



AGENDA FOR THE TOWN MEETING

March 13, 2017

6:30 p.m.

REVISED

PLEDGE TO THE FLAG

CALL TO ORDER

BUDGET WORKSHOP

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

[Water & Sewer Operating Budget \(Previously Reviewed\)](#)

CONSENT AGENDA

- [Financial Statements](#)
- [Richland Golf Club – Outside Patio Entertainment](#)
- [March of Dimes Walk for Babies](#)
- Town Meeting Minutes
 - [February 2, 2017 – Town Workshop & Public Hearing](#)
 - [February 13, 2017 – Town Meeting](#)

PERSONAL REQUESTS FOR AGENDA:

UNFINISHED BUSINESS:

- [Resolution 17-02 – Increase in Improvement Fees](#)
- [Ordinances 17-03-01 & 17-03-02 – Sale of Property East Green Street](#)
- [Appointments to Board of Appeals](#)
- Memar Annexation – Discussion and Scheduling of Future Workshops

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

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

NEW BUSINESS:

- Constant Yield Tax Rate – Schedule Public Hearing
- Request from T-Mobile for Amendment to Cellular Lease Agreement
- Annual POS Program Requests – Frederick County
- Solar Array Plantings
- Office Window Blinds Quote

PUBLIC COMMENTS:

ANNOUNCEMENTS:

- *250th Town Talk (Transportation History) – Thursday, April 13, 2017 at 6:30PM at Town Office*
- *Sustainability Committee Openings*

ADJOURNMENT

Town of Middletown
Water Sewer Fund
Capital Improvement Program
Fluoride INCLUDED



**Burgess and Commissioners of Middletown
Water & Sewer Capital Improvement Program
FY 2018 - FY 2022**

INCOME	FY '18	FY '19	FY '20	FY '21	FY '22
CASH Reserves	\$579,778	\$195,079	\$471,222	\$865,048	\$1,303,473
DEBT SERVICE FEE - NEW HOMES	\$149,600	\$156,500	\$163,400		
CAPITAL IMPROVEMENT FEE	\$159,132	\$168,966	\$178,800	\$348,100	\$350,100
Inflow & Infiltration - Reserve Account	\$165,000	\$250,000			
Land Leases	\$185,837	\$193,271	\$201,002	\$209,042	\$217,403
Tap Fees (See Growth Projections)	\$733,125	\$733,125	\$626,875	\$212,500	\$21,250
Main Street Waterline Loan	\$1,500,000	\$1,500,000			
Reservoir Cover Loan	\$180,000		\$1,400,000		
Total Revenue	\$3,652,472	\$3,196,941	\$3,041,299	\$1,634,690	\$1,892,227
Debt Service					
EAST WWTP LOAN	\$241,265	\$241,265	\$239,265		
MAIN STREET WATERLINE LOAN	\$250,184	\$250,294	\$250,899	\$252,399	\$251,264
RESERVOIR LOAN	\$56,578	\$56,754	\$56,754	\$56,725	\$56,828
DEVELOPMENT PROJECTS					
Brookridge WTP (Loan Payments)	\$370,314				
Outstanding Balance - \$370,314					
Total Debt Service	\$918,341	\$548,313	\$546,918	\$309,124	\$308,092
Net Income	\$2,734,132	\$2,648,629	\$2,494,381	\$1,325,566	\$1,584,134
Projects					
SYSTEM UPGRADE PROJECTS					
WATER SYSTEM					
Main Street Waterline Program	\$1,500,000	\$1,500,000			
Reservoir Improvements - Piping and Future Tank	\$180,000		\$1,400,000		
Fluoride Systems - Well #15/#16 & Brookridge WTP	\$90,000				
Stream Erosion - Well Field Restoration	\$243,000				
SCADA Control System	\$134,231	\$33,206	\$25,000		
Booster Station - Replace Starters with VFD's			\$125,000		
Booster Station - Pump Bypass Connections	\$60,000				
Booster Station - Process Piping Replacement		\$40,000			
Booster Station - Roof Replacement/Building Painting		\$5,000			
Raw Waterline Cleaning - ICE PIG Well #14	\$9,000				
Waterline Cleaning - ICE PIG Glenbrook		\$75,000			
PRV Vault Pipe Painting and Cleaning		\$8,000			
Valve Replacement Jefferson Village	\$40,500				
Water Meter Replacements	\$57,322	\$41,200	\$34,333	\$22,093	\$22,093
Springline Replacement - US 40 to Reservoir (Expected 2025)					
WASTEWATER SYSTEM					
West WWTP - Curtain Replacement		\$75,000			
West WWTP - New Chemical Storage Structure		\$75,000			
East WWTP - Bar Screen Refurbishment		\$60,000			
East WWTP - Influent Flume & Ultrasonic Meter		\$15,000			
East WWTP - New Roof Filter Building			\$30,000		
East WWTP - Sludge Mag Meter			\$15,000		
Vactor Trailer & Excavator	\$60,000				
Inflow & Infiltration	\$165,000	\$250,000			
Total Projects	\$2,539,052	\$2,177,406	\$1,629,333	\$22,093	\$22,093
Surplus / Deficit	\$195,079	\$471,222	\$865,048	\$1,303,473	\$1,562,041

Town of Middletown
Water Sewer Fund
CIP
Fluoride NOT INCLUDED



Burgess and Commissioners of Middletown
Water & Sewer Capital Improvement Program
FY 2018 - FY 2022

INCOME	FY '18	FY '19	FY '20	FY '21	FY '22
CASH Reserves	\$579,778	\$285,079	\$561,222	\$955,048	\$1,393,473
DEBT SERVICE FEE - NEW HOMES	\$149,600	\$156,500	\$163,400		
CAPITAL IMPROVEMENT FEE	\$159,132	\$168,966	\$178,800	\$348,100	\$350,100
Inflow & Infiltration - Reserve Account	\$165,000	\$250,000			
Land Leases	\$185,837	\$193,271	\$201,002	\$209,042	\$217,403
Tap Fees (See Growth Projections)	\$733,125	\$733,125	\$626,875	\$212,500	\$21,250
Main Street Waterline Loan	\$1,500,000	\$1,500,000			
Reservoir Cover Loan	\$180,000		\$1,400,000		
Total Revenue	\$3,652,472	\$3,286,941	\$3,131,299	\$1,724,690	\$1,982,227
Debt Service					
EAST WWTP LOAN	\$241,265	\$241,265	\$239,285		
MAIN STREET WATERLINE LOAN	\$250,184	\$250,294	\$250,899	\$252,399	\$251,264
RESERVOIR LOAN	\$56,578	\$56,754	\$56,754	\$56,725	\$56,828
DEVELOPMENT PROJECTS					
Brookridge WTP (Loan Payments)	\$370,314				
<i>Outstanding Balance - \$370,314</i>					
Total Debt Service	\$918,341	\$548,318	\$546,918	\$309,124	\$308,092
Net Income	\$2,734,132	\$2,738,629	\$2,584,381	\$1,415,566	\$1,674,134
Projects					
SYSTEM UPGRADE PROJECTS					
WATER SYSTEM					
Main Street Waterline Program	\$1,500,000	\$1,500,000			
Reservoir Improvements - Piping and Future Tank	\$180,000		\$1,400,000		
Stream Erosion - Well Field Restoration	\$243,000				
SCADA Control System	\$134,231	\$33,206	\$25,000		
Booster Station - Replace Starters with VFD's			\$125,000		
Booster Station - Pump Bypass Connections	\$60,000				
Booster Station - Process Piping Replacement		\$40,000			
Booster Station - Roof Replacement/Building Painting		\$5,000			
Raw Waterline Cleaning - ICE PIG Well #14	\$9,000				
Waterline Cleaning - ICE PIG Glenbrook		\$75,000			
PRV Vault Pipe Painting and Cleaning		\$8,000			
Valve Replacement Jefferson Village	\$40,500				
Water Meter Replacements	\$57,322	\$41,200	\$34,333	\$22,093	\$22,093
<i>Springline Replacement - US 40 to Reservoir (Expected 2025)</i>					
WASTEWATER SYSTEM					
West WWTP - Curtain Replacement		\$75,000			
West WWTP - New Chemical Storage Structure		\$75,000			
East WWTP - Bar Screen Refurbishment		\$60,000			
East WWTP - Influent Flume & Ultrasonic Meter		\$15,000			
East WWTP - New Roof Filter Building			\$30,000		
East WWTP - Sludge Mag Meter			\$15,000		
Vector Trailer & Excavator	\$60,000				
Inflow & Infiltration	\$165,000	\$250,000			
Total Projects	\$2,449,052	\$2,177,406	\$1,629,333	\$22,093	\$22,093
Surplus / Deficit	\$285,079	\$561,222	\$955,048	\$1,393,473	\$1,652,041

TOWN OF MIDDLETOWN
Water Sewer Operating Budget
FY 2018
Fluoride INCLUDED

	AUDIT FY 2012	AUDIT FY 2013	AUDIT FY 2014	AUDIT FY 2015	AUDIT FY 2016	Budget FY 2017	Preliminary Budget FY 2018
Operating Revenue							
Water Revenue	507,375	544,682	557,321	557,826	587,860	594,671	608,726
Sewer Revenue	506,864	541,468	554,722	557,502	584,783	594,325	603,153
Penalties and Reconnects	14,389	15,608	18,876	21,311	14,758	21,950	15,252
General Fund Grant				102,740	80,000		
Rain Barrels				1,000	720	1,000	1,000
MISC	8,127				8,627		
Total Revenue	1,036,755	1,101,758	1,130,919	1,240,379	1,276,748	1,211,946	1,228,131
Expenses							
Administrative							
Salaries	36,078	44,202	38,059	43,379	36,631	45,134	48,827
Communications	6,785	7,107	7,761	11,178	10,748	11,513	11,742
Postage	8,589	7,426	9,098	10,304	9,226	9,558	9,503
Office Supplies/Expenses	12,050	8,381	14,470	13,668	10,761	12,600	15,712
Professional Services/Legal	6,226		10,578	16,447	2,512	2,000	2,000
Meetings & Seminars	496	331	895	392	350	500	2,500
Advertising	997		863	994	350	500	500
Uniforms	3,258	2,992	2,726	3,719	3,770	3,925	3,925
Dues/Subscriptions/Certifications	650	415	987	3,342	50	500	500
Main Street Waterline Loan Interest	73,803	72,008		32,498	32,979	32,908	33,099
Travel/Mileage	202	203	175			200	200
Payroll Taxes	20,506	19,971	19,081	21,477	24,113	23,600	27,798
Insurance							
Property	11,347	7,603	7,643	7,949	9,917	8,500	10,215
Health	46,026	46,367	37,781	36,608	19,348	52,831	53,324
Worker's Compensation	13,081	11,142	8,168	7,858	7,287	8,718	8,980
Retirement/Pension	20,379	17,250	18,954	19,685	21,550	28,448	29,230
Real Estate Taxes	292	292	292	(22)	292	292	292
Conservation Environment	4,691	105	3,276	5,755	1,600	2,000	2,000
Vehicle/Equipment Expenses	12,101	12,749	15,680	11,138	12,259	25,600	20,400
Total Administrative	277,557	258,544	196,487	246,369	203,743	269,328	280,746
Water							
Salaries	108,348	109,602	113,066	131,501	150,384	139,545	175,294
Water Distribution							

