



AGENDA FOR THE TOWN MEETING

April 13, 2026

Regular Meeting - 7:00PM

Drought Status- **Code Yellow**

PLEDGE TO THE FLAG

CALL TO ORDER

PRESENTATION

- [Child Abuse Prevention Month Proclamation](#)

PUBLIC COMMENT

STAFF REPORT- [Financial Officer](#)

CONSENT AGENDA

- Town Meeting Minutes
 - [March 23, 2026 – Regular Meeting Minutes](#)
 - [April 2, 2026- Workshop Meeting Minutes](#)

UNFINISHED BUSINESS

- [250th Tree \(Plaque\)⁷](#)
- [Spending Requests for Conference Room/Admin Area, Sidewalk Repairs, Independence Day Celebration, and Memorial Day Ceremony Banner²](#)

NEW BUSINESS

- Oath of Office – swearing in by John Miller, Burgess Town of Middletown
 - Commissioner Richard L. Dietrick
 - Commissioner Jennifer J. Falcinelli
 - Commissioner Kevin E. Stottlemyer
- [Audit Services RFP Selection](#)

REPORT OF COMMITTEES:

- Water/Sewer
 - Public Works
 - Sustainability
 - Planning Commission Liaison
 - Parks & Recreation
 - Public Information
 -
- Commissioner Falcinelli
 - Commissioner Dietrick
 - Commissioner Stottlemyer
 - Commissioner Bussard
 - Commissioner Goodman
 - Commissioner Falcinelli

TOWN ADMINISTRATOR'S REPORT

ANNOUNCEMENTS

- Farmers Market- Every other Thursday through October
- Memorial Day Ceremony- Memorial Park- May 25, 2026 11:00 AM

ADJOURNMENT

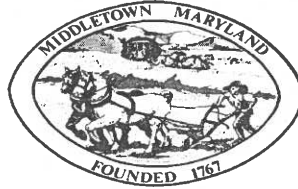
Lifesize Meeting Invite Information

*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

NATIONAL CHILD ABUSE PREVENTION MONTH APRIL 2026

WHEREAS: Child abuse prevention is a community problem and finding solutions depends on involvement among people throughout the community; and

WHEREAS: The effects of child abuse are felt by a whole community and need to be addressed by the entire community; and

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

WHEREAS: Youth-serving prevention programs offer positive alternatives for young people and encourage youth to develop strong ties to their community; and

WHEREAS: All citizens should become involved in supporting parents to raise their children in a safe, nurturing environment.

NOW THEREFORE We, The Burgess and Commissioners of Middletown, do hereby proclaim the month of April 2026 as National Child Abuse Prevention 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 child abuse, thereby strengthening the communities in which we live.

Burgess John Miller

Commissioner Rick Dietrick

Commissioner Jennifer Falcinelli

Commissioner Christopher Goodman

Commissioner Larry Bussard

Commissioner Kevin Stottlemyer

Burgess and Commissioners of Middletown

Financial Summary – April 13, 2026

ARPA Fund

As of March 31, we received \$4,737,854.84 in ARPA funds (initial award plus interest) and we spent \$4,654,999.80 on twenty-seven different projects, leaving a balance of \$82,855.29 in the bank account designated for ARPA. The remaining balance is earmarked to go towards the I & I study 04d construction. We have until December 2026 to fully spend these funds that are earmarked for this project.

Bank Reconciliations

All the Town’s bank accounts have been reconciled at least through March 8, 2026. Below are the Town’s bank accounts and the date the account was last reconciled with the general ledger balance as of 3/31/26.

Account Number	Description	Last Reconciled Date	GL Balance
90-10000	Truist Rainy Day Fund	3/31/2026	218,459.80
90-10005	Truist Operating	3/31/2026	1,128,446.36
90-10010	MVB - Operating	3/31/2026	25,716.83
90-10020	MVB Bonds	3/31/2026	5,282.26
90-10025	MVB - Money Market	3/31/2026	321,239.98
90-10030	Truist Payroll	3/31/2026	-
90-10035	Truist Index - PFAS	3/31/2026	152,431.43
90-10040	Truist Index - Sludge removal	3/31/2026	223,180.38
90-10045	Truist Index - I & I	3/31/2026	399,663.51
90-10050	PNC - Capital Account	3/31/2026	133,021.90
90-10100	Truist Index - escrow	3/31/2026	6,689.51
90-10110	MVB - Parks & Rec Pickleball	3/15/2026	2,756.63
90-10115	MVB - Heritage Committee	3/8/2026	9,702.11
90-10120	Truist - Christmas in the Valley	3/31/2026	5,433.92
			<u>\$ 2,632,024.62</u>
	General Fund Unrestricted		1,193,894.62
	General Fund Restricted		<u>480,998.09</u>
			<u>\$ 1,674,892.71</u>
	Water/Sewer Unrestricted		181,856.59
	Water/Sewer Restricted		<u>775,275.32</u>
			<u>\$ 957,131.91</u>

