



AGENDA FOR THE TOWN WORKSHOP

May 7, 2026

Workshop 7:00PM

Drought Status- Code Yellow

PLEDGE TO THE FLAG

CALL TO ORDER

STAFF REPORTS

[Deputy Report](#)

[Public Works & Utilities](#)

[Planning & Zoning](#)

[Main Street Manager](#)

Financial Officer

CONSENT AGENDA

- Town Meeting Minutes
 - [April 13, 2026 – Regular Meeting Minutes](#)
 - [April 27, 2026 – Regular Meeting Minutes](#)

UNFINISHED BUSINESS

- [FY27 General Fund Operating/CIP Budgets-Draft³](#)
- [FY27 Water/Sewer Operating/CIP Budgets-Draft³](#)
 - [Health Insurance Structure and Rebate from FY25](#)
 - Deputy Contract Discussion
- Independence Day Celebration- Update²

NEW BUSINESS

- [Burnt Bridge Crossing Park- Recommendation for Master Site Plan Award](#)

TOWN ADMINISTRATOR REPORT

- Public Art Projects

ANNOUNCEMENTS

- Farmers Market- Every other Thursday through October
- Friday, May 15th Walking Tour at the Welcome Center at 9:30am
- Friday, May 22nd Walking Tour at the Welcome Center at 9:30am
- Monday, May 25th Memorial Day Ceremony at Memorial Park at 11:00am
- Thursday, May 28th Ribbon Cutting for Cry Baby Cafe at 11:00am

EXECUTIVE SESSION

- Personnel Salary Discussion

ADJOURNMENT

Lifesize Meeting Invite Information

Join the meeting: <https://call.lifesizecloud.com/11085268>.

Passcode: 21769

Click to call from Mobile (audio only)

United States: +1 (312) 584-2401, 11085268#,21769#

Call in by Phone (audio only)

United States: +1 (312) 584-2401

Meeting extension: 11085268#

Passcode: 21769#

Identifies the Number of Times the Item has been on a Town Workshop and/or Town Meeting Agenda

V Identifies a Vote to be taken on the agenda item.



Middletown Community Deputies

Monthly Activity Report

April 2026

Dfc. McCarrick #0485

Traffic Stats

Citations Issued: 2 (13)

Warnings Issued: 34 (153)

Repair Orders Issued: 0 (0)

Accidents: 5 (18)

Selective Enforcement: 15 (65)

Arrest Stats

Criminal Arrests: 0 (3)

Traffic Arrests: 0 (4)

Juvenile Arrest: 0 (0)

Warrants / Summons: 0 (1)

Proactive Enforcement

Walking Patrol / Talks: 21 (90)

Bike Patrol: 0 (0)

Patrol Checks: 39 (270)

School Safety Checks: 19 (105)

Calls for Service

Burglaries: 0 (0)

Destruction of Property: 1 (7)

Disturbances: 6 (15)

Juvenile complaints: 3 (9)

Noise complaints: 1 (5)

Suspicious Activity: 11 (33)

Theft: 3 (3)

Drug Incidents / Attempted Overdose

Special Events/ Important Information

Library - Theft of personal items. No leads.

Stone Springs Ln - Theft of shoes. Suspects ID'd. Investigation ongoing.

W Main St / Garage Dr - Reported motor vehicle theft in early morning hours 0500-0600hrs. Owner and vehicle occupants had differing accounts of the incident and were uncooperative. It is believed that suspect arrived in the vehicle with the owner and driver. Owner and driver exited the vehicle for an unknown period of time and the suspect drove away and refused to return car. Vehicle later recovered in Frederick. Suspect ID'd. Appears to be more of an unauthorized use of motor vehicle. Investigation ongoing.

Accidents

Washington St / Elm St

W Main St / Summers Dr

Schoolhouse Dr / E Green St

W Main St / Knoll Side Ln

MHS

Public Works Monthly Report
May 7, 2026

COMPLETED WORK

WS: Installed 129 mxu's and 17 meters this month (approx. total of 906 mxu's and 574 meters installed). Sludge sample and testing for the reed bed cleanout. Replaced well 16 drop pipe and pump yield is back to 21 gpm, removed roots from spring 3, pump out irrigation PS wetwell, Trouble shoot Brookridge PS, replace floats and level sensor, removed failed aerator at West WWTP (\$4,900), remove disassemble well 22 and clean (saves \$800/ year), clean drop pipe and raw process pipe (Fe Mn deposits). Chem pump shelf installed at well 15/16.

GF: outside meter radio replacements, park water fountain maintenance, Heritage Park electric conduit and service pad, tree planting holes, pickleball gates adjusted, received new truck, equip service, graffiti removal, mulching, field maintenance

Public Works
New Projects or Requests

Drought Update: Conditions have degraded to "Severe Drought" as noted on the Drought Monitor Website 4/30/26. Will monitor precipitation and water use for first half of May before recommending a change in status.
 2025 rainfall **34.3"** 2024 **40.0"**, 2023 **31.2"**

Unbudgeted/ Contingent Expenses:

Public Alert Siren – Struck by lightning ballpark repaired and working. \$2665.00

West Plant Aerator Motors = \$4,891.58 + 4891.58

Well 15 redevelopments. \$19,000.00

Well 16 pump and motor replacement: \$7700.00

Springs at 52 gpm or 74,880 gpd

Sludge Hauling End of FY 25 total cost \$20,460.00, Hauled 180,000 gal, Bedded 294,975 gal

Sludge cost for FY 26 \$18,684.00 36,000 gal hauled, 31,350 gal bedded **Total hauled** 162,000 gal **Bedded** 193,801 Gal

Water Use (Average Daily for the Month, Flows stated in gallons per day)

Permit Limits (gal) 387,000/504,000 AD/MMU 250,000 AD 250,000 AD
Base flow 176,000 Base flow 115,000

MONTH	WATER USE		SPRING FLOW		East WWTP		West WWTP		Rain
	past yr	present yr	past yr	present yr	past yr	present yr	past yr	present yr	
January	301,078	295,872	43,826	36,019	181,000	140,000	143,000	166,000	1.3
February	290,920	327,966	59,368	41,994	214,000	232,000	149,000	186,000	2.2
March **	293,437	289,698	62,773	63,141	184,000	257,000	126,000	208,000	3.1
April **	285,129	300,769	88,897	65,845	221,000	177,000	144,000	133,000	1.8
May	339,070	299,062	146,094	206,355	242,000	334,000	151,000	256,000	10
June	337,789	305,755	140,908	209,064	191,000	228,000	119,000	237,000	3.25
July	342,183	310,042	100,522	141,059	167,000	173,000	116,000	136,000	2.9
August	326,634	353,554	74,327	91,097	220,000	146,000	186,000	129,000	1.05
September	313,860	355,814	59,637	64,681	176,000	186,000	129,000	153,000	3.65
October **	318,039	360,737	54,666	51,989	171,000	165,000	126,000	134,000	2.15
November**	282,501	294,062	46,757	44,727	163,000	159,000	114,000	137,000	1.4
December	291,871	295,730	46,722	40,822	200,000	165,000	139,000	146,000	1.9

Avg Daily/yr 310,209 315,755 77,041 88,066 194,167 196,833 136,833 168,417 34.7
 Avg Yr Flw 113.23 115.25 28.12 32.14 70.87 71.84 49.94 61.47

**Hydrants flushed this month

Spring 2021 704,842 Fall 2021 744,925 Spring 2022 664,933 Fall 2022 749,561(5 day avg) spring 23 702,023 Fall 23 no flushing Spring 24 581,628 gal, Fall 2024 544,364 gal. Spring 2025 cancelled. Fall 2025 518,046 gal, Spring 26 cancelled

Planned Work

Lead and Copper (inventory due Oct 16, 2024) updating lead status unknown, 29 accounts remain unknown, Water usage analysis, Water and Sewer Regs update. Trash Policy, W and S Rate study

WS Projects: I and I, will need to redeploy flow monitors when drought conditions subside.

Director's Report: Found billing for lights that are not the Towns, should have been removed from acct. 3 years ago. Solar Array usage analysis continues, we have received a report from CQI, revisions to waterfall to be made which save us energy costs. Water and Sewer Rate Study (reviewing 2002 County and Town study from 2024). Meeting with MDE for Draft PER and PFAS PER. ENR has a new option that was not previously considered. The west plant could be upgraded and the east plant not upgraded. Completed Solid Waste Cost Study for budget review. ENR option for West Plant in lieu of PS has been reviewed and we have a conference scheduled with RK and K to discuss..

Fuel Surcharges: Sludge hauling 3x = 37.00 wk, trash: was 251.10 now 1255.50/ month. No chemical changes, Year End Projection: +\$3600.

Open Projects

ADA sidewalk ramp reconstructions: FY 25 completed.

Glenbrook Arch Engineering Study: Annual monitoring and included in County Bridge Survey. Received report from County Bridge Survey on Sept 30. No action

Water System: Reviewed system for end-of-life meters (521 each - FY 25). AMI planned to be operational in FY 27 budget.

CCT Project: Project is complete but there are some shortages, and a new quote is being discussed to use the credit (upgraded cameras). May need to provide surge / battery backup. Extension of grant to June. Adding camera to Harris Farm.

Water Hydraulic Model: no update.

SSO and I&I: Sump pump inspections have eliminated significant amounts of inflows. No action

West Wastewater Treatment Plant: Renewal NPDES completed and submitted July 27, 2025. No action.

East WWTP: Awaiting draft permit. Draft of PER completed and will be submitted to MDE. Irrigation Permit MDE Inspection on March 30, 2026. We expect some corrections to be required in the report. No action

Wells: Well 15 will require redevelopment to restore the original 55gpm yield. The \$19,000.00 well redevelopment yielded only 3-5 gallons of water. Staff will review the work and plan with the driller and budget future maintenance costs to sustain the yield. Well 16 PFAS content is above the MCL, we will look into blending with potable water at the wellhead. This will be much less expensive than filtering at the WTP. Well 16 pump and motor is scheduled for replacement due to reduced yield – original. Drop pipe was corroded and had holes in it. Well is now yielding 22.5 gpm.

