AGENDA FOR THE TOWN MEETING

November 13, 2017
7:00 p.m.
REVISED

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

PLEDGE TO THE FLAG

CALL TO ORDER

CONSENT AGENDA

- Financial Statements
- Town Meeting Minutes
  - October 23, 2017 – Town Meeting

PERSONAL REQUESTS FOR AGENDA:

- *Ann Payne and Joyce Tuten – Pollinator Resolution for Best Management Practices*

UNFINISHED BUSINESS:

- Frederick County Amendments to Comprehensive Plan – Growth Tier Maps
- Memar Annexation – Clubhouse/Community Center Options
- Discussion of Use of Municipal Center by Community Groups

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:

- Lions Club Donation of Bike Racks (3) for Town Parks
- Resolution 17-07: Pollinator Habitat Best Management Practices
- Resolution 17-08: Adoption of the Frederick County Hazardous Mitigation Plan
- Proclamation for Municipal Government Works Month
- Sanitary Sewer Improvements – Inflow & Infiltration Bids

PUBLIC COMMENTS:

ANNOUNCEMENTS:

- *Christmas in the Valley – Saturday, December 2, 2017 from 4PM-8PM*

ADJOURNMENT

Town of Middletown
Statement of Revenue & Expenditures
General Fund
Fiscal Year 2018
For the 4 Months Ended October 31, 2017

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
REVENUE			
LOCAL TAX			
Real Property	$ 1,253,427	$ 809,745	$ (443,682)
Tangible Personal Property	38,248	22,680	(15,568)
Public Utilities	9,827		(9,827)
Franchise (Cable)	50,615		(50,615)
Penalties & Interest	10,544		(10,544)
	$ 1,362,661	$ 832,425	$ (530,236)
STATE SHARED TAX			
Admission & Amusement	$ 21,526	$ 11,406	$ (10,120)
Highway Gasoline & Licenses	160,606	122,685	(37,921)
	$ 182,132	$ 134,091	$ (48,041)
COUNTY SHARED TAX			
Income Taxes	$ 896,179	$ 128,180	$ (767,999)
Tax Equity Grant	610,423	305,211	(305,212)
	$ 1,506,602	$ 433,391	$ (1,073,211)
LICENSES AND PERMITS			
Business / Traders	$ 4,900	$ 930	$ (3,970)
Planning / Zoning Fees	27,950	2,825	(25,125)
	$ 32,850	$ 3,755	$ (29,095)
PARKS AND RECREATION			
Pavillion Fees	$ 3,158	$ 1,113	$ (2,045)
	$ 3,158	$ 1,113	$ (2,045)
POLICE PROTECTION			
State Grant	$ 26,187	$ 6,558	$ (19,629)
	$ 26,187	$ 6,558	$ (19,629)
MISCELLANEOUS			
Bank Shares Grant	$ 2,500		$ (2,500)
Miscellaneous & Donations		648	648
	$ 2,500	$ 648	$ (1,852)
OPERATING REVENUES	**$ 3,116,090**	**$ 1,411,981**	**$ (1,704,109)**
State Grants & Interest	$ 78,703	$ 828	$ (77,875)
TOTAL REVENUE	**$ 3,194,793**	**$ 1,412,809**	**$ (1,781,984)**

Town of Middletown
Statement of Revenue & Expenditures
General Fund
Fiscal Year 2018
For the 4 Months Ended October 31, 2017

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
EXPENDITURES			
LEGISLATIVE			
Commissioner's Salary	$ 16,500	$ 3,900	$ (12,600)
Communications	9,480	854	(8,626)
Dues & Subscriptions	7,400	6,485	(915)
Office Supplies & Exp	7,500	820	(6,680)
Advertising	2,500		(2,500)
Meetings & Conventions	15,000	2,944	(12,056)
	$ 58,380	$ 15,003	$ (43,377)
EXECUTIVE			
Burgess Salary	$ 10,200	$ 2,550	$ (7,650)
	$ 10,200	$ 2,550	$ (7,650)
ELECTION			
Clerk Fees	$ 450		$ (450)
Other Administrative Expenses	250		(250)
	$ 700		$ (700)
GENERAL SERVICES			
ADMINISTRATION			
Administrative Salary	$ 254,512	$ 81,143	$ (173,369)
Postage & Printing	200		(200)
Communications	7,205	3,260	(3,945)
Computer Expenses	29,512	19,869	(9,643)
Office Supplies & Exp	27,953	9,147	(18,806)
Office Maintenance	29,600	10,336	(19,264)
Dues & Subscriptions	150		(150)
Professional Services	4,600		(4,600)
Meetings & Conventions	100		(100)
Water and Sewer Grant			
	$ 353,832	$ 123,755	$ (230,077)
OPERATIONS			
Director Salary	$ 101,415	$ 58,924	$ (42,491)
Maintenance Salary	130,351	13,282	(117,069)
Communications	9,000	2,346	(6,654)
Supplies & Expenses	17,960	9,347	(8,613)
Dues & Meetings		371	371
Maintenance & Repairs	28,173	7,356	(20,817)
Tools & Equipment	2,544	2,267	(277)
	$ 289,443	$ 93,893	$ (195,550)

PROFESSIONAL SERVICES

Town of Middletown

Statement of Revenue & Expenditures

General Fund

Fiscal Year 2018

For the 4 Months Ended October 31, 2017

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
Independent Accounting	$ 16,000	$ 8,000	$ (8,000)
Legal - Development		247	247
Legal - Ordinances	7,388	1,159	(6,229)
	$ 23,388	$ 9,406	$ (13,982)
PLANNING & ZONING			
Salary & Fees	$ 51,797	$ 14,955	$ (36,842)
Other Expenses	1,778	561	(1,217)
	$ 53,575	$ 15,516	$ (38,059)
MAIN STREET PROGRAM			
Manager Salary	$ 45,482	$ 13,880	$ (31,602)
Town Contribution	10,000	11,185	1,185
	$ 55,482	$ 25,065	$ (30,417)
PUBLIC SAFETY			
Fire Dept. Donation	$ 20,000		$ (20,000)
School Crossing Guards	16,338	1,744	(14,594)
Community Deputy Program	385,232	99,781	(285,451)
	$ 421,570	$ 101,525	$ (320,045)
SANITATION & WASTE REMOVAL			
Resident Trash & Yard Waste	$ 271,796	$ 94,596	$ (177,200)
RECREATION AND CULTURE			
Park Salary	45,030	11,947	(33,083)
Park Electric	1,175	596	(579)
Maintenance & Repairs	37,490	9,820	(27,670)
Mowing	32,319	10,664	(21,655)
Remsberg Park - Interest	7,906	3,020	(4,886)
Remsberg Park - Principal	115,643	38,163	(77,480)
	$ 239,563	$ 74,210	$ (165,353)

Town of Middletown

Statement of Revenue & Expenditures

General Fund

Fiscal Year 2018

For the 4 Months Ended October 31, 2017

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
HIGHWAYS AND STREETS			
Salary	$ 71,266	$ 31,646	$ (39,620)
Street Lighting	203,160	43,851	(159,309)
Storm Water Management	7,800	1,060	(6,740)
Snow Removal	83,100	920	(82,180)
Repairs & Resurfacing	92,000	10,292	(81,708)
Signs	12,400	3,143	(9,257)
Truck Repair & Operation	42,600	4,538	(38,062)
Equipment Repairs & Ops	26,675	1,933	(24,742)
Mowing	33,440	15,360	(18,080)
Interest	59,874	2,972	(56,902)
West Green St - Principal	79,300	65,960	(13,340)
	$ 711,615	$ 181,675	$ (529,940)
OTHER EXPENSES			
MT Historical Society - CIP	$ 5,000	$ 5,000	
Donations	100		(100)
Travel - Mileage	2,732	359	(2,373)
Community Events	33,140	37,921	4,781
Payroll Taxes	58,923	16,922	(42,001)
Insurance - Property	14,445	4,305	(10,140)
Insurance - Employee	136,214	87,962	(48,252)
Retirement/Pension	68,184	4,454	(63,730)
Web Page & Directory	3,890	929	(2,961)
Real Estate Taxes	800	1,679	879
Other	3,500	(61)	(3,561)
	$ 326,928	$ 159,470	$ (167,458)
TOTAL EXPENDITURES	**$ 2,816,472**	**$ 896,664**	**$ (1,919,808)**
INCOME (LOSS) Exc. Cash Reserves	**$ 378,321**	**$ 516,145**	**$ 137,824**
CASH RESERVES	**$ 881,203**	**$ 639,328**	**$ (241,875)**
SURPLUS / (DEFICIT)	**$ 1,259,524**	**$ 1,155,473**	**$ (104,051)**

