



AGENDA FOR THE TOWN MEETING

March 27, 2017

6:30 p.m.

PLEDGE TO THE FLAG

CALL TO ORDER

BUDGET WORKSHOP

[Water & Sewer Capital Improvement Program](#)

[Water & Sewer Operating Budget](#)

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

CONSENT AGENDA

- Town Meeting Minutes
 - [March 2, 2017 – Town Workshop & Public Hearing](#)
 - [March 13, 2017 – Town Meeting](#)

PERSONAL REQUESTS FOR AGENDA:

UNFINISHED BUSINESS:

- Public Meeting – Discussion of Addition or Deletion of Fluoride Treatment
- [Annual POS Program Requests – Frederick County](#)
- [Discussion of Peddling Ordinance](#)
- [Review of FY 2016 Audit](#)
- [Discussion of Wireless Telecommunications Siting Ordinance](#)
- Memar Annexation – Discussion and Scheduling of Future Workshops

NEW BUSINESS:

- [Request from T-Mobile for Amendment to Cellular Lease Agreement](#)
- [Planning Commission Annual Report](#)
- Recommendation to Stripe Smithfield and Layla Drive

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

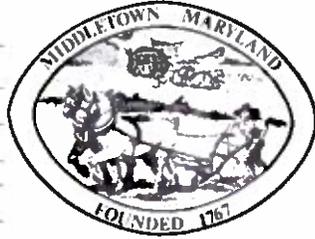


**Burgess and Commissioners of Middletown
Water & Sewer Capital Improvement Program
FY 2018 - FY 2022**

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				
<i>Outstanding Balance - \$370,314</i>					
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
<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		
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	\$239,265		
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				
<i>Outstanding Balance - \$370,314</i>					
Total Debt Service	\$918,341	\$548,313	\$546,918	\$309,124	\$308,092
Net Income	\$2,734,132	\$2,738,629	\$2,584,381	\$1,415,566	\$1,674,134
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WATER SYSTEM					
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Stream Erosion - Well Field Restoration	\$243,000				
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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
Fluoroide 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							
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 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

**BURGESS AND COMMISSIONERS
OF MIDDLETOWN MARYLAND**

TOWN MEETING MINUTES

BUDGET WORKSHOP MEETING

March 2, 2017

The first budget workshop meeting of the Burgess and Commissioners of Middletown was called to order on March 2, 2017, by Burgess Miller at 6:30 p.m. in the Middletown Municipal Center, 31 W. Main Street, Middletown, Maryland. Present were: Commissioners Larry Bussard, Jennifer Falcinelli, Christopher Goodman, Rick Dietrick and Tom Catania.

Burgess Miller presented the first draft of the water & sewer operating budget to the Commissioners for their review. Burgess Miller stated that this budget shows a \$10K surplus and no water/sewer rate increase.

WORKSHOP MEETING:

Commissioner Goodman presented Sheriff Charles Jenkins and Burgess Miller with a plaque for their participation in our 1st National Night Out in August 2016.

Community Deputy Report: DFC Rohrer gave the February report.

PUBLIC HEARING:

Ordinance 17-02 – Resolution to amend Title 13, Chapter 12, Section 13.12.050 of the Middletown Municipal Code to increase the cost of Improvement Fees from \$6,000 to \$7,000.

Rich Thomits - representing Middletown Glen stated his opposition to this increase as his development would take a hit with this increase.

Staff Reports:

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

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

UNFINISHED BUSINESS:

Resolution 17-02 – Increase in improvement fees – Board will vote on at the March 13th meeting.

Ordinance 17-03-01 & 17-03-02 – Sale of Property East Green Street – no discussion.

Appointment to Board of Appeals – Burgess Miller stated that we have to make an appointment to the Board of Appeals Board.

Memor Annexation – Burgess stated that they had their first workshop to discuss this proposed annexation. We will schedule the next workshop at the next meeting.

NEW BUSINESS:

Constant Yield Tax Rate – Schedule Public Hearing – will schedule at the March 13, 2017 meeting.

Request from T-mobile for Amendment to Cellular Lease Agreement– Drew stated that T-mobile has submitted an amendment to their Cellular Lease agreement. The Board asked Drew to put together an analysis like he did for Verizon for them to review.

Annual POS Program Requests – Frederick County – Burgess Miller stated that we have to submit our POS requests to the County by May 5, 2017. Commissioner Goodman stated that the Parks Committee will discuss and report back what they would like to submit.

Solar Array Plantings – Burgess Miller presented a design from Jouannet Landscaping to plant a border around the solar array at the intersection of Middletown Parkway. The proposal is \$7500.

PUBLIC COMMENT:

Commissioner Catania presented a template to the Board that he would like to have all the committees use when presenting their budget to the Board for review.

ANNOUNCEMENTS:

- *250th Town Talk (Arts in Middletown) – Sunday, March 5, 2017 at 2:00pm. at Zion Lutheran*
- *250th Town Talk (Transportation History) – Thursday, April 13, 2017 at 6:30pm. at Municipal Center*
- *Sustainability Committee Openings*

Workshop adjourned at 9:15pm.

Respectfully submitted,

Ann Griffin
Office Manager

**BURGESS AND COMMISSIONERS
OF MIDDLETOWN MARYLAND**

TOWN MEETING MINUTES

REGULAR MEETING

March 13, 2017

The first monthly meeting of the Burgess and Commissioners of Middletown was called to order on March 13, 2017, by Burgess Miller at 7:05 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

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*

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

Personal Requests for Agenda:

Unfinished Business:

Resolution 17-02 – Increase in Improvement Fees – This resolution is proposing to increase the Improvement Fee from \$6,000 to \$7,000.

Motion by Commissioner Falcinelli to approve Resolution 17-02 as stated with an Effective Date of January 1, 2018, seconded by Commissioner Bussard. Motion carried 6-0.

Ordinances 17-03-01 & 17-03-02 – Sale of Property along East Green Street – Drew stated that this tract of land was a left over easement from the old trolley right-of-way. Drew stated that 2 of their property owners have agreed to purchase but, the third property owner has exercised their right not to buy at this time.

Motion by Commissioner Catania to approve Ordinances 17-03-01 & 17-03-02 as presented, seconded by Commissioner Bussard. Motion carried 6-0.

Appointment to Board of Appeals– Burgess Miller stated that Alex Kundrick is up for re-appointment. Mr. Kundrick is the alternate serving on the Board of Appeals.

Motion by Commissioner Bussard to re-appoint Alex Kundrick to the Board of Appeals, seconded by Commissioner Goodman. Motion carried 6-0.

Memar Annexation – Discussion and scheduling of future workshops – Burgess Miller stated that he will get with Staff this week and send out the upcoming workshops regarding the Memar Annexation request.

REPORTS OF COMMITTEES –

WATER & SEWER – Commissioner Falcinelli reported:

Water use for February – 278,000 gal., spring flow for January – 72,000

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

Next meeting is Wednesday, March 22, 2017 at 7pm.

PUBLIC WORKS – Commissioner Bussard reported:

The guys have repaired park signs and subdivision signs.

Green Street contractor has started back up, hoping to get paving started at end of month weather permitting.

Bulk trash pick-up Saturday, March 18, 2017.

SUSTAINABILITY – Commissioner Dietrick reported:

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

PLANNING COMMISSION – Commissioner Catania reported:

Workshop is Wednesday, March 15th at 7pm.

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

Re-elected Mark Carney as the Chairman and elected Bob Miller as the Vice Chairman.

Demolition of property at 219 S. Jefferson Street was discussed. The Board of Appeals did approve their request to build a new house on this property.

