



# AGENDA FOR THE TOWN MEETING

May 8, 2017

6:30 p.m.

## PLEDGE TO THE FLAG

## CALL TO ORDER

## BUDGET WORKSHOP

General Fund AND Water & Sewer FY2018 Budgets

## CONSENT AGENDA

- Financial Statements
- Town Meeting Minutes
  - April 24, 2017 – Town Meeting

## PERSONAL REQUESTS FOR AGENDA:

*Scott Farrow, President MVAA – Bond Bill Lights for Remsberg Park Fields*

## UNFINISHED BUSINESS:

- Decision on Addition or Deletion of Fluoride Treatment
- Review of FCPS – Middletown School Complex Transportation Improvements
- Memorandum Annexation – Annexation Topic for Discussion
  - Water
  - Sanitary Sewer

## REPORT OF COMMITTEES:

Water/Sewer	Commissioner Falcinelli
Public Works	Commissioner Bussard
Sustainability	Commissioner Dietrick
Planning Commission Liaison	Commissioner Catania
Parks & Recreation	Commissioner Goodman
Public Information	Commissioner Falcinelli

## NEW BUSINESS:

- Discussion of Heritage Park (MVB Property) Budget & Improvements
- Appointments – Ethics Commission
- Schedule Public Hearings on FY2018 Operating Budgets

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

## **PUBLIC COMMENTS:**

## **ANNOUNCEMENTS:**

- *250<sup>th</sup> Town Talk (Architectural History) – Saturday, May 20, 2017 at 11:00AM at the Town Office*
- *Ribbon Cutting on May 20, 2017 for Back to Basics Nutrition*
- *Sustainability Committee Openings*

## **ADJOURNMENT**

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Town of Middletown  
**CIP Funds & Expenditures**  
 General Fund  
 Fiscal Year 2017  
 For the 10 Months Ended April 30, 2017

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<b>OPERATING REVENUE</b>			
Revenue	\$ 2,987,879	\$ 2,537,463	\$ (450,416)
<b>OPERATING EXPENSES</b>			
Expenses	2,634,141	2,082,204	(551,937)
<b>OPERATING SURPLUS (LOSS)</b>	<b>\$ 353,738</b>	<b>\$ 455,259</b>	<b>\$ 101,521</b>
<b><u>OTHER FUND</u></b>			
POS - Development	\$ 40,500		\$ (40,500)
West Green Street Loan	2,320,500	1,000,000	(1,320,500)
RETAINED EARNINGS	297,275		(297,275)
Interest	2,342	8,353	6,011
Other	32,000	8,000	(24,000)
<b>TOTAL OTHER FUNDS</b>	<b>\$ 2,692,617</b>	<b>\$ 1,016,353</b>	<b>\$ (1,676,264)</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>\$ 3,046,355</b>	<b>\$ 1,471,612</b>	<b>\$ (1,574,743)</b>
<b><u>CIP PROJECTS &amp; PURCHASES</u></b>			
West Green St Improvements	\$ 2,253,056	\$ 1,869,961	\$ (383,095)
SHA Streetscape Lighting	175,000	2,298	(172,702)
Broad Street Road Construction	40,000	24,110	(15,890)
SWM Fence Replacements	34,997		(34,997)
Locust Blvd/Ct Road Construction	415,000		(415,000)
Pedestrian Safety - Franklin St.		4,629	4,629
Remsburg Park - Walking Trail an	45,000	18,271	(26,729)
Memorial Park Playground Replace	74,000	77,758	3,758
250th Celebration	58,000		(58,000)
Wiles Branch Park Pavilion		32,369	32,369
Municipal Center Kitchen	8,000		(8,000)
Municipal Center Carpet		4,629	4,629
Municipal Boiler Replacment	30,000		(30,000)
Municipal Center Sound System		4,051	4,051
Edco Scarifier Pavement	4,300		(4,300)
Backhoe Replacement	15,200	7,361	(7,839)
Computer Replacements	5,400		(5,400)
<b>Total CIP Costs</b>	<b>\$ 3,157,953</b>	<b>\$ 2,045,437</b>	<b>\$ (1,112,516)</b>
<b>OPERATING &amp; CIP SURPLUS (LOSS)</b>	<b>\$ (111,598)</b>	<b>\$ (573,825)</b>	<b>\$ (462,227)</b>
Cash Reserves	\$ 936,787	\$ 594,085	\$ (342,702)

Town of Middletown  
CIP Funds & Expenditures  
General Fund  
Fiscal Year 2017  
For the 10 Months Ended April 30, 2017

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	<u>ANNUAL</u> <u>BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER)</u> <u>BUDGET</u>
<b>TOTAL CASH SURPLUS</b>	<u>\$ 825,189</u>	<u>\$ 20,260</u>	<u>\$ (804,929)</u>

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Town of Middletown  
**STATEMENT OF REVENUE and EXPENDITURES**  
**WATER & SEWER**  
**Fiscal Year 2017**  
**For the 10 Months Ended April 30, 2017**

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<b><u>REVENUE</u></b>			
Water Revenue	\$ 577,350	\$ 451,425	\$ (125,925)
Sewer Revenue	577,015	445,873	(131,142)
Penalties/Reconnects	21,950	11,025	(10,925)
Rain Barrel Sales	1,000	360	(640)
General Fund Grant/Misc			
<b>TOTAL OPERATING REVENUE</b>	<b>\$ 1,177,315</b>	<b>\$ 908,683</b>	<b>\$ (268,632)</b>
<b><u>EXPENDITURES</u></b>			
<b><u>ADMINISTRATIVE</u></b>			
Office Salaries	\$ 45,134	\$ 33,146	\$ (11,988)
Communications	11,513	9,478	(2,035)
Postage	9,558	8,030	(1,528)
Office Supplies/Expense	12,600	8,473	(4,127)
Legal - Other	2,000	114	(1,886)
Meetings & Seminars	500	486	(14)
Advertising	500	559	59
Uniforms	3,925	3,190	(735)
Dues/Subscrip/Certifications	500	420	(80)
Travel	200		(200)
Payroll Taxes	23,600	18,827	(4,773)
Insurance - Prop. & Liability	8,500	7,237	(1,263)
Insurance - Workers Comp	8,718	6,290	(2,428)
Insurance - Health	52,831	27,472	(25,359)
Retirement/Pension	28,448	22,880	(5,568)
Real Estate Taxes	292	292	
Rain Barrel/Educational Programs	2,000		(2,000)
Waterline / I & I Loans	6,908	32,498	25,590
Bond Issuance Costs			
Sub-Total	\$ 217,727	\$ 179,392	\$ (38,335)
<b><u>Vehicles &amp; Equipment</u></b>			
2016 Truck (Pearl)	\$ 3,700		\$ (3,700)
2008 Truck	3,700	1,307	(2,393)
2012 Truck (Miller)	3,700	1,559	(2,141)
2013 Truck (Whitney)	3,700	482	(3,218)
2015 Meter Van (Hightman)	3,700	2,490	(1,210)
Misc Equipment		84	84
Bobcat Mini-Excavator	1,050		(1,050)
Case Backhoe	6,050	667	(5,383)
Sub-Total	\$ 25,600	\$ 6,589	\$ (19,011)

Town of Middletown  
**STATEMENT OF REVENUE and EXPENDITURES**  
**WATER & SEWER**  
**Fiscal Year 2017**  
**For the 10 Months Ended April 30, 2017**

	<b>ANNUAL BUDGET</b>	<b>YTD ACTUAL</b>	<b>OVER (UNDER) BUDGET</b>
<b>WATER</b>			
Salaries	\$ 139,545	\$ 125,022	\$ (14,523)
<b>Water Distribution System</b>			
Supplies	3,572	2,923	(649)
Repairs & Maintenance	52,450	49,124	(3,326)
Water Line Break Repairs	5,000	183	(4,817)
Chemicals	500	1,857	1,357
Tools & Equipment	3,874	6,577	2,703
Sub-Total	\$ 65,396	\$ 60,664	\$ (4,732)
<b>Water Plant/Reservoir/Booster/Tower/BS Wellhouse</b>			
Electric	\$ 20,150	\$ 58,665	\$ 38,515
Supplies	2,000	264	(1,736)
Repairs & Maintenance	31,700	15,361	(16,339)
Chemicals	23,943	17,690	(6,253)
Tools & Equipment	2,400	1,407	(993)
Testing & Analysis	12,988	7,212	(5,776)
Sub-Total	\$ 93,181	\$ 100,599	\$ 7,418
Abandoned Well Costs			
<b>TOTAL WATER EXPENSES</b>	<b>\$ 298,122</b>	<b>\$ 286,285</b>	<b>\$ (11,837)</b>
<b>SEWER</b>			
Salaries	\$ 121,920	\$ 90,452	\$ (31,468)
<b>Sewer Collection System</b>			
Cone Branch PS	18,500	8,617	(9,883)
Brookridge South PS	9,735	2,700	(7,035)
Foxfield PS	6,500	4,487	(2,013)
Sanitary Sewerlines & Manholes	25,000	4,307	(20,693)
I & I Accrual	75,000	62,500	(12,500)
Sub-Total	\$ 134,735	\$ 82,611	\$ (52,124)

Town of Middletown  
**STATEMENT OF REVENUE and EXPENDITURES**  
**WATER & SEWER**  
**Fiscal Year 2017**  
**For the 10 Months Ended April 30, 2017**