Town of Middletown
CIP Funds & Expenditures
General Fund
Fiscal Year 2017
For the 4 Months Ended October 31, 2017

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
OPERATING REVENUE			
Revenue	$ 3,116,090	$ 1,411,981	$ (1,704,109)
OPERATING EXPENSES			
Expenses	2,816,472	896,664	(1,919,808)
OPERATING SURPLUS (DEFICIT)	**$ 299,618**	**$ 515,317**	**$ 215,699**
OTHER FUND			
POS - Development	$ 76,500		$ (76,500)
Community Legacy Grants	64,000		(64,000)
RETAINED EARNINGS	353,739		(353,739)
Interest	2,203	828	(1,375)
Improvement Fees	241,500	49,000	(192,500)
TOTAL OTHER FUNDS	$ 737,942	$ 49,828	$ (688,114)
TOTAL FUNDS AVAILABLE	**$ 1,037,560**	**$ 565,145**	**$ (472,415)**
CIP PROJECTS & PURCHASES			
SHA Streetscape Lighting	$ 175,000	$ 38,958	$ (136,042)
Locust Blvd & Court Road Reconst	207,500	491,642	284,142
Lombardy Court - Selective Patch	125,000		(125,000)
Washington Street Retaining Wall	10,000		(10,000)
Young Branch Dr Mill and Overlay	130,000		(130,000)
Foxfield Swale Reconstruction	15,000	2,900	(12,100)
Maintenance Shop Expansion	75,000		(75,000)
Pedestrian Safety Improvements	75,000	26,274	(48,726)
Wayfinding Signs	8,750		(8,750)
Remsberg Park Walking Trail and	87,000	10,143	(76,857)
Remsberg Park Precast Bathroom	40,000		(40,000)
Memorial Park Playground Replace	36,000	56,499	20,499
Heritage Park (MVB Property)	31,883		(31,883)
Heritage Museum	39,000	17,883	(21,117)
Befco Slit Seeder	8,000		(8,000)
Municipal HVAC Replacement	30,000		(30,000)
Municipal Boiler Replacement	35,000		(35,000)
IT Lease - Computers, Servers, P	37,000		(37,000)
GMC Truck Body Replacement	17,204	19,940	2,736
	$ 1,182,337	$ 664,239	$ (518,098)
OPERATING & CIP SURPLUS (DEFICIT)	$ (144,777)	$ (99,094)	$ 45,683

Town of Middletown
CIP Funds & Expenditures
General Fund
Fiscal Year 2017
For the 4 Months Ended October 31, 2017

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
Cash Reserves	$ 881,203	$ 443,728	$ (437,475)
TOTAL CASH SURPLUS	**$ 736,426**	**$ 344,634**	**$ (391,792)**

Town of Middletown
STATEMENT OF REVENUE and EXPENDITURES
WATER & SEWER
Fiscal Year 2018
For the 4 Months Ended October 31, 2017

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
REVENUE			
Water Revenue	$ 608,726	$ 155,420	$ (453,306)
Sewer Revenue	603,153	149,530	(453,623)
Penalties/Reconnects	15,252	3,393	(11,859)
Rain Barrel Sales	1,000		(1,000)
General Fund Grant/Misc			
TOTAL OPERATING REVENUE	**$ 1,228,131**	**$ 308,343**	**$ (919,788)**
EXPENDITURES			
ADMINISTRATIVE			
Office Salaries	$ 48,827	$ 7,860	$ (40,967)
Communications	11,742	3,448	(8,294)
Postage	9,503	8,013	(1,490)
Office Supplies/Expense	15,712	4,758	(10,954)
Legal - Other	2,000		(2,000)
Meetings & Seminars	2,500	205	(2,295)
Advertising	500	498	(2)
Uniforms	3,925	1,563	(2,362)
Dues/Subscrip/Certifications	500	65	(435)
Travel	200	15	(185)
Payroll Taxes	27,798	7,107	(20,691)
Insurance - Prop. & Liability	10,215	2,816	(7,399)
Insurance - Workers Comp	8,980	2,603	(6,377)
Insurance - Health	53,324	19,708	(33,616)
Retirement/Pension	29,230	1,022	(28,208)
Real Estate Taxes	292	292	
Rain Barrel/Educational Programs	2,000		(2,000)
I & I Loan Principal and Interest	33,099	32,498	(601)
Sub-Total	$ 260,347	$ 92,471	$ (167,876)
Vehicles & Equipment			
2016 Truck (Pearl)	$ 2,280		$ (2,280)
2008 Truck	2,280	42	(2,238)
2012 Truck (Miller)	2,280	147	(2,133)
2013 Truck (Whitney)	2,280	1,483	(797)
2015 Meter Van (Hightman)	2,280	498	(1,782)
Misc Equipment	3,000	1,764	(1,236)
Bobcat Mini-Excavator	3,000	58	(2,942)
Case Backhoe	3,000		(3,000)
Sub-Total	$ 20,400	$ 3,992	$ (16,408)

Town of Middletown
STATEMENT OF REVENUE and EXPENDITURES
WATER & SEWER
Fiscal Year 2018
For the 4 Months Ended October 31, 2017

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
WATER			
Salaries	$ 175,294	$ 60,189	$ (115,105)
Water Distribution System			
Supplies	5,500	386	(5,114)
Repairs & Maintenance	18,900	19,265	365
Water Line Break Repairs	5,000		(5,000)
Chemicals	500		(500)
Tools & Equipment	4,105		(4,105)
Sub-Total	$ 34,005	$ 19,651	$ (14,354)
Water Plant/Reservoir/Booster/Tower/BS Wellhouse			
Electric	$ 23,816	$ 13,519	$ (10,297)
Supplies	2,000	1,033	(967)
Repairs & Maintenance	66,700	10,730	(55,970)
Chemicals	9,199	3,351	(5,848)
Tools & Equipment	2,053		(2,053)
Testing & Analysis	14,400	2,497	(11,903)
Sub-Total	$ 118,168	$ 31,130	$ (87,038)
Abandoned Well Costs			
TOTAL WATER EXPENSES	**$ 327,467**	**$ 110,970**	**$ (216,497)**
SEWER			
Salaries	$ 134,998	$ 50,168	$ (84,830)
Sewer Collection System			
Cone Branch PS	18,500	6,671	(11,829)
Brookridge South PS	10,779	844	(9,935)
Foxfield PS	6,500	1,133	(5,367)
Sanitary Sewerlines & Manholes	25,000	3,676	(21,324)
I & I Accrual	75,000	25,000	(50,000)
Sub-Total	$ 135,779	$ 37,324	$ (98,455)

Town of Middletown
STATEMENT OF REVENUE and EXPENDITURES
WATER & SEWER
Fiscal Year 2018
For the 4 Months Ended October 31, 2017

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
Wastewater Treatment Plants			
East Wastewater Treatment Plant			
Electric	$ 25,327	$ 13,720	$ (11,607)
Supplies	6,352	916	(5,436)
Repairs & Maintenance	16,600	2,150	(14,450)
Chemicals	33,725	13,593	(20,132)
Tools & Equipment	6,090	75	(6,015)
Testing & Analysis	34,187	7,100	(27,087)
Sludge Hauling Expense	61,800	13,334	(48,466)
Sub-Total	$ 184,081	$ 50,888	$ (133,193)
West Wastewater Treatment Plant			
Electric	$ 17,010	$ 3,892	$ (13,118)
Supplies	2,500	9	(2,491)
Repairs & Maintenance	2,000	603	(1,397)
Chemicals	47,949	16,332	(31,617)
Tools & Equipment	2,510	(1)	(2,511)
Testing & Analysis	11,649	2,492	(9,157)
Sludge Hauling Expense	22,650	5,750	(16,900)
Sub-Total	$ 106,268	$ 29,077	$ (77,191)
TOTAL SEWER EXPENSES	**$ 561,126**	**$ 167,457**	**$ (393,669)**
TOTAL WATER/SEWER EXPENSES	**$ 1,169,340**	**$ 374,890**	**$ (794,450)**
CONTINGENCY FUND - 3.5%	**$ 40,927**	**$ 13,121**	**$ (27,806)**
ADJUSTED WATER/SEWER EXPENSES	**$ 1,210,267**	**$ 388,011**	**$ (822,256)**
NET INCOME (LOSS)	**$ 17,864**	**$ (79,668)**	**$ (97,532)**

Town of Middletown
CIP FUNDS and EXPENDITURES
WATER & SEWER
Fiscal Year 2018
For the 4 Months Ended October 31, 2017