Municipal Center: Table and chairs for discussion at this meeting. Media in FY 27 budget.

Harris Farm Property: Budget requests for electric and fencing in FY26. Master Plan RFP has been received. Would like to use CIP funds to replace rollup uninsulated damaged garage doors Repairs and operators are more than the specified door replacements that are insulated. \$39,000 for doors and electric (104,000 – 43,000 – 6000 – 39,000 = 17,000). Doors ordered and covered salt storage is underway.

Linden Boulevard Culvert Replacement and Streetscape: May 14, 2024, Board approved no sidewalks, new Town Standard streetlights. Construction cost estimate 1.9 million, bid received awarded to Kinsley Construction in the amount of \$1,613,000.00. Contractor is installing storm drain at this time. Road has been milled, curb and gutter will start first week of May.

Patching Contract: FY 25 contract is complete.

Remsburg Park Perimeter Nature Trail: Staff has met with consultant and survey has begun. The preliminary layout indicates 6 bridges that are a 50-foot span each along the proposed route. The estimated cost of these bridges is \$75,000/each based on the previous bridge at the park. Staff will present an alternative route that includes purchase of private property or an easement on private property that would eliminate 4 bridges. Staff will pursue an easement as discussed at the May 2025 Town Board Meeting. No action.

School Property 12" Waterline: Executed the proposal for the new 12" waterline replacement across school property in coordination with collocated school phasing. Approved March 2025 by budget amendment (\$16K). ARRO is finishing the design and will be forwarding to school consultant in September. Design complete and provided to FCPS. At the request of the Board, staff has contacted MAU has agreed to the negotiated price of \$393,145.00 This will be included as a mandatory expense in the FY 27 budget and started and completed summer of 2026. Whiting Turner has been included in the plan. Updated plans for continuing service to buildings on a temporary basis. No action.

POS LPPI CP and P: Applied for FY 26 POS capital projects (roof and electric), acquisition to follow as soon as the revised deed is recorded. CP and P application was submitted for Wiles Branch Park play structure. Acquisition application for Harris has been applied for (\$263,124.15) and approved by DNR. Received project questionnaire documents for the 2027 POS request. Pre-Qualifier questionnaire due May 1, 2026. Town will return the POS grants for Wiles Branch exercise equipment (\$16,875 / \$5,625) and Pickleball sound attenuation (\$39,810 / \$13,972.00). POS grant applications were submitted for acquisition and 2 development projects on 4/30/2026.

Developments

ADMAR Annexation: Design for treatment plant in progress 99% submittal has been submitted for review. IP drawings reviewed. Have executed all monitoring and pumping plan contracts. Meeting with MDE on July 2, discussed the monitoring plan, reduced to 2 weeks before and 2 weeks after the pumping test. Pumping test was agreed to pump the entire year of allocation (14.09 gpm, 20,289 gpd, 1.055MG) over 90 days with 2 pumps running. The final permit will be provided after the pump test and monitoring. Most level monitors and all testing pumps will be removed the week ending the 6th of March. It appears there is direct interference with a private pond which will likely require mitigation as part of the permit conditions. The report will be sent to MDE in the next few weeks after the developer has paid all outstanding invoices. Meeting with engineer and developer regarding the WTP and the appropriation, size of process components.

Collocated School Project: Received the updated Traffic Study reviewed and provided to Town consultant. The study appears to address Town requests and a traffic signal at Cone Branch meets two warrants. It will be up to SHA to accept these and permit a signal. Town selected on way North on Martha Mason directional travel. Received SHA comments for the Traffic Impact Study requesting additional information or clarification on the signal warrant analysis. Provided sketch to traffic consultant for Martha Mason traffic control. SHA has issued traffic study comments and does not support a traffic signal at Cone Branch currently. No action

Miscellaneous: No action

Future Budget Considerations

W&S: Comprehensive sewer plan, West WWTP ENR plant replacement (non-process component for Town budget). PFAS treatment, 12" valve on Green Street waterline for isolation of Middletown Glen.

GF: 2 future positions for 2 full crews.

Regulatory

EPA

Revised Lead and Copper: Inventory is on the Town website and letters for lead status unknown have been sent out. New LCRI has been released for comment and we will begin preparing for the new rule. Summary of new LCRI requirements has been drafted. AWWA has filed a petition for judicial review to the LCRI. Petition is based on affordability, timeline to replace lead lines and feasibility. Staff continues to eliminate unknown services (29 remain). Lead certification due by July 1, 2026. Summer 2026 is our next lead and copper sampling cycle.

PFOA PFOS: MDE Grant applied for January 2024. New PFAS regulations have been adopted by EPA. Initial sampling must be performed between 2024 and 2027, 2027 to 2029 initial results published in CCR and regular monitoring must begin, 2029 systems must comply with all MCL's (must have treatment online). UCMR5 testing has been received and PFAS content has increased slightly the next round of samples have been taken and submitted Dec 1. Staff has received and approved the PER for submittal to MDE. The 90% design drawings are proceeding.

MDE

Permits: East WWTP Discharge Permit (exp Dec 2021) submitted 22 months prior to expiration and then revised 14 months before expiration. MDE advertised the reapplication. We have requested an increase in discharge flow from 250,000 to 350,000. MDE has approved the County Water and Sewer Plan which requested the increase in flow. MDE, will await the PER ENR selection process before releasing Draft permit. Received email that MDE has begun the renewal (Jan 24). No action

Irrigation Pump Station: Working on Nutrient management plan, soil samples and other permit requirements. Combined source samples for permit report have been taken. MDE has inspected the golf course on March 30, 2026. We have received the report and responded to the findings. Nothing critical.

MS4 Permit: MDE has issued a new MS4 permit to FrCo (they administer the permit) valid for 5 years. 2025 report submitted October 27, 2025. Staff attended a MS 4 conference and Middletown was reported to be in compliance through 2030.

West WWTP ENR Upgrade: Draft PER has been submitted to MDE. The next step after any significant concerns from MDE and receive a design proposal from RK and K. We have received initial comments from MDE that are concerning and the design proposal from RK and K. MDE meeting on January 8, 2025. RK and K has provided a possible option for a new plant at the West utilizing the dog park. We have reviewed and it and will meet with RK and K to discuss some of the concerns.

Wastewater Capacity Management reports: 2025 report is in progress and will be presented to the Board and submitted to MDE in January 2026. Completed.

Renewals: 3. West WWTP Discharge 7/31/25 (July 28, 2025 submitted to MDE) 4. County Water and Sewer Plan Update (due 4/4) 5. Reed bed sludge removal Aug 25 tentative 6. MDSHA Blanket Permit

DROUGHT Water Production Capabilities

12/1/2023				2/1/2026 4/30/26			
MAXIMUM PRODUCTION NON DROUGHT				MAX PRODUCTION DROUGHT (2023 Drought DATA)			
	YIELD GPM	TOTAL DAILY		YIELD GPM	TOTAL DAILY		
1,2,6,7,8,9,19	200			160		156	
14	10		**	7	4/30/2026	8.5	
15	55			42		37	
16	17		**	17	4/30/2026	22.5	19 GPM run 17 hours.
22	5			5		5	
23	18			17		17	
	<u>305</u>	439200		<u>248</u>	357120	246	354240
SPRINGS WINTER avg	85	122400	561600	40	57600	414720	411840
SPRINGS SUMMER avg	50	72000	511200	30	43200	400320	397440
SPRINGS SUMMER min				17	24480	381600	378720
							MAX PROD
				SPRING 2/5/26		22	31680 385920
		** new pump drop pipe					

2025 Water and Sewer Capacity

Water Capacity Calculations Jan 2026

	EDU		Annual Average	Month of Maximum
Annual Appropriation Permit			387,000	504,000
10% Reserve Capacity			38,700	50,400
W1 Infill Lots not connected(see below)	32.95	250	8,238	10,709
Existing Demand - 3 Year Average			316,306	404,871
Available Capacity			23,757	38,020
Planned W2 Future Connections				
Lancaster Property	10	250	2,500	3,500
10% Reserve Capacity			250	350
Future Demand			2,750	3,850
Available System Capacity			21,007	34,170
EDU's Available		250	84	
Memar Annexation	148	137	20,276	28,386
10% Reserve Capacity			2,028	2,839
Memar Annexation Demand			22,304	31,225
EDU's Required**			89	

** This will be offset by additional source provided by the developer.
MDE Active Adult not allocable at 250, allocable at 137 gpd, changed Jan 2025

W1 Infill, not connected

26 East Green St Lot next to Lake	1		
12 14 E Main ST Church Lots	2		
28 W Main St	1	jeff and main	
101 W Green St	1		
204 Lombardy Court	1		
26 Walnut St	0	new lot	online 2025
2 Boileau Drive	1		
Municipal Hall 4 E Main	0		online 2023
Brown TH's 406 W Green St	0		online 2023
carolines view 106 E Green St	9		
Jefferson St check tap fee already paid	4	310,312,316 327,open lots	
Cross Stone Commons	4.95		
216 E Green St Darrs Addition	1		
New Library	0		online 2023
18 East Green St Lot Williams lot	0		online 2025
8 Corner Lot at E Green and N Church St	2	current parking lots	added Nov 2024
6 North Church - Alekos Pkg lot	1		
212 S Jefferson St	1	abandoned no use	
708 A East main Street (easement acc)	1		added 1/12/26
2 lots on Main ST Rhoutzahn	2	500, 502 e main	
	32.95	EDU's	

Wastewater Capacity

	Usage GPD	Basin*	EWWT 350,000 13-DP3182	WWTP 250,000 18-DP-0462	
Design Capacity					
Permit Number					
Permitted Capacity	MGD		0.25	0.25	
planned permit increase	MGD		0.100	0.000	
Current Permit Discharge Limit	MGD		0.250	0.250	
Planned Permit Discharge Limit	MGD		0.350	0.250	
3 year avg discharge flow	MGD		0.212	0.161	
Percent Capacity Used at Permit Capacity			85%	65%	
Available Capacity	MGD		0.0377	0.0886	
Units Available Current Permit SFD			151	354	505
Future Connections					
infill lots S1					
conected no use	4	250 West		0.001	
Carolines View	9	250 West		0.00225	
Cross Stone Commons	4.95	250 East	0.0012375		
	0	250 West		0	
Infill Lots	15	250 West	0.001	0.0025	
	0	250 West		0	32.95
planned S2 res MEMAR	148	250 Ether		0.037	
planned S2 comm LANC	1	1600 East	0.0016	0	
Planned future flow	MGD		0.0038	0.043	
Available Capacity with approved connections at current Permit			0.0338	0.0458	
Units available at current permit			135	183	319
Available Future Capacity at design capacity Permit			0.1338	0.0458	
Units available at design capacity			535	183	719

Abbreviations

- Million Gallons/ Day MGD
- Single Family Dwelling SFD
- Equivalent Dwelling Unit EDU
- Equivalent Dwelling Unit flow 1 EDU = 250 GPD
- Approved Lot but not connecte S1
- Platted Lot proposed usage S2
- Basin determined by gravity flow or by pumped flow *

Connection Changes

None

TENTATIVE ENR PROJECT SCHEDULE (NOT CURRENT)

RK and K has provided a revised PER document to the Town for review prior to submittal to the MDE. This submittal the MDE is the first activity of the schedule.