The new accounts in the Maryland Local Government Investment Pool (MLGIP) have been added at PNC bank. These new accounts need to be set up in Tyler, once that is complete we will transfer corresponding monies into those accounts.

Summary of Grants – General Fund

Below is a summary of the active grants within the general fund. There are two POS grants (highlighted yellow) that we are returning to POS for redistribution since we are no longer pursuing those projects. The total amount for those two projects is \$42,713. We will have an opportunity to request these funds for other projects for FY27 where our required match is only 10%. The submission deadline for FY27 requests is May 1st.

Grant #/year	Type	Project Description	Grant Amount	Town Match	Date of Approval	Total Expense Incurred to date	Amount Reimbursed to date (if any)	Comments
POS, LPPI and CPP grants								
						3/31/2026		
10-76	LPPI	Wiles Branch Park Triple Shootout Basketball	6,240.73	2,643.27	4/23/2025	\$ 8,884.00	\$ 6,240.73	Project complete
7792-10-514	POS	Wiles Branch Park Swing Set	10,084.71	1,120.52	4/2/2025	\$ 11,873.00	\$ 10,084.71	Project complete
7715-10-501	CPP	North Pointe Playground	32,240.00	-	9/4/2024	\$ 34,706.00	\$ 32,240.00	Project complete
7937-10-532	POS	Memorial Park Pavilion Roof Repair	6,435.00	715.00	11/20/2025	\$ 7,150.00	\$ 6,435.00	Project complete
7815-10-517	POS	Remsberg Park Pickleball Sound Attenuation	25,838.00	13,972.00	4/23/2025	\$ -	\$ -	Money returned back
7799-10-515	POS	Wiles Branch Park Walking Trail Exercise Equipment	16,875.00	6,095.00	5/21/2025	\$ -	\$ -	Money returned back
7814-10-516	POS	Remsberg Park ADA Survey & Accessibility	214,765.59	42,846.81	5/21/2025	\$ 19,875.00	\$ -	Project in process
7938-10-533	POS	Heritage Park Electric	11,228.00	1,247.00	11/20/2025	\$ -	\$ -	On project list to start, no start date
7778-10-508	POS Acq FY25	Acquisition Harris Property	240,205.83		6/13/2025	\$ 240,205.83	\$ 240,205.83	Year 1 acquisition request is complete, project is rolling forward
7778-10-508	POS Acq FY26	Harris Property	263,124.00	240,468.17	1/29/2026	\$ 207,747.82	\$ -	Made a lump sum payment of \$200K in March; first reimbursement request of \$207K submitted
			\$ 827,036.86	\$ 309,107.77		\$ 530,441.65	\$ 295,206.27	
DGS - congressional spending grants								
24-367	DGS	Town Hall Improvements - HVAC portion	80,000.00	-	5/6/2025	\$ 69,569.00	\$ 69,569.00	Project complete
23-311	DGS	Middletown Food Bank	100,000.00	-	6/25/2025	\$ -	\$ -	Payment sent direct to Food Bank, Project complete
	DGS	Harris Farm	475,000.00	-		\$ -	\$ -	Need to apply for funds
			\$ 655,000.00	\$ -		\$ 69,569.00	\$ 69,569.00	
Other grants								
2025	DHCD	Park Surveillance Cameras	100,000.00	-	9/3/2024	\$ 91,499.10	\$ 75,000.00	Submitted change order for upgraded equipment to be completed by March. Grant extended until 6/30/26
2025	MDEM	Cybersecurity Upgrade	24,715.00	285.00	6/16/2024	\$ 25,000.00	\$ -	Submitted requested waiting on reimbursement
2025	SLCGP	Remsberg Nature Trail Design	20,000.00	-	3/13/2025	\$ 6,675.00	\$ 20,000.00	Project in process
			\$ 144,715.00	\$ 285.00		\$ 123,174.10	\$ 95,000.00	

BURGESS AND COMMISSIONERS OF MIDDLETOWN MARYLAND

TOWN MEETING MINUTES

March 23, 2026

The meeting of the Burgess and Commissioners of Middletown was called to order on March 23, 2026, by Burgess John Miller at 7:00 p.m. Present were Commissioners Jennifer Falcinelli, Rick Dietrick, Kevin Stottlemeyer, Larry Bussard and Chris Goodman.