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
FUNDING SOURCES			
Operating Revenue	$ 1,228,131	$ 308,343	$ (919,788)
Operating Expenses	1,118,967	374,890	(744,077)
OPERATING SURPLUS (DEFICIT)	**$ 109,164**	**$ (66,547)**	**$ (175,711)**
Cash Reserves	$ 579,778	$ 627,585	$ 47,807
Debt Service Fee - New Homes	149,600	36,450	(113,150)
Capital Improvement Fees	159,132	39,783	(119,349)
Inflow & Infiltration - Reserve A	165,000	25,000	(140,000)
Tap Fees	621,000	126,000	(495,000)
Water Tower & Land Leases	185,837	56,511	(129,326)
Main Street Waterline Loan	1,500,000		(1,500,000)
Reservoir Cover Loan	180,000	2,895,000	2,715,000
TOTAL OTHER REVENUE	**$ 3,540,347**	**$ 3,806,329**	**$ 265,982**
TOTAL FUNDS AVAILABLE	**3,649,511**	**3,739,782**	**90,271**
DEBT SERVICE COSTS			
Principal Payments			
MDE - East WWTP	$ 241,265		$ (241,265)
Main Street Waterline Loan	250,184		(250,184)
Reservoir Loan	56,578		(56,578)
Brookridge WTP Loan Payments	370,314		(370,314)
TOTAL DEBT SERVICE COSTS	**$ 918,341**		**$ (918,341)**
WATER & SEWER PROJECTS			
Main Street Waterline	$ 1,500,000	$ 55,234	$ (1,444,766)
Reservoir Improvements	180,000		(180,000)
Stream Erosion - Well Field Resto	243,000	902	(242,098)
SCADA Control System	134,231		(134,231)
Booster Station Pump Bypass	60,000		(60,000)
Raw Waterline Cleaning ICE PIG	9,000		(9,000)
Valve Replacement Jefferson Villa	40,500		(40,500)
Water Meter Replacements	57,322	3,254	(54,068)
Vactor Trailer & Excavator	60,000		(60,000)
Vactor Trailer & Excavator	165,000	2,784	(162,216)
TOTAL WATER & SEWER PROJECTS	**$ 2,449,053**	**$ 62,174**	**$ (2,386,879)**
TOTAL CIP COSTS	**$ 3,367,394**	**$ 62,174**	**$ (3,305,220)**

Town of Middletown

CIP FUNDS and EXPENDITURES

WATER & SEWER

Fiscal Year 2018

For the 4 Months Ended October 31, 2017

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
TOTAL FUNDS REMAINING	$ 282,117	$ 3,677,608	$ 3,395,491

BURGESS AND COMMISSIONERS
OF MIDDLETOWN MARYLAND

TOWN MEETING MINUTES

REGULAR MEETING **October 23, 2017**

The second monthly meeting of the Burgess and Commissioners of Middletown was called to order on October 23, 2017, by Burgess Miller at 7:00 p.m. in the Middletown Municipal Center, 31 W. Main Street, Middletown, Maryland. Present were: Commissioners Jennifer Falcinelli, Larry Bussard, Rick Dietrick, Chris Goodman and Tom Catania.

CONSENT AGENDA
Reflex Sympathetic Dystrophy Day – November 6, 2017
Town Meeting Minutes – October 5, 2017 - Town Workshop
October 9, 2017 – Town Meeting
Commissioner Bussard motioned to accept this consent agenda as presented, seconded by Commissioner Dietrick and passed unanimously.

PERSONAL REQUESTS FOR AGENDA:
Kyleigh Gray – Community Project – Kyleigh was present tonight to ask the Town for permission to place a box at the Municipal Center to collect blankets. Kyleigh is joining her cousin in this project as her cousin has collected 7,000 blankets in 6 years. The Board agreed to allow Kyleigh to place a box at the Municipal Center as well as advertise this in our upcoming newsletter.

Unfinished Business:
Introduction of Ordinance 17-10-01 – Telecommunication Facilities – An Ordinance to regulate wireless telecommunication facilities and complexes within the Town of Middletown. Burgess Miller stated that the Town does not currently have an Ordinance to regulate such.
Introduction of Ordinance 17-10-02 – Work Within Public Right-of-Ways – An Ordinance to amend Title 12 "Streets, Sidewalks and Public Places" of the Middletown Municipal Code by enacting provisions pertaining to the regulation work within public rights of way to be designated as Chapter 12.12 "Work Within Public Rights-of-Way". Burgess Miller stated that this Ordinance goes along with Ordinance 17-10-01.

NEW BUSINESS:
Presentation of FY 2017 Audit – Albright, Crumbacker, Moul & Itell – Mr. Kert Shipway, CPA presented the FY 17 audit to the Board.
Motion by Commissioner Falcinelli to approve the FY17 audit as presented, seconded by Commissioner Goodman. Motion carried 6-0.
Discussion of use of Municipal Center by Community Groups – Burgess Miller stated that we must decide if we still wish to have community groups use the upstairs room that we made into the Heritage Gallery. Commissioner Bussard stated that he is not going to take his memorabilia in/out daily when groups are using the room. Ann presented the Board with the calendar showing them who uses the room each month. Burgess Miller asked staff to provide the Commissioners with the monthly calendars as well as the frequency each group uses the room for their review and decision at the workshop on November 2, 2017.

Frederick County Amendments to Comprehensive Plan – Growth Tier Maps – Drew stated that County is updating their County Comprehensive Plan. They are not making any changes to Middletown. The County is asking if the Town has any questions or comments on their proposed amendment. The Board has no questions regarding the proposed amendment.

PUBLIC COMMENT:

ANNOUNCEMENTS:

- *Middletown Halloween Parade - Saturday, October 28, 2017*
- *250th Town Talks - Saturday, November 11, 2017 at 2pm. at Memorial Park.*

ADJOURNMENT

Meeting adjourned at 8:15pm.

Respectfully submitted,

Ann Griffin
Office Manager

DRAFT

Jan H. Gardner
County Executive

FREDERICK COUNTY GOVERNMENT

DIVISION OF PLANNING & PERMITTING
Department of Planning

Steven C. Horn, Division Director
Jim Gugel, Director

September 22, 2017

TO Municipal Officials

FROM Jim Gugel, Planning Director JG

RE County Comprehensive Plan Amendment – Growth Tier Map

This amendment is proposed to incorporate the Growth Tier Map into the County Comprehensive Plan. The initial adoption of the Growth Tier Map, on February 30, 2013, was done administratively with the requirement in state code that they be subsequently incorporated into a jurisdictions comprehensive plan.

Since this amendment is to the County Comprehensive Plan the Growth Tier Map no longer includes any growth tier designations within the current municipal boundaries except for the Village of Rosemont, which does not have its own municipal comprehensive plan. Each municipality would have the ability to adopt, if necessary, its own growth tier map as part of the municipal comprehensive plan.

This notification initiates the 60-day review period for the amendment. A public hearing before the County Planning Commission is scheduled for **Wednesday December 13, 2017 at 9:30 am,** Winchester Hall, 12 E. Church St., Frederick.

Please forward any comments regarding this amendment by December 4, 2017.

Send any comments or questions to:
Jim Gugel
Division of Planning & Permitting
30 N. Market St.
Frederick MD 21701

301-600-1144
jgugel@frederickcountymd.gov

Attachments
Staff report
Growth Tier map

September 8, 2017

Frederick County Division of Planning & Permitting

County Comprehensive Plan Amendment – Growth Tier Map

PROPOSED AMENDMENT

The purpose of the Comprehensive Plan Amendment (CPA) is to incorporate the Growth Tier Map into the County Comprehensive Plan. The need for the CPA is also being driven by the transition to a state mandated comprehensive plan review cycle from a six-year cycle to a ten-year cycle. This plan update cycle was changed as part of House Bill 409 adopted in 2013.

When the Septic Bill was passed in 2012 it allowed the initial adoption of Growth Tiers to be done administratively with the provision that the growth tier map would be subsequently adopted and incorporated into a jurisdiction's comprehensive plan. Related to the comprehensive plan update cycle transition and based on the adoption of the County Comprehensive Plan in 2010, Frederick County would have been required to incorporate the growth tier map into the comprehensive plan by 2016.

The current growth tier map was adopted by the prior Board of County Commissioners in February 2013. The growth tier map proposed in this CPA has been revised to reflect revisions to the sewer plan classification of properties and annexations into several municipalities since 2013. Since this amendment is specifically for the County Comprehensive Plan, the growth tiers will not be shown within the municipalities except for the Village of Rosemont.

BACKGROUND

The Maryland General Assembly passed Senate Bill 236, the Sustainable Growth and Agricultural Preservation Act of 2012 (i.e. the Septic Bill) during the 2012 legislative session. The goal of the legislation is as follows:

"To limit the disproportionate impacts of large subdivisions on septic systems on our farm and forest land, streams, rivers and Chesapeake and Coastal Bays. "

Growth Tier Mapping

The primary component of SB 236 is the growth tier mapping, which applies to both counties and municipalities. Below is a brief description of the Tiers. The Maryland Department of Planning (MDP) has prepared an implementation guidance document for local jurisdictions to use in preparing the tier mapping.