	<b>ANNUAL BUDGET</b>	<b>YTD ACTUAL</b>	<b>OVER (UNDER) BUDGET</b>
<b>Wastewater Treatment Plants</b>			
<b>East Wastewater Treatment Plant</b>			
Electric	\$ 29,647	\$ 19,289	\$ (10,358)
Supplies	5,802	2,205	(3,597)
Repairs & Maintenance	35,800	17,634	(18,166)
Chemicals	40,844	23,716	(17,128)
Tools & Equipment	5,573	1,693	(3,880)
Testing & Analysis	34,187	23,177	(11,010)
Sludge Hauling Expense	60,000	32,267	(27,733)
Sub-Total	\$ 211,853	\$ 119,981	\$ (91,872)
<b>West Wastewater Treatment Plant</b>			
Electric	\$ 23,084	\$ 4,856	\$ (18,228)
Supplies	2,500	1,429	(1,071)
Repairs & Maintenance	6,050	3,301	(2,749)
Chemicals	61,258	38,330	(22,928)
Tools & Equipment	1,000	1,671	671
Testing & Analysis	10,459	7,959	(2,500)
Sludge Hauling Expense	22,650	14,375	(8,275)
Sub-Total	\$ 127,001	\$ 71,921	\$ (55,080)
<b>TOTAL SEWER EXPENSES</b>	<b>\$ 595,509</b>	<b>\$ 364,965</b>	<b>\$ (230,544)</b>
<b>TOTAL WATER/SEWER EXPENSES</b>	<b>\$ 1,136,958</b>	<b>\$ 837,231</b>	<b>\$ (299,727)</b>
<b>CONTINGENCY FUND - 3.5%</b>	<b>\$ 39,794</b>	<b>\$ 29,303</b>	<b>\$ (10,490)</b>
<b>ADJUSTED WATER/SEWER EXPENSES</b>	<b>\$ 1,176,752</b>	<b>\$ 866,534</b>	<b>\$ (310,217)</b>
<b>NET INCOME (LOSS)</b>	<b>\$ 563</b>	<b>\$ 42,149</b>	<b>\$ 41,585</b>

Town of Middletown  
**CIP FUNDS and EXPENDITURES**  
**WATER & SEWER**  
**Fiscal Year 2017**  
**For the 10 Months Ended April 30, 2017**

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<b><u>FUNDING SOURCES</u></b>			
Operating Revenue	\$ 1,177,315	\$ 908,683	\$ (268,632)
Operating Expenses	<u>1,203,662</u>	<u>837,231</u>	<u>(366,431)</u>
<b>OPERATING INCOME (LOSS)</b>	<b>\$ (26,347)</b>	<b>\$ 71,452</b>	<b>\$ 97,799</b>
Cash Reserves	\$ 251,799	\$ 251,799	
Debt Service Fee - New Homes	139,000	106,700	(32,300)
Capital Improvement Fees	149,298	111,932	(37,366)
Inflow & Infiltration - Reserve A	75,000	75,000	
Improvement/Tap Fees	710,000	494,900	(215,100)
Water Tower & Land Leases	192,028	141,188	(50,840)
Main Street Waterline Loan	<u>2,895,000</u>	<u>2,895,000</u>	
<b>TOTAL OTHER REVENUE</b>	<b>\$ 4,412,125</b>	<b>\$ 4,076,519</b>	<b>\$ (335,606)</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>4,385,778</b>	<b>4,147,971</b>	<b>(237,807)</b>
<b><u>DEBT SERVICE COSTS</u></b>			
<b>Principal Payments</b>			
MVB Line of Credit	\$ 200,000		\$ (200,000)
CDA - Water Tower	107,000	107,000	
MDE - East WWTP	210,349	210,349	
Main Street Waterline & Reservoir	127,200	31,040	(96,160)
Interest - All Loans	<u>217,561</u>	<u>112,724</u>	<u>(104,837)</u>
<b>TOTAL DEBT SERVICE COSTS</b>	<b>\$ 862,110</b>	<b>\$ 461,113</b>	<b>\$ (400,997)</b>
<b><u>WATER &amp; SEWER PROJECTS</u></b>			
CIP - Main Street Waterline - Con	\$ 2,895,000	\$ 66,926	\$ (2,828,074)
CIP - Fluoride Systems	8,000	10,157	2,157
CIP - Welll Field Restoration	125,000	9,448	(115,552)
CIP - Scada Control System	310,000		(310,000)
CIP - Booster Station Pump Bypass	25,000		(25,000)
CIP - Fire Hydrant Elm & Washingt	8,000		(8,000)
Water Meter Purchases	65,250	49,034	(16,216)
CIP - West WWTP - Curtain Replace	60,000	26,715	(33,285)
CIP - West WWTP - Chemical Storag	15,000		(15,000)
CIP - East WWTP Bar Screen Refurb	40,000		(40,000)
CIP - East WWTP - Influent Flume	16,000		(16,000)
CIP - Inflow & Infiltration	<u>75,000</u>	<u>50,533</u>	<u>(24,467)</u>
Brookridge PS Vault Magmeter	11,000		(11,000)
Brookridge PS - 3 Phase VFD	25,000		(25,000)

Town of Middletown  
**CIP FUNDS and EXPENDITURES**  
**WATER & SEWER**  
**Fiscal Year 2017**  
**For the 10 Months Ended April 30, 2017**

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
Cone Branch PS - New Pumps	\$ 31,000		\$ (31,000)
<b>TOTAL WATER &amp; SEWER PROJECTS</b>	<b>\$ 3,709,250</b>	<b>\$ 212,813</b>	<b>\$ (3,496,437)</b>
<b>TOTAL CIP COSTS</b>	<b>\$ 4,571,360</b>	<b>\$ 673,926</b>	<b>\$ (3,897,434)</b>
<b>TOTAL FUNDS REMAINING</b>	<b>\$ (185,582)</b>	<b>\$ 3,474,045</b>	<b>\$ 3,659,627</b>

Town of Middletown  
Statement of Revenue & Expenditures  
General Fund  
Fiscal Year 2017  
For the 10 Months Ended April 30, 2017

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<b><u>REVENUE</u></b>			
<b><u>LOCAL TAX</u></b>			
Real Property	\$ 1,228,459	\$ 1,193,195	\$ (35,264)
Tangible Personal Property	37,108	46,231	9,123
Public Utilities	12,841		(12,841)
Franchise (Cable)	49,940	25,407	(24,533)
Penalties & Interest	<u>10,357</u>		<u>(10,357)</u>
	\$ 1,338,705	\$ 1,264,833	\$ (73,872)
<b><u>STATE SHARED TAX</u></b>			
Admission & Amusement	\$ 22,500	\$ 21,851	\$ (649)
Highway Gasoline & Licenses	<u>162,421</u>	<u>136,618</u>	<u>(25,803)</u>
	\$ 184,921	\$ 158,469	\$ (26,452)
<b><u>COUNTY SHARED TAX</u></b>			
Income Taxes	\$ 834,937	\$ 507,904	\$ (327,033)
Tax Equity Grant	<u>566,687</u>	<u>566,687</u>	
	\$ 1,401,624	\$ 1,074,591	\$ (327,033)
<b><u>LICENSES AND PERMITS</u></b>			
Beer, Wine and Liquor	\$ 1,950		\$ (1,950)
Business / Traders	4,900	322	(4,578)
Planning / Zoning Fees	<u>20,191</u>	<u>12,741</u>	<u>(7,450)</u>
	\$ 27,041	\$ 13,063	\$ (13,978)
<b><u>PARKS AND RECREATION</u></b>			
Pavillion Fees	<u>\$ 1,900</u>	<u>\$ 2,682</u>	<u>\$ 782</u>
	\$ 1,900	\$ 2,682	\$ 782
<b><u>POLICE PROTECTION</u></b>			
State Grant	<u>\$ 26,187</u>	<u>\$ 19,640</u>	<u>\$ (6,547)</u>
	\$ 26,187	\$ 19,640	\$ (6,547)
<b><u>MISCELLANEOUS</u></b>			
Community Events			
Parking Citations			
Bank Shares Grant	2,500	1,491	(1,009)
Miscellaneous & Donations	<u>37,000</u>	<u>10,694</u>	<u>(26,306)</u>
	\$ 39,500	\$ 12,185	\$ (27,315)
<b>OPERATING REVENUES</b>	<b>\$ 3,019,878</b>	<b>\$ 2,545,463</b>	<b>\$ (474,415)</b>
State Grants & Interest	\$ 42,842	\$ 8,353	\$ (34,489)
<b>TOTAL REVENUE</b>	<b>\$ 3,062,720</b>	<b>\$ 2,553,816</b>	<b>\$ (508,904)</b>

Town of Middletown  
**Statement of Revenue & Expenditures**  
 General Fund  
 Fiscal Year 2017  
 For the 10 Months Ended April 30, 2017