PUBLIC COMMENT

Burgess Miller stated that tonight will be the first review of the potential budget for FY27. There is much included in this budget to consider. It includes recommendations and considerations that have budget implications. This is the beginning of the budget process.

CONSENT AGENDA:

- **Town Meeting Minutes**
 - *March 5, 2026 – Workshop Minutes*
 - *March 9, 2026 – Meeting Minutes – Commissioner Falcinelli asked that the town employee’s name be removed from the minutes in the section regarding the personnel committee recommendations and instead reference “town employee”.*

Motion: Commissioner Falcinelli motioned to approve the consent agenda with the correction to the March 9th minutes as stated. Seconded by Commissioner Goodman. Motion passed (6-0).

UNFINISHED BUSINESS

None.

NEW BUSINESS

Resolution to Support HB 1142 – The resolution supports the forming of a state task force to modernize county and municipal revenue sources from the state so that burden does not fall local property owners. The current local revenue structure has not been updated in decades and does not reflect the modern shift toward a service and digital based economy. The town board supports the passage of this resolution and urges the appropriate state committees to issue a “Favorable Report”. All members of the town board have signed this resolution. It will be sent to all State delegates who represent District 4.

FY27 Budget Power Point – The Town Administrator reviewed a power point presentation that provides a very general overview of the FY27 budget with specific items proposed for town board members to consider.

Potential Revenue – There were 4 items discussed:

- **Imposing Fees for Trash Service** – This included the annual costs for trash pickup, tipping fees, yard bags and yard bag pick up (fuel fees and the town dumpsters are not included). The trash fee would be for residential properties, mixed-use properties and small apartments. All others would be responsible for their own trash removal. Several quarterly fee scenarios were provided for the town board to consider. Quarterly trash fees (and services provided) proposed ranged from \$25 per unit to \$43.74 per unit. The contract will be going out for bid next year. A committee will be formed to discuss this matter.

- **Property Taxes** – Middletown property taxes have not been raised in over 30 years. Middletown has one of the lowest property tax rates in the county. 37% of the operating revenue for the town comes from property taxes. A dip in property values could greatly affect the budget. MML has stated that State projections show a steady, but slowing, growth in assessments and that municipalities should not expect the assessment windfalls seen in the previous two years. Staff provided information on the impact of a 2-cent and a 5-cent increase in Middletown property taxes on property owners.
- **Water/Sewer Rate increase for FY27** – Included were estimated revenues for an 8%, 10%, 12%, 14% and 16% water/sewer rate increases. Information was also provided showing the impact on homeowners using 18,000 gallons of water usage as the example for calculations. A 16% increase balances the projected FY27 water sewer operating budget. CIF monies collected currently go towards water and sewer expenditures. General fund expenditures are included in the use of CIF monies too. Water and sewer costs are projected to increase.
- **Sale of 301 West Main Street (Food Bank Property)** – The town board has already approved the sale of 301 West Main Street once the food bank moves to its new location. Projected funds for the sale of the property are approximately \$450K after realtor fees. Proceeds could be added to the General Fund CIP, or they could be used to secure the lobby at town hall.
- **Community Deputy Program** – FY27 has a 3.76% increase in the community deputy program. The town must decide if it is going to keep the two deputies' contract or reduce it to one deputy for FY27. Costs for both options were provided. The FCSO stated that contracting 1.5 deputies is not an option.