- | | |
|--|-------------------------------------|
| 1. PER submittal to MDE. | September 2025 |
| 2. Review and Acceptance by MDE | January 2026 |
| 3. Design of the WWTP | February 2026 through February 2027 |
| 4. Final Permitting | August 2027 |
| 5. Bidding of the WWTP (MDE approval) | December 2027 |
| 6. Construction completion of the WTPP | January 2029 |

Force Main Project

- | | |
|--------------------------------------|-------------------------------------|
| 1. Design | February 2026 through December 2026 |
| 2. Final Permitting and ROW approval | August 2027 |
| 3. Bidding and approval by MDE | December 2027 |
| 4. Construction of FM | January 2028 |

Town of Middletown Planning and Zoning Department

To: Burgess & Commissioners and Middletown Planning Commission

From: JJ Hartner, Staff Planner/Zoning Administrator

Date: 5/7/2026

RE: Monthly Planning & Zoning Update – May 7, 2026

Major Subdivisions:

Foxfield - Section 6

Coblentz Road

Improvement Plans conditionally approved by the Planning Commission.

Site Plans, Plats and Minor Subdivisions:

Middletown Middle & Elementary School replacement

E. Green Street/Martha Mason Dr.

Working out an issue with the MOU. Sidewalk easement was removed from the plans and re-signed. The Improvement Plan was conditionally approved by the Planning Commission with the following conditions:

1. Execute Traffic MOU with Town and submit Improvement Plans to Planning Commission for approval for all public right-of-way changes.
2. Provide copy of recorded Landscape MOU to Town and maintain area as per agreement.
3. Provide corrected landscape drawings for Site Plan record set at Town.
4. Modify Landscape Signage 'General Note #2' to account for Zoning Administrator approval as well.
5. On the Cover Sheet, change 'has entered' into 'will enter' in the box related to the Traffic MOU.

Next steps – Waiting on legal review of MOU for road construction that is currently being reviewed by our attorney. Once all required documents are approved, plans will be signed and/or accepted by the Planning Commission Chair.

Site Plans, Plats and Minor Subdivisions:

Middletown Valley Food Bank

W. Green Street

Amended plans reviewed and signed. Should be ready for Frederick County permits.

Variances:

1 Rod Circle - Approved for minor setback encroachment

S Jefferson Street - Scheduled for June BOA meeting

Zoning Certificates Issued:

April 2026 Zoning Certificates	Type	Address	M-town Received	Zoning Admin.	County Approval
Douglas & Jennifer Robertson	Accessory Structure	104 Manda Dr	4/2/2026	4/8/2026	Yes
Chris Bavis	Fences	100 Larch Ln	4/2/2026	4/8/2026	Yes
Patrick Shanklin	Decks & Porches	4 Tile Silo Ct	4/9/2026	4/15/2026	Yes
Ethan Johnathan Thomas	Fences	321 S Church Street	4/17/2026	4/24/2026	Yes
Mr. & Mrs. David Hesse	Other	1 Hoffman Drive	4/20/2026	4/24/2026	Yes
Ann Keyfauber	Fences	205 Linden Boulevard	4/20/2026	4/24/2026	Yes
Sean Morgan	Decks & Porches	111 Tobias Run	4/21/2026	4/24/2026	Yes
Zachary Seymore	Storage Containers & Dumpsters	9 Caroline Drive	4/28/2026	4/30/2026	Yes

Reports:

- **Presentations for Burnt Bridge crossing Park RFP have commenced and the selection committee's recommendations are attached.**
- **Regulation amendments**
 - **Some zoning definition updates - Regulation proposal attached**
 - **Requiring Site Plans for residential developments - Regulation proposal attached**
- **Food Bank Property - Discuss subdivision in anticipation of them moving to their new location around September of this year.**
- **Discuss proposed mural on East Green Street and ideas for a policy moving forward for art/murals with eventual adoption into the zoning code.**

Meetings:

Next Middletown Green Team Meeting - May 19, 2026, at 4pm
Next Planning Commission Workshop - May 13, 2026
Next Board of Appeals Meeting - June 2, 2026

Recommendation for Award: Master Site Plan for Burnt Bridge Crossing Park

To: The Burgess and Commissioners of Middletown

From: Selection Committee

Date: April 30, 2026

Subject: Award Recommendation for RFP-Burnt Bridge Crossing Park-003

Executive Summary

The Selection Committee received a total of **seven proposals** in response to the RFP for the Burnt Bridge Crossing Park Master Site Plan. Following an initial technical screening, **Triad Engineering, Inc.** and **Design Collective** were identified as the two superior firms, significantly outperforming the other five applicants in terms of evaluation criteria such as technical approach, firm experience, and personnel qualifications.

This recommendation focuses on **Triad Engineering, Inc.** due to their superior technical grading, proven track record with the Town, and full compliance with the itemization requirements of **Addendum No. 1**.

Comparative Itemized Cost Breakdown

The following table highlights the fiscal and structural differences between the two finalists. A critical point of failure in the Design Collective proposal was the omission of required study tiers and the inability to provide optional connectivity tasks.

Service Category	Triad Engineering (Recommended)	Design Collective
Base Master Plan	\$164,125	\$230,420 (Includes Management & Sub-consultants)
Architectural Services	\$77,270	\$324,840 (Includes full Construction Documents—over-scoped)
Stream Bank Study	\$105,881 (Option B Recommended)	Omitted / Not Available (Non-compliant)
Sidewalk Loop Option	\$23,046 (Task (Section) 6, Page 73 of Proposal)	Not Available
Existing Food Forest	\$0 (Correctly integrated)	\$15,500 (Incorrectly listed as new add-on)
Total	\$370,322 (Full Scope)	\$589,980 to \$914,820 (Grand Totals, including management fees and varying levels of architectural completion)

Key Justifications for Selection

1. Highest Technical Scoring and Proven History

- **Top-Ranked Firm** : Out of seven applicants, Triad Engineering, Inc. graded out as the top-ranked firm based on the established selection criteria.
- **Track Record** : Triad has a proven good track record with the Town of Middletown based on the successful delivery of past projects, providing the committee with high confidence in their performance.

2. Full Compliance vs. Design Collective

While Design Collective was a top-tier technical firm, their proposal failed to meet mandatory requirements:

- **Non-Responsive on Tiers** : Design Collective did not provide the required three -tiered option for the stream bank study as mandated by **Addendum No. 1, Section 2** .
- **Inflexible Scope** : Unlike Triad, Design Collective provided no optional tasks (like the Sidewalk Loop), forcing the Town into an "all or nothing" financial commitment.
- **Asset Mischaracterization** : They incorrectly proposed a **\$15,500** fee for a new food forest plan, ignoring that the asset is already planted.

3. Critical Scope Inclusions

- **Architecture** : The **\$77,270** fee covers necessary building assessments and design concepts for the bank barn and DPW structures.
- **Stream Health** : **Option B (\$105,881)** provides the geomorphic assessment and detailed field data necessary for future MDE permitting and grant eligibility.
- **ADA Connectivity** : The **Sidewalk Loop Option (\$23,046)** ensures that immediate accessibility needs are addressed within the master plan framework.

Selection Committee Tier Selection

The committee recommends that the Burgess and Commissioners select **Triad Engineering's Option B (Intermediate Stream Study)** and the **Sidewalk Loop Option** as part of the total award.

- **Base Master Plan Services: \$164,125**
 - **Architecture Services: \$77,270**
 - **Stream Bank Study (Option B): \$105,881**
 - **Sidewalk Loop Option (Task (Section) 6, Page 73 of Proposal): \$23,046**
-

Final Recommendation

After filtering through the seven initial submittals, the Selection Committee moves that the Town award the contract to **Triad Engineering, Inc.** for a total amount of **\$370,322**. Their proposal is the only top-tier submission that is fully responsive to the itemization requirements of the addendums, respects the Town's existing site investments, and provides a clear, cost-certain path forward for the park's development.

**TOWN OF MIDDLETOWN
DEPARTMENT OF PLANNING AND ZONING**

JJ Hartner
Staff Planner and Zoning Administrator
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April 21, 2026

TECHNICAL STAFF REPORT

Burgess and Commissioners Workshop – May 7, 2026

TITLE

Zoning Regulation Amendment (ZRA) to require Site Development Plan submission for residential development in the R-1, R-2, and R-3 districts.

CASE NO. ZRA-26-001

PETITIONER Staff-initiated – JJ Hartner, Department of Planning and Zoning.

BACKGROUND AND HISTORY OF EXISTING ZONING REGULATIONS

Middletown’s zoning regulations have evolved over the past 55 years to provide increasing levels of review for development projects, with site plan review emerging as a key tool for managing site-level impacts. The **1969 Zoning Ordinance**, adopted on March 3, 1969, contained no provisions for Site Development Plans or detailed site plan review of any kind. Residential development was regulated through a simple zoning certificate process (Article III, Sec. 3.1), which required only a basic scaled plat showing lot dimensions and proposed building footprints. Commercial and industrial districts were similarly limited to dimensional compliance, with no site-specific review for drainage, parking, or landscaping. The accompanying **1969 Subdivision Regulations** (adopted March 17, 1969) focused exclusively on preliminary and final plats for multi-lot subdivisions, including design standards for streets, drainage, and utilities—but these did not apply to individual residential lots.

