



AGENDA FOR THE TOWN WORKSHOP

September 5th, 2024

Workshop 7:00PM

PLEDGE TO THE FLAG

CALL TO ORDER

INTRODUCTION

- Middletown's New Staff Planner – John "JJ" Hartner

PROCLAMATION

- [Middletown Goes Purple Proclamation](#)

STAFF REPORTS

[Deputy Report](#)

[Public Works & Utilities](#)

[Zoning & Code Enforcement](#)

[Staff Planner](#)

[Main Street Manager](#)

Financial Officer

CONSENT AGENDA

- Town Meeting Minutes
 - [August 26th, 2024 – Regular Meeting Minutes](#)

UNFINISHED BUSINESS

- [Ordinance No. 24-08-01](#)- to amend Title 13 to expand the municipal utility billing policies and procedures and add a payor requirement provision^{5V}
- [FY25 Pay Ranges with DLS Hagerstown-Martinsburg Statistical Area Comparison](#)²

NEW BUSINESS

- [Green Street Speed Study Report Review](#)¹
- [Public Comment Policy Draft – Review & Discussion](#)¹

TOWN ADMINISTRATOR'S REPORT

- West WWTP Generator Replacement – LGIT Reimbursement
- Remsberg Park ADA Survey & Accessibility Review Update
- [Consulting Agreement with Dawn Beitzel @ Engage Maryland](#)

ANNOUNCEMENTS

- Heritage Festival – September 28th
- September Green Talk – Saturday, Sept. 21st at 1:00pm – Wildlife Corridors – Middletown Library

ADJOURNMENT

Lifesize Meeting Invite Information

Join the meeting: <https://call.lifesizecloud.com/11085268>.

Passcode: 21769

Click to call from Mobile (audio only)

United States: +1 (312) 584-2401,, 11085268#,21769#

Call in by Phone (audio only)

United States: +1 (312) 584-2401

Meeting extension: 11085268#

Passcode: 21769#_____

Identifies the Number of Times the Item has been on a Town Workshop and/or Town Meeting Agenda

V Identifies a Vote to be taken on the agenda item

*PROCLAMATION
OF
THE BURGESS AND COMMISSIONERS*

**MIDDLETOWN GOES PURPLE
SEPTEMBER 2024**

WHEREAS: Substance abuse related deaths and overdoses are a community problem and finding solutions depends on involvement among people throughout the community; and

WHEREAS: The effects of opioid abuse and overdoses, in particular, are felt by a whole community and need to be addressed by the entire community; and

WHEREAS: Middletown supports those who struggle with addiction, their loved ones and first responders and providers who witness the realities of addiction daily; and

WHEREAS: Effective substance/opioid abuse prevention and recovery programs succeed because partnerships are created among social service agencies, schools, religious organizations, local governments, law enforcement agencies, and the business community; and

WHEREAS: All citizens should become involved in caring for our families and friends that are affected by addiction.

NOW THEREFORE WE, The Burgess and Commissioners of Middletown, do hereby proclaim the month of September 2024 as **Middletown Goes Purple** Month in the Town of Middletown and call upon all citizens, community agencies, religious organizations, medical facilities and businesses to increase their participation in efforts to prevent substance abuse, and support recovery efforts thereby strengthening the communities in which we live.

For the Burgess and Commissioners,
John D. Miller, Burgess

Middletown, Maryland Founded in 1767



Middletown Community Deputies

Monthly Activity Report

August 2024

Dfc. Chudoba #0409

Dfc. McCarrick #0485

Traffic Stats

Citations Issued: 8 (54)

Warnings Issued: 73 (490)

Repair Orders Issued: 1 (5)

Accidents: 6 (39)

Selective Enforcement: 38 (258)

Proactive Enforcement

Walking Patrol / Talks: 54 (386)

Bike Patrol: 7 (42)

Patrol Checks: 136 (1,313)

School Safety Checks: 43 (334)

Arrest Stats

Criminal Arrests: 0 (3)

Traffic Arrests: 3 (9)

Juvenile Arrest: 0 (2)

Warrants / Summons: 2 (6)

Calls for Service

Burglaries: 1 (1)

Destruction of Property: 1 (11)

Disturbances: 4 (27)

Juvenile complaints: 1 (8)

Noise complaints: 1 (4)

Suspicious Activity: 3 (49)

Thefts: 0 (21)

Drug Incidents / Attempted Overdose
Special Events/ Important Information

-DFC McCarrick investigated a hit and run vehicle crash at 200 Blk E Green St. where suspect vehicle damaged a sign. DFC McCarrick identified the driver and provided his information to the Town Administrator.

-DFC McCarrick and DFC Chudoba were present at National Night out.

- Residential burglary during overnight hours on Mina Drive. Forced entry on side door. Nothing stolen. Unconfirmed if entry was made into residence. No suspect information.

-2 DWI arrests and on driving without insurance arrest.

-DFC McCarrick and DFC Chudoba both modified their work schedules, to day shift, to be present for the first two weeks of school.

-Deputies making a presence and monitoring juveniles during after school hours at various Middletown business' and locations.

Accidents

Franklin St / Church St

Layla Rd / Hollow Rd

200 Blk E Main St

600 Blk E Main St

200 Blk E Green St

2 Wagon Shed Ln

Paul Mantello

From: Hajjar, Trevor <THajjar@FrederickCountyMD.gov>
Sent: Tuesday, September 3, 2024 5:21 PM
To: John Miller; Paul Mantello
Cc: Welsh, Brett
Subject: RE: Thank you

I wanted to follow up with the statistics from our speeding initiative.

On 08/27, from 8 a.m. to 12 p.m., the four traffic unit deputies, Chudoba and McCarrick, focused their efforts inside and just outside of the town limits.

-11 traffic stops

-5 citations (3 citations were for Driving without insurance for one driver)

-10 warnings

-2 Repair Orders

-1 arrested for a warrant

The traffic unit sergeant advised that only 2 drivers were cited for speeding. Most were at or below the speed limit, and the drivers who were speeding were traveling 5-6 mph over.

We can try to do this again in the future, but perhaps in the evening.

Feel free to let me know if you have any questions or concerns.

Thanks

Trevor

From: Hajjar, Trevor
Sent: Monday, August 26, 2024 11:00 AM
To: John Miller <John.Miller@ci.middlestown.md.us>; Paul Mantello <PMantello@ci.middlestown.md.us>
Subject: Thank you

Burgess Miller and Paul,

We wanted to follow up with you both and thank you for taking the time out of your busy schedules to meet with us yesterday. Also, tomorrow, August 27th, several Traffic Unit deputies, Dfc. Chudoba, and Dfc. McCarrick will conduct a Speed Enforcement Initiative in the town limits focusing on Main Street. I wanted to give you both a forewarning in case you get any phone calls about the increased presence, and I will follow up with their overall stats after the initiative.

Thanks,

Trevor

Lt. Trevor Hajjar #0373
Patrol Operations
110 Airport Drive East
Frederick, MD 21701
(301) 600-6486 (Work)
(301) 748-4816 (Cell)

Town of Middletown Planning Department

To: Burgess & Commissioners and Middletown Planning Commission

From: Cindy Unangst, Staff Planner

Date: 9/3/2024

RE: Monthly Planning Update – September

Major Subdivisions:

Foxfield Section 6 (Coblentz Road) – BOA approved special exception use – August 31, 2020
Preliminary plat approved by PC – January 19, 2021 (expired January 19, 2024)
Improvement plans reviewed by PC – February 20, 2023/Lighting plans – March 20, 2023
Final Forest Conservation Plan conditionally approved by PC – October 16, 2023
Architectural renderings conditionally approved by PC – October 16, 2023
Preliminary plat 3-year extension approved by PC – January 16, 2024 (expires January 2027)
Revised Improvement Plans reviewed by PC – February 20, 2024
Revised HOA conditionally approved by PC – March 18, 2024
Next steps – approval of revised Improvement and lighting plans by PC

Site Plans, Plats and Minor Subdivisions:

Alekos Village Cafe (6 N. Church St.)