PARKS and RECREATION – Commissioner Goodman reported:

MVAA asked that a tree be trimmed in the Memorial Park (limb is in the baseline).

We will be discussing non-profit vs profit organizations using the park at our next meeting Wednesday, March 15th at 7pm. They will also be discussing POS ideas for this year.

PUBLIC INFORMATION – Commissioner Falcinelli reported:

Reminded everyone to sign up for the email distribution list.

NEW BUSINESS:

Constant Yield Tax Rate – Schedule Public Hearing – Drew stated that typically this hearing is held in May. The Burgess and Commissioners scheduled this public hearing for May 4, 2017 at 7pm.

Request from T-Mobile for Amendment to Cellular Lease Agreement – Drew stated that we received the same request from T-Mobile as we did from Verizon on the lease agreement. T-Mobile is proposing to decrease the monthly payment to \$1,092 (currently \$2,150) with 0% yearly interest increase (currently 3%). After some discussion the Commissioners stated that they wanted to keep the agreements consistent. They would like to counter offer with keeping the monthly payment the same at \$2,150 and with a 2% yearly interest increase.

Annual POS Program Requests – Frederick County – Commissioner Goodman stated that the requests have to be submitted to Frederick County by May 5, 2017. Some discussion occurred on what the Burgess & Commissioners would like to apply for: Self-contained port-a-pots at Remsberg Park, Trees for solar array area, or maybe picnic tables for the new pavilion at Wiles Branch Park. Commissioner Goodman stated that his committee will discuss ideas at their meeting on Wednesday and will report back at the next meeting.

Solar Array Plantings – The Board discussed this and decided that they didn't want to spend the money, but if we can get POS money for this they may consider it.

Office Window Blinds Quote – The quote in front of us is to put new blinds in Paul's office, Becky's office, the window between those 2 offices and in Ann's office. The quote is \$2,373.00

Motion by Commissioner Dietrick to approve the quote for the new blinds as presented, seconded by Commissioner Bussard. Motion carried 6-0.

PUBLIC COMMENT:

ANNOUNCEMENTS:

*250th Town Talk (Transportation History) – Thursday, April 13, 2017 at Town Hall at 6:30pm.
Sustainability Committee Openings*

ADJOURNMENT

Meeting adjourned at 8:05pm.

Respectfully submitted,

Ann Griffin
Office Manager



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)

Definitions

“Peddling” is defined as the business or enterprise of going about from house to house or place to place seeking sales, future sales, trades, leases or current or future deliveries of articles, goods, commodities, merchandise, services or other things of value to existing or potential customers.

“Peddler” is defined as a person who engages in peddling and includes, but is not limited to, those persons commonly referred to as hawkers, hucksters, transient vendors, and door-to-door salespersons.

License Required and Exemptions

A. Except as provided in sub-section B., no person may engage in peddling in the Town of Middletown without first applying for and obtaining a peddler’s license from the Town.

B. A peddler’s license is not required when the person engaging in peddling is doing so as a member of or in association with a charitable, religious, civic or similar eleemosynary group duly authorized as a non-profit or not-for-profit organization under the tax laws of the Federal or state of Maryland government.

Application and Issuance of License

A. Any person applying for a peddler’s license shall provide the following information on an application form provided by the town:

(1) The applicant’s name, business and residence address, telephone number and e-mail address.

(2) The name, address and telephone number of the applicant’s employer or other person, firm or entity on whose behalf the applicant will be engaged in peddling.

(3) A description of the type of business in which the applicant is engaged or of the type of business of the applicant’s employer.

(4) The length of time that the applicant has been employed by or associated with the employer.

(5) A description of the type of goods, services, commodities or other items which the applicant will be peddling.

(6) The name, address and telephone number of at least two persons who have known the applicant for at least one year and who are references for the applicant.

(7) A statement identifying any crimes, other than minor traffic violations, for which the applicant has been convicted, including probation before judgments, within the preceding ten years.

(8) The length of time during which the applicant expects to remain in the town for the purpose of engaging in peddling;

(9) Proof of having obtained all necessary state and local licenses, inspections and approvals to carry out the proposed activity.

(10) The applicant shall provide a photograph of the applicant's face at least 2 inches by 2 inches in size similar to those required in connection with obtaining a United States passport.

B. The Town Administrator may require that the applicant provide such supplemental information as may be required to fully respond to the information requested in the application. The Town Administrator is authorized to make such further investigation into the applicant as may be deemed necessary. The application for a peddler's license is continuing in nature, and the applicant shall promptly provide to the Town such new or supplemental information to correct any information on the application which becomes inaccurate or inapplicable.

C. Upon the submission of an application for a peddler's license, the applicant shall pay a non-refundable fee of \$_____.

D. Upon satisfactory review of the application and any further investigation undertaken by the Town Administrator, the Town Administrator shall issue to the applicant a peddler's license. Upon the issuance and delivery of the peddler's license, the Town Administrator shall also provide to the applicant the conditions under which the license is issued as set forth herein.

Conditions of License

A. A peddler's license shall be valid only during the calendar year during which it was issued, and it becomes void and invalid at 11:59 p.m. on December 31 of the calendar year during which it was issued.

B. No person, firm or entity may engage in peddling at any residence, business or other place which displays in a conspicuous location a sign stating "No solicitation", "No peddling" or similar sign giving notice against peddling at that location.

C. No person, firm or entity may engage in peddling, or continue to engage in peddling, after having been given notice by a customer or potential customer, either in writing or orally, to cease and terminate such activity.

D. No person, firm or entity engaged in peddling may enter the residence, business or other enclosed structure without the express consent of the owner or occupant.

E. No person, firm or entity may engage in peddling between sundown of any given day and 9:00 am of the following day.

F. Every person, while engaged in peddling, shall wear in a conspicuous and visible location on their person the badge or other identification tag provided to them by the Town.

G. Every person, while engaged in peddling, shall present for inspection the peddler's license issued by the Town upon request of any Town official, customer or potential customer.

Revocation of License

A. The Town Administrator is authorized to revoke a peddler's license for:

- (1) fraud in applying for the license;
- (2) misrepresentation or providing a false statement in the application;
- (3) providing misleading information in the application;
- (3) failure to correct any statement in the application; or
- (4) failure to observe the conditions of the license.

B. Prior to revoking any peddler's license, the Town Administrator shall give notice of such proposed revocation to the peddler, including a statement of the reasons therefor, and shall provide the peddler with an opportunity for a hearing before the Town Administrator.

Upon receiving such notice of revocation, the peddler may request a hearing before the Town Administrator who, upon receiving such request, shall set a hearing at a time, date and place within ten (10) days of the request. The Town Administrator shall issue a written decision regarding the proposed revocation promptly upon the conclusion of the hearing.

C. The person aggrieved by the decision of the Town Administrator may appeal that decision to the Burgess and Commissioners by filing a written request for a hearing within ten (10) calendar days of the date of the decision of the Town Administrator. The hearing before the Burgess and Commissioners shall be held at a time, date and place as may most conveniently be scheduled. The decision of the Burgess and Commissioners after the hearing shall be final.

D. Any person, firm or entity whose peddler's license has been revoked as set forth herein may not apply for or be issued another such license for a period of _____ full calendar years after the final decision to revoke the license.

Penalties

Any person engaged in peddling in the Town of Middletown without a valid peddler's license shall be guilty of a misdemeanor, punishable by a fine of \$1,000.00. In addition, any person engaged in peddling in the Town of Middletown without a valid peddler's license may be charged, at the discretion of the Burgess, with a municipal infraction for which the fine may be up to \$1,000.00 to be enforced in accordance with *Local Government* Article, Division II, Title 6, Annotated Code of Maryland (as amended from time to time). Nothing contained herein shall preclude the Town from seeking any other remedies available to it, either in law or in equity, including, but not limited to injunctive relief.

