



AGENDA FOR THE TOWN MEETING

November 12, 2018

7:00 p.m.

PLEDGE TO THE FLAG

Red Indicates – Action Item
Green Indicates – Ordinance Introduction
Blue Indicates – Discussion Item with Links

CALL TO ORDER

CONSENT AGENDA

- [Financial Statements](#)
- Town Meeting Minutes
 - [October 22, 2018 – Town Meeting](#)

PERSONAL REQUESTS FOR AGENDA:

UNFINISHED BUSINESS:

- Schedule of Public Hearing for Ordinance 18-10-01 – Microbreweries
- [Street Name Approval for Memar Development](#)

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:

- [Determination of Tax Equity or Tax Set Off from the County / \(Vote\)](#)
- [Discussion of Phasing Plans for Broad & Franklin Street Reconstruction](#)

PUBLIC COMMENTS:

ANNOUNCEMENTS:

- *Middletown Valley Historical Society Camp David Talks – Wednesday, November 14, 2018 at 7:00PM at Christ Reform Church*
- *Green Talks – Pruning Practices & Green Craft Project(s) – Saturday, November 17, 2018 from 12:30PM to 1:30PM at Middletown Library*
- *Small Business Saturday – November 24, 2018 in the Downtown*
- *Christmas in the Valley – Saturday, December 1, 2018 from 4:00PM to 8:00PM in the Downtown*

ADJOURNMENT

Town of Middletown
Statement of Revenue & Expenditures
 General Fund
 Fiscal Year 2019
 For the 4 Months Ended October 31, 2018

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<u>REVENUE</u>			
<u>LOCAL TAX</u>			
Real Property	\$ 1,304,924	\$ 691,376	\$ (613,548)
Tangible Personal Property	44,063	28,539	(15,524)
Public Utilities	14,192		(14,192)
Franchise (Cable)	55,145		(55,145)
Penalties & Interest	<u>11,043</u>		<u>(11,043)</u>
	\$ 1,429,367	\$ 719,915	\$ (709,452)
<u>STATE SHARED TAX</u>			
Admission & Amusement	\$ 34,125	\$ 10,834	\$ (23,291)
Highway Gasoline & Licenses	<u>177,025</u>	<u>133,085</u>	<u>(43,940)</u>
	\$ 211,150	\$ 143,919	\$ (67,231)
<u>COUNTY SHARED TAX</u>			
Income Taxes	\$ 1,024,876	\$ 108,630	\$ (916,246)
Tax Equity Grant	<u>632,552</u>	<u>316,276</u>	<u>(316,276)</u>
	\$ 1,657,428	\$ 424,906	\$ (1,232,522)
<u>LICENSES AND PERMITS</u>			
Business / Traders	\$ 4,900	\$ 247	\$ (4,653)
Planning / Zoning Fees	<u>21,290</u>	<u>5,125</u>	<u>(16,165)</u>
	\$ 26,190	\$ 5,372	\$ (20,818)
<u>PARKS AND RECREATION</u>			
Pavillion Fees	<u>\$ 4,315</u>	<u>\$ 1,026</u>	<u>\$ (3,289)</u>
	\$ 4,315	\$ 1,026	\$ (3,289)
<u>POLICE PROTECTION</u>			
State Grant	<u>\$ 26,187</u>		<u>\$ (26,187)</u>
	\$ 26,187		\$ (26,187)
<u>MISCELLANEOUS</u>			
Bank Shares Grant	\$ 2,500		\$ (2,500)
Miscellaneous & Donations		<u>335</u>	<u>335</u>
	\$ 2,500	\$ 335	\$ (2,165)
OPERATING REVENUES	\$ 3,357,137	\$ 1,295,473	\$ (2,061,664)
State Grants & Interest	\$ 100,900	\$ 1,797	\$ (99,103)
TOTAL REVENUE	\$ 3,458,037	\$ 1,297,270	\$ (2,160,767)

Town of Middletown
Statement of Revenue & Expenditures
 General Fund
 Fiscal Year 2019
 For the 4 Months Ended October 31, 2018