TOWN OF MIDDLETOWN
Water Sewer Operating Budget
FY 2018
Fluoride INCLUDED

	AUDIT FY 2012	AUDIT FY 2013	AUDIT FY 2014	AUDIT FY 2015	AUDIT FY 2016	Budget FY 2017	Preliminary Budget FY 2018
Supplies	2,435	2,894	3,764	3,468	8,185	3,572	5,500
Repairs & Maintenance	30,681	41,907	67,276	48,553	44,802	52,450	18,900
Water Meters	31,745	-	-	-	-	-	-
Waterline Break Repairs	17,697	246	72	3,452	-	5,000	5,000
Chemicals	477	353	185	-	233	500	500
Tools & Equipment	2,058	6,407	9,468	933	1,660	3,874	4,105
Subtotal	85,093	51,807	80,765	56,406	54,880	65,396	34,005
Water Plant, Reservoir, Booster, Tower, BS Wellhouse							
Electric	8,814	27,509	26,703	24,588	23,349	20,150	23,816
Supplies	22,426	1,666	787	3,568	1,492	2,000	2,000
Repairs & Maintenance	4,825	32,259	32,305	17,211	27,112	31,700	66,700
Chemicals	50,115	24,176	20,454	21,672	22,512	23,943	31,699
Tools & Equipment		4,375	2,007	1,590	-	2,400	2,053
Testing & Analysis		7,857	10,488	11,661	10,783	12,988	14,400
SUB-TOTAL	86,180	97,842	92,744	80,290	85,248	93,181	140,668
Abandoned Well Costs							
TOTAL WATER	279,621	259,251	286,575	268,197	290,512	298,122	349,967
Sewer							
Salaries	109,381	113,488	107,724	120,064	128,101	121,920	134,998
Sewer Collection System							
Conebranch Pump Station	15,418	11,503	27,036	19,518	34,851	18,500	18,500
Brookridge South Pump Station	6,545	13,703	9,854	11,153	10,465	9,735	10,779
Foxfield Pump Station	5,769	6,165	6,968	6,348	6,973	6,500	6,500
Sanitary Sewer Lines/Manholes	14,643	22,850	17,316	17,484	45,670	25,000	25,000
I & I Accrual	75,000	75,000	75,000	75,000	75,000	75,000	75,000
Subtotal	117,375	129,221	136,174	129,503	172,959	134,735	135,779
East WWTP							
Electric	36,746	35,844	38,450	40,211	28,141	29,647	25,327
Parts & Supplies	6,457	3,749	8,162	6,325	7,069	5,802	6,352
Repairs & Maintenance	8,596	32,355	11,960	23,354	28,731	35,800	16,600
Chemicals	42,961	40,867	32,727	28,329	31,766	40,844	33,725
Mowing	3,525						

TOWN OF MIDDLETOWN
Water Sewer Operating Budget
FY 2018
Fluoride INCLUDED

	AUDIT FY 2012	AUDIT FY 2013	AUDIT FY 2014	AUDIT FY 2015	AUDIT FY 2016	Budget FY 2017	Preliminary Budget FY 2018
Tools & Equipment	7,834	7,721	2,849	8,091	3,954	5,573	6,090
Testing & Analysis	20,299	20,812	22,982	25,170	26,125	34,187	34,187
Sludge Hauling Expense	66,293	66,093	45,596	61,642	59,432	60,000	61,800
Subtotal	192,711	207,441	162,726	193,122	185,218	211,853	184,081
West WWTP							
Electric	18,582	19,020	18,989	20,410	22,680	23,084	17,010
Supplies	678	1,987	4,474	2,121	2,380	2,500	2,500
Repairs & Maintenance	5,202	3,196	7,102	20,740	9,796	6,050	2,000
Chemicals	51,972	50,684	53,057	54,073	54,389	61,258	47,949
Mowing	2,225	-	-	-	-	-	-
Tools & Equipment	391	7,407	1,400	756	2,598	1,000	2,510
Testing & Analysis	8,958	8,303	8,808	9,106	9,831	10,459	11,649
Sludge Hauling Expense	6,358	22,959	17,663	17,250	17,250	22,650	22,650
SUB-TOTAL	94,366	113,556	111,493	124,456	118,924	127,001	106,268
TOTAL SEWER	513,833	563,706	518,117	567,145	605,202	595,509	561,126
TOTAL OPERATING EXPENSES	1,071,011	1,081,501	1,001,179	1,081,711	1,099,457	1,162,959	1,191,840
Contingency Fund					38,481	40,704	41,714
Adjusted Operating Expense					1,137,938	1,203,663	1,233,554
OPERATING INCOME (LOSS)	(34,256)	20,257	129,740	158,668	138,810	8,283	(5,423)

TOWN OF MIDDLETOWN
Water Sewer Operating Budget
FY 2018
Fluoride NOT INCLUDED

	AUDIT FY 2012	AUDIT FY 2013	AUDIT FY 2014	AUDIT FY 2015	AUDIT FY 2016	Budget FY 2017	Preliminary Budget FY 2018
Operating Revenue							
Water Revenue	507,375	544,682	557,321	557,826	587,860	594,671	608,726
Sewer Revenue	506,864	541,468	554,722	557,502	584,783	594,325	603,153
Penalties and Reconnects	14,389	15,608	18,876	21,311	14,758	21,950	15,252
General Fund Grant				102,740	80,000		
Rain Barrels				1,000	720	1,000	1,000
MISC	8,127				8,627		
Total Revenue	1,036,755	1,101,758	1,130,919	1,240,379	1,276,748	1,211,946	1,228,131
Expenses							
Administrative							
Salaries	36,078	44,202	38,059	43,379	36,631	45,134	48,827
Communications	6,785	7,107	7,761	11,178	10,748	11,513	11,742
Postage	8,589	7,426	9,098	10,304	9,226	9,558	9,503
Office Supplies/Expenses	12,050	8,381	14,470	13,668	10,761	12,600	15,712
Professional Services/Legal	6,226		10,578	16,447	2,512	2,000	2,000
Meetings & Seminars	496	331	895	392	350	500	2,500
Advertising	997		863	994	350	500	500
Uniforms	3,258	2,992	2,726	3,719	3,770	3,925	3,925
Dues/Subscriptions/Certifications	650	415	987	3,342	50	500	500
Main Street Waterline Loan Interest	73,803	72,008		32,498	32,979	32,908	33,099
Travel/Mileage	202	203	175			200	200
Payroll Taxes	20,506	19,971	19,081	21,477	24,113	23,600	27,798
Insurance							
Property	11,347	7,603	7,643	7,949	9,917	8,500	10,215
Health	46,026	46,367	37,781	36,608	19,348	52,831	53,324
Worker's Compensation	13,081	11,142	8,168	7,858	7,287	8,718	8,980
Retirement/Pension	20,379	17,250	18,954	19,685	21,550	28,448	29,230
Real Estate Taxes	292	292	292	(22)	292	292	292
Conservation Environment	4,691	105	3,276	5,755	1,600	2,000	2,000
Vehicle/Equipment Expenses	12,101	12,749	15,680	11,138	12,259	25,600	20,400
Total Administrative	277,557	258,544	196,487	246,369	203,743	269,328	280,746
Water							
Salaries	108,348	109,602	113,066	131,501	150,384	139,545	175,294
Water Distribution							

TOWN OF MIDDLETOWN
Water Sewer Operating Budget
FY 2018
Fluoride NOT INCLUDED

	AUDIT FY 2012	AUDIT FY 2013	AUDIT FY 2014	AUDIT FY 2015	AUDIT FY 2016	Budget FY 2017	Preliminary Budget FY 2018
Supplies	2,435	2,894	3,764	3,468	8,185	3,572	5,500
Repairs & Maintenance	30,681	41,907	67,276	48,553	44,802	52,450	18,900
Water Meters	31,745	-	-	-	-	-	-
Waterline Break Repairs	17,697	246	72	3,452	-	5,000	5,000
Chemicals	477	353	185	-	233	500	500
Tools & Equipment	2,058	6,407	9,468	933	1,660	3,874	4,105
Subtotal	85,093	51,807	80,765	56,406	54,880	65,396	34,005
Water Plant, Reservoir, Booster, Tower, BS Wellhouse							
Electric	8,814	27,509	26,703	24,588	23,349	20,150	23,816
Supplies	22,426	1,666	787	3,568	1,492	2,000	2,000
Repairs & Maintenance	4,825	32,259	32,305	17,211	27,112	31,700	66,700
Chemicals	50,115	24,176	20,454	21,672	22,512	23,943	9,199
Tools & Equipment		4,375	2,007	1,590	-	2,400	2,053
Testing & Analysis		7,857	10,488	11,661	10,783	12,988	14,400
SUB-TOTAL	86,180	97,842	92,744	80,290	85,248	93,181	118,168
Abandoned Well Costs							
TOTAL WATER	279,621	259,251	286,575	268,197	290,512	298,122	327,467
Sewer	109,381	113,488	107,724	120,064	128,101	121,920	134,998
Sewer Collection System							
Conebranch Pump Station	15,418	11,503	27,036	19,518	34,851	18,500	18,500
Brookridge South Pump Station	6,545	13,703	9,854	11,153	10,465	9,735	10,779
Foxfield Pump Station	5,769	6,165	6,968	6,348	6,973	6,500	6,500
Sanitary Sewer Lines/Manholes	14,643	22,850	17,316	17,484	45,670	25,000	25,000
I & I Accrual	75,000	75,000	75,000	75,000	75,000	75,000	75,000
Subtotal	117,375	129,221	136,174	129,503	172,959	134,735	135,779
East WWTP							
Electric	36,746	35,844	38,450	40,211	28,141	29,647	25,327
Parts & Supplies	6,457	3,749	8,162	6,325	7,069	5,802	6,352
Repairs & Maintenance	8,596	32,355	11,960	23,354	28,731	35,800	16,600
Chemicals	42,961	40,867	32,727	28,329	31,766	40,844	33,725
Mowing	3,525						