**Town of Middletown
General Budget and Actual Input
Ending June 30, 2016**

	BUDGET	ACTUAL	Difference
	2016	2016	
REVENUES			
LOCAL TAXES			
Real Property	\$1,139,955	\$1,133,834	\$6,121.00
Tangible Personal Property	\$35,540	\$39,544	(\$4,004.00)
Public Utilities	\$10,356	\$9,400	\$956.00
Franchise	\$48,062	\$61,077	(\$13,015.00)
Penalties & Interest	\$9,607	\$8,085	\$1,522.00
COUNTY SHARED TAXES			
Income Taxes	\$721,465	\$915,506	(\$194,041.00)
Tax Equity Grant	\$555,964	\$555,964	\$0.00
STATE SHARED TAXES			
Admission & Amusement	\$16,500	\$9,565	\$6,935.00
Highway Gasoline & Licenses	\$154,758	\$156,127	(\$1,369.00)
LICENSES AND PERMITS			
Beer, Wine and Liquor	\$1,950	\$0	\$1,950.00
Business	\$4,900	\$4,752	\$148.00
Planning and Zoning	\$19,606	\$17,463	\$2,143.00
PARKS AND RECREATION			
Pavilion Fees	\$1,900	\$3,158	(\$1,258.00)
POLICE PROTECTION			
State Grant	\$24,928	\$24,987	(\$59.00)
MISCELLANEOUS			
Misc. & Donations	\$7,500	\$4,910	\$2,590.00
Grants & Interest	\$147,172	\$51,648	\$95,524.00
TOTAL REVENUES	\$2,900,163	\$2,996,020	(\$95,857.00)
EXPENDITURES			

EXECUTIVE & LEGISLATIVE			
Burgess Salary	\$6,667	\$7,050	(\$383.00)
Commissioner Salaries	\$12,300	\$12,900	(\$600.00)
Communications	\$3,480	\$3,185	\$295.00
Dues and Subscriptions	\$7,370	\$7,226	\$144.00
Office Supplies & Expenses	\$3,600	\$7,359	(\$3,759.00)
Advertising	\$750	\$2,331	(\$1,581.00)
Meetings/Convention Expenses	\$9,000	\$15,048	(\$6,048.00)
ELECTION			
Clerk Fees	\$450	\$0	\$450.00
Printing and Office Supplies	\$250	\$673	(\$423.00)
PROFESSIONAL SERVICES			
Independent Accounting/Audit	\$12,500	\$13,000	(\$500.00)
Legal	\$7,500	\$9,309	(\$1,809.00)
ADMINISTRATIVE SERVICES			
Administrative Salaries	\$227,019	\$248,153	(\$21,134.00)
Postage and Printing	\$200	\$16	\$184.00
Communications	\$10,471	\$6,788	\$3,683.00
Computer Supplies & Expenses	\$22,600	\$27,814	(\$5,214.00)
Office Supplies/Expenses	\$27,200	\$11,097	\$16,103.00
Office Maintenance	\$52,680	\$30,325	\$22,355.00
Dues & Subscriptions	\$150	\$0	\$150.00
Professional Services	\$3,600	\$5,470	(\$1,870.00)
Meetings & Conventions	\$100	\$161	(\$61.00)
OPERATIONS & CONSTRUCTION			
Director Salary	\$93,227	\$143,299	(\$50,072.00)
Maintenance Salaries	\$35,015	\$44,261	(\$9,246.00)
Communications	\$9,000	\$8,830	\$170.00
Supplies & Expenses	\$13,000	\$11,631	\$1,369.00
Dues & Meetings	\$0	\$2,299	(\$2,299.00)
Maintenance & Repairs	\$27,950	\$15,514	\$12,436.00
Tools & Equipment	\$3,161	\$1,726	\$1,435.00
PLANNING & ZONING			
Salary & Fees	\$48,946	\$49,662	(\$716.00)
Zoning Expenses	\$3,109	\$1,716	\$1,393.11
MAIN STREET PROGRAM			
Manager Salary	\$43,522	\$41,716	\$1,806.00
Town Contribution	\$18,000	\$10,970	\$7,030.00
PUBLIC SAFETY			
Fire Company Donation	\$20,000	\$20,000	\$0.00
School Crossing Guards	\$17,408	\$15,694	\$1,714.00

Community Deputy	\$365,101	\$352,149	\$12,952.00
SANITATION			
Trash Collection & Disposal	\$276,901	\$267,536	\$9,365.00
HIGHWAYS AND STREETS			
Salaries	\$93,356	\$73,748	\$19,608.00
Street Lighting	\$165,600	\$167,897	(\$2,297.00)
Storm Water Management	\$4,670	\$2,299	\$2,371.00
Snow Removal	\$70,000	\$72,612	(\$2,612.00)
Repairs & Resurfacing	\$57,300	\$6,794	\$50,506.00
Signs	\$0	\$5,083	(\$5,083.00)
Truck Repair and Operation	\$50,700	\$35,693	\$15,007.00
Equipment Repairs	\$10,000	\$3,511	\$6,489.00
Mowing	\$32,696	\$31,744	\$952.00
East Green Street Loan	\$12,000	\$12,000	\$0.00
West Green Street Loan	\$0	\$50,776	(\$50,776.00)
Case Loader Lease	\$15,158	\$0	\$15,158.00
RECREATION AND CULTURE			
Park Salaries	\$46,911	\$50,350	(\$3,439.00)
Park Electricity	\$1,800	\$2,247	(\$447.00)
Park Repair & Maintenance	\$44,100	\$45,351	(\$1,251.00)
Mowing	\$26,215	\$26,692	(\$477.00)
Remsburg Park Loan	\$123,549	\$123,549	\$0.00
OTHER			
Middletown Historical Society	\$5,000	\$5,000	\$0.00
Donations	\$100	\$1,000	(\$900.00)
Travel - Mileage	\$2,783	\$1,957	\$826.00
Community Events	\$19,750	\$51,772	(\$32,022.00)
Payroll Taxes	\$54,257	\$54,019	\$238.00
Insurance - Property	\$13,866	\$13,423	\$443.00
Insurance - Employee	\$118,839	\$122,055	(\$3,216.00)
Pension	\$65,725	\$49,784	\$15,941.00
Web Page / Directory	\$5,000	\$15,097	(\$10,097.00)
Real Estate Taxes	\$1,242	\$800	\$442.00
Other	\$3,500	\$0	\$3,500.00
TOTAL EXPENDITURES	\$2,426,344	\$2,420,161	\$6,183.11
SURPLUS/(DEFICIT)	\$473,819	\$575,859	(\$102,040.11)