Highlighted Expenditures – There were 4 items discussed:

- **New Municipal Service Worker** – Needed to support current and future workload. Allows an existing employee to transition to a meter technician/AMI role. The new hire would assist in backfilling the role he would vacate. The new hire would assist with current demands on streets and parks as well as assist with the increased demand from the Foxfield 6 subdivision for maintenance and removal. Proposed hiring date is July 2026. Included in this proposal is increasing the hourly wage for the lower paid municipal service work employees to \$23/hour in June 2026. This would allow wage separation compared to the new employee at hiring. Rates for the affected employees were reviewed
- **Staff Accountant** – This position would be a full-time position. They would work under the supervision of the Financial Officer (FO). The responsibilities of the position were quickly reviewed. This position is in the proposed budget for a full year but would be a mid-year hire.
- **COLA** – Staff is recommending that COLA for FY27 be 3% and merit-based increases up to an additional 2%. The merit-based increase would occur on the anniversary dates of hire for employees during their annual reviews.
- **Health Insurance** – Health insurance costs will increase 16% (approximately \$63,000) for FY27. This is due to past and present claims. Staff will provide a detailed update for the next meeting. The town will receive a rebate of \$71,000. This will be an item for future discussion on where to apply those funds.

FY27 General Fund Operating Budget – Draft – Discussion of the item was tabled for future meeting.

FY27 Water/Sewer Operating Budget – Draft - The proposed budget was presented for review. The FO stated that line item #10 reflects the General Fund subsidy transfer to cover 50% the cost of 6 employees to water and sewer. They do work within water and sewer but are currently paid out of the general fund. Line item #21 reflects the expenditure. The plan is to start moving over portions of those salaries. The proposed budget does reflect a 16% increase in water/sewer rates. If an 8% increase in the

rates is approved the budget would be \$100,000 under budget/short. The budget includes \$75,000 to the I&I accrual. The projected costs for credit card fees were reviewed. Discussion included residents taking over those costs. The personnel committee is reviewing the uniform policy and will be providing a recommendation to the town board as part of this budget (Line item #30).

TOWN ADMINISTRATOR REPORT – None.

ANNOUNCEMENTS

- *Proclamation- Sustainability Day- March 28, 2026*
- *Green Expo- March 28, 2026, 10:00 AM-2:00 PM, Middletown Library*
- *2026 Middletown Municipal Election – April 6, 2026, Town Hall, 7AM-8PM*

The meeting adjourned at 8:45 pm.

Respectfully submitted,

Annette Alberghini,
Recording Secretary

*BURGESS AND COMMISSIONERS
OF MIDDLETOWN MARYLAND*

TOWN WORKSHOP MINUTES

April 2, 2026

The workshop of the Burgess and Commissioners of Middletown was called to order on April 2, 2026, by Burgess John Miller at 7:00 p.m. Present were Commissioners Jennifer Falcinelli, Rick Dietrick, Kevin Stottlemyer, Larry Bussard and Chris Goodman.

2026 Memorial Day Ceremony – Ron Moss reported that the Memorial Day Ceremony will take place Monday, May 25, 2026, beginning at 11:00AM. It will take place at the Middletown War Memorial. Mr. Moss passed out copies regarding this year's planned event. Music will be provided by the Rohrersville Cornet Band. The color guard is provided by the Clopper-Michael American Legion Honor Guard from Boonsboro. Sons of Amvets Post 9 will again sponsor the tent this year. The 2 service members highlighted this year are 2nd Lt. Roland T. Hauver and SSgt. Ernest Wiles. Each died in separate bombing missions over Europe in WWII. Same as last year, Mr. Moss requested that the Town provide two monetary donations 1. \$250 for the Rohrersville Coronet Band, and 2. \$125 for the Clopper- Michael Honor Guard. He has two additional one-time donation requests 1. \$700 for a banner to advertise the event, and 2. \$165 for 5 new wreaths for the event. The town will provide the same support as last year: print flyers and programs, using town social media to advertise the event, holding a pre-event meeting with town staff, and traffic control provided by the community deputy.

STAFF REPORTS:

Deputy Report – Deputy McCarrick was not present. His report is included in the meeting packet.

Director of Public Works (DPW) Report –Bruce Carbaugh reviewed his report. Drought monitoring has not changed from his last report. The town is still in moderate drought status. The situation is similar to last year. Springs are at 42gpm/60,480 gpd. The town will postpone hydrant flushing this month. Potomac Edison reversed and recalculated the costs/fees associated with the street lighting account. The credit was less than expected. The DPW reviewed the area lighting account and notified Potomac Edison that the town was being charged for 2 lights that did not belong to it. This error was reported previously to PE as part of the streetlight LED conversion but was not corrected. Fuel surcharge costs have increased across the board and will affect FY2027. POS monies received for park exercise equipment and sound attenuation will be returned to the County. The completed Foxfield 6 pump test identified an impact on a neighboring property owner's private pond. The developer will have to address it; it then becomes an item for the town to address in perpetuity. Staff recommend that the pond be filled from a nearby stream close to the pond.