The **1976 Zoning Ordinance** (Ordinance #182, readopted December 17, 1974, and revised April 19, 1976) marked a significant advancement by introducing **formal Site Plan requirements for non-residential districts**. Specifically:

- **Article VI, Section 6.4 (Neighborhood Commercial/GC Districts)** required submission of a site plan to the Planning Commission showing "proposed building location and use, driveways, parking and loading areas, landscaping, water and sewer facilities, storm drainage facilities, and street lighting."
- **Article VII, Section 7.4 (Industrial Park District)** imposed identical requirements, along with a fee of \$5 per 1,000 square feet of gross floor area.

Residential districts (R-1 Low Density, R-2 Medium Density, and R-3 High Density under Article V) remained exempt from site plan review, continuing to rely on zoning certificates. The **1974 Subdivision Regulations** (readopted December 17, 1974) mirrored the 1969 version, maintaining a subdivision-only focus.

Current regulations (Chapter 17, Municode Library) retain this distinction, with site plan review required for commercial, industrial, overlay, and special uses, but not for standard single-lot residential development. Key examples include:

- **Section 17.20.050:** General site plan approval process for certain uses.
- **Section 17.42.040:** Site plan requirements for parking, screening, and landscaping.
- **R-20 Residential Cluster District:** Preliminary and final site development plans, including open space and density calculations.
- **Neo-Traditional Residential Overlay (NTR on R-3):** Overlay master plans and site improvement plans under Title 16.

Single-family lots in R-1, R-2, and R-3 districts still proceed primarily through zoning certificates, with no mandatory site plan review unless part of a cluster or special exception. This creates a regulatory gap for individual residential projects that may impact drainage, access, or neighboring properties.

DESCRIPTION OF PROPOSAL

The proposed amendment would extend the Town's existing Site Development Plan (SDP) review process—currently applied to commercial, industrial, and certain special districts—to **all residential development in the R-1, R-2, and R-3 districts**. An SDP would be required prior to issuance of a zoning certificate for:

- New principal residential structures (single-family, duplex, townhouse, multi-family).
- Additions, accessory structures, or site modifications that alter grading, drainage, parking, access, or buffering.

The SDP would consist of a scaled drawing (minimum 1" = 50') depicting the full site context, including property boundaries and survey data, proposed building locations and setbacks, driveway and access points, off-street parking and loading (meeting dimensional standards), landscaping and screening, grading and stormwater management, utility locations, exterior lighting, and any required buffers. This mirrors the content required for non-residential SDPs while incorporating residential-specific elements like district setbacks and buffering needs.

The Planning Commission would review and approve the SDP for compliance with the Zoning Ordinance, Subdivision Regulations, and Title 16 improvement standards, ensuring safe, compatible development. The existing fee schedule would apply, with no new fees created. Exemptions would streamline minor work: limit of disturbance under 5,000 sq ft.

The full proposed legislative text is attached as **Exhibit A**. This amendment draws from regional best practices focused on stormwater and buffering.

STAFF ANALYSIS AND RECOMMENDATION

The proposed SDP requirement for residential development represents a logical evolution of Middletown's zoning framework, bringing uniformity to site review across land uses while addressing longstanding gaps in single-lot residential regulation. Currently, commercial and industrial projects undergo detailed SDP scrutiny for impacts like drainage and parking, yet equivalent residential projects—such as large additions or new homes on steep lots, receive only cursory zoning certificate review. This amendment closes that gap without overregulating minor work, thanks to targeted exemptions.

The measure directly supports Middletown's **2023 Comprehensive Plan** objectives, including sustainable growth, resource protection (e.g., stormwater/flood management), high-quality design, infrastructure efficiency, and compatibility with adjacent uses—priorities echoed in the original 1969/1976 regulations' emphasis on health, safety, and orderly development. It also aligns with Maryland best practices, where peers mandate similar reviews for residential stormwater and site design.

Implementation impacts would be minimal: Staff workload increases modestly (leveraging existing SDP process); applicants benefit from early feedback preventing costly revisions; public safety improves via proactive drainage/access review.

Staff Recommendation: APPROVAL. Staff also suggests forwarding this proposal to Planning Commission for review and public hearing, then Burgess/Commissioners for adoption.

EXHIBIT A – Proposed Legislative Text

Move Sections 17.32.230, 17.32.240, & 17.32.250 to new Section 16.30

SECTION 16.30 – SITE DEVELOPMENT PLANS

[Section 17.32.230] **16.30.010** - Site plans required for approval by planning commission.

- A. A site plan shall be submitted to the planning commission for review and approval for all commercial, multifamily residential, public, institutional, and industrial buildings unless all of the following conditions are met:

[A.] 1. There is no change in the amount of parking needed;

[B.] 2. The intensity of use has not changed;

[C.] 3. There are no exterior structural changes;

[D.] 4. The building or use has not been grand fathered;

[E.] 5. The building or site meets all existing regulations of the district in which it is located.

- B. IN THE R-1, R-2, AND R-3 DISTRICTS, NO ZONING CERTIFICATE SHALL BE ISSUED UNTIL A SITE DEVELOPMENT PLAN HAS BEEN SUBMITTED TO AND APPROVED BY THE PLANNING COMMISSION. A SITE PLAN SHALL BE REQUIRED FOR:

1. NEW PRINCIPAL RESIDENTIAL STRUCTURES.

2. ADDITIONS, ACCESSORY STRUCTURES, OR SITE WORK ALTERING GRADE, DRAINAGE, PARKING, ACCESS, OR BUFFERS.

REQUIRED CONTENTS (1"=50' SCALE MINIMUM):

- a. PROPERTY SURVEY AND BOUNDARIES.
- b. BUILDING LOCATIONS, USES, AND SETBACKS (PER ARTICLE V).
- c. DRIVEWAYS AND ACCESS (10 FT MINIMUM FROM INTERSECTIONS; SEC. 2.6).

- d. OFF-STREET PARKING/LOADING (2 SPACES PER DWELLING; 300 SQ FT/SPACE, PAVED; SECS. 2.4/2.5).
 - e. LANDSCAPING, SCREENING, AND BUFFERS (ADJACENT ROADS/NON-RESIDENTIAL; SEC. 2.3.1E).
 - f. GRADING, STORMWATER MANAGEMENT, AND EROSION CONTROLS.
 - g. WATER/SEWER, UTILITIES, AND EXTERIOR LIGHTING.
- C. Parking requirements may be waived upon approval by the planning commission. The zoning administrator shall review all change of use permits to assure site plan requirements have been met.
- D. REVIEW PROCEDURE, FEES, AND EXEMPTIONS.
1. THE PLANNING COMMISSION SHALL APPROVE THE SITE PLAN IF IT COMPLIES WITH THIS ORDINANCE, SUBDIVISION REGULATIONS, AND TITLE 16.
 2. FEE: OUTLINED IN THE EXISTING FEE SCHEDULE.
 3. EXEMPTIONS: ANY DEVELOPMENT WITH A LIMIT OF DISTURBANCE LESS THAN 5,000 SQUARE FEET IS EXEMPT FROM THIS SECTION OF THE REGULATIONS.

(Ord. No. 15-06-02, § II, 6-8-2015; Ord. No. 10-10-03, § II, 10-25-2010; Ord. 08-01-01 § 2 (part), 2008)

[Section 17.32.240] **16.30.020** – Site Plan Requirements.

The site plan, or site development plan, shall comply with the following requirements and contain the following information:

- A. General Style and Form.
1. Provide Information. It shall provide accurate, reliable and pertinent information as hereinafter set forth and that may be necessary for the planning commission and burgess and commissioners to properly consider the proposed development.
 2. Show Plan of Development. It shall show the general plan of development for the property, covering the entire tract of land or so much of it as may be considered to be necessary for an

adequate consideration of the part to be developed. This information shall be drawn to scale.

3. Drawing Material. It shall be drawn in ink, on a reproducible material, and shall be at a scale no smaller than one inch per one hundred (100) feet. Unless otherwise excused by the planning commission for good cause, the plan shall also be provided electronically as well.
 4. Include Key Map. It shall include a small scale key map showing the location of the property and its relation to major subdivisions, roads, streams, etc. The key map shall be at a scale of one inch equals twelve hundred (1,200) feet.
 5. Title Information. Title information shall include:
 - a. Proposed site name, if applicable, which shall not duplicate nor closely approximate the name of any other site in the county or town;
 - b. Names and addresses of owner, developer, and the designer, surveyor or engineer;
 - c. Description of site location by streets, tract, political subdivision, or other identifying feature;
 - d. Scale, north point, and date.
 6. Approval Block. There shall be an approval block for the planning commission with a space for date and signature by the chairperson.
- B. Information as to Existing Physical Conditions. The following existing physical conditions shall be shown:
1. Boundaries. The boundaries of the land being developed in heavy outline, and the acreage therein. Exterior development boundary must be accurate with dimensions to one one-hundredths of a foot and bearings to half minutes as determined by an accurate field survey and closed within an error of closure not to exceed one foot in five thousand (5,000) feet. Names of adjacent property owners shall be included on the plan;

2. Topography. Topographic contours at five-foot intervals. Contours shall extend one hundred (100) feet beyond the site boundary except across a public road;
3. Physical Features. Watercourses, floodplain areas, wooded areas, buildings, transmission lines, pipe lines, other utilities, bridges, and any other significant physical items, with the sizes and grades of any water or sewer lines;
4. Streets and Roads. Locations, widths and names of all existing roads, streets, alleys, or other public ways within or adjoining the site or intersecting any street that bounds it, including those recorded but unimproved (shown, by dotted lines); railroad, utility, or other rights-of-way or easements; parks and other public spaces; subdivisions, lots, and property lines; corporate lines; and the locations and outlines of permanent buildings.

