



# AGENDA FOR THE TOWN MEETING

November 13, 2017

7:00 p.m.

REVISED

## PLEDGE TO THE FLAG

## CALL TO ORDER

## CONSENT AGENDA

- [Financial Statements](#)
- Town Meeting Minutes
  - [October 23, 2017 – Town Meeting](#)

Red Indicates – Action Item  
Green Indicates – Ordinance Introduction  
[Blue Indicates](#) – Link to Additional Information

## PERSONAL REQUESTS FOR AGENDA:

- *Ann Payne and Joyce Tuten – Pollinator Resolution for Best Management Practices*
- *Streetscape SHA – Jerry Burgess, Project Engineer & Eddie Poffenberger, Area Engineer*

## 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

	<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	\$ 1,253,427	\$ 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	<u>10,544</u>		<u>(10,544)</u>
	\$ 1,362,661	\$ 832,425	\$ (530,236)
<b><u>STATE SHARED TAX</u></b>			
Admission & Amusement	\$ 21,526	\$ 11,406	\$ (10,120)
Highway Gasoline & Licenses	<u>160,606</u>	<u>122,685</u>	<u>(37,921)</u>
	\$ 182,132	\$ 134,091	\$ (48,041)
<b><u>COUNTY SHARED TAX</u></b>			
Income Taxes	\$ 896,179	\$ 128,180	\$ (767,999)
Tax Equity Grant	<u>610,423</u>	<u>305,211</u>	<u>(305,212)</u>
	\$ 1,506,602	\$ 433,391	\$ (1,073,211)
<b><u>LICENSES AND PERMITS</u></b>			
Business / Traders	\$ 4,900	\$ 930	\$ (3,970)
Planning / Zoning Fees	<u>27,950</u>	<u>2,825</u>	<u>(25,125)</u>
	\$ 32,850	\$ 3,755	\$ (29,095)
<b><u>PARKS AND RECREATION</u></b>			
Pavillion Fees	<u>\$ 3,158</u>	<u>\$ 1,113</u>	<u>\$ (2,045)</u>
	\$ 3,158	\$ 1,113	\$ (2,045)
<b><u>POLICE PROTECTION</u></b>			
State Grant	<u>\$ 26,187</u>	<u>\$ 6,558</u>	<u>\$ (19,629)</u>
	\$ 26,187	\$ 6,558	\$ (19,629)
<b><u>MISCELLANEOUS</u></b>			
Bank Shares Grant	\$ 2,500		\$ (2,500)
Miscellaneous & Donations		648	648
	<u>\$ 2,500</u>	<u>\$ 648</u>	<u>\$ (1,852)</u>
<b>OPERATING REVENUES</b>	<b>\$ 3,116,090</b>	<b>\$ 1,411,981</b>	<b>\$ (1,704,109)</b>
State Grants & Interest	\$ 78,703	\$ 828	\$ (77,875)
<b>TOTAL REVENUE</b>	<b>\$ 3,194,793</b>	<b>\$ 1,412,809</b>	<b>\$ (1,781,984)</b>

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

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<b><u>EXPENDITURES</u></b>			
<b><u>LEGISLATIVE</u></b>			
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)
	<u>\$ 58,380</u>	<u>\$ 15,003</u>	<u>\$ (43,377)</u>
<b><u>EXECUTIVE</u></b>			
Burgess Salary	<u>\$ 10,200</u>	<u>\$ 2,550</u>	<u>\$ (7,650)</u>
	\$ 10,200	\$ 2,550	\$ (7,650)
<b><u>ELECTION</u></b>			
Clerk Fees	\$ 450		\$ (450)
Other Administrative Expenses	<u>250</u>		<u>(250)</u>
	\$ 700		\$ (700)
<b><u>GENERAL SERVICES</u></b>			
<b><u>ADMINISTRATION</u></b>			
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			
	<u>\$ 353,832</u>	<u>\$ 123,755</u>	<u>\$ (230,077)</u>
<b><u>OPERATIONS</u></b>			
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	<u>2,544</u>	<u>2,267</u>	<u>(277)</u>
	<u>\$ 289,443</u>	<u>\$ 93,893</u>	<u>\$ (195,550)</u>