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<u>EXPENDITURES</u>			
<u>LEGISLATIVE</u>			
Commissioner's Salary	\$ 21,000	\$ 7,000	\$ (14,000)
Communications	3,480	817	(2,663)
Dues & Subscriptions	7,400	6,788	(612)
Office Supplies & Exp	7,500	1,674	(5,826)
Advertising	500		(500)
Meetings & Conventions	7,500	4,551	(2,949)
	<u>\$ 47,380</u>	<u>\$ 20,830</u>	<u>\$ (26,550)</u>
<u>EXECUTIVE</u>			
Burgess Salary	<u>\$ 10,200</u>	<u>\$ 3,400</u>	<u>\$ (6,800)</u>
	\$ 10,200	\$ 3,400	\$ (6,800)
<u>ELECTION</u>			
Clerk Fees			
Other Administrative Expenses			
<u>GENERAL SERVICES</u>			
<u>ADMINISTRATION</u>			
Administrative Salary	\$ 272,402	\$ 87,780	\$ (184,622)
Postage & Printing	200		(200)
Communications	10,300	3,150	(7,150)
Computer Expenses	21,800	22,245	445
Office Supplies & Exp	42,232	7,855	(34,377)
Office Maintenance	23,500	4,610	(18,890)
Dues & Subscriptions	150		(150)
Professional Services	4,600	2,010	(2,590)
Meetings & Conventions	100	360	260
Water and Sewer Grant			
	<u>\$ 375,284</u>	<u>\$ 128,010</u>	<u>\$ (247,274)</u>
<u>OPERATIONS</u>			
Operations Salary	\$ 247,722	\$ 73,259	\$ (174,463)
Communications	10,200	3,107	(7,093)
Supplies & Expenses	19,500	4,203	(15,297)
Dues & Meetings	1,500		(1,500)
Maintenance & Repairs	25,982	4,987	(20,995)
Tools & Equipment	3,166	801	(2,365)
	<u>\$ 308,070</u>	<u>\$ 86,357</u>	<u>\$ (221,713)</u>
<u>PROFESSIONAL SERVICES</u>			
Independent Accounting	\$ 16,000	\$ 6,500	\$ (9,500)

Town of Middletown
Statement of Revenue & Expenditures
 General Fund
 Fiscal Year 2019
 For the 4 Months Ended October 31, 2018

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
Legal - Development			
Legal - Ordinances	9,130	1,520	(7,610)
	\$ 25,130	\$ 8,020	\$ (17,110)
 <u>PLANNING & ZONING</u>			
Salary & Fees	\$ 64,415	\$ 16,899	\$ (47,516)
Other Expenses	2,684	977	(1,707)
	\$ 67,099	\$ 17,876	\$ (49,223)
 <u>MAIN STREET PROGRAM</u>			
Manager Salary	\$ 47,147	\$ 13,012	\$ (34,135)
Town Contribution	10,000	10,000	
	\$ 57,147	\$ 23,012	\$ (34,135)
 <u>PUBLIC SAFETY</u>			
Fire Dept. Donation	\$ 20,000		\$ (20,000)
School Crossing Guards	21,910	1,707	(20,203)
Community Deputy Program	393,895	99,357	(294,538)
	\$ 435,805	\$ 101,064	\$ (334,741)
 <u>SANITATION & WASTE REMOVAL</u>			
Resident Trash & Yard Waste	\$ 284,930	\$ 86,909	\$ (198,021)
 <u>RECREATION AND CULTURE</u>			
Park Salary	49,000	14,727	(34,273)
Park Electric	2,505	892	(1,613)
Remsberg Park Electric		1,407	1,407
Maintenance & Repairs	31,150	7,358	(23,792)
Mowing	33,935	9,114	(24,821)
Remsberg Park - Interest	4,389	2,262	(2,127)
Remsberg Park - Principal	119,161	49,217	(69,944)
	\$ 240,140	\$ 84,977	\$ (155,163)

Town of Middletown
Statement of Revenue & Expenditures
 General Fund
 Fiscal Year 2019
 For the 4 Months Ended October 31, 2018