TOWN OF MIDDLETOWN
Water Sewer Operating Budget
FY 2018
Fluroide NOT INCLUDED

	AUDIT FY 2012	AUDIT FY 2013	AUDIT FY 2014	AUDIT FY 2015	AUDIT FY 2016	Budget FY 2017	Preliminary Budget FY 2018
Tools & Equipment	7,834	7,721	2,849	8,091	3,954	5,573	6,090
Testing & Analysis	20,299	20,812	22,982	25,170	26,125	34,187	34,187
Sludge Hauling Expense	66,293	66,093	45,596	61,642	59,432	60,000	61,800
Subtotal	192,711	207,441	162,726	193,122	185,218	211,853	184,081
West WWTP							
Electric	18,582	19,020	18,989	20,410	22,680	23,084	17,010
Supplies	678	1,987	4,474	2,121	2,380	2,500	2,500
Repairs & Maintenance	5,202	3,196	7,102	20,740	9,796	6,050	2,000
Chemicals	51,972	50,684	53,057	54,073	54,389	61,258	47,949
Mowing	2,225	-	-	-	-	-	-
Tools & Equipment	391	7,407	1,400	756	2,598	1,000	2,510
Testing & Analysis	8,958	8,303	8,808	9,106	9,831	10,459	11,649
Sludge Hauling Expense	6,358	22,959	17,663	17,250	17,250	22,650	22,650
SUB-TOTAL	94,366	113,556	111,493	124,456	118,924	127,001	106,268
TOTAL SEWER	513,833	563,706	518,117	567,145	605,202	595,509	561,126
TOTAL OPERATING EXPENSES	1,071,011	1,081,501	1,001,179	1,081,711	1,099,457	1,162,959	1,169,340
Contingency Fund					38,481	40,704	40,927
Adjusted Operating Expense					1,137,938	1,203,663	1,210,267
OPERATING INCOME (LOSS)	(34,256)	20,257	129,740	158,668	138,810	8,283	17,864

Town of Middletown
Statement of Revenue & Expenditures
 General Fund
 Fiscal Year 2017
 For the 8 Months Ended February 28, 2017

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<u>REVENUE</u>			
<u>LOCAL TAX</u>			
Real Property	\$ 1,228,459	\$ 1,187,922	\$ (40,537)
Tangible Personal Property	37,108	42,211	5,103
Public Utilities	12,841		(12,841)
Franchise (Cable)	49,940	25,407	(24,533)
Penalties & Interest	<u>10,357</u>		<u>(10,357)</u>
	\$ 1,338,705	\$ 1,255,540	\$ (83,165)
<u>STATE SHARED TAX</u>			
Admission & Amusement	\$ 22,500	\$ 16,391	\$ (6,109)
Highway Gasoline & Licenses	<u>162,421</u>	<u>130,090</u>	<u>(32,331)</u>
	\$ 184,921	\$ 146,481	\$ (38,440)
<u>COUNTY SHARED TAX</u>			
Income Taxes	\$ 834,937	\$ 500,355	\$ (334,582)
Tax Equity Grant	<u>566,687</u>	<u>425,014</u>	<u>(141,673)</u>
	\$ 1,401,624	\$ 925,369	\$ (476,255)
<u>LICENSES AND PERMITS</u>			
Beer, Wine and Liquor	\$ 1,950		\$ (1,950)
Business / Traders	4,900	322	(4,578)
Planning / Zoning Fees	<u>20,191</u>	<u>11,216</u>	<u>(8,975)</u>
	\$ 27,041	\$ 11,538	\$ (15,503)
<u>PARKS AND RECREATION</u>			
Pavillion Fees	<u>\$ 1,900</u>	<u>\$ 1,837</u>	<u>\$ (63)</u>
	\$ 1,900	\$ 1,837	\$ (63)
<u>POLICE PROTECTION</u>			
State Grant	<u>\$ 26,187</u>	<u>\$ 13,094</u>	<u>\$ (13,093)</u>
	\$ 26,187	\$ 13,094	\$ (13,093)
<u>MISCELLANEOUS</u>			
Community Events			
Parking Citations			
Bank Shares Grant	2,500	1,491	(1,009)
Miscellaneous & Donations	<u>5,000</u>	<u>2,339</u>	<u>(2,661)</u>
	\$ 7,500	\$ 3,830	\$ (3,670)
OPERATING REVENUES	\$ 2,987,878	\$ 2,357,689	\$ (630,189)
State Grants & Interest	\$ 42,842	\$ 8,141	\$ (34,701)
TOTAL REVENUE	\$ 3,030,720	\$ 2,365,830	\$ (664,890)

Town of Middletown
Statement of Revenue & Expenditures
General Fund
Fiscal Year 2017
For the 8 Months Ended February 28, 2017

	<u>ANNUAL</u> <u>BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER)</u> <u>BUDGET</u>
<u>EXPENDITURES</u>			
<u>LEGISLATIVE</u>			
Commissioner's Salary	\$ 15,600	\$ 9,100	\$ (6,500)
Communications	3,480	1,970	(1,510)
Dues & Subscriptions	7,400	6,838	(562)
Office Supplies & Exp	3,600	6,884	3,284
Advertising	750		(750)
Meetings & Conventions	<u>9,000</u>	<u>5,350</u>	<u>(3,650)</u>
	\$ 39,830	\$ 30,142	\$ (9,688)
<u>EXECUTIVE</u>			
Burgess Salary	<u>\$ 10,200</u>	<u>\$ 5,950</u>	<u>\$ (4,250)</u>
	\$ 10,200	\$ 5,950	\$ (4,250)
<u>ELECTION</u>			
Clerk Fees			
Other Administrative Expenses			
<u>GENERAL SERVICES</u>			
<u>ADMINISTRATION</u>			
Administrative Salary	\$ 247,131	\$ 169,575	\$ (77,556)
Postage & Printing	200	86	(114)
Communications	6,977	4,414	(2,563)
Computer Expenses	28,400	19,601	(8,799)
Office Supplies & Exp	26,000	16,668	(9,332)
Office Maintenance	13,400	14,400	1,000
Dues & Subscriptions	150		(150)
Professional Services	4,600	2,588	(2,012)
Meetings & Conventions	100	345	245
Water and Sewer Grant			
	<u>\$ 326,958</u>	<u>\$ 227,677</u>	<u>\$ (99,281)</u>
<u>OPERATIONS</u>			
Maintenance Capital Outlay			
Vehicle Capital Outlay			
Director Salary	97,355	117,097	19,742
Maintenance Salary	126,742	31,940	(94,802)
Communications	9,000	5,192	(3,808)
Supplies & Expenses	17,000	12,957	(4,043)
Dues & Meetings		145	145
Landscaping/Beautification			
Maintenance & Repairs	21,633	9,718	(11,915)
Tools & Equipment	<u>500</u>	<u>3,360</u>	<u>2,860</u>
	\$ 272,230	\$ 180,409	\$ (91,821)

Town of Middletown
Statement of Revenue & Expenditures
General Fund
Fiscal Year 2017
For the 8 Months Ended February 28, 2017

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<u>PROFESSIONAL SERVICES</u>			
Independent Accounting	\$ 16,000	\$ 13,000	\$ (3,000)
Legal - Development		5,519	5,519
Legal - Ordinances	<u>7,796</u>	<u>4,959</u>	<u>(2,837)</u>
	\$ 23,796	\$ 23,478	\$ (318)
<u>PLANNING & ZONING</u>			
Salary & Fees	\$ 51,872	\$ 31,633	\$ (20,239)
Other Expenses	<u>3,207</u>	<u>2,031</u>	<u>(1,176)</u>
	\$ 55,079	\$ 33,664	\$ (21,415)
<u>MAIN STREET PROGRAM</u>			
Manager Salary	\$ 43,680	\$ 29,878	\$ (13,802)
Town Contribution	<u>10,000</u>	<u>56,590</u>	<u>46,590</u>
	\$ 53,680	\$ 86,468	\$ 32,788
<u>PUBLIC SAFETY</u>			
Fire Dept. Donation	\$ 20,000	\$ 20,000	
School Crossing Guards	15,758	10,059	(5,699)
Community Deputy Program	<u>401,611</u>	<u>195,900</u>	<u>(205,711)</u>
	\$ 437,369	\$ 225,959	\$ (211,410)
<u>SANITATION & WASTE REMOVAL</u>			
Resident Trash & Yard Waste	\$ 273,888	\$ 170,089	\$ (103,799)
<u>RECREATION AND CULTURE</u>			
Park Salary	34,807	36,825	2,018
Park Electric	2,358	1,104	(1,254)
Maintenance & Repairs	26,450	23,187	(3,263)
Mowing	26,215	15,730	(10,485)
Remsberg Park - Interest	11,320	6,850	(4,470)
Remsberg Park - Principal	<u>112,230</u>	<u>65,221</u>	<u>(47,009)</u>
	\$ 213,380	\$ 148,917	\$ (64,463)

Town of Middletown
Statement of Revenue & Expenditures
 General Fund
 Fiscal Year 2017
 For the 8 Months Ended February 28, 2017

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<u>HIGHWAYS AND STREETS</u>			
Salary	\$ 48,841	\$ 40,394	\$ (8,447)
Street Lighting	161,916	77,836	(84,080)
Storm Water Management	7,800	3,678	(4,122)
Snow Removal	75,000	26,377	(48,623)
Repairs & Resurfacing	67,195	88,806	21,611
Signs	6,200	2,350	(3,850)
Truck Repair & Operation	48,600	21,211	(27,389)
Equipment Repairs & Ops	10,000	6,160	(3,840)
Mowing	32,696	18,432	(14,264)
Interest	60,927	6,685	(54,242)
East Green St - Principal	12,500		(12,500)
West Green St - Principal	65,960		(65,960)
Case Loader - Principal	15,158	14,005	(1,153)
	<u>\$ 612,793</u>	<u>\$ 305,934</u>	<u>\$ (306,859)</u>
<u>OTHER EXPENSES</u>			
MT Historical Society - CIP	\$ 5,000	\$ 5,000	
Donations	100	500	400
Travel - Mileage	4,578	591	(3,987)
Community Events	30,250	26,192	(4,058)
Payroll Taxes	56,578	35,576	(21,002)
Insurance - Property	14,064	8,976	(5,088)
Insurance - Employee	123,164	67,226	(55,938)
Retirement/Pension	75,062	50,451	(24,611)
Web Page & Directory	1,400	2,034	634
Real Estate Taxes	1,242	800	(442)
Bond Issuance Costs			
Other	3,500	3,025	(475)
	<u>\$ 314,938</u>	<u>\$ 200,371</u>	<u>\$ (114,567)</u>
TOTAL EXPENDITURES	\$ 2,634,141	\$ 1,639,058	\$ (995,083)
INCOME (LOSS) Exc. Cash Reserves	\$ 396,579	\$ 726,772	\$ 330,193
CASH RESERVES	\$ 936,787	\$ 685,396	\$ (251,391)
SURPLUS / (DEFICIT)	\$ 1,333,366	\$ 1,412,168	\$ 78,802