Tier I – areas currently served by public sewerage systems
Tier II – areas planned to be served by public sewerage systems
Tier III – areas not planned to be served by public sewerage systems and would allow for major subdivisions on individual septic systems.
Tier IV – areas planned for agricultural, resource protection, preservation, or conservation

To reiterate from the Septic Bill Highlights, any limitation on major subdivisions ONLY applies to residential developments. Major subdivisions on septic for commercial, industrial and other non-residential developments will continue to be allowed in any property in a Tier III or IV area,

Properties within Tiers I and II are not permitted to have major residential subdivisions on septic systems. Since the County's Water and Sewer Plan already prohibits properties from using septic systems if they have a sewer classification of S-1 to S-4, being in a Tier I or II would not create any additional restriction.

Application of the Growth Tiers for Frederick County

Using MDP's implementation guidance document, staff has applied the growth tier criteria using the terminology of the County's Comprehensive Plan. The County has also established definitions for the references to "served" by public sewerage and "planned" to be served by public sewer based on the County's Water and Sewerage Plan classifications. Classifications served by a public sewerage system are defined as S-1 or S-3. Classifications planned to be served by a public sewerage system are defined as S-4, S-5, or PS. For areas that do not fit the criteria described below, the State allows for the identification of sub-categories such as Tier I A, Tier II A etc. The County has several areas that are in such sub-categories and are noted below.

The growth tier criteria only describe the application to the County's jurisdiction with the exception for the Village of Rosemont, which is still referenced since they do not have a municipal comprehensive plan. The other municipalities have the ability to adopt their own growth tier mapping.

Tier I Criteria

Unincorporated Growth Areas

1. Within a community growth area boundary, AND
2. Sewer classification of S-1 or S-3

Tier I A

1. Areas with existing public sewer service NOT in a growth area
    - Pleasant Branch WWTP – Knolls of Windsor development and other uses in the service area
    - Samhill WWTP – Samhill Estates and Heritage Ridge developments
    - White Rock and Crestview subdivisions
    - Knoxville Rural Community
    - Blue Ridge Summit Rural Community (served through Washington County)
    - Mill Bottom Rd. area just west of Mt. Airy that has been identified as a potential sewerage problem area due to failing septic systems

Tier II Criteria

Unincorporated Growth Areas

1. Within a community growth area boundary, AND
2. Sewer classification of S-4, S-5, or PS

Tier II A

1. Areas planned for public sewer NOT in a growth area
    - Village of Rosemont
2. Areas within a Municipal Growth Element (MGE) NOT planned for sewer service
    - Would include properties around Mt. Airy, Middletown, Woodsboro, and Thurmont
3. Areas within an Unincorporated Growth Area NOT planned for sewer service
    - Be applied to Future Growth Areas as described in the County Plan and include areas within the Urbana, Jefferson, and Walkersville community growth areas

Tier III Criteria

Properties within Tier III are permitted to have major subdivisions (greater than five (5) lots) on individual septic systems.

Areas outside of Community Growth Areas

1. Designated Rural Communities, OR
2. Areas designated Rural Residential that are outside of a PPA, OR
3. Areas designated Limited Industrial, General Industrial, or Mineral Mining

Tier IV Criteria

The Tier IV area is primarily zoned Agricultural and Resource Conservation (RC). Under the Septic Bill properties within a Tier IV area would not be allowed to have major subdivisions (as defined by the respective jurisdiction) on septic. The legislation allows for the ability to request an exemption from this limitation, which Frederick County did apply for and received from MDP on May 31, 2013. While this Tier IV exemption was suspended for a time due to concerns about the County's adoption of the Agricultural Rights Transfer Ordinance (ARTO), the exemption was reinstated as of November 7, 2016 when the ARTO was repealed.

Areas outside of Community Growth Areas

1. Areas designated Agricultural/Rural, Natural Resource, or Public Parkland/Open Space
2. Areas within a Priority Preservation Area (PPA)

PROPOSED GROWTH TIER MAP REVISIONS

Along with the process to amend the County Comprehensive Plan to include the growth tiers, the mapping is proposed to be revised to reflect changes in a property's sewer plan classification. As properties receive a sewer classification of S-3 they would be able to shift from Tier II to Tier I. There are no changes proposed in the Tier III or Tier IV areas. The following developments are proposed to shift from Tier II to Tier I.

Urbana

- Northern Town Center MXD
- Urban Green
- Boxwood section of Villages of Urbana

Monrovia

- Landsdale

Linganore

- Linganore Town Center
- Properties along Yeagertown Rd.

Spring Ridge/Bartonsville

- Beshers property
- Preserve at Long Branch (Rayburn)
- Tallyn Ridge

Ballenger Creek

- Jefferson Technology Park
- Jefferson Park West
- Manor at Ballenger
- Wedgewood West

Jefferson

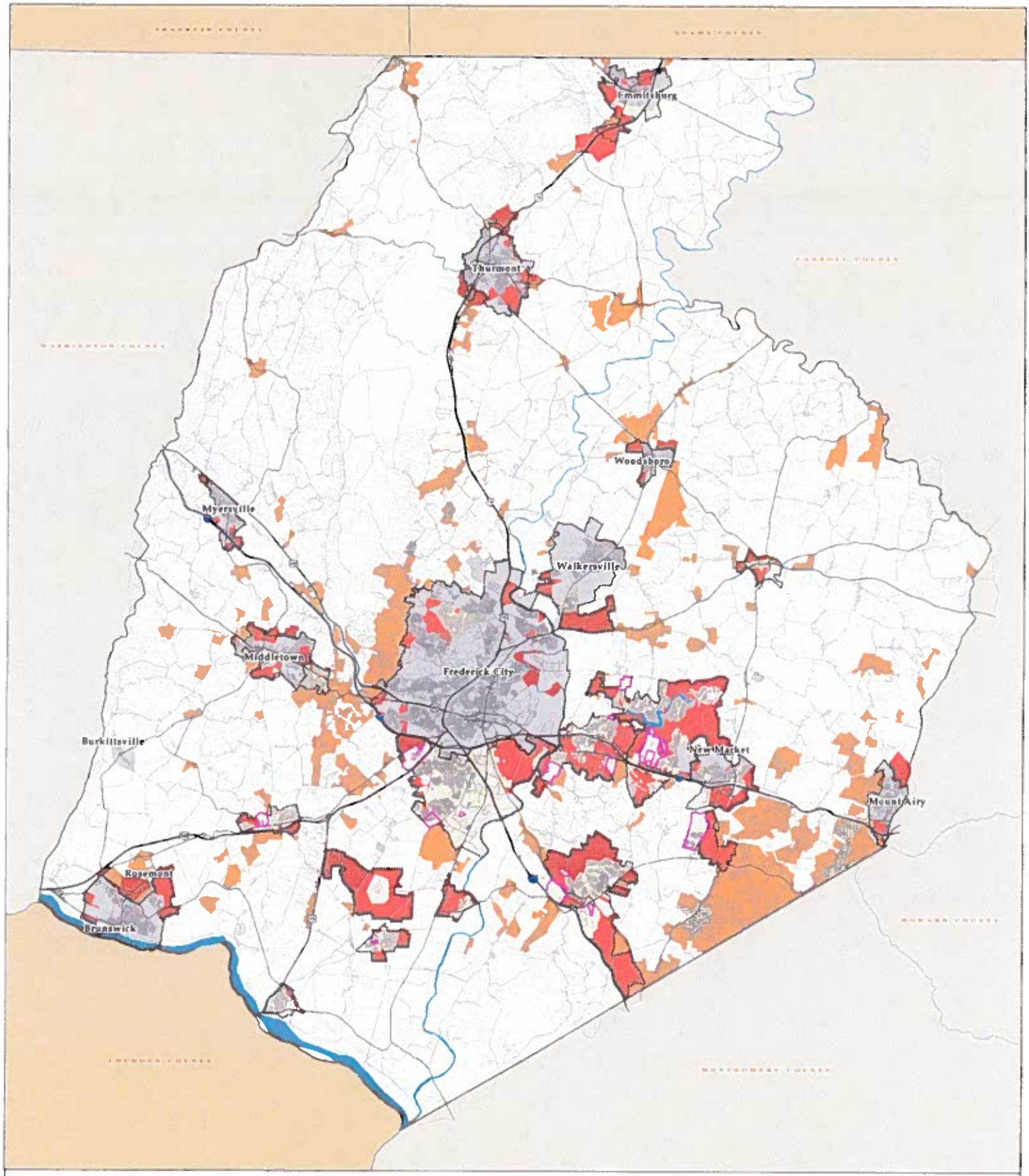
- Woodbourne Manor

Municipalities

Relative to the municipalities the revised map will no longer reflect growth tiers within the municipal boundaries. The mapping will however still show growth tiers for the designated municipal growth areas that are still under the County's jurisdiction.

