

TOWN OF MILLINGTON
Mayor and Council Meeting Minutes
February 13, 2018

Present: Mayor Claude J. Morales, Jr.
Council Kevin Hemstock
Council Michelle Holland
Council Jason E. Manning
Council Wayne Starkey

Town Administrator: Jo Manning

Media: Trish McGee

Attendees: Deputy Lodge, Kent County Sheriff's Department; Peter Bourne, KCI Technologies, Frank Hodgetts, Home Partnership, Inc.

Minutes of previous meetings: The minutes of the January 9, 2018 meeting were reviewed. A motion to approve the minutes was made by Hemstock, a second by Holland; a vote of 5-0 was entered.

Kent County Sheriff's Report: Deputy Lodge reviewed the report for January 2018. There were 57 speed assignments resulting in 41 warnings, 33 citations and 1 DWI arrest. The Sheriff's Department responded to 2 criminal complaints, one burglary and one CDS violation and 11 non-criminal calls for service. Hemstock asked