Town of Middletown
CIP Funds & Expenditures
 General Fund
 Fiscal Year 2017
 For the 8 Months Ended February 28, 2017

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
OPERATING REVENUE			
Revenue	\$ 2,987,879	\$ 2,357,689	\$ (630,190)
OPERATING EXPENSES			
Expenses	2,634,141	1,639,058	(995,083)
OPERATING SURPLUS (LOSS)	\$ 353,738	\$ 718,631	\$ 364,893
<u>OTHER FUND</u>			
POS - Development	\$ 40,500		\$ (40,500)
West Green Street Loan	2,320,500	1,000,000	(1,320,500)
RETAINED EARNINGS	297,275		(297,275)
Interest	2,342	8,141	5,799
Other	32,000		(32,000)
TOTAL OTHER FUNDS	\$ 2,692,617	\$ 1,008,141	\$ (1,684,476)
TOTAL FUNDS AVAILABLE	\$ 3,046,355	\$ 1,726,772	\$ (1,319,583)
<u>CIP PROJECTS & PURCHASES</u>			
West Green St Improvements	\$ 2,253,056	\$ 1,804,056	\$ (449,000)
SHA Streetscape Lighting	175,000		(175,000)
Broad Street Road Construction	40,000	13,577	(26,423)
SWM Fence Replacements	34,997		(34,997)
Locust Blvd/Ct Road Construction	415,000		(415,000)
Pedestrian Safety - Franklin St.	85,000		(85,000)
Remsburg Park - Walking Trail an	45,000	13,771	(31,229)
Memorial Park Playground Replace	74,000	77,758	3,758
250th Celebration	58,000		(58,000)
Municipal Center Kitchen	8,000		(8,000)
Municipal Boiler Replacment	30,000		(30,000)
Edco Scarifier Pavement	4,300		(4,300)
Backhoe Replacement	15,200	7,361	(7,839)
Computer Replacements	5,400		(5,400)
Total CIP Costs	\$ 3,242,953	\$ 1,916,523	\$ (1,326,430)
OPERATING & CIP SURPLUS (LOSS)	\$ (196,598)	\$ (189,751)	\$ 6,847
Cash Reserves	\$ 936,787	\$ 685,396	\$ (251,391)
TOTAL CASH SURPLUS	\$ 740,189	\$ 495,645	\$ (244,544)

Town of Middletown
STATEMENT OF REVENUE and EXPENDITURES
WATER & SEWER
Fiscal Year 2017
For the 8 Months Ended February 28, 2017

	<u>ANNUAL</u> <u>BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER)</u> <u>BUDGET</u>
REVENUE			
Water Revenue	\$ 577,350	\$ 304,333	\$ (273,017)
Sewer Revenue	577,015	299,277	(277,738)
Penalties/Reconnects	21,950	9,040	(12,910)
Rain Barrel Sales	1,000		(1,000)
General Fund Grant/Misc			
TOTAL OPERATING REVENUE	\$ 1,177,315	\$ 612,650	\$ (564,665)
EXPENDITURES			
ADMINISTRATIVE			
Office Salaries	\$ 45,134	\$ 28,843	\$ (16,291)
Communications	11,513	7,684	(3,829)
Postage	9,558	8,012	(1,546)
Office Supplies/Expense	12,600	7,702	(4,898)
Legal - Other	2,000		(2,000)
Meetings & Seminars	500	75	(425)
Advertising	500	559	59
Uniforms	3,925	2,521	(1,404)
Dues/Subscrip/Certifications	500	95	(405)
Travel	200		(200)
Payroll Taxes	23,600	15,379	(8,221)
Insurance - Prop. & Liability	8,500	5,789	(2,711)
Insurance - Workers Comp	8,718	4,989	(3,729)
Insurance - Health	52,831	23,023	(29,808)
Retirement/Pension	28,448	22,377	(6,071)
Real Estate Taxes	292	292	
Rain Barrel/Educational Programs	2,000		(2,000)
Waterline / I & I Loans	6,908	32,498	25,590
Bond Issuance Costs			
Sub-Total	\$ 217,727	\$ 159,838	\$ (57,889)
Vehicles & Equipment			
2016 Truck (Pearl)	\$ 3,700		\$ (3,700)
2008 Truck	3,700	1,295	(2,405)
2012 Truck (Miller)	3,700	1,201	(2,499)
2013 Truck (Whitney)	3,700	343	(3,357)
2015 Meter Van (Hightman)	3,700	2,260	(1,440)
Misc Equipment		84	84
Bobcat Mini-Excavator	1,050		(1,050)
Case Backhoe	6,050	667	(5,383)
Sub-Total	\$ 25,600	\$ 5,850	\$ (19,750)

Town of Middletown
STATEMENT OF REVENUE and EXPENDITURES
WATER & SEWER
Fiscal Year 2017
For the 8 Months Ended February 28, 2017

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
WATER			
Salaries	\$ 139,545	\$ 100,438	\$ (39,107)
Water Distribution System			
Supplies	3,572	1,945	(1,627)
Repairs & Maintenance	52,450	37,005	(15,445)
Water Line Break Repairs	5,000	182	(4,818)
Chemicals	500	1,857	1,357
Tools & Equipment	3,874	6,577	2,703
Sub-Total	\$ 65,396	\$ 47,566	\$ (17,830)
Water Plant/Reservoir/Booster/Tower/BS Wellhouse			
Electric	\$ 20,150	\$ 52,194	\$ 32,044
Supplies	2,000	264	(1,736)
Repairs & Maintenance	31,700	14,661	(17,039)
Chemicals	23,943	14,358	(9,585)
Tools & Equipment	2,400	1,408	(992)
Testing & Analysis	12,988	5,477	(7,511)
Sub-Total	\$ 93,181	\$ 88,362	\$ (4,819)
Abandoned Well Costs			
TOTAL WATER EXPENSES	\$ 298,122	\$ 236,366	\$ (61,756)
SEWER			
Salaries	\$ 121,920	\$ 74,206	\$ (47,714)
Sewer Collection System			
Cone Branch PS	18,500	4,626	(13,874)
Brookridge South PS	9,735	1,604	(8,131)
Foxfield PS	6,500	2,744	(3,756)
Sanitary Sewerlines & Manholes	25,000	3,981	(21,019)
I & I Accrual	75,000	50,000	(25,000)
Sub-Total	\$ 134,735	\$ 62,955	\$ (71,780)

Town of Middletown
STATEMENT OF REVENUE and EXPENDITURES
WATER & SEWER
Fiscal Year 2017
For the 8 Months Ended February 28, 2017

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
Wastewater Treatment Plants			
East Wastewater Treatment Plant			
Electric	\$ 29,647	\$ 6,231	\$ (23,416)
Supplies	5,802	1,654	(4,148)
Repairs & Maintenance	35,800	7,247	(28,553)
Chemicals	40,844	19,781	(21,063)
Tools & Equipment	5,573	1,019	(4,554)
Testing & Analysis	34,187	17,417	(16,770)
Sludge Hauling Expense	60,000	24,458	(35,542)
Sub-Total	\$ 211,853	\$ 77,807	\$ (134,046)
West Wastewater Treatment Plant			
Electric	\$ 23,084	\$ 2,225	\$ (20,859)
Supplies	2,500	1,321	(1,179)
Repairs & Maintenance	6,050	1,177	(4,873)
Chemicals	61,258	26,016	(35,242)
Tools & Equipment	1,000	1,671	671
Testing & Analysis	10,459	6,572	(3,887)
Sludge Hauling Expense	22,650	11,500	(11,150)
Sub-Total	\$ 127,001	\$ 50,482	\$ (76,519)
TOTAL SEWER EXPENSES	\$ 595,509	\$ 265,450	\$ (330,059)
TOTAL WATER/SEWER EXPENSES	\$ 1,136,958	\$ 667,504	\$ (469,454)
CONTINGENCY FUND - 3.5%	\$ 39,794	\$ 23,363	\$ (16,431)
ADJUSTED WATER/SEWER EXPENSES	\$ 1,176,752	\$ 690,867	\$ (485,885)
NET INCOME (LOSS)	\$ 563	\$ (78,217)	\$ (78,780)

Town of Middletown
CIP FUNDS and EXPENDITURES
WATER & SEWER
Fiscal Year 2017
For the 8 Months Ended February 28, 2017

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<u>FUNDING SOURCES</u>			
Operating Revenue	\$ 1,177,315	\$ 612,650	\$ (564,665)
Operating Expenses	<u>1,203,662</u>	<u>667,504</u>	<u>(536,158)</u>
OPERATING INCOME (LOSS)	\$ (26,347)	\$ (54,854)	\$ (28,507)
Cash Reserves	\$ 251,799	\$ 251,799	
Debt Service Fee - New Homes	139,000	70,850	(68,150)
Capital Improvement Fees	149,298	74,607	(74,691)
Inflow & Infiltration - Reserve A	75,000	75,000	
Improvement/Tap Fees	710,000	414,200	(295,800)
Water Tower & Land Leases	192,028	120,005	(72,023)
Main Street Waterline Loan	<u>2,895,000</u>	<u>2,895,000</u>	
TOTAL OTHER REVENUE	\$ 4,412,125	\$ 3,901,461	\$ (510,664)
TOTAL FUNDS AVAILABLE	4,385,778	3,846,607	(539,171)
<u>DEBT SERVICE COSTS</u>			
Principal Payments			
MVB Line of Credit	\$ 200,000		\$ (200,000)
CDA - Water Tower	107,000		(107,000)
MDE - East WWTP	210,349	210,349	
Main Street Waterline & Reservoir	127,200		(127,200)
Interest - All Loans	<u>217,561</u>	<u>22,927</u>	<u>(194,634)</u>
TOTAL DEBT SERVICE COSTS	\$ 862,110	\$ 233,276	\$ (628,834)
<u>WATER & SEWER PROJECTS</u>			
CIP - Main Street Waterline - Con	\$ 2,895,000	\$ 34,331	\$ (2,860,669)
CIP - Fluoride Systems	8,000	10,157	2,157
CIP - Welll Field Restoration	125,000	3,510	(121,490)
CIP - Scada Control System	310,000		(310,000)
CIP - Booster Station Pump Bypass	25,000		(25,000)
CIP - Fire Hydrant Elm & Washingt	8,000		(8,000)
Water Meter Purchases	65,250	48,648	(16,602)
CIP - West WWTP - Curtain Replace	60,000	26,714	(33,286)
CIP - West WWTP - Chemical Storag	15,000		(15,000)
CIP - East WWTP Bar Screen Refurb	40,000		(40,000)
CIP - East WWTP - Influent Flume	16,000		(16,000)
CIP - Inflow & Infiltration	<u>75,000</u>	<u>50,534</u>	<u>(24,466)</u>
Brookridge PS Vault Magmeter	11,000		(11,000)
Brookridge PS - 3 Phase VFD	25,000		(25,000)

Town of Middletown
CIP FUNDS and EXPENDITURES
WATER & SEWER
Fiscal Year 2017
For the 8 Months Ended February 28, 2017

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
Cone Branch PS - New Pumps	\$ 31,000		\$ (31,000)
TOTAL WATER & SEWER PROJECTS	\$ 3,709,250	\$ 173,894	\$ (3,535,356)
TOTAL CIP COSTS	\$ 4,571,360	\$ 407,170	\$ (4,164,190)
TOTAL FUNDS REMAINING	\$ (185,582)	\$ 3,439,437	\$ 3,625,019

2/27/2017

RECEIVED

FEB 27 2017

TOWN OF MIDDLETOWN

Town of Middletown

Attn: Zoning Administrator

31 West Main Street

Middletown, MD 21769

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

To whom it may concern,

We are writing to you to notify you of the dates and times of the entertainment we will have outside on our patio at Richland Golf Club. Consider this our formal letter of request of approval to host entertainment outside.

