.00
Grant from Main Street	\$ 4,000.00	\$ 4,000.00
Grant from Tourism	\$ 10,000.00	\$ 10,000.00
<b>Total Revenue</b>	<b>\$ 31,883.00</b>	<b>\$ 31,883.00</b>

**Expenses**

Water Fountain Installation	\$ 1,000.00	\$ 1,000.00
Plumbing	\$ 1,000.00	\$ 1,000.00
Hanging Civil War Banners	\$ 2,500.00	\$ 1,931.40
Installation on Peter Shafer House	\$ 2,280.00	\$ 1,931.40
Picutre of Middletown / Mural 20' X 24'	\$ 500.00	\$ 8,853.00
Installation on Bank Building	\$ 8,853.00	\$ 8,853.00
Electric Conduit (Christmas Tree & Other Lighting)	\$ 500.00	\$ 165.00
Landscaping Construction of Sitting Area	\$ 2,500.00	\$ 13,300.00
<b>Total Expenses</b>	<b>\$ 12,750.00</b>	<b>\$ 26,249.40</b>

<b>Heritage Net</b>	\$ -	\$ 5,633.60
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## **2018 Election Judge List**

- **Alex Kundrick**
- **Judy Brandenburg**
- **Linda Despeaux**
- **Ray May**
- **Pat Hansen**
- **Bob Smart**
- **Cherice Norris**

LARRY HOGAN  
GOVERNOR

BOYD RUTHERFORD  
LT. GOVERNOR

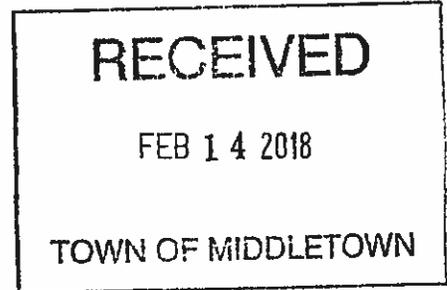


MICHAEL HIGGS  
DIRECTOR

DENISE HERNDON  
DEPUTY DIRECTOR

**MEMORANDUM**

**Date:** February 14, 2018  
**To:** Municipal Corporation Taxing Authorities  
**From:** Michael Higgs Director  
**Re:** 2018/19 Constant Yield Tax Rate – Exemption



Section 6-308 of the Tax-Property Article, Annotated Code of Maryland, requires the Department of Assessments and Taxation to certify to all taxing authorities a Constant Yield Tax Rate that will produce the same revenue in the coming taxable year that was produced in the prior taxable year. This does not prevent the reduction of the tax rate.

Section 2-205(d) states that:

"The Director shall exempt a municipal corporation from the constant yield tax rate provisions of § 6-308 of this article if a difference of less than \$25,000 exists between:

(1) The property tax revenue that is provided by applying the municipal corporation real property tax rate for the preceding taxable year to the estimated assessment of all real property in the municipal corporation; and

(2) The property tax revenue that is provided by applying the constant yield tax rate for the next taxable year to the estimated assessment of all real property in the municipal corporation."

**This is to certify that your jurisdiction has been exempted from the provisions of § 6-308 of the Tax-Property Article.**

Attached is Form CYTR#1 which shows your Constant Yield Tax Rate exemption and also includes an estimate of the assessable real property base for the 2016/17 taxable year.

If you should have any questions, please contact Darrin Aycock in our Headquarters Office in Baltimore at (410) 767-1190.

Enclosure: Form CYTR#1

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

300 W. Preston St. Room 605 Baltimore, MD 21201  
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# 2018 Constant Yield Tax Rate Certification

Taxing authority: **Middletown  
in Frederick County**

1	1-Jul-2017	Gross assessable real property base	\$	567,396,900
2	1-Jul-2017	Homestead Tax Credit	-	<u>5,697,876</u>
3	1-Jul-2017	Net assessable real property base		561,699,024
4	1-Jul-2017	Actual local tax rate (per \$100)	x	<u>0.2320</u>
5	1-Jul-2017	Potential revenue	\$	1,303,142
6	1-Jul-2018	Estimated assessable base	\$	578,412,462
7	1-Jan-2018	Half year new construction	-	5,609,300
8	1-Jul-2018	Estimated full year new construction*	-	5,000,000
9	1-Jul-2018	Estimated abatements and deletions**	-	<u><u>4,036,691</u></u>
10	1-Jul-2018	Net assessable real property base	\$	563,766,471

11	1-Jul-2017	Potential revenue	\$	1,303,142
12	1-Jul-2018	Net assessable real property base	+	563,766,471
13	1-Jul-2018	Constant yield tax rate	\$	<input type="text" value="0.2311"/>

# EXEMPT

Certified by



Director

\* Includes one-quarter year new construction where applicable.

\*\*Actual + estimated as of July 1, 2018, including Homestead Tax Credit.



# FREDERICK COUNTY GOVERNMENT

Jan H. Gardner  
County Executive

## DIVISION OF PARKS & RECREATION

Jeremy Kortright, Director

### MEMORANDUM

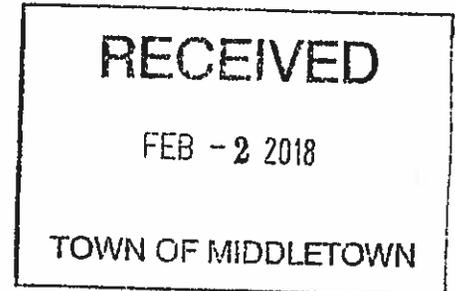
TO: POS Project Coordinator

FROM: Bob Hicks, CPRP - Deputy Director

DATE: February 1, 2018

SUBJECT: Submission of FY2019 POS Annual Program

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



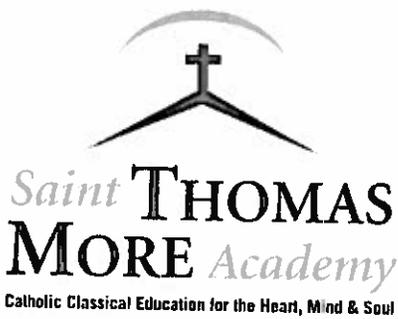
The Frederick County Division of Parks and Recreation staff is requesting that those municipalities who are interested in obtaining POS funding for FY2019 (which begins July 1, 2018) to develop their Annual Programs by completing the enclosed Project Information Forms for each project for which funding is requested. Electronic files for the memo, forms and instructions are also being sent by E-mail. Please contact me to confirm that you have received this information.

Please remember that if a project was submitted in the past and it was not allocated funding, then it must be resubmitted for FY2019, if you so choose. The appropriate municipal officials should be informed since this information is being sent only to local Project Coordinators or the Mayor/Burgess if a coordinator has not been designated. If your municipality is not interested in obtaining POS funding for FY2019 then disregard this information.

**The forms must be returned to our offices by Friday, May 4, 2018.** A summary of all municipal requests and the completed forms will be forwarded to the chairman of the Ad Hoc Committee for POS Annual Program Allocations - Frederick County Chapter- Maryland Municipal League (MML). The committee will make a decision on project funding. The proposed FY2019 POS Budget has indicated that Frederick County will receive an allocation of \$1,509,686 of which 50% or \$754,843 will be dedicated to the municipalities. In accordance to the POS statute, at least 25% of the County allocation must be for acquisition projects, with the remainder available for development projects. Because of this the municipalities will need to dedicate at least \$188,711 towards an acquisition project(s) and \$566,132 for development projects. Please know that in the 2018 Annual Program, there were no requests for an acquisition project, so an unallocated acquisition fund was started. The amount of POS acquisition funding available to the municipalities, from FY2018, is \$126,981.

**If any of your POS projects have been allocated funding, I cannot overemphasize the importance of submitting your applications as soon as possible, to encumber POS funds.** Please know that it takes several months for applications to be processed and approved by the state once they are submitted. Project expenditures cannot be incurred unless you receive a Letter of Acknowledgment from the Director of POS (issued upon receipt of a completed application) or final application approval from the State Board of Public Works. **Once POS projects are approved and expenses to them are incurred, our office is strongly encouraging municipalities to expedite any reimbursement requests through DNR as soon as possible.**

(over)



RECEIVED

FEB 23 2018

February 21, 2018

TOWN OF MIDDLETOWN, MD

Mr. Andrew Bowen  
Town Administrator  
Town of Middletown  
31 West Main Street  
Middletown, MD 21769

Dear Mr. Bowen:

I am contacting you to request that the "No Parking" area in front of St. Thomas More Academy be extended. St. Thomas More Academy is located at 103 Prospect Street, next door to the Middletown Public Library. Currently there are signs posted immediately in front of our school that read "No Parking 8am – 9am and 3pm – 4pm on School Days". Street parking is allowed in front of the library during these hours. I am requesting that the "No Parking" area be extended to the entire curb area from the library parking lot driveway to our school driveway during our morning drop off time 8am – 9am and afternoon dismissal 3pm – 4pm on School Days.