Site plan conditionally approved by PC – May 20, 2024

Next steps – submittal of revised site plan for review and approval by PC

Caroline’s View/Horman Apartments (East Green Street)

Site Plan approved – April 21, 2008

(sunset provisions put in place on May 2, 2021 – **plans expired May 2, 2024**)

Next steps – restart process of site plan submittal and fees for review and approval by PC

Cross Stone Commons (Middletown Parkway) – Revised Site Plan approved – October 20, 2014

Improvement Plan mylars signed – November 6, 2015

Next step – submittal of architectural renderings for building #2 for review/approval

Green Street Flats (406 W. Green St.)

Improvement plans conditionally approved by PC – July 17, 2023 (expires July 17, 2026)

Next step – attendance at October PC meeting for compliance review of site plan

Hollow Creek Professional Center (Alt. 40A)

Board of Appeals approved self-storage use – April 27, 2021 (**Expired April 27, 2022**)

Redline Site Plan conditionally re-approved by PC – June 17, 2024 (**Plans expire June 17, 2025**)

Redline Improvement Plans and architectural renderings approved by PC – May 15, 2023 (plans expire May 15, 2026)

Next steps – submittal of public works agreements and LOCs

Middletown County Park (Coblentz Road) – FSD & FCP approved – February 17, 2020
FRO Plantings completed and approved – November 23, 2022
FRO 1st-year inspection completed – November 9, 2023
Next step – 2nd year inspection to be done November 2024

Middletown Middle & Elementary School replacement (E. Green Street/Martha Mason Dr.) –
Concept plan reviewed by PC – December 18, 2023
Revised concept plan reviewed by PC – March 18, 2024 and again May 3, 2024
Forest Stand Delineation plan approved by PC – March 18, 2024
Revised Forest Conservation Plan and Demo Plan conditionally approved–August 19, 2024
Revised Site Plan submitted for review and approval – August 30, 2024
Next step – approval of Site Plan by PC

Miller Property (East Main Street) –
Phase III Redline Site & Improvement Plans conditionally approved – Sept. 16, 2019
Next step – submittal of Phase IV site plan for review and approval by PC

St. Thomas More Academy Site Plan revision (Prospect St) –
Revised site plan to be revisited in five years – September 2025

Annexations:

Text Amendments: Attorney is working on ordinance to eliminate fees from Code
Planning Commission is reviewing the Subdivision regulations in the Code

Reports: Keep MD Beautiful grant final report due end of September

Grants: Keep Maryland Beautiful grant application – AWARDED!

Meetings: Foxfield Section 6 Status meetings – every other Wednesday at 12:30pm
Next Middletown Green Team Meeting – September 17, 2024

Next Joint town board/planning commission workshop – Monday, October 7, 2024 @ 6:30pm

Sustainability Committee upcoming dates: Green Talk - Saturday, September 21st @ 1:00pm

Mayor's Monarch Pledge annual report due December 1st

SMC certification to expire December 31, 2025

Public Works Monthly Report
September 5, 2024

COMPLETED WORK

WS Installed 64 (76 to date) new meter/AMI radios as well as sump pump inspections, and LCRR inspections. Replace pressure and vac gauges at CBPS, Well 6 pump and motor replaced, add Well 16 to SCADA control, maintenance on spray nozzles at EWWTP, Aquadisk, process tubing lines. **PW** Ordered F150, installed meter pit at Heritage Park, install sidewalk bench and can at P-ball courts, install concrete weir walls at Remsberg Park, Sign pole foundations at Parking lot, Crosswalk blinker foundations at library, equipment maintenance, Cone Branch SWM Pond seed and mulch, School Crosswalk painting, Wiles Branch wood guardrail, springline leak repair.

Public Works

New Projects or Requests

Research of Alleys in the Woodmere (Linden Locust and E Main ST area), Remsberg Master Plan, Remsberg ADA walk path concept. MVFD R1 lot review other large infill lots. Cross Stone Commons out lot site plan inquiries.

Unbudgeted/ Contingent Expenses: Well 6 \$4,550.00

Springs at 46 gpm or 66,240 gpd

Sludge Hauling End of FY 24 total cost \$20,544.00, Hauled 192,000 gal, Bedded 283,575 gal

Sludge cost for FY 25 \$00000 000 gal hauled, 31,350 gal bedded **Total hauled** 000 gal **Bedded** 48,450 Gal

Water Use (Average Daily for the Month, Flows stated in gallons per day)

Permit Limits (gal) **387,000/504,000 AD/MMU** **250,000 AD** **250,000 AD**
Base flow 176,000 **Base flow** 115,000

MONTH	WATER USE		SPRING FLOW		East WWTP		West WWTP		Rain
	past yr	present yr	past yr	present yr	past yr	present yr	past yr	present yr	
January	294,589	321,178	109,491	80,906	252,000	294,000	164,000	318,000	6.15
February	296,667	313,101	123,213	110,452	239,000	285,000	132,000	249,000	2.6
March **	309,885	307,186	142,161	140,913	275,000	328,000	162,000	267,000	4.7
April **	325,983	339,818	142,274	150,187	213,000	330,000	117,000	399,000	4.6
May	343,765	339,070	146,882	146,094	237,000	242,000	151,000	151,000	4.65
June	340,446	337,789	122,478	140,908	198,000	191,000	119,000	119,000	2.4
July	318,543	342,183	87,179	100,522	178,000	167,000	127,000	116,000	1.45
August	322,376	326,634	61,243	74,327	167,000	220,000	115,000	186,000	5.15
September	302,063	319,276	67,700	46,212	226,936	182,000	159,864	131,000	3.75
October **	309,119	311,354	61,992	41,232	209,733	172,000	138,747	112,000	1.05
November**	295,148	308,601	59,761	37,317	217,000	179,000	141,000	126,000	2.2
December	302,135	319,517	80,456	44,759	282,795	224,000	238,529	174,000	3.95

Avg Daily/yr	313,393	323,809	100,403	92,819	224,622	234,500	147,095	195,667	42.7
Avg Yr Flw	114.39	118.19	36.65	33.88	81.99	85.59	53.69	71.42	

**Hydrants flushed this month

October 2019 531,958, Spring 2020 not flushed. Fall 2020 582,024 Spring 2021 704,842 Fall 2021 744,925 Spring 2022 664,933 Fall 2022 749,561(5 day avg) spring 23 702,023 Fall 23 no flushing Spring 24 581,628 gal

Planned Work

Lead and Copper (inventory due Oct 2024) 1350 accounts of 1675 complete, MDE water inspection corrections. POS, CP&P purchases pending BPW, Rate Study support, Remsberg Master Plan

WS Projects: I and I. Springline replacement: ready for construction in October/November, notifications of construction sent to property owners. Church Street Meter Installation, Meter change outs to follow the springline construction.

Open Projects

ADA sidewalk ramp reconstructions: Done for FY 24.

Glenbrook Arch Engineering Study: Staff have reviewed the County and Consultant recommendation. Preparing summary and cost report for corrections. Report summary and estimated costs being reviewed. Remsburg will complete wall cap replacements and guardrail.

Water System: Reviewed system for end of life meters (521 each - FY 25), 76 installed to date. Notification to customers for replacement letters have been prepared. Meter replacements continue.

Water Hydraulic Model: no update.

SSO and I&I: The inspection will be done in house and a schedule and determination of manhours will be made. Letters will be sent to each residence. Based on the first 3 days of April and flows of the CBPS staff will relook at Foxfield Subdivision based on field reconnaissance of SSMH's and observation of flow. Flow meters will be placed for monitoring and possibly cleaning televising to discover leaking pipe or defects. Originally due to the pipe type and age this area was not given as much priority as the 1954 collection system within the CB Basin. SSO occurred on April 3 from 0954 to 2327 = 811mins at 60 gpm for 48,660 gallon. Flow monitors have been installed in Foxfield area for 90 days have been removed. Sump pump inspections are in progress. Smoke testing to begin Sept 9, FD and property Owners notified.