C. Information as to Proposed Development. The following proposed development information shall be shown:

1. Buildings. Layout, numbering and dimensions of buildings;
2. Open Spaces. Portions of the property intended to be conveyed or temporarily reserved for public use or for the joint use of property owner, with an explanation of the provisions or conditions of such conveyance or reservation and the proposed arrangements for ownership and maintenance;
3. Utilities. Locations for utilities and drainage facilities, with six-foot easements for same along all property lines. Method of water and sewer service shall be stated on the plan;
4. Building Setback. Proposed building lines along all streets, with the amount of setback indicated.
5. Proposed Zoning Change. Proposed uses of property and any proposed zoning change.

6. Stormwater Management Plan. Proposed method of storm water management for the site which will comply with the 2009 Maryland Stormwater Regulations, as amended from time to time.
7. In cases of condominium or multi-family projects (apartment, townhouse, etc.) the following additional items shall be shown:
 - a. Location of each building;
 - b. Total number of units in each building;
 - c. Number of parking spaces in each off-street parking area, and total thereof;
 - d. Interior road or street access, whether public or private.

(Ord. No. 15-06-02, § II, 6-8-2015; Ord. No. 10-10-03, § III, 10-25-2010)

[Section 17.32.250] **16.30.030** - Planning commission site plan review, approval and expiration.

- A. All site plan approvals shall automatically expire three years after the date on which the planning commission approves the site plan, unless substantial construction of site improvements pursuant to a validly issued permit has begun in good faith. In the event a site plan approval was obtained from the planning commission prior to the enactment of this section, such site plan shall expire three years after the date on which this section was enacted, unless substantial construction of site improvements pursuant to a validly issued permit has begun in good faith.
- B. Upon written request submitted to the planning commission no later than one month prior to the expiration date, and for good cause shown by the applicant, a one-time extension for a period not to exceed six months may be granted by the planning commission. Extension of the site plan may be granted by the planning commission for delays attributable to town, county or state agencies.

(Ord. No. 10-10-03, § III, 10-25-2010; Ord. No. 21-01-01, § I, 4-12-2021)

17.32.245 - Outdoor lighting standards.

C. Site Plan Submissions.

1. The planning commission may require a lighting plan on any site plan submission required by Section [17.32.230] **16.30.010** which site plan shall include:

17.04.030 - Definitions.

“SETBACK,” MEANS THE DISTANCE BETWEEN A STRUCTURE OR USE AND A BOUNDARY SUCH AS A LOT LINE, PROJECT BOUNDARY, RIGHT-OF-WAY LINE, OR ZONING DISTRICT BOUNDARY. A SETBACK IS MEASURED AS THE SHORTEST HORIZONTAL DISTANCE BETWEEN THE PROJECT BOUNDARY AND THE NEAREST POINT OF THE USE, STRUCTURE OR PROJECTION THEREOF. WHERE THESE ZONING REGULATIONS REQUIRE A MINIMUM SETBACK FROM A ZONING DISTRICT OR RIGHT-OF-WAY, AND THE PROPERTY SUBJECT TO THE SETBACK DOES NOT ABUT OR ADJOIN THE ZONING DISTRICT OR RIGHT-OF-WAY, THE REQUIRED SETBACK IS MEASURED ACROSS THE INTERVENING PROPERTIES. FOR LOTS THAT FRONT DIRECTLY ON A PUBLIC ROAD, THE SETBACK IS MEASURED FROM THE ULTIMATE RIGHT-OF-WAY OF THE PUBLIC ROAD AS DETERMINED BY THE MIDDLETOWN DESIGN MANUAL, OR THE STATE HIGHWAY ADMINISTRATION, HIGHWAY NEEDS INVENTORY.

“SETBACK, FRONT,” EXTENDS ACROSS THE FULL WIDTH OF THE LOT, BETWEEN THE FRONT PUBLIC STREET RIGHT-OF-WAY OR FRONT LOT LINE AND THE NEAREST LINE OF THE STRUCTURE OR ENCLOSED PORTION THEREOF:

- A. FOR LOTS THAT FRONT DIRECTLY ON A PUBLIC STREET, THE FRONT SETBACK IS MEASURED FROM THE ULTIMATE PUBLIC STREET RIGHT-OF-WAY PROVIDING ACCESS TO THE LOT OR TOWARDS WHICH THE FRONT OF THE HOUSE OR STRUCTURE IS TO BE ORIENTED. IF THE PROPOSED HOUSE ORIENTATION AND ACCESS ARE NOT THE SAME, THE TOWN PLANNER AND/OR ZONING ADMINISTRATOR WILL DETERMINE WHICH PROPERTY LINE(S) WILL BE CONSIDERED THE FRONT FOR SETBACK PURPOSES. THE ULTIMATE RIGHT-OF-WAY OF THE PUBLIC ROAD IS DETERMINED BY THE MIDDLETOWN DESIGN MANUAL OR THE STATE HIGHWAY ADMINISTRATION, HIGHWAY NEEDS INVENTORY.
- B. FOR LOTS WITH NO FRONTAGE ON A PUBLIC STREET, THE FRONT SETBACK IS MEASURED FROM THE FRONT LOT LINE ASSIGNED WHEN THE LOT IS RECORDED. THE FRONT LOT LINE IS THE LOT LINE TOWARDS WHICH THE FRONT OF THE HOUSE IS TO BE ORIENTED.
- C. IF THERE ARE ANY DISCREPANCIES (E.G., IF THE PROPOSED HOUSE ORIENTATION AND LOT/PARCEL ACCESS ARE NOT THE SAME) THE TOWN PLANNER AND/OR ZONING ADMINISTRATOR WILL DETERMINE WHICH PROPERTY LINE(S) WILL BE CONSIDERED THE FRONT FOR SETBACK

PURPOSES AND SHALL BE SELECTED IN ORDER TO PROVIDE THE BEST UTILIZATION OF THE LOT AND GREATEST PRIVACY FOR THE ADJACENT LOTS.

“SETBACK, REAR,” EXTENDS ACROSS THE FULL WIDTH OF THE LOT, BETWEEN THE REAR LOT LINE AND THE NEAREST LINE OF THE STRUCTURE, PORCH OR PROJECTION THEREOF. THE REAR LOT LINE IS OPPOSITE THE LOT LINE FROM WHICH THE FRONT SETBACK IS MEASURED. FOR A LOT WITH MORE THAN FOUR SIDES, THE REAR SETBACK IS MEASURED FROM ALL SEGMENTS OF THE LOT BOUNDARY THAT ARE OPPOSITE THE FRONT LOT LINE.

“SETBACK, SIDE,” EXTENDS BETWEEN THE SIDE LOT LINE OR SIDE PUBLIC STREET RIGHT-OF-WAY AND THE NEAREST LINE OF THE STRUCTURE OR PROJECTION THEREOF, EXTENDING FROM THE FRONT SETBACK TO THE REAR SETBACK, OR, IN THE ABSENCE OF EITHER OF SUCH SETBACKS, TO THE FRONT PUBLIC STREET RIGHT-OF-WAY AND/OR REAR LOT LINE.

MAIN STREET

MIDDLETOWN

To: The Burgess and Commissioners
From: Becky Axilbund, Executive Director
RE: Workshop Report
Date: May 8, 2026

Upcoming Dates:

Wednesday, May 6 – Frederick County Tourism Spring Social 5-7pm
Wednesday, May 13 – HCWHA Spring Event 5-7pm
Friday, May 15 Walking Tour at the Welcome Center at 9:30am
Monday, May 18 – Media Day for the MHGP at the Welcome Center at 10am
Tuesday, May 19 Business Mixer at Hello Gorgeous at 8:30am
Friday, May 22 Walking Tour at the Welcome Center at 9:30am
Monday, May 25 – Memorial Day Ceremony at Memorial Park at 11:00am
Tuesday May 26 – Main Street Volunteers Training
Thursday, May 28 – Ribbon Cutting at Cry Baby Café at 11:00am

Organization:

Staff Training and News

- Last month I attended the National Main Street Conference in Tulsa, Oklahoma which is one of the tasks we are required to do to maintain accreditation with the State and National Main Street programs. Conference sessions I attended and found particularly helpful included one on AI prompts for Main Streets and Storytelling. Overall, I appreciated how Oklahoma did a great job of pulling at their historic themes and promoting them. For example, they have a street in downtown that when you drive over the road going 35 mph exactly, a song starts to play to commemorate the music industry in that locality.
- We have had some fluctuations with our volunteers. We started using Sign-Up Genius to ease the process of getting volunteers signed up and ready to serve. After using it for three months, we have found volunteers are less likely to sign up, so we are going to back to direct emails. We have a training (Conversations and Coffee) on Tuesday, May 26 as part of our volunteer programming.
- I have been thinking a lot about partnerships – Main Street really seems to toss the word around quite a bit and I find that we use it a lot too. To better align Main Street Middletown and grow within the community I have talked with the Burgess about getting some of the local nonprofit leaders together for quarterly meetings so we

can exchange ideas and work more collaboratively. I am very excited about this and have started having conversations with a handful of folks. As busy as I am, I do see it as a strategy for us to all be able to be more impactful.

- I have submitted an application to be a speaker at the Maryland Main Street Conference to discuss the way we work historic preservation educational efforts into our programming (again, because we need to do this for accreditation purposes).

Financials

- It is budget planning time for us –so we are looking at the grants we wrote, the list of priorities to achieve and putting it all together in the budget. We will be ready to present our budget request at the Community Night on Monday, May 11.
- We have several new products that we are adding to the Welcome Center – an Adult Coloring Book and a pamphlet (25 pages) that documents the history of 19 West Main Street and documents the rehabilitation process we went through to preserve the building. Both of these uniquely Middletown products touch on historic preservation and the education of historic preservation. This is something that we believe will enhance the local products we have for sale at the Welcome Center, helping to diversify and grow income streams. In addition, we can point to these products as examples that help us meet the accreditation criteria of offering products/services/learning sessions that educates the public about historic preservation.