Staff Planner (SP) Report – JJ Hartner reviewed his report. The town attorney is reviewing the MOU for road construction at the school complex development. She should have something for

the town next week. The food bank amended plans have been reviewed and signed. The RFP for the Burnt Bridge Crossing Park (BBCP) design is due April 6th. Presentations for submittals will be the week of April 13-17, 2026. Recommendations will then come before the town board. Silviculture planting began at BBCP. Interactive signage is included with each tree planted. Twelve zoning certificate applications were received in March. The planning commission workshop and meeting may be cancelled for April. The sustainability committee will meet April 21st.

Main Street Manager Report – Becky Axilbund reviewed her report. Much of her time was spent on grant writing as 4 were due. Included in her report was a chart which provided a summary of work products tied to the annual strength, weakness, opportunity and threat analysis (SWOT) completed. She will be attending the National Main Street conference next week in Tulsa, OK.

Finance Officer (FO) Report – Bea did not provide a report. She is forgoing her report until the April 13th town board meeting. She has been working on the FY2027 budgets.

Staff reports are included at the end of these meeting minutes.

CONSENT AGENDA:

- **Town Meeting Minutes**
 - *March 23, 2026 – Meeting Minutes* – Commissioner Falcinelli asked that the minutes be corrected. The proposed administrative position included in the FY27 budget is a full-time position. The minutes reflect it as a part-time position. The minutes will be corrected for the April 13th meeting packet.

UNFINISHED BUSINESS

Remsberg Park ADA Project – The CIP Project Manager provided an update on the project. Previously Triad Engineering had provided two options for ADA compliance at Remsberg Park for the town board to consider. The town board ultimately chose option B. Option B provides full ADA compliance via sidewalk accessibility improvements and new sidewalk construction. This also installs 6 ADA parking spaces within the current parking lot and installs ADA accessibility sidewalks and handrails to amenities in the northern side of the park. However, ADA accessibility to the lower ballfields would be done using accessibility sidewalks and handrails installed from those original parking lots to the ballfields, as well as a nearby drop-off/turn around near the lower ball fields. Two boardwalks will be installed. One is over stormwater management to field 3. The second is over a ditch to reach the lower ball fields. The apron at the pickleball courts will need to be corrected to be ADA compliant. It exceeds the 2% grade required. A rough estimate quote from a potential contractor for the ADA compliance work was \$212K-\$215K.

A preliminary discussion on updating ADA access to the back of the Wiles Branch Park trail occurred. Staff provided very quick ideas regarding access and elevation.

The Linden Boulevard project is projected to be completed by July.

250th Anniversary Tree – Plaque - – The 250th anniversary tree (a valley forge elm) has been planted in Heritage Park. The Town Administrator provided a photocopy of what the plaque for the 250th tree would look like. The cost is \$600 and also includes a 24-inch post angled at the top for plaque attachment. A second quote has been requested from another vendor. The Historical Society would like to contribute to this project. They must provide proof to the town that their contribution would come from their membership dues in order to be accepted.

NEW BUSINESS

Spending Requests for Conference Room/Admin Area, Sidewalk Repairs & Independence Day Celebration – The FO stated that Budget Amendment 26-02 is need to cover the costs associated with sidewalk cutting needed in Zone 2 which will be completed in FY26, to cover costs of furnishings for the new conference room and adjacent admin area, and costs associated with the town’s independence day celebration. Monies leftover from the snow removal budget would be reallocated to cover the cost of the sidewalk cutting (approximately \$21,016). Monies leftover from the deputy contract would be reallocated to be used for the furnishings of the new conference room and adjacent admin area (approximately \$8,000) and for the Independence Day Celebration (approximately \$16,750). The Independence Day Celebration costs were increased to account for the increased cost for the DJ and purchasing a banner to advertise the event.

Signs for Pickleball Court – A photo of what the newest signs to be placed on each court gate of the pickleball courts was provided for review. This is to inform users that pets and beverages are not allowed on the courts. This is an effort to preserve the pickleball court surface.