West Wastewater Treatment Plant: No new incidents.

East WWTP: Awaiting draft permit. PER has been received and ready for review.

Wells: Well 6 motor and pump replaced. Well 15 pump, motor and drop pipe being scheduled for replacement (54 gpm to 38 gpm)

Municipal Center: No issues

Harris Farm Property: Completed a review of the structures and a projected usage and cost budget. Reviewed Springfield Barn event venue for possible use of bank barn.

Wiles Branch Stream Rehabilitation (MS4): Consultant is moving ahead with Wiles Branch Stream Restoration design and permitting. Grant application will be submitted. Construction late FY24 into 25. Town has received a single price for the work. Project summary and pricing for Board was presented at the May workshop. The projected budget for 2025 is \$550,000.00. Summary of project has been completed that includes costs and recommendation for contract for construction using previous contractor. This work needs to be completed no later than December 2025. No action.

Linden Boulevard Culvert Replacement and Streetscape: Timeline and estimated costs presented for streetscape and stream restoration to the Board. Culvert lining ilo replacement and stream restoration at Wiles Branch appears to be the favored options. Engineering has been funded for FY 24. Staff has received the resident advisory committee notes. The design alternatives were presented at the March 25 town board meeting. Several discussions about additional considerations for around a bout and streetlights and sidewalk. The B&C recommend the committee come back with their final request. Awaiting a second recommendation from the community committee. May 14, 2024, Board approved no sidewalks, new Town Standard street lights. The discussion included a roundabout but that was later discussed and decided to provide a 4 way stop at Pine and Linden. Staff has met with Triad Engineering and they are moving ahead with construction plans, end of September for first submission. Washington gas has opted out for installation on Linden. No action

Brookridge PS: No action.

Pickleball Courts: Staff has used a sound meter as recommended in the report to record noise and compare the study results. The field study revealed no pickleball noise over 50db. Roadway noise was up to 75 db. The report was provided to all elected officials. Lighting contractor has applied for an electrical permit. Working with ATC for court repairs.

Patching Contract: FY 24 patching contract has been completed. No action.

Developments

ADMAR Annexation: Design for treatment plant in progress 99% submittal has been submitted for review. IP drawings reviewed. MDE has reviewed and commented on the WTP (PFAS sampling occurred on 5/24 and 5/25 but was deemed unusable.) April 27 MDE and adjoining property Owners at Townhall. Non detect but we expect the sampling to reoccur during the 60 day test. Will resubmit to MDE. Construction permit is contingent on 60 day long term test and appropriation permit. MDE public hearing held on July 16, 2024 with comment period left open for 30 days. MDE expects to issue a draft permit in the next 14 days. The next step will be to review the permit condition and respond.

Lancaster Development: Requested floor plans and use for water appropriation planning but have not received. No action. The property has been listed for sale. No action

Future Budget Considerations

W&S: Comprehensive sewer plan, West WWTP ENR plant replacement (non process component for Town budget). upsize CB pumps (part of the facility review or ENR upgrade), PFAS treatment, springline replacement, Field Maintenance tractor

GF: 2 future positions for 2 full crews. 26 GVW truck replacement (truck 4)

Regulatory

EPA

Revised Lead and Copper: Inventory of all public and private service lines due October 2024. (80% complete). New LCRI has been released for comment.

PFOA PFOS: MDE Grant applied for January 2024. New PFAS regulations have been adopted by EPA. Initial sampling must be performed between 2024 and 2027, 2027 to 2029 initial results published in CCR and regular monitoring must begin, 2029 systems must comply with all MCL's (must have treatment online). MDE sampled Well 22 and 23 in April; no results as of this date. Website has been updated with the approved EPA Rule and most recent testing. No action

MDE

Permits: East WWTP Discharge Permit (exp Dec 2021) submitted 22 months prior to expiration and then revised 14 months before expiration. MDE advertised the reapplication. We have requested an increase in discharge flow from 250,000 to 350,000. MDE has approved the County Water and Sewer Plan which requested the increase in flow. MDE is has started working on the permit may be 9 months till completed, will await the PER ENR selection process before releasing Draft permit. Received email that MDE has begun the renewal (Jan 24). No action

Irrigation Pump Station MDE reissued the 3rd Draft with new PFAS requirements for sampling. Nitrogen limit has been removed. Will complete review in next 14 days.

MS4 Permit: Received a Proposal from FSA or inspection and survey MS4 stream improvements to justify the MS4 credits and have placed in the General Fund budget. MDE has issued a new MS4 permit to FrCo (they administer the permit) valid for 5 years. 2024 report due October 31, 2024.

West WWTP ENR Upgrade: A meeting with MDE for planning discharge limits on December 6 revealed concerns by MDE for discharging 700,000 gpd to the Hollow Creek based on summer base flows. Received planning limits Jan 27, 2023 for review. Met with Engineer to discuss the proposed limits and options. RK& K has provided 3 cost estimates for 3 options. Revised DRAFT PER has been received.

Wastewater Capacity Management reports: Submitted January 31, 2024 to MDE. No change.

Grants: The January 2024 deadline grants list has been released for public comment. Middletown is listed for ENR, PFAS, Springline replacement and I and I. No action.

DROUGHT 2023 Water Production Capabilities

1/31/2024							
MAXIMUM PRODUCTION NON DROUGHT				MAX PRODUCTION DROUGHT (2023 Drought DATA 30" rain)			
Wells	YIELD GPM	TOTAL DAILY		YIELD GPM	TOTAL DAILY	YR PRECIP	
1,2,6,7,8,9,19	200			160			
14	10			7			
15	55			42			
16	17			17		19 GPM run 17 hours.	
22	5			5			
23	18			17			
	305	439200		248	357120		
						combined sources	
SPRINGS WINTER avg	85	122400	561600	40	57600	414720	
SPRINGS SUMMER avg	50	72000	511200	30	43200	400320	
SPRINGS SUMMER min				17	24480	381600	30
				GPM	Drought Yield	AvgDaily	Tot Rain Fall in
				265	1 month most severe	381600	30
				278	3 month moderate	400320	35

2023 Water and Sewer Capacity

W1 Infill Lots not connected(see below)	47.13	250	11,783	15,317
Existing Demand - 3 Year Average			311,911	399,246
Available Capacity			24,607	39,037
Planned W2 Future Connections				
Lancaster Property	10	250	2,500	3,500
10% Reserve Capacity			250	350
Future Demand			2,750	3,850
Available System Capacity			21,857	35,187
EDU's Available		250	87	
Memar Annexation	148	250	37,000	51,800
10% Reserve Capacity			3,700	5,180
Memar Annexation Demand			40,700	56,980
EDU's Required**			163	
** This will be offset by additional source provided by the developer.				
W1 Infill, not connected				
28 East Green St Lot		1		
216 E Green St		1		
12 & 14E Main ST Church Lots		2		
30 W Main St		1	jeff and main	
101 W Green St		1		
204 Lombardy Court		1		
Walnut St (subdivision)		1	application	
2 Boileau Drive 205 S Ch St		1		
Municipal Hall		11		
Brown TH's		3		
carolines view		9	May 2024 no longer approved	
3 on Jefferson St check tap fee already paid		3	308,312,316,open lots	
Cross Stone Commons		4.95		
New Library		4.18	May 2024 connected	
18 E Green St Lot Williams lot		1		
500 & 502 E Main ST Rhoutzahn		2		
		47.13	EDU's	