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<u>HIGHWAYS AND STREETS</u>			
Salary	\$ 70,232	\$ 33,952	\$ (36,280)
Street Lighting	182,300	55,915	(126,385)
Storm Water Management	7,545	60	(7,485)
Snow Removal	85,300	291	(85,009)
Repairs & Resurfacing	92,000	32,530	(59,470)
Signs	5,300	358	(4,942)
Truck Repair & Operation	28,000	3,024	(24,976)
Equipment Repairs & Ops	21,172	874	(20,298)
Mowing	33,440	12,288	(21,152)
Interest	77,358	2,702	(74,656)
West Green St - Principal	<u>100,000</u>	<u>65,960</u>	<u>(34,040)</u>
	\$ 702,647	\$ 207,954	\$ (494,693)
<u>OTHER EXPENSES</u>			
MT Historical Society - CIP	\$ 5,000	\$ 5,000	
Donations	100		(100)
Travel - Mileage	2,278	269	(2,009)
Community Events	53,290	(1,129)	(54,419)
Payroll Taxes	63,139	17,922	(45,217)
Insurance - Property	15,906	12,635	(3,271)
Insurance - Employee	165,325	44,497	(120,828)
Retirement/Pension	71,102	5,101	(66,001)
Web Page & Directory	3,755	2,082	(1,673)
Real Estate Taxes	800	1,680	880
Other	<u>4,000</u>	<u>220</u>	<u>(3,780)</u>
	\$ 384,695	\$ 88,277	\$ (296,418)
TOTAL EXPENDITURES	<u>\$ 2,938,527</u>	<u>\$ 856,686</u>	<u>\$ (2,081,841)</u>
INCOME (LOSS) Exc. Cash Reserves	\$ 519,510	\$ 440,584	\$ (78,926)
CASH RESERVES	\$ 881,203	\$ 347,096	\$ (534,107)
SURPLUS / (DEFICIT)	<u>\$ 1,400,713</u>	<u>\$ 787,680</u>	<u>\$ (613,033)</u>

Town of Middletown
CIP Funds & Expenditures
 General Fund
 Fiscal Year 2018
 For the 4 Months Ended October 31, 2018

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
OPERATING REVENUE			
Revenue	\$ 3,357,138	\$ 1,295,473	\$ (2,061,665)
OPERATING EXPENSES			
Expenses	3,357,138	856,686	(2,500,452)
OPERATING SURPLUS (DEFICIT)		\$ 438,787	\$ 438,787
<u>OTHER FUND</u>			
POS - Development	\$ 36,900		\$ (36,900)
Community Legacy Grants	64,000		(64,000)
RETAINED EARNINGS	299,658		(299,658)
Interest	865	1,797	932
Improvement Fees	<u>241,500</u>	<u>76,000</u>	<u>(165,500)</u>
TOTAL OTHER FUNDS	\$ 642,923	\$ 77,797	\$ (565,126)
TOTAL FUNDS AVAILABLE	\$ 642,923	\$ 516,584	\$ (126,339)
<u>CIP PROJECTS & PURCHASES</u>			
SHA Streetscape Lighting	\$ 175,000		\$ (175,000)
Broad Street Reconsturction	111,000		(111,000)
Elm Street - TCS	25,000		(25,000)
Elm Street Parking Lot Upgrades	90,000		(90,000)
Manda Drive - TCS	95,000		(95,000)
Manda Court - TCS	52,000		(52,000)
Washington Street Retaining Wall	25,000		(25,000)
Foxfield Swale Reconstruction	15,000		(15,000)
Remsberg Park - Walking Trail Pa	25,000		(25,000)
Cone Branch Walking Trail - Benc	6,500	11,100	4,600
Walking Trail Signage	5,000		(5,000)
Wiles Branch Picnic Benches	4,500		(4,500)
Foxfield Walking Trail - Ext to	25,000		(25,000)
Befco Slit Seeder	8,000		(8,000)
Municipal Center - HVAC Replacem	60,000		(60,000)
Municipal Center - Boiler Replac	35,000	4,500	(30,500)
Municipal Center - ADA Improveme	30,000		(30,000)
Street Pretreatment Equipment -	60,360		(60,360)
IT Computer Equipment Lease	<u>37,000</u>		<u>(37,000)</u>
	\$ 884,360	\$ 15,600	\$ (868,760)
OPERATING & CIP SURPLUS (DEFICIT)	\$ (241,437)	\$ 500,984	\$ 742,421

Town of Middletown
CIP Funds & Expenditures
 General Fund
 Fiscal Year 2018
 For the 4 Months Ended October 31, 2018

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
Cash Reserves	\$ 346,150	\$ 148,934	\$ (197,216)
TOTAL CASH SURPLUS	<u><u>\$ 104,713</u></u>	<u><u>\$ 649,918</u></u>	<u><u>\$ 545,205</u></u>