Town of Middletown			
W/S Budget and Actual Input			
Ending June 30, 2016			
	BUDGET	ACTUAL	Difference
OPERATING REVENUES	2016	2016	
WATER REVENUE	\$594,558	\$587,860	\$6,698.00
SEWER REVENUE	\$596,089	\$584,783	\$11,306.00
PENALTIES	\$15,038	\$14,758	\$280.00
RAIN BARREL SALES	\$0	\$0	\$0.00
GENERAL FUND GRANT	\$80,000	\$80,000	\$0.00
TOTAL REVENUE	\$1,285,685	\$1,267,401	\$18,284.00
ADMINISTRATIVE			
SALARIES	\$50,907	\$36,631	\$14,276.00
COMMUNICATIONS	\$7,500	\$10,748	(\$3,248.00)
POSTAGE	\$9,280	\$9,226	\$54.00
OFFICE SUPPLIES / EXPENSES	\$12,000	\$10,761	\$1,239.00
LEGAL FEES	\$2,000	\$2,512	(\$512.00)
MEETINGS & SEMINARS	\$500	\$350	\$150.00
ADVERTISING	\$7,500	\$10,748	(\$3,248.00)
UNIFORMS	\$998	\$3,770	(\$2,772.00)
DUES/SUBSCRIP/CERTIFICATIONS	\$500	\$50	\$450.00
TRAVEL	\$200	\$0	\$200.00
PAYROLL TAXES	\$24,559	\$24,113	\$446.00
INSURANCE - PROPERTY	\$8,500	\$9,917	(\$1,417.00)
INSURANCE - WORKERS COMP	\$8,214	\$7,287	\$927.00
INSURANCE - HEALTH	\$53,824	\$19,348	\$34,476.00
PENSION	\$23,678	\$21,550	\$2,128.06
REAL ESTATE TAXES	\$292	\$292	\$0.00
RAIN BARRELS / EDUCATIONAL	\$2,500	\$1,600	\$900.00
WATERLINE / I&I LOAN	\$32,979	\$0	\$32,979.00
TOTAL ADMINISTRATIVE	\$245,931	\$168,903	\$77,028.06
VEHICLES AND EQUIPMENT			
1999 TRUCK	\$3,700	\$0	\$3,700.00
2001 Truck	\$0	\$303	(\$303.00)
2008 TRUCK	\$3,200	\$2,710	\$490.00
2012 Truck	\$0	\$2,943	(\$2,943.00)
2013 TRUCK	\$3,400	\$1,588	\$1,812.00
2015 Truck	\$3,700	\$3,744	(\$44.00)

MISC. EQUIPEMENT	\$7,000	\$0	\$7,000.00
BOBCAT / MINI EXCAVATOR	\$0	\$442	(\$442.00)
BACKHOE	\$0	\$529	(\$529.00)
TOTAL VEHICLES / EQUIPMENT	\$21,000	\$12,259	\$8,741.00
WATER			
WATER SALARIES	\$133,411	\$150,384	(\$16,973.00)
WATER DISTRIBUTION			
SUPPLIES	\$3,200	\$8,185	(\$4,985.00)
REPAIRS & MAINTENANCE	\$70,950	\$44,802	\$26,148.00
WATER LINE BREAK REPAIRS	\$5,000	\$0	\$5,000.00
CHEMICALS	\$500	\$233	\$267.00
TOOLS & EQUIPMENT	\$4,330	\$1,660	\$2,670.00
TOTAL WATER DISTRIBUTION	\$83,980	\$54,880	\$29,100.00
WATER PLANT/TOWER/BOOSTER			
ELECTRIC	\$26,900	\$23,349	\$3,551.00
SUPPLIES	\$2,000	\$1,492	\$508.00
REPAIRS & MAINTENANCE	\$27,350	\$27,112	\$238.00
CHEMICALS	\$18,226	\$22,512	(\$4,286.00)
TOOLS & EQUIPMENT	\$2,400	\$0	\$2,400.00
TESTING & ANALYSIS	\$12,988	\$10,783	\$2,205.00
TOTAL WATER PLANT/TOWER BOOST	\$89,864	\$85,248	\$4,616.00
SEWER			
SEWER SALARIES	\$124,358	\$128,101	(\$3,743.00)
SEWER COLLECTION SYSTEM			
CONE BRANCH PS	\$20,000	\$34,851	(\$14,851.00)
BROOKRIDGE PS	\$10,000	\$10,465	(\$465.00)
FOXFIELD PS	\$6,500	\$6,973	(\$473.00)
SANITARY SEWERLINES & MANHOLES	\$23,952	\$45,670	(\$21,718.00)
I&I ACCRUAL	\$75,000	\$75,000	\$0.00
TOTAL SEWER COLLECTION SYSTEM	\$135,452	\$172,959	(\$37,507.00)
EAST WWTP			
ELECTRIC	\$33,279	\$28,141	\$5,138.00
SUPPLIES	\$5,469	\$7,069	(\$1,600.00)
REPAIRS & MAINTENANCE	\$35,357	\$28,731	\$6,626.00

CHEMICALS	\$40,844	\$31,766	\$9,078.00
TOOLS & EQUIPMENT	\$8,400	\$3,954	\$4,446.00
TESTING & ANALYSIS	\$34,187	\$26,125	\$8,062.00
SLUDGE HAULING EXP	\$57,000	\$59,432	(\$2,432.00)
TOTAL EAST WWTP	\$214,536	\$185,218	\$29,318.00
WEST WWTP			
ELECTRIC	\$17,934	\$22,680	(\$4,746.00)
SUPPLIES	\$2,500	\$2,380	\$120.00
REPAIRS & MAINTENANCE	\$11,750	\$9,796	\$1,954.00
CHEMICALS	\$61,258	\$54,389	\$6,869.00
TOOLS & EQUIPMENT	\$1,000	\$2,598	(\$1,598.00)
TESTING & ANALYSIS	\$10,549	\$9,831	\$718.00
SLUDGE HAULING EXP	\$22,650	\$17,250	\$5,400.00
TOTAL West WWTP	\$127,641	\$118,924	\$8,717.00
CONTIGENCY	\$82,394	\$0	
TOTAL EXPENSES	\$1,258,567	\$1,076,876	\$181,691.06
SURPLUS / DEFICIT	\$27,118	\$190,525	(\$163,407.06)

MEMORANDUM

Date: 3/22/2017

To: Burgess and Commissioners, Middletown
From: Cynthia K. Unangst, Middletown Staff Planner
RE: Wireless Telecommunications Siting Ordinance

I recently reviewed the Wireless Telecommunications Siting ordinances that the towns of Walkersville and Emmitsburg, and the City of Brunswick, have in their Codes. While they are very extensive (27 pages), I believe it would be a good idea for the Town Board to discuss whether the Town of Middletown should also adopt such an ordinance. The ordinance is primarily for the siting of taller-type telecommunications structures for wireless antennas like we have on our water tower. However, Drew has informed me that there is no longer room for anymore antennas on the water tower and the Town might be in the position of having a telecommunications company propose an additional tower for such uses.

The ordinance outlines a policy, general regulations, exemptions, the administration process, and violations and enforcement. In reviewing the three ordinances, they are all pretty much the same, but I have attached the most pertinent sections of the ordinance that Walkersville uses since I believe it would most conform to the needs of Middletown. If the Town Board agrees that such an ordinance is needed for the Town, please make a motion to send the proposed ordinance to the Middletown Planning Commission for their review and recommendation. (I have sent the full ordinance to all of you by e-mail if you are interested in reviewing it in its entirety.)

86-1. Purpose and Legislative Intent.

The Telecommunications Act of 1996 ("the Act") affirmed the authority of the Burgess and Commissioners of Walkersville, MD., governing body of the Town of Walkersville, Maryland ("Town" or "Town of Walkersville") concerning the placement, construction and modification of "Wireless Telecommunications Facilities" as that term is defined in the Act. The Town finds that Wireless Telecommunications Facilities may pose significant concerns to the health, safety, public welfare, character and environment of the Town and its inhabitants. The Town also recognizes that facilitating the development of wireless service technology can be an economic development asset to the Town and of significant benefit to the Town and its residents. In order to insure that the placement, construction or modification of Wireless Telecommunications Facilities is consistent with the Town's land use policies, the Town is adopting a single, comprehensive, application and permit process for Wireless Telecommunications Facilities. The intent of this Ordinance is to minimize the negative impact of Wireless Telecommunications Facilities, establish a fair and efficient process for review and approval or denial of applications for such facilities, assure an integrated, comprehensive review of environmental impacts of such facilities, and protect the health, safety and welfare of the Town of Walkersville.