1/29/2024

Wastewater Capacity

	Usage GPD	Basin*	EWWT	WWTP	
Design Capacity			350,000	250,000	
Permit Number			13-DP3182	18-DP-0462	
Permitted Capacity	MGD		0.25	0.25	
planned permit increase	MGD		0.100	0.000	
Current Permit Discharge Limit	MGD		0.250	0.250	
Planned Permit Discharge Limit	MGD		0.350	0.250	
3 year avg discharge flow	MGD		0.226	0.168	
Percent Capacity Used at Permit Capacity			90%	67%	
Available Capacity	MGD		0.0238	0.0818	
Units Available Current Permit	SFD		95	327	
Future Connections					
infill lots S1 actual sold 2023					
Brown TH	3	250 West			0.00075
Carolines View	9	250 West			0.00225
Cross Stone Commons	4.95	250 East	0.0012375		
Memorial Hall	11	250 West			0.00275
Infill Lots	14	250 West			0.0035
Library	4.18	250 West			0.001045
					46.13
planned S2 res MEMAR	148	250 Either			0.037
planned S2 comm LANC	1	1600 East	0.0016		0
Planned future flow	MGD		0.0028	0.047	
Available Capacity with approved connections at current Permit			0.0209	0.0345	
Units available at current permit			84	138	222
Available Future Capacity at design capacity Permit			0.1209	0.0345	
Units available at design capacity			484	138	622

Abbreviations

Million Gallons/ Day	MGD
Single Family Dwelling	SFD
Equivalent Dwelling Unit	EDU
Equivalent Dwelling Unit flow	1 EDU = 250 GPD
Approved Lot but not connected	S1
Platted Lot proposed usage	S2
Basin determined by gravity flow or by pumped flow	*

Connection Changes

- Brown TH connected May 2024
- Carolines View no longer approved May 2024
- Memorial Hall connected Jan 2024
- Library Connected May 2024

MAIN STREET

MIDDLETOWN

TO: The Burgess and Commissioners
FROM: Becky Axilbund, Executive Director Main Street Middletown
RE: August Workshop
DATE: September 5, 2024

Upcoming Dates:

September 6 – Tourism Presentation on our use of Hotel Co-Op Fund
September 16th – Heart of the Civil War Heritage Area Board Member Retreat
September 18th – Antique Car “Show” Drive Through Middletown
September 28 – Heritage Festival
October 7-8 – Maryland Main Street Conference – at the Weinberg
October 11 – Business Mixer
October 11 – Frederick County Tourism Familiarization Tour
October 19 – Scarecrows March Down Main Voting!

Organization:

- We had a fantastic turnout for the ribbon cutting on August 16th!



Becky Axilbund, MAIN STREET Manager, cuts the ribbon to officially open the Welcome Center with Board Members Jim Hoover, Bernard Pond, Janet Fox, Anna Liisa VanMantgem, & Ross Wixon (not photographed, Greg Wigel & Debbie Knipe)

- Visitation – we started keeping a visitor’s book right away and found folks ready to sign in, which is fantastic. We have had visitors nearly every day – and as far away as from Michigan and Connecticut. I had one visitor from Baltimore who came to visit based on the ad he saw in The Baltimore Magazine advertisement!
- We have noticed that while we love what we offer in here, there is a little list – maybe there will always be a little list – of things we could add as extra amenities – a fun chair for toddlers to sit in that is styled like a trolley car, a hand-held puzzle/game/string art/something for kids who can sit through one video, but the second is just too much, an added sign over the north side door, and a bit of gardening in the back yard to keep the weeds at bay.

Volunteer Program – Starting Up!

- Several volunteers have started to loosely pull together some basic information to create a docent guidebook. This docent guidebook would serve to answer basic questions visitors seem to have – dates of events, did George Washington come through here, what is the oldest house. We have also pulled old Heritage Hunt flyers that we created for past Heritage Festivals as another way for people to have an activity that may be easier for kids/more fun for kids, rather than the self-guided walking tour brochure and since they are shorter, maybe easier to do with children.

Board Retreat

- Saturday, August 17th we help an all-day Board Retreat to dream and create an action plan for the next three to five years. While it is a bit tedious to work through the entire day, it is so worth the investment of time for us to have clearly set goals to achieve as we move forward. Our next planning session is Wednesday, September 18th. What will emerge is a list of top priorities, a written plan on what steps we need to take in order to reach those goals.

Finances

- Thank you for the annual donation for \$8000 to help support the program. Part of the funds we have already used to update the Ice cream brochure and to purchase more Ice Cream t-shirts.

Economic Development Committee:

- One of the components of the Main Street program is to have an up-to-date Business Inventory. We discussed this at the Committee level, and all agreed this would be a good time to update our current inventory. The Inventory questions have gone out through the Constant Contact newsletter, and we have received some responses already.
- Along with the Business Inventory, one of the last tasks that Logan Bohn worked on was entering information into the National Main Street’s BOOMS database. (**B**uilding **O**pportunities **O**n **M**ain **S**treet). This serves as a way for us to have a continually updated/updating Building Inventory to track where we have open spaces, building condition, photos of each building, etc. Logan entered the basic information to get us started on this and I just need to add the notes about the properties. This a GIS generated mapping tool and can help determine where we may need to activate empty spaces, target areas for Façade Improvement, and keep up with changing tenants/owners.

Promotions:

Presentations:

- I gave a presentation to the Maryland Main Street programs at our monthly Power Hour about our rehabilitation project, how doing the project meets the 4-points and the MD 5th

Point, how it fits into our Transformational Strategy, how we funded it, what went right, and what were the pitfalls. I was happy to share this undertaking with the larger group.

- I am giving this same presentation in person on Monday, October the 7th as part of the Maryland Main Street conference.

Printed Materials

- The Walking Tour Brochures look fantastic and we are so happy to have them at the Welcome Center. Please come pick one up!



Advertisements:

- While the announcements have not been made public for voting the Frederick News Post Best of the Best Contest, we DO know that the second round, the round that picks the final winners is coming up the week of September 21st and ends on Friday the 27th – the day before Heritage Festival. So, even though we are all thinking about Heritage Festival – please carve out those extra few minutes to VOTE in the Best of the Best Contest.
- Preservation Maryland highlighted our ribbon cutting in their monthly newsletter and on their social media. This is wonderful exposure to a state-wide, history-minded audience. We want to continue to cultivate a relationship with Preservation Maryland as they are also key partners in the rehabilitation project of the Washington Inn at the Appalachian Trail head on top of South Mountain.

Upcoming Events:

- Heritage Festival – we are excited about showcasing the Welcome Center at Heritage Festival!
- Scarecrows – Main Street Board member Debbie Knipe has been coordinating closely with Jenn Rhinaman to have a smooth transition from Jean Lapadula's dedication to putting a Main Street spin on the event. I am still striking out in some areas – such as the popcorn vendor has let their license lapse in Frederick County, to a professional storyteller who wanted \$3000 for his visit to Middletown. But, we Do have story time

from the Library, and the week before Scarecrows the library will do scarecrow programming as a way to promote the event. We are still searching for a popcorn vendor, or even seeing if we can borrow a popcorn machine to have a small snack to hand out during the event. I am looking into creating an art activity and perhaps having a pumpkin carver come out too.

- Christmas in the Valley – We have already talked with the Catoctones and already ordered Christmas in the Valley Santa Sacks!
- Health and Wellness Expo – We sent out an early vendor letter in August and have already received four vendor applications for this upcoming March event!

Newsletters

- We are continuing to refine the newsletters to address different audiences.

Design Committee:

- A new FY 2025 Design Committee task or FY 2025 includes oversight of Ion Design creating an exterior sign for 19 West Main Street – which we requested to do in the Main Street Improvement Grant. This will be a simple exterior sign that provides visitors directions and information on days that the Welcome Center is closed – basically QR Codes to lead visitors to our website so they know where to go to eat, shop, and what to see nearby.
- After traveling to Savannah this year, I am leaning on the design committee to think more broadly about more plantings!
- I had a meeting with the Frederick Arts Council confirming our interest in the installation of public art on the west side of town. They have sent out another round of Requests for Proposals and will be in touch with us soon.