Welcome Center

- Last week we had a group of Civil War enthusiasts visit Middletown for lunch, a tour of Christ Reformed (including a walk up the steeple), and a visit in the Welcome Center. They were part of an all-day itinerary traveling between Virginia and Maryland. I was thrilled they stopped here! Travelers were from as nearby as Pennsylvania and as far away as California and Massachusetts.

Economic Development & Promotions

- I am putting these together because what I am working on crosses both Economic Development and Promotions.
 - At the end of March, we were featured in a digital article in Baltimore Magazine
 - For May, we are being featured in Northern Virginia Magazine in a native content article detailing three separate itineraries – one for families, one for friends, and one for couples.
 - I am writing an 8-page spread for a digital magazine called Mid-Atlantic Home and Travel. This digital magazine can be explored at <https://www.midatlantichomeandtravel.com>. The article will be divided into 4 sections – Charm, History, Eats, and Treats
 - I am working with the Frederick Business Quarterly to create ads for FY 2027. The ads will feature a 2-page spread. The first page will be the main attention-grabbing photo, continue using the tag line from small seeds great

things grow, and on the second page, three businesses will be featured that illustrate a positive trait about our downtown business district – for example, Longevity, Stability, Creativity, and Entrepreneurship.

- For our In-County marketing themes we are moving in a direction where most of our advertising is talking about the strengths of the town, the advantages of living and working here – and less about visiting here generally. Not all – but this just seems to be a natural progression to move this way.
- For the Middletown Magazine – sales have started and we will be discussing this in a bit more detail at the Business Mixer in May. I will need to write articles for this magazine, too. So, a lot of writing assignments are headed my way!

Design & Promotions:

- Much like above, this month I am finding a bit of overlap in the committees. May is Historic Preservation Month, so we are hosting walking tours – two this month.
 - The walking tours will cover the downtown and I have invited David Guiney to come along and be a co-host of the two events. I think between me and David, we will have a much more lively discussion and bring insight on certain topics. I am actually quite excited to do these tours!
 - Media Kit Distribution Day – instead of sending an email to a long list of media contacts, the Heart of the Civil War Heritage Area is inviting people to Middletown – to the Welcome Center on Monday, May 18th to discuss and give a preview of sorts of the upcoming Maryland House & Garden Pilgrimage Tour. The goal of course is to have a lot of photos taken, answer questions, and encourage the press to do a bit more than just copying a press release.
 - The Maryland House & Garden Pilgrimage is coming to Middletown on Saturday, June 14 and the Welcome Center is the first stop. I am the co-chair of the Frederick Tour, along with Beth Gura and the beneficiary of the tour is the Heart of the Civil War Heritage Area. While this will not be as big as when we were the host, at least we are featured on the tour. Many of the visitors will have seen the Welcome Center from 2023. It's a great opportunity for Main Street Middletown to show off our Welcome Center. The Frederick Tour is the last one for the 2026 season. The Maryland House and Garden Pilgrimage is a sanctioned Maryland 250th event and the Frederick Tour is a sanctioned Frederick County 250th event.
 - One of our Main Street property owners came by the Welcome Center and presented a conceptual design to paint a scene on the side of their building – that was reminiscent of an old postcard spelling out Middletown in block letters with snippets of other Middletown scenery squeezed into each block letter. I brought the concept to both JJ Hartner, Town Planner, and Robert Wilkes, Town Administrator.
 - Main Street Middletown, MD Inc. has a Design Committee that the Town has looked towards in the past when planning applications may have impacts upon historic resources or have an impact to the Main Street district

specifically. We have no authority to review or comment on design features, but we do bring the skill set needed to make comments and suggestions. We would like to propose that Main Street Middletown and the Town work together on some base level of review for applications such as the idea presented to cover concerns such as

- Is the art work being proposed to be directly applied to a structure that is considered a Contributing Building to the Historic District – or will it be hung to not impact the historic properties of the building.
- Topics – we would want to make sure the topic is family friendly (no outward show of violence or gore)
- Time tables – installation, proposed life cycle of the art work (it does eventually get old).
- I believe that having a check list allows for some oversight without overstepping and commenting upon the subjectivity of public art.
- Formalize the process so that Main Street Design Committee has a role in the review.
- If further guidance is sought on public art, Montgomery County has a public art ordinance, review committee, and guidelines.

*Thank you for your continued partnership with
Main Street Middletown, MD Inc.*

BURGESS AND COMMISSIONERS OF MIDDLETOWN MARYLAND

TOWN MEETING MINUTES

April 13, 2026

The meeting of the Burgess and Commissioners of Middletown was called to order on April 13, 2026, by Burgess John Miller at 7:00 p.m. Present were Commissioners Jennifer Falcinelli, Rick Dietrick, Kevin Stottlemeyer, Larry Bussard and Chris Goodman.

PRESENTATION

Child Abuse Prevention Month Proclamation – Representatives from both the Child Advocacy Center of Frederick County and Friends of the Child Advocacy Center were present to receive the April is Child Abuse Prevention Month proclamation from the Burgess and Commissioners. Burgess Miller read the proclamation before giving it to those representatives. The town board thanked those present for their dedication to the children of Frederick County.

STAFF REPORTS:

Finance Officer (FO) Report – Bea reviewed her report.

As of March 31, 2026, the town has received \$4,737,854 in ARPA funds (initial plus interest). The town has spent \$4,654,999 on twenty-seven projects. This leaves a balance of \$82,855 which is earmarked to go towards the I&I study construction. These funds must be spent by December 31, 2026. Bank accounts have been reconciled through March 2026. The town has \$2.632K in the bank. \$1.674K in the General Fund and \$957K in the Water/Sewer Fund.

The new accounts in the MLGIP have been added at PNC bank. They will be set up in Tyler. Once complete staff will transfer corresponding monies into those accounts.

The town has received the final payout for the swing set and the pavilion roof. Staff met with the County who suggested returning the POS funds from the pickleball sound attenuation project and the Wiles Branch Park walking trail equipment project. Those monies can be reapplied for. The application deadline is May 31st. The town has received legislative funds for both AMI and the HVAC upgrade at town hall.

The staff report is included at the end of these meeting minutes.

CONSENT AGENDA:

- **Town Meeting Minutes**
 - *March 23, 2026 – Meeting Minutes –*
 - *April 2, 2026 – Workshop Minutes – Commissioner Stottlemeyer stated that the spelling of Patty Horowitz under announcements in the minutes must be corrected to Patty Hurwitz.*

Motion: Commissioner Falcinelli motioned to approve the consent agenda to include the correction to the April 2, 2026 meeting minutes. Seconded by Commissioner Goodman. Motion approved (6-0).

UNFINISHED BUSINESS

250th Anniversary Tree – Plaque - – The 250th anniversary tree (a valley forge elm) has been planted in Heritage Park. A photocopy of what the plaque for the 250th tree would look like was included in the

agenda packet. The cost includes a 24-inch post angled at the top for plaque attachment. The Historical Society is meeting next week to decide if they will be able to donate to this project. They must provide proof to the town that their contribution would come from their membership dues in order to be accepted. The tree dedication will occur on July 4th.

Spending Requests for Conference Room/Admin Area, Sidewalk Repairs & Independence Day Celebration – The FO stated that Budget Amendment 26-02 is need to cover the costs associated with sidewalk cutting needed in Zone 2 which will be completed in FY26, to cover costs of furnishings for the new conference room and adjacent admin area, costs associated with the town’s Independence Day celebration, and the costs of the banner for the Memorial Day event. Monies leftover from the snow removal budget would be reallocated to cover the cost of the sidewalk cutting (approximately \$21,016). Monies leftover from the deputy contract would be reallocated to be used for the furnishings of the new conference room and adjacent admin area (approximately \$8,000), for the Independence Day Celebration (approximately \$16,750), and the Memorial Day event banner (up to \$700).

Motion: Commissioner Goodman motioned to approve Budget Amendment 26-02 as presented. Seconded by Commissioner Bussard. Motion approved (6-0).

NEW BUSINESS

Oath of Office- Commissioners Dietrick, Falcinelli & Stottlemeyer – Burgess Miller administered the oath of office to Commissioners Dietrick, Falcinelli and Stottlemeyer.

Audit Services RFP Selection – A request for proposals for 3-year professional auditing services was posted on February 26, 2026 with a deadline for submission of March 27, 2026. Two bid proposals were submitted by the deadline for staff to review, Smith Elliott Kearns & Company (SEK) and Deleon & Stang CPAs and Advisors. Proposals were reviewed and scored based upon experience & qualifications, audit approach & staffing plan, costs, and references. Both scored well and were within \$2,800 in pricing from each other. Based on the review staff recommend the town award the bid proposal for professional auditing services to Deleon & Stang CPAs and Advisors for FY26-FY28 with the option of two additional fiscal years.

Motion: Commissioner Stottlemeyer motioned to award the bid proposal for professional auditing services to Deleon & Stang CPAs and Advisors for FY26-FY28 with the option of two additional fiscal years. Seconded by Commissioner Dietrick. Motion approved (6-0).

REPORT OF COMMITTEES

WATER & SEWER – Commissioner Falcinelli reported: The town is still in moderate drought status. Springs are at 42 gpm/60,480 gpd. For March water use was – 289,698 gal., spring flow was – 63,141 gal., EWWTP treated 257,000 gals. and the WWTP treated 208,000 gals. The town received 3.1 inches of rain in March. 777 MXU’s have been installed to date in the transition to AMI. In July 2026 the new COMAR requirements become effective. This includes Tier 1 notifications of the public and can include Boil Water Advisories if needed. The Director of Public Works quickly reviewed what steps would be involved. The next committee meeting is April 22, 2026

PUBLIC WORKS – Commissioner Dietrick reported:

There was a snow event at the beginning of March that staff dealt with. At the end of the month staff worked on repairing and stowing snow equipment. Town staff repaired a fence along the walking trail close to the Primary School. More materials were moved for storage at the farm. Work was done at the gates at the baseball fields and on the pickleball courts. Staff have been working on mowing and

landscaping. Staff continue their ongoing meter and hydrant replacements. The park bathrooms have been opened for the season.

SUSTAINABILITY – Commissioner Stottlemeyer reported:

The application for the Bird City designation/renewal has been submitted. The Bee City renewal deadline is approaching. The partnership with the St. Thomas Moore Academy and the Senior Center on some raised bed plantings project is postponed to the Fall to coordinate with the school year. The Arbor Day tree planting is scheduled for April 24, 2026 beginning at 1:00pm. Potomac Edison is partnering again for this event. A limited free tree give away is currently underway as part of this event.

PLANNING COMMISSION – Commissioner Bussard reported:

The planning commission will not be meeting this month as there is nothing to review.

PARKS AND REC. COMMITTEE – Commissioner Goodman reported:

POS projects have been identified. Signs have been ordered for the pickleball court gates prohibiting food, drinks, pets and wheeled vehicles on the courts. There will be no committee meeting this month.

PUBLIC INFORMATION – Commissioner Falcinelli reported:

There were 4441 individual visits to the town's website. The top 5 pages reviewed were 1. Community Calendar, 2. Business Directory, 3. Agendas and Minutes, 4. Meter Calendar, and 5. Water & Sewer. Residents are reminded to sign up at Citizen Connect on the Town's website to stay up to date with what is going on in town.

TOWN ADMINISTRATOR REPORT – None

Community Deputies FY27 – The Burgess reminded town board members that a decision is needed regarding the number of community deputies the town should contract for FY27. Should the town contract for one or two community deputies? Currently one of the two town deputies is out on medical leave and has been for several months. The town could contract one deputy but would have to budget for 2 deputies if the need for a second deputy occurred during FY27. It was suggested that the town could budget \$10,000 for deputy overtime and use that line item to fund deputies needed for unexpected/popup events in town. There has been limited feedback from the public on this topic. Sheriff Jenkins is willing to discuss this matter with the town board. It was recommended that Sherriff Jenkins be asked to attend the April 27th town board meeting to fully discuss this topic. The public would be notified and could attend. A vote on this item would follow that evening.

ANNOUNCEMENTS

- *Middletown Farmers Market – Every Thursday at the Christ Reformed Church Parking Lot – Beginning May 7th through October 2026*
- *Middletown Memorial Day Ceremony – Memorial Park Veteran's memorial – Monday May 25, 2026, beginning at 11:00AM*

The meeting adjourned at 7:58pm.

Respectfully submitted,

Annette Alberghini,
Recording Secretary

BURGESS AND COMMISSIONERS OF MIDDLETOWN MARYLAND

TOWN MEETING MINUTES

April 27, 2026

The meeting of the Burgess and Commissioners of Middletown was called to order on April 27, 2026, by Burgess John Miller at 7:00 p.m. Present were Commissioners Jennifer Falcinelli, Rick Dietrick, Kevin Stottlemeyer, Larry Bussard and Chris Goodman.

SPECIAL PRESENTATION

Community Deputy Discussion with Special Guest FCSO Sheriff Jenkins – Sheriff Jenkins attended tonight’s meeting to answer any questions the town board or the public may have had regarding community deputy coverage for FY2027. The town must decide whether to continue the contract for two community deputies in FY27 or reduce it to one community deputy. Projected costs for the contract is \$430,889 for two deputies or \$209,055 for one deputy. Sheriff Jenkins asked if the town had adequate coverage with one deputy out on medical leave. He stated if the town contracted for one deputy but needed a second one later in the year, it could be added to the contract. The Sheriff’s Office does cover this area well. The question was asked if the town could include monies in its budget for targeted/special enforcement for identified needs. Sheriff Jenkins stated that \$65,000 would provide 1000 hours of enforcement. The town would provide a schedule with dates, times and hours needed to the Sheriff. It would be posted for deputies to volunteer to cover. The community deputies have been doing a fine job in the town. Sheriff Jenkins was thanked for attending tonight’s meeting.

PUBLIC COMMENT None.

UNFINISHED BUSINESS

FY2027 Budget Discussion – Before proceeding into the review of the proposed 2027 budgets there were several items for discussion that would impact the proposed budgets.

- **Employee Health Insurance** – The Financial Officer (FO) provided a health insurance summary for FY27 for the board to review. Included in the first block were the current employee costs by tier per pay period and annually, and the town costs per pay period and annually. It amounts to a 19%/81% total costs split between employees and the town. The second block of the summary provided a similar breakdown but included the 16% rate increase for FY 27. Family and Employee plus 1 coverage would increase to \$432.62 per pay period. Individual coverage would increase to \$60.12 per pay period. The employee total costs are \$81,556.80 annually. Town costs would total \$335,508.36 annually. This equates to a 20%/80% total costs split between employees and the town. This does not include the proposed costs of health care for 2 new employees which would increase health insurance costs 82,328.48. A third block of the summary included the 16% rate increase but added a third tier specifically for Employee + 1 coverage. Per pay period coverage would be \$363.77 for Family, \$296.83 for Employee + 1, and \$69.54 for Individual. The employee total costs are \$69,539.60 annually. Town costs would total \$347,525.56 annually. This equates to a 17%/83% total costs split between employees and the town. This does not include the proposed costs of health care for 2 new employees which would increase health insurance costs 82,328.48.

None of the figures include the \$71K rebate from LGIT for FY25. The town board agreed to split that rebate evenly across the next 3 fiscal years to offset cost increases. After much discussion regarding increasing premium percentages for employees, it was recommended that for FY2027 the per pay period costs for employee health insurance be \$409 for Family, \$340 for Employee + 1, and \$60 for Individual, which equates to an 18%/82% total costs split between employees and the town. The rebate would also follow that split. Staff recommend that the approximately \$4,000 rebate for FY2027 be given as a 1-month premium savings for the employees which is split across the pay periods, so the employees see further per pay period savings. Town board members would like an updated health insurance summary provided with these recommendations to review. They also recommend that information regarding full health care costs be provided to employees with the understanding that the rebate is assisting to offset these costs and may not always be available in the future.

- **Water/Sewer Transaction Fees** – Since the switch to the new billing software the number of residents using their credit card to pay their bills has increased from 20% to approximately 60%. Currently the town is absorbing the transaction fees associated with the use of e-checks and credit cards. The FY2027 budget has a line item of \$36,877 for transaction fees. The FO provided a summary through February 2026 of what those transaction fees have been over the past 3 quarters. Transaction fees were \$19,545.92. Currently the town pays 2.71% per credit card transaction. If the town decides to pass on those costs directly to residents (similar to the old system) the cost increases to 3.75% per transaction. A chart showing fee impact based upon water bill amounts was reviewed. Staff time is not included in any computation. That time includes processing payments, NSF, reconciliation and bank deposits. Additional transaction fee options include adding a transaction fee to the water bills or including it in the water sewer rates. The town needs to decide what to do and move on.
- **Interest Income** – The FO stated that previous draft budgets included projected interest from the MLGIP accounts erroneously included as revenue and used in the expenditures. The interest earned should stay in those accounts so they can grow. Those monies have been removed from the proposed FY2027 budget going forward.

FY27 Water/Sewer Operating/CIP Budgets Discussion –

FY27 Water/Sewer Operating - The updated draft budget was reviewed. It shows an overall increase of 8.62% and includes an 11% increase in water and sewer rates. This budget includes a portion of the costs for a new public works employee (\$11,500 salary & benefits). It does not include the health insurance rebate. Funding one new hire position instead of two was discussed. The need for the finance position was discussed. Hiring a seasonal employee to assist with public works duties was suggested. Also using the summer intern to assist was offered. It was decided to not hire the public works position.

FY27 Water/Sewer CIP – The proposed budget shows a deficit. The Well 15 mini split will be removed from the budget. The SCADA system installation well field RTU can be pushed to a future fiscal year. The muffin monster is at its end of life and will eventually fail. The mini excavator is nearing its end of life and can't load the largest dump truck in the fleet. The town board recommended looking into government financing for its purchase.

FY27 General Fund Operating/CIP Budgets Discussion – Discussion of the item was tabled for future meeting.

NEW BUSINESS - None.

TOWN ADMINISTRATOR REPORT

Mark Smullen has received backing from the Patty Hurwitz Foundation for his Breast Cancer Awareness 5K in the Fall. The walk/run will take place from 8:00AM-9:30AM and includes

activities on Garage Alley where there will be food, games and music. The FCSO could man the 4 major intersections identified for the race. The town could provide barriers and signage. Staff recommend no staff involvement. The town has nothing budgeted for this event.

ANNOUNCEMENTS

- *Farmers Market – Every Thursday, May-October*
- *Memorial Day Ceremony at Memorial Park – May 25, 2026 beginning at 11:00AM.*

The meeting adjourned at 9:14 pm.