RECOMMENDATION

Staff recommends that the Growth Tier Map with proposed revisions be adopted and incorporated into the County Comprehensive Plan.



Growth Tier Map - Frederick County

Municipality

Community Growth Area

Proposed Revisions - Tier II to Tier I

Tier I

Tier II

Tier III

Tier IA

Tier IIA

Tier IV

Note: Each municipality is responsible for adopting their own growth tier mapping

Draft - February 10, 2017

0 1 2 3 Miles

Division of Planning and Permitting

February 10, 2017

While efforts have been made to ensure the accuracy of this map, Frederick County accepts no liability or responsibility for errors, omissions, or positional inaccuracies in the content of this map. Reliance on this map is at the risk of the user. This map is for illustration purposes only and should not be used for surveying, engineering, or site-specific analysis.

RECEIVED

OCT 24 2017

TOWN OF MIDDLETOWN

- [x] BURGESS
- [x] ADMINISTRATION
- [ ] PUBLIC WORKS
- [ ] PLANNING & ZONING
- [ ] WATER & SEWER

MIDDLETOWN LIONS CLUB

P.O. Box 190

Middletown, MD 21769

October 24, 2017

Burgess and Commissioners
Town of Middletown
30 West Main Street
Middletown, MD 21769

Burgess and Commissioners,

As part of celebration of the Lions Club International (LCI) organization's 100th birthday, individual Lions Clubs are encouraged to provide centennial projects in their respective communities. As the Centennial Chair for the Middletown Lions Club, I've coordinated with Commissioner Chris Goodman, Parks and Recreation Committee Chair, and Drew Bowen, Town Manager to identify a centennial project for the Town of Middletown. It was determined that our Centennial Project would be the purchase of bike racks for the town's three municipal parks.

The Middletown Lions Club at our October 23, 2017 business meeting, approved providing funds to the Town of Middletown government to purchase three (3) MYTCOAT 3 Hump Wave Bike racks (Black Powder coating) at a total cost of $993.00 (costs includes the 3 bike racks and associated shipping) - see attached proposal. The plan, if you approve, is for the town staff to order the bike racks with the funds provided by the Middletown Lions Club as our Centennial Celebration project for the town and install the bike racks in accordance with the town's desired installation standards and at locations in the parks to be determined by the town. The plan is to install one bike rack at Wiles Branch Park, one at Middletown Memorial Park and one at Remberg Park.

The Middletown Lions Club requests your approval of our Centennial Project for the town.

Sincerely,

Ronald G. Forrester
President, Middletown Lions Club

86 YEARS OF SERVICE

playground

29 Apples Church Road
Thurmont, MD 21788
(800) 385-0075
www.playspec.com

ADDRESS
TOWN OF MIDDLETOWN
ATTN.CHRIS GOODMAN
31 WEST MAIN ST
MIDDLETOWN, MD 21769

SHIP TO
SAME

SALES REP
TIM BOYLE

MYTCOAT BKW37-190-PC- IM - 3 HUMP WAVE BIKE RACK - BLACK POWDER COAT	3	256.00	768.00

*3% surcharge on Visa/MasterCard
*Valid for 30 days unless otherwise noted
*50% deposit. Balance due Net 30
Sign and return with approved colors for order placement

SUBTOTAL	768.00
TAX (0%)	0.00
SHIPPING	225.00

Accepted By

Accepted Date

Fax # 301-271-9239 or Email: sales@playspec.com

Flattop Lid - 12" Opening

Model Shown: RFT32-5-00-000
Available Sizes: 32 Gallon - 12" Opening
Material: Formed Steel
Options:
- Available in Any Coating Color
- Advantage Coating or Industry Standard Coating

Rain Bonnet Top

Model Shown: RBT32-5-00-000
Available Sizes: 32 Gallon
Material: Formed Steel
Options:
- Available in Any Coating Color
- Advantage Coating or Industry Standard Coating

Plastic Dome Lid

Model Shown: RDT32-P-00-000
Available Sizes: 32 Gallon
Material: Molded Plastic
Options:
- Black Only

Plastic Liner

Model Shown: RLN32-P-00-000
Available Sizes: 32 Gallon
Material: Rigid Plastic
Options:
- Black Only

Steel Dome Lid

Model Shown: RDT32-S-00-000
Available Sizes: 32 Gallon
Material: Formed Steel
Options:
- Available in Any Coating Color
- Advantage Coating or Industry Standard Coating

Trash Receptacle Inground Mount

Model Shown: RIM32-S-00-000
Available Sizes: 32 Gallon
Material: Steel
Options:
- Powder Coat Finish

Ash Bonnet Top

Model Shown: RAT32-S-00-000
Available Sizes: 32 Gallon
Material: Formed Steel - Stainless Steel Ash Tray
Options:
- Available in Any Coating Color
- Advantage Coating or Industry Standard Coating

Trash Receptacle Surface Mount

Model Shown: RSM32-S-00-000
Available Sizes: 32 Gallon
Material: Steel
Options:
- Powder Coat Finish

Ashurn

Model Shown: URM01-A-00-000
Material: 3/4" #9 Flattened Expanded Metal - Stainless Steel Ash Tray
Options:
- Expanded Metal, Punched Steel, or Slotted Steel
- Advantage Coating or Industry Standard Coating

Ashurn

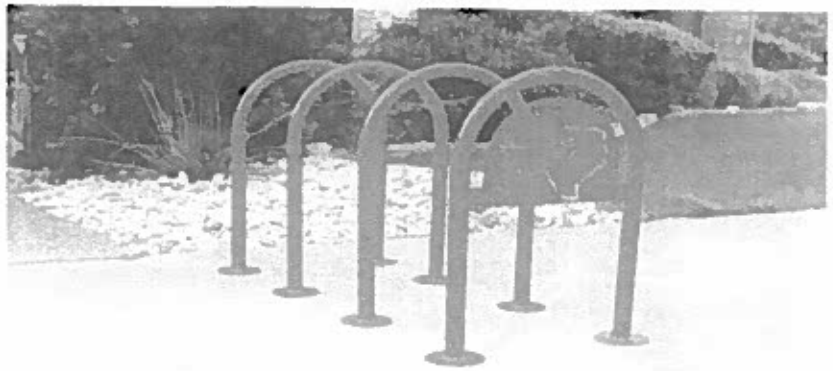
Model Shown: URM01-B-00-000
Material: 1/2" Hole Punched Steel - Stainless Steel Ash Tray
Options:
- Expanded Metal, Punched Steel, or Slotted Steel
- Advantage Coating or Industry Standard Coating

Ashurn

Model Shown: URM01-E-00-000
Material: Slotted Steel - Stainless Steel Ash Tray
Options:
- Expanded Metal, Punched Steel, or Slotted Steel
- Advantage Coating or Industry Standard Coating

Available Materials
Expanded Metal | Punched Steel | Slotted Steel

Not All Models Number May be Shown - Please Refer to Price List for Complete Model Number List



Single Loop Bike Rack - 3 Bike

Model Shown: BRW13-190-PC-SS2
Material: 1.90 OD Galvanized Steel Tubing
Options:
- Available in Powder Coat Finish, Advantage Coating, or Industry Standard Coating
- Inground or Surface Mount

Single Loop Bike Rack - 3 Bike

Model Shown: BRW13-230-PC-SS2
Material: 2 3/8" OD Galvanized Steel Tubing
Options:
- Available in Powder Coat Finish, Advantage Coating, or Industry Standard Coating
- Inground or Surface Mount

Single Loop Bike Rack - 3 Bike

Model Shown: BRW13-278-PC-SS2
Material: 2.75" OD Galvanized Steel Tubing
Options:
- Available in Powder Coat Finish, Advantage Coating, or Industry Standard Coating
- Inground or Surface Mount

Two Hump Wave Bike Rack - 5 Bike

Model Shown: BRW25-230-PC-SS4
Material: 2 3/8" OD Galvanized Steel Tubing
Options:
- 1.90 OD or 2 3/8" Galvanized Steel Tubing
- Available in Powder Coat Finish, Advantage Coating, or Industry Standard Coating
- Inground or Surface Mount

Three Hump Wave Bike Rack - 7 Bike

Model Shown: BRW37-230-PC-SS4
Material: 2 3/8" OD Galvanized Steel Tubing
Options:
- 1.90 OD or 2 3/8" Galvanized Steel Tubing
- Available in Powder Coat Finish, Advantage Coating, or Industry Standard Coating
- Inground or Surface Mount