22. **"Wireless Telecommunications Facilities"** means and includes a **"Telecommunications Tower"** and **"Tower"** and **"Telecommunications Site"** and **Telecommunications Facility**

and **“Personal Wireless Facility”** and means a structure, facility or location designed, or intended to be used as, or used to support, Antennas or other transmitting or receiving devices. This includes without limit, Towers of all types and kinds and structures that employ camouflage technology, including, but not limited to structures such as a multi-story building, church steeple, silo, water Tower, sign or other structures that can be used to mitigate the visual impact of an Antenna or the functional equivalent of such, including all related facilities such as cabling, equipment shelters and other structures associated with the site. It is a structure and facility intended for transmitting and/or receiving radio, television, cellular, paging, 911, personal Telecommunications services, commercial satellite services, microwave services and services not licensed by the FCC, but not expressly exempt from the Town’s siting, building and permitting authority, and excluding those used exclusively for the Town’s fire, police or exclusively for private, non-commercial radio and television reception and private citizen’s bands, amateur radio and other similar non-commercial Telecommunications where the height of the facility is below the height limits set forth in this Ordinance.

23. **“WTF Permit”** means the official document or permit by which an Applicant is allowed to construct and use Wireless Telecommunications Facilities as granted or issued by the Town.

§ 86-5. Overall Policy and Desired Goals for WTF Permits for Wireless Telecommunications Facilities.

In order to ensure that the placement, construction, and modification of Wireless Telecommunications Facilities protects the Town's health, safety, public welfare, environmental features, the nature and character of the community and neighborhood and other aspects of the quality of life specifically listed elsewhere in this Ordinance, the Town hereby adopts an overall policy with respect to a WTF Permit for Wireless Telecommunications Facilities for the express purpose of achieving the following goals:

- 1) Implementing an application process for person(s) seeking a WTF Permit for Wireless Telecommunications Facilities;
- 2) Establishing a policy for examining an application for and issuing a WTF Permit for Wireless Telecommunications Facilities that is both fair and consistent;
- 3) Promoting and encouraging, wherever possible, the sharing and/or co-location of Wireless Telecommunications Facilities among service providers;
- 4) Promoting and encouraging, wherever possible, the placement, height and quantity of Wireless Telecommunications Facilities in such a manner, including but not limited to the use of Stealth Technology, to minimize adverse aesthetic and visual impacts on the land, property, buildings, and other facilities adjacent to, surrounding, and in generally the same area as the requested location of such Wireless Telecommunications Facilities, which shall mean using the least visually and physically intrusive facility that is not technologically or Commercially Impracticable under the facts and circumstances.

86- 6. WTF Permit Application and Other Requirements.

- A) All Applicants for a WTF Permit for Wireless Telecommunications Facilities or any modification of such facility shall comply with the requirements set forth in this Ordinance. The **Burgess and Commissioners of Walkersville, MD.**, is the officially designated agency or body of the community to whom applications for a WTF Permit for Wireless Telecommunications Facilities must be made, and that is authorized to review, analyze, evaluate and make decisions with respect to granting or not granting, recertifying or not recertifying, or revoking WTF Permits for Wireless Telecommunications Facilities. The Town may at its discretion delegate or designate other official departments, agencies and commissions of the Town to accept, review, analyze, evaluate and make recommendations to the Town with respect to the granting or not granting,

recertifying or not recertifying or revoking WTF Permits for Wireless Telecommunications Facilities.

B) An Application for a WTF Permit for Wireless Telecommunications Facilities shall be signed on behalf of the Applicant by the duly authorized person preparing the same and with knowledge of the contents and representations made therein and attesting to the truth and completeness of the information. **The landowner, if different than the Applicant, shall also sign the Application and shall be bound by all the statements and representations contained therein and by all of the terms and conditions of the WTF Permit for the Telecommunications Facilities.**

F) The Application shall include the following information:

- 1) Documentation that demonstrates the need for the Wireless Telecommunications Facility to provide service primarily and essentially within the Town. Such documentation shall include propagation studies of the proposed site and all adjoining planned, proposed, in-service or existing sites;

K) The Applicant shall furnish a Visual Impact Assessment which shall include:

- 1) A "Zone of Visibility Map" which shall be provided in order to determine locations from which the Tower may be seen.
- 2) Pictorial representations of "before and after" views from key viewpoints both inside and outside of the Town limits as may be appropriate, including but not limited to state highways and other major roads; state and local parks; other public lands; historic districts; preserves and historic sites normally open to the public; and from any other location where the site is visible to a large number of visitors, travelers or residents. Guidance will be provided, concerning the appropriate key sites at a pre-application meeting.
- 3) An assessment of the visual impact of the Tower base, guy wires and accessory buildings from abutting and adjacent properties and streets as relates to the need or appropriateness of screening.

V) The Applicant shall examine the feasibility of designing a proposed Tower to accommodate future demand for at least five (5) additional commercial applications; for example, future Co-locations. The Tower shall be structurally designed to accommodate at least five (5) additional Antenna arrays equal to those of the Applicant, and located as close to the Applicant's Antenna as possible without causing interference. This requirement may be waived, provided that the Applicant, in writing, demonstrates to the satisfaction of the Burgess and Commissioners of Walkersville, MD. that the provisions of future shared usage of the Tower is not technologically feasible, is Commercially Impracticable or creates an unnecessary and unreasonable burden, based upon:

- 1) The foreseeable number of FCC licenses available for the area;
- 2) The kind of Wireless Telecommunications Facilities site and structure proposed;
- 3) The number of existing and potential licenses without Wireless Telecommunications Facilities spaces/sites; and
- 4) Available space on existing and approved Towers.

- Z) In order to better inform the public, in the case of a new Telecommunication Tower Application, the Applicant shall, at least fourteen (14) days prior to the public hearing on the Application, conduct a "balloon test" on the property that is the subject of the Application. The Applicant shall arrange to fly, or raise upon a temporary mast, a minimum of a three foot (3') in diameter brightly colored balloon at the maximum height of the proposed new Tower. The dates, (including a second date, in case of poor visibility on the initial date) times and location of this balloon test shall be advertised by the Applicant seven (7) and fourteen (14) days in advance of the first test date in a newspaper with a general circulation in the Town . The Applicant shall inform the Burgess and Commissioners of Walkersville, MD. , in writing, of the dates and times of the test, at least fourteen (14) days in advance. The balloon shall be flown for at least four (4) consecutive hours sometime between 7:00 am and 4:00 pm on the dates chosen. The primary date shall be on a weekend, but in case of poor weather on the initial date, the secondary date may be on a week day.

86-7. Location of Wireless Telecommunications Facilities.

- A) Applicants for Wireless Telecommunications Facilities shall locate, site and erect said Wireless Telecommunications Facilities in accordance with the following priorities, one (1) being the highest priority and four (4) being the lowest priority.
- 1) On existing Town-owned municipal structures;
 - 2) On existing structures not in residential use;
 - 3) On new Towers on Town-owned properties;
 - 4) On new Towers on non-residential properties.
- B) If the proposed site does not satisfy the criteria for the highest priority listed above, then a detailed explanation must be provided as to why a site of a higher priority was not selected. The person seeking such an exception must satisfactorily demonstrate to the reasonable satisfaction of the Town the reason or reasons why such a permit should be granted for the proposed site, and the hardship that would be incurred by the Applicant if the permit were not granted for the proposed site.
- C) An Applicant may not avoid or by-pass sites of higher priority by stating the site proposed is the only site leased or selected. An Application shall address Co-location as the preference of the Town. If such option is not proposed, the Applicant must explain to the reasonable satisfaction of the Town why Co-location is Commercially Impracticable or is a hardship. Agreements between Telecommunications services providers limiting or prohibiting Co-location shall not be a valid basis for any claim of Commercial Impracticability or hardship.

