



# AGENDA FOR THE TOWN MEETING

June 25, 2018  
7:00 p.m.

## PLEDGE TO THE FLAG

Red Indicates – Action Item  
Green Indicates – Ordinance Introduction  
Blue Indicates – Link to Additional Information

## CALL TO ORDER

## CONSENT AGENDA

- [Financial Statements](#)
- Town Meeting Minutes
  - [May 3, 2018 – Town Workshop](#)
  - [May 14, 2018 – Town Meeting](#)

## PERSONAL REQUESTS FOR AGENDA:

## UNFINISHED BUSINESS:

- [Approval of Operating Budgets for FY 2019](#)
- [Uniform Bids](#)
- Review of Proposed Zoning Code Amendments
  - [Demolition Revisions](#)
  - [Storage Containers](#)
  - [Microbrewery](#)

## REPORT OF COMMITTEES:

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

## NEW BUSINESS:

- [Review of SHA Request for Stormdrain Costs](#)
- [Request from DNR for Community Parks & Playground Projects](#)
- [Discussion of Parking Shift on West Main Street](#)

**PUBLIC COMMENTS:**

**ANNOUNCEMENTS:**

- *Independence Day Celebration – Saturday, June 30, 2018*

**ADJOURNMENT**

Town of Middletown  
**Statement of Revenue & Expenditures**  
 General Fund  
 Fiscal Year 2018  
 For the 11 Months Ended May 31, 2018

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<b><u>REVENUE</u></b>			
<b><u>LOCAL TAX</u></b>			
Real Property	\$ 1,253,427	\$ 1,285,098	\$ 31,671
Tangible Personal Property	38,248	49,804	11,556
Public Utilities	9,827		(9,827)
Franchise (Cable)	50,615	54,760	4,145
Penalties & Interest	<u>10,544</u>	<u>101</u>	<u>(10,443)</u>
	\$ 1,362,661	\$ 1,389,763	\$ 27,102
<b><u>STATE SHARED TAX</u></b>			
Admission & Amusement	\$ 21,526	\$ 17,474	\$ (4,052)
Highway Gasoline & Licenses	<u>160,606</u>	<u>137,078</u>	<u>(23,528)</u>
	\$ 182,132	\$ 154,552	\$ (27,580)
<b><u>COUNTY SHARED TAX</u></b>			
Income Taxes	\$ 896,179	\$ 798,125	\$ (98,054)
Tax Equity Grant	<u>610,423</u>	<u>610,423</u>	
	\$ 1,506,602	\$ 1,408,548	\$ (98,054)
<b><u>LICENSES AND PERMITS</u></b>			
Business / Traders	\$ 4,900	\$ 5,006	\$ 106
Planning / Zoning Fees	<u>27,950</u>	<u>11,965</u>	<u>(15,985)</u>
	\$ 32,850	\$ 16,971	\$ (15,879)
<b><u>PARKS AND RECREATION</u></b>			
Pavillion Fees	<u>\$ 3,158</u>	<u>\$ 3,336</u>	<u>\$ 178</u>
	\$ 3,158	\$ 3,336	\$ 178
<b><u>POLICE PROTECTION</u></b>			
State Grant	<u>\$ 26,187</u>	<u>\$ 19,675</u>	<u>\$ (6,512)</u>
	\$ 26,187	\$ 19,675	\$ (6,512)
<b><u>MISCELLANEOUS</u></b>			
Bank Shares Grant	\$ 2,500	\$ 1,491	\$ (1,009)
Miscellaneous & Donations		<u>898</u>	<u>898</u>
	\$ 2,500	\$ 2,389	\$ (111)
<b>OPERATING REVENUES</b>	<b>\$ 3,116,090</b>	<b>\$ 2,995,234</b>	<b>\$ (120,856)</b>
State Grants & Interest	\$ 78,703	\$ 14,247	\$ (64,456)
<b>TOTAL REVENUE</b>	<b>\$ 3,194,793</b>	<b>\$ 3,009,481</b>	<b>\$ (185,312)</b>

Town of Middletown  
**Statement of Revenue & Expenditures**  
 General Fund  
 Fiscal Year 2018  
 For the 11 Months Ended May 31, 2018

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<b><u>EXPENDITURES</u></b>			
<b><u>LEGISLATIVE</u></b>			
Commissioner's Salary	\$ 16,500	\$ 13,250	\$ (3,250)
Communications	9,480	3,760	(5,720)
Dues & Subscriptions	7,400	6,485	(915)
Office Supplies & Exp	7,500	6,550	(950)
Advertising	2,500		(2,500)
Meetings & Conventions	<u>15,000</u>	<u>9,103</u>	<u>(5,897)</u>
	\$ 58,380	\$ 39,148	\$ (19,232)
<b><u>EXECUTIVE</u></b>			
Burgess Salary	<u>\$ 10,200</u>	<u>\$ 8,500</u>	<u>\$ (1,700)</u>
	\$ 10,200	\$ 8,500	\$ (1,700)
<b><u>ELECTION</u></b>			
Clerk Fees	\$ 450	\$ 560	\$ 110
Other Administrative Expenses	<u>250</u>	<u>122</u>	<u>(128)</u>
	\$ 700	\$ 682	\$ (18)
<b><u>GENERAL SERVICES</u></b>			
<b><u>ADMINISTRATION</u></b>			
Administrative Salary	\$ 254,512	\$ 245,928	\$ (8,584)
Postage & Printing	200	7	(193)
Communications	7,205	9,066	1,861
Computer Expenses	29,512	60,072	30,560
Office Supplies & Exp	27,953	35,049	7,096
Office Maintenance	29,600	30,036	436
Dues & Subscriptions	150		(150)
Professional Services	4,600	560	(4,040)
Meetings & Conventions	100	4	(96)
Water and Sewer Grant			
	<u>\$ 353,832</u>	<u>\$ 380,722</u>	<u>\$ 26,890</u>
<b><u>OPERATIONS</u></b>			
Operations Salary	\$ 231,766	\$ 238,507	\$ 6,741
Communications	9,000	8,158	(842)
Supplies & Expenses	17,960	20,613	2,653
Dues & Meetings		491	491
Maintenance & Repairs	28,173	17,742	(10,431)
Tools & Equipment	<u>2,544</u>	<u>7,168</u>	<u>4,624</u>
	\$ 289,443	\$ 292,679	\$ 3,236
<b><u>PROFESSIONAL SERVICES</u></b>			
Independent Accounting	\$ 16,000	\$ 13,475	\$ (2,525)

Town of Middletown  
**Statement of Revenue & Expenditures**  
 General Fund  
 Fiscal Year 2018  
 For the 11 Months Ended May 31, 2018

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
Legal - Development		\$ 2,180	\$ 2,180
Legal - Ordinances	<u>7,388</u>	<u>4,584</u>	<u>(2,804)</u>
	\$ 23,388	\$ 20,239	\$ (3,149)
 <b><u>PLANNING &amp; ZONING</u></b>			
Salary & Fees	\$ 51,797	\$ 47,105	\$ (4,692)
Other Expenses	<u>1,778</u>	<u>1,998</u>	<u>220</u>
	\$ 53,575	\$ 49,103	\$ (4,472)
 <b><u>MAIN STREET PROGRAM</u></b>			
Manager Salary	\$ 45,482	\$ 42,302	\$ (3,180)
Town Contribution	<u>10,000</u>	<u>12,503</u>	<u>2,503</u>
	\$ 55,482	\$ 54,805	\$ (677)
 <b><u>PUBLIC SAFETY</u></b>			
Fire Dept. Donation	\$ 20,000	\$ 20,000	
School Crossing Guards	16,338	16,844	506
Community Deputy Program	<u>385,232</u>	<u>289,589</u>	<u>(95,643)</u>
	\$ 421,570	\$ 326,433	\$ (95,137)
 <b><u>SANITATION &amp; WASTE REMOVAL</u></b>			
Resident Trash & Yard Waste	\$ 271,796	\$ 247,896	\$ (23,900)
 <b><u>RECREATION AND CULTURE</u></b>			
Park Salary	45,030	31,257	(13,773)
Park Electric	1,175	6,050	4,875
Remsberg Park Electric			
Maintenance & Repairs	37,490	39,234	1,744
Mowing	32,319	20,468	(11,851)
Remsberg Park - Interest	7,906	7,906	
Remsberg Park - Principal	<u>115,643</u>	<u>115,644</u>	<u>1</u>
	\$ 239,563	\$ 220,559	\$ (19,004)

Town of Middletown  
**Statement of Revenue & Expenditures**  
 General Fund  
 Fiscal Year 2018  
 For the 11 Months Ended May 31, 2018

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<b><u>HIGHWAYS AND STREETS</u></b>			
Salary	\$ 71,266	\$ 74,056	\$ 2,790
Street Lighting	203,160	142,343	(60,817)
Storm Water Management	7,800	2,167	(5,633)
Snow Removal	83,100	75,640	(7,460)
Repairs & Resurfacing	92,000	17,537	(74,463)
Signs	12,400	9,856	(2,544)
Truck Repair & Operation	42,600	16,190	(26,410)
Equipment Repairs & Ops	26,675	12,152	(14,523)
Mowing	33,440	28,648	(4,792)
Interest	59,874	5,945	(53,929)
West Green St - Principal	<u>79,300</u>	<u>65,960</u>	<u>(13,340)</u>
	\$ 711,615	\$ 450,494	\$ (261,121)
<b><u>OTHER EXPENSES</u></b>			
MT Historical Society - CIP	\$ 5,000	\$ 5,000	
Donations	100		(100)
Travel - Mileage	2,732	714	(2,018)
Community Events	33,140	50,898	17,758
Payroll Taxes	58,923	51,799	(7,124)
Insurance - Property	14,445	13,835	(610)
Insurance - Employee	136,214	152,733	16,519
Retirement/Pension	68,184	56,283	(11,901)
Web Page & Directory	3,890	2,729	(1,161)
Real Estate Taxes	800	1,679	879
Other	<u>3,500</u>	<u>2,184</u>	<u>(1,316)</u>
	\$ 326,928	\$ 337,854	\$ 10,926
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,816,472</b>	<b>\$ 2,429,114</b>	<b>\$ (387,358)</b>
<b>INCOME (LOSS) Exc. Cash Reserves</b>	<b>\$ 378,321</b>	<b>\$ 580,367</b>	<b>\$ 202,046</b>
<b>CASH RESERVES</b>	<b>\$ 881,203</b>	<b>\$ 479,015</b>	<b>\$ (402,188)</b>
<b>SURPLUS / (DEFICIT)</b>	<b><u>\$ 1,259,524</u></b>	<b><u>\$ 1,059,382</u></b>	<b><u>\$ (200,142)</u></b>

Town of Middletown  
**STATEMENT OF REVENUE and EXPENDITURES**  
**WATER & SEWER**  
**Fiscal Year 2018**  
**For the 11 Months Ended May 31, 2018**

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<b><u>REVENUE</u></b>			
Water Revenue	\$ 608,726	\$ 458,323	\$ (150,403)
Sewer Revenue	603,153	454,199	(148,954)
Penalties/Reconnects	15,252	22,968	7,716
Rain Barrel Sales	1,000	(1,240)	(2,240)
General Fund Grant/Misc			
<b>TOTAL OPERATING REVENUE</b>	<b>\$ 1,228,131</b>	<b>\$ 934,250</b>	<b>\$ (293,881)</b>
<b><u>EXPENDITURES</u></b>			
<b><u>ADMINISTRATIVE</u></b>			
Office Salaries	\$ 48,827	\$ 26,189	\$ (22,638)
Communications	11,742	10,251	(1,491)
Postage	9,503	8,012	(1,491)
Office Supplies/Expense	15,712	10,924	(4,788)
Legal - Other	2,000		(2,000)
Meetings & Seminars	2,500	758	(1,742)
Advertising	500	498	(2)
Uniforms	3,925	4,650	725
Dues/Subscrip/Certifications	500	255	(245)
Travel	200	53	(147)
Payroll Taxes	27,798	21,670	(6,128)
Insurance - Prop. & Liability	10,215	8,448	(1,767)
Insurance - Workers Comp	8,980	8,129	(851)
Insurance - Health	53,324	42,787	(10,537)
Retirement/Pension	29,230	23,470	(5,760)
Real Estate Taxes	292	292	
Rain Barrel/Educational Programs	2,000	75	(1,925)
I & I Loan Principal and Interest	<u>33,099</u>	<u>32,498</u>	<u>(601)</u>
Sub-Total	\$ 260,347	\$ 198,959	\$ (61,388)
<b><u>Vehicles &amp; Equipment</u></b>			
2016 Truck (Pearl)	\$ 2,280	\$ 82	\$ (2,198)
2008 Truck	2,280	3,885	1,605
2012 Truck (Miller)	2,280	2,388	108
2013 Truck (Whitney)	2,280	2,013	(267)
2015 Meter Van (Hightman)	2,280	1,378	(902)
Misc Equipment	3,000	4,113	1,113
Bobcat Mini-Excavator	3,000	59	(2,941)
Case Backhoe	<u>3,000</u>	<u>609</u>	<u>(2,391)</u>
Sub-Total	\$ 20,400	\$ 14,527	\$ (5,873)

Town of Middletown  
**STATEMENT OF REVENUE and EXPENDITURES**  
**WATER & SEWER**  
**Fiscal Year 2018**  
**For the 11 Months Ended May 31, 2018**

	ANNUAL BUDGET	YTD ACTUAL	OVER (UNDER) BUDGET
<b>WATER</b>			
Salaries	\$ 175,294	\$ 159,498	\$ (15,796)
<b>Water Distribution System</b>			
Supplies	5,500	4,806	(694)
Repairs & Maintenance	18,900	45,895	26,995
Water Line Break Repairs	5,000	1,435	(3,565)
Chemicals	500		(500)
Tools & Equipment	4,105		(4,105)
Sub-Total	\$ 34,005	\$ 52,136	\$ 18,131
<b>Water Plant/Reservoir/Booster/Tower/BS Wellhouse</b>			
Electric	\$ 23,816	\$ 34,030	\$ 10,214
Supplies	2,000	1,323	(677)
Repairs & Maintenance	66,700	17,455	(49,245)
Chemicals	9,199	12,476	3,277
Tools & Equipment	2,053		(2,053)
Testing & Analysis	14,400	5,710	(8,690)
Sub-Total	\$ 118,168	\$ 70,994	\$ (47,174)
Abandoned Well Costs			
<hr/>			
<b>TOTAL WATER EXPENSES</b>	<b>\$ 327,467</b>	<b>\$ 282,628</b>	<b>\$ (44,839)</b>
<b>SEWER</b>			
Salaries	\$ 134,998	\$ 132,743	\$ (2,255)
<b>Sewer Collection System</b>			
Cone Branch PS	18,500	17,573	(927)
Brookridge South PS	10,779	3,147	(7,632)
Foxfield PS	6,500	5,253	(1,247)
Sanitary Sewerlines & Manholes	25,000	18,837	(6,163)
I & I Accrual	75,000	75,000	
Sub-Total	\$ 135,779	\$ 119,810	\$ (15,969)

Town of Middletown  
**STATEMENT OF REVENUE and EXPENDITURES**  
**WATER & SEWER**  
**Fiscal Year 2018**  
**For the 11 Months Ended May 31, 2018**

	<b>ANNUAL BUDGET</b>	<b>YTD ACTUAL</b>	<b>OVER (UNDER) BUDGET</b>
<b>Wastewater Treatment Plants</b>			
<b>East Wastewater Treatment Plant</b>			
Electric	\$ 25,327	\$ 71,148	\$ 45,821
Supplies	6,352	2,787	(3,565)
Repairs & Maintenance	16,600	14,387	(2,213)
Chemicals	33,725	42,099	8,374
Tools & Equipment	6,090	741	(5,349)
Testing & Analysis	34,187	19,991	(14,196)
Sludge Hauling Expense	61,800	46,918	(14,882)
Sub-Total	\$ 184,081	\$ 198,071	\$ 13,990
<b>West Wastewater Treatment Plant</b>			
Electric	\$ 17,010	\$ 13,844	\$ (3,166)
Supplies	2,500	1,291	(1,209)
Repairs & Maintenance	2,000	4,561	2,561
Chemicals	47,949	44,346	(3,603)
Tools & Equipment	2,510	585	(1,925)
Testing & Analysis	11,649	7,808	(3,841)
Sludge Hauling Expense	22,650	17,250	(5,400)
Sub-Total	\$ 106,268	\$ 89,685	\$ (16,583)
<b>TOTAL SEWER EXPENSES</b>	<b>\$ 561,126</b>	<b>\$ 540,309</b>	<b>\$ (20,817)</b>
<b>TOTAL WATER/SEWER EXPENSES</b>	<b>\$ 1,169,340</b>	<b>\$ 1,036,423</b>	<b>\$ (132,917)</b>
<b>CONTINGENCY FUND - 3.5%</b>	<b>\$ 40,927</b>	<b>\$ 36,275</b>	<b>\$ (4,652)</b>
<b>ADJUSTED WATER/SEWER EXPENSES</b>	<b>\$ 1,210,267</b>	<b>\$ 1,072,698</b>	<b>\$ (137,569)</b>
<b>NET INCOME (LOSS)</b>	<b>\$ 17,864</b>	<b>\$ (138,448)</b>	<b>\$ (156,312)</b>

Town of Middletown  
**CIP Funds & Expenditures**  
 General Fund  
 Fiscal Year 2017  
 For the 11 Months Ended May 31, 2018

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<b>OPERATING REVENUE</b>			
Revenue	\$ 3,116,090	\$ 2,995,234	\$ (120,856)
<b>OPERATING EXPENSES</b>			
Expenses	2,816,472	2,429,114	(387,358)
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>\$ 299,618</b>	<b>\$ 566,120</b>	<b>\$ 266,502</b>
<b><u>OTHER FUND</u></b>			
POS - Development	\$ 76,500	\$ 993	\$ (75,507)
Community Legacy Grants	64,000		(64,000)
RETAINED EARNINGS	353,739		(353,739)
Interest	2,203	13,254	11,051
Improvement Fees	<u>241,500</u>	<u>157,000</u>	<u>(84,500)</u>
<b>TOTAL OTHER FUNDS</b>	<b>\$ 737,942</b>	<b>\$ 171,247</b>	<b>\$ (566,695)</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>\$ 1,037,560</b>	<b>\$ 737,367</b>	<b>\$ (300,193)</b>
<b><u>CIP PROJECTS &amp; PURCHASES</u></b>			
SHA Streetscape Lighting	\$ 175,000	\$ 38,958	\$ (136,042)
Locust Blvd & Court Road Reconst	207,500	491,642	284,142
Lombardy Court - Selective Patch	125,000		(125,000)
Washington Street Retaining Wall	10,000	1,392	(8,608)
Young Branch Dr Mill and Overlay	130,000		(130,000)
Foxfield Swale Reconstruction	15,000	2,900	(12,100)
Maintenance Shop Expansion	75,000	3,170	(71,830)
Pedestrian Safety Improvements	75,000	26,274	(48,726)
Wayfinding Signs	8,750	2,793	(5,957)
Remsberg Park Walking Trail and	87,000	100,333	13,333
Remsberg Park Precast Bathroom	40,000		(40,000)
Memorial Park Playground Replace	36,000	56,499	20,499
Heritage Park (MVB Property)	31,883		(31,883)
Heritage Museum	39,000	17,883	(21,117)
Befco Slit Seeder	8,000		(8,000)
Municipal HVAC Replacement	30,000		(30,000)
Municipal Boiler Replacement	35,000		(35,000)
IT Lease - Computers, Servers, P	37,000	6,538	(30,462)
GMC Truck Body Replacement	<u>17,204</u>	<u>19,940</u>	<u>2,736</u>
	<b>\$ 1,182,337</b>	<b>\$ 768,322</b>	<b>\$ (414,015)</b>
<b>OPERATING &amp; CIP SURPLUS (DEFICIT)</b>	<b>\$ (144,777)</b>	<b>\$ (30,955)</b>	<b>\$ 113,822</b>

Town of Middletown  
**CIP Funds & Expenditures**  
 General Fund  
 Fiscal Year 2017  
 For the 11 Months Ended May 31, 2018

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
Cash Reserves	\$ 881,203	\$ 282,205	\$ (598,998)
<b>TOTAL CASH SURPLUS</b>	<u><b>\$ 736,426</b></u>	<u><b>\$ 251,250</b></u>	<u><b>\$ (485,176)</b></u>

Town of Middletown  
**CIP FUNDS and EXPENDITURES**  
**WATER & SEWER**  
**Fiscal Year 2018**  
**For the 11 Months Ended May 31, 2018**

	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
<b><u>FUNDING SOURCES</u></b>			
Operating Revenue	\$ 1,228,131	\$ 934,250	\$ (293,881)
Operating Expenses	<u>1,118,967</u>	<u>1,036,423</u>	<u>(82,544)</u>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>\$ 109,164</b>	<b>\$ (102,173)</b>	<b>\$ (211,337)</b>
Cash Reserves	\$ 579,778	\$ 535,498	\$ (44,280)
Debt Service Fee - New Homes	149,600	110,700	(38,900)
Capital Improvement Fees	159,132	119,393	(39,739)
Inflow & Infiltration - Reserve A	165,000	421,834	256,834
Tap Fees	621,000	444,000	(177,000)
Water Tower & Land Leases	185,837	138,045	(47,792)
Main Street Waterline Loan	1,500,000		(1,500,000)
Reservoir Cover Loan	<u>180,000</u>	<u>2,895,000</u>	<u>2,715,000</u>
<b>TOTAL OTHER REVENUE</b>	<b>\$ 3,540,347</b>	<b>\$ 4,664,470</b>	<b>\$ 1,124,123</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>3,649,511</b>	<b>4,562,297</b>	<b>912,786</b>
<b><u>DEBT SERVICE COSTS</u></b>			
<b>Principal Payments</b>			
MDE - East WWTP	\$ 241,265	\$ 215,292	\$ (25,973)
Main Street Waterline Loan	250,184		(250,184)
Reservoir Loan	56,578		(56,578)
Brookridge WTP Loan Payments	<u>370,314</u>		<u>(370,314)</u>
<b>TOTAL DEBT SERVICE COSTS</b>	<b>\$ 918,341</b>	<b>\$ 215,292</b>	<b>\$ (703,049)</b>
<b><u>WATER &amp; SEWER PROJECTS</u></b>			
Main Street Waterline	\$ 1,500,000	\$ 798,258	\$ (701,742)
Reservoir Improvements	180,000	17,205	(162,795)
Stream Erosion - Well Field Resto	243,000	247,765	4,765
SCADA Control System	134,231	66,431	(67,800)
Booster Station Pump Bypass	60,000		(60,000)
Raw Waterline Cleaning ICE PIG	9,000	8,500	(500)
Valve Replacement Jefferson Villa	40,500		(40,500)
Water Meter Replacements	57,322	3,253	(54,069)
Vactor Trailer & Excavator	60,000		(60,000)
Vactor Trailer & Excavator	<u>165,000</u>	<u>127,892</u>	<u>(37,108)</u>
<b>TOTAL WATER &amp; SEWER PROJECTS</b>	<b>\$ 2,449,053</b>	<b>\$ 1,269,304</b>	<b>\$ (1,179,749)</b>
<b>TOTAL CIP COSTS</b>	<b>\$ 3,367,394</b>	<b>\$ 1,484,596</b>	<b>\$ (1,882,798)</b>

Town of Middletown  
CIP FUNDS and EXPENDITURES  
WATER & SEWER  
Fiscal Year 2018  
For the 11 Months Ended May 31, 2018

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	<u>ANNUAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER (UNDER) BUDGET</u>
TOTAL FUNDS REMAINING	<u>\$ 282,117</u>	<u>\$ 3,077,701</u>	<u>\$ 2,795,584</u>

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

**TOWN MEETING MINUTES**

**WORKSHOP MEETING**

**May 3, 2018**

The workshop meeting of the Burgess and Commissioners of Middletown was called to order on May 3, 2018, by Burgess Miller at 7:00 p.m. in the Middletown Municipal Center, 31 W. Main Street, Middletown, Maryland. Present were: Commissioners Larry Bussard, Jennifer Falcinelli, Christopher Goodman, Rick Dietrick and Tom Catania.

**PERSONAL REQUESTS FOR AGENDA:**

**Preservation Maryland Check Presentation & Proclamation – Nicholas Redding, President of Preservation Maryland; Jessica Feldt, Preservation Initiatives Manager, Preservation Maryland; Nell Ziehl, Chief Office of Planning, Outreach, and Education Maryland Historical Trust; and John Fieseler, Executive Director, Tourism Council of Frederick County – Burgess Miller read the proclamation proclaiming May Historic Preservation Month. Preservation Maryland presented Main Street Middletown with a check for \$10,000.**

**Mr. Dennis Funk & Mr. Nicholas Lewis, Gannett Fleming – Reservoir Project Update –** Drew stated that included in the packet tonight is the draft storage capacity recommendations. Mr. Funk and Mr. Lewis went over a power point presentation of their findings. In order to proceed to phase 2 which is the actual construction documents Gannett Fleming needs to know what size tank the Board wants to move forward with. Commissioner Falcinelli stated that the Water & Sewer Committee can review this and make their recommendation to the Board.

**Mr. Scott Farrow & Mr. Donald Delauter, MVAA – Remsberg Park Future Planning Discussions –** MVAA will not officially move their games at the High School stadium to Remsberg Park until the stadium seating is built at Remsberg Park. Commissioner Falcinelli suggested that the Board and MVAA sit down and go over the master plan and update it.

**STAFF REPORTS:**

Community Deputy Report - DFC Rowe gave the deputy report for April.

Staff Planner Report – Cindy gave her report.

Main Street Manager Report – Becky gave her report.

Engineers Report – Bruce gave his report

Zoning Administrator's Report – Ron was not present but submitted his report for the Board's review.

**UNFINISHED BUSINESS:**

**Water & Sewer Capacity Plans –** Drew stated that to be in conformance with the Comprehensive Plans, the County Water & Sewerage Plans, the Water Appropriation Permits, and the requirements of the Annotated Code of Maryland, it is essential for local governments to carefully manage the allocation of water to new residential, commercial and industrial customers.

**Review of Budgets for FY19 –** Operating budgets are good as is, we will advertise for the Public Hearings to be held on June 7, 2018.

**Review of Handicap Ramp Improvement Locations** – Drew stated that the original thought was to start with the schools. Drew stated that Burgess Miller contacted FCPS informing them of our plan to make the sidewalks handicap accessible and wanted to know if there was any plans in the near future for FCPS to do any upgrades to the intersection of Green & Schoolhouse Drive. FCPS told Burgess Miller that they would look into what they could possibly do at a cheaper cost and get back in touch with him.

The Board agreed to move forward with priority list with locations not school related.

**Review of Proposed Zoning Code Amendments** – tabled until the May Town Meeting after the Joint Meeting of the Town Board and Planning Commission.

**Review of Farming Lease** - Drew advised the Board that the farm lease has been given to a few farmers and the bids are due on May 10<sup>th</sup>, therefore the Board can vote on the bids at the May 14<sup>th</sup> meeting.

**REPORT OF COMMITTEES:**

**WATER & SEWER – no report**

**PUBLIC WORKS – no report**

**SUSTAINABILITY – no report**

**PLANNING COMMISSION – no report**

**PARKS and RECREATION – no report**

**PUBLIC INFORMATION – no report.**

**NEW BUSINESS:**

**Planning Commission Appointment** – Burgess Miller stated that this has been advertised on our website. Burgess Miller stated that Commission member Bob Miller is seeking re-appointment but, Meredith McKendrick is taking a sabbatical.

**Appointment of Temporary Zoning Administrator** – Burgess Miller stated that Drew and Cindy will split this duty until we are able to hire a new Zoning Administrator. Burgess Miller stated that this position is included in the proposed operating budget as a part-time position working 10-15 hours a week.

**Request for Text Amendment – Microbrewery as a Permitted Use in TC District** – Burgess Miller stated that the request has been submitted and we will have more discussion about this at the Joint Meeting with the Planning Commission.

**COMMENT:**

**ANNOUNCEMENTS:**

- *Walking Tour – Saturday, May 19, 2018 at 11AM at Municipal Center*
- *Memorial Day Celebration – Saturday, May 26, 2018 from 11AM – 2PM at Memorial Park*

Workshop adjourned at 9:53pm.

Respectfully submitted,

Ann Griffin  
Office Manager

# **BURGESS AND COMMISSIONERS OF MIDDLETOWN MARYLAND**

## **TOWN MEETING MINUTES**

### **REGULAR MEETING**

**May 14, 2018**

The first monthly meeting of the Burgess and Commissioners of Middletown was called to order on May 14, 2018, by Burgess Miller at 7:00 p.m. in the Middletown Municipal Center, 31 W. Main Street, Middletown, Maryland. Present were: Commissioners Jennifer Falcinelli, Larry Bussard, Rick Dietrick, Tom Catania and Chris Goodman.

### **CONSENT AGENDA**

#### *Financial Statements*

#### *Town Meeting Minutes – April 23, 2018 - Town Meeting*

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

### **PERSONAL REQUESTS FOR AGENDA:**

**Mr. Richard Keyser, President and Mr. Brent Harne, Chief of Middletown Volunteer Fire Company** – Mr. Harne stated that with the Fire Company moving their new home to Franklin Street probably in August, they are wondering what the Board feels about opening the intersection of Broad and Route 17. Mr. Harne stated that they look for straight routes to calls. Burgess Miller stated that the Fire Company probably has a better pitch with the State Highway Administration being life safety as well as having the County behind them. Mr. Harne also stated that 80-85% of their calls are on the interstate and with the speed bump at Franklin & Broad Streets it will slow them down.

### **Unfinished Business:**

**Water & Sewer Capacity Plans** – Drew stated that our annual water average we are at 90% with a 10% reserve. Drew stated that our sewer based on design capacity our calculations with both plants we are at 73% capacity, based on calculations by flow we are at 87% capacity.

Motion by Commissioner Falcinelli to approve the Water/Sewer Capacity Plans as presented, seconded by Commissioner Catania. Motion carried 6-0.

**Farming Lease Bids** – Burgess Miller stated that we decided to put the open areas at Remsberg Park and the Reservoir out to bid for farming. We received 7 bids with the top bid coming in at \$21,799.44 from Sowers Farm Holdings, LLC. for all 3 parcels for a 3year contract. Total acreage is 35.62 which equates to \$204 per acre with the top bid of \$21,799.44.

Motion by Commissioner Bussard to approve the bid from Sowers Farm Holdings, LLC for \$21,799.44, seconded by Commissioner Dietrick. Motion carried 6-0.

**Review of Budgets for FY 2019** – After some discussion the Board agreed to advertise the Operating Budgets for both the Operating and the Water & Sewer funds as presented for Public Hearing on June 7, 2018.

**Review of Handicap Ramp Improvement Locations** – After some discussion it was the consensus of the Board to start with the areas not located around schools. Burgess Miller stated that with the FCPS proposing to make improvements to the school complex we don't want to spend the money and then have them come in a few years and rip what we've done out. The Board felt it is up to the FCPS to make whatever improvements they can, even if they cannot afford the entire proposed project.

**Review of Proposed Zoning Code Amendments** – Burgess Miller stated that the Planning Commission is going to review these proposed zoning code amendments and report back to the Board.

**REPORT OF COMMITTEES:**

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

Special meeting to discuss the reservoir tank. The W/S Committee is recommending the 1-million-gallon circular tank. The W/S Committee also stated that they wanted the second supply line from the Reservoir to the Booster Station. David Lake a member of the W/S Committee stated that our current supply line is a 12” unlined cast iron pipe and that is uncalled of this day & age. Mr. Lake stated that we should have that 2<sup>nd</sup> supply line in case of drought conditions or if that old 12” line breaks.

Water use for April – 321,448 gal., spring flow for April – 136,331, East WWTP treated 282,000 gals. and the West WWTP treated 235,000 gals.

**PUBLIC WORKS** – Commissioner Bussard reported:

West Green Street warranty ends September 15, 2018.

Lombardy Court and Young Branch Drive mill & overlay has started.

Our guys helped with our 1<sup>st</sup> Coloring of the Street event.

**SUSTAINABILITY** – Commissioner Dietrick reported:

Historic Preservation & Sustainability walking tour Saturday, May 19<sup>th</sup> at 11am.

Monthly meeting Wednesday, May 16<sup>th</sup> at 5pm.

**PLANNING COMMISSION** – Commissioner Catania reported:

Workshop on Wednesday, May 16, 2018 at 7pm. and meeting on Monday, May 21, 2018 at 7pm., on the agenda is Harne Deck demolition, Franklin Commons site plan re-submit, Doub Property concept plan and the Microbrewery text amendment.

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

June 7<sup>th</sup> is the POS meeting.

**PUBLIC INFORMATION** – Commissioner Falcinelli reported:

Encouraged the residents to sign up for the Alert Frederick County.

**NEW BUSINESS:**

**Planning Commission Appointment** – Motion by Commissioner Catania to appoint Bob Miller, seconded by Commissioner Goodman. Motion carried. 6-0.

**Appointment of Temporary Zoning Administrator** – Commissioner Falcinelli motioned to temporarily appoint Drew and Cindy to split the Zoning Administrator duties, seconded by Commissioner Bussard. Motion carried 6-0.

**Request for Text Amendment – Microbrewery as a permitted use in TC District** – Michele & Christian Wilson submitted their request for a Microbrewery located at one of the buildings located at 211 West Main Street. Mr. & Mrs. Wilson were present tonight to discuss their plans to open a small microbrewery on the old Ingalls property. Mr. Wilson stated that they are working with Ms. Miller who owns this property about renting out one of the stone buildings on the left closest to Green Street. Mr. Wilson stated that his plan is to brew 250 barrels a year. Their plan is to have approximately 50 seats, it will be a pub atmosphere, you will have to bring in your own food as none will be sold on-site and they will only sell what they brew on-site.

Someone asked about where the waste would go? Mr. Wilson stated that the waste that they will have from the grains Ms. Miller (owner) will take for her farm.

Mr. Darr and Ms. Tamagna owners of 217 & 219 East Main Street were present with several questions regarding this proposed microbrewery. Ms. Tamagna wanted to know what Middletown’s definition of a microbrewery will be? Ms. Tamagna expressed her concerns about noise, fencing, lighting, truck traffic,

water, and odor. Mr. Wilson stated that there will be no truck traffic as he is not bottling any up to be shipped out he will only sell on site and to those who bring in their own growlers. Mr. Wilson stated that they will be open for business from 4pm. – 10pm. on Thursday & Friday and maybe earlier opening hours on Saturday & Sunday but will be closed by 10pm. Ms. Tamagna stated that after hearing what the Wilson's had to say she felt much better knowing that this will be a small microbrewery. Ms. Tamagna's main concern is what the Town's definition of a microbrewery will be? And if this will be a permitted use or a special exception use? Mr. Darr stated that in his experience as a planner a special exception use is a process with tighter rules & regulations.

Planning Commission Member Lake was present and stated that most of the concerns heard tonight will be addressed by the Planning Commission. Mr. Lake stated that he feels this is a good use for this property, we have been lacking this for some time. Mr. Lake stated that small breweries are becoming part of neighborhoods these days.

Burgess Miller stated that this will be discussed at the Planning Commission meeting next Monday, May 21, 2018 at 7pm. and encouraged Mr. Darr & Ms. Tamagna to attend.

**PUBLIC COMMENT:**

**ANNOUNCEMENTS:**

- *Walking Tour – Saturday, May 19, 2018 at 11am. At Municipal Center*
- *Memorial Day Celebration – Saturday, May 26, 2018 11am – 2pm at Memorial Park*

**ADJOURNMENT**

Meeting adjourned at 9:20pm.

Respectfully submitted,

Ann Griffin  
Office Manager

**TOWN OF MIDDLETOWN  
GENERAL FUND  
BUDGET FY 2019**

DESCRIPTION	AUDIT FY2016	Budget FY 2017	AUDIT FY2017	Budget FY 2018	Preliminary Budget FY 2019
<b>REVENUE</b>					
<b>LOCAL TAXES</b>					
Real Property	1,133,834	1,244,642	\$1,229,017	1,283,670	1,322,180
Tangible Personal Property	39,544	37,108	\$40,735	38,248	44,063
Public Utilities	9,400	12,841	\$12,869	9,827	14,192
Franchise (Cable)	48,405	49,940	\$50,981	50,615	55,145
Discounts	(14,112)	(16,182)	(14,852)	(16,647)	(17,255)
Penalties & Interest	8,085	10,357	10,494	10,654	11,043
	<b>1,225,156</b>	<b>1,338,705</b>	<b>1,329,244</b>	<b>1,376,368</b>	<b>1,429,369</b>
<b>STATE SHARED TAXES</b>					
Amusement Taxes	9,565	22,500	31,547	21,526	34,125
Highway User Taxes	156,127	162,421	154,057	160,606	177,025
	<b>165,692</b>	<b>184,921</b>	<b>185,604</b>	<b>182,132</b>	<b>211,150</b>
<b>COUNTY SHARED TAXES</b>					
Income Taxes	915,506	883,990	\$880,538	995,025	1,024,876
Tax Equity	555,964	566,687	\$566,687	610,423	632,552
	<b>1,471,470</b>	<b>1,401,624</b>	<b>1,447,225</b>	<b>1,605,448</b>	<b>1,657,428</b>
<b>LICENSES, PERMITS &amp; FEES</b>					
Filing/Permit Fees	6,013	6,500	8,871	6,500	9,599
Beer, Wine & Liquor	-	1,950	-	-	-
Traders	4,752	4,900	\$4,645	4,900	4,900
Planning & Zoning	11,450	13,691	\$11,691	21,450	11,691
	<b>22,215</b>	<b>27,041</b>	<b>25,207</b>	<b>32,850</b>	<b>26,189</b>
<b>PARKS &amp; RECREATION</b>					
Pavillion Fees	<b>3,158</b>	<b>1,900</b>	<b>4,315</b>	<b>3,158</b>	<b>4,315</b>
<b>POLICE PROTECTION</b>					
State Grant	<b>24,987</b>	<b>26,187</b>	<b>\$26,320</b>	<b>26,187</b>	<b>26,187</b>
<b>MISC INCOME</b>					
Other (Bank Grant, Animal, Citations)	4,910	2,500	\$13,047	1,491	2,500
LGIT Health Insurance Rebate	-	-	-	-	-
FredCo Municipal Recycling Reimbursement	-	5,000	-	-	-
MISC	<b>4,910</b>	<b>7,500</b>	<b>13,047</b>	<b>1,491</b>	<b>2,500</b>
<b>OPERATING REVENUE</b>	<b>2,917,587</b>	<b>2,987,878</b>	<b>3,030,962</b>	<b>3,227,633</b>	<b>3,357,138</b>
<b>EXPENSES</b>					
<b>LEGISLATIVE</b>					
Commissioner's Fees	12,900	15,600	15,800	16,500	21,000
Communications	3,185	3,480	3,376	9,480	3,480
Dues & Subscriptions	7,226	7,400	6,838	7,400	7,400
Office Supplies/Expenses	7,359	3,600	9,328	7,500	7,500
Advertising	2,331	750	1,560	2,500	500
Meetings & Conventions	15,048	9,000	6,963	15,000	7,500
	<b>48,049</b>	<b>39,830</b>	<b>39,830</b>	<b>58,380</b>	<b>47,380</b>
<b>EXECUTIVE</b>					
<b>Burgess</b>	<b>7,050</b>	<b>10,200</b>		<b>10,200</b>	<b>10,200</b>
<b>ELECTION EXPENSES</b>					
Clerk Fees	450	-	-	450	-
Printing, Supplies, Advertising	223	-	-	250	-
	<b>673</b>	<b>-</b>	<b>-</b>	<b>700</b>	<b>-</b>
<b>GENERAL/ADMINISTRATIVE SERVICES</b>					
Capital Outlay		-	-	-	-
Administration Salary	248,153	247,131	247,268	254,512	272,402
Postage & Printing	16	200	114	200	200
Communications	6,788	6,977	6,932	7,205	10,300
Computer Expenses	27,814	28,400	29,534	29,512	21,800
Supplies & Expense	26,345	26,000	37,364	27,953	42,232
Maintenance & Repairs	30,325	13,400	34,620	29,600	23,500
Professional Services	5,470	4,600	4,088	4,600	4,600
Dues & Subscriptions	-	150	-	150	150
Meetings & Seminars	161	100	345	100	100

**TOWN OF MIDDLETOWN  
GENERAL FUND  
BUDGET FY 2019**

<b>DESCRIPTION</b>	<b>AUDIT FY2016</b>	<b>Budget FY 2017</b>	<b>AUDIT FY2017</b>	<b>Budget FY 2018</b>	<b>Preliminary Budget FY 2019</b>
Water and Sewer Grant	80,000	-	-	-	-
	<b>425,072</b>	<b>326,958</b>	<b>360,265</b>	<b>353,833</b>	<b>375,284</b>
<b>OPERATIONS/MAINTENANCE</b>					
Maintenance - Capital Outlay					
Director Salary	97,515	97,355	179,432		
Operations Salary	90,045	126,742	47,602	231,766	247,722
Communications	8,830	9,000	8,258	9,000	10,200
Supplies	11,631	17,000	11,154	17,960	19,500
Dues/Training/Certifications	2,299	1,500	215	1,500	1,500
Maintenance & Repairs	15,514	8,000	15,581	14,540	13,849
Mowing	11,780	12,133	11,780	12,133	12,133
Tools & Equipment	1,726	500	8,362	2,544	3,166
	<b>239,340</b>	<b>272,230</b>	<b>282,384</b>	<b>289,443</b>	<b>308,070</b>
<b>PROFESSIONAL SERVICES</b>					
Independent Accounting	13,000	16,000	13,000	16,000	16,000
Legal - Development & Ordinance	9,309	7,796	13,594	7,388	9,130
	<b>22,309</b>	<b>23,796</b>	<b>26,594</b>	<b>23,388</b>	<b>25,130</b>
<b>PLANNING &amp; ZONING</b>					
Salaries	41,672	44,072	43,163	43,997	46,874
Bd Members Compensation	7,950	7,800	7,800	7,800	17,541
Zoning Expenses	1,716	3,207	2,606	1,778	2,684
	<b>51,338</b>	<b>55,079</b>	<b>53,569</b>	<b>53,575</b>	<b>67,100</b>
<b>MAIN STREETS MANAGER</b>					
Mainstreet - Capital Outlay					
Salary	41,716	43,680	45,761	45,482	47,147
Town Contribution	10,970	10,000	10,260	10,000	10,000
Wayfinding Signs Grant Contribution	-	-	-	-	-
	<b>52,686</b>	<b>53,680</b>	<b>56,021</b>	<b>55,482</b>	<b>57,147</b>
<b>PUBLIC SAFETY</b>					
Fire Department Donation	20,000	20,000	2,000	20,000	20,000
School Crossing Guards	15,694	15,758	18,422	16,338	21,910
Deputy Contract Services	352,149	401,611	366,406	385,232	393,895
	<b>387,843</b>	<b>437,369</b>	<b>386,828</b>	<b>421,570</b>	<b>435,805</b>
<b>SANITATION &amp; WASTE REMOVAL</b>					
Trash Collection & Disposal					
Recycling Pickup Station	6,876	5,000	6,991	5,000	8,060
Regular Pick-up	128,862	133,126	128,862	133,126	136,900
Landfill - Tipping Fees	84,356	84,830	85,687	84,798	86,918
Yard Waste (April - Dec)	27,832	30,672	32,681	30,672	31,104
Eco-Bags	19,610	20,260	20,074	18,200	21,948
	<b>267,536</b>	<b>273,888</b>	<b>274,295</b>	<b>271,796</b>	<b>284,930</b>
<b>RECREATION &amp; CULTURE</b>					
Park Capital Outlay					
Park Interest	14,632	11,320	11,320	7,906	4,389
Park Loan Payments	108,917	112,230	112,230	115,643	119,161
Park Salary	50,350	34,807	59,863	45,030	49,000
Park Electric	1,104	2,358	2,532	1,175	2,505
Park Supplies/Equipment	1,143	1,500	2,601	1,500	1,500
Park Mowing Contract	26,692	26,215	27,628	32,319	33,935
Park Repairs & Maintenance	45,351	24,950	53,151	35,990	29,650
	<b>248,189</b>	<b>213,379</b>	<b>269,324</b>	<b>239,564</b>	<b>240,140</b>
<b>HIGHWAYS &amp; STREETS</b>					
Streets Capital Outlay					
Vehicle/Equipment Capital Outlay					
Salaries - Regular	73,748	48,841	62,668	71,226	70,232
Street Lighting	167,897	161,916	205,316	203,160	182,300
Storm Water Management	2,299	7,800	5,385	7,800	7,545
Snow Removal	72,612	75,000	32,725	83,100	85,300
Mowing (SWM & Streets)	31,744	32,696	31,744	33,440	33,440
Repairs & Resurfacing	6,794	67,195	98,079	92,000	92,000
Signs	5,083	6,200	4,010	12,400	5,300
Truck Repair & Maintenance	35,693	48,600	39,127	42,600	28,000
Equipment Repairs & Maintenance	3,511	10,000	6,961	26,675	21,172
Street Loan - Principal	12,000	78,460	111,505	79,300	100,000
Street Loan - Interest	85,447	60,927	123,174	59,874	77,358