Grants:

The main updates concerning Main Street Grants is as follows:

1. DHCD awarded Main Street Middletown 256K in Project Restore Grant funds.
2. DHCD awarded Main Street 25K in Main Street Improvement Grant funds.
3. The Tourism Council awarded us \$6887.50 in grant funds to create tourism products for the 2026 250th Commemoration. We are working on the smaller, Heart of the Civil War Heritage Area grant to help fund more of the hoped-for 250th commemorative projects.

Main Street Middletown, MD Inc. thanks you for the continued partnership in our revitalization efforts!



Town of Middletown
Zoning/Code Monthly Staff Report

To: Burgess and Commissioners

From: Robert Wilkes, Zoning Administrator

Date: September 3, 2024

RE: Monthly Zoning/Code Administrator's Staff Report for August 2024

BOA Hearings: One

Storage Container & Dumpster Permits: One

Home Occupation Permits: None

Zoning/Code Violations and Complaints: Two

300 Blk W. Main Street	Parking on W.Main	No violation but possible apartment residents parking on W. Main instead of their lot.	8/26/2024	24-27
18 W. Main Street	Curb damage after paving alley and debris on sidewalk in front of Main Cup	Met with resident, staff will address curb damage and Main Cup will maintain sidewalk in front of their property.	8/28/2024	24-28

Miscellaneous: Finished sidewalk inspections in the Foxfield neighborhood. Handling an ivy issue on Town trees that are adjacent to Holy Family's property on Old National Pike. 16 violation letters mailed for tall grass/limbs over sidewalks, inoperable MV's, and recreation equipment parked in front of homes.

Permits: Fifteen (July 2023 Ten)

August 2024 Zoning Certificates	Type	Address	Permit #	M-town	R. Wilkes	County
				Received	Approved	Approval
Town of Middletown (lights)	Other	Remsburg Park 7420 Holter Road	485084	8/1/2024	8/1/2024	Y
Fallahi	Fences	3 Hoffman Drive	Town	7/26/2024	8/4/2024	N
Green	Decks & Porches	4 Tobias Run	484076	7/25/2024	8/4/2024	Y
Safeway	Interior Improvements	815 E. Main Street	484826	7/26/2024	8/4/2024	Y
McNeely	Interior Improvements	206 Layla Drive	484510	7/26/2024	8/4/2024	Y
Lester (Above ground pool and Hot Tub)	Pools & Hot Tubs	7 Ivy Hill Drive	484489	7/30/2024	8/4/2024	Y
Stoyak	Interior Improvements	122 E. Main Street	483341	7/30/2024	8/4/2024	Y
Maloney	Fences	218 Lombardy Court	Town	7/30/2024	8/4/2024	N
Ricci	Fences	405 Glenbrook Drive	Town	8/1/2024	8/4/2024	N
Green	Interior Improvements	4 Tobias Run	484593	8/6/2024	8/6/2024	Y
Knox	Interior Improvements	207 Mina Drive	485212	8/6/2024	8/6/2024	Y
Wedlock	Decks & Porches	2 Ivy Hill Drive	484711	8/12/2024	8/12/2024	Y
Dailey (shed)	Accessory Structure	109 Mina Drive	Town	8/21/2024	8/26/2024	N
Cortes-Shrank	Storage Containers & Dumpsters	108 N. Pointe Terrace	Town	8/27/2024	8/28/2024	N
Ziadeh	Decks & Porches	309 Cone Branch Drive		8/29/2024	8/30/2024	Y

***BURGESS AND COMMISSIONERS
OF MIDDLETOWN MARYLAND***

TOWN MEETING MINUTES

August 26, 2024

The meeting of the Burgess and Commissioners of Middletown was called to order on August 12, 2024, by Burgess Miller at 7:00p.m. Present were Commissioners Jennifer Falcinelli, Larry Bussard, Kevin Stottlemeyer, and Chris Goodman.

PUBLIC COMMENT:

PRESENTATION:

Solar Energy Evaluation for the Town of Middletown – A cost evaluation of erecting a solar array at the reservoir versus purchasing the solar array at Remsberg Park was completed at no cost to the town. Charles Johnson (SEMCAS Group, LLC) attended the meeting virtually to report the findings of the solar energy evaluation for the town. The goal was to determine the feasibility for installing a new solar array and explore the feasibility of exercising the early purchase option on the existing solar array at Remsberg Park. This included evaluation of installing a new roof-top solar array on top of the town’s reservoir or installation of a new solar array on a designated area of the reservoir property. Several scenarios were evaluated. After careful review the study recommended two options:

- Purchase a new town owned array that would meet 105% of the electricity requirements of the town electric accounts not covered by the current solar array and installing the new solar array on the reservoir property; **but** the town must retain ownership of the SRECs. OR
- The town exercises its early purchase option of the existing solar array at the end of 10 years of operation.

Costs associated for both options were discussed. It was recognized that with the buyout there will be additional costs relating to operation and maintenance. The life cycle of solar panels was discussed. If chosen, the 10-year early purchase cost is \$500,000. Owning it would save the town \$80,000 per year with a debt service of \$40,000 per year. The deadline for the 10-year purchase option of the existing solar array is January 2025.

PUBLIC HEARING: The public hearing began at 7:52PM.

Ordinance No. 24-08-01 to amend Title 13 to expand the municipal utility billing policies and procedures and add a payor requirement provision – The ordinance has the property owner or designated property management company paying the utility bill. Tenant payments would not be accepted. This is to keep the town out of any tenant/landlord disputes. It was noted that this ordinance update affects those property owners of single-family dwellings that are rented out. The town has been accepting payments from tenants since it began collecting utility payments. The town would have no control over any tenant payments made electronically to the system. Staff time for payment verification was also discussed. Staff noted that multi-unit

residences bills are paid by the property owner, as are businesses. This will be voted on at the September 9th town board meeting.

The public hearing ended at 8:04PM.

CONSENT AGENDA:

- **Town Meeting Minutes**
 - *August 12, 2024 – Town Meeting – Commissioner Stottlemyer stated that under the Sustainability section of the minutes that the town has not yet received the plaque for the wye oak and asked that the meeting minutes be corrected.*
 - *August 19, 2024 – Executive Session*

- **FY 25 Updated Employee Personnel Policy Manual Pay Ranges -** The Town Administrator reviewed the updated pay ranges (May 2023) from the US Bureau of Labor Statistics for the Washington-Arlington-Alexandria, DC-VA-MD-WV region of which Frederick County is included. Some of the pay ranges for town employees increased while several decreased. Discussion occurred as to why Frederick County is included in the region since wages here are much less than the metropolitan areas the county is included in. Several members thought the pay ranges were not reflective of the county. It was noted that these figures assist the town in keeping abreast of the job market, and that people are driving to make a higher wage. The Town Administrator was asked to research the Hagerstown/Washington County area statistics and bring them to the next meeting for review. This item is tabled until then.

- **Town Personnel Policy Amendments – Health Insurance Benefits & Town Planner Exempt Status** – Since all town employees enrolled in the health plan offered by the town pay a portion of the premiums the personnel policy must be updated to reflect this change. The change was reviewed by the board. If approved, the staff planner position would become an exempt position for the town.

Motion: Commissioner Falcinelli motioned to approve the meeting minutes with the minutes correction and the town personnel policy amendments as presented. Seconded by Commissioner Goodman. Motion passed (5-0).

UNFINISHED BUSINESS

Middletown Policy Master List – Final Review and Discussion – The Town Attorney and Commissioner Falcinelli both provided comments on the existing master list. The Town Attorney recommends that those policies that are no longer relevant be officially retired or amended as needed. The Town Administrator will provide a list of those policies recommended for retirement and a list of those policies recommended to be updated for relevancy.