	<u>ANNUAL</u> <u>BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER)</u> <u>BUDGET</u>
<b><u>EXPENDITURES</u></b>			
<b><u>LEGISLATIVE</u></b>			
Commissioner's Salary	\$ 15,600	\$ 11,700	\$ (3,900)
Communications	3,480	2,542	(938)
Dues & Subscriptions	7,400	6,838	(562)
Office Supplies & Exp	3,600	9,065	5,465
Advertising	750		(750)
Meetings & Conventions	9,000	8,339	(661)
	<u>\$ 39,830</u>	<u>\$ 38,484</u>	<u>\$ (1,346)</u>
<b><u>EXECUTIVE</u></b>			
Burgess Salary	<u>\$ 10,200</u>	<u>\$ 7,650</u>	<u>\$ (2,550)</u>
	\$ 10,200	\$ 7,650	\$ (2,550)
<b><u>ELECTION</u></b>			
Clerk Fees			
Other Administrative Expenses			
<b><u>GENERAL SERVICES</u></b>			
<b><u>ADMINISTRATION</u></b>			
Administrative Salary	\$ 247,131	\$ 208,774	\$ (38,357)
Postage & Printing	200	114	(86)
Communications	6,977	5,588	(1,389)
Computer Expenses	28,400	26,093	(2,307)
Office Supplies & Exp	26,000	24,373	(1,627)
Office Maintenance	13,400	18,784	5,384
Dues & Subscriptions	150		(150)
Professional Services	4,600	3,187	(1,413)
Meetings & Conventions	100	345	245
Water and Sewer Grant			
	<u>\$ 326,958</u>	<u>\$ 287,258</u>	<u>\$ (39,700)</u>
<b><u>OPERATIONS</u></b>			
Maintenance Capital Outlay			
Vehicle Capital Outlay			
Director Salary	97,355	146,467	49,112
Maintenance Salary	126,742	38,954	(87,788)
Communications	9,000	6,532	(2,468)
Supplies & Expenses	17,000	15,753	(1,247)
Dues & Meetings		195	195
Landscaping/Beautification			
Maintenance & Repairs	21,633	11,319	(10,314)
Tools & Equipment	500	7,785	7,285
	<u>\$ 272,230</u>	<u>\$ 227,005</u>	<u>\$ (45,225)</u>

Town of Middletown  
Statement of Revenue & Expenditures  
General Fund  
Fiscal Year 2017  
For the 10 Months Ended April 30, 2017

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<b><u>PROFESSIONAL SERVICES</u></b>			
Independent Accounting	\$ 16,000	\$ 13,000	\$ (3,000)
Legal - Development		5,956	5,956
Legal - Ordinances	<u>7,796</u>	<u>6,441</u>	<u>(1,355)</u>
	\$ 23,796	\$ 25,397	\$ 1,601
<b><u>PLANNING &amp; ZONING</u></b>			
Salary & Fees	\$ 51,872	\$ 40,471	\$ (11,401)
Other Expenses	<u>3,207</u>	<u>2,222</u>	<u>(985)</u>
	\$ 55,079	\$ 42,693	\$ (12,386)
<b><u>MAIN STREET PROGRAM</u></b>			
Manager Salary	\$ 43,680	\$ 36,644	\$ (7,036)
Town Contribution	<u>10,000</u>	<u>56,850</u>	<u>46,850</u>
	\$ 53,680	\$ 93,494	\$ 39,814
<b><u>PUBLIC SAFETY</u></b>			
Fire Dept. Donation	\$ 20,000	\$ 20,000	
School Crossing Guards	15,758	14,011	(1,747)
Community Deputy Program	<u>401,611</u>	<u>293,850</u>	<u>(107,761)</u>
	\$ 437,369	\$ 327,861	\$ (109,508)
<b><u>SANITATION &amp; WASTE REMOVAL</u></b>			
Resident Trash & Yard Waste	\$ 273,888	\$ 211,760	\$ (62,128)
<b><u>RECREATION AND CULTURE</u></b>			
Park Salary	34,807	42,882	8,075
Park Electric	2,358	1,468	(890)
Maintenance & Repairs	26,450	26,527	77
Mowing	26,215	15,730	(10,485)
Remsberg Park - Interest	11,320	9,434	(1,886)
Remsberg Park - Principal	<u>112,230</u>	<u>93,524</u>	<u>(18,706)</u>
	\$ 213,380	\$ 189,565	\$ (23,815)

**Town of Middletown**  
**Statement of Revenue & Expenditures**  
**General Fund**  
**Fiscal Year 2017**  
**For the 10 Months Ended April 30, 2017**

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<b><u>HIGHWAYS AND STREETS</u></b>			
Salary	\$ 48,841	\$ 49,154	\$ 313
Street Lighting	161,916	103,957	(57,959)
Storm Water Management	7,800	4,834	(2,966)
Snow Removal	75,000	32,725	(42,275)
Repairs & Resurfacing	67,195	95,248	28,053
Signs	6,200	3,380	(2,820)
Truck Repair & Operation	48,600	22,667	(25,933)
Equipment Repairs & Ops	10,000	6,259	(3,741)
Mowing	32,696	18,432	(14,264)
Interest	60,927	35,269	(25,658)
East Green St - Principal	12,500	12,500	
West Green St - Principal	65,960		(65,960)
Case Loader - Principal	15,158	14,004	(1,154)
	<u>\$ 612,793</u>	<u>\$ 398,429</u>	<u>\$ (214,364)</u>
<b><u>OTHER EXPENSES</u></b>			
MT Historical Society - CIP	\$ 5,000	\$ 5,000	
Donations	100	500	400
Travel - Mileage	4,578	677	(3,901)
Community Events	30,250	26,486	(3,764)
Payroll Taxes	56,578	43,284	(13,294)
Insurance - Property	14,064	12,094	(1,970)
Insurance - Employee	123,164	85,643	(37,521)
Retirement/Pension	75,062	53,017	(22,045)
Web Page & Directory	1,400	2,035	635
Real Estate Taxes	1,242	800	(442)
Bond Issuance Costs			
Other	3,500	3,072	(428)
	<u>\$ 314,938</u>	<u>\$ 232,608</u>	<u>\$ (82,330)</u>
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,634,141</b>	<b>\$ 2,082,204</b>	<b>\$ (551,937)</b>
<b>INCOME (LOSS) Exc. Cash Reserves</b>	<b>\$ 428,579</b>	<b>\$ 471,612</b>	<b>\$ 43,033</b>
<b>CASH RESERVES</b>	<b>\$ 936,787</b>	<b>\$ 594,085</b>	<b>\$ (342,702)</b>
<b>SURPLUS / (DEFICIT)</b>	<b>\$ 1,365,366</b>	<b>\$ 1,065,697</b>	<b>\$ (299,669)</b>

# *BURGESS AND COMMISSIONERS OF MIDDLETOWN MARYLAND*

## TOWN MEETING MINUTES

### REGULAR MEETING

April 24, 2017

The second monthly meeting of the Burgess and Commissioners of Middletown was called to order on April 24, 2017, by Burgess Miller at 7:20 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

*Lion's Club Request for Storage Area*

*Francie's 5K Run/Walk*

*Town Meeting Minutes – April 6, 2017 - Town Meeting*

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

### PERSONAL REQUESTS FOR AGENDA:

#### **Unfinished Business:**

**Ordinance 17-04-01 – Peddler's License Requirements** – Motion by Commissioner Goodman to approve Ordinance 17-04-01 as presented, seconded by Commissioner Bussard. Motion carried 6-0.

**Public Meeting – Discussion of addition or deletion of Fluoride Treatment** – Burgess Miller stated that this issue has been discussed at our last 3 meetings. Burgess Miller stated that this has become a budget issue for the Town. Commissioner Falcinelli who also chairs the Water & Sewer Committee stated that this has also become an operational issue.

Dr. Virts a board certified pediatric dentist was present tonight. Dr. Virts had emailed the Burgess & Commissioners prior to attending the meeting to state that he of course is in favor of having fluoride in the water. Dr. Virts also provided the Board with some documentation to support his desire to have fluoride in the water. Dr. Virts also stated that after hearing the discussion from the Board that he understand this is a budget issue as well as an operational issue.

Allison Lanham, 712 Stone Springs Lane – Mrs. Lanham stated that she is in favor of Middletown adding fluoride to the water. Mrs. Lanham stated that she is a mother of a young child (18 months) therefore she would like to ensure that fluoride remains in the water. Mrs. Lanham also asked her neighbor who is a dentist to share some information on the benefits of fluoride in the water. Mrs. Lanham emailed that information to Burgess Miller.

Cindy Lapham, 603 Glenbrook Drive – stated that she is not for or against fluoride but, with the cost associated with this she feels that it is just cost prohibited for the Town to do.

**Memorandum Annexation – Annexation Topic for Discussion – Streets & Roads and Schools** - Burgess Miller stated that there is 1 exit in/out of this proposed annexation off of Coblenz Road. Burgess Miller stated one option that has been thrown out is to make Coblenz Road one way from Main Street to Foxfield Pass. Burgess Miller also stated that he spoke to the County Executive Jan Gardner about Hollow Road. Burgess Miller stated that beginning in 2018 Summers Farm will be operated off of Hollow Road, therefore all that traffic will be traveling Hollow Road and the County has no plans to

upgrade. Burgess Miller stated that the Planning Commission has reviewed and they are requesting the following: a traffic impact study completed prior to an annexation agreement, Coblenz Road should be upgraded to Town standards, more than one access point for ingress and egress (for emergency purposes) and at least 9.3 acres should be provided of usable open space. The Town asked that with over 500 feet of road frontage on Coblenz Road for this property, the entrance to the subdivision should be designed to accommodate emergency vehicles in the event of an emergency situation. One suggestion made was to have an island similar to Layla Road at Hollow Road.

Drew showed the current school capacity and with this proposed development being Active Adult there would be no issues with the schools.