**PROFESSIONAL SERVICES**

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

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
Independent Accounting	\$ 16,000	\$ 8,000	\$ (8,000)
Legal - Development		247	247
Legal - Ordinances	<u>7,388</u>	<u>1,159</u>	<u>(6,229)</u>
	\$ 23,388	\$ 9,406	\$ (13,982)
 <b><u>PLANNING &amp; ZONING</u></b>			
Salary & Fees	\$ 51,797	\$ 14,955	\$ (36,842)
Other Expenses	<u>1,778</u>	<u>561</u>	<u>(1,217)</u>
	\$ 53,575	\$ 15,516	\$ (38,059)
 <b><u>MAIN STREET PROGRAM</u></b>			
Manager Salary	\$ 45,482	\$ 13,880	\$ (31,602)
Town Contribution	<u>10,000</u>	<u>11,185</u>	<u>1,185</u>
	\$ 55,482	\$ 25,065	\$ (30,417)
 <b><u>PUBLIC SAFETY</u></b>			
Fire Dept. Donation	\$ 20,000		\$ (20,000)
School Crossing Guards	16,338	1,744	(14,594)
Community Deputy Program	<u>385,232</u>	<u>99,781</u>	<u>(285,451)</u>
	\$ 421,570	\$ 101,525	\$ (320,045)
 <b><u>SANITATION &amp; WASTE REMOVAL</u></b>			
Resident Trash & Yard Waste	\$ 271,796	\$ 94,596	\$ (177,200)
 <b><u>RECREATION AND CULTURE</u></b>			
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	<u>115,643</u>	<u>38,163</u>	<u>(77,480)</u>
	\$ 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

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<b><u>HIGHWAYS AND STREETS</u></b>			
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	<u>79,300</u>	<u>65,960</u>	<u>(13,340)</u>
	\$ 711,615	\$ 181,675	\$ (529,940)
<b><u>OTHER EXPENSES</u></b>			
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	<u>3,500</u>	<u>(61)</u>	<u>(3,561)</u>
	\$ 326,928	\$ 159,470	\$ (167,458)
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,816,472</b>	<b>\$ 896,664</b>	<b>\$ (1,919,808)</b>
<b>INCOME (LOSS) Exc. Cash Reserves</b>	<b>\$ 378,321</b>	<b>\$ 516,145</b>	<b>\$ 137,824</b>
<b>CASH RESERVES</b>	<b>\$ 881,203</b>	<b>\$ 639,328</b>	<b>\$ (241,875)</b>
<b>SURPLUS / (DEFICIT)</b>	<b>\$ 1,259,524</b>	<b>\$ 1,155,473</b>	<b>\$ (104,051)</b>

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

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<b>OPERATING REVENUE</b>			
Revenue	\$ 3,116,090	\$ 1,411,981	\$ (1,704,109)
<b>OPERATING EXPENSES</b>			
Expenses	2,816,472	896,664	(1,919,808)
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>\$ 299,618</b>	<b>\$ 515,317</b>	<b>\$ 215,699</b>
<b><u>OTHER FUND</u></b>			
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)
<b>TOTAL OTHER FUNDS</b>	<b>\$ 737,942</b>	<b>\$ 49,828</b>	<b>\$ (688,114)</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>\$ 1,037,560</b>	<b>\$ 565,145</b>	<b>\$ (472,415)</b>
<b><u>CIP PROJECTS &amp; PURCHASES</u></b>			
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
	<b>\$ 1,182,337</b>	<b>\$ 664,239</b>	<b>\$ (518,098)</b>
<b>OPERATING &amp; CIP SURPLUS (DEFICIT)</b>	<b>\$ (144,777)</b>	<b>\$ (99,094)</b>	<b>\$ 45,683</b>

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

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
Cash Reserves	\$ 881,203	\$ 443,728	\$ (437,475)
<b>TOTAL CASH SURPLUS</b>	<u>\$ 736,426</u>	<u>\$ 344,634</u>	<u>\$ (391,792)</u>

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

	<b>ANNUAL BUDGET</b>	<b>YTD ACTUAL</b>	<b>OVER (UNDER) BUDGET</b>
<b><u>REVENUE</u></b>			
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			
<b>TOTAL OPERATING REVENUE</b>	<b>\$ 1,228,131</b>	<b>\$ 308,343</b>	<b>\$ (919,788)</b>
<b><u>EXPENDITURES</u></b>			
<b>ADMINISTRATIVE</b>			
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)
<b>Vehicles &amp; Equipment</b>			
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**

	<b>ANNUAL BUDGET</b>	<b>YTD ACTUAL</b>	<b>OVER (UNDER) BUDGET</b>
<b>WATER</b>			
Salaries	\$ 175,294	\$ 60,189	\$ (115,105)
<b>Water Distribution System</b>			
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)
<b>Water Plant/Reservoir/Booster/Tower/BS Wellhouse</b>			
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)
<b>Abandoned Well Costs</b>			
<b>TOTAL WATER EXPENSES</b>	<b>\$ 327,467</b>	<b>\$ 110,970</b>	<b>\$ (216,497)</b>
<b>SEWER</b>			
Salaries	\$ 134,998	\$ 50,168	\$ (84,830)
<b>Sewer Collection System</b>			
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
<b>Wastewater Treatment Plants</b>			
<b>East Wastewater Treatment Plant</b>			
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)
<b>West Wastewater Treatment Plant</b>			
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)
<b>TOTAL SEWER EXPENSES</b>	<b>\$ 561,126</b>	<b>\$ 167,457</b>	<b>\$ (393,669)</b>
<b>TOTAL WATER/SEWER EXPENSES</b>	<b>\$ 1,169,340</b>	<b>\$ 374,890</b>	<b>\$ (794,450)</b>
<b>CONTINGENCY FUND - 3.5%</b>	<b>\$ 40,927</b>	<b>\$ 13,121</b>	<b>\$ (27,806)</b>
<b>ADJUSTED WATER/SEWER EXPENSES</b>	<b>\$ 1,210,267</b>	<b>\$ 388,011</b>	<b>\$ (822,256)</b>
<b>NET INCOME (LOSS)</b>	<b>\$ 17,864</b>	<b>\$ (79,668)</b>	<b>\$ (97,532)</b>

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

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<b><u>FUNDING SOURCES</u></b>			
Operating Revenue	\$ 1,228,131	\$ 308,343	\$ (919,788)
Operating Expenses	<u>1,118,967</u>	<u>374,890</u>	<u>(744,077)</u>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>\$ 109,164</b>	<b>\$ (66,547)</b>	<b>\$ (175,711)</b>
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	<u>180,000</u>	<u>2,895,000</u>	<u>2,715,000</u>
<b>TOTAL OTHER REVENUE</b>	<b>\$ 3,540,347</b>	<b>\$ 3,806,329</b>	<b>\$ 265,982</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>3,649,511</b>	<b>3,739,782</b>	<b>90,271</b>
<b><u>DEBT SERVICE COSTS</u></b>			
<b>Principal Payments</b>			
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	<u>370,314</u>		<u>(370,314)</u>
<b>TOTAL DEBT SERVICE COSTS</b>	<b>\$ 918,341</b>		<b>\$ (918,341)</b>
<b><u>WATER &amp; SEWER PROJECTS</u></b>			
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	<u>165,000</u>	<u>2,784</u>	<u>(162,216)</u>
<b>TOTAL WATER &amp; SEWER PROJECTS</b>	<b>\$ 2,449,053</b>	<b>\$ 62,174</b>	<b>\$ (2,386,879)</b>
<b>TOTAL CIP COSTS</b>	<b>\$ 3,367,394</b>	<b>\$ 62,174</b>	<b>\$ (3,305,220)</b>

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

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	<u>ANNUAL</u> <u>BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER)</u> <u>BUDGET</u>
<b>TOTAL FUNDS REMAINING</b>	<u>\$ 282,117</u>	<u>\$ 3,677,608</u>	<u>\$ 3,395,491</u>

# *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*
- *250<sup>th</sup> Town Talks - Saturday, November 11, 2017 at 2pm. at Memorial Park.*

**ADJOURNMENT**

Meeting adjourned at 8:15pm.

Respectfully submitted,

Ann Griffin  
Office Manager



**FREDERICK COUNTY GOVERNMENT**

**DIVISION OF PLANNING & PERMITTING**  
Department of Planning

Jan H. Gardner  
*County Executive*

Steven C. Horn, *Division Director*  
Jim Gugel, *Director*

September 22, 2017

TO Municipal Officials

FROM Jim Gugel, Planning Director 

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 jurisdiction's 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](mailto: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

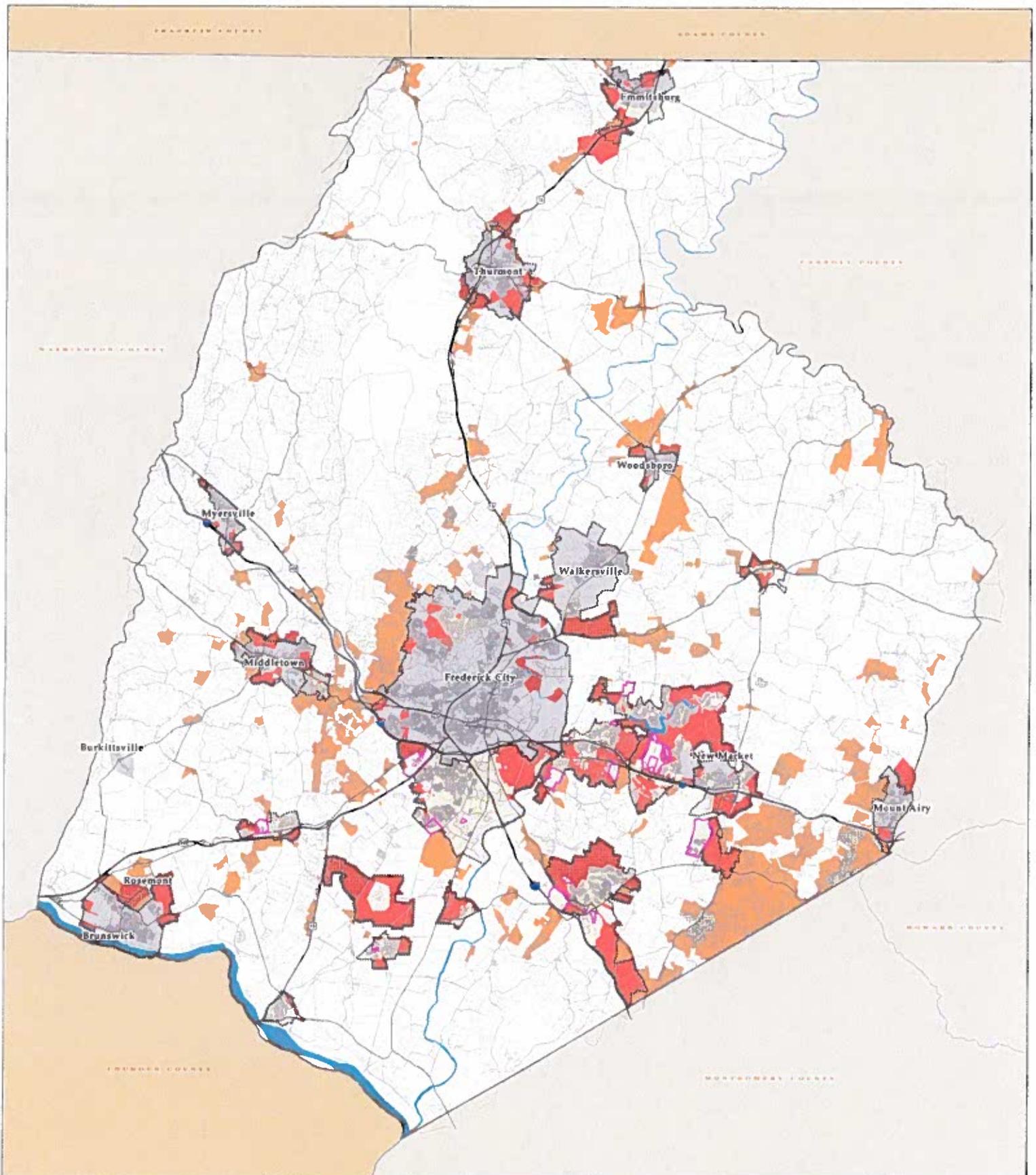
- Woodbourne Manor

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**

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 illustrative purposes only and should not be used for surveying, engineering, or site-specific analysis.

RECEIVED

OCT 24 2017

TOWN OF MIDDLETOWN



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

*MIDDLETOWN LIONS CLUB*

*P.O. Box 190*

*Middletown, MD 21769*

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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,

A handwritten signature in black ink, appearing to read 'Ronald G. Forrester'. The signature is fluid and cursive, with a large loop at the end.

**Ronald G. Forrester**

**President, Middletown Lions Club**



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

DESCRIPTION	QTY	UNIT PRICE	AMOUNT
<b>MYTCOAT</b> BKW37-190-PC- IM - 3 HUMP WAVE BIKE RACK - BLACK POWDER COAT	3	256.00	768.00

*3% surcharge on Visa/MasterCard	SUBTOTAL	768.00
*Valid for 30 days unless otherwise noted	TAX (0%)	0.00
*50% deposit. Balance due Net 30	SHIPPING	225.00
Sign and return with approved colors for order placement		