Respectfully submitted,

Annette Alberghini,
Recording Secretary

**Town of Middletown
Budget Summary - General Fund Operating**

	Approved Budget FY26	Preliminary Budget FY27	Proposed Budget FY27
OPERATING REVENUES			
Local Property Taxes	\$ 1,824,585	\$ 1,951,976	\$ 1,947,226
Local Income Taxes	1,521,440	1,575,770	1,575,770
Other Taxes	22,209	31,556	31,556
Intergovernmental	1,219,197	1,225,282	1,305,146
Licenses, Permits & Franchise Fees	77,560	102,024	102,024
Other	44,081	76,355	84,100
TOTAL OPERATING REVENUES	\$ 4,709,072	\$ 4,962,963	\$ 5,045,820
OPERATING EXPENSES			
Executive & Legislative	71,397	72,228	72,228
General Administrative	769,026	937,062	940,926
General Maintenance & Operations	825,149	922,375	910,218
Highways and Streets	1,074,322	1,223,812	1,191,052
Public Safety	479,284	493,518	331,684
Sanitation & Waste Removal	319,718	355,242	357,506
Parks & Recreation	258,444	269,066	257,870
Planning & Zoning	192,353	162,295	162,295
Main Street Program	122,974	129,898	133,477
Professional Services	54,500	54,500	55,600
Sustainability	7,000	7,000	7,000
Miscellaneous	100,550	106,545	113,781
TOTAL OPERATING EXPENSES	4,274,717	4,733,541	4,533,636
CAPITAL IMPROVEMENT CONTRIBUTION	\$ 434,354	\$ 229,422	\$ 512,184
	Detail Operating Budget line reference		
Adjustments:			
Revenue			
Assessment adjustments	line 3	(4,750)	
Harris Property Acquisition Grant more principal	line 17	11,027	
Tax Equity	line 18	68,835	
Interest Income adjustment for restricted use	line 30	(10,000)	
Insurance Rebate	line 34	17,745	
Expense			
Reducing FT Admin to 1/2 year \$30,790	Line 57	-	
Tier insurance	various	9,581	
Remove new PW employee	various	(77,259)	
Foodbank costs	line 69	4,083	
Fire extinguishers	line 69	650	
change in Miss Utility percentages	Line 79	7,735	
added seasonal PW employee (July - Sept)	Line 79	10,900	
Harris Camera wifi and service	line 81	2,300	
Audit services	line 91	(900)	
moving \$2K legal fees to GF from WS	line 92	2,000	
reduction of fire hall contribution	line 113	(5,000)	
Remove one deputy	line 115	(221,834)	
Add specialty enforcement 1,000 hours	line 115	65,000	
Fuel surcharge	Line 119	2,264	
primary school pathway	line 133	2,000	
Signs CB park reclass from resurfacing	line 133	500	
Jefferson Village path and bench repairs reclass from resurfacing	line 133	2,800	
delete Wiles Path repairs	line 133	(5,000)	
Street lighting	line 140	(2,425)	
reclass parks out of resurfacing	line 144	(3,300)	
Fireworks increase	line 158	6,000	
Adjusted surplus		\$ 512,184	

Town of Middletown
Budget Summary - Water/Sewer Operating

	Approved Budget FY26	Preliminary Budget FY27	Proposed Budget FY27
OPERATING REVENUES	\$ 1,914,781	\$ 2,551,822	\$ 2,452,212
OPERATING EXPENSES			
Administrative	274,442	758,490	735,302
Water			
Salaries and Benefits	311,121	353,825	348,741
Water Distribution	174,511	161,980	175,180
Water Plant/Tower/Booster Station	156,388	213,217	217,867
Electric	40,800	-	-
Sewer			
Salaries and Benefits	263,921	286,807	297,360
Sewer Collection	43,862	165,300	90,300
East Wastewater Treatment Plant	166,220	219,397	219,097
West Wastewater Treatment Plant	84,351	115,216	115,216
Electric	121,816	-	-
Debt Service	249,527	250,767	250,767
TOTAL OPERATING EXPENSES	<u>1,886,959</u>	<u>2,524,999</u>	<u>2,449,831</u>
SURPLUS (DEFICIT)	<u>\$ 27,822</u>	<u>\$ 26,823</u>	<u>\$ 2,381</u>
	Detail Operating Budget line reference		
Adjustments:			
Revenue			
Rate decrease to 11% water/sewer rate	line 2 and 3	(81,175)	
GF subsidy	line 10	(530)	
Remove interest income for restricted use	line 11	(25,000)	
Insurance rebate	line 14	6,235	
Expense			
GF subsidy	line 21	(530)	
moving \$2K legal fees to GF	line 26	(2,000)	
Transaction Fee reduction due to decrease in rate	line 28	(1,315)	
change in Miss Utility percentages	line 39	(19,429)	
Large meter increase and equip	line 55	1,703	
Sewer router maintenance	line 43	300	
change in Miss Utility percentages	line 48	2,848	
Tier insurance	line 49 and 81	4,482	
remove new PW employee	line 50 and 82	(11,783)	
deduct leak allowance	line 53	(2,500)	
deduct Fire Hydrant powder coating	line 53	(3,000)	
added check valve installations	line 55	14,000	
add plumber assistance	line 55	3,000	
magmeter cartridge	line 65	2,350	
New pH probe	line 65	1,800	
Outfall box	line 65	500	
change in Miss Utility percentages	line 80	8,846	
Remove I & I accrual	line 88	(75,000)	
pallet jack	line 93	(3,500)	
Flexible pipe connection	line 93	2,300	
add for sludge fuel surcharge (18 invoices at 50.00)	line 99	900	
Adjusted Surplus (Deficit)		\$ 2,381	

Health Insurance Summary for FY 2027

Health Insurance Premium (Benecon), Dental, and Vision
Employee and Town Portion of Premium

16% increase over FY26

		FY26 two tier - individual pays 10%; family pays 30.76%				FY27 three tier - individual pays 10.8%; emp + 1 pays 28.7%; family pays 25.3%							
		Employee Cost		Town Annual Cost per Employee	Total Health Cost per Employee	Employee Cost				Town Annual Cost per Employee		Town Health Cost per Employee	
		Per Pay	Annual			3 Tier Per Pay	Per Pay Rebate	Net 3 Tier Pay	Net Annual				
	Family	\$ 372.21	\$ 9,677.46	\$ 21,851.82	\$ 31,529.28	\$ 407.97	\$ (32.82)	\$ 375.15	\$ 9,753.86	\$ 26,700.82		\$ 36,454.68	
	Employee plus 1	372.21	9,677.46	21,851.82	31,529.28	339.55	(26.96)	312.59	8,127.31	28,327.37		36,454.68	
	Individual	52.03	1,352.78	12,174.10	13,526.88	59.95	(4.83)	55.12	1,433.08	14,158.40		15,591.48	
	Total Health, Dental and Vision		70,239.78	240,677.82	310,917.60		(5,946.00)		68,167.78 -3%	290,883.62 21%		359,051.40 15%	
	Total HSA Contribution		-	42,000.00	42,000.00				-	42,000.00 0%		42,000.00 0%	
	Life and Disability		-	15,000.00	15,000.00				-	15,110.00 1%		15,110.00 1%	
	Total Health Insurance Cost - No New Employees Pre Rebate		\$ 70,239.78	\$ 297,677.82	\$ 367,917.60		\$ (5,946.00)		\$ 68,167.78 -3%	\$ 347,993.62 17%		\$ 416,161.40 13%	
	<i>Percentage split between employee and town</i>		19%	81%					16%	84%			
	Insurance Rebate (\$71,938.04 / 3 yr) - \$23,979.35									\$ (23,979.35)		\$ (23,979.35)	
	Total Health Insurance Cost - No New Employees Net Rebate		\$ 70,239.78	\$ 297,677.82	367,917.60				\$ 68,167.78 -3%	\$ 324,014.27 9%		\$ 392,182.05	
	Total Health Costs Proposed New Employee (1)				-				17%	83%			
									10,607.22	30,447.46		41,054.68	
	Total Health Costs		\$ 70,239.78	\$ 297,677.82	\$ 367,917.60				\$ 78,775.00 12%	\$ 354,461.73 19%		\$ 433,236.73 18%	
	<i>Percentage split between employee and town</i>		19%	81%					18%	82%			
	WS Portion of Insurance Rebate 26%									\$ (6,234.63)			
	GF Portion of Insurance Rebate 74%									\$ (17,744.72)			
	WS Portion of Town Annual Cost approximately 26%			\$ 74,419.46						\$ 92,949.34			
	GF Portion of Town Annual Cost approximately 74%			\$ 223,258.37						\$ 261,512.39			

Recommendation for Award: Master Site Plan for Burnt Bridge Crossing Park

To: The Burgess and Commissioners of Middletown

From: Selection Committee

Date: April 30, 2026

Subject: Award Recommendation for RFP-Burnt Bridge Crossing Park-003

Executive Summary

The Selection Committee received a total of **seven proposals** in response to the RFP for the Burnt Bridge Crossing Park Master Site Plan. Following an initial technical screening, **Triad Engineering, Inc.** and **Design Collective** were identified as the two superior firms, significantly outperforming the other five applicants in terms of evaluation criteria such as technical approach, firm experience, and personnel qualifications.

This recommendation focuses on **Triad Engineering, Inc.** due to their superior technical grading, proven track record with the Town, and full compliance with the itemization requirements of **Addendum No. 1**.

Key Justifications for Selection

1. Highest Technical Scoring and Proven History

- **Top-Ranked Firm:** Out of seven applicants, Triad Engineering, Inc. graded out as the top-ranked firm based on the established selection criteria.
- **Track Record:** Triad has a proven good track record with the Town of Middletown based on the successful delivery of past projects, providing the committee with high confidence in their performance.

2. Full Compliance vs. Design Collective

While Design Collective was a top-tier technical firm, their proposal failed to meet mandatory requirements:

- **Non-Responsive on Tiers:** Design Collective did not provide the required three-tiered option for the stream bank study as mandated by **Addendum No. 1, Section 2**.
- **Inflexible Scope:** Unlike Triad, Design Collective provided no optional tasks (like the Sidewalk Loop), forcing the Town into an "all or nothing" financial commitment.
- **Asset Mischaracterization:** They incorrectly proposed a **\$15,500** fee for a new food forest plan, ignoring that the asset is already planted.

3. Critical Scope Inclusions

- **Architecture:** The **\$77,270** fee covers necessary building assessments and design concepts for the bank barn and DPW structures.
- **Stream Health: Option B (\$105,881)** provides the geomorphic assessment and detailed field data necessary for future MDE permitting and grant eligibility.
- **ADA Connectivity:** The **Sidewalk Loop Option (\$23,046)** ensures that immediate accessibility needs are addressed within the master plan framework.

Selection Committee Tier Selection

The committee recommends that the Burgess and Commissioners select **Triad Engineering's Option B (Intermediate Stream Study)** and the **Sidewalk Loop Option** as part of the total award.

- **Base Master Plan Services: \$164,125**
 - **Architecture Services: \$77,270**
 - **Stream Bank Study (Option B): \$105,881**
 - **Sidewalk Loop Option (Task (Section) 6, Page 73 of Proposal): \$23,046**
-

Final Recommendation

After filtering through the seven initial submittals, the Selection Committee moves that the Town award the contract to **Triad Engineering, Inc.** for a total amount of **\$370,322**. Their proposal is the only top-tier submission that is fully responsive to the itemization requirements of the addendums, respects the Town's existing site investments, and provides a clear, cost-certain path forward for the park's development.