Town of Middletown
STATEMENT OF REVENUE and EXPENDITURES
WATER & SEWER
Fiscal Year 2019
For the 4 Months Ended October 31, 2018

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
<u>REVENUE</u>			
Water Revenue	\$ 624,139	\$ 154,365	\$ (469,774)
Sewer Revenue	616,076	153,286	(462,790)
Penalties/Reconnects	22,161	5,497	(16,664)
Rain Barrel Sales	1,000		(1,000)
General Fund Grant/Misc			
TOTAL OPERATING REVENUE	\$ 1,263,376	\$ 313,148	\$ (950,228)
<u>EXPENDITURES</u>			
<u>ADMINISTRATIVE</u>			
Office Salaries	\$ 34,407	\$ 11,492	\$ (22,915)
Communications	11,742	3,544	(8,198)
Postage	9,750		(9,750)
Office Supplies/Expense	14,000	1,686	(12,314)
Legal - Other	2,000	2,437	437
Meetings & Seminars	500	120	(380)
Advertising	500		(500)
Uniforms	5,068	1,340	(3,728)
Dues/Subscrip/Certifications	500	150	(350)
Travel	200		(200)
Payroll Taxes	23,721	7,399	(16,322)
Insurance - Prop. & Liability	11,848	8,065	(3,783)
Insurance - Workers Comp	9,911		(9,911)
Insurance - Health	54,716	15,443	(39,273)
Retirement/Pension	22,912	1,073	(21,839)
Real Estate Taxes	292	292	
Rain Barrel/Educational Programs	1,000		(1,000)
I & I Loan Principal and Interest	32,743	32,498	(245)
Sub-Total	\$ 235,810	\$ 85,539	\$ (150,271)
<u>Vehicles & Equipment</u>			
2016 Truck (Pearl)	\$ 1,100		\$ (1,100)
2008 Truck	4,200		(4,200)
2012 Truck (Miller)	1,800	106	(1,694)
2013 Truck (Whitney)	2,600	105	(2,495)
2015 Meter Van (Hightman)	2,300	451	(1,849)
Misc Equipment		199	199
Bobcat Mini-Excavator			
Case Backhoe	3,000		(3,000)
Sub-Total	\$ 15,000	\$ 861	\$ (14,139)

Town of Middletown
STATEMENT OF REVENUE and EXPENDITURES
WATER & SEWER
Fiscal Year 2019
For the 4 Months Ended October 31, 2018

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
WATER			
Salaries	\$ 151,440	\$ 47,193	\$ (104,247)
Water Distribution System			
Supplies	5,500	6,255	755
Repairs & Maintenance	37,000	5,866	(31,134)
Water Line Break Repairs	5,000		(5,000)
Chemicals	500		(500)
Tools & Equipment	4,000		(4,000)
Sub-Total	\$ 52,000	\$ 12,121	\$ (39,879)
Water Plant/Reservoir/Booster/Tower/BS Wellhouse			
Supplies	\$ 2,000	\$ 434	\$ (1,566)
Repairs & Maintenance	37,722	71	(37,651)
Chemicals	17,132	9,356	(7,776)
Tank Maintenance Contract	100,000		(100,000)
Tools & Equipment	1,932		(1,932)
Testing & Analysis	5,900	946	(4,954)
Sub-Total	\$ 164,686	\$ 10,807	\$ (153,879)
Water Electric	\$ 26,561	\$ 10,086	\$ (16,475)
TOTAL WATER EXPENSES	\$ 394,687	\$ 80,207	\$ (314,480)
SEWER			
Salaries	\$ 115,933	\$ 38,014	\$ (77,919)
Sewer Collection System			
Cone Branch PS	12,618	3,267	(9,351)
Brookridge South PS	4,000	393	(3,607)
Foxfield PS	12,500	922	(11,578)
Sanitary Sewerlines & Manholes	22,080	(8,824)	(30,904)
I & I Accrual	75,000		(75,000)
Sub-Total	\$ 126,198	\$ (4,242)	\$ (130,440)

Town of Middletown
STATEMENT OF REVENUE and EXPENDITURES
WATER & SEWER
Fiscal Year 2019
For the 4 Months Ended October 31, 2018