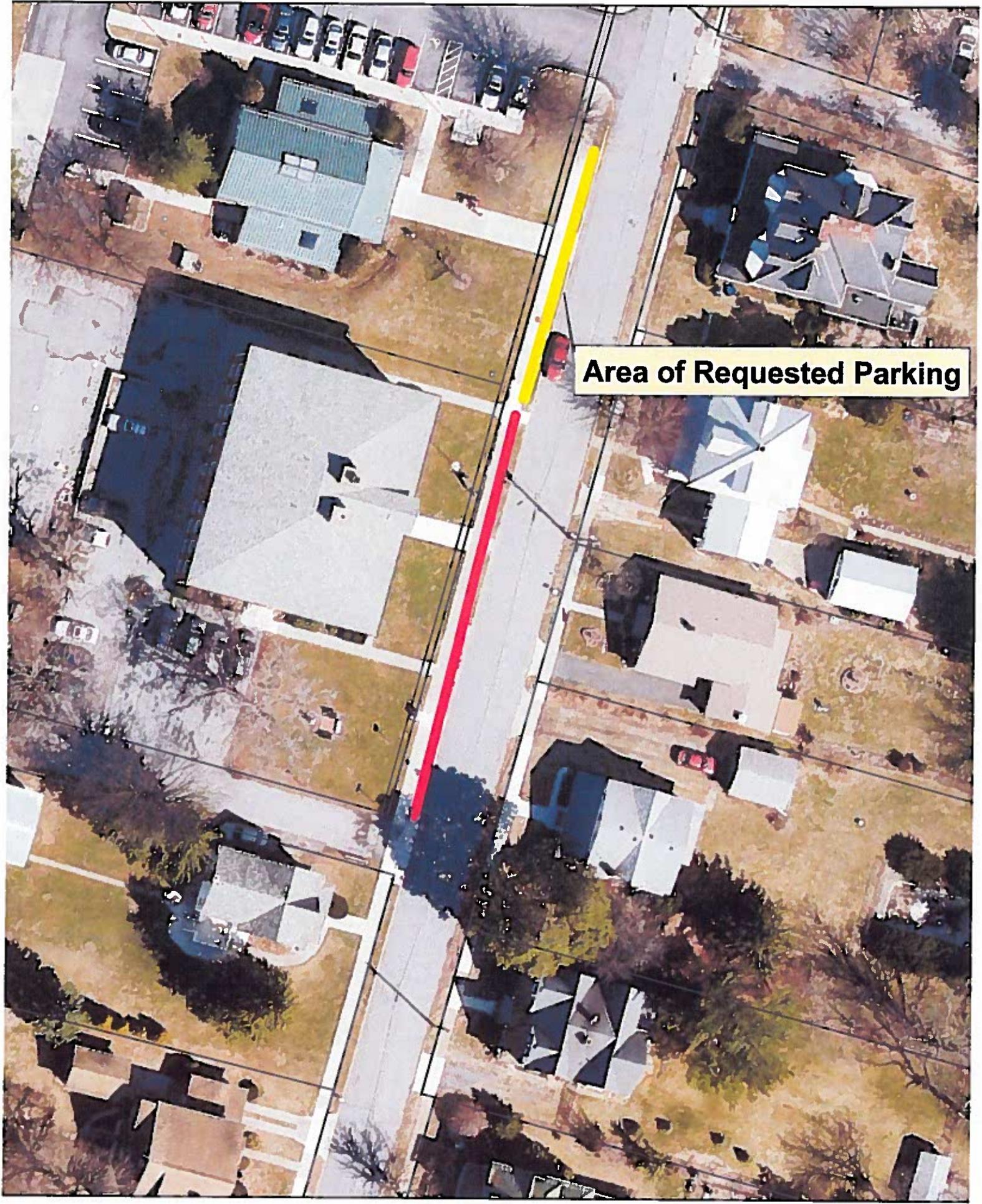
Our students' safety is our most important priority during drop off and pick up times, while maintaining a flow of traffic along Prospect Street. Unfortunately, situations arise occasionally that cause temporary backups. For example, we have library patrons park illegally in front our school during dismissal hours and have had contractors working on the homes across the street from our building park on the wrong side of the one-way street, blocking Prospect Street all together. These instances are few and far between. What does happen on a regular basis is, parents get stuck behind parked cars in front of the library, not realizing they are parked vs. waiting in STMA's carpool line. The carpool line can extend all the way to Main Street. We don't want to inconvenience our neighbors by parents blocking driveways.

When St. Thomas More Academy moved to Middletown five years ago, we did not have as many families dropping off and picking up students. As our enrollment has grown, so has our carpool line. Please consider my request and approve the "No Parking" area extension.

Sincerely,

Veronica Kosch  
Director

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



**Area of Requested Parking**

**Town of Middletown - Frederick County**