FY27 General Fund Operating Budget – Draft - The proposed budget was presented for review.

Health Insurance – Health Insurance rates will increase 16% in FY27.

Currently employees pay \$372.21 per pay period for Family/Employee plus 1 coverage and \$52.03 for Individual coverage. There are 6 employees paying for family coverage and 9 employees paying for the single coverage. The town pays \$240,678 annually under the current plan.

With the 16% increase employees would pay \$432.62 per pay period for Family/Employee plus 1 coverage and \$60.12 for Individual coverage. The town would pay \$278,507 annually for the plan.

The town will receive a LGIT Health Rebate this year for FY25 of \$71,938. With that rebate, staff propose a three-tier health insurance coverage for FY27. Employees would pay \$363.77 for Family coverage, \$296.82 for Employee plus 1 coverage, and \$55.63 for individual coverage each pay period. \$53,101.37 of the rebate would be applied to the town costs. The remaining \$18,836.63 rebate balance would be saved and used for health insurance in FY28 as the town will not receive a rebate for FY26. An employee wellness exam tied to an employee HSA for FY28 was also suggested.

FY27 General Fund Operating Budget - The FO stated that the budget includes the costs for the 3-tier health insurance and does not include any property tax increase. The proposed budget includes \$5,006,072 in revenue and \$4,718,361 in expenditures leaving a balance of \$287,711 for CIP. It also includes costs associated with the two new employees – one in Streets and Parks and one in Administration. Board members requested documentation regarding the need for the two new employees. Staff will provide it.

The budget does include 2 deputies. The FCSO needs to know soon if the town will be contracting one or two deputies for FY27. With one deputy out on medical leave this year there has been little change in the action. Deputies work 4-10 hour days with the largest coverage during daytime. Discussion occurred regarding incident coverage if the town only had one community deputy. This will be an item on the April 13th town board agenda.

TOWN ADMINISTRATOR REPORT –

Mark Smullen has received backing from the Patty Horowitz Foundation for his Breast Cancer Awareness 5K in the Fall. He is asking for assurance the town will assist.

ANNOUNCEMENTS

- *Middletown Municipal Election – Town Hall, April 6, 2026, 7:00AM-8:00PM – the town board requested a robocall be sent town wide on Monday reminding residents of the election.*

The meeting adjourned at 9:13 pm.

Respectfully submitted,

Annette Alberghini,
Recording Secretary

VALLEY FORGE ELM
PLANTED IN CELEBRATION
OF
AMERICA'S 250TH BIRTHDAY

TOWN OF MIDDLETOWN
MIDDLETOWN SUSTAINABILITY COMMITTEE
MAIN STREET MIDDLETOWN

JULY 4, 2026



**Burgess and Commissioners of Middletown
Budget Amendment Form**

Fiscal Year FY 2026 Amendment No. 26-02

Request Date Thursday April 2, 2026

Fund General Budget Operating

Description

A Snow removal end of season report has original budget of \$100,692 and expenses of \$69,248.04 leaving a surplus of \$31,443.96. Jefferson Street Sidewalks require \$21,016 of grinding to provide pedestrian safety. Requesting to move \$21,016 out of snow removal into Sidewalk maintenance.

B Deputy Contract has a savings of \$90,910 (after budget amendment 26-01 of \$1,500). The cost for Independence Day celebration, which includes fireworks, band, DJ, banner sign and other incidentals, is \$16,650; new Memorial Day banner sign is \$700; and the furnishings for the conference room (12' table, 10 chairs, mailbox and credenza) is \$8,000. Requesting to move \$25,350 out of Public Safety - Deputy Contract into Independence Day Celebration Event, Memorial Day Banner and General Administrative furnishings which do not have any budgets.