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
Wastewater Treatment Plants			
East Wastewater Treatment Plant			
Supplies	\$ 5,581	\$ 2,540	\$ (3,041)
Repairs & Maintenance	12,600	3,186	(9,414)
Chemicals	34,285	11,368	(22,917)
Tools & Equipment	4,500		(4,500)
Testing & Analysis	36,611	8,397	(28,214)
Sludge Hauling Expense	<u>55,669</u>	<u>10,673</u>	<u>(44,996)</u>
Sub-Total	\$ 149,246	\$ 36,164	\$ (113,082)
West Wastewater Treatment Plant			
Supplies	\$ 2,500	\$ 657	\$ (1,843)
Repairs & Maintenance	15,000		(15,000)
Chemicals	50,531	19,795	(30,736)
Tools & Equipment	2,766		(2,766)
Testing & Analysis	10,449	2,260	(8,189)
Sludge Hauling Expense	<u>17,250</u>		<u>(17,250)</u>
Sub-Total	\$ 98,496	\$ 22,712	\$ (75,784)
Sewer Electric	\$ 75,000	\$ 23,809	\$ (51,191)
TOTAL SEWER EXPENSES	\$ 564,873	\$ 116,457	\$ (448,416)
TOTAL WATER/SEWER EXPENSES	\$ 1,210,370	\$ 283,064	\$ (927,306)
3.4% of Operating Expenses	\$ 41,153	\$ 9,624	\$ (31,528)
Liner Inspection and Repair	<u>\$ 10,000</u>		<u>\$ (10,000)</u>
CONTINGENCY FUND	\$ 51,153	\$ 9,624	\$ (41,528)
ADJUSTED WATER/SEWER EXPENSES	\$ 1,261,523	\$ 292,688	\$ (968,834)
NET INCOME (LOSS)	\$ 1,853	\$ 20,460	\$ 18,606

Town of Middletown
CIP FUNDS and EXPENDITURES
WATER & SEWER
Fiscal Year 2019
For the 4 Months Ended October 31, 2018

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<u>FUNDING SOURCES</u>			
Operating Revenue	\$ 1,263,376	\$ 313,148	\$ (950,228)
Operating Expenses	<u>1,261,523</u>	<u>292,688</u>	<u>(968,835)</u>
OPERATING SURPLUS (DEFICIT)	\$ 1,853	\$ 20,460	\$ 18,607
Cash Reserves	\$ 538,119	\$ 711,579	\$ 173,460
Debt Service Fee - New Homes	156,000	37,700	(118,300)
Capital Improvement Fees	168,966	42,191	(126,775)
Inflow & Infiltration - Reserve A	50,000		(50,000)
Sludge Removal - Reserve Account	35,000		(35,000)
Tap Fees	621,000	126,000	(495,000)
Water Tower & Land Leases	193,271	46,351	(146,920)
Main Street Waterline Loan	1,780,968	(297,668)	(2,078,636)
Reservoir Tank Loan		<u>2,895,000</u>	<u>2,895,000</u>
TOTAL OTHER REVENUE	\$ 3,543,324	\$ 3,561,153	\$ 17,829
TOTAL FUNDS AVAILABLE	3,545,177	3,581,613	36,436
<u>DEBT SERVICE COSTS</u>			
Principal Payments			
MDE - East WWTP	\$ (241,265)		\$ 241,265
Main Street Waterline Loan	(77,842)		77,842
Reservoir Loan	(6,798)		6,798
Brookridge WTP Loan Payments	<u>(195,314)</u>		<u>195,314</u>
TOTAL DEBT SERVICE COSTS	\$ (521,219)		\$ 521,219
<u>WATER & SEWER PROJECTS</u>			
Main Street Waterline	\$ 1,780,968	\$ 483,181	\$ (1,297,787)
Reservoir Improvements	104,000	14,327	(89,673)
Well Field Power Quality Monitor	10,500		(10,500)
SCADA Control System	50,000		(50,000)
BS - Replace Starters with VFDs	15,000		(15,000)
BS - Rebuild Pump #4	15,000	9,491	(5,509)
BS - Process Piping Replacment	10,000		(10,000)
Water Meter Replacements	41,200		(41,200)
PRV Vault Pipe Painting and Clean	9,000		(9,000)
InHance Billing Software Upgrade	37,000	7,712	(29,288)
West WWTP - Curtain Replacement	25,000		(25,000)
West WWTP - Plug Valve Replacment	5,000	9,491	4,491
West WWTP - Chemical Storage Buil	85,000	8,864	(76,136)