Four Hump Wave Bike Rack - 9 Bike

Model Shown: BRW49-230-PC-SS4
Material: 2 3/8" OD Galvanized Steel Tubing
Options:
- 1.90 OD or 2 3/8" Galvanized Steel Tubing
- Available in Powder Coat Finish, Advantage Coating, or Industry Standard Coating
- Inground or Surface Mount

RESOLUTION NO. 17-07

RESOLUTION ADOPTING THE MIDDLETOWN SUSTAINABILITY COMMITTEE AND GREEN TEAM RESOLUTION ON ISSUES AND RECOMMENDATIONS CONCERNING POLLINATORS

WHEREAS, the Middletown Sustainability Committee recommends the Town of Middletown support pollinator populations by modeling pollinator friendly practices and by educating its citizens about pollinators, including disseminating information about the ways residents can help, due to currently unsustainable threats to the survival of these pollinators; and

WHEREAS, the Town of Middletown is applauded by the Sustainability Committee for having already adopted many safer, less expensive, and more effective Integrated Pest Management practices for pest control; and

WHEREAS, in order to spare pollinators, the Town and its residents can avoid purchasing "pest-free" plants, which may contain systemic poisons harmful to pollinators; and

WHEREAS, the Town and its residents can boost both pollinator food and habitat by decreasing the size of lawns and increasing more diverse garden areas; and

WHEREAS, the Town and its residents can help many pollinator species by installing plants that provide nectar (food) and habitat.

NOW THEREFORE, BE IT RESOLVED by the Burgess and Commissioners of Middletown that recognizing the importance of pollinators to the well-being of all, the Town of Middletown resolves

to:

- Continue managing land it owns or operates following best Integrated Pest Management (IPM) practices. The town will continue to avoid the use of pesticides, will purchase and apply only pollinator-safe products, and will continue to seek new pollinator-safe methods of control and management. The town will seek sustainable means of controlling all 'pests' including weeds, insects, and diseases.

- Support efforts to educate the broader community about these actions and stress their importance.

- Urge all businesses, homeowners, and homeowner associations within the jurisdiction to avoid the purchase and application of pesticides and other products hazardous or lethal to pollinators.

- Discourage those within its jurisdiction from the unnecessary cosmetic use of hazardous lawn and garden chemicals and instead encourage and support Integrated Pest Management Practices for control, including appropriate plant selection and maintenance.

- Review its mowing practices in order to raise grass to the IPM recommended 2.25 to 4" height in areas used for recreational purposes and raise grass to the legal 8" height in appropriate non-recreational areas.

- Add fewer exotic non-native plants, which may choke out and replace native plants and/or provide inadequate nutrition for pollinators, and, instead, install more native perennial plants; identify and dedicate potentially pollinator-friendly areas, such as the new Wiles Branch Pollinator Meadow currently under construction; continue creating habitat by replacing unnecessary turf grass with trees, shrubs, subshrubs and herbaceous plants known to shelter pollinators; and leave some areas with brush piles, bare earth patches and fallen trees so that native pollinators can nest.

- Review its bid solicitation documents so as to insert specifications for pesticide materials; assure pesticides, when used, are applied by Maryland Department of Agriculture Certified Applicators[11]; review existing contracts, service agreements and de-centralized purchase of products to screen for unsafe chemicals; and request IPM in bids and contracts with landscapers, pest-management companies, and other independent contractors engaged by the town.

INTRODUCED ON THE _____DAY OF_____, 2017

PASSED ON THE _____DAY OF_____, 2017

EFFECTIVE DATE: _____

ATTEST:

BURGESS AND COMMISSIONERS OF MIDDLETOWN

_____
Andrew J. Bowen, Town Administrator

By:_____
John D. Miller, Burgess

DRAFT

Middletown Sustainability Committee and Green Team
A Resolution on Issues and Recommendations Concerning Pollinators

"The consequence of a dying bee population impacts man at the highest levels on our food chain, posing an enormously grave threat to human survival. . . Mankind will not survive the honey bees' disappearance for more than five years."[1]

Albert Einstein

GLOSSARY

- Cosmetic Pesticide Use - pesticides used for non-essential applications to alter the appearance of landscape features such as lawns, trees, and gardens.
- Essential Pesticide Use - pesticides used for serious infestations, e.g., rampant invasive species, health concerns, poisonous, structural damage (termites, etc.),
- IPM (Integrated Pest Management) - a scientific approach to plant management based on prevention, monitoring, and other techniques that limit the use of pesticides to essential use.
- Pesticide - a broad term that refers to chemicals used to kill insects, plants and fungi
- Pollinator - an animal that moves pollen in a way that enables plants to reproduce, i.e., pollinators cause plants to make fruit or seeds.

Approximately 87.5 percent of the earth's flowering plants depend on pollinators such as butterflies, moths, bees, beetles, other insects, and some birds and mammals.[2] We humans depend on pollinators for one in every three bites of food we consume. Due to currently unsustainable threats to the survival of these pollinators, the Middletown Sustainability Committee recommends the town of Middletown support pollinator populations by modeling pollinator friendly practices, many of which the town already practices, and by educating its citizens about pollinators, including disseminating information about ways we can help.

Global attention focused on pollinators when alarming honey bee losses were first noted in 2006. (Because honey bees are an agricultural commodity, they are more easily counted than many other pollinators). In 2017, we continue to see the whole earth's bee population shrink. A recent study of 1437 native (North American) bee species found more than half are in decline, with one in four slipping toward extinction. [3] The UN's 2016 IPBES report predicts that globally more than 40% of insect pollinators - particularly bees and butterflies - will soon face extinction.[4] Many of Maryland's important agricultural crops, valued at $2.3 billion (2012), depend on

---

[1] http://www.globalresearch.ca/death-and-extinction-of-the-bees/5375684#sthash.A2Xk8IHF.dpuf
[2] http://onlinelibrary.wiley.com/doi/10.1111/j.1600-0706.2010.18644.x/abstract
[3] http://www.biologicaldiversity.org/campaigns/native_pollinators/pdfs/Pollinators_in_Peril.pdf
[4] http://www.ipbes.net/article/press-release-pollinators-vital-our-food-supply-under-threat

pollination for their productivity. Last year, our state suffered the fifth highest honey bee loss in the United States, at a huge 60.9%. [5]

The iconic North American migrating Monarch butterfly population is also suffering a precipitous decline. Hundreds of other native pollinators species, although more difficult to quantify, are known to be disappearing as well. Many land birds rely on pollinator larvae to feed their young. U.T. breeding land bird populations have dropped by over one billion individuals since 1970. [6]

CAUSES

Suspected causes for declines in pollinator populations include toxic chemicals, habitat loss, changes in weather patterns (climate change), diseases, and parasites. Modern gardens, farms, and lawns are often treated with fungicides, insecticides, and herbicides which are top suspects in recent catastrophic pollinator loss. Decorative exotic (non-native) landscape plants, popular in our gardens, replace native plants and often provide little or no nutrition or habitat for pollinators. Some are systemically pre-treated with chemicals lethal to insect pollinators.

INTEGRATED PEST MANAGEMENT (IPM)

Integrated Pest Management is an effective and safe scientific approach to pest management based on prevention, pest identification, monitoring, use of safe alternatives to pesticides, and the use of pesticides only when appropriate. The UN's Food and Agriculture Organization says that by considering the best techniques and integrating controls, interventions "discourage the development of pest populations and keep pesticides and other interventions to levels that are economically justified." These controls also "reduce or minimize risks to human health and the environment." [7]

Middletown's Sustainability Committee applauds the town of Middletown for having already adopted many safer, less expensive, and more effective Integrated Pest Management (IPM) practices for pest control. IPM on the town's land uses a variety of effective natural control techniques that reduce risks to human, pet, and pollinator populations.

ROLE OF HABITAT LOSS

Roadways, chemically treated lawns, development, and agricultural mono-cropping contribute to habitat loss, a critical factor in pollinator disappearance. Turf grass is commonly mowed too short to provide habitat, and, when cultivated as a monocrop (one species only, unmixed with other low-growing and flowering species), provides no nectar to feed pollinators either. Seventy percent of native bee species are ground nesters, unable to nest in short, dense turf or thick mulch. By decreasing the size of lawns and increasing more diverse garden areas, the town of Middletown and its residents can boost both pollinator food and habitat. A number of

---

[5] *http://www.baltimoresun.com/features/green/blog/bs-md-honeybee-decline-20150514-story.htm*

[6] http://www.partnersinflight.org/wp-content/uploads/2016/08/pif-continental-plan-final-spread-single.pdf

[7] http://www.fao.org/agriculture/crops/core-themes/theme/pests/ipm/en/

organizations provide easy-to-use planting guides. The Xerces Society, Pollinator Partnership, and the USDA have excellent, regional plant lists broken down by season. In accordance with IPM guidelines, maintaining a grass height of at least 2.25" to 4" encourages root growth, shades out weeds, increases water retention, and protects habitat for some pollinator species.