TOTAL	1093.00
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Accepted By

Accepted Date

 <b>Flattop Lid - 12" Opening</b> Model Number: B3713 5-00-000 Available Sizes: 31 Gal, 12" Opening Material: Formed Steel Options: <ul style="list-style-type: none"> <li>Available in Any Coating Color Advantage Coating or Industry Standard Coating</li> </ul>	 <b>Rain Bonnet Top</b> Model Number: B01213 0-00-000 Available Sizes: 31 Gal Material: Formed Steel Options: <ul style="list-style-type: none"> <li>Available in Any Coating Color Advantage Coating or Industry Standard Coating</li> </ul>
 <b>Plastic Dome Lid</b> Model Number: B3713 P-00-000 Available Sizes: 31 Gal Material: High Flamm. Polyethylene Options: <ul style="list-style-type: none"> <li>Black Only</li> </ul>	 <b>Plastic Liner</b> Model Number: B21212 P-00-000 Available Sizes: 31 Gal Material: High Flamm. Polyethylene Options: <ul style="list-style-type: none"> <li>Black Only</li> </ul>
 <b>Steel Dome Lid</b> Model Number: B01213 S-00-000 Available Sizes: 31 Gal Material: Formed Steel Options: <ul style="list-style-type: none"> <li>Available in Any Coating Color Advantage Coating or Industry Standard Coating</li> </ul>	 <b>Trash Receptacle Inground Mount</b> Model Number: B10421 S-00-000 Available Sizes: 31 Gal Material: Steel Options: <ul style="list-style-type: none"> <li>Powder Coat Finish</li> </ul>
 <b>Ash Bonnet Top</b> Model Number: B41713 S-00-000 Available Sizes: 31 Gal Material: Formed Steel Options: <ul style="list-style-type: none"> <li>Available in Any Coating Color Advantage Coating or Industry Standard Coating</li> </ul>	 <b>Trash Receptacle Surface Mount</b> Model Number: B30421 S-00-000 Available Sizes: 31 Gal Material: Steel Options: <ul style="list-style-type: none"> <li>Powder Coat Finish</li> </ul>
 <b>Ashurn</b> Model Number: U10001 A-00-000 Material: 2 1/2" Flat Flashed Expanded Metal Options: <ul style="list-style-type: none"> <li>Expanded Metal Powder Coat or Standard Coating</li> <li>Advantage Coating or Industry Standard Coating</li> </ul>	 <b>Ashurn</b> Model Number: U10001 B-00-000 Material: 1/2" Thick Powdered Steel Options: <ul style="list-style-type: none"> <li>Expanded Metal Powder Coat or Standard Coating</li> <li>Advantage Coating or Industry Standard Coating</li> </ul>
 <b>Ashurn</b> Model Number: U10001 E-00-000 Material: Standard Steel Options: <ul style="list-style-type: none"> <li>Expanded Metal Powder Coat or Standard Coating</li> <li>Advantage Coating or Industry Standard Coating</li> </ul>	 <b>Ashurn</b> Model Number: U10001 F-00-000 Material: Standard Steel Options: <ul style="list-style-type: none"> <li>Expanded Metal Powder Coat or Standard Coating</li> <li>Advantage Coating or Industry Standard Coating</li> </ul>

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

 <b>Single Loop Bike Rack - 3 Bike</b> Model Number: B41713 3P P-00-000 Material: 2 1/2" x 3/4" Galvalume Steel Tubing Options: <ul style="list-style-type: none"> <li>Available in Powder Coat Finish Advantage Coating or Industry Standard Coating</li> <li>Improved or Surface Mount</li> </ul>	 <b>Single Loop Bike Rack - 3 Bike</b> Model Number: B41713 3P P-00-000 Material: 2 1/2" x 3/4" Galvalume Steel Tubing Options: <ul style="list-style-type: none"> <li>Available in Powder Coat Finish Advantage Coating or Industry Standard Coating</li> <li>Improved or Surface Mount</li> </ul>	 <b>Single Loop Bike Rack - 3 Bike</b> Model Number: B41713 3P P-00-000 Material: 2 1/2" x 3/4" Galvalume Steel Tubing Options: <ul style="list-style-type: none"> <li>Available in Powder Coat Finish Advantage Coating or Industry Standard Coating</li> <li>Improved or Surface Mount</li> </ul>
 <b>Two Hump Wave Bike Rack - 5 Bike</b> Model Number: B41713 2H P-00-000 Material: 2 1/2" x 3/4" Galvalume Steel Tubing Options: <ul style="list-style-type: none"> <li>1 800 OD or 2 1/2" Galvanized Steel Tubing</li> <li>Available in Powder Coat Finish Advantage Coating or Industry Standard Coating</li> <li>Improved or Surface Mount</li> </ul>	 <b>Three Hump Wave Bike Rack - 7 Bike</b> Model Number: B41713 3H P-00-000 Material: 2 1/2" x 3/4" Galvalume Steel Tubing Options: <ul style="list-style-type: none"> <li>1 800 OD or 2 1/2" Galvanized Steel Tubing</li> <li>Available in Powder Coat Finish Advantage Coating or Industry Standard Coating</li> <li>Improved or Surface Mount</li> </ul>	 <b>Four Hump Wave Bike Rack - 9 Bike</b> Model Number: B41713 4H P-00-000 Material: 2 1/2" x 3/4" Galvalume Steel Tubing Options: <ul style="list-style-type: none"> <li>1 800 OD or 2 1/2" Galvanized Steel Tubing</li> <li>Available in Powder Coat Finish Advantage Coating or Industry Standard Coating</li> <li>Improved or Surface Mount</li> </ul>