**NEW BUSINESS:**

**Appointment to Board of Appeals** – Burgess Miller stated that Fred Rudy resigned as a member of the Board of Appeals.

Commissioner Falcinelli motioned to appoint Daphne Gabb to the Board of Appeals, seconded by Commissioner Catania. Motion carried 6-0.

**PUBLIC COMMENT:**

**ANNOUNCEMENTS:**

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

*Sustainability Committee Openings*

**ADJOURNMENT**

Meeting adjourned at 8:40pm.

Respectfully submitted,

Ann Griffin  
Office Manager



## **MEMORANDUM**

**DATE:** January 4, 2017  
**TO:** Burgess and Commissioners  
**FROM:** Andrew J. Bowen, Town Administrator  
**SUBJECT:** Installation of Fluoride – Brookridge WTP & Well #15

---

### **ISSUE**

Should the Burgess and Commissioners proceed with installation of fluoride injection system at the Brookridge WTP and Well #15, with the substantial increase in cost?

### **BACKGROUND**

With the construction of two additional water treatment facilities; Well #15 in 2006 and the Brookridge WTP in 2008, fluoride injection was not included in the design of either of these facilities. Fluoride is only provided at the reservoir, which is the primary source of water for the Town.

In 2015, the Town tested levels of fluoride throughout the water distribution system and determined that some sections of Town, specifically Brookridge South and Glenbrook have fluoride levels below the recommended EPA standards for the benefits of fluoride. The Town Board made a decision to have fluoride injection added to both of the new facilities and budgeted \$60,000 in the 2017 CIP. In addition, letters were sent to the affected residents informing them of the Town's plans to add the fluoride injection systems by January 2017.

With the installation of the Iron and Manganese Removal System equipment at Well #15, there is not enough physical room in the building to add a fluoride injection system. The building will have to be enlarged to accommodate a fluoride system. The preliminary cost estimate is \$30,000 to construct an addition. There is room available for the fluoride injection system at the Brookridge WTP and this project can proceed immediately.

### **RECOMMENDATION**

Staff would recommend the Town Board give serious consideration to the substantial capital cost for providing fluoride to resident's (\$90,000), which is only a benefit to a specific segment of the population, when fluoride is available through many other sources. If the Town Board decides to move forward with installation of fluoride systems at these two facilities, \$30,000 of additional funding will need to be approved.

### **ATTACHMENTS**

Approve CIP  
Letter to Residents

# FLUORIDE FACT SHEET

## Town of Middletown

February 21, 2017

- The Town of Middletown has three (3) water treatment facilities:
  - Reservoir WTP (Primary Source) – Fluoride Injection
  - Well #15 WTP – NO Fluoride
  - Brookridge WTP – NO Fluoride
- 2010 Census Information for the Town of Middletown

Subject	Number	Percent
Age		
Total Population	4,136	100.0%
Under 5 Years	254	6.1%
5 to 9 Years	326	7.9%
10-14 Years	406	9.8%
15 to 19 Years	354	8.6%
20 to 24 Years	164	4.0%
25 to 29 Years	163	3.9%
30 to 34 Years	174	4.2%
35 to 39 Years	256	6.2%
40 to 44 Years	368	8.9%
45 to 49 Years	382	9.2%
50 to 54 Years	365	8.8%
55 to 59 Years	266	6.4%
60 to 64 Years	220	5.3%
65 to 70 Years	136	3.3%
70 to 74 Years	112	2.7%
75 to 79 Years	85	2.1%
80 to 84 Years	55	1.3%
85 Years and Over	50	1.2%

- Average Yearly Cost to provide Fluoride at the Reservoir WTP - \$7,500. This includes the chemical costs and equipment calibration and maintenance. The average estimated yearly cost to provide Fluoride at all water treatment facilities would be \$22,500.
  - FY 2017 CIP has \$60,000 budgeted to fund two (2) Fluoride injection systems at Brookridge WTP and Well #15 WTP.
  - Due to limited space at Well #15 WTP, the building must have an addition to accommodate the Fluoride injection system. Estimated cost \$30,000, which is not budgeted as of this date.
- 
- EPA is recommending lowering the level of Fluoride in public drinking water systems due to people receiving Fluoride from other sources. The original recommended level of Fluoride was 1.2 mg/L the new recommended level of Fluoride is 0.7 mg/L.

- National & State Statistics on Fluoride

These statistics were prepared using water system data reported by states to the CDC Water Fluoridation Reporting System as of December 31, 2014, and the U.S. Census Bureau state population estimates for July 2014. Revised July 2016.\*

## National Water Fluoridation Statistics

Total US population, persons <sup>a</sup>	318,857,056
US population on community water systems (CWS), persons <sup>b</sup>	284,099,832
Total US population on fluoridated drinking water systems, persons <sup>b</sup>	211,393,167
Percentage of US population receiving fluoridated water <sup>c</sup>	66.3%
Percentage of US population on CWS receiving fluoridated water <sup>d</sup>	74.4%
Number of CWS providing fluoridated water <sup>e</sup>	18,186
Number of CWS adjusting fluoride <sup>b</sup>	5,919
Number of CWS consecutive to systems with optimal fluoride levels <sup>b</sup>	6,015
Number of CWS with naturally occurring fluoride at or above optimal levels <sup>b,e</sup>	6,205
Population served by CWS with naturally occurring fluoride at or above optimal levels <sup>b,e</sup>	11,883,007

AND for Maryland:

### State Fluoridation Percentage Calculations and States Ranked by Fluoridation Percentage

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STATE    PERSONS RECEIVING FLUORIDATED    PERSONS SERVED BY PUBLIC WATER SYSTEMS

			%	RANK
Maryland	5,021,283	5,206,520	96.4%	5

- Local Water Systems that do NOT provide Fluoride:
    - Thurmont
    - Myersville
    - Brunswick
    - Rosemont
    - Boonsboro
    - Poolesville
    - Westernport
  
  - Local Water Systems that DO provide Fluoride:
    - WSSC
    - Walkersville
    - Emmitsburg
    - City of Frederick
    - Mt. Airy
    - City Hagerstown
    - Rockville
    - Westminster
-

# FLUORIDE FACTS

March 23, 2017

## CDC Website

Although other fluoride-containing products, such as toothpaste, mouth rinses, and dietary supplements are available and contribute to the prevention and control of tooth decay, community water fluoridation has been identified as the most cost-effective method of delivering fluoride to all, reducing tooth decay by 25% in children and adults.<sup>1</sup>

<sup>1</sup> Griffin SO, Regnier E, Griffin PM, Huntley VN. Effectiveness of fluoride in preventing caries in adults. *J Dent Res.* 2007;86(5):410–414.

### Benefits: Strong Teeth

Fluoride benefits children and adults throughout their lives. For children younger than age 8, fluoride helps strengthen the adult (permanent) teeth that are developing under the gums.

## Absorption, Recommended dosage of Fluoride and Dietary Sources

Texas A&M University Dr.E.D.Harris NUTR/POSC 650 NUTR 450

### Fluoride Absorption

20-25% of fluoride is absorbed by the stomach. Conditions of higher gastric acidity promote fluoride absorption from the stomach.

75-80% is absorbed by the small intestine.

Absorption from the small intestine is pH-independent. The majority of fluoride absorption occurs in the small intestine via passive diffusion quite possibly through membrane channels.

In the fasted state, fluoride in the form of fluoridated water or sodium fluoride tablets, the absorption is 100%. However, when fluoride is found in food sources, or taken with food, the absorption varies from 50-80%.

Absorbed fluoride enters the plasma where the concentration under usual intake ranges from 10-20µg/L. It is quickly taken from the plasma into tissue in exchange with other anions (hydroxyl, citrate, and carbonate ions). 95% of total body fluoride is found in bones and teeth. 90% of fluoride excretion occurs in the urine

## Adequate Intake for Fluoride

<b>Life Stage</b>	<b>Age</b>	<b>Males (mg/day)</b>	<b>Females (mg/day)</b>
Infants	0-6 months	0.01	0.01
Infants	7-12 months	0.5	0.5
Children	1-3 years	0.7	0.7
Children	4-8 years	1.0	1.0
Children	9-13 years	2.0	2.0
Adolescents	14-18 years	3.0	3.0
Adults	19 years and older	4.0	3.0
Pregnancy	all ages	-	3.0
Breastfeeding	all ages	-	3.0

## Dietary Sources of Fluoride

<b>Food</b>	<b>Serving</b>	<b>Fluoride (mg)</b>
Tea	3.5 ounces	0.1-0.6
Grape Juice	3.5 ounces	0.02-0.28
Canned Sardines with Bones	3.5 ounces	0.2-0.4
Fish without Bones	3.5 ounces	0.01-.17
Chicken	3.5 ounces	0.06-.1

## Oregon State University, Noelle J. Fein MS Nutrition and Health Management

Mechanically separated chicken (MSC) is an ingredient in infant foods, toddler foods, canned meats, and luncheon meats. The present study examined the fluoride content of foods made with MSC to determine the extent to which they could contribute to the total fluoride intake of infants and children. Chicken sticks made with MSC had the highest fluoride concentrations followed by infant foods, luncheon meats, and canned meats. A serving of chicken sticks containing the highest fluoride concentration would provide nearly the recommended daily intake for fluoride and nearly 1/2 of the upper limit of safety for a one year old child. High

fluoride content of chicken bones found in this study supports this possibility. The major conclusion of the present study is that foods made with MSC but not those made with MST contain high concentrations of fluoride which can contribute significantly to the total fluoride intake of infants and children.