ROLE OF CHEMICALS

Commonly used fungicides, insecticides, and herbicides are top suspects in catastrophic butterfly and bee losses. Bodies of honey bees recovered from collapsing colonies in the U.S. are found to contain large amounts of toxic chemicals frequently used by home gardeners and farmers.

Neonicotinoids (neonics) are a relatively new class of insecticides. They affect the central nervous system of insects, resulting in paralysis and death. They are absorbed into every cell of a treated plant, making every part of the plant toxic. Neonicotinoids include imidacloprid, acetamiprid, clothianidin, dinotefuran, nithiazine, thiacloprid and thiamethoxam. Ornamental plants may be systemically treated with neonics, in which case the whole plant is toxic. Visits to neonic pre-treated plants can be lethal to butterflies (including monarchs), beetles, bees, and other insects. Ornamental garden plants pretreated with neonic pesticides may far exceed lethal chemical amounts recommended for agricultural application. [8] These chemicals should be reduced or avoided altogether, especially for cosmetic application.

Cosmetic use of lawn chemicals is the use of chemicals on properties simply for appearance, rather than for reasons commonly deemed necessary. Control is typically considered necessary for invasions of noxious growths such as poison ivy, poison sumac, etc.; for highly invasive weeds such as Johnson Grass, kudzu, mile-a-minute, etc., and for venomous or disease carrying insects.

The Sustainability Committee notes with pleasure that the town of Middletown does not use toxic chemicals cosmetically on most of its park properties. In order to spare pollinators, the town and its residents can also avoid purchasing "pest-free" plants, which may contain systemic poisons harmful to pollinators.

The Maryland legislature passed the Pollinator Protection Act of 2016 to reduce the use of 'neonics,' neonicotinoid pesticides. Neonics are strongly implicated in pollinator population losses. Beginning in 2018, stores cannot legally sell neonics, except to those with certification and proof of necessity. Homeowners who possess banned or unwanted compounds can drop these chemicals off during annual county-wide Hazardous Waste Collection events.

PLANT SELECTION

The Sustainability Committee is pleased to see the town installing native trees and shrubs. By decreasing the size of mowed lawns and increasing more diverse garden areas, Middletown

---

[8] http://ento.psu.edu/publications/are-neonicotinoids-killing-bees

and its residents can add more native plants, which provide both pollinator food and habitat, reducing the need for costly 'treatment.' The town of Middletown and its residents can help many pollinator species by installing plants that provide nectar (food) and habitat. By choosing selective native plants with 'built-in' pest control and by using more informed landscaping practices, local lawns and gardens can encourage natural pest controls (IPM) with little effort.

IN CONCLUSION

Local pollinator losses can be reversed when communities plant safe, chemical-free native plants which thrive naturally without requiring expensive treatments with hazardous chemicals. The use of lawn and garden chemicals solely for cosmetic purposes should be avoided. Integrated pest management (IPM) practices in establishing and maintaining properties are encouraged. Responsible hobby bee-keeping, as directed by and in compliance with Maryland Department of Agriculture[9] and Frederick County[10] codes, can help the declining honey bee population. Gentle cultivation and intentional plantings can protect many small bees living in our backyards.

Middletown's Sustainability Committee applauds the town's efforts in practicing sustainable land management. Residents are urged to learn as much as they can about the unsustainable plight of our pollinating species and to pursue the many simple ways to help. The Middletown Green Team and Sustainability Committee would like to share with the community more detailed information about how to make the transition to sustainable garden and lawn care practices.

NOW, THEREFORE, RECOGNIZING THE IMPORTANCE OF POLLINATORS TO THE WELL-BEING OF ALL, THE TOWN OF MIDDLETOWN RESOLVES TO:

- Continue managing land it owns or operates following best Integrated Pest Management (IPM) practices. The town will continue to avoid the use of pesticides, will purchase and apply only pollinator-safe products, and will continue to seek new pollinator-safe methods of control and management. The town will seek sustainable means of controlling all 'pests' including weeds, insects, and diseases.

- Support efforts to educate the broader community about these actions and stress their importance.

- Urge all businesses, homeowners, and homeowner associations within the jurisdiction to avoid the purchase and application of pesticides and other products hazardous or lethal to pollinators.

- Discourage those within its jurisdiction from the unnecessary cosmetic use of hazardous lawn and garden chemicals and instead encourage and support Integrated Pest

[9] http://mda.maryland.gov/plants-pests/Pages/apiary_inspection.aspx
[10] http://frederickbees.org/wp-content/uploads/2012/12/ordinance.pdf

Management Practices for control, including appropriate plant selection and maintenance.

- Review its mowing practices in order to raise grass to the IPM recommended 2.25 to 4" height in areas used for recreational purposes and raise grass to the legal 8" height in appropriate non-recreational areas.

- Add fewer exotic non-native plants, which may choke out and replace native plants and/or provide inadequate nutrition for pollinators, and, instead, install more native perennial plants; identify and dedicate potentially pollinator-friendly areas, such as the new Wiles Branch Pollinator Meadow currently under construction; continue creating habitat by replacing unnecessary turf grass with trees, shrubs, subshrubs and herbaceous plants known to shelter pollinators; and leave some areas with brush piles, bare earth patches and fallen trees so that native pollinators can nest.

- Review its bid solicitation documents so as to insert specifications for pesticide materials; assure pesticides, when used, are applied by Maryland Department of Agriculture Certified Applicators[11]; review existing contracts, service agreements and de-centralized purchase of products to screen for unsafe chemicals; and request IPM in bids and contracts with landscapers, pest-management companies, and other independent contractors engaged by the town.

ADDITIONAL RESOURCES

IPBES (2016): S.G. Potts, V. L. Imperatriz-Fonseca, H. T. Ngo, J. C. Biesmeijer, T. D. Breeze, L. V. Dicks, L. A. Garibaldi, R. Hill, J. Settele, A. J. Vanbergen, M. A. Aizen, S. A. Cunningham, C. Eardley, B. M. Freitas, N. Gallai, P. G. Kevan, A. Kovács-Hostyánszki, P. K. Kwapong, J. Li, X. Li, D. J. Martins, G. Nates-Parra, J. S. Pettis, R. Rader, and B. F. Viana (eds.). Secretariat of the Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services, Bonn, Germany. 36 pages. *Summary for policymakers of the assessment report of the Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services on pollinators, pollination and food production.*

Pollinator Partnership and NAPPC. *Selecting Plants for Pollinators: A Regional Guide for Farmers, Land Managers and Farmers in the Eastern Broadleaf Forest Oceanic Province;* http://pollinator.org/assets/generalFiles/EasternBroadleafOceanicrx20FINAL.pdf

USDA Natural Resources Conservation Service, *Plants for Pollinators* (https://www.nrcs.usda.gov/wps/portal/nrcs/detailfull/national/plantsanimals/pollinate/?cid=NRCS143_022326)

---

[11]http://mda.maryland.gov/plants-pests/Pages/pesticide_regulation.aspx

Xerces Society for Invertebrate Conservation. *Xerces Model Policy to Protect Pollinators from Harmful Pesticide Exposures*, https://xerces.org/pesticide-local-policy/

DRAFT

RESOLUTION NO. 17-08

RESOLUTION ADOPTING THE FREDERICK COUNTY HAZARDOUS MITIGATION PLAN

WHEREAS, a Hazard Mitigation Planning Committee (HMPC), composed of various county agencies and representatives from Frederick County, the City of Frederick and the towns of Brunswick, Burkittsville, Emmitsburg, Middletown, Mount Airy, Myersville, New Market, Rosemont, Thurmont, Woodboro, and Walkersville was convened in order to study the risks from vulnerabilities to natural hazards, and to make recommendations for mitigating the effects of such hazards on Frederick County and its municipalities; and

WHEREAS, a request for proposals was issued to hire and experienced consulting firm to work with the HMPC to update a comprehensive hazard mitigation plan for Frederick County; and

WHEREAS, the efforts of the HMPC members and the consulting firm of Dewberry, in consultation with members of the county's public, private and non-profit sectors, have resulted in an update of the Frederick County Hazardous Mitigation Plan including the Town of Middletown.

NOW THEREFORE, BE IT RESOLVED by the Burgess and Commissioners of Middletown that the Frederick County Hazardous Mitigation Plan dated May 2016 is hereby approved and adopted for the Town of Middletown.