The dates and times we will be hosting outside entertainment are as follows:

- Every Friday evening from 7pm-11pm, beginning 5/1/2017 and ending 10/27/2017.

We are aware that our entertainment dates and times must comply with your rules and regulations, once the above dates and times are approved.

Please let us know if you have any questions.

Thanks.



Emily Delauter

Director of Sales - Richland Golf Club

50 Glenbrook Drive

Middletown, MD 21769



Maryland State Highway Administration

Special Event Permit - Data Sheet

Event: March of Dimes Walk for Babies

Start Date: Sunday April 30, 2017 End Date: Sunday April 30, 2017

Start Time: 9:00 am End Time: 12:30 pm

Purpose/Type: run/walk

Organizer: March of Dimes/Nancy Wiley, chairperson

Contact Person: Sterling Johnson Daytime Phone: 301 694-6524

and Address: 2186 Tuscarora Dr Evening Phone: _____

Frederick, MD 21702 Email Address: john072@comcast.net

No. of Participants: 750 No. of Vehicles/Units: _____ Rain/Snow Date: _____

Proposed Route: Starting at Middletown Park and proceed toward Schoolhouse
(Written Description)
Drive, then turn right onto E. Green St, left onto Church St,
left onto East Main Street, left onto Cone Branch Dr. back into park

Will you be occupying all or part of a highway travel lane? No Yes _____

Will you be closing all or part of a roadway? No Yes _____

If Yes to either of the above, where? _____

Have you requested Local Police assistance?* No _____ Yes _____ Number _____

Have you requested Maryland State Police assistance?* No Yes _____ Number _____

*** THE EVENT ORGANIZER IS RESPONSIBLE FOR OBTAINING LOCAL AND/OR STATE POLICE ASSISTANCE ***

CIRCLE THE DISTRICT(S) AND COUNTY(S) YOUR EVENT WILL TAKE PLACE IN

- DISTRICT 1 Dorchester / Somerset / Wicomico / Worcester
- DISTRICT 2 Caroline / Cecil / Kent / Queen Anne's / Talbot
- DISTRICT 3 Montgomery / Prince George's
- DISTRICT 4 Baltimore / Harford
- DISTRICT 5 Anne Arundel / Calvert / Charles / St. Mary's
- DISTRICT 6 Allegany / Garrett / Washington
- DISTRICT 7 Carroll / Howard / Frederick

ATTACH THE FOLLOWING

- Map of affected routes
- Traffic Control Plan (including details on how intersections will be controlled, a detour plan, locations of police officers/volunteers and locations of all traffic control devices, as appropriate)
- Other event details _____

(Contact the District Office to determine what, if any, additional information will be required for your event.)

*** Submit completed Data Sheet and Signature Sheet to SHA no later than 60 DAYS prior to your event ***
<http://www.marylandroads.com/Index.aspx?PageId=59>



Maryland State Highway Administration Special Event Permit - Signature Sheet

EVENT: March of Dimes Walk for Babies

ORGANIZER'S ACKNOWLEDGEMENT

I/We hereby affirm that the ORGANIZER of this EVENT and all PARTICIPANTS will comply with the Laws of the State of Maryland and any applicable county and municipal statutes and ordinances and will adhere to the terms and conditions set forth in this PERMIT. My/Our signature(s) below confirm that the ORGANIZER and all PARTICIPANTS agree to hold harmless from any liability, incurred by them or to others associated with this EVENT, the various governmental agencies providing assistance for this EVENT. The ORGANIZER may be required to obtain Liability and Property Damage Insurance with limits of at least \$300,000 per incident/\$1,000,000 aggregate.

ORGANIZER: March of Dimes
PLEASE PRINT NAME

REPRESENTATIVE: Sterling S. Johnson
PLEASE PRINT NAME

SIGNATURE: *Sterling S. Johnson*
PLEASE SIGN

TERMS AND CONDITIONS

- 1) This EVENT shall adhere to the route, number of participants and vehicles (not more than 10% higher than the numbers on this Permit), date(s) and times shown on the attached _____ sheet(s).
- 2) The ORGANIZER shall ensure that the approved TRAFFIC CONTROL PLAN is followed.
- 3) In the event of winter weather during the event, SHA will require access to all State Highways for weather related operations. This may require cancellation of the event.
- 4) Immediately following the event, the ORGANIZER shall clean up all litter, temporary signs and other event materials and return the roadway to a condition equal to or better than its condition before the event.
- 5) Additional stipulations: _____

AGENCY APPROVALS

Before signing and giving approval for your agency, consider the following:

- 1) Ensure you have the approval authority to sign for your agency to commit manpower and resources.
- 2) Ensure you have looked over the entire application package, including the Route Map and Traffic Control Plan. If you identify any problems, have the event organizer address them prior to signing.
- 3) If reimbursement is required, ensure you have mutually agreed upon the amount (in writing) and terms under which payment will be made.

Local Government (_____): _____
AGENCY SIGNATURE PRINTED NAME DATE

Local Government (_____): _____
AGENCY SIGNATURE PRINTED NAME DATE

Local Government (_____): _____
AGENCY SIGNATURE PRINTED NAME DATE

Maryland State Police: _____
SIGNATURE PRINTED NAME DATE

State Highway Administration: _____
SIGNATURE PRINTED NAME DATE

**BURGESS AND COMMISSIONERS
OF MIDDLETOWN MARYLAND**

TOWN MEETING MINUTES

WORKSHOP MEETING

February 2, 2017

The monthly workshop meeting of the Burgess and Commissioners of Middletown was called to order on February 2, 2017, by Burgess Pro Tem Falcinelli at 7:00 p.m. in the Middletown Municipal Center, 31 W. Main Street, Middletown, Maryland. Present were: Commissioners Larry Bussard, Christopher Goodman, Rick Dietrick and Tom Catania.

PUBLIC HEARING:

Ordinance 17-02-01 – Ordinance to amend title 17, Chapter 32 of the Middletown Municipal Code by adding thereto section 17.32.245 pertaining to lighting design standards; to establish regulations and requirements relating to general lighting; to authorize the Planning Commission to require a lighting plan as part of the submission of certain site plans; to provide for certain exemptions from the lighting regulations and requirements – Drew stated that this hearing was properly advertised. Hearing no comment from the public on this the Public Hearing closed at 7:10pm.

Staff Reports:

Deputy – Deputy Rohrer gave the monthly report.

Staff Planner – Cindy gave her staff planner's report

Engineer's Report – Bruce gave his public works report.

Main Street Manager's report – Becky gave her report.

Zoning Administrator's Report – Ron gave his report.

UNFINISHED BUSINESS:

Ordinance 17-02-01 – Ordinance 17.02.01 – Board will vote on at the February 13th meeting.

Recommendation from Water & Sewer Committee on Fluoride for Brookridge WTP and Well 15 WTP – Commissioner Falcinelli reported that it was the recommendation from the Water & Sewer Committee to move forward with the installation of fluoride at Brookridge WTP and Well 15 WTP. Well 15 does not have enough room currently to allow for the fluoride equipment, we would need to make an addition onto the building to house the fluoride equipment which would cost approximately \$30,000. We currently have \$60,000 budgeted for the fluoride install at these plants. We would need to make a budget adjustment if the Board decides to move forward with this.

Financial Review of Verizon Cellular Lease Alternatives – Drew presented the Board with different options in which they could counter offer Verizon with if they choose to do so.

NEW BUSINESS:

Renewal of Line of Credit with Middletown Valley Bank \$2,000,000 – Our current line of credit expires February 15, 2017.

Scheduling of Memar Annexation Workshops– Drew stated that in the past with Annexations the Board has scheduled workshops to discuss.

ANNOUNCEMENTS:

- *250th Town Talk (Arts in Middletown) – Sunday, March 5, 2017 at 2:00pm. at Zion Lutheran*
- *Board of Appeals Seat coming up for appointment*

Respectfully submitted,

Ann Griffin
Office Manager

DRAFT

BURGESS AND COMMISSIONERS OF MIDDLETOWN MARYLAND

TOWN MEETING MINUTES

REGULAR MEETING

February 13, 2017

The first monthly meeting of the Burgess and Commissioners of Middletown was called to order on February 13, 2017, 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 Christopher Goodman.

CONSENT AGENDA

Town Meeting Minutes – January 23, 2017

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

Personal Requests for Agenda:

Ms. Janice Rockwell, Chairperson Main Street Board – Tourism Funding – Mrs. Rockwell asked the Burgess & Commissioners to continue to invest in the Main Street Program. Main Street would like to use the additional money that they will receive from the County's hotel tax to put together a comprehensive marketing plan to attract out-of-town visitors. Middletown Main Street is estimated to receive \$25,591 for FY 2017. Mrs. Rockwell stated that they received their first check for \$3,200.

Mr. David Guiney – 250th Historic Displays – Mr. Guiney presented the Board with a draft idea of what he would like to do with the upstairs meeting area.

MVAA – Scott Farrow and Donnie Delauter with MVAA were present tonight to inform the Board that Delegate Afzali has applied for a grant for them to possibly install lighting on the multi-purpose fields at Remsberg Park. It was discussed that MVAA should probably meet with the Parks Committee to discuss their master plan as it seems like it has changed since the original one was developed.

Unfinished Business:

Ordinance 17-02-01 – Establishing Design Standards for General Lighting Requirements – Public Hearing on this was held on February 2, 2017.

After much discussion a motion by Commissioner Falcinelli to approve Ordinance 17-02-01 as presented, seconded by Commissioner Bussard. Motion carried 6-0.