86-9. Height of Telecommunications Tower(s).

- A) The Applicant shall submit documentation justifying the total height of any Tower, Telecommunications Facility and/or Antenna and the basis therefore. Such documentation will be analyzed in the context of the justification of the height needed to provide service primarily and essentially within the Town, to the extent practicable, unless good cause is shown.
- B) If the need for a new Tower can be proven, the maximum permitted height of a new Tower shall be no more than **twenty feet (20')** above the neighboring tree height or the height of any nearby obstruction that would effectively block the signal in that direction.

86-16. Public Hearing and Notification Requirements.

- A) Prior to the approval of any Application for a WTF Permit for Wireless Telecommunications Facilities, a public hearing shall be held by the Town, notice of which shall be published in the official newspaper of the Town no less than ten (10) calendar days prior to the scheduled date of the public hearing. In order that the Town may notify nearby landowners, the Application shall contain the names and address of all landowners whose property is located within fifteen hundred feet (1500') of any property line of the lot or parcel on which the new Wireless Telecommunications Facilities are proposed to be located.

- B) There shall be no public hearing required for an Application to co-locate on an existing Tower or other structure, as long as there is no proposed increase in the height of the Tower or structure, including attachments thereto.

86-20. Application Fee.

- A) At the time that a person submits an Application for a WTF Permit for a new Tower, such person shall pay a non-refundable application fee of \$5,000.00 to the Town. If the Application is for a WTF Permit for co-locating on an existing Tower or other suitable structure, where no increase in height of the Tower or structure is required, the non-refundable fee shall be \$2,000.00.

86-21. Performance Security.

The Applicant and the landowner of any proposed Wireless Telecommunications Facilities property site shall, at its cost and expense, be jointly required to execute and file with the Town a letter of credit (issued by a financial institution/lender with a branch office in the State of Maryland) or cash escrow, in an amount of at least **\$75,000.00** and with such sureties as are deemed sufficient by the Burgess and Commissioners of Walkersville, MD. to assure the faithful performance of the terms and conditions of this Ordinance and conditions of any WTF Permit issued pursuant to this Ordinance. The full amount of the security shall remain in full force and effect throughout the term of the WTF Permit and/or until any necessary site restoration is completed to restore the site to a condition comparable to that which existed prior to the issuance of the original WTF Permit.



Burgess and Commissioners of Middletown, Maryland

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

Options	Yearly % Increase	Total Revenue	2.70% Net Present Value
Existing Lease (\$2,150/3%/Year)	3.00%	\$ 693,255.66	\$516,624.63
Example #1 (\$2,150/2.5%/Year)	2.50%	\$ 659,052.17	\$493,246.71
Example #2 (\$2,150/2%/Year)	2.00%	\$ 626,872.14	\$471,193.57
Example #3 (\$2,150/1.5%/Year)	1.50%	\$ 596,590.61	\$450,385.48
T-Mobile Offer (\$1,092/0%/Year)	0.00%	\$ 262,080.00	\$200,473.48
Example #4 (\$1,092/2.5%/Year)	2.50%	\$ 334,737.19	\$250,523.45
Example #5 (\$1,092/2%/Year)	2.00%	\$ 318,392.73	\$239,322.50
Example #6 (\$1,092/1.5%/Year)	1.50%	\$ 303,012.53	\$228,753.93

Middletown Planning Office

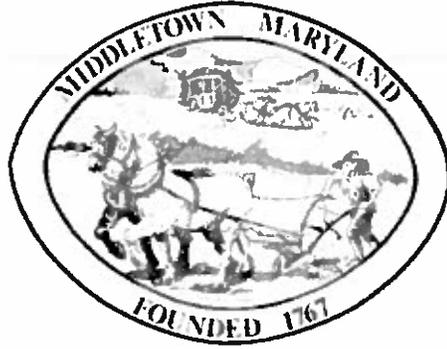
MEMORANDUM

Date: 3/22/2017

To: Burgess & Commissioners, Middletown
From: Cynthia Unangst, Middletown Staff Planner
RE: 2016 Annual Planning and Zoning Report

Attached are the 2016 Middletown Annual Planning Report, Permit List and Annual Report map. These documents are being presented to the Burgess & Commissioners upon adoption by the Middletown Planning Commission on March 20, 2017.

The Annual Report includes all activity performed by the Middletown Planning Commission, Board of Appeals, and Planning Staff for the calendar year 2016. State Law requires that an Annual Report be created, adopted, and filed each year for those governing bodies exercising local planning and zoning authority. This report is also being forwarded to the appropriate State and County agencies for their records.



MIDDLETOWN PLANNING COMMISSION

2016 ANNUAL REPORT

Approved March 20, 2017 by Middletown Planning Commission

BURGESS & COMMISSIONERS

John Miller, Burgess (4/2012-4/2016, 4/2016-4/2020)

Jennifer Falcinelli, Burgess Pro-tem (4/2014-4/2018)

Larry Bussard (4/2014-4/2018)

Richard Dietrick (4/2014-4/2018)

Anthony Ventre (4/2012-4/2016)

Chris Goodman (4/2012-4/2016, 4/2016-4/2020)

Tom Catania (4/2016-4/2020)

Andrew J. Bowen, Town Administrator

Middletown Planning Commission

Mark Carney, Chairman (12/2011-12/2016)

Robert Smart (12/2011-12/2016)

David Lake (2/2012-2/2017)

Bob Miller (5/2013-5/2018)

Chris Goodman, Comm. Ex-Officio (4/2012-4/2016)

Tom Catania, Comm. Ex-Officio (4/2016-4/2020)

Rich Gallagher, Alt. (2/2016-2/2021)

Dixie Eichelberger, Temp. Alt (2/2014-6/2017)

Middletown Board Of Appeals

Fred Rudy, Chair (6/2013-6/2016, 6/2016-6/2019)

Thomas Routzahn (2/2014-2/2017)

Tim Coakley (2/2015-2/2017)

Alex Kandruck, Alternate (2/2014-2/2017)

Planning Department Staff

Cynthia K. Unangst

Town Zoning Administrator

Ron Forrester

Engineering Staff

Bruce Carbaugh, Director of Public Works

J.R. Hawkins, Project Manager

INTRODUCTION

Section 1-207 of the Land Use Article of the Annotated Code of Maryland requires that the Planning Commissions of non-charter counties and municipalities prepare, adopt and file an annual report with the local legislative body and a copy of the report be mailed to the Director of the Maryland Department of Planning. The report is a retrospective look at development activity within the jurisdiction with a focus on whether that activity is or is not consistent with a variety of adopted plans. The report thus informs both the Planning Commission and local legislative body about the strengths and weaknesses of the local planning program.

POPULATION IN MIDDLETOWN

<u>YEAR</u>	<u>POPULATION</u>	<u>INCREASE OR DECREASE</u>
1970 Census	1,262	N/A
1980 Census	1,748	486
1990 Census	1,834	86
2000 Census	2,668	834
2010 Census	4,136	1468
2011 Estimate	4,163	27
2012 Estimate	4,272	109
2013 Estimate	4,295	23
2014 Estimate	4,313	18
2015 Estimate	4,321	8
2016 Estimate	4,336	15

TEN YEAR PERIODS OF POPULATION GROWTH based on Census

1970 – 1980	486
1980 – 1990	86
1990 – 2000	834
2000 – 2010	<u>1,468</u>
	2,874

MIDDLETOWN PLANNING COMMISSION

The Middletown Planning Commission is a five-member commission with two alternates, which has review and approval authority of site plans and subdivisions. In addition, the Planning Commission makes recommendations to the Burgess and Commissioners on rezoning and annexations, and reviews and comments on text amendments and any other issue, which is planning related. The Middletown Planning Commission also makes recommendations to the Middletown Board of Appeals on cases involving special exceptions.