### Livestrong.com

Your body needs fluoride to keep your bones strong and to help prevent tooth decay. Men should have 4 milligrams of the mineral each day, while women need approximately 3 milligrams. Most people in the United States easily meet their daily fluoride requirement by drinking fluoridated water, consuming foods and beverages that have been prepared with fluoridated water and using dental products like toothpaste or mouthwash that contain added fluoride, though some foods also naturally contain small concentrations

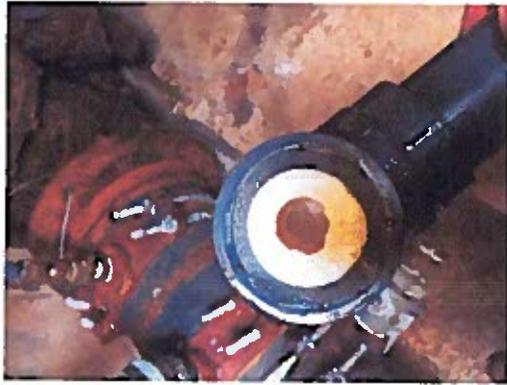
A 3.5-fluid ounce serving of black tea typically contains between 0.25 to 0.39 milligrams of fluoride, according to the Linus Pauling Institute. This amount would supply a man with up to 9.7 percent of his daily fluoride requirement and a woman with 13 percent of her needs per day. The fluoride found in black tea comes from the high concentration of the mineral in the tea leaves, not fluoridated water, though preparing the tea with treated water would further increase the amount per serving.

An ounce of a white wine like chardonnay contains 0.06 milligrams of fluoride, meaning that a standard 5-ounce serving of white wine supplies 0.3 milligrams. Each glass contains 7.5 percent of a man's daily fluoride needs and 10 percent for a woman.

## Municipal Water Treatment – Town of Middletown

Middletown's source water consists of drilled wells and springs which contain many constituents such as iron, manganese, trace amounts of fluoride, dissolved solids, sulfates and chloride. Hardness is generally a measure of the calcium and magnesium dissolved in water. There are three water treatment facilities in Middletown and the hardness is different at each source. Generally, the water in Middletown is Hard with 100 – 200 mg/l of Calcium Carbonate. Other chemicals added at two of the treatment plants are Sodium Hypochlorite and the remaining plant (reservoir) uses Sodium Hydroxide for pH adjustment and Fluoride injection.

The reservoir feeds chemicals in an underground delivery pipe to the 12" suction pipe where they are injected into the flow stream. In the second week of March 2017 the process water meter began slowing down which typically indicates a restriction in the 2" pipe. After disassembly Town staff found the 2" pipe clogged with calcium carbonate buildup. Further investigation revealed the injection corporation stop completely clogged inside the 12" suction pipe. The solid was broken up into pieces, initially about 9" long and settled in the bottom of the pipe, then broken up and removed from the pipe. The formation in the 2" pipe cannot reasonably be removed (mechanical and chemical methods were used). A new pipe (200 feet) will need to be pulled into the underground chase. This calcification issue represents significant work and expense that is directly related to the injection of fluoride. The Water Fluoridation Manual from AWWA and several other Water Treatment Professional's support our findings.



This issue can be resolved, although not easily, at the reservoir but the remaining water treatment plants do not have this type of chemical delivery where the pipe can be replaced or "easily" pigged. The resulting calcium formation may require difficult removal, pipe replacement and temporary loss of plant service if fluoride injection is installed at the other plants.

#### Maintenance and Operational Cost for Fluoride Injection

Fluoride Analyzer Annual Maintenance Contract	\$2050.00
Annual Analyzer and Lab Reagents	\$1950.00
Sodium Fluoride Chemical	\$ 950.00

Equipment Repairs and Maintenance	
Pumps and Tubing, Parts	\$ 500.00
Salt for Softener, Softener Maintenance	\$ 150.00
Chemical Feed Piping Replacement	\$ 600.00
<b>Total Annual M&amp;O</b>	<b>\$ 6,200.00</b>

Daily Operation - Labor	
Operator 30 min/day.	\$5,475.00
<b>Total Operational Cost per Facility</b>	<b>\$11,675.00</b>

#### Middletown Source Water Fluoride Content

Natural Fluoride Content, as of June 01, 2015

Well 15 = 0.2mg/l Brookridge WTP <0.2 mg/l Booster Station <0.2 mg/l (limit of test is 0.2 mg/l)

## Middletown Planning Office

### MEMORANDUM

Date: 4/27/2017  
Hansen# 17370

To: Middletown Burgess and Commissioners

From: Cynthia K. Unangst, Middletown Staff Planner

RE: **MIDDLETOWN SCHOOL COMPLEX IMPROVEMENT PLAN REVIEW**

Tax Map Parcel #03-101, 03-102

Applicant: Redeat Lodamo, Brudis & Associates, Inc.

Property Owner: Board of Education of Frederick County

Plan Dated: March 2017

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#### GENERAL INFORMATION

Proposal: roadway improvements to Schoolhouse Drive and Middletown School Campus, including widening a portion of Schoolhouse Drive, improving vehicular circulation with the separation of buses from passenger cars, sidewalk additions and improvements, additional lighting, signing improvements and the addition of stormwater management facilities.

Location: Middletown School Complex and Schoolhouse Drive

Zoning: OS

#### COMMENTS

The following are comments from the Planning Commission in their review of this Improvement Plan:

1. **Planning Commission's review** – While there are no regulations per the Town Code that specify that the Planning Commission is to review roadway plans, the Town Administrator determined that the Planning Commission ought to review these plans for additional feedback from the Town's point of view.
2. **Lighting plan** – The lighting plans are shown on Sheets CP1.1-1.3 and E1.1-1.3 and E2.0. The photometric plans only show the foot-candle measurements for the parking lots and roadways within the school complex. Typically photometric plans shows the foot-candle measurements for all developed areas out to and sometimes past the lot line. While there is no need to show the foot-candle measurements for the entire school complex, it might be useful to show the measurements where they might impact neighboring properties. The applicant has indicated that the poles will be 18-feet in height. The applicant should ensure that there will be compliance with all regulations of the Town's Outdoor Lighting ordinance (Chapter 17.32.245).
3. **Landscape plan** – The prior landscape schedule which included ash trees has been revised to omit them and replace them with London Plane Trees. The revised plan also shows three less

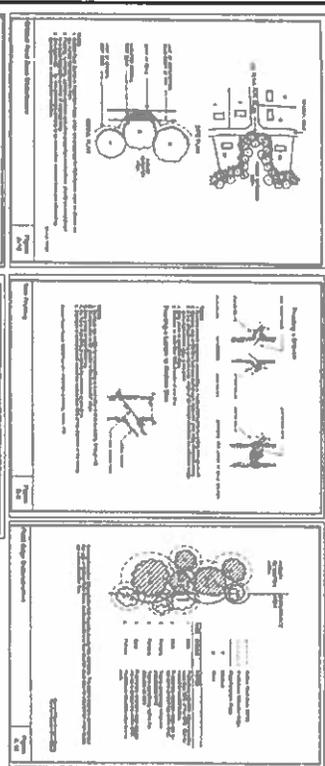
shrubs than what was shown on the site plan submission. Planning Commission members were concerned about the size and location of proposed trees at the intersection of Schoolhouse Drive and East Green Street that might impede sightlines. It was also determined that it would be helpful to show both the existing trees to remain and the proposed trees on the landscape plans.

4. **Stormwater management** – Stormwater management for this project has preliminary approval by Frederick County. Environmental Site Design to the Maximum Extent Practicable is proposed to be implemented through the use of a bioswale and microbioretention facilities. County Public Works reviewers gave conditional approval to the concept plans on June 2, 2016.
5. **Review by Town Engineer, Bruce Carbaugh** – The plans have been provided to the town engineer for review.
6. **Review by ARRO, Town Consulting Engineer** – Based on previous comments from ARRO, pedestrian crosswalk signs have been provided at each approach to the intersection of East Green Street and Martha Mason Drive. One of the new comments received by ARRO was the suggestion that a WB-40 wheel path exhibit be provided to verify trucks can navigate the entrance and driveways for full access to the building and parking areas. The applicant stated that the wheel base for the buses would be the same as those of trucks coming to the complex, and the plans have been verified to provide the necessary widths and radiuses for the buses.
7. **Prior Planning Commission suggestions** – It was previously suggested that an additional walkway be added to the elementary school from the new sidewalk on the west side of Schoolhouse Drive, which has been added to these improvement plans. It had also been suggested that lighting for the walkways from the new Middletown Glen development be considered as well. That suggestion has not been shown on the improvement plans. In relation to the proposed sidewalk connections to the Middletown Glen property, Sheet C-16 does not show a proposed sidewalk connector to the proposed concrete sidewalk along the west side of the driveway near the orthodontist office as Sheet SP-1 did in the site plans. Staff would like to see that sidewalk connector shown again.