Scheduling of Public Hearing on Improvement Fee Increase – Public hearing will be held on Thursday, March 2, 2017 at 7pm. to increase the Improvement fee \$1,000. The current Improvement fee is \$6,000.

Recommendation from the Water & Sewer Committee on Fluoride for Brookridge WTP and Well 15 WTP – Commissioner Falcinelli reported that it is the recommendation of the Water & Sewer Committee to add fluoride to the water at both the Brookridge WTP and Well 15 WTP. It was stated that there is currently \$60,000 in this fiscal year's budget for this but after the installation of the iron and manganese filters at well 15 there is no room for the fluoride equipment to go, therefore we would need to build an addition on this building. According to Bruce Carbaugh the addition would cost an additional \$30,000 to build. Staff reported that they contacted several other municipalities in Frederick County to

find out if they put fluoride in their water and we discovered that Brunswick, Thurmont, Boonsboro and Myersville do not put fluoride in their drinking water. After much discussion it was agreed to push this item off to discuss during the upcoming budget discussions.

Financial Review of Verizon Cellular Lease Alternatives – Drew presented several different options for the Board to review. Commissioner Bussard stated that he likes Option #3 to keep the payment at \$4,051 and decrease the yearly percentage rate to 3%. Commissioner Falcinelli agreed that she likes Option #3 too. Commissioner Catania suggested that we counter with a 3.5% yearly increase. Commissioner Falcinelli motioned to counter offer with option #3 keeping the monthly payment at \$4,051 and decreasing the yearly percentage rate to 3%, seconded by Commissioner Bussard. Motion carried 5-1 (Commissioner Catania voted against).

REPORTS OF COMMITTEES –

WATER & SEWER – Commissioner Falcinelli reported:

Water use for January – 289,000 gal., spring flow for January – 69,000

Rain Barrels will be for sale again this year during the month of April.

There appears to be a leak in the Reservoir again.

PUBLIC WORKS – Commissioner Bussard reported:

The guys have been working on building the pavilion at Wiles Branch Park, Green Street will be finished this spring and the Main Street waterline will be starting up in March.

SUSTAINABILITY – Commissioner Dietrick reported:

Green Expo April 29, 2017 from 10am.-2pm.

PLANNING COMMISSION – Commissioner Catania reported:

Workshop is Wednesday, February 15th at 7pm.

Next meeting is Monday, February 20, 2017 at 7pm.

PARKS and RECREATION – Commissioner Goodman reported:

Next meeting is Wednesday, February 15th at 7pm. They will be discussing POS ideas for this year.

PUBLIC INFORMATION – Commissioner Falcinelli reported:

Reminded everyone to sign up for the email distribution list.

NEW BUSINESS:

Renewal of Line of Credit with Middletown Valley Bank \$2,000,000 - Commissioner Bussard motioned to renew the \$2,000,000 line of credit with Middletown Valley Bank, seconded by Commissioner Dietrick. Motion carried 6-0.

Scheduling of Memar Annexation workshop – Burgess Miller stated that the Board will meet to discuss this annexation request on Monday, February 27, 2017 at 7:30pm. The regular Burgess & Commissioner meeting for this night has been cancelled.

Discussion of possible Text Amendment to allow off-site sale of alcohol in General Commercial district – Burgess Miller stated that Mr. Doll would like to open up a liquor store in the Cross Stone Commons shopping center. Our zoning ordinance currently does not allow or even address liquor stores. Ms. Leslie Powell who is Mr. Doll's attorney asked for the Board's input on what they would like to have in this text amendment. Ms. Powell asked if the Board would like this to be a permitted use or a special exception use? Commissioner Falcinelli stated that she has heard a lot of opposition on having a liquor store in town. Things that need to be taken into consideration are the closeness to a school or house of worship, signage ordinance, hours of operations, and parking requirements.

PUBLIC COMMENT:

ANNOUNCEMENTS:

*250th Town Talk (Arts in Middletown) – Sunday, March 5, 2017 at Zion Lutheran Church at 2:00pm.
Board of Appeals Seat Coming up for appointment*

ADJOURNMENT

Meeting adjourned at 9:45pm.

Respectfully submitted,

Ann Griffin
Office Manager

DRAFT

RESOLUTION NO. 17-02

A RESOLUTION TO AMEND TITLE 13, CHAPTER 12, SECTION 13.12.050 OF THE MIDDLETOWN MUNICIPAL CODE TO INCREASE THE AMOUNT OF THE CONNECTION FEES FOR CONNECTING TO THE WATER AND SEWER SYSTEM OF THE TOWN.

SECTION I. BE IT RESOLVED AND ENACTED by the Burgess and Commissioners of Middletown that Title 13, Chapter 12, Section 13.12.050 of the Middletown Municipal Code be, and hereby is, amended as follows. Material being deleted is designated by being ~~in brackets and stricken through.~~ New material is designated by being in **BOLD CAPITAL LETTERS OR NUMBERS**:

Title 13 – Public Services

Chapter 13.12 - Water and Sewer Fees and Charges

13.12.050 - Connection fees.

A. Any landowner, developer, or applicant applying for a connection to the town's water and sewer system shall pay to the town the following fees at the time of the application and before any connection may be made:

Water connection fee	\$ 9,000.00	
Sewer connection fee	\$ 9,000.00	
Improvement fee	[-6,000.00]	\$ 7,000.00
Total	[\$ 24,000.00]	\$25,000.00

B. *{Unchanged}*

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

INTRODUCED ON THE _____ DAY OF _____, 2017

PASSED ON THE _____ DAY OF _____, 2017

EFFECTIVE DATE:

ATTEST:

**BURGESS AND COMMISSIONERS
OF MIDDLETOWN**

Andrew J. Bowen, Town Administrator

By: _____
John D. Miller, Burgess

ORDINANCE NO. 17-03-01

AN ORDINANCE TO APPROVE THE SALE OF REAL PROPERTY BY THE BURGESS AND COMMISSIONERS OF MIDDLETOWN UPON A FINDING THAT THE PROPERTY IS NO LONGER NEEDED FOR THE PUBLIC USE; TO AUTHORIZE THE BURGESS TO TAKE SUCH MEASURES AS MAY BE NECESSARY TO COMPLETE THE TRANSACTION.

WHEREAS, the Burgess and Commissioners of Middletown (“the Town”) is the owner of a parcel of land on East Green Street consisting of approximately 1,825.034 square feet of land, more or less, which is designated and depicted as Parcel ‘A’ on a plat dated December 7, 2016 entitled “Addition Plat, East Green Street, Town of Middletown (L. 2698, F 759) Addition to Tax Parcels 690 & 692” said plat being recorded among the Land Records of Frederick County at Plat Book 98, page 60 (hereinafter, “the Property”); and

WHEREAS, the Town does not intend to utilize the Property for streets or other purposes, and the Town finds that it no longer needs the Property for the public use; and

WHEREAS, Jason A. Moser and Angela M. Moser (“the Mosers”) are the owners of property located at 17 East Main Street which is adjacent and adjoining to the Property, and the Mosers have expressed their interest in acquiring the Property; and

WHEREAS, the Town desires to enter into a contract with the Mosers to sell the Property to them for Six Hundred Dollars (\$600.00); and

WHEREAS, twenty days public notice of this proposed conveyance was given in accordance with the Town Charter, Section 401(b)(19).

NOW, THEREFORE, BE IT RESOLVED, ORDAINED AND ENACTED by the Burgess and Commissioners of Middletown that the Town of Middletown be, and hereby is, authorized to sell, convey and transfer title to Jason A. Moser and Angela M. Moser that parcel of

unimproved real estate consisting of approximately 1,825.034 square feet of land, more or less, situate, lying and being in the Town of Middletown, Frederick County, Maryland and which is designated and depicted as Parcel 'A' on a plat dated December 7, 2016 entitled "Addition Plat, East Green Street, Town of Middletown (L. 2698, F 759) Addition to Tax Parcels 690 & 692" said plat being recorded among the Land Records of Frederick County at Plat Book 98, page 60 and a copy of said plat attached hereto and incorporated by reference herein as "Exhibit 1".

BE IT FURTHER RESOLVED, ORDAINED AND ENACTED by the Burgess and Commissioners of Middletown that the sales price for such sale shall be Six Hundred Dollars (\$600.00).

BE IT FURTHER RESOLVED, ORDAINED AND ENACTED by the Burgess and Commissioners of Middletown that the Burgess is authorized to negotiate and execute a Contract of Sale for the sale of the property to be conveyed and such contract shall be in the general format as attached hereto as "Exhibit 2". The Burgess is further authorized to agree to such minor revisions to the contract as may be necessary in the course of completing the transaction without changes to the substantive nature of the transaction. The Burgess is further authorized to execute such deeds, contracts, amendments, addendums, settlement statements and other forms and documents and take such other ordinary actions as may be necessary and proper to complete the transaction.

THIS ORDINANCE shall take effect twenty (20) calendar days following its approval by the Burgess and Commissioners.

INTRODUCED ON THE _____ DAY OF _____, 2017.

PASSED ON THE _____ DAY OF _____, 2017.

EFFECTIVE DATE: _____, 2017.

ATTEST:

**BURGESS AND COMMISSIONERS
OF MIDDLETOWN**

Andrew J. Bowen, Town Administrator

By: _____
John D. Miller, Burgess

ORDINANCE NO. 17-03-02

AN ORDINANCE TO APPROVE THE SALE OF REAL PROPERTY BY THE BURGESS AND COMMISSIONERS OF MIDDLETOWN UPON A FINDING THAT THE PROPERTY IS NO LONGER NEEDED FOR THE PUBLIC USE; TO AUTHORIZE THE BURGESS TO TAKE SUCH MEASURES AS MAY BE NECESSARY TO COMPLETE THE TRANSACTION.

WHEREAS, the Burgess and Commissioners of Middletown (“the Town”) is the owner of a parcel of land on East Green Street consisting of approximately 674.169 square feet of land, more or less, which is designated and depicted as Parcel ‘B’ on a plat dated December 7, 2016 entitled “Addition Plat, East Green Street, Town of Middletown (L. 2698, F 759) Addition to Tax Parcels 690 & 692” said plat being recorded among the Land Records of Frederick County at Plat Book 98, page 60 (hereinafter, “the Property”); and

WHEREAS, the Town does not intend to utilize the Property for streets or other purposes, and the Town finds that it no longer needs the Property for the public use; and

WHEREAS, William A. Williams and Betty J. Williams (“the Williamses”) are the owners of property located at 19 East Main Street which is adjacent and adjoining to the Property, and the Mosers have expressed their interest in acquiring the Property; and

WHEREAS, the Town desires to enter into a contract with the Williamses to sell the Property to them for Three Hundred Dollars (\$300.00);

WHEREAS, twenty days public notice of this proposed conveyance was given in accordance with the Town Charter, Section 401(b)(19).

