

# *BURGESS AND COMMISSIONERS OF MIDDLETOWN MARYLAND*

## TOWN MEETING MINUTES

### REGULAR MEETING

November 13, 2017

The first monthly meeting of the Burgess and Commissioners of Middletown was called to order on November 13, 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 and Chris Goodman.

### CONSENT AGENDA

#### *Financial Statements*

#### *Town Meeting Minutes – October 23, 2017 - Town Workshop*

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

### PERSONAL REQUESTS FOR AGENDA:

**Ann Payne and Joyce Tuten** – Pollinator Resolution for Best Management Practices – Ann Payne stated that in their research on bee keeping, they discovered that Maryland had lost 60.9% of its honey bees. Maryland was the 5<sup>th</sup> worse state in the nation.

**Streetscape SHA** – Jerry Burgess, Project Engineer, Eddie Poffenberger, Area Engineer and Neil Haines, Assistant District Engineer were all present tonight to address the resident’s concerns on the East end of Town in the “Airview” section of East Main Street.

Drew stated that there are 2 types of roads State roads and local roads. Alternate 40 (Main Street) and Route 17 (Church Street) are State roads in Middletown. The state controls what happens on both Main and Church Streets.

Drew stated that during the design of this Streetscape project the Town didn’t agree with the design that the State was planning but ultimately the Town has no say in this project. Drew stated that the plans for this project have been publicly available both at the Municipal Center as well as on our website but, if you are not an engineer you probably wouldn’t be able to make them out.

Jerry Burgess stated that he has been in contact with Chris Webber in regard to the impact this project is having on a few property owners on the East side of Town. The State will look at what they can do to lessen the impact on these residents. Mr. Burgess stated that he is in the process of meeting with each property owner in this area to discuss what they can do.

Janet Wiles, 716 East Main Street – stated that with the proposed grade from the curb to her house her neighbor (Ms. Moser) won’t be able to mow her yard with a riding mower. Ms. Wiles stated that she and her neighbor are older, and they can’t afford to pay someone to pay to mow their yards as they both are on a fixed income.

Merilyn Moser, 718 East Main Street – stated that with the slope from the sidewalk her yard will become a water hole.

Matt Axline, 714 East Main Street – stated that when you raise the yards 2 feet, you’re decreasing any swale, it is going to flow back into the house, they are looking at potential flooding in their basements.

Kevin Corcoran, 709 East Main Street – stated that Jerry (project engineer) has been very good to work with. Mr. Corcoran had a concern about who is going to bare the expense of his colored gravel that he

currently has in his driveway. Mr. Corcoran stated that he feels that by raising the road 2 feet it's going to cause more safety issues with the property owners coming in/out of their driveways

Lera Straits, 720 East Main Street – thanked Jerry Burgess and the SHA but, Mrs. Straits wants to be assured 100% by SHA that none of the property owners in this area will incur any financial hardships with this project?

Most of the residents in attendance to address their concerns stated that they did not receive notification from the State in regard to what would be done to their properties.

Mr. Haines – stated that the SHA design engineers identified a low spot on East Main Street about 300 feet long that limited visibility to the east of Coblenz Road. The State believes the limited line of sight has contributed to crashes at East Main Street and Coblenz Road. Mr. Haines stated that raising the road is the less intrusive way of solving the problem. Mr. Haines stated that it does look quite drastic right now, it is a change of profile in the road by 2 feet. Mr. Haines stated that there were two ways to address the low spot, we either shaved down the road which would've cause at least a 2-month detour or fill it in and the SHA chose to fill it in.

### **Unfinished Business:**

**Frederick County Amendments to Comprehensive Plan – Growth Tier Maps** – Frederick County Growth limit map of Middletown does not show 2 parcels of land currently on our Comprehensive Plan. The back parcel of the Middletown Glen and the Memar parcel off Coblenz Road. The Board agreed to include these parcels on their maps.

Motion by Commissioner Falcinelli to include these parcels in the Frederick County Growth limit maps to match our Comprehensive Plan, seconded by Commissioner Goodman. Motion carried 5-0.

**Memar Annexation – Clubhouse/Community Center Options** – Burgess Miller stated that there are still some issues that the Town is working with Memar on. Burgess Miller stated that he has a meeting with the developer on Wednesday, November 15<sup>th</sup> at 1pm.

**Discussion of use of Municipal Center by Community Groups** – Burgess Miller stated that with Main Street Middletown purchasing a property on West Main Street, this will allow for us to move the Zoning Administrator into the Main Street Manager's current office and the desk that the Zoning Administrator uses will go into the Staff Planner's office. Burgess Miller also stated that he has spoken with MVAA asking them to move out their trophy cases as well as a cabinet they have in this area. Burgess Miller stated the plan is to then move the table & chairs from the Heritage Gallery into this area for Community Groups to use.

### **REPORT OF COMMITTEES:**

**WATER & SEWER** – Commissioner Falcinelli reported:

Water use for October – 335,860 gal., spring flow for October – 61,054, East WWTP treated 231,000 gals. and the WTTP treated 172,000 gals.

Well Field Stream Improvement project is well underway.

Hydrants were flushed in October use 691,000 gallons less than normal.

No meeting in November.

**PUBLIC WORKS** – Commissioner Bussard reported:

Layla Drive & Smithfield Drive have been striped.

The guys prepared for the scarecrows, they put up the new Veteran banners and are also getting ready for winter.

**SUSTAINABILITY** – Commissioner Dietrick reported:

We have created a form for residents to nominate residents for doing green practices which will go out in with the January water/sewer bills.

Several eagle scouts have contacted Cindy for projects.

**PLANNING COMMISSION** – no report.

**PARKS AND REC. COMMITTEE** – Commissioner Goodman reported:

No meeting in November.

**PUBLIC INFORMATION** – Commissioner Falcinelli reported:  
Encouraged the residents to sign up for the Alert Frederick County.

**NEW BUSINESS:**

**Lion’s Club Donation of Bike Racks (3) for Town Parks** – Burgess Miller stated that the Lion’s club has donated 3 bike racks 1 to go at Memorial Park, 1 at Remsberg Park and 1 at Wiles Branch Park.

**Resolution 17-07: Pollinator Habitat Best Management Practices** – It was the consensus of the Board to approve Resolution 17-07 as presented.

**Resolution 17-08: Adoption of the Frederick County Hazardous Mitigation Plan** – Drew stated that the Board previously approved this plan but, he didn’t realize that we had to do it in resolution form. It was the consensus of the Board to approve Resolution 17-08 as presented.

**Proclamation for Municipal Government Works Month** – Burgess Miller stated that November is Municipal Government Works Month.

**Sanitary Sewer Improvements – Inflow & Infiltration Bids** – We received 3 bids for the North Church Street Sanitary Sewer Main Rehabilitation project. JR the Town’s CIP project manager reviewed the bids and is recommending that we go with Mr. Rehab with a bid of \$160,636.66.

Commissioner Falcinelli motioned to approve the bid from Mr. Rehab in the amount of \$160,636.66, seconded by Commissioner Bussard. Motion carried 5-0.

**PUBLIC COMMENT:**

**ANNOUNCEMENTS:**

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

**ADJOURNMENT**

Meeting adjourned at 9:00pm.

Respectfully submitted,

Ann Griffin  
Office Manager