

**Town of Millington**  
**Mayor and Council Meeting Minutes**  
**November 18, 2025**

**Presents:** Mayor Kevin Hemstock  
Council John Amado  
Council Michelle Holland  
Council Zita Seals  
Council Wayne Starkey

**Town Administrator:** Elizabeth Jo Manning

**Public & Others:** Karen Ruff, Attorney; Dan String, KCI; Mike Molds, Kent County; Linda Seals and Mollie Lewis

**Call Meeting to Order:** Mayor Kevin Hemstock called the meeting to order at 6:30 pm.

**Minutes from the previous meeting:** A motion to approve the minutes for October 14, 2025 was entered by Council Starkey; a second by Council Amado, a vote of 4-0 was entered. Council Michelle Holland was late to the meeting.

**Kent County Sheriff's Report:** Reviewed

**Susquehanna Operational Services Report:** Reviewed

**Code Enforcement Report:** Reviewed

**Rental Property Report:** Reviewed

**Town Administrator Report:** Admin Manning updated Council on an issue at the sewer plant; there was a clog between two tanks, Premier Service Group jetted the line and replaced a damaged valve. The clogged pipe was due to rags which caused the valve to not function properly. Admin Manning shared with Council; an issue with sediment building in the filtration system at the water plant; after various discussions with Mid-Atlantic and ET Kimble and Son a second filtration system was installed to remove sediment from the backwash cycle to process through the softener system. Admin Manning shared MWRA completed ground penetrating sonar at the Quaker Cemetery site to assist with the location of grave sites. Admin Manning shared the soccer goals are being installed at Robvanary Park and the basketball pole will be installed in December. She also informed Council RFP's for a new sign for Robvanary Park were sent to various sign companies.

**Old Business:** Mayor Hemstock asked Admin Manning what needs to be done with the Fog Ordinance, Admin Manning if there are no changes or questions, she will have it ready for next month's meeting to be introduced. Council Starkey asked about 57-5-part E - Design Criteria

with grease traps, Admin Manning explained this is per the EPA model. Dan String of KCI explained this is for grease traps outside a restaurant; traps that allow grease to cool down. With no other questions, Admin Manning will prepare the Fog Ordinance for introduction at the December meeting.

**New Business:** Admin Manning introduced Dan String of KCI Technologies and Mike Molds consultant for Kent County Public Works to review the draft water PER (preliminary engineering report). Mike Molds explained because of anticipated future growth and funding possibilities, an upgrade to the existing water system will be required. One requirement for future funding of this upgrade is a completed PER. Dan String reviewed the highlights of the water PER findings. The most important finding was that the existing well pumps are underperforming, possibly due to scaling and sediment buildup within the casing pipe or deterioration of the well pump itself. Dan String advised the Council the recommended next step would be an inspection of each well, pump, and casing, the estimated cost for one inspection is \$30,000. Mayor Hemstock asked for a timeline to complete this inspection. Dan String explained the timeline will be driven by development demands. Admin Manning shared there is a possibility of growth in north Queen Anne's County that may require public water and sewer from the Town.

Admin Manning updated Council on the grant funds for the Commercial Façade Program. All monies must be dispensed by June 2026. She asked Council to revise the parameters of the program to allow for an increase in the grant request from \$2,500 to \$5,000 for each business application. A motion to amend the grant amount to \$5,000 was entered by Council Starkey; a second by Council Seals, a vote of 5-0 was entered. Admin Manning shared we have application for the Façade program for Trackside Bar & Grill. The application is asking for \$2,500 as per the original program parameters; but with additional documentation she would like approval for \$5,000. Everyone can see the extent of façade repairs he has completed on this building. A motion was made to approve the application for \$5,000 by Council Starkey; a second by Council Seals, a vote of 5-0 was entered.

Admin Manning submitted a revision to the recently adopted Subdivision Ordinance. Mayor Hemstock asked why there are revisions to this Ordinance. Admin Manning explained that the Critical Area Commission audited this Ordinance and found discrepancies between the language in the Subdivision Ordinance and the recently adopted Zoning Ordinance. After discussing this with Critical Area Commission; Manning recommended to remove all CAC information and only reference the availability of the information in the Zoning Ordinance. Admin Manning will make the necessary revisions and prepare the Ordinance for introduction at the next meeting.

Admin Manning shared with Council the need to revisit the recently adopted Zoning Ordinance due to comments from Critical Area Commission. Even though the initial ordinance contained language written by CAC's consultant; there are still changes required. She plans to meet with the Town Attorney to review and discuss these changes before submitting to Council for readoption.

Admin Manning asked Council if they had reviewed the recently shared EDU agreement between Kent County and the Town; and if there were questions. Admin Manning is working with Attorney MacFarlane at Stevens Palmer LLC to review and edit this document to assure the Town's position. She hopes to have a final draft for review at the December meeting.

A motion was made to close the regular meeting to discuss with the Town Attorney the ground lease agreement for Millington Senior Village by Council Starkey, a second by Council Seals, a vote 5-0 was entered. A motion to open the closed session was entered by Council Starkey, a second by Council Seals, a vote 5-0 was entered.

A motion was made to close the closed session by Council Starkey, a second by Council Seals, a vote 5-0 was entered. A motion to open the regular meeting by Council Starkey, a second by Council Seals, a vote 5-0 was entered. Mayor Hemstock stated the Town reviewed the edited draft of the ground lease agreement for Millington Senior Village with Attorney Karen Ruff; comments and editions will be made, with the revised draft submitted for review at the next meeting and forwarded to Kent County for their comments and concerns.

**Public Comments:** No Comments

**Council Comments:** No Comments

**Correspondence:** No Correspondence

With no further business to discuss a motion to adjourn at 8:00 PM was entered by Council Starkey, second by Council Amado, a vote of 5-0 was entered.

Respectfully submitted,

Jill Starkey, Town Clerk