Cc: Billy Brudis, Brudis & Associates, Inc.  
Redeat Lodamo, Brudis & Associates, Inc.  
Brad W. Ahalt, Frederick County Public Schools  
Drew Bowen, Middletown Town Administrator

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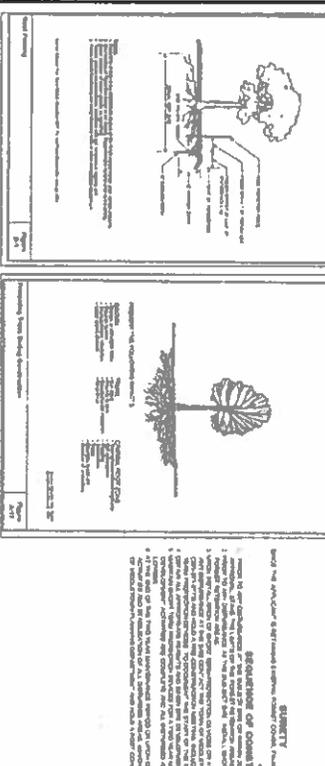


**FOREST CONSERVATION AREA**  
**PROTECTIVE SIGNAGE AND POSTS**

**DO NOT DISTURB**  
 FOREST CONSERVATION AREA  
 PROHIBITED: BURNING, TRAILING, SKIING, AND OTHER RECREATION ACTIVITIES.  
 4' POSTS AND 12'x12' SIGNAGE

**FOREST CONSERVATION AREA**  
 PROTECTIVE SIGNAGE AND POSTS

**DO NOT REMOVE**  
 SPECIMEN TREE  
 PROHIBITED: CUTTING, TRAILING, SKIING, AND OTHER RECREATION ACTIVITIES.  
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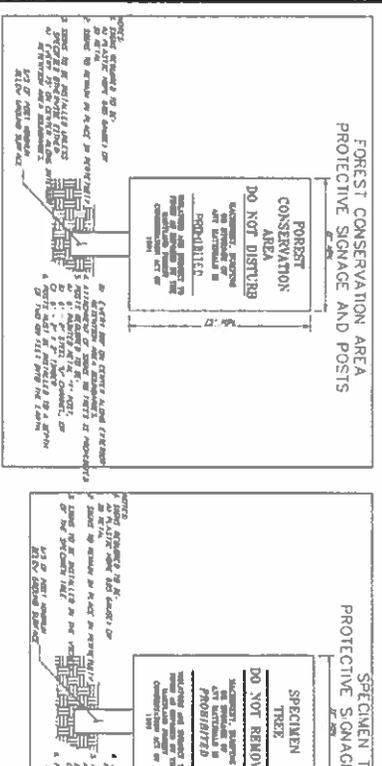


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**SUPPORTS AND CONTROL OF INVASIVE EXOTIC SPECIES AND VEGETATION**

1. **GENERAL:** The purpose of this section is to provide guidelines for the identification, control, and prevention of invasive exotic species and vegetation. The following definitions apply to this section:

- INVASIVE EXOTIC SPECIES AND VEGETATION:** Any plant or animal species that is not native to the area and is causing or has the potential to cause harm to the environment, economy, or human health.
- CONTROL:** Any method used to prevent, reduce, or eliminate the spread of invasive species.
- PREVENTION:** Any method used to prevent the introduction of invasive species into an area.

2. **IDENTIFICATION:** The following list of species is provided for identification purposes. This list is not exhaustive and should be updated as new species are identified.

- Plant Species:**
  - 1. **Japanese Knotweed:** A highly invasive plant species that can grow up to 10 feet tall and spread rapidly.
  - 2. **Tree-of-Heaven:** A fast-growing tree species that is highly resistant to herbicides and can spread quickly.
  - 3. **Blackberry:** A highly invasive shrub species that can form dense thickets and spread rapidly.
  - 4. **Garlic Mustard:** A highly invasive herb species that can form dense patches and spread quickly.
  - 5. **Spotted Lanternfly:** A highly invasive insect species that can cause significant damage to trees and crops.
- Animal Species:**
  - 1. **Eastern Gray Squirrel:** A highly invasive rodent species that can cause significant damage to trees and crops.
  - 2. **Red Fox:** A highly invasive mammal species that can cause significant damage to crops and livestock.
  - 3. **Wild Boar:** A highly invasive mammal species that can cause significant damage to crops and livestock.

3. **CONTROL AND PREVENTION:** The following guidelines should be followed to control and prevent the spread of invasive species:

- Regular Inspections:** Conduct regular inspections of the site to identify and remove any invasive species.
- Proper Disposal:** Dispose of any removed invasive species properly to prevent them from spreading.
- Prevention Measures:** Implement measures to prevent the introduction of invasive species, such as using clean equipment and avoiding the transport of soil.
- Public Awareness:** Educate the public about the dangers of invasive species and how to prevent their spread.

4. **ADDITIONAL NOTES:** This section is intended to provide general guidelines and should be used in conjunction with other site-specific plans and regulations.

**FOREST CONSERVATION AREA**  
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 4' POSTS AND 12'x12' SIGNAGE

**PRELIMINARY/FINAL**  
**FOREST CONSERVATION PLAN**

**MIDDLETOWN SCHOOL COMPLEX**  
 SITUATED ALONG THE NORTHERN SIDE OF EAST GREEN STREET  
 PRINCE GEORGE COUNTY, MARYLAND

**TRIAID ENGINEERING, INC.**  
 1075-D BHERMAN AVENUE  
 HAGERSTOWN, MD 21740  
 PH: 301.787.8400 FAX: 301.787.2424

**DATE:** 03/20/2017  
**SCALE:** HTS

**DESIGNED BY:** [Blank]  
**CHECKED BY:** [Blank]  
**DRAWN BY:** [Blank]  
**DATE:** 03/20/2017

**PROJECT NO.:** 011923-MRCP-010

**CLIENT:** PRINCE GEORGE COUNTY BOARD OF EDUCATION  
 1510 EAST GREEN STREET  
 FREDERICK, MD 21701  
 (301)644-5000

**DATE:** 2 OF 2  
**PROJECT NO.:** 011923-MRCP-010

## Memorandum

To: Middletown Burgess and Commissioners

From: Cindy Unangst, Staff Planner

Date: February 27, 2017

RE: MEMAR ANNEXATION PETITION

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### MIDDLETOWN ANNEXATION

#### Annexation Plan

Petitioner: Memar Corporation

Request: Annexation of 93.938 acres of land to be zoned R-20.

Location: West side of Coblenz Road, and north of Middletown County Park

Land Use & Zoning: The subject property is currently open, undeveloped farmland with drainage predominately to the south. The property is currently zoned A-Agricultural under the Frederick County jurisdiction. County A-Agricultural zoning adjoins this property to the north and west. Middletown R-20 Residential zoning is to the east and Middletown OS – Open Space is to the south for the County Park and southwest for the school complex.

Land use adjoining the subject property is a combination of agricultural, residential, open space and institutional. A large agricultural tract remains to the north, which is in the county's Agriculture Preservation program. Single-family homes adjoin the property to the east, and the remainder of the property adjoins institutional property owned by the Frederick County Board of Education and parkland owned by Frederick County Board of County Commissioners.

**The petition under item #4 requests a change of zoning upon annexation to R-20 Residential. This request is not consistent with the *Frederick County's Future – Many Places, One Community - A Comprehensive Plan for Frederick County, Maryland (Adopted April 2010)* classification as outlined on the 2010 Adopted Countywide**

**Comprehensive Land Use Plan which designates Agricultural/Rural land use where the R-20 zoning is proposed and the Zoning Plan designates the parcel as Agricultural zoning. The request is consistent with the Middletown 20-Year Land Use Comprehensive Plan map which indicates Low Density Residential land use for the parcel in question and which is within the municipal growth boundary.**

**Comprehensive Plan:** The *Frederick County's Future – A Comprehensive Plan for Frederick County, Maryland (Frederick County Comprehensive Land Use Plan)* designates this property as Agricultural/Rural and does not show the parcel within the growth boundary for the municipality. The County Land Use Plan shows a proposed collector road running east/west thru the southern portion of the property. The *Middletown Comprehensive Plan*, adopted March 2010, designates the property as Low Density Residential. *Middletown Comprehensive Plan* maps show an unnamed stream running north to south through the property, and the transportation map shows a future roadway running east/west thru the southern boundary of the property. The proposed annexation is within the growth boundary established by the Middletown Comprehensive Plan. **Due to the fact that the annexation petition is not consistent with the County's Comprehensive Plan, this petition would trigger the need for an Express Approval review by the County Council. The Middletown Town Board would need to request that the County Council conduct that review, which can occur before or even after the town board public hearing.**

**Streets & Roads:** The subject property totals 537.47 ft. of frontage on Coblentz Road, which is a 22ft. wide bituminous concrete County road with no curb and gutter. The Middletown Comprehensive Plan designates Coblentz Road as a county road. Improvements to this property with access to this road would require approval from appropriate agencies. Both the Frederick County Comprehensive Plan and the Middletown Comprehensive Plan show a proposed collector road running east/west at the southern end of the property.

**Although the petition does not address this item, the concept plan does provide for the collector road which aligns to the east with Smithfield Drive. Consideration should also be given to the following:**

- a traffic impact study should be required as part of the annexation agreement,**
- upgrading Coblentz Road to Town standards,**
- only one access point serving this entire development**

## Community Facilities

**Schools:** The subject property is located in the Middletown Primary, Middletown Elementary, Middletown Middle and Middletown High School districts. The current enrollment of each school as of December 30, 2016 is 99%, 83%, 93%, and 95% respectively. FCPS projections out to 2025 show the Primary, Elementary and Middle schools to remain at 80-99% of capacity for that time frame. There are three years during the time frame given that show the High School to be at 100-119% of capacity. Those years are projected to be at 100%, 102% and 103% of capacity. Both Middletown Middle School and Middletown High School are to have modernization projects completed by 2025, but neither will include increased student capacity.