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

**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<sup>11</sup>; 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

**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."*<sup>1</sup>

*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.<sup>2</sup> 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.<sup>3</sup> The UN's 2016 IPBES report predicts that globally more than 40% of insect pollinators - particularly bees and butterflies - will soon face extinction.<sup>4</sup> Many of Maryland's important agricultural crops, valued at \$2.3 billion (2012), depend on

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<sup>1</sup> <http://www.globalresearch.ca/death-and-extinction-of-the-bees/5375684#sthash.A2Xk8lHF.dpuf>

<sup>2</sup> <http://onlinelibrary.wiley.com/doi/10.1111/j.1600-0706.2010.18644.x/abstract>

<sup>3</sup> [http://www.biologicaldiversity.org/campaigns/native\\_pollinators/pdfs/Pollinators\\_in\\_Peril.pdf](http://www.biologicaldiversity.org/campaigns/native_pollinators/pdfs/Pollinators_in_Peril.pdf)

<sup>4</sup> <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%.<sup>5</sup>

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.<sup>6</sup>

## 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."<sup>7</sup>

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

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<sup>5</sup><http://www.baltimoresun.com/features/green/blog/bs-md-honeybee-decline-20150514-story.htm>

<sup>6</sup><http://www.partnersinflight.org/wp-content/uploads/2016/08/pif-continental-plan-final-spread-singapore.pdf>

<sup>7</sup> <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.<sup>8</sup> 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

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<sup>8</sup> <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<sup>9</sup> and Frederick County<sup>10</sup> 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

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<sup>9</sup> [http://mda.maryland.gov/plants-pests/Pages/apiary\\_inspection.aspx](http://mda.maryland.gov/plants-pests/Pages/apiary_inspection.aspx)

<sup>10</sup> <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<sup>11</sup>; 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. Kwabong, 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=NRC\\_S143\\_022326](https://www.nrcs.usda.gov/wps/portal/nrcs/detailfull/national/plantsanimals/pollinate/?cid=NRC_S143_022326))

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<sup>11</sup>[http://mda.maryland.gov/plants-pests/Pages/pesticide\\_regulation.aspx](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 an 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



## 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.

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Burgess John Miller

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Commissioner Larry Bussard

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Commissioner Tom Catania

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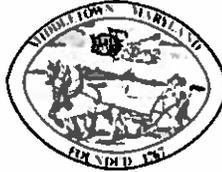
Commissioner Rick Dietrick

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Commissioner Jennifer Falcinelli

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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**

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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 TABULATION			
BID DATE NOVEMBER 1, 2017													
Item	Description	Unit	Estimated Quantity	ENGINEERS ESTIMATE		MR. REHAB		STANDARD PIPE SERVICES		PLEASANTS			
				Bid Unit Price	Extended Price in Figures	Bid Unit Price	Extended Price in Figures	Bid Unit Price	Extended Price in Figures	Bid Unit Price	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	TELEWISE 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	TELEWISE 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	\$ 8,810.00	\$ 8,810.00		
	11B. 6"	EA	1	\$ 6,000.00	\$ 6,000.00	\$ 5,000.00	\$ 5,000.00	\$ 8,000.00	\$ 8,000.00	\$ 8,810.00	\$ 8,810.00		
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		
	Total Bid Price			\$	\$ 173,930.00	\$	\$ 160,636.66	\$	\$ 166,150.00	\$	\$ 179,966.00		
	Difference			\$	\$ 173,930.00	\$	\$ 160,636.66	\$	\$ 166,150.00	\$	\$ 179,966.00		
					0%		-8%		-4%		3%		