NOW, THEREFORE, BE IT RESOLVED, ORDAINED AND ENACTED by the Burgess and Commissioners of Middletown that the Town of Middletown be, and hereby is, authorized to sell, convey and transfer title to William A. Williams and Betty J. Williams that

parcel of unimproved real estate consisting of approximately 674.169 square feet of land, more or less, situate, lying and being in the Town of Middletown, Frederick County, Maryland and which is designated and depicted as Parcel 'B' on a plat dated December 7, 2016 entitled "Addition Plat, East Green Street, Town of Middletown (L. 2698, F 759) Addition to Tax Parcels 690 & 692" said plat being recorded among the Land Records of Frederick County at Plat Book 98, page 60 and a copy of said plat attached hereto and incorporated by reference herein as "Exhibit 1".

BE IT FURTHER RESOLVED, ORDAINED AND ENACTED by the Burgess and Commissioners of Middletown that the sales price for such sale shall be Three Hundred Dollars (\$300.00).

BE IT FURTHER RESOLVED, ORDAINED AND ENACTED by the Burgess and Commissioners of Middletown that the Burgess is authorized to negotiate and execute a Contract of Sale for the sale of the property to be conveyed and such contract shall be in the general format as attached hereto as "Exhibit 2". The Burgess is further authorized to agree to such minor revisions to the contract as may be necessary in the course of completing the transaction without changes to the substantive nature of the transaction. The Burgess is further authorized to execute such deeds, contracts, amendments, addendums, settlement statements and other forms and documents and take such other ordinary actions as may be necessary and proper to complete the transaction.

THIS ORDINANCE shall take effect twenty (20) calendar days following its approval by the Burgess and Commissioners.

INTRODUCED ON THE _____ DAY OF _____, 2017.

PASSED ON THE _____ DAY OF _____, 2017.

EFFECTIVE DATE: _____, 2017.

ATTEST:

**BURGESS AND COMMISSIONERS
OF MIDDLETOWN**

Andrew J. Bowen, Town Administrator

By: _____
John D. Miller, Burgess

LARRY HOGAN
GOVERNOR

BOYD RUTHERFORD
LT. GOVERNOR



DEPARTMENT OF
ASSESSMENTS & TAXATION

MICHAEL HIGGS
ACTING DIRECTOR

Date: February 14, 2017
To: All Municipal Taxing Authorities
From: Michael Higgs, Acting Director
RE: 2017/18 Constant Yield Tax Rate – Instructions

RECEIVED
FEB 14 2017
TOWN OF MIDDLETOWN

The Department of Assessments and Taxation is charged with administering the Constant Yield Tax Rate law. The law is found in two separate sections of the Tax-Property Article, §§ 2-205 and 6-308. The latter section contains the provisions that must be followed by taxing authorities. We are here to answer your questions and assist you in complying with this law.

Municipal corporations may set any tax rate for personal property without regard to the Constant Yield Tax Rate process. However, failure to comply with the Constant Yield Tax Rate law could have serious consequences for your jurisdiction. If the notice requirements are not fulfilled, the Department must notify the Attorney General who has required jurisdictions to lower their real property tax rates.

Concept

The Constant Yield Tax Rate is calculated by the Department for each taxing authority in the State. It represents the Real Property Tax Rate for the coming tax year that will generate the same amount of revenue that was generated during the current tax year. As assessments increase, the Constant Yield Tax Rate decreases. Implicit in this concept is the idea that a tax rate at or below the existing tax rate is a tax increase if it is higher than the constant yield tax rate. When a taxing authority plans to impose a Real Property Tax Rate that is higher than the Constant Yield Tax Rate, it must advertise the tax increase and hold a public hearing. If the taxing authority plans to maintain its Real Property Tax Rate at the current level, but above the Constant Yield Tax Rate, it must be advertised and a hearing must be held.

For the upcoming tax year, the assessable base of some taxing authorities has decreased. Therefore, the Constant Yield Tax Rate for those jurisdictions will actually be higher than the Real Property Tax Rate for the current year. However, the legal requirements for adopting a tax rate above the Constant Yield Tax Rate remain the same. Accordingly, any taxing authority that is proposing a tax rate above the Constant Yield Tax Rate must comply with the enclosed instructions.

If the taxing authority plans to set a Real Property Tax Rate that is equal to or less than the Constant Yield Tax Rate, then the Constant Yield Tax Rate statute does not require a notice or a hearing.

Procedures

The law establishes very strict procedures governing advertisement and public hearing for tax rate increases above the constant yield tax rate. Further, the law requires that the Department of Assessments and Taxation monitor the advertising and hearing process and report to the Attorney General any apparent violations. In the past, violations have resulted in jurisdictions being ordered to reduce the tax rate after tax bills had been issued. To avoid violating the law, jurisdictions must comply with the following procedures:

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

300 W. Preston Sr. Room 605 Baltimore, MD 21201
www.dat.maryland.gov
410.767.4481 (phone) 1.800.735.2258 (MD relay)
410.333.5000 (fax)

LARRY HOGAN
GOVERNOR

BOYD RUTHERFORD
LT. GOVERNOR



DEPARTMENT OF
ASSESSMENTS & TAXATION

MICHAEL HIGGS
ACTING DIRECTOR

1. **Notice or Advertisement (2 options):** (1) Mail the proper notice to each property taxpayer who resides in your jurisdiction; or (2) place an advertisement in a newspaper of general circulation in your jurisdiction. If you want to mail the notice to each resident, please contact the Department for prior approval and guidance.

2. **Form of the Notice or Advertisement:** The language is specified word-for-word in the statute. An ad that deviates from the statutory requirements does not meet the requirements of the law and will be referred to the Attorney General for action. A sample notice and instructions for the arithmetic (Form CYTR#3) are included in this package. The wording in the statute is required and may not be modified. No part of this notice may be omitted. Additional language consistent with the intent of the law will be permitted (e.g. information regarding access to the hearing for the disabled). *Additional language designed to recast a tax rate in excess of the Constant Yield Tax Rate as anything other than a tax increase is contrary to the intent of the Constant Yield Tax Rate law and is not acceptable. It does not matter whether the additional language is within or outside the border of the required notice.* In order to minimize your advertising costs and avoid needless litigation, please use only the language required by law. If you have any questions about the acceptability of additional language, contact Nruti Desai at the address on the following page.

If you are using the same tax rate as last year, please note that the percentage change in Section 1 and Section 2 of the advertisement will be the same but may be different than Section 4. Even though the calculations for the new real property tax revenues generated in Section 2 and Section 4 will vary due to rounding, please use the figure from Section 2 in both sections. Please use whole dollars in the advertisement and round to one decimal place in the percent changes.

We will gladly review any advertisement prior to publication. The advertisement will be checked for any errors in the text and calculations, and any additional language will be reviewed. If you wish, we will write your advertisement for you if you furnish us with your proposed tax rate(s). We will attempt to get the advertisement back to you by the next work day. Whenever possible, you will receive a response from us the same day we receive it. Please contact Nruti Desai for additional information.

3. **Style and Placement of the Advertisement:** The ad must be at least 1/4 of a page in size and use 18 point type. The notice must not be placed on pages with legal notices or classified advertisements. The headline must be in bold face with all capital letters. The text of the advertisement must be in regular face with mixed case letters. Be sure to emphasize these requirements with the newspaper. The sample notice enclosed shows the correct form for the advertisement.

4. **Timing of the Advertisement and Hearing:** The hearing must be held on or after the 7th day and on or before the 21st day after the notice is published. Do not count the day of the notice or advertisement, but count the day of the hearing and all intervening calendar days, including Saturdays, Sundays, and holidays. This means that the advertisement must appear between one and three weeks before the hearing. The hearing must be held on or before June 17th, which is the date required by law for imposition of the property tax. This means that the absolute latest the

300 W. Preston St. Room 605 Baltimore, MD 21201
www.dat.maryland.gov

410.767.4481 (phone) 1.800.735.2258 (MD relay)
410.333.5873 (fax) 1.888.246.5941 (toll free)

LARRY HOGAN
GOVERNOR
BOYD RUTHERFORD
LT. GOVERNOR



MICHAEL HIGGS
ACTING DIRECTOR

advertisement can be published is June 10th for a June 17th hearing.

5. Reporting to the Department: The taxing authority must provide a copy of the *entire* newspaper page that carried the notice or evidence that the notice was mailed to each property taxpayer. Photocopies of the newspaper page or just the advertisement itself are not acceptable. Please return the enclosed memo (Form CYTR #2). This must be sent to the Department within 15 days of the date of the advertisement. We strongly recommend that you send the Department a copy of the notice as soon as it is published, especially if the Department has not reviewed the advertisement prior to publication. We review all advertisements as soon as they are received so that if the advertisement does not conform to the law you may have time to republish it and hold a new hearing before the June 17th deadline. Failure to properly report to the Department is noncompliance that must be referred to the Attorney General.

6. Setting the Rate: The Real Property Tax Rate must be set at the Constant Yield Tax Rate hearing or at a later time if the day, time, and location that the tax rate will be set are announced at the hearing. The property tax rate applicable to personal property shall be no more than 2.5 times the rate for real property. Enclosed is the Constant Yield Tax Rate Certification (Form CYTR #1) which shows the Constant Yield Tax Rate and the associated steps in its calculation for your jurisdiction. Personal property is not part of the Constant Yield Tax Rate calculation.