NEW BUSINESS:

MVAA Remsberg Park Concept Plan Submittal – Review & Staff Comments – MVAA was tasked a couple of months ago to provide the town with a Remsberg Park master plan. Before the board this evening was their master plan for Remsberg Park for review. This plan shows two

additional multipurpose fields, 2 additional ball fields, a recreation building and additional parking to support these new fields and building. The Director of Public Works (DPW) reviewed the plan and provided comments on other items to consider which included site grading, stormwater management for the new parking, and all ADA requirements. The board suggested flipping the proposed multipurpose fields with the proposed ball fields for grading. It was noted that the access road would need to be addressed and updated to a 2-lane road. Water service to the proposed building would have to be developed as the current water service to the park would not be enough. The DPW was asked to schedule a meeting with MVAA members to discuss costs and grading related to this master plan. A future public works agreement to address the access road and parking will be needed. Potential funding sources to cover costs have yet to be determined.

Request for Staff Opinion: FCPS Acoustical Study and Town Nuisance Ordinance

(Chapter 8.08 – Nuisances) – The Town Zoning Administrator (TZA) had received a request from a contractor for FCPS asking for the town’s position on if the current design of the future collocated school was in violation of the town’s current nuisance ordinance. The TZA stated that in his opinion noise from normal day-to-day operations of a public school is both necessary and reasonable and therefore not in violation of the town’s current noise ordinance. He recognized that the noise ordinance is incomplete and needs to be updated so that it can be enforceable. The town’s draft ordinance mirrors the county’s. Two Woodmere Circle residents were present to provide comment. The town board was reminded that the comp plan states that its citizens are the heart of Middletown. Woodmere Circle residents believe that the town is supporting FCPS in this project to the detriment of the neighboring residents. They cited previous interactions with board members and the email from the TZA as proof. They further noted that the Town Attorney determining that the driving lanes into and around the school property as public roads further supports FCPS plan. They questioned the need for a definition of “public road”. The definition was needed to clarify the ordinance and to make the ordinance enforceable. All FCPS plans refer to the driving lanes as parking lots. Both the noise and exhaust from multi-lane and multiple vehicles, and the general outside school noise is detrimental to personal health. The Woodmere Circle residents are requesting mediation regarding this public nuisance and to be treated with respect regarding their concerns. They do not feel that either has happened.

TOWN ADMINISTRATOR’S REPORT:

Harris Farm Property POS Application & Development Proposal – The Town Administrator reported that DNR has softened their position regarding reimbursement for park outbuildings. This means that up to \$695,000 of the purchase of the property is reimbursable through POS funds over several years. As Mrs. Harris holds the note for the property, the town can make payments at any time. Also, Burgess Miller, the Town Administrator and the DPW visited the Springfield barn in Williamsport, MD. It is a town owned facility that is rented out for community functions. This was a preliminary visit to see if something similar could be done with the bankbarn on the Harris property. The town lobbyist is interested in pursuing this barn development as part of a design and improvement project for a large portion of the Harris property as a park. This barn development could be a potential revenue generator in the future. The board asked that the Town Administrator develop a proposal for the board to review.

PUBLIC COMMENTS:

The water/sewer committee meeting was cancelled for August.

ANNOUNCEMENTS:

- Heritage Festival – September 28th

The meeting adjourned at 9:08pm.

Respectfully submitted,

Annette Alberghini,
Office Manager

ORDINANCE NO. 24-08-01

AN ORDINANCE TO AMEND TITLE 13 TO EXPAND THE MUNICIPAL UTILITY BILLING POLICIES & PROCEDURES AND ADD A PAYOR REQUIREMENT PROVISION.

SECTION I. BE IT ORDAINED AND ENACTED by the Burgess and Commissioners of Middletown that Title 13, Chapter 13.12 of the Middletown Municipal Code be, and hereby is amended as shown below. New language, added to Chapter 13.08.230 – Entry of premises, is designated by being in **BOLD CAPITAL LETTERS**.

Chapter 13.12 - WATER AND SEWER FEES AND CHARGES

13.12.040 – Billing policies and procedures.

B. Water and sewer bills are issued quarter-annually and mailed in January, April, July and October of each year for water and sewer usage during the preceding three months. All water and sewer accounts will be established in the name of the property owner where service is rendered. Bills are mailed in the name of the property owner to the property address. The town will, however, upon written request by the property owner, mail bills to the property owner to such other address as designated by the property owner and will also mail bills in the name of the property owner but in the care of a designated property management company at that company's address. No accounts will be established and no bills will be mailed in the name of tenants. **NO BILL PAYMENTS WILL BE ACCEPTED FROM TENANTS**. Late notices, disconnection notices and any other notices will be mailed in the name of the property owner to the property address or to such other address or to such property management company as has been designated by the property owner for the mailing of bills.

(Ord. No. 22-04-01, § I, 4-11-2022; Ord. No. 20-11-01, § I, 2-8-2021; Ord. No. 13-03-02, § I, 3-11-2013, eff. 3-31-2013; Ord. No. 12-08-01, § I, 8-13-2012, eff. 9-2-2012; Ord. 07-02-01 § 1, 2007; Res. 99-13, 1999)

SECTION II. BE IT FURTHER ENACTED AND ORDAINED that this Ordinance shall take effect twenty (20) calendar days following its approval by the Burgess and Commissioners.

INTRODUCED ON THE _____ DAY OF _____, 202_
PASSED ON THE _____ DAY OF _____, 202_
EFFECTIVE DATE: _____, 202_

ATTEST:

**BURGESS AND COMMISSIONERS
OF MIDDLETOWN**

Paul D.J. Mantello, Town Administrator

BY: _____
John D. Miller, Burgess

DRAFT

DRAFT



ATTENTION!!

On August 29, 2024 The Burgess & Commissioners approved Ordinance 24-08-01 which updates Chapter 13.12 - Water and Sewer Fees and Charges, Section 13.12.040 - Billing policies and procedures
To include:

No Bill payments will be accepted from tenants

The Town will only accept payments from property owners.

So that arrangements can be made for those tenants that currently pay the water/sewer bills for a property they are renting, the Town will begin enforcing this policy January 1, 2025

U.S. Bureau of Labor Statistics – May 2023 National Occupational Employment & Wage Estimates (Hagerstown-Martinsburg, MD-WV)

Paul Mantello <PMantello@ci.middleton.md.us>

Tue 8/27/2024 11:07 AM

To: Burgess & Commissioners <BurgessCommissioners@ci.middleton.md.us>

Hi All,

The DLS data for the Hagerstown-Martinsburg “statistical area” is below. I’ll add it to the next agenda.

Have a nice day!

Paul

Town Hall Administration

Position	Hourly	Annual	Annual	Percent Change
Receptionist	\$17.30 - \$32.12	\$35,984 - \$66,816	\$33,502 - \$62,218	6.9% Decrease
Office Manager	\$26.07 - \$48.41	\$54,226 - \$100,693	\$43,267 - \$80,353	20.2% Decrease
Town Planner	\$34.35 - \$63.79	\$71,448 - \$132,683	\$57,587 - \$106,942	19.4% Decrease
Zoning Administrator	\$25.55 - \$47.45	Not Applicable	\$22.28 - \$41.38	12.8% Decrease
Main Street Program Manager	\$30.83 - \$57.25	\$64,126 - \$119,084	\$49,133 - \$91,247	23.4% Decrease
Financial Officer	\$35.29 - \$65.53	\$73,403 - \$136,309	\$52,430 - \$97,370	28.6% Decrease
Assistant Director of Public Works & Utilities	\$39.03 - \$72.48	\$81,182 - \$150,748	\$70,161 - \$130,299	13.6% Decrease
Director of Public Works & Utilities	\$59.00 - \$109.56	\$122,720 - \$227,893	\$104,587 - \$194,233	14.8% Decrease
Town Administrator	\$53.01 - \$98.45	\$110,261 - \$204,776	\$71,862 - \$133,458	34.8% Decrease