Line Item	Increase	Decrease
A		
Snow removal		\$ 21,016.00
Sidewalks (Streets Repairs & Maint)	\$ 21,016.00	
B		
Public Safety - Deputy Contract		\$ 25,350.00
Independence Day Celebration Event (no budget)	\$ 16,650.00	
Memorial Day Banner (no budget)	\$ 700.00	
General Admin - conference room furnishings (no budget)	\$ 8,000.00	

Total \$ 46,366.00 \$ 46,366.00

Town Board Approval Date _____

A

Zone 2 Sidewalks	
West Main, Eastern Circle, Prospect, Boileau Court, South Jefferson, and Brookridge South	
Precision Cutting (137) FY26	\$21,016.00
Total	\$21,016.00

B

Conference Room/Admin Area	
Conference Table	\$1,500.00
10 Chairs @ \$500	\$5,000.00
Mailbox Wall Unit	\$500.00
Credenza	\$1,000.00
Total	\$8,000.00
Independence Day Celebration	
Fireworks	\$14,000.00
Band	\$250.00
DJ	\$700.00
Banner	\$700.00
Giveaways	\$1,000.00
Total	\$16,650.00
Memorial Day	
Banner	\$700
Total	\$700
Total	\$25,350



Boat Shaped Conference Table \$1,400



Manchester High back \$494

Flora Mid Back Task Chair \$165



Lazy Boy \$319



Workplace \$249.99

Only

\$438.99/Each



Classic Storage Credenza - Mahogany



[More Images](#)

Matching storage for your important documents and reference materials.

- Durable laminate surface resists scratches.
- Impact-resistant PVC edges.
- Display awards and hide clutter.
- 4 file drawers and locking storage cabinet.

MODEL NO.	DESCRIPTION	DIMENSIONS W x D x H	WT. (LBS.)	PRICE EACH		IN STOCK SHIPS TODAY
				1	3+	
H-8224MAH	Storage Credenza	68 x 22 x 30"	333	\$845	\$815	ADD

SHIPS UNASSEMBLED VIA MOTOR FREIGHT

**Fifth Annual Memorial Day Ceremony
Monday May 25, 2026 11:00 am
Flag Court - Memorial Park**

Requested Expenditures: (Recurring)

Rohrersville Cornet Band - Concert	\$250.00
Clopper-Michael American Legion Honor Guard	125.00

Additional Requests: (used for multiple years)

Mountain Postal Banner for Eastern Gateway	700.00
Amazon - 5 upgraded wreaths for monuments @\$32.99	165.00

For this year's program we will feature the following:

Invocation/Benediction: Pastor Katie Bishop Middletown United Methodist
MC Ed Moser or Ron Moss
Special Commentary on two Fallen Heroes:
2nd Lt. Roland T. "Bo" Hauver
Staff Sgt. Ernest F. Wiles
Crew members KIA on B-24 and B-17 bombers on missions over Europe

Sons of AMVETS Squadron 9 will sponsor the tent for the band, manpower
AMVETS Post 9 members to provide chairs, podium and manpower

Support from Town:

Print Flyers and Programs
Social Media Announcements
No Memorial Park Rental that day
Deputies provide traffic control
Pre Event Co-ordination Meeting



Middletown

MEMORANDUM

DATE: April 13, 2026
TO: Burgess and Town Administrator
FROM: Bea Stottlemyer, Financial Officer
SUBJECT: Audit Services FY26 through FY28

A request for proposals for professional auditing services was posted on the website on February 26, 2026, with a deadline for submission of March 27, 2026. We received additional questions from two firms and provided those answers on our website. Two bid proposals were submitted by the deadline for staff to review, Smith Elliott Kearns & Company LLC (SEK) and our current auditors Deleon and Stang CPAs and Advisors.

The following items were taken into consideration while reviewing the proposals:

- Experience and qualifications -30%
- Audit approach and staffing plan -25%
- Cost -25%
- References -20%

Both firms scored strong or excellent in the above categories. Deleon and Stang brings 35 years of experience in accounting and audit field while SEK brings 20 years of experience. The audit approach in both proposals allowed for proper planning and timely fieldwork to be able to submit the audit to the State by the deadline. SEK price proposal over the three years and two optional years is slightly lower than Deleon and Stang by \$2,800. Below is the price summary for both firms for the next three years.

Company	FY 2026	FY 2027	FY 2028	Total
Smith Elliott Kearns & Company, LLC (SEK)	\$ 33,750.00	\$ 35,100.00	\$ 36,500.00	\$ 105,350.00
Deleon and Stang CPAs and Advisors	\$ 33,600.00	\$ 35,300.00	\$ 37,000.00	\$ 105,900.00

Based on the review of both proposals it is the staff's recommendation that we award the bid proposal for professional auditing services to Deleon and Stang CPAs and Advisors for FY26 through FY28 with the option of two additional fiscal years.