

**TOWN OF MIDDLETOWN  
TOWN COUNCIL MEETING MINUTES  
July 10, 2023**

The Town of Middletown Town Council meeting was held in the council chambers located at 7875 Church Street, Middletown VA on Monday July 10, 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**

Town Manager & Public Works Superintendent Les Morefield  
Municipal Clerk Christina Smith  
Interim Treasurer Rejoyce Lunceford  
Police Chief Gary Benedict Jr.  
Town Attorney Michael Helm

**1. Set Agenda**

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

**2. Approval of Previous Meeting Minutes**

Mayor Harbaugh asked for a motion to approve the Town Council minutes from June 12, 2023. Councilor Rickard 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)**

Yancey Sine 2130 Mark Drive – recommended 24-hour police coverage in the town due to a recent incident at his home. He stated Fredrick County takes too long to respond at times and thinks it would be beneficial for the community to have our department on duty.

**4. Report of the Finance Committee**

Councilor Skeith made a motion to approve the Treasurer Report. Councilor Aliff 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 Skeith motion to Increase the current Park Rental Rates from flat rate of \$50 to \$75 in town resident, \$125 out of town resident, \$125 in town business and \$175 out of town business. 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**

Nothing to report

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

Mayor Harbaugh noted that Town Manager/Public Works Superintendent Les Morefield has successfully obtained the largest grant in town history. The WQIF Grant (water quality improvement fund) will be used to offset the cost the new WWTP.

#### **7. Report of Public Safety Committee**

Councilor Rickard reported there will be a Public Safety Committee meeting on November 8, 2023 at 6:00 p.m.

#### **8. Report of the Ordinance Committee**

Councilor Mitchell reported there will be an Ordinance Committee meeting on July 18, 2023 at 6:00 p.m.

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

Councilor Pennington reported the July Planning Commission meeting will be cancelled due to vacations scheduled and no action items before us.

#### **10. Report of Special Committees**

Nothing to report

#### **11. New or Unfinished Business**

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

#### **12. Petitions and Communication**

Mayor Harbaugh shared communications received via email commending the town and Mayor for their efforts in hosting an outstanding July 4<sup>th</sup> Celebration.

Councilor Rickard made a motion to go into Closed Session - Under 2.2-3711(A)(8), consultation with legal counsel regarding specific legal matters requiring the provision of legal advice. Councilor Aliff seconded the motion. Closed Session convened at 7:09 p.m.

Councilor Rickard made a motion to come out of closed session. Councilor Skeith seconded the motion. All councilors were in favor and closed session was adjourned at 7:22 p.m.

Mayor Harbaugh read the Resolution to Designate and Appropriate ARPA Funds. Upon completion Mayor Harbaugh asked for a roll call vote accepting the resolution.

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

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

Motion carried 6-0

### **13. Adjournment**

Mayor Harbaugh adjourned the meeting at 7:26 p.m.

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Christina Smith  
Municipal Clerk

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Charles Harbaugh, IV  
Mayor