

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

**VIRTUAL TOWN WORKSHOP MEETING MINUTES**

**WORKSHOP MEETING**

**April 1, 2021**

The virtual workshop meeting of the Burgess and Commissioners of Middletown was called to order on April 1, 2021, by Burgess Miller at 6:30 p.m. Present via Zoom were: Commissioners Kevin Stottlemeyer, Christopher Goodman, Jennifer Falcinelli, Jean LaPadula, and Rick Dietrick.

**BUDGET WORKSHOP:**

**FY2022 Water & Sewer Operating Budget** – The proposed Water & Sewer operating fund was reviewed. This proposed budget indicates no water/sewer rate increase.

**FY2022 – FY2026 Water & Sewer – Capital Improvements Program** – The budget was reviewed line by line. The Town Administrator reviewed the projects scheduled for the next fiscal year.

**PUBLIC HEARING:**

**Ordinance 21-01-01 – Expiration Date(s) for All Site Plans** – There is a sunset provision within the Town Code which states once a site plan is approved the individual has 3 years to complete the work before the site plan will expire and the site plan would have to come before the Planning Commission again for review and approval. There are two grandfathered properties within town limits with site plans that were approved prior to the approval/addition of sunset provisions to the Town Code in November 2010. Neither property has had any type of action/development taken since the approval. If the ordinance is approved, the two property owners would have 3 years from the effective date of this ordinance approval in which to begin work on the property.

**Ordinance 21-03-01 – Expiration of Improvement Plans After Three (3) Years** - This ordinance addresses automatic expiration of all approved improvement plans after three years. This ordinance corresponds with proposed updated Ordinance 21-01-01 which established expiration dates for all town approved site plans. There are two grandfathered properties within town limits with improvement plans that were approved prior to the approval/addition of sunset provisions to the Town Code in November 2010. Neither property has had any type of action/development taken since the approval. If the ordinance is approved, the two property owners would have 3 years from the effective date of this ordinance approval in which to begin work on the property.

The Town Board will vote on these two ordinances at the next Town Board meeting on April 12, 2021. Public Hearing ended at 7:28pm.

**PERSONAL REQUESTS FOR AGENDA:**

**Child Abuse Prevention Month – Ms. Robin Grove, Director – Child Advocacy Center** - The representative from the Child Advocacy Center provided a short presentation to the Town Board. Burgess Miller read a signed proclamation regarding Child Abuse Prevention Month. The Child Advocacy Center will place a pinwheel garden in Heritage Park as a visual reminder. This is very similar to what was done in April 2019.

**STAFF REPORTS:**

**Deputy Report** – A Deputy report was provided to the Burgess and Commissioners prior to the meeting. Deputy McCarrick was present to review.

**Staff Planner Report** – Cindy was not present to review. Town Administrator and Burgess reviewed the report.

**Engineer’s Report** – Bruce reviewed his report.

**Main Street Manager Report** – Becky reviewed her report.

**Zoning Administrator’s Report** – Mark was not present to review. Zoning report was provided to the Burgess and Commissioners prior to the meeting.

**CONSENT AGENDA:**

- **Town Meeting Minutes**
  - *March 22, 2021 – Town Meeting*

**UNFINISHED BUSINESS:**

**Comprehensive Plan – Chapter Review** – Town Board members were asked to review the Growth Boundary Map. The Water Resource element of the Comp Plan relies on the growth boundary and projected future water and sewer demand as part of its information. The Town Board must decide whether to keep it the same as the 2010 Comp Plan or to make changes. This would impact the AC Jets property if that annexation were approved. This will be an item at the next joint Town Board/Planning Commission meeting. Board members were asked to send their ideas to the Staff Planner.

**Program Open Space (POS) Projects for FY2022** – Commissioner Goodman is working on quotes for exercise equipment along the walking trails, pickleball courts at Wiles Branch park, and a possible dirt track for bikes in the future. Burgess Miller asked if the Town could add more swings to the Wiles Branch Park, currently there is only one swing. Also discussed was possibly adding another structure for shade at Wiles Branch Park where the old gazebo was located.

**Broad Street Reconstruction Project – Design Amendments** – Town Administrator and Project Manager have met with Broad Street residents having concerns about this project. Ron Moss (213 Broad Street) stated that residents think the curb design looks too urban and needs to have a softer look. Pam and Ed McDonald (106 Broad Street) have concerns with the new wall damaging their trees, flowers, and landscape in the yard. Town engineers are working with residents and are considering building a “stacked” stone wall instead of a concrete wall. The “stacked” stone wall will cost the same if not less than the concrete wall.

**Review of Washington Street Streetscape Residents Comments on Preliminary Design** - This project will provide a safe walking path along Washington Street from the Elm Street parking lot to the downtown core. It includes replacing all curb, gutter, sidewalks, lighting and replacing the asphalt. There will be some storm drain improvements. All proposed improvements would conform with Town standards. The project involves Washington Street from Rt. 17/South Church Street west to the Elm Street and is part of a planned economic development super block which would include from Green Street south to Washington Street. The residents would like the sidewalks to stay where they are located and not move them closer or further away from properties. Town Administrator asked the Board if they are ok with this decision and the Board agreed.

**Closure of the Recycling Center** - This is a reminder that the recycling center at the Middletown Community Park will permanently close at the end of the day April 30<sup>th</sup>.

**NEW BUSINESS:**

**Swale Repair – 25 East Green Street** – Town Engineer met with property owner in the fall of 2020 regarding street runoff entering his driveway apron and running down into his property. The driveway was constructed during the 1995 East Green St Improvement Project. The gutter pan flow follows the curb line and runs down owner’s driveway through the property and then onto the downstream property. The runoff carries street debris and has caused erosion issues on the property. Town engineer stated that they can fix this issue with an asphalt berm, along with making the sidewalk ADA compliant. This method would be more cost efficient than a new apron.

**Text Amendment Application – Revisions to Chicken Ordinance** – In September of 2012, the Town Board passed an Ordinance that prohibits property owners from keeping and maintaining farm animals within the Town limits. Included in the definitions are chickens. On March 18, 2021 Jonathan Minchoff filed a Text Amendment to change the Town Code to allow the raising of chickens within the corporate boundaries. The Town Board will make a decision at the April 12, 2021 meeting.

**Reservoir Project – Crop Damage Reimbursement** – Project Manager and Town Administrator met with Dale Haines to discuss crop damage due to reservoir project. Town Board has damage estimates for review.

**Review of Inflow & Infiltration Project – Scope of work** – The Town Board was asked to review and bring comments for the April 12, 2021 meeting.

**Appointment of Alternate to the Planning Commission** – Eric Ware is the current Temp Alternative and will be asked to fill the Alternative spot. If he accepts, the Town will advertise for a Temp Alternative via Town social media outlets.

**PUBLIC COMMENTS:**

**ANNOUNCEMENTS:**

- *Recycling Center at Middletown Community to Close Permanently – The recycling drop-off site located at the Middletown Community Park will be permanently closed at the end of the day April 30, 2021. The dumpster and fencing will be removed.*

Workshop adjourned at 9:15PM.

Respectfully submitted,

Patty Guyton  
Receptionist