PLAN REVIEWS - 2016

All plans reviewed and approved were consistent with the Middletown Comprehensive Plan adopted in 2010, the Middletown Zoning Code, and the Middletown Subdivision Regulations. **(Plan and plat names are shown on attached map.)**

CONCEPT PLANS

<u>Name</u>	<u>Units</u>	<u>Zoning</u>	<u>Request for:</u>
1A. Richland Driving Range	1	GC	Discussion of new structure on driving range

SITE PLANS

<u>Name</u>	<u>Units</u>	<u>Zoning</u>	<u>Request for:</u>
1A. POD – 704 E. Main St.	1	R-1	Approval of temporary storage container (Approval 1/18)
1B. Kaleta Addition Demolition Jesserong Drive	1	R-2	Approval of demolition of an addition (Approved 5/16)
1C. Wachter Shed Demolition Prospect Street	1	R-1	Approval of demolition of shed (Approved 5/16)
1D. Richland Driving Range Glenbrook Drive	1	GC	Approval of driving range structure (Approved 6/20)
1E. Middletown School Complex Schoolhouse Drive	n/a	OS	Review of school complex roadway improvements (Commented 6/20)
1F. Zion Lutheran Demolition West Green Street	1	R-2	Approval of demolition of dwelling and shed (Approved 8/15)
1G. Fire Station Franklin Street	1	OS	Approval of new fire station building (Approved 10/17)
1H. Zion Lutheran Demolition West Green Street	1	TC	Approval of demolition of garage (Approved 11/21)
1I. Fire Depart. Pavilion Demolition Franklin Street	1	OS	Approval of demolition of carnival grounds pavilion (Approved 12/19)

MASTER PLANS

<u>Name</u>	<u>Units</u>	<u>Zoning</u>	<u>Request for:</u>
None			

PRELIMINARY PLANS

<u>Name</u>	<u>Units</u>	<u>Zoning</u>	<u>Request for:</u>
None			

or inoperable motor vehicles in residential districts and for residential use property in the town commercial district and to limit the permitted number of such vehicles; to regulate the sales of motor vehicles for property used for residential uses in the town commercial district (Sections 17.32.060 and 17.32.125) [PC commented 6/20; B&C adopted 8/8]

Storage containers ordinance revisions – Planning Commission reviewed and commented on adoption of revisions to provide that the zoning administrator, instead of the planning commission, is the person charged with reviewing and approving applications to place storage and disposal containers on property; to provide a definition for the term “disposal container”; to delete enforcement provisions as being superfluous. (Section 17.32.045) [PC commented 6/20; B&C adopted 8/8]

Outdoor lighting regulations – Planning Commission reviewed and commented on adoption of regulations pertaining to outdoor 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; and to provide for certain exemptions from the lighting regulations and requirements. (Section 17.32.245) [PC commented 11/21]

Ballfield signs – Planning Commission commented on adoption of revisions to the exemption standards for signs located on ballfields and sports complexes. (Section 17.36.140) [PC commented 11/7; B&C adopted 12/12]

BOARD OF APPEALS: (Applicant names are shown on attached map)

<u>Applicant</u>	<u>Request</u>	<u>Location</u>	<u>Motion</u>	<u>Date</u>
A. Jiffas	variance of 22' from front yard setback for duplex	corner of Summers and West Green	Approved	3/29
B. Wilson	variances of 8' from required 18' setback for a pool	101 N. Pointe Terr.	Approved	3/29
C. Fire Station	variances from side setbacks for height of fire station building	401 Franklin Street	Approved	10/20

INFRASTRUCTURE PROJECTIONS:

TRANSPORTATION:

Action taken by the Town in the year 2016 has been consistent with the Town Comprehensive Plan and best management planning practices.

The Town Comprehensive Plan includes roadway alignments both north and south of town that will be requirements of any future annexation agreements. Future development should incorporate roadway dedication and construction to provide minimum collector type road links from east to west, and a collector from US 40-A north to I-70.

The State Highway Administration has funded the Main Street streetscape project and construction began in FY 2016. The limits of the project extend from the western edge of town to the eastern edge of town, and includes the replacement of water mains from Coblenz Road to Eastern Circle. The SHA

scope of the work includes replacement of storm water lines in the Main Street SHA right-of-ways and relocating some utility lines, new signage, traffic patterns, and replacement or installation of curb, gutter and sidewalks. The project also includes landscaping and planting of new trees. The project is expected to take up to two years to complete.

Improvements to West Green Street were started in FY 2016 and will be completed by June of 2017. The project is currently 87% complete with storm drain, curb and gutter completed. Approximately 50% of the sidewalks have been finished and base paving has been installed.

WATER SUPPLY AND DISTRIBUTION:

The Town depends on 22 wells, 4 groups of springs, two reservoirs, and a water tower to supply water to the Town. The current total withdrawal permitted by the Town is 387,000 gallons per day (gpd). The average daily use for 2016 was 290,120 gpd. The water system is routinely monitored for possible contaminants in accordance with Federal and State laws, and there were no violation levels in 2016.

WASTE WATER TREATMENT FACILITIES:

The East End Wastewater Treatment Plant (WWTP) on the south side of Holter Road at Hollow Creek is designed to process 350,000 gpd of sewerage. The current discharge permit for the plant is 250,000 gpd. Average daily flows for 2016 were 222,083 gpd.

The discharge permit for the West End WWTP at Catocin Creek in the southwest section of Town is 250,000 gpd. Average daily flows for 2016 were 221,500 gpd.

There were no violations for either plant in 2016.

WATER/SEWER MASTER PLAN

Although the Town developed a Water/Sewer Master Plan as a Subsidiary Plan to the County Water/Sewer Master Plan, it was denied by the State in 2004, and consequently the Town complies with the County's Water and Sewer Master Plan.

PARKS AND GREENWAYS:

In 2016, the Town completed a replacement of children's equipment at Memorial Park to bring it up to ADA and today's safety standards.

PROTECTION OF HISTORIC STRUCTURES:

At the present time, the only regulations regarding the demolition of buildings are a zoning control (Section 17.32.160, Zoning, Middletown Municipal Code), which requires a Demolition Permit. This permit allows a building to be inventoried prior to the demolition but does not prohibit demolition.

The Town has two historic districts that are listed in the National Register of Historic Places. Properties that are listed as "Contributing" to the significance of the historic districts may voluntarily participate in government programs that provide financial benefits to property owners who undertake maintenance projects that comply with the Secretary of the Interior's Standards for Rehabilitation. In order to provide a certain level of customer service to property owners in Middletown, the Town established a Historic Commission to act as a conduit between the property owner and the available programs. The Historic Commission only meets when a property owner wishes to take advantage of these specific programs.

The Town formerly managed a historic plaque program that has been passed onto Main Street Middletown, MD, Incorporated to manage and implement. Main Street Middletown is a 501c3 organization that supports the economic development of the Town. In 2016, seven properties were invited to receive honorary plaques. Main Street Middletown is in the process of selecting one more property to reach the goal of 20 properties with plaques by the end of 2017. Main Street Middletown received funding from the Heart of the Civil War Heritage Area through a Mini-Grant to help off-set the expenses of each plaque.

STRATEGIC PLANNING INITIATIVES

ZONING ORDINANCE UPDATE

No updates to the Zoning Code were completed in 2016 aside from the few text amendments listed above.