**TOWN OF MIDDLETOWN  
GENERAL FUND  
BUDGET FY 2019**

<b>DESCRIPTION</b>	<b>AUDIT FY2016</b>	<b>Budget FY 2017</b>	<b>AUDIT FY2017</b>	<b>Budget FY 2018</b>	<b>Preliminary Budget FY 2019</b>
Case Loader -Principal & Interest	-	15,159	14,730	-	-
	<b>496,828</b>	<b>612,795</b>	<b>735,424</b>	<b>711,575</b>	<b>702,647</b>
<b>MISCELLANEOUS</b>					
MT Historical Society	5,000	5,000	5,000	5,000	5,000
Donations	1,000	100	500	100	100
Mileage - Travel	1,957	4,578	1,301	2,732	2,278
Web Page / Directory / Public Information	15,097	1,400	2,833	3,890	3,755
Community Events	51,772	30,250	105,453	33,140	32,510
Community Events (Town Share)					19,780
Payroll Taxes	54,019	56,578	53,572	58,923	63,139
Insurance					
Property	12,477	14,064	14,265	13,499	15,433
Health	122,055	111,243	121,637	115,842	142,627
Worker's Compensation	14,456	11,921	19,264	20,372	22,698
Professional	946	688	946	946	473
Pension	49,784	75,062	56,115	68,184	71,102
Real Estate Taxes	800	1,242	800	800	800
Miscellaneous	12,688	3,500	4,061	3,500	4,000
	<b>342,051</b>	<b>314,938</b>	<b>385,747</b>	<b>326,929</b>	<b>383,694</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>2,583,964</b>	<b>2,634,143</b>	<b>2,870,281</b>	<b>2,816,434</b>	<b>2,937,526</b>
<b>TOTAL OPERATING SURPLUS</b>	<b>333,623</b>	<b>353,735</b>	<b>160,681</b>	<b>411,199</b>	<b>419,612</b>

**TOWN OF MIDDLETOWN**  
**Water Sewer Operating Budget**  
**FY 2019**

	<b>AUDIT FY 2016</b>	<b>Budget FY 2017</b>	<b>AUDIT FY 2017</b>	<b>Preliminary Budget FY 2018</b>	<b>Draft Budget FY 2019</b>
<b>Operating Revenue</b>					
Water Revenue	587,860	<b>594,671</b>	600,572	<b>608,726</b>	<b>624,139</b>
Sewer Revenue	584,783	<b>594,325</b>	598,261	<b>603,153</b>	<b>616,076</b>
Penalties and Reconnects	14,758	<b>21,950</b>	21,422	<b>15,251.79</b>	<b>22,161</b>
General Fund Grant	80,000		-		
Rain Barrels	720	<b>1,000</b>		<b>1,000</b>	<b>1,000</b>
MISC	8,627	-		-	-
<b>Total Revenue</b>	<b>1,276,748</b>	<b>1,211,946</b>	<b>1,220,255</b>	<b>1,228,131</b>	<b>1,263,377</b>
<b>Expenses</b>					
<b>Administrative</b>					
Salaries	36,631	<b>45,134</b>	39,206	<b>48,827</b>	<b>34,407</b>
Communications	10,748	<b>11,513</b>	12,200	<b>11,742</b>	<b>11,742</b>
Postage	9,226	<b>9,558</b>	\$8,030	<b>9,503</b>	<b>9,750</b>
Office Supplies/Expenses	10,761	<b>12,600</b>	\$10,848	<b>15,712</b>	<b>14,000</b>
Professional Services/Legal	2,512	<b>2,000</b>	\$2,727	<b>2,000</b>	<b>2,000</b>
Meetings & Seminars	350	<b>500</b>	\$486	<b>2,500</b>	<b>500</b>
Advertising	350	<b>500</b>	\$559	<b>500</b>	<b>500</b>
Uniforms	3,770	<b>3,925</b>	\$4,119	<b>3,925</b>	<b>5,068</b>
Dues/Subscriptions/Certifications	50	<b>500</b>	\$420	<b>500</b>	<b>500</b>
I&I Principal and Interest	32,979	<b>32,908</b>	\$29,454	<b>33,099</b>	<b>32,743</b>
Travel/Mileage	-	<b>200</b>	\$17	<b>200</b>	<b>200</b>
Payroll Taxes	24,113	<b>23,600</b>	\$22,451	<b>27,798</b>	<b>23,721</b>
Insurance					
Property	9,917	<b>8,500</b>	\$11,172	<b>10,215</b>	<b>11,848</b>
Health	19,348	<b>52,831</b>	\$44,913	<b>53,324</b>	<b>54,716</b>
Worker's Compensation	7,287	<b>8,718</b>	\$8,684	<b>8,980</b>	<b>9,911</b>
Retirement/Pension	21,550	<b>28,448</b>	\$22,169	<b>29,230</b>	<b>22,912</b>
Real Estate Taxes	292	<b>292</b>	\$292	<b>292</b>	<b>292</b>
Conservation Environment	1,600	<b>2,000</b>	\$0	<b>2,000</b>	<b>1,000</b>
Vehicle/Equipment Expenses	12,259	<b>25,600</b>	15521	<b>20,400</b>	<b>15,000</b>
<b>Total Administrative</b>	<b>203,743</b>	<b>269,328</b>	<b>233,268</b>	<b>280,746</b>	<b>250,809</b>
<b>Water</b>					
Salaries	<b>150,384</b>	<b>139,545</b>	<b>167,083</b>	<b>175,294</b>	<b>151,440</b>
<b>Water Distribution</b>					
Supplies	8,185	<b>3,572</b>	\$5,831	<b>5,500</b>	<b>5,500</b>
Repairs & Maintenance	44,802	<b>52,450</b>	\$72,317	<b>18,900</b>	<b>37,000</b>
Water Meters	-	-	-	-	-
Waterline Break Repairs	-	<b>5,000</b>	\$182	<b>5,000</b>	<b>5,000</b>
Chemicals	233	<b>500</b>	\$1,857	<b>500</b>	<b>500</b>
Tools & Equipment	1,660	<b>3,874</b>	\$6,674	<b>4,105</b>	<b>4,000</b>
<b>Subtotal</b>	<b>54,880</b>	<b>65,396</b>	<b>86,861</b>	<b>34,005</b>	<b>52,000</b>
<b>Water Plant, Reservoir, Booster, Tower, BS Wellhouse</b>					
Supplies	1,492	2,000	795	<b>2,000</b>	<b>2,000</b>
Repairs & Maintenance	27,112	31,700	39,668	<b>66,700</b>	<b>37,722</b>
Tank Maintenance Contract					<b>100,000</b>
Chemicals	22,512	23,943	23,154	<b>9,199</b>	<b>17,132</b>
Tools & Equipment	-	2,400	1,407	<b>2,053</b>	<b>1,932</b>
Testing & Analysis	10,783	12,988	11,877	<b>14,400</b>	<b>5,900</b>
<b>SUB-TOTAL</b>	<b>61,899</b>	<b>93,181</b>	<b>76,901</b>	<b>118,168</b>	<b>164,687</b>
Abandoned Well Costs		-		-	-