INTRODUCED ON THE _____DAY OF_____, 2017

PASSED ON THE _____DAY OF_____, 2017

EFFECTIVE DATE: _____

ATTEST:

BURGESS AND COMMISSIONERS OF MIDDLETOWN

_____
Andrew J. Bowen, Town Administrator

By:_____
John D. Miller, Burgess

DRAFT

Proclamation

The Burgess and Commissioner of Middletown, proclaim November to be Municipal Government Works Month.

WHEREAS, the Town was incorporated in 1833; and

WHEREAS, Maryland is home to 156 other municipalities; and

WHEREAS, municipal government represents the most responsive level of government, allowing citizens to have direct access to elected officials; and

WHEREAS, in an effort to educate citizens about municipal government and the importance of their participation, the Town of Middletown is proud to promote municipal government awareness; and

WHEREAS, municipalities have enhanced the quality of life for their respective residents maintaining natural and historic sites and structures and helping to make Maryland a great place to live, work, play and explore.

NOW, THEREFORE, BE IT PROCLAIMED that the Burgess and Commissioners of Middletown, Maryland hereby joins the Maryland Municipal League in declaring November 2017 to be Municipal Government Works Month in Middletown.

Burgess John Miller	Commissioner Larry Bussard
Commissioner Tom Catania	Commissioner Rick Dietrick
Commissioner Jennifer Falcinelli	Commissioner Christopher Goodman

Burgess and Commissioners of Middletown 31 W Main St Middletown, MD 21769 Phone 301-371-6171 Fax 301-371-6474
J. R. Hawkins, P.E., CIP Project Manager Email: rhawkins@ci.middletown.md.us

MEMORANDUM

TO: Burgess and Commissioners of Middletown

FROM: J. R. Hawkins, P.E., CIP Project Manager

DATE: November 8, 2017

RE: North Church Street Sanitary Sewer Main Rehabilitation

The Town of Middletown received bids for the North Church Street Sanitary Sewer Main Rehabilitation on November 1, 2017. Invited contractors totaled four and with three attending the non-mandatory Pre-Bid Meeting. The project was also publicly advertised on the Town's website. Three bids ranging from $160,636.66 to $179,966.00 were received from contractors. A bid tabulation that includes all contractors' bids is attached for your information.

Mr. Rehab, Inc. Mechanicsburg, Pennsylvania was the low bidder with a bid of $160,636.66. They acknowledged all the addendums and filled out the Bid Form correctly. Their list of projects and references indicates that they can perform the work included in the project. They have performed work for the Town in the past without issue.

If the Town of Middletown elects to proceed with the project, the staff recommends the award of the contract to Mr. Rehab, Inc. in the amount of $160,636.66.

NORTH CHURCH STREET SANITARY SEWER MAIN REHABILITATION

BID DATE NOVEMBER 1, 2017

BID TABULATION

Item	Description	Unit	Estimated Quantity	ENGINEERS ESTIMATE Bid Unit Price	ENGINEERS ESTIMATE Extended Price in Figures	MR. REHAB Bid Unit Price	MR. REHAB Extended Price in Figures	STANDARD PIPE SERVICES Bid Unit Price	STANDARD PIPE SERVICES Extended Price in Figures	PLEASANTS Bid Unit Price	PLEASANTS Extended Price in Figures
1	CLEAN EXISTING SEWER MAIN	LF	1120	$ 6.00	$ 6,720.00	$ 5.43	$ 6,081.60	$ 3.00	$ 3,360.00	$ 5.00	$ 5,600.00
2	TELEVISE EXISTING SEWER MAIN										
	2A. PRE-LINING	LF	1120	$ 1.50	$ 1,680.00	$ 1.36	$ 1,523.20	$ 1.00	$ 1,120.00	$ 1.20	$ 1,344.00
	2B. POST-LINING	LF	1120	$ 1.50	$ 1,680.00	$ 1.36	$ 1,523.20	$ 1.00	$ 1,120.00	$ 1.20	$ 1,344.00
3	LINE EXISTING 6" SEWER MAIN	LF	270	$ 45.00	$ 12,150.00	$ 40.00	$ 10,800.00	$ 40.00	$ 10,800.00	$ 47.00	$ 12,690.00
4	LINE EXISTING 8" SEWER MAIN	LF	850	$ 45.00	$ 38,250.00	$ 37.91	$ 32,223.50	$ 41.00	$ 34,850.00	$ 43.00	$ 36,550.00
5	CLEAN EXISTING LATERAL	EA	9	$ 500.00	$ 4,500.00	$ 573.12	$ 5,158.08	$ 200.00	$ 1,800.00	$ 620.00	$ 5,580.00
6	TELEVISE EXISTING LATERAL										
	6A. PRE-LINING	EA	9	$ 100.00	$ 900.00	$ 143.28	$ 1,289.52	$ 200.00	$ 1,800.00	$ 124.00	$ 1,116.00
	6B. POST-LINING	EA	9	$ 100.00	$ 900.00	$ 143.28	$ 1,289.52	$ 100.00	$ 900.00	$ 124.00	$ 1,116.00
7	LINE EXISTING LATERAL										
	7A. 4"	EA	1	$ 4,000.00	$ 4,000.00	$ 3,577.56	$ 3,577.56	$ 3,800.00	$ 3,800.00	$ 4,340.00	$ 4,340.00
	7B. 6"	EA	8	$ 4,000.00	$ 32,000.00	$ 3,577.56	$ 28,620.48	$ 4,000.00	$ 32,000.00	$ 4,715.00	$ 37,720.00
8	REINSTATE EXISTING LATERAL	EA	9	$ 200.00	$ 1,800.00	$ 250.00	$ 2,250.00	$ 200.00	$ 1,800.00	$ 126.00	$ 1,134.00
9	FURNISH AND INSTALL NEW CLEANOUT										
	9A. 4"	EA	1	$ 4,000.00	$ 4,000.00	$ 3,400.00	$ 3,400.00	$ 4,500.00	$ 4,500.00	$ 4,810.00	$ 4,810.00
	9B. 6"	EA	8	$ 4,000.00	$ 32,000.00	$ 3,400.00	$ 27,200.00	$ 4,500.00	$ 36,000.00	$ 4,810.00	$ 38,480.00
10	CUT PROTRUDING LATERAL	EA	1	$ 200.00	$ 200.00	$ 250.00	$ 250.00	$ 200.00	$ 200.00	$ 252.00	$ 252.00
11	REPLACE EXISTING LATERAL AND CLEANOUT										
	11A. 4"	EA	1	$ 6,000.00	$ 6,000.00	$ 5,000.00	$ 5,000.00	$ 7,500.00	$ 7,500.00	$ 4,810.00	$ 4,810.00
	11B. 6"	EA	1	$ 6,000.00	$ 6,000.00	$ 5,000.00	$ 5,000.00	$ 8,000.00	$ 8,000.00	$ 4,810.00	$ 4,810.00
12	GROUT PIPE JOINT	EA	4	$ 400.00	$ 1,600.00	$ 250.00	$ 1,000.00	$ 500.00	$ 2,000.00	$ 620.00	$ 2,480.00
13	REPLACE EXISTING 8" SEWER MAIN WITH PVC SDR 35 PIPE	LF	20	$ 500.00	$ 10,000.00	$ 800.00	$ 16,000.00	$ 350.00	$ 7,000.00	$ 261.00	$ 5,220.00
14	PAVEMENT RESTORATION	SY	50	$ 100.00	$ 5,000.00	$ 90.00	$ 4,500.00	$ 45.00	$ 2,250.00	$ 106.00	$ 5,300.00
15	RESTORE CONCRETE SIDEWALK	SY	20	$ 100.00	$ 2,000.00	$ 100.00	$ 2,000.00	$ 45.00	$ 900.00	$ 77.00	$ 1,540.00
16	RESTORE CONCRETE CURB	LF	20	$ 50.00	$ 1,000.00	$ 60.00	$ 1,200.00	$ 100.00	$ 2,000.00	$ 87.00	$ 1,740.00
17	MISCELLANEOUS UNCLASSIFIED EXCAVATION	CY	5	$ 50.00	$ 250.00	$ 50.00	$ 250.00	$ 50.00	$ 250.00	$ 155.00	$ 775.00
18	MISCELLANEOUS AGGREGATE FOR BACKFILL AND OTHER USES	CY	5	$ 60.00	$ 300.00	$ 50.00	$ 250.00	$ 40.00	$ 200.00	$ 106.00	$ 530.00
19	MISCELLANEOUS CONCRETE	CY	5	$ 200.00	$ 1,000.00	$ 50.00	$ 250.00	$ 400.00	$ 2,000.00	$ 137.00	$ 685.00
				$	173,930.00		$ 160,636.66	$	166,150.00	$	179,966.00
	Total Bid Price			$	173,930.00		$ 160,636.66	$	166,150.00	$	179,966.00
	Difference				0%		-8%		-4%		3%