COMPREHENSIVE PLAN REVIEW

Due to the fact that there have been no policy changes made in recent years to warrant an update to the Town's Comprehensive Plan at this time, the Plan will most likely begin the update process in 2020 in conjunction with the 2020 Census data. The Maryland Department of Planning now requires a ten-year review instead of a seven-year review.

PLANNING COMMISSION RECOMMENDATIONS:

ONGOING RECOMMENDATIONS:

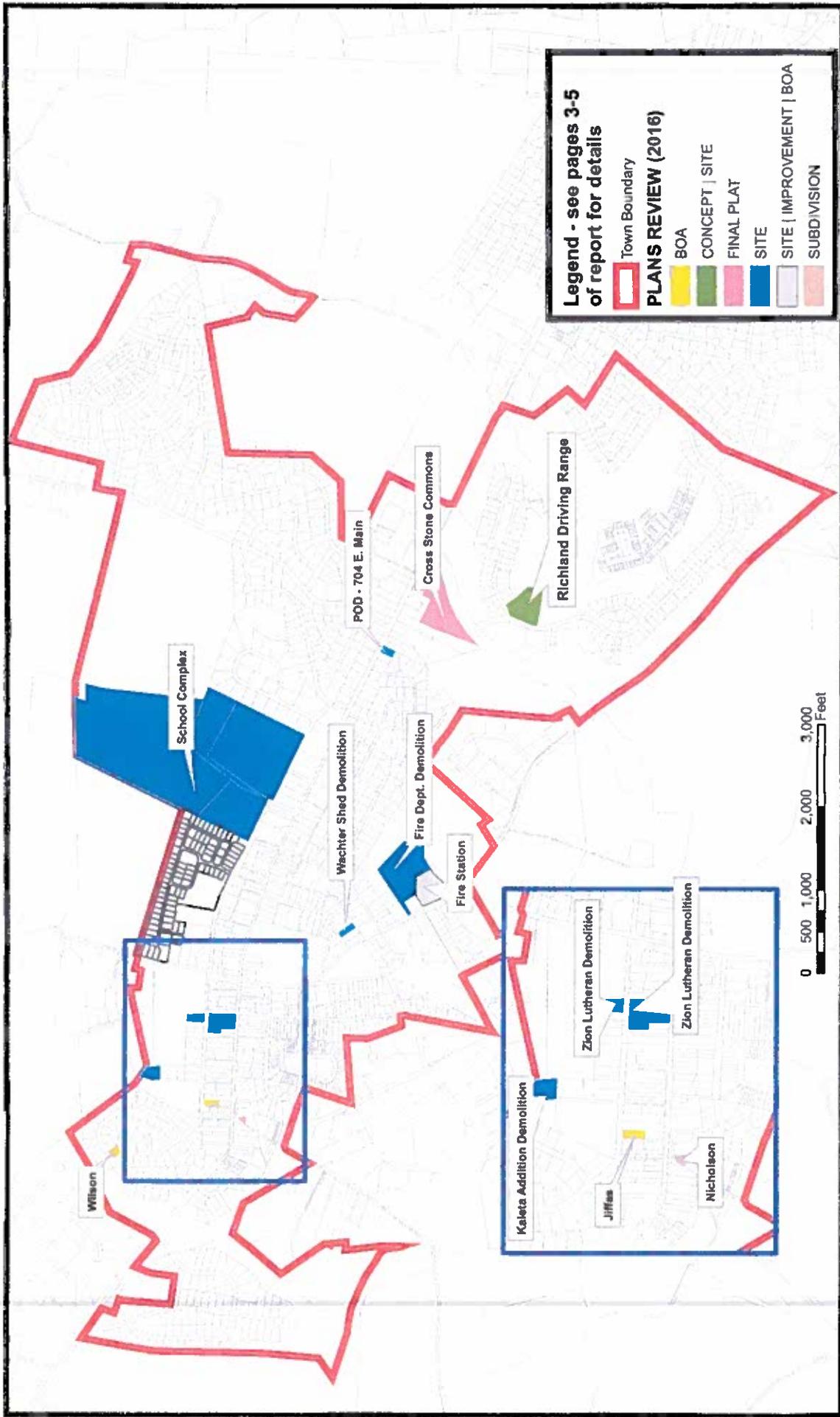
1. Review walkway and road construction strategies to be incorporated into current & future growth and development.
2. Review and refine a management system for the plan review process to help ensure that files are complete and easily accessible, and which includes a checklist to verify that all agency approvals are in place.
3. Continue review of zoning ordinances as needed to ensure compatibility with the comprehensive plan.
4. Work on promotion and development of a trails system as shown in the Comprehensive Plan by working with the Town Board, citizens and community groups.
5. Work closely with the Main Street Program to help revitalize downtown Middletown.
6. Work on promoting sustainable development practices thru the development review process as outlined in the 2010 Middletown Comprehensive Plan, along with potential projects to consider for any applicable funding associated with the new Sustainable Communities designation through DHCD.

NEW RECOMMENDATIONS:

1. Work on town regulations to address blighted properties.
2. Work on wireless communication facilities siting ordinance.
3. Work on the promotion of energy-saving and renewable energy policies for the town.

Permits Issued

TYPE	1996-2000	2001	2002	2003	2004	2005	5 yr.	2006	2007	2008	2009	2010	5 yr.	2011	2012	2013	2014	2015	5 yr.	2016	
	Single - Family	168	75	106	92	45	22	340	30	31	12	17	23	113	10	12	5	8	4	39	8
Multi-Family	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1	0
Duplex	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	0	0	0	0
Townhouse	0	0	0	42	15	0	57	16	19	23	24	0	82	0	0	0	0	0	0	0	0
Apartments	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Interior Improvements	0	9	11	20	19	22	81	18	20	19	12	19	88	15	11	12	15	17	70	16	
Additions	0	6	15	15	28	20	84	8	12	2	6	2	30	6	7	4	2	4	23	1	
Pools & Hot Tubs	23	7	9	9	16	4	45	8	12	7	4	3	34	2	6	5	2	1	16	2	
Decks & Porches	106	18	38	36	64	39	195	37	41	31	27	28	164	32	19	9	15	21	96	14	
Accessory Structure	66	14	15	24	23	16	92	18	13	14	9	9	63	6	5	7	8	15	41	11	
Fences	66	18	27	41	36	29	151	23	16	25	24	20	108	16	24	13	15	16	84	23	
Demolitions	7	1	1	0	1	2	5	0	2	0	2	1	5	2	1	2	1	3	9	5	
Propane Tanks	0	1	1	3	6	6	17	3	4	2	2	1	12	6	2	4	1	0	13	0	
Trailers	0	3	2	0	0	3	8	0	0	0	0	0	0	0	0	0	0	0	0	2	
Pump Station	0	1	0	0	0	0	1	0	0	1	0	0	1	0	0	0	0	0	0	0	
Signs	16	8	6	4	4	7	29	5	7	2	5	6	25	7	8	6	10	8	39	3	
Solar panels	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4	37	20	61	25	
New Commercial	15	2	4	0	0	0	6	0	0	0	0	1	1	0	0	2	0	2	4	1	
Commercial Conversion	0	4	5	7	6	8	30	1	2	7	3	3	16	4	6	5	5	8	28	1	
Industrial Conversion	0	2	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	
Office Conversion	0	4	4	0	1	4	13	14	3	0	5	2	24	0	3	0	0	3	6	0	
Other									2	1	2	2	7	5	4	4	6	4	23	1	
Total Permits	468	173	245	293	264	182	1157	182	184	146	142	120	774	111	108	83	125	126	553	113	



Middletown 2016 Annual Report Map