**TOWN OF MIDDLETOWN**  
**Water Sewer Operating Budget**  
**FY 2019**

	<b>AUDIT FY 2016</b>	<b>Budget FY 2017</b>	<b>AUDIT FY 2017</b>	<b>Preliminary Budget FY 2018</b>	<b>Draft Budget FY 2019</b>
<b>Water Electric</b>	23,349	20,150	33,368	<b>23,816</b>	<b>26,561</b>
<b>TOTAL WATER</b>	<b>267,163</b>	<b>298,122</b>	<b>330,845</b>	<b>327,467</b>	<b>394,688</b>
<b>Sewer</b>					
Salaries	<b>128,101</b>	<b>121,920</b>	<b>127,311</b>	<b>134,998</b>	<b>115,933</b>
<b>Sewer Collection System</b>					
Conebranch Pump Station	34,851	<b>18,500</b>	\$22,062	<b>18,500</b>	<b>12,618</b>
Brookridge South Pump Station	10,465	<b>9,735</b>	\$5,421	<b>10,779</b>	<b>4,000</b>
Foxfield Pump Station	6,973	<b>6,500</b>	\$5,692	<b>6,500</b>	<b>12,500</b>
Sanitary Sewer Lines/Manholes	45,670	<b>25,000</b>	\$4,582	<b>25,000</b>	<b>22,080</b>
I & I Accrual	75,000	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>
<b>Subtotal</b>	<b>172,959</b>	<b>134,735</b>	<b>112,757</b>	<b>135,779</b>	<b>126,198</b>
<b>East WWTP</b>					
Parts & Supplies	7,069	<b>5,802</b>	\$2,598	<b>6,352</b>	<b>5,581</b>
Repairs & Maintenance	28,731	<b>35,800</b>	\$22,145	<b>16,600</b>	<b>12,600</b>
Chemicals	31,766	<b>40,844</b>	\$29,271	<b>33,725</b>	<b>34,285</b>
Mowing		-		-	-
Tools & Equipment	3,954	<b>5,573</b>	\$1,693	<b>6,090</b>	<b>4,500</b>
Testing & Analysis	26,125	<b>34,187</b>	\$30,220	<b>34,187</b>	<b>36,611</b>
Sludge Hauling Expense	59,432	<b>60,000</b>	\$45,581	<b>61,800</b>	<b>55,669</b>
<b>Subtotal</b>	<b>157,077</b>	<b>211,853</b>	<b>131,508</b>	<b>184,081</b>	<b>149,245</b>
<b>West WWTP</b>					
Supplies	2,380	<b>2,500</b>	\$1,624	<b>2,500</b>	<b>2,500</b>
Repairs & Maintenance	9,796	<b>6,050</b>	\$4,833	<b>2,000</b>	<b>15,000</b>
Chemicals	54,389	<b>61,258</b>	\$51,684	<b>47,949</b>	<b>50,531</b>
Mowing					
Tools & Equipment	2,598	<b>1,000</b>	\$1,671	<b>2,510</b>	<b>2,766</b>
Testing & Analysis	9,831	<b>10,459</b>	\$11,071	<b>11,649</b>	<b>10,449</b>
Sludge Hauling Expense	17,250	<b>22,650</b>	\$17,250	<b>22,650</b>	<b>17,250</b>
<b>SUB-TOTAL</b>	<b>96,244</b>	<b>127,001</b>	<b>88,133</b>	<b>106,268</b>	<b>98,496</b>
<b>Sewer Electric</b>					<b>75,000</b>
<b>TOTAL SEWER</b>	<b>554,381</b>	<b>595,509</b>	<b>459,709</b>	<b>561,126</b>	<b>564,872</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>1,025,287</b>	<b>1,162,959</b>	<b>1,023,822</b>	<b>1,169,340</b>	<b>1,210,369</b>
<b>Contingency Fund</b>		<b>40,704</b>		<b>40,927</b>	<b>50,303</b>
<b>Adjusted Operating Expense</b>	<b>1,025,287</b>	<b>1,203,663</b>	<b>1,023,822</b>	<b>1,210,266</b>	<b>1,260,672</b>
<b>OPERATING INCOME (LOSS)</b>	<b>251,461</b>	<b>8,283</b>	<b>196,433</b>	<b>17,864</b>	<b>2,704</b>

**Town of Middletown**

**Uniform Bids**

**Fiscal Years 2019, 2020, 2021, 2022 & 2023**

Item	Description	Unit	Quantity	ACE Uniform		CINTAS		LORD BALTIMORE	
				Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	Uniform Jacket w/reflective stripes	EA	16	\$ 0.83	\$ 13.28	\$ 0.75	\$ 12.00	\$ 1.08	\$ 14.34
2	Striped Industrial Shirts	EA	105	\$ 0.69	\$ 72.45	\$ 1.05	\$ 110.25	\$ 0.78	\$ 81.90
3	Industrial Cotton Pants	EA	120	\$ 0.35	\$ 42.00	\$ 0.45	\$ 54.00	\$ 0.50	\$ 60.00
4	Industrial Coverall	EA	14	\$ 0.40	\$ 5.60	\$ 0.41	\$ 5.74	\$ 0.67	\$ 9.38
	Weekly Total				\$ 133.33		\$ 181.99		\$ 165.62
	Yearly Total				\$ 6,933.16		\$ 9,463.48		\$ 8,612.36

MEMORANDUM

Date: 5/22/2018

To: Burgess and Commissioners, Middletown  
From: Cynthia K. Unangst, Middletown Staff Planner  
RE: Demolition ordinance revisions text amendment

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**The Middletown Planning Commission on May 21, 2018 reviewed the proposed changes to the Demolition site plan section of the Municipal Code that were recommended by former Zoning Administrator Ron Forrester. By consensus the Planning Commission recommends the proposed alternative that the Staff Planner drafted instead based on discussions with the Town Board, the Main Street Manager and the Planning Commission, as seen below.**

17.32.160 - Demolition site plan—Required in all districts.

- A. In all districts, a proposal and permit application for the demolition of any building or structure, as defined in Section 17.04.030, shall require site plan approval by the Town of Middletown Planning Commission prior to the issuance of a permit for said demolition. The demolition site plan shall show:
1. The dimensions and boundaries of the property and the location of all improvements thereon;
  2. The location of the building or structure proposed to be demolished;
  3. The location of all adjacent properties and structures (to include fences and accessory structures);
  4. The proposed date and time of demolition, the anticipated length of time for demolition, and the proposed manner or type of demolition to be used;
  5. The identity of the person(s) or entity that will perform the demolition and information confirming the experience and professional credentials of such person(s) or entity;
  6. Information describing any type of explosive or incendiary device proposed to be used in performing the demolition;
  7. A safety plan that outlines the plan-of-safety precautions to be taken for the demolition in order to ensure protect the safety and protection of persons and surrounding properties;
  8. The location of all existing public utilities on the property and in the area and confirmation of a plan for the discontinuance of utility service to the structure or building proposed to be demolished prior to the ~~proposed-demolition~~ taking place;
  9. Assurances that the proposed demolition will be in compliance with all federal, state and local laws, ordinances and regulations including, but not limited to, any and all laws and regulations governing "Hazardous Materials" and the disturbance and/or removal of "Hazardous Materials" from the property; and

10. A proposal and plan for any grading, seeding, sodding, or post demolition restoration of the demolition site.

Upon any demolition site plan approval granted by the planning commission and upon the issuance of a demolition permit (zoning certificate) by the Town of Middletown, all such demolitions and post demolition restoration shall be completed within ninety (90) days of issuance of a demolition permit unless otherwise approved by the Middletown Planning Commission.

For purposes of this section, fences of any type shall not be considered a "structure" and shall, therefore, be exempt from this requirement. Any structures that are under 500 square feet, and are not considered a contributing resource to the Middletown Historic District, shall only require review and approval by the zoning administrator.

- B. All site plans for demolition shall be submitted a minimum of thirty (30) days prior to a regularly scheduled planning commission meeting. The planning commission may require bonds or guarantees to ensure restoration of the site. All plans for demolition of structures less than 500 square feet shall be submitted to the zoning administrator a minimum of thirty (30) days prior to the proposed demolition.
- C. Notices. In addition to posting a public notice sign on the property advising of the proposed demolition, an applicant seeking to demolish a building or structure hereunder shall be required to give written notice thereof to all adjacent and contiguous property owners not more than ten (10) days after submitting the demolition permit application and the demolition site plan to the Town of Middletown Planning Commission, advising of the date, time and manner of the proposed demolition. A record of such notice shall be made to the planning commission, or to the zoning administrator for proposed demolitions of less than 500 square feet.
- D. Responsibility for Damages and Indemnification. An applicant who demolishes any building or structure in the Town of Middletown shall repair and restore, at its sole cost and expense, any adjacent, contiguous, nearby or other property or structure which is damaged, in whole or in part, by the demolition performed on their property. An applicant who demolishes any building or structure in the Town of Middletown shall be liable for any personal injury, property damage, or business interruption caused by or arising from, in whole or in part, the demolition, including by or from the release of any particulate matter and other hazardous material.

17.32.160 - Demolition plan—Required in all districts.

A. In all districts, a proposal and permit application for the demolition of any building or structure, as defined in Section 17.04.030, shall ~~be submitted to and approved~~ by the Town of Middletown ~~Zoning Administrator~~ prior to the issuance of a ~~town~~ permit for said demolition. ~~The applicant must also get their demolition plan reviewed and approved by the Frederick County Department of Permits and Inspections and a permit issued before beginning their demolition activities.~~ The demolition plan shall show:

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1. The dimensions and boundaries of the property and the location of all improvements thereon;
2. The location of the building or structure proposed to be demolished;
3. The location of all adjacent properties and structures ~~(to include fences and accessory structures);~~
4. The proposed date and time of demolition, the anticipated length of time for demolition, and the proposed manner or type of demolition to be used;
5. The identity of the person(s) or entity that will perform the demolition and information confirming the experience and professional credentials of such person(s) or entity;
6. Information describing any type of explosive or incendiary device proposed to be used in performing the demolition;
7. A ~~safety plan that outlines the~~ precautions to be taken for the demolition ~~in order to ensure the safety and protection of~~ persons and surrounding properties;
8. The location of all existing public utilities on the property and in the area and confirmation of a plan for the discontinuance of utility service to the structure or building proposed to be demolished prior to the demolition ~~taking place;~~
9. Assurances that the proposed demolition will be in compliance with all federal, state and local laws, ordinances and regulations including, but not limited to, any and all laws and regulations governing "Hazardous Materials" and the disturbance and/or removal of "Hazardous Materials" from the property; and
10. A proposal and plan for any grading, seeding, sodding, or post demolition restoration of the demolition site.

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Upon ~~approval of the~~ demolition plan ~~and~~ issuance of a demolition permit (~~zoning certificate~~) by the ~~zoning administrator~~, all such demolitions and post demolition restoration shall be completed within ninety (90) days of issuance of a demolition permit unless otherwise approved by the ~~zoning administrator~~.

For purposes of this section, fences of any type shall not be considered a "structure" and shall, therefore, be exempt from this requirement.

- B. All plans for demolition shall be submitted ~~to the zoning administrator~~ a minimum of thirty (30) days prior to ~~the proposed demolition~~. The ~~zoning administrator may, after coordinating with other town staff members,~~ require bonds or guarantees to ensure restoration of the site.
- C. Notices. ~~The property owner will post a~~ public notice ~~of demolition~~ sign on the property ~~that advertises~~ the proposed demolition. ~~Additionally, an~~ applicant seeking to demolish a building or structure hereunder shall be required to give written notice thereof to all adjacent and contiguous property owners not more than ten (10) days after submitting their demolition permit application and the demolition plan to the ~~zoning administrator~~, advising ~~these property owners~~ of the date, time and manner of the proposed demolition. A record of such notice shall be made to the ~~zoning administrator~~. ~~Adjacent property owners will contact the zoning administrator if they have questions and/or concerns with the proposed demolition project.~~
- D. Responsibility for Damages and Indemnification. An applicant who demolishes any building or structure in the Town of Middletown shall repair and restore, at its sole cost and expense, any adjacent,

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contiguous, nearby or other property or structure which is damaged, in whole or in part, by the demolition performed on their property. An applicant who demolishes any building or structure in the Town of Middletown shall be liable for any personal injury, property damage, or business interruption caused by or arising from, in whole or in part, the demolition, including by or from the release of any particulate matter and other hazardous material.