**The requested zoning of R-20 Residential (without consideration of active adult housing) could yield the following densities according to the Pupil Yield Rates Report done by Frederick County Public Schools:**

**Primary School – additional 24 students**  
**Elementary School – additional 24 students**  
**Middle School – additional 12 students**  
**High School – additional 19 students**

**Water/Sewer:** The subject property, if annexed, would be required to be served by Middletown water and sewer systems. Water and sewer taps are made available for new developments through annexation agreements with the Town.

**The adequate public facilities policy for the Town now requires that all development provide 250 gpd/unit of water into the system. The policy also requires that any upgrades to the sewer system to serve development be funded at the sole cost of the developer. The developer agrees to such conditions under item #3.1 in the petition.**

The Town has adopted a Water/Sewer Certification Ordinance that requires that resources be available in the system prior to approval of Improvement Plans.

**The petitioner requested an appropriation from MDE for a total of 57,000 gpd, but received a water rights evaluation from MDE for 34,200 gpd. This would provide for approximately 137 units based on 250 gpd/unit. The Town would need to determine whether the water must be appropriated or connected prior to the development moving**

**forward, whether the entire amount must be achieved before allowing development to move forward, and whether the Town would provide any existing reserve to support any “other” component of this development.**

The Town has adopted a Water Resources Element and associated water and sewer service maps as a component of the Middletown Comprehensive Plan adopted in 2010. Under this plan, the property is classified a PS – Planned Service, which projects development for this property to occur within the 11-20 year time frame (2021-2030).

**The designation of PS – Planned Service is not consistent with the County Master Plan for water and sewer which shows NPS – No Planned Service. The petition does not address the timeframe in which to proceed with development of the property.**

**Fire Service:** This property would be served by the Middletown Fire and Ambulance service currently located less than 1 mile southwest of the site. The average calls for service have increased by 20-30 per year over the last decade, while the increase in residents over the last decade has been about 200 total residents.

**Police Service:** Police service would be provided by the Frederick County Sheriff’s Department. Due to continued growth, the Town now has three deputies as well as an additional resource deputy who works out of the Middletown High School.

**Solid Waste Disposal:** The Town of Middletown contracts with a private hauler for trash service for residential and some smaller commercial customers. This service would be extended to this property if annexed.

**Electric:** Allegheny Power currently provides service to the area. This service would continue.

**Parks:** The Middletown Community Park adjoins this property to the south. Additional park facilities are further south and west in Town.

**Although the petition does not address parkland, the concept plan shows 40 acres of open space with a proposed walking trail and gazebo. This proffer of open space should be subject to review by the Planning Commission as expressly stated in the Town residential growth policy. Further, FRO and SWM can no longer be counted as open space and each development must provide a minimum of .05 acres/ unit. Please note that based on the proposed development of 116**

**units, 5.8 acres would be required to meet the requirements of all policies and ordinances subject to that acreage not including FRO, SWM, and unusable areas as determined by the Planning Commission.**

Growth Policy: The adequate public facilities policy requires the following:

- Must provide 250 gpd/unit for water/sewer prior to water/sewer certification being approved.

**Based on the petition and the water rights analysis from MDE, the developer could build 137 units.**

- Schools cannot be greater than 105% over State-rated capacity at time of Preliminary approval.

**None of the schools is projected to be over 105% of the State-rated capacity prior to 2025.**

- Must provide traffic impact study at time determined by Town.

**There is no mention of providing a traffic impact study as part of this petition, but given the road connections, staff would assume one should be required early in the plan review process.**

- Must provide .05 acre/unit of usable open space as determined by the Planning Commission.

**As stated above, the concept plan does appear to meet the requirement, subject however to review and agreement on usable space provided.**

- No development will receive more than 20 of the available 30 permits per year.

**This phasing would be worked out under petition item #6.**

- All off-site improvements will be negotiated through public works agreements with the Town.

**This would be worked out under petition item #6.**

Staff Comments: The requested annexation and zoning for R-20 Residential on the subject property is consistent with the adopted 2010 Middletown Comprehensive

Plan. Annexation would ensure that development occurs under Town standards and that the Town gets the tax benefits of this growth. The staff generally supports municipal annexations where facilities and services are in place to support development.

As stated in connection with other annexations, the staff is of the opinion that any future development in and around existing municipalities should first be considered for annexation. This is stated County and State policy. This proposal is within a logical area for annexation into the Town limits. In addition, this property already has water and sewer in close proximity.

**Recommendations:**

1. Given the most recent information regarding the Level of Service as it pertains to roads, schools, water and sewer, as well as other services, staff would recommend that all outstanding issues, affected by this proposal, be addressed and/or resolved before development of this proposed annexation is considered.
2. The Town Board will need to determine whether to request an Express Approval review by the Frederick County Council in order to avoid having to wait the five years for any development to occur.
3. Because of the amount of growth currently in the development pipeline for the Town of Middletown, it would appear to be in the Town's best interest for future growth and development to maintain the orderly process of phasing in any and all future development proposals. As the Town attempts to address infrastructure needs at all levels, this process of phasing should be updated to assure that growth remains congruent with the services that are available.
4. This site appears to contain a location for a collector road with future connection to extend west toward MD Route 17, which should be considered in the timing of development of this property. The staff would also recommend that consideration be given to Coblenz Road for improvements to Town standards.
5. Consideration should be given for this property's connectivity to the County Park adjacent to the south, and the Town should consider requiring that some open space be provided for usable recreational activities, as requested by the Middletown Parks and Recreation Committee.
6. Public Works agreements are needed to be in place so that the development of this property does not occur prior to any needed water and sewer system improvements.

7. Consideration should also be given for the development of a certain percentage of homes to be moderately-priced dwelling units in order to provide some much-needed entry-level homes within the Town.

DRAFT

John D. Miller  
Burgess

Commissioners  
Larry K. Bussard  
Thomas S. Catania  
Richard L. Dietrick  
Jennifer J. Falcinelli  
Christopher I. Goodman

# Middletown

Celebrating 250 Years 1767 - 2017



## Memorandum

To: Middletown Burgess and Commissioners

From: Cindy Unangst, Staff Planner and the Middletown Planning Commission

Date: February 27, 2017

RE: MEMAR ANNEXATION PETITION- RECOMMENDATION

After review of the proposed annexation of the 94+ acre Memar Property, the Planning Commission recommended that the petition is indeed consist with the Middletown Comprehensive Plan at their meeting held on Monday, February 20, 2017. Staff notes below information that was included in the materials submitted to the Planning Commission:

### I. Findings of fact

- A. Property DOES adjoin existing corporate boundary
- B. Property DOES NOT create an enclave of any unincorporated area
- C. Property DOES NOT exceed 1.5% of the present corporate area
- D. Request for zoning of R-20 IS consistent the 2010 Middletown Comprehensive Plan

### II. Recommendation – Planning Commission voted to accept the proposed annexation petition.



## Memorandum

To: Middletown Burgess and Commissioners

From: Middletown Planning Commission

Date: April 17, 2017

**RE: MEMAR ANNEXATION PLAN - COMMENTS**

At their meeting held on Monday, March 20, 2017, the Planning Commission (PC) reviewed and discussed the draft annexation plan for the 94+ acre Memar Property.

The discussion centered on density, traffic and open space – issues the PC determined were appropriate for them to provide comments on to the Town Board. PC agreed that the maximum density for the site using the R-20 proposed zoning would be 186 units. The PC understands that other considerations would decrease the final number of units, i.e. . The members also strongly feel that there will be a significant impact to town roads (including Coblenz Road) with the proposed annexation and have additional concerns regarding the limited ingress and egress from the property.

The comments of the Planning Commission are:

- A traffic impact study should be completed prior to an annexation agreement being finalized using a maximum density number of 186 dwellings. The Town should be review, revise and approve the assumptions used in the study and be allowed to fully review and evaluate its results.
- Coblenz Road should be upgraded to town standards and the ownership of the road (from County) should be considered as part of the annexation agreement.
- More than one access point for ingress and egress (for emergency purposes) from the property should be identified prior to finalization of the annexation agreement.
- At least 9.3 acres should be provided of usable open space (not including wetlands, stormwater management areas, forest conservation areas, etc) as determined by the maximum number of units using the R-20 zoning.

The Planning Commission appreciates the opportunity to comment on this annexation agreement and is available to answer any questions regarding these comments.

**Foxfield Section 6**

REGIONAL MAP

Middletown, Maryland





## Middletown Heritage Park Budget

April 2017

The "bank lot" was made available to us on a 10 year lease beginning this year. Our plan was to develop a sitting park as a "gift" from the Burgess and Commissioners to the Town of Middletown to commemorate the 250<sup>th</sup> anniversary of the founding of Middletown.

Here are the costs associated with the development of the park. We are calling this Heritage Park in honor of the founding of our town. All costs are borne by the Town. There are several grants that have helped to reduce costs considerably.