Town of Middletown
CIP FUNDS and EXPENDITURES
WATER & SEWER
Fiscal Year 2019
For the 4 Months Ended October 31, 2018

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
East WWTP - Dewatering Sludge Tan	\$ 15,000		\$ (15,000)
East WWTP - Influent Flume & Ultr	20,000		(20,000)
East WWTP - Sludge Removal Reed B	35,000		(35,000)
East WWTP - Sludge Mag Meter	15,000		(15,000)
Vactor Trailer & Excavator	75,000		(75,000)
Inflow and Infiltration	<u>50,000</u>	<u>26,678</u>	<u>(23,322)</u>
TOTAL WATER & SEWER PROJECTS	\$ 2,397,668	\$ 559,744	\$ (1,837,924)
TOTAL FUNDS REMAINING	<u><u>\$ 626,290</u></u>	<u><u>\$ 3,021,869</u></u>	<u><u>\$ 2,395,579</u></u>

BURGESS AND COMMISSIONERS OF MIDDLETOWN MARYLAND

TOWN MEETING MINUTES

REGULAR MEETING

October 22, 2018

The second monthly meeting of the Burgess and Commissioners of Middletown was called to order on October 22, 2018, by Burgess John Miller at 7:00 p.m. in the Middletown Municipal Center, 31 W. Main Street, Middletown, Maryland. Present were: Commissioners Larry Bussard, Rick Dietrick, Jennifer Falcinelli, and Chris Goodman.

CONSENT AGENDA

*Town Meeting Minutes – October 4, 2018 – Town Workshop
October 8, 2018 – Town Meeting*

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

PERSONAL REQUESTS FOR AGENDA:

Presentation of FY 2018 Audit – Albright Crumbacker Moul & Itel – Kert Shipway with Albright Crumbacker Moul & Itel reviewed the FY 2018 audit with the Board.

Unfinished Business:

Appointment of Zoning Administrator – Motion by Commissioner Goodman to appoint Mark Hinkle as Zoning Administrator, seconded by Commissioner Bussard. Motion carried 5-0.

First Reading – Ordinance 18-10-01 Microbrewery as Permitted Use in TC & GC -Burgess Miller stated that this is the first reading of this Ordinance. In this draft ordinance the Town Attorney is asking for a date on re-development of existing properties built or constructed after what date only upon the grant of a special exception by the Middletown Board of Appeals. After some discussion the Board agreed to have Drew go back to the Town Attorney to have him rewrite the Ordinance to state existing building and new construction.

NEW BUSINESS:

Discussion of Drainage Issue on Natelli Field – Sarah & Randy Johnson, 303 Glenbrook Drive – came before the Board about the drainage on Natelli Field. This issue was brought before the Board back in 2014 and according to the Johnson's it has progressively gotten worse. The field is not able to be used a majority of the time because of it being so wet. The Johnson's feel that if the field is re-graded or French drains or under drains were installed that would help a lot and improve the field's utilization. Burgess Miller will have our engineer look into this and get some costs.

PUBLIC COMMENT:

Early voting starts October 25, 2018-November 1, 2018 from 10am.-8pm. At the Middletown Fire Department Activities Building including Saturday & Sunday.

ANNOUNCEMENTS:

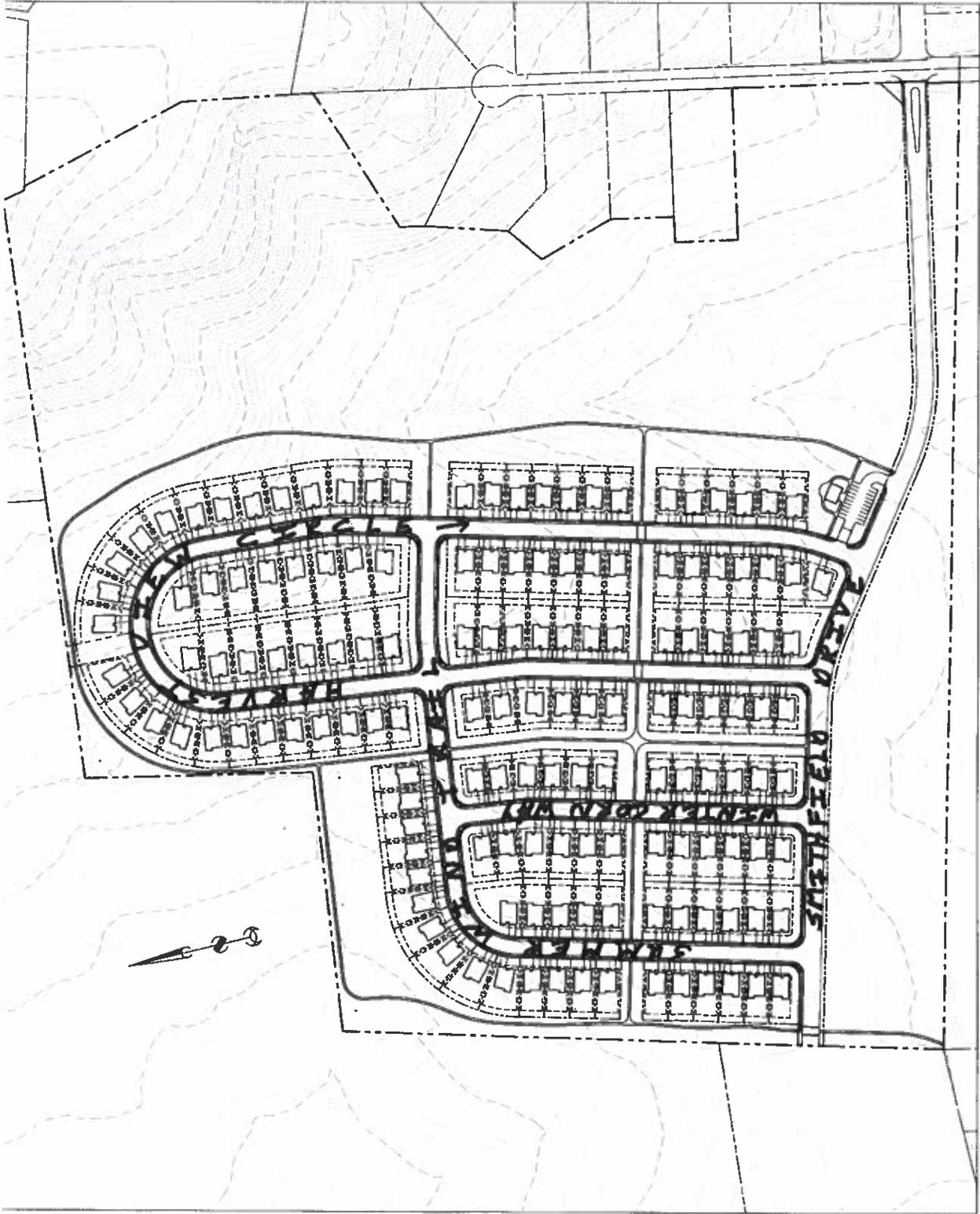
- *Middletown Lion's Club Halloween Parade – Saturday, October 27, 2018 at 5PM.*

ADJOURNMENT

Meeting adjourned at 8:00pm.

Respectfully submitted,

Ann Griffin
Office Manager



148 ACTIVE ADULT LOTS





FREDERICK COUNTY GOVERNMENT

Jan H. Gardner
County Executive

OFFICE OF THE COUNTY EXECUTIVE
Budget Office

Raymond V. Barnes Jr., Acting Chief Administrative Officer
Rick Harcum, Budget Director

October 9, 2018

RECEIVED
OCT 23 2018

The Honorable John D. Miller
Burgess of Middletown
31 W. Main Street
Middletown, MD 21769

Re: FY 2020 Property Tax Set Off

Dear Burgess Miller,

For fiscal year 2019, Middletown opted to receive the Frederick County property tax set off as a tax rebate payment. The City of Frederick and the Town of Myersville elected the tax differential option which resulted in a lower County property tax rate for their residents in lieu of a direct tax rebate payment to the municipality. We will continue to offer both options in fiscal year 2020. If you would like to change your payment option, please contact the Frederick County Budget Office by February 15, 2019.

