

**BURGESS AND COMMISSIONERS  
OF MIDDLETOWN MARYLAND**

**TOWN MEETING MINUTES**

**REGULAR MEETING**

**September 10, 2018**

The first monthly meeting of the Burgess and Commissioners of Middletown was called to order on September 10, 2018, by Burgess Pro Tem Jennifer Falcinelli at 7:00 p.m. in the Middletown Municipal Center, 31 W. Main Street, Middletown, Maryland. Present were: Commissioners Larry Bussard, Rick Dietrick, and Chris Goodman.

**CONSENT AGENDA**

*Town Meeting Minutes – August 27, 2018 – Town Meeting*

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

**PERSONAL REQUESTS FOR AGENDA:**

**Unfinished Business:**

**Approval of General Fund Capital Improvements Program (CIP) Budget** – Motion by Commissioner Goodman to approve the general fund CIP as presented for FY19, seconded by Commissioner Bussard. Motion carried 4-0.

**Approval of Water/Sewer Fund Capital Improvements Program (CIP) Budget** – Motion by Commissioner Goodman to approve the water/sewer fund CIP as presented for FY19, seconded by Commissioner Bussard. Motion carried 4-0.

**Ordinance No. 18-09-01 – Increase to the Capital Improvement Fee** – Public hearing was held, and it was advertised properly.

Motion by Commissioner Dietrick to approve the \$2.75 increase to the Capital Improvement Fee making it a quarterly charge of \$47.25, seconded by Commissioner Bussard. Motion carried 4-0.

**First Reading/Introduction of Ordinance No. 18-09-02 – Establishing Petition Procedures** – Burgess Pro Tem Falcinelli stated that this is our first reading of this, it will be on our agenda at the next meeting at which time we will determine what our next action will be.

**Review of Public Information to Resident Regarding TCS for Road Improvements Projects** – Drew stated that with our budget situation we had to come up with some cuts and this is a way we can do that. We will be sending out a letter informing our residents of as well as posting videos on our website. Consensus of Board to send out the letter prepared by Drew.

**Tobias Court – Emergency Vehicle Access and No Parking** – No parking signs will be installed.

**REPORT OF COMMITTEES:**

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

Water use for August – 320,355 gal., spring flow for August – 127,445, East WWTP treated 267,000 gals. and the West WWTP treated 268,000 gals.

Reservoir Project – Directed consultant to proceed with a D115 tank (precast). We did not instruct at this time to proceed with 2 circular or 1 elliptical. They are finishing up with Phase 1 with a follow up memo, basis of design, recommendations and potential cost savings, while at the same time proceeding with Phase 2.

Reed bed sludge removal will start in the fall.

**PUBLIC WORKS** – Commissioner Bussard reported:

Guys have been busy staining bridges, power washed the SWM Pond, street patching contract near completion, Green Street warranty is up September 15, 2018 and the ADA sidewalks are still being installed throughout town. Commissioner Bussard reminded residents to trim their trees so that they are not hanging into the sidewalk area.

**SUSTAINABILITY** – Commissioner Dietrick reported:

New signs presented for what use to be the pollinator garden is now being called Green Talks to be held Saturday, September 22 at the Middletown Library 12:30-2pm. – Entomologist Lisa Kuder.

Next meeting is Wednesday, September 19<sup>th</sup> at 5pm.

**PLANNING COMMISSION** – **no report.**

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

Commissioner Goodman stated that the Committee is looking into POS requests next year.

Commissioner Goodman stated that they are considering asking for water/sewer connections.

Commissioner Goodman also stated that they are still waiting to hear back from DNR on the walking trail grant.

**PUBLIC INFORMATION** – Commissioner Falcinelli reported:

We had the last of the Community meetings last week and we had a total of 2 people attend. Burgess Pro Tem stated that we will need to discuss this if we are going to continue these meetings.

**NEW BUSINESS:**

**Discussion of Text Amendments Regarding Notification of Adjoining Property Owners for Site Plans/Preliminary Plans** – Drew stated that this was discussed thoroughly at the workshop. Drew stated that preliminary plans are for subdivisions and site plan are for individual lots of record. Commissioner Dietrick stated that we also discussed making this a policy instead of changing the code. It was the consensus of the Board to make this a policy.

**PUBLIC COMMENT:**

**ANNOUNCEMENTS:**

- *Green Talks – Entomologist Lisa Kuder - Saturday, September 22, 2018 from 12:30pm.- 2pm.at the Middletown Library*
- *Heritage Festival – Saturday, September 29, 2018 from 10AM.-5PM*

**ADJOURNMENT**

Meeting adjourned at 8:00pm.

Respectfully submitted,

Ann Griffin  
Office Manager