Water Fountain (Christmas Tree location)	\$1000
Installation	\$1000
Plumbing	\$2500
Hanging Civil War Banners	\$2280
Installation on Peter Shafer House	\$ 500
Picture of Middletown/Mural 20'x24'	\$8853
Installation on Bank Building wall	\$ 500
Electrical conduit (for tree and other lighting)	\$2500
Landscape Construcion of sitting area	\$12,750
<hr/>	
<b>Total Costs</b>	<b>\$31,883</b>
<hr/>	
Grant from Frederick County Tourism	\$10,000
Grant from Main Street Middletown	\$ 4,000
<hr/>	
<b>Total Cost to Town of Middletown</b>	<b>\$17,883</b>
<hr/>	

BRUCE E. MORGAN | DESIGN & PHOTOGRAPHY

MARCH 29, 2017

DESIGN PROPOSAL/ESTIMATE

■ **MAIN STREET MIDDLETOWN  
MIDDLETOWN CIVIL WAR BANNERS**

**PROFESSIONAL CREATIVE SERVICES**

Edit, redesign, layout, and print pre-production for 3 Middletown Civil War banners. Each banner to be approximately 4' x 12' in dimension.

**COST:** **\$1200.00**

**BANNER PRINTING ESTIMATE**

Airport View Printing quoted me for a smooth, 13 oz. outdoor vinyl. Each banner to be approximately 4' x 12' in dimension, fullbleed ink coverage, with grommet holes. Main Street to purchase banners directly from vendor. Does not include installation costs.

**COST:** **3 @\$360: \$1080.00**

**TOTAL:** **\$2280.00**

Jouannet Landscaping  
12523 Spruce Run Rd  
Myersville, MD 21773  
(240) 818-1201

Town of Middletown

We propose:

Landscape construction across from the town hall on Main St as per the proposal sketch dated 3-1-17 to include the following:

1. Approximately 500 Square feet of concrete pavers using a mixed color to compliment the existing concrete area, bordered by a solid color for accent.
2. Construction of a platform at seating height using cinder block on a concrete footer, capped with flagstone and veneered on the sides with engineered stone matching the wall a block away. (The interior will be filled with cinder blocks also for strength to hold the fountain.)

Price for the above is \$12,750.00 to be paid in three installments; first upon acceptance, second at the beginning of work, and the final upon completion.

Thanks for your consideration and business!

Thomas P Jouannet



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**SERVICES AND PRODUCTION FOR:**

**Middletown Bank Wall Mural**

The Middletown bank wall mural will call attention to the new exhibit gallery in the Municipal Building which will open in September 2017.

**Option 1 — Fiberglass Embedded Panels and Frame**

Description	Qty/Hours	Rate	Amount
<p><b>Services</b> Design team will choose two historic photos that will enlarge to 58" high. Photoshop enhancements such as adjusting levels, creating sepia tone, and retouching will be required. Create original designs and high-res production files. Left side of panel will be designed to lead visitors across the street to the exhibit gallery.</p> <p>Ruth Bielobocky will manage schedule and production of frame and panel. David Guiney will provide guidance to maintenance staff for final installation.</p>	<p>Ruth: 15</p> <p>David: 14</p>	<p>\$85.00</p> <p>\$85.00</p>	<p>\$1,275.00</p> <p>\$1,190.00</p>
<p><b>Travel and Fixed Costs</b> Mileage (5-1/2 trips), printing costs</p>		\$130.00	\$130.00
<p><b>Exhibit Frame Assembly</b> Aluminum Wall Mounted Frame and backing plate for 144"w x 58"h Panel. Visual area will be 143"w x 57"h. Panel will insert from left side.</p> <p><b>Graphic Panels</b> 144"w x 58"h x .090 Digital Fiberglass-Embedded Panels. High-res, 5-year life, solid panel. Both unique designs. Single-faced. Matte finish. Square cut. No holes. Color proofs will be provided at a reduced scale.</p>	<p>1</p> <p>2</p>		\$6066.00
<p><b>Shipping</b> Estimated to Middletown, MD. Town would store and install.</p>	1		\$192.00
<b>Total</b>			<b>\$8,853.00</b>

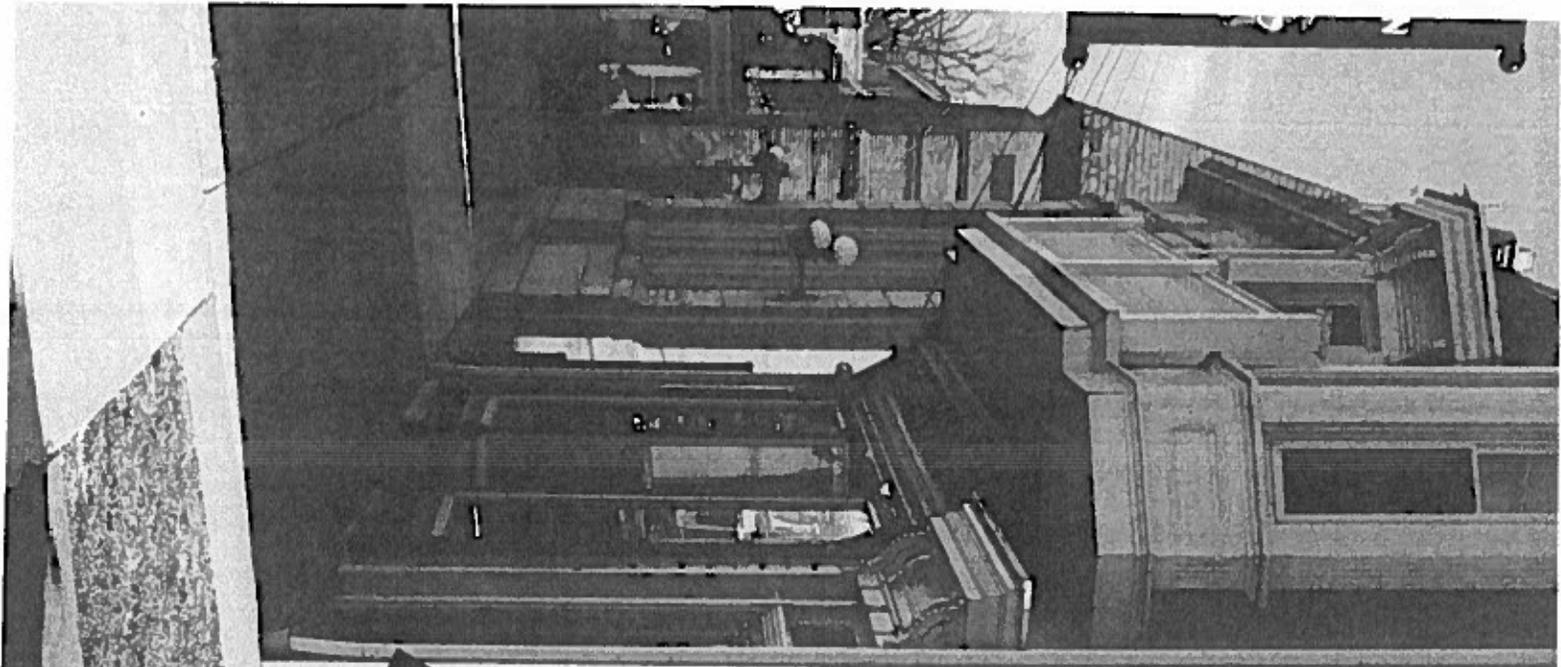


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Option 2 — Stretched Wall Banners and Frame

Description	Qty/Hours	Rate	Amount
<p><b>Services</b>            Design team will choose two historic photos that will enlarge to 58" high. Photoshop enhancements such as adjusting levels, creating sepia tone, and retouching will be required. Create original designs and high-res production files. Left side of panel will be designed to lead visitors across the street to the exhibit gallery.</p> <p>Ruth Bielobocky will manage schedule and production of frame and banners. David Guiney will provide guidance to maintenance staff for final installation.</p>	<p>Ruth: 15</p> <p>David: 14</p>	<p>\$85.00</p> <p>\$85.00</p>	<p>\$1,275.00</p> <p>\$1,190.00</p>
<p><b>Travel and Fixed Costs</b>            Mileage (5-1/2 trips), printing, fonts, mail (David and Ruth)</p>		\$130.00	\$130.00
<p><b>Exhibit Frame Assembly</b>            Exterior frame for banners            Banner tension frame w/radius cover 54"H x 144"W x 1"            Tensioning tool to insert clips around perimeter</p> <p><b>Graphic Banners</b>            54" x 144" plus bleed and extra material to fit frame            Scrim vinyl banner material, 2-yr estimated life, two subjects.            Print full color, fit to banner frame</p>	<p>1</p> <p>2</p>		\$3361.00
<p><b>Shipping and Installation</b>            Estimated to Middletown, MD. Includes specialized installation by production team, proper stretching of banner material.</p>	1		\$1,608.00
<b>Total</b>			<b>\$7,564.00</b>





## **MEMORANDUM**

**DATE:** May 3, 2017  
**TO:** Burgess and Commissioners  
**FROM:** Andrew J. Bowen, Town Administrator  
**SUBJECT:** Ethics Commission - Appointments

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On May 12, 2014, the Burgess and Commissioners enacted the Town's Ethic Ordinance which establishes an Ethic Commission to review and investigate any complaints filed against elected and/or appointment officials.

The terms have expired and members need to be re-appointed.

- **Sandra Nickols, 208 Layla Drive**
- **David Weaver, 415 East Green Street**
- **Thomas Duke, 7 Keller Lane**
- **Virginia Cuff, 222 Broad Street (Alternate)**

The term of office is for two (2) years and Commission members must be a resident of the Town of Middletown.