Please remember that the constant yield tax rate uses an estimate of assessable real property made in February, several months before tax rates are typically set. Every effort is made to provide reliable estimates of revenue for the upcoming year. However, these estimates may be affected by subsequent reductions in assessments by the local Property Tax Assessment Appeal Board or the Maryland Tax Court for certain properties. The Department issues revised estimates on a county basis in late March which may be obtained by contacting this office or from our web site at: www.dat.maryland.gov

Questions or problems:

Maryland State Department of Assessments and Taxation
Attn: Nruti Desai, Office of the Director
Special Assistant to the Director
301 West Preston Street, Room 808
Baltimore, Maryland 21201
Phone: (410) 767-4884
E-mail: nruti.desai@maryland.gov

2017 Constant Yield Tax Rate Certification

Taxing authority: **Middletown
 in Frederick County**

1	1-Jul-2016	Gross assessable real property base	\$	533,435,018
2	1-Jul-2016	Homestead Tax Credit	-	4,321,655
3	1-Jul-2016	Net assessable real property base		529,113,363
4	1-Jul-2016	Actual local tax rate (per \$100)	x	0.2320
5	1-Jul-2016	Potential revenue	\$	1,227,543
6	1-Jul-2017	Estimated assessable base	\$	561,085,000
7	1-Jan-2017	Half year new construction	-	1,394,010
8	1-Jul-2017	Estimated full year new construction*	-	1,000,000
9	1-Jul-2017	Estimated abatements and deletions**	-	6,919,086
10	1-Jul-2017	Net assessable real property base	\$	551,771,904

11	1-Jul-2016	Potential revenue	\$	1,227,543
12	1-Jul-2017	Net assessable real property base	+	551,771,904
13	1-Jul-2017	Constant yield tax rate	\$	0.2225

Certified by



Acting Director

* Includes one-quarter year new construction where applicable.
 **Actual + estimated as of July 1, 2017, including Homestead Tax Credit.
 CYTR #1



Burgess and Commissioners of Middletown, Maryland

Revenue Analysis - Net Present Value Method
T-Mobile Cellular Lease

Options	Yearly % Increase	Total Revenue	Net Present Value	2019	2020
Existing Lease (\$2,150/3%/Year)	3.00%	\$ 693,255.66	\$516,624.63	\$ 25,800.00	\$ 26,574.00
Example #1 (\$2,150/2.5%/Year)	2.50%	\$ 659,052.17	\$493,246.71	\$ 25,800.00	\$ 26,445.00
Example #2 (\$2,150/2%/Year)	2.00%	\$ 626,872.14	\$471,193.57	\$ 25,800.00	\$ 26,316.00
Example #3 (\$2,150/1.5%/Year)	1.50%	\$ 596,590.61	\$450,385.48	\$ 25,800.00	\$ 26,187.00
T-Mobile Offer (\$1,092/0%/Year)	0.00%	\$ 262,080.00	\$200,473.48	\$ 13,104.00	\$ 13,104.00
Example #4 (\$1,092/2.5%/Year)	2.50%	\$ 334,737.19	\$250,523.45	\$ 13,104.00	\$ 13,431.60
Example #5 (\$1,092/2%/Year)	2.00%	\$ 318,392.73	\$239,322.50	\$ 13,104.00	\$ 13,366.08
Example #6 (\$1,092/1.5%/Year)	1.50%	\$ 303,012.53	\$228,753.93	\$ 13,104.00	\$ 13,300.56



LEASE EXTENSION PROPOSAL – TERM SHEET

To: Drew Bowen
From: Veren Rai on behalf of T-Mobile
Subject: 7WAN412B
Date: 2/3/2017

On the terms and conditions set forth below, T-Mobile would consider extending its existing lease agreement for the site located at:

201 High Street, Middletown, MD 21769

Current Term Expiration Date: 8/28/2017

New Rent

- A. New Base Rent \$1,092
- B. New Rent Frequency Monthly
- C. New Escalations N/A
- D. New Escalation Frequency N/A

New Term

- A. Number of Renewal Terms 5
- B. Renewal Term Length (months) 60

Rent Guarantee Period

- A. Rent Guarantee Period 60
- B. Rent Guarantee Value \$65,520

Other

- A. Please verify or write in the correct legal ownership for this Property. Is this correct? Yes / No
Town of Middletown
- B. Please verify or write in the correct address for the Property where the Site is located. Is this correct? Yes / No
201 High Street, Middletown, MD 21769
- C. Please verify or write in the correct address for notice and correspondence. Is this correct? Yes / No
31 W Main Street, Middletown, MD 21769

Landlord Initial: _____

Tenant Initial: _____

****This proposal will expire at the close of business 10 days from the date of this Term Sheet unless extended by a T-Mobile officer or director. Landlord may consent to the above terms outlined above by initialing as indicated above and returning to T-Mobile (add POC). Please note that this proposal is not a binding commitment and is subject to review and approval of documentation by all parties. Participation in this program is not required and T-Mobile will continue to abide by the terms of the original Lease Agreement between the parties, including exercising termination rights where they exist. If the parties agree to move forward with the proposed lease extension, they will enter into a mutually acceptable lease amendment, which documents the agreed upon terms and conditions in this Term Sheet.**



FREDERICK COUNTY GOVERNMENT

DIVISION OF PARKS & RECREATION

Jan H. Gardner
County Executive

Jeremy Kortright, Director

MEMORANDUM

TO: POS Project Coordinators

FROM: Bob Hicks, CPRP - Deputy Director

DATE: February 1, 2017

SUBJECT: Submission of FY2018 POS Annual Program

The Frederick County Division of Parks and Recreation staff is requesting that those municipalities who are interested in obtaining POS funding for FY2018 (which begins July 1, 2017) 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 FY2018, 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 FY2018 then disregard this information.

The forms must be returned to our offices by Friday, May 5, 2017. 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 FY2018 POS Budget has indicated that Frederick County will receive an allocation of \$1,015,843, of which 50% or \$507,922 will be dedicated to the municipalities.

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.**

Please contact me if you have any questions. Phone: 301-600-6816; E-Mail: rhicks@frederickcountymd.gov. Thank you for your cooperation.

(over)

cc: Jeremy Kortright, Parks & Rec
Gloria Long Rollins, Walkersville
Bill Rittelmeyer, Woodsboro
Bob Smith, Frederick City
Carrie Myers, Brunswick
Thomas Watson, Rosemont
Debby Burgoyne, Burkittsville
Becky Long, Thurmont

Jim Humerick, Thurmont
Kristin Aleshire, Myersville
Drew Bowen, Middletown
Winslow Burhans, New Market
Heather Smith, Mt. Airy
Cathy Willets, Emmitsburg
Monika Weierbach, Mt. Airy



Solar Array Planting Area

Solar Array Plantings Location Map

Town of Middletown - Frederick County

Jouannet Landscaping
12523 Spruce Run Rd
Myersville, MD 21773
(301) 293-3629

We propose:

Landscape construction and planting along the fence bordering the solar array at the intersection of Middletown Pkwy and Holter Rd with the purpose of diminishing the view of the array from the intersection. This will include the following aspects as per the drawing dated Feb 13, 2017;

1. Bed preparation approximately 125' long by 15' wide with the addition of 40 cubic yards of planting soil for placing around each installed plant.
2. Planting according to the list provided on the drawing including tree staking
3. Mulching area with approximately 2" hardwood mulch.

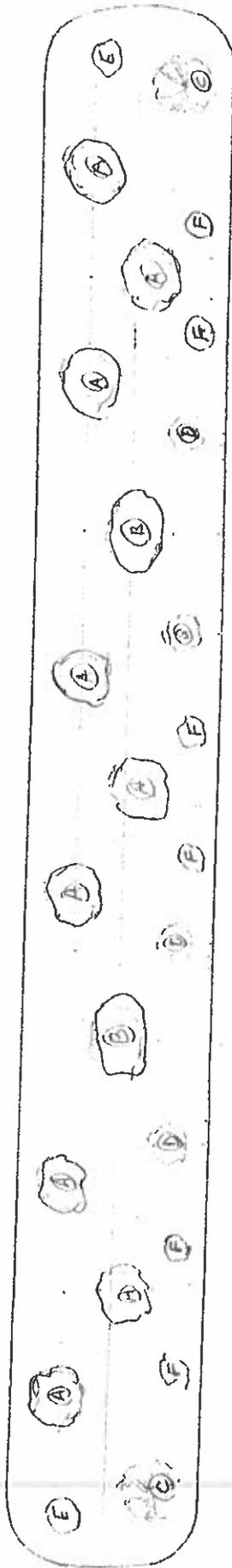
Price for the above is \$7500.00 to be invoice in 3 installments, \$2500.00 upon acceptance, \$2500.00 upon beginning work, and \$2500.00 upon completion.

Thank you very much for your business!

SOLAR ARRAY AREA

FENCE

APPROX
755 FT



DOUBLE
← DRIVEWAY 12 FT

TELECOMMUNICATION LINE

STORM SEWER LINE

← METERS
APPROX 28 FT →

PLANT LIST

- ① 1 - GREEN GIANT ARBOR VITAE 7-8 FT
- ② 2 - HEAVENLY BLUE DEODORA CEDAR 6-7 FT
- ③ 2 - CRIPSII HINDI CYPRESS 6-7 FT
- ④ 4 - BLUE PRINCESS HOLLY (SHRUB) 3-4 FT
- ⑤ 2 - BURNING BUSH EDONIA (SHRUB) 2-3 FT
- ⑥ 6 - VARIEGATED BOXWOOD 18-20"

TOWN OF MIDDLETOWN
 PROPOSED SOLAR ARRAY PLANTING SKECH
 T. JOHNSON 2-13-17
 SCALE 1" = 1 FT

Burgess and Commissioners of Middletown, Maryland
Municipal Center
31 W Main Street
Middletown, MD 21769

February 13, 2017

Dear Burgess and Commissioners,

Please find attached to this short letter the invoice for four (4) wood blinds for three windows facing Main Street including Paul's office, Becky's office, and the window located between their offices, respectively, and the window behind Ann's desk.

The blinds for the front of the building will span the approximate width and length of each window, to be mounted inside the alcove surrounding each window. The length of the blind will extend from the top of the window to the floor in each location. I have deducted 1 1/4" from each side of the blind (2 1/2" total) to allow for the baseboard, which extends back into each alcove. Since the metal frame on each side of the window is fairly substantial, each blind should completely cover the glass portion of the window, with approximately 1 1/4" of the metal frame visible on either side. These blinds will match the blinds already installed in the Main Meeting Room, Cindy's office, and the side window in Becky's office. The blind for Ann's office will mount inside the window frame, mounted just like the blind's I've installed elsewhere in the building.

As you no doubt have surmised, each blind is more expensive than the blinds I previously installed due to the larger size. I have also increased my installation fee as the mounting area (alcove) for the three front windows is concrete, necessitating additional work and materials to install.

If you have any questions, please feel free to contact me. As always, I thank you for the opportunity.

Respectfully,

Tim Coakley



20 WEST MAIN STREET | MIDDLETOWN, MARYLAND 21769
 INTERIORFOUNDATIONS.COM | 301.514.0761

Burgess and Commissioners of Middletown, Maryland
Municipal Center
31 W Main Street
Middletown, MD 21769

Wood Blinds Invoice for Paul's office, Becky's office, middle window, Ann's window (February 2017)

Materials	Three (3) 2" Vertical Wood Blinds in Espresso finish, inside mount with tilt wand, solid tape/trim and standard wood valance in Espresso finish, each approximately 61" W x 98" long at \$580 each (Paul's window, Becky's window, middle window)	\$1,740.00*
Materials	One (1) 2" Vertical Wood Blind in Espresso finish, inside mount with tilt wand, solid tape/trim and standard wood valance in Espresso finish (Ann's window)	\$483.00*
Labor	Labor and materials to install four (4) Vertical Wood Blinds	\$150.00
	SUB TOTAL	\$2,373.00
	*MD SALES TAX (EXEMPT)	\$0.00
	TOTAL DUE	\$2,373.00