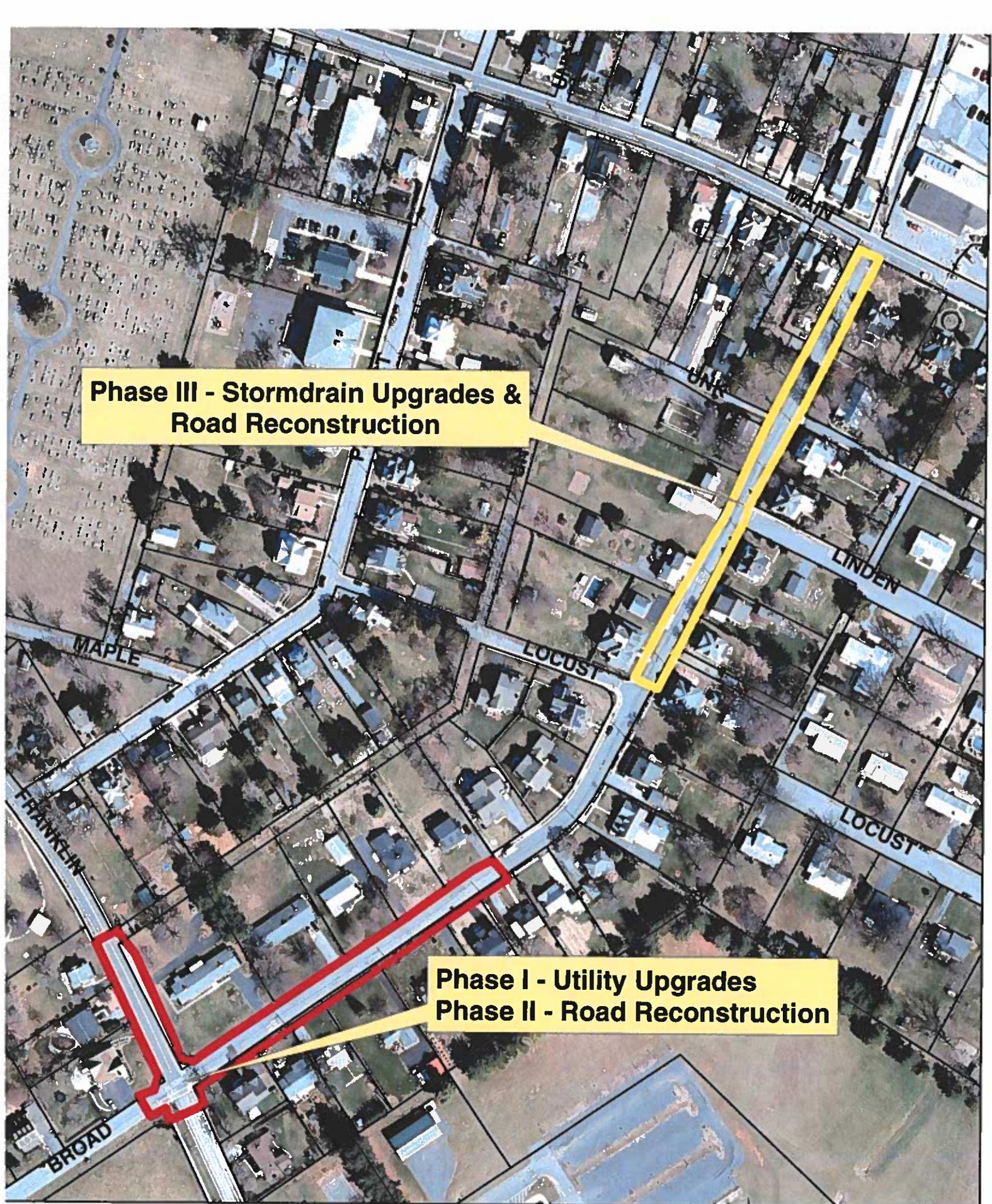
Please submit your financial statements to the Budget Office by December 28, 2018 so that we may calculate estimated tax rebate amounts and tax differential rates. Final calculations should be available for municipalities in April 2019. If you have any questions, please feel free to contact me at 301-600-1628.

Sincerely,

Rick Harcum,
Budget Director

cc: Raymond V. Barnes, Jr., Acting Chief Administrative Officer

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



Phase III - Stormdrain Upgrades & Road Reconstruction

**Phase I - Utility Upgrades
Phase II - Road Reconstruction**

Broad Street & Franklin Street - Phasing Plan

Town of Middletown - Frederick County