

TOWN OF MIDDLETOWN  
TOWN COUNCIL MEETING MINUTES  
MARCH 13, 2023 | 7:00 P.M.

The Town of Middletown Town Council meeting was held in the council chambers located at 7875 Church Street, Middletown VA on Monday March 13, 2023 at 7:00 p.m.

**Town Council Present**

Mayor Charles Harbaugh IV  
Vice Mayor Jeffrey Pennington  
Councilor Carolyn Aliff  
Councilor Stephanie Mitchell  
Councilor Shayla Rickard  
Councilor Diane Newman  
Councilor Jacob Skeith

**Staff Present**

Municipal Clerk Christina Smith  
Public Works Superintendent/Interim Town Manager Les Morefield  
Police Chief Gary Benedict Jr.

**1. Set Agenda**

Mayor Harbaugh asked for a motion to set the agenda. Councilor Aliff made a motion to set the agenda. Councilor Pennington seconded the motion. All Councilors were in favor and the agenda was amended.

**2. Approval of Previous Meeting Minutes**

Mayor Harbaugh asked for a motion to approve the Town Council minutes from February 13, 2023. Councilor Skeith made a motion to approve the Town Council minutes. Councilor Pennington seconded the motion. All Councilors were in favor and the minutes were passed.

**3. Citizen Comments (3 minutes per person per meeting – max 30 minutes)**

Joe Duda – 310 Lynn Dr. Stephens City was here to introduce himself and his business The Junk Luggers. Mr. Duda stated his business as eco-friendly removal and their goal is to donate, rehome or recycle everything they can to minimize what ends up at the landfill. He has successfully secured a town business license and looks forward to doing business with/in the town.

**4. Report of the Finance Committee**

Councilor Skeith made a motion to approve the Treasurer’s Report. Councilor Rickard seconded the motion. Mayor Harbaugh asked for a roll call vote.

Councilor Aliff – Yes

Councilor Mitchell – Yes

Councilor Pennington – Yes

Councilor Newman – Yes

Councilor Skeith – Yes

Councilor Rickard – Yes

Motion carried 6-0

**5. Report of the Personnel Committee**

Councilor Newman advised she will hold a personnel committee meeting on March 15, 2023 at 6:00 pm

**6. Report of the Public Works Committee and Facilities Committee**

Councilor Aliff made a motion to approve the Agreement for Sewer Lateral to Shaffer’s BBQ Palace, LLC. t/a Shafer’s BBQ. Councilor Skeith seconded the motion. Mayor Harbaugh asked for a roll call vote.

Councilor Aliff – Yes  
Councilor Mitchell – Yes  
Councilor Pennington – Yes

Councilor Newman – Yes  
Councilor Skeith – Yes  
Councilor Rickard – Yes

Motion carried 6-0

Councilor Aliff made a motion to approve the current Addendum to Memorandum of Understanding from the 2019 MOU between Shaffer’s BBQ Palace, LLC. t/a Shaffer’s BBQ and Frederick County Sanitation Authority dba Frederick Water. Councilor Skeith seconded the motion. Mayor Harbaugh asked for a roll call vote.

Councilor Aliff – Yes  
Councilor Mitchell – Yes  
Councilor Pennington – Yes

Councilor Newman – Yes  
Councilor Skeith – Yes  
Councilor Rickard – Yes

Motion carried 6-0

Councilor Aliff asked for a consensus to move forward and present the current MOU for Hester/LRCC SWSA Sewer Agreement to Frederick Water.

Councilor Aliff – Yes  
Councilor Mitchell – No  
Councilor Pennington – No

Councilor Newman – No  
Councilor Skeith – Yes  
Councilor Rickard – Yes

Mayor Harbaugh – Yes (tie breaker)

Motion carried 4-3

**7. Report of Public Safety Committee**

Nothing to report other than as reported in the packet.

**8. Report of the Ordinance Committee**

Nothing to report

**9. Report of the Planning and Zoning Committee**

Nothing to report

**10. Report of Special Committees**

Nothing to report

**11. New or Unfinished Business**

Set Work Session Meeting – April 3, 2023 @ 7:00 p.m.

**12. Petitions and Communication**

**13. Adjournment**

Mayor Harbaugh adjourned the meeting at 7:18 p.m.

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Christina Smith  
Municipal Clerk

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Charles Harbaugh, IV  
Mayor