(Ord. No. 15-06-02, § II, 6-8-2015; Ord. 07-09-01 § 2, 2007)

MEMORANDUM

Date: 5/22/2018

To: Burgess and Commissioners, Middletown  
From: Cynthia K. Unangst, Middletown Staff Planner  
RE: Storage containers revisions text amendment

The Middletown Planning Commission on May 21, 2018 reviewed the proposed changes to the Storage Containers section of the Municipal Code that were recommended by former Zoning Administrator Ron Forrester. By consensus the Planning Commission recommends that the Town Board change that section of the Code per the draft changes, as seen below.

**Chapter 17.32 - DESIGN STANDARDS GENERALLY**

Sections:

**17.32.045 - Storage and disposal containers.**

- A. Except as otherwise provided in this section, storage and disposal containers are prohibited in the Town of Middletown, and no person who owns, leases, occupies or has charge of any premises or property, in whole or in part, shall place, keep or maintain a storage or disposal container on the premises or property. For purposes of this section, "Disposal Container" means a large capacity container such as a dumpster, a bagster bag (dumpster in a bag), or similar large object which is used to hold trash, waste or debris.
- B. In a commercial or industrial zone, and upon application to and approval by the zoning administrator for a zoning certificate, storage and disposal containers may be placed, kept or maintained on premises or property for a period of no more than six consecutive months. The zoning administrator may, upon application, extend the six-month period of time for another six month or less. ~~The storage or disposal container shall be used in accordance with the conditions placed upon it by the zoning administrator. The storage or disposal container may be approved by the zoning administrator only if (1) the storage or disposal container is situated on the property in compliance with setback requirements as established for buildings in the district, (2) its placement and use satisfies all other zoning requirements, and (3) the storage or disposal container is either situated in the rear yard of the property or is screened in a manner approved by the zoning administrator so as to visually limit as much as reasonably practicable the appearance and presence of the storage or disposal container. No storage or disposal container may exceed a height of twelve (12) feet or a width of eight feet. Storage and disposal containers may not be stacked on top of each other.~~
- C. The zoning administrator may, upon application, approve the placing, keeping or maintaining of a storage or disposal container on property or premises in any zone if the storage or disposal container is to be used for and in connection with a construction, reconstruction or renovation project on the property or premises. The storage or disposal container shall be used in accordance with the conditions placed upon it by the zoning administrator. ~~Any storage or disposal container used in connection with such an approval~~ All approved storage or disposal containers shall be removed from the property or premises immediately upon the completion of the project or at such time as provided in the zoning administrator's approval letter.

**Commented [Z1]:** This set of requirements is overly restrictive and is not feasible for many properties in Middletown. Storage and trash containers aren't permanently situated on a commercial or residential properties so they shouldn't need to meet any other zoning requirements to include screening, setbacks distances, etc. The ZA recommends that paragraph B be modified as shown in the line-in/line-out markup.

D. ~~Any storage or disposal container which is located or situated on any property or premises on the effective date of the ordinance codified in this chapter shall be permitted to continue to remain in the same location on the property or premises for a period of three years from the effective date of the ordinance codified in this chapter. Thereafter, such storage container or disposal shall be removed or otherwise conform to the requirements of this section, and the failure to do so shall constitute a violation of this section.~~ In town commercial (TC) and general commercial (GC) districts, businesses are permitted to permanently place a trash disposal container on their property provided it is enclosed by a fence or other structure approved by the zoning administrator that effectively screens the trash disposal container from adjoining and adjacent properties. A zoning certificate / building permit is required before the container is permanently placed on a GC or TC commercial zoned property. The trash disposal container's placement on the property should minimize its impact on customer / employee parking, and pedestrian and vehicular traffic flow on the property and to meet other placement and zoning requirements as determined by the zoning administrator.

**Commented [Z2]:** Commercial businesses should be permitted to permanently place a trash disposal container on their property provided it is screened from adjoining properties and located in such a manner as to have a minimum impact of parking, vehicular and pedestrian traffic. The location of a trash disposal container and enclosure may be denoted on an approved site plan or may be determined through mutual agreement between commercial property owner and the zoning administrator in coordination with the town administrator and staff planner.

Chapter 17.32 - DESIGN STANDARDS GENERALLY

Sections:

17.32.045 - Storage and disposal containers.

- A. Except as otherwise provided in this section, storage and disposal containers are prohibited in the Town of Middletown, and no person who owns, leases, occupies or has charge of any premises or property, in whole or in part, shall place, keep or maintain a storage or disposal container on the premises or property. For purposes of this section, "Disposal Container" means a large capacity container such as a dumpster, a bagster bag (dumpster in a bag), or similar large object which is used to hold trash, waste or debris.
- B. In a commercial or industrial zone, and upon application to and approval by the zoning administrator for a zoning certificate, storage and disposal containers may be placed, kept or maintained on premises or property for a period of no more than six consecutive months. The zoning administrator may, upon application, extend the six-month period of time for another six month or less. The storage or disposal container shall be used in accordance with the conditions placed upon it by the zoning administrator. No storage or disposal container may exceed a height of twelve (12) feet or a width of eight feet. Storage and disposal containers may not be stacked on top of each other.
- C. The zoning administrator may, upon application, approve the placing, keeping or maintaining of a storage or disposal container on property or premises in any zone if the storage or disposal container is to be used for and in connection with a construction, reconstruction or renovation project on the property or premises. The storage or disposal container shall be used in accordance with the conditions placed upon it by the zoning administrator. All approved storage or disposal containers shall be removed from the property or premises immediately upon the completion of the project or at such time as provided in the zoning administrator's approval letter.
- D. In town commercial (TC) and general commercial (GC) districts, businesses are permitted to permanently place a trash disposal container on their property provided it is enclosed by a fence or other structure approved by the zoning administrator that effectively screens the trash disposal container from adjoining and adjacent properties. A zoning certificate / building permit is required before the container is permanently placed on a GC or TC commercial zoned property. The trash disposal container's placement on the property should minimize its impact on customer / employee parking, and pedestrian and vehicular traffic flow on the property and to meet other placement and zoning requirements as determined by the zoning administrator.

**Commented [Z1]:** This set of requirements is overly restrictive and is not feasible for many properties in Middletown. Storage and trash containers aren't permanently situated on a commercial or residential properties so they shouldn't need to meet any other zoning requirements to include screening, setbacks distances, etc. The ZA recommends that paragraph B be modified as shown in the line-in/line-out markup.

**Deleted:** The storage or disposal container may be approved by the zoning administrator only if (1) the storage or disposal container is situated on the property in compliance with setback requirements as established for buildings in the district, (2) its placement and use satisfies all other zoning requirements, and (3) the storage or disposal container is either situated in the rear yard of the property or is screened in a manner approved by the zoning administrator so as to visually limit as much as reasonably practicable the appearance and presence of the storage or disposal container.

**Deleted:** Any storage or disposal container used in connection with such an approval

**Commented [Z2]:** Commercial businesses should be permitted to permanently place a trash disposal container on their property provided it is screened from adjoining properties and located in such a manner as to have a minimum impact of parking, vehicular and pedestrian traffic. The location of a trash disposal container and enclosure may be denoted on an approved site plan or may be determined through mutual agreement between commercial property owner and the zoning administrator in coordination with the town administrator and staff planner.

**Deleted:** Any storage or disposal container which is located or situated on any property or premises on the effective date of the ordinance codified in this chapter shall be permitted to continue to remain in the same location on the property or premises for a period of three years from the effective date of the ordinance codified in this chapter. Thereafter, such storage container or disposal shall be removed or otherwise conform to the requirements of this section, and the failure to do so shall constitute a violation of this section

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MEMORANDUM

Date: 5/22/2018

To: Burgess and Commissioners, Middletown  
From: Cynthia K. Unangst, Middletown Staff Planner  
RE: Microbrewery text amendment

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**The Middletown Planning Commission on May 21, 2018 reviewed the proposed Microbrewery text amendment which would add “microbrewery” as a permitted use in the TC Town Commercial District. By consensus the Planning Commission recommends that “microbreweries” be a permitted use in the GC General Commercial District, but a special exception use in the TC Town Commercial District. The Planning Commission will look at possible special exception regulations to include in the text amendment at their June meeting.**

QUANTITY NOTES

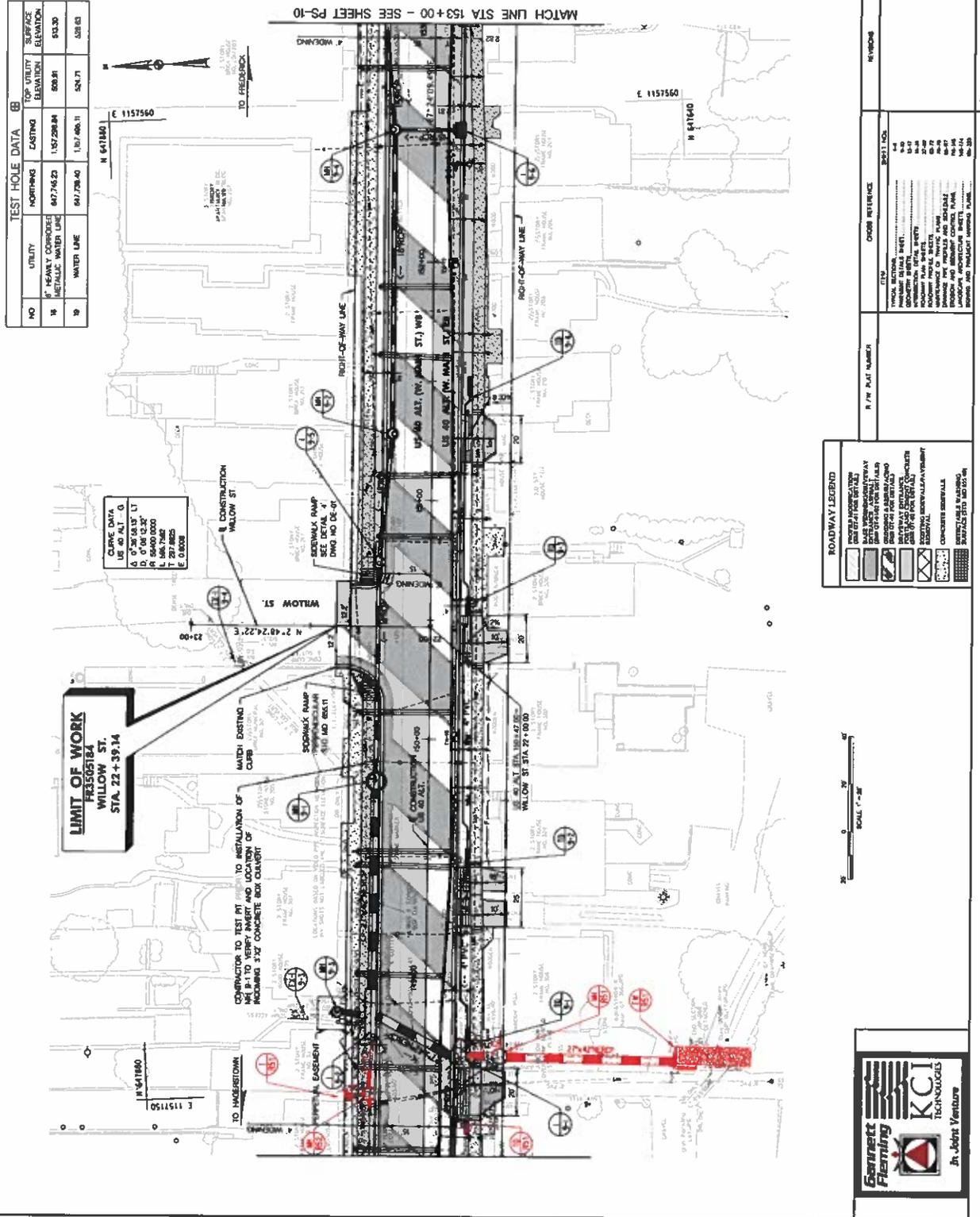
- CRACKING HOT MIX ASPHALT PAVEMENT 0 INCH TO 2 INCH**
  - 1045 SF US 40 ALT. 1 - STA. 148+15 TO STA. 150+40
- STANDARD TYPE A COMBINATION CURB AND GUTTER 12 INCH CURB X 16 INCH DEPTH**
  - 145 L US 40 ALT. 1 - STA. 148+15 TO STA. 150+40 RT
- STANDARD TYPE D COMBINATION CURB AND GUTTER 12 INCH CURB X 16 INCH DEPTH**
  - 204 LF US 40 ALT. 1 - STA. 148+15 TO STA. 150+40 L
  - 204 LF US 40 ALT. 1 - STA. 148+15 TO STA. 150+40 R
- STANDARD TYPE D CURB 8 INCH X 16 INCH**
  - 8 L US 40 ALT. 1 - STA. 149+44 L TO STA. 149+44 R
- 5 INCH CONCRETE SIDEWALK**
  - 204 SF US 40 ALT. 1 - STA. 148+15 TO STA. 150+40 RT
  - 204 SF US 40 ALT. 1 - STA. 148+15 TO STA. 150+40 L
  - 800 SF US 40 ALT. 1 - STA. 149+40 TO STA. 150+40 L
- DETECTABLE WARNING SURFACE FOR CURB RAMPS**
  - 8 SF US 40 ALT. 1 - STA. 149+44 L
  - 8 SF US 40 ALT. 1 - STA. 149+44 R
- MAX 2 CONCRETE FOR MISCELLANEOUS STRUCTURES**
  - 4 CF US 40 ALT. 1 - STA. 148+15 TO STA. 148+15 STOP RAMP CURB
  - 4 CF US 40 ALT. 1 - STA. 148+15 TO STA. 148+15 STOP LAMP CURB
  - 70 CF US 40 ALT. 1 - STA. 148+15 TO STA. 149+40 TO STA. 149+40 STOP RAMP CURB



STATE OF MARYLAND  
DEPARTMENT OF TRANSPORTATION  
STREET DESIGN DIVISION  
COMMUNITY DESIGN DIVISION  
US 40 ALT. MAIN STREET  
BY HILL DRIVE TO MIDDLETOWN PARKWAY  
URBAN RECONSTRUCTION

**ROADWAY PLAN SHEET**  
SCALE 1" = 20' - APPROVED DATE: 02/22/2016, CONTRACT NO.: 12B00004  
DESIGNED BY: JON COUNTY: EREDFORD  
DRAWN BY: JON COUNTY: EREDFORD  
CHECKED BY: JON COUNTY: EREDFORD  
MET / PLOT: 11/22/2015  
DRAWING NO. PS-09 OF 26 SHEET NO. 45 OF 247

NO.	UTILITY	HORIZONTALS	CASTING	TOP UTILITY SURFACE ELEVATION
18	IF HEAVILY CORRODED METALLIC WATER LINE	847.74523	1.57.288.84	888.81
19	WATER LINE	847.72840	1.07.406.1	526.71



ROADWAY LEGEND	DESCRIPTION
[Symbol]	CONCRETE SIDEWALK
[Symbol]	ASPHALT SIDEWALK
[Symbol]	CONCRETE CURB
[Symbol]	ASPHALT CURB
[Symbol]	CONCRETE RAMP
[Symbol]	ASPHALT RAMP
[Symbol]	CONCRETE SIDEWALK
[Symbol]	ASPHALT SIDEWALK
[Symbol]	CONCRETE SIDEWALK
[Symbol]	ASPHALT SIDEWALK
[Symbol]	CONCRETE SIDEWALK
[Symbol]	ASPHALT SIDEWALK

ROADWAY LEGEND	DESCRIPTION
[Symbol]	CONCRETE SIDEWALK
[Symbol]	ASPHALT SIDEWALK
[Symbol]	CONCRETE CURB
[Symbol]	ASPHALT CURB
[Symbol]	CONCRETE RAMP
[Symbol]	ASPHALT RAMP
[Symbol]	CONCRETE SIDEWALK
[Symbol]	ASPHALT SIDEWALK
[Symbol]	CONCRETE SIDEWALK
[Symbol]	ASPHALT SIDEWALK

**Gannett Fleming**  
KCI  
Technologies  
An Joint Venture

DATE: 02/22/2016, CONTRACT NO.: 12B00004

SCALE 1" = 20'

BY: danielhenry

## **Drew Bowen**

---

**From:** Chris Weber <CWeber@sha.state.md.us>  
**Sent:** Wednesday, May 2, 2018 3:36 PM  
**To:** Drew Bowen  
**Cc:** Bruce Carbaugh  
**Subject:** RE: Middletown Streetscape - FR3505184

Drew,

The dust is finally settling on the plans for the replacement CMP at 306 W Main. I have most of the permits and will proceed with SHA and FHWA approvals this week.

Time to discuss cost-sharing.

MDOT SHA has agreed to maintain the new drainage pipe. I'm hopeful that the Town can help negotiate a low cost for the perpetual easement; the plats for which will be available later this month.

The design cost was \$18,000. The construction cost is estimated to be \$61,000. I am suggesting a 70 (Town)/30 (SHA) share in these costs. The reasoning behind this determination is the drainage area. The drainage area to inlet I 9-1 (just upstream of the new outfall), is split approximately 19% SHA and 81% Town (not SHA).

I think this is a reasonable request considering that the maintenance cost is 100 percent SHA and perpetual. The design and construction would be a one-time \$55,300 (Town)/ \$23,700 (SHA) expense.

Please consider the above and respond at your earliest convenience.

Thank you,  
- Chris

**From:** Drew Bowen <abowen@ci.middletown.md.us>  
**Sent:** Tuesday, February 20, 2018 9:27 AM  
**To:** Chris Weber <CWeber@sha.state.md.us>  
**Cc:** Bruce Carbaugh <bcarbaugh@ci.middletown.md.us>; Gerald Burgess <GBurgess1@sha.state.md.us>  
**Subject:** RE: Middletown Streetscape - FR3505184

Chris:

Happy to have those discussions. Just glad a new line is going in.

Thanks Drew

**Andrew J. Bowen**  
**Town Administrator**  
**Burgess and Commissioners**  
**Middletown, MD 21769**  
**31 West Main Street**  
**Middletown, MD 21769**  
**Office – 301.371.6171**  
**Cell – 240.674.8937**



Larry Hogan, Governor  
Boyd Rutherford, Lt. Governor  
Mark Belton, Secretary  
Joanne Throwe, Deputy Secretary

May 23, 2018

The Honorable John D. Miller  
Burgess of Middletown  
31 W. Main Street  
Middletown, MD 21769-8004

RECEIVED

MAY 23 2018

TOWN OF MIDDLETOWN

Dear The Honorable John D. Miller:

The Maryland Department of Natural Resources is now accepting grant proposals for the Community Parks and Playgrounds Program (CP&P). These proposals will be reviewed and considered for submission to the Maryland General Assembly as part of the Governor's FY 2020 budget.

Maryland's CP&P Program is designed to restore existing and create new park and green space systems in Maryland's cities and towns. The Community Parks and Playgrounds Program will provide flexible grants to municipalities to respond to the unmet need for assistance to rehabilitate, expand or improve existing parks, create new parks, develop environmentally oriented parks and recreation projects, or purchase and install playground equipment in older neighborhoods and intensely developed areas throughout the state.

The CP&P Program FY 2020 Grant Proposal Guide and all application materials are available at <http://dnr.maryland.gov/land/Pages/ProgramOpenSpace/PPP-Grant-Process.aspx>. If you would like to apply for CP&P project assistance, please complete the following items: Grant Proposal List, Community Parks and Playgrounds Application and Project Agreement, Project Details, and Supporting Documents. Please submit all required forms and attachments by 3:00 p.m. on August 15, 2018.

After reviewing the online information, if you have any questions concerning the Program or would like a printed copy of the materials, please contact your Program Administrator listed on the back of this letter. We look forward to working with you to enhance the quality of life in your communities through environmentally sustainable park and recreation facilities.

Sincerely,

Hilary Bell, Deputy Director  
Land Acquisition and Planning

- BURGESS
- ADMINISTRATION
- PUBLIC WORKS
- PLANNING & ZONING
- WATER & SEWER

## Meeting with State Highway Representatives

June 4, 2018

Re: Maintain Parking on the south side of Main Street

Drew and I met with Sam Delaurence, Eddie Poffenberger and Ross (didn't catch last name) of the State Highway Administration, District 7 office.

We have talked about continuing to have parking on the south side of Main Street as it is now during construction. We wanted to reach out to SHA and determine the possibility of keeping the traffic and parking pattern as is currently being used during construction. Our points for favoring this are enhanced safety of patrons of Main Street businesses—most of which are located on the south side of Main Street. We also have a preliminary finding of more parking on the south side due to fewer entries onto Main Street from the south side. And, we may be able to have a dedicated left turn lane for traffic heading north on Route 17.

Our first email to SHA came back with this response on May 2:

*"Shifting the crown while maintaining the current profile and cross slopes would change curb elevation. Our preliminary review suggests there are significant design, construction and cost impacts. While we appreciate the request which makes sense on the surface, relocating the parking does not seem to be a feasible option."*

Subsequently, I sent a letter to the District 7 Engineer, John Concannon and restated our position and focused on safety and the left turn lane to 17N. this brought about our meeting today.

Here are the proposals that came from this meeting:?

Parking can stay on the south side of Main Street

\*The crown of the road would need to be shifted 3 feet to the south

\*There will need to be a re-design of the roadway--**\$15-20,000**

\*There will be some construction costs--**\$10-15,000**

\*A fence will need to be installed Instead of losing 11 spaces on Main in front of Gladhill Furniture and some distance west—much like the black fencing used in Boonsboro—**estimated \$10,000**

A left turn lane to 17 N will be installed—we believe and stated this to be at SHA cost.

**Total cost to the town is ESTIMATED to be around \$45,000.**