Department of Public Works

Position	Hourly	Annual	Annual	Percent Change
Public Works Apprentice	\$15.00 - \$27.01	\$31,200 - \$56,189	\$31,200 - \$46,995	16.4% Decrease
Municipal Service Worker I & II	\$18.42 - \$34.22	\$38,314 - \$71,169	\$33,453 - \$62,127	12.7% Decrease
Utility Systems Manager	\$18.71 - \$34.75	Not Applicable	Not Applicable	Not Applicable
Public Works Foreman	\$20.52 - \$38.10	\$42,682 - \$79,254	\$36,141 - \$67,119	15.3% Decrease
Public Works Superintendent	\$28.95 - \$53.76	\$60,216 - \$111,810	\$50,736 - \$94,224	15.7% Decrease
CIP Project Manager	\$34.52 - \$64.12	\$71,802 - \$133,361	\$65,828 - \$122,252	8.3% Decrease

Department of Utilities

Position	Hourly	Annual	Annual	Percent Change
Utilities Operator Trainee	\$15.00 - \$25.49	\$31,200 - \$53,025	\$31,200 - \$55,588	4.8% Increase
Utilities Operator I & II	\$21.95 - \$40.76	\$45,656 - \$84,770	\$35,889 - \$66,651	21.4% Decrease
Utilities Superintendent	\$25.97 - \$48.23	\$54,018 - \$100,318	\$49,812 - \$92,508	7.8% Decrease

U.S. Bureau of Labor Statistics – May 2023 National Occupational Employment & Wage Estimates (Washington-Arlington-Alexandria, DC-VA-MD-WV) (Alexandria city, VA; Arlington County, VA; Calvert County, MD; Charles County, MD; Clarke County, VA; Culpeper County, VA; District of Columbia; Fairfax County, VA; Fairfax city, VA; Falls Church city, VA; Fauquier County, VA; Frederick County, MD; Fredericksburg city, VA; Jefferson County, WV; Loudoun County, VA; Manassas Park city, VA; Manassas city, VA; Montgomery County, MD; Prince George's County, MD; Prince William County, VA; Rappahannock County, VA; Spotsylvania County, VA; Stafford County, VA; Warren County, VA)

U.S. Bureau of Labor Statistics – May 2023 National Occupational Employment & Wage Estimates (Hagerstown-Martinsburg, MD-WV) (Berkeley County, WV; Washington County, MD)

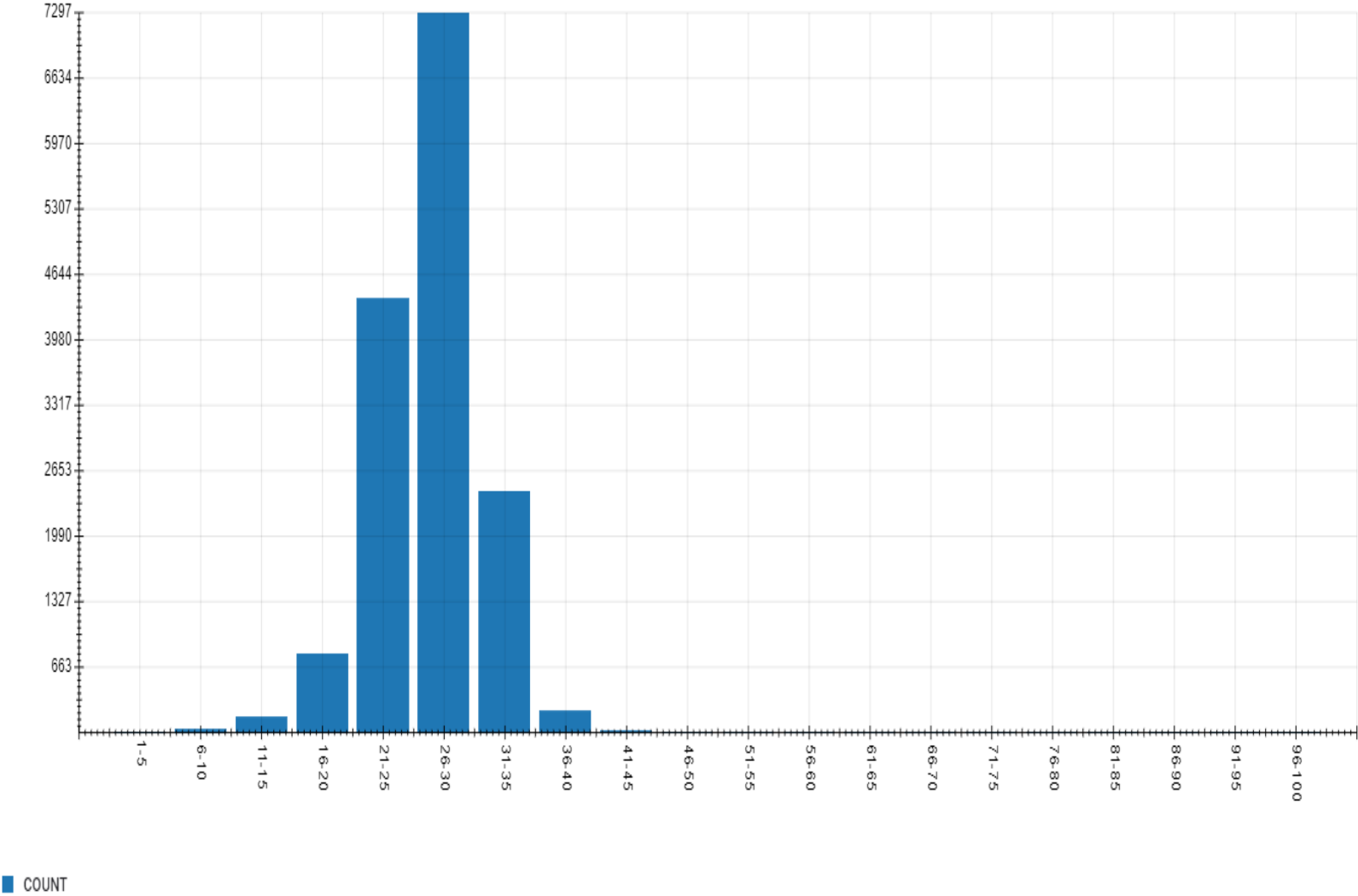
Count by Speed Range Report

Location: 203 East Main Street

Address: 203 East Main Street

Report period: 2024-08-15 to 2024-09-04

Count By Speed Range	
Speed (mph)	Count
1-5	4
6-10	25
11-15	154
16-20	798
21-25	4395
26-30	7297
31-35	2444
36-40	213
41-45	14
46-50	0
51-55	0
56-60	0
61-65	0
66-70	0
71-75	0
76-80	0
81-85	0
86-90	0
91-95	0
96-100	0
Total	15344



Total Number of Speed Violations

Location: 203 East Main Street
 Address: 203 East Main Street
 Speed Limit: From schedule 31 mph

Report Period: 2024-08-12 to 2024-09-01
 Total Vehicle Count: 6809

Hour	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Weekday Average	Weekend Average	Week Average	Speed Average	85% Speed(mph)
00:00 - 01:00	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	19	29
01:00 - 02:00	n/a	n/a	n/a	n/a	n/a	n/a	1	n/a	1	n/a	16	30
02:00 - 03:00	n/a	1	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	20	31
03:00 - 04:00	n/a	n/a	2	n/a	2	n/a	n/a	1	n/a	1	21	32
04:00 - 05:00	2	3	n/a	2	2	n/a	n/a	2	n/a	1	28	31
05:00 - 06:00	3	5	4	5	n/a	n/a	n/a	3	n/a	2	24	32
06:00 - 07:00	4	9	4	4	3	3	1	5	2	4	27	30
07:00 - 08:00	11	11	12	7	10	5	3	10	4	8	27	30
08:00 - 09:00	4	10	6	9	6	10	3	7	7	7	27	30
09:00 - 10:00	n/a	8	9	4	9	H 18	9	8	14	10	28	32
10:00 - 11:00	n/a	3	5	7	6	9	H 13	5	11	7	27	31
11:00 - 12:00	n/a	2	3	5	8	11	6	5	9	6	26	30
12:00 - 13:00	33	9	8	4	4	14	8	12	11	11	27	30
13:00 - 14:00	H 36	6	6	4	3	10	7	11	9	10	26	30
14:00 - 15:00	5	9	2	9	10	5	11	7	8	7	26	30
15:00 - 16:00	10	8	2	3	6	9	7	6	8	6	26	30
16:00 - 17:00	3	H 18	12	H 13	H 19	9	H 13	13	11	12	27	32
17:00 - 18:00	13	8	H 17	10	15	11	6	13	9	11	28	31
18:00 - 19:00	7	13	7	6	7	2	3	8	3	6	27	30
19:00 - 20:00	3	5	8	7	3	5	1	5	3	5	25	30
20:00 - 21:00	3	2	4	1	2	3	4	2	4	3	25	30
21:00 - 22:00	n/a	2	3	2	2	1	1	2	1	2	26	30
22:00 - 23:00	n/a	n/a	1	1	n/a	n/a	n/a	n/a	n/a	n/a	28	30
23:00 - 24:00	n/a	n/a	n/a	1	n/a	n/a	n/a	n/a	n/a	n/a	18	30
Total	137	132	115	104	117	125	97	125	115	119	AVG: 25	AVG: 30

H - highest value in the column, **bolded H** is highest H value in report

** "n/a" - means the sign did not collect any data at the time stipulated in the report. "n/a" values are NOT included in calculations.

Policy for Public Comment at Meetings of the Burgess and Commissioners

There are two opportunities on the agenda, during the course of a public meeting of the Burgess and Commissioners (Town Board or Board), for public comment. One scheduled comment period at the beginning of the meeting and another at the end of the meeting, prior to adjournment. These comments are limited to 3 minutes per individual or 10 minutes per official organization.

There will be opportunities for comment by members of the public and community groups, on any item on the agenda and on any items to be voted on by the Burgess and Commissioners. Comments for agenda items that have been motioned for action can be offered after a motion and a second by the elected officials. These comments are limited to 3 minutes per individual or 10 minutes per official organization.

All comments are on the record and to be included in the official minutes of the meeting. All comments are to be directed to the Burgess and Commissioners, and not directly to another resident or persons having business or in attendance at the meeting.

It is the presiding officer's responsibility to notify the speaker of their time limit prior to the testimony and to notify them when their time has expired. The presiding officer has the right to allow more speaking time if deemed necessary.

Additional time beyond the time limit, as provided above, may be requested in writing at least 5 days in advance of the meeting date. Decisions on whether to grant the additional time shall be made by the Burgess. If the Burgess is unavailable for the meeting, additional time for comment may be granted by the Burgess Pro Tem or designated chair of the meeting.

The additional time granted shall be defined at the time of approval and shall be identified on the approved agenda.

CONSULTING AGREEMENT

between

DAWN BEITZEL (DBA Engage Maryland)

and

Town of MIDDLETOWN



Dawn Beitzel

Executive Director

c 301.501.6680

e dawnbeitzel@ymail.com

This Agreement is entered into this date by and between **Dawn Beitzel** DBA Engage Maryland, (hereinafter “Consultant”), doing business at PO Box 810, McHenry, Maryland, 21541, and **Town of Middletown**, Maryland (hereinafter “Client”), 31 W. Main St. Middletown, **MD** 21769.

Based upon the mutual promises contained herein, and other good and valuable consideration, the parties identified above, intending to be bound hereby, enter into the following Agreement:

SERVICES

1. Consultant shall provide Grant Writing & consulting services, including shall provide dedicated grant writing support for up to 12 hours per calendar month to Town of Middletown.

- Consultant shall utilize their expertise in crafting compelling grant proposals tailored to the specific needs and objectives of Town of Middletown.
- Consultant shall conduct thorough research to identify relevant funding opportunities from government agencies, foundations, and other sources.
- Each grant application shall receive a customized approach to maximize success rates and funding outcomes.

2. Grant Administration:

- Consultant shall assist Town of Middletown with grant administration tasks, including reporting, compliance, and financial management.
- They shall oversee grant requirements to ensure the timely submission of reports and adherence to funding guidelines.
- Consultant shall provide support throughout the entire grant lifecycle, from award notification to project completion.
- Transparent communication and regular updates shall be provided to keep Town of Middletown informed of grant progress and milestones.

3. Act as a liaison between Town of Middletown and Funding Agencies, keep Town of Middletown apprised of Grant Changes, and report to the Client as requested by the Mayor and Town Manager.

1. TERM OF AGREEMENT

The Term of this Agreement shall be 10 (ten) calendar months as follows: the Agreement shall take effect on September 1, 2024, and shall continue for ten calendar months, terminating on June 30, 2025. Notice of Termination of this agreement shall be given by either Consultant or Client within 60 days of the termination date. Written Notice of Extension of Term shall void any prior termination date contracted by Consultant and Client

2. CONSULTANT FEE

The Consultant shall be paid a fee for the above enumerated services. The Consultant's fee shall Manno & Associates proposes the following fee structure for the services rendered:

- A monthly retainer fee of \$500 for up to 12 hours of grant writing services.
- \$65 per hour for any requested services above and beyond 12 hours monthly which are included in retainer fee.
- A grant administration fee of 1.5% of the total award amount over the lifecycle of each grant secured by Dawn Beitzel on behalf of Town of Middletown.
(should this agreement not be extended beyond June 30, 2025, entire grant administration fee of 1.5% of awarded grants obtained by Dawn Beitzel for the Town of Middletown will be due and payable upon Termination of this agreement.)

****Terms of Payment: ****

Payment shall be made by Town of Middletown to Dawn Beitzel within 30 days of receipt of an invoice.

****Termination:****

Either party may terminate this agreement with 30 days' written notice.

3. EXPENSES

The Consultant shall be responsible for all reasonable expenses incurred, unless those authorized by the Client.

4. PERSONAL SERVICES

Empowering Municipal/Organization Excellence:
Comprehensive Solutions for Policy, Planning, Grants, and Project Management

The services to be performed by the Consultant shall be performed personally by Dawn Beitzel and not by any other individual, unless approved by the Client.

5. NON-EXCLUSIVE

This Agreement is for the non-exclusive use of the Consultant's services. Nothing contained herein shall prevent the Consultant from contracting to provide other services to other clients on a non-exclusive basis, subject to the Conflict of Interest provision herein.

6. CONFLICT OF INTEREST

Both the Consultant and the Client shall use their best efforts to identify and notify each other of any potential conflicts of interest between the Client and any other client of the Consultant. Should a conflict of interest arise between the Consultant and any other potential client, the Client may, subject to Notice of Termination, terminate this Agreement, or request the Consultant not contract with the potential client.

7. INDEPENDENT CONTRACTOR

The Consultant and the Client have entered into this Agreement with the mutual understanding that the Consultant is an independent contractor and not an employee of the Client. Nothing contained in this Agreement shall be construed to make the Consultant an employee, partner, or joint venture of the Client for any purpose. The Consultant warrants that it is free to enter into this Agreement and is not a party to any restrictive contract or agreement limiting its present or future right to contract with the Client. The Consultant agrees to hold the Client harmless from any and all suits and claims arising out of any such preexisting restrictive agreement. The Consultant understands and agrees that it is solely responsible for complying with state and federal requirements as they relate to taxes, Social Security contributions and any other requirements placed upon self-employed persons.

8. ENTIRE AGREEMENT

This Agreement contains the entire Agreement between the parties and supersedes any and all other Agreements, negotiations or discussions. This Agreement may be altered only by a written document signed by the parties to this Agreement.

9. CONSTRUCTION

This Agreement shall be construed and interpreted according to the laws of the State of Maryland in effect at the time.

IN WITNESS WHEREOF the parties have set the hands as of the date below.

CONSULTANT

Dawn Beitzel
DBA Engage Maryland

Date:

TOWN OF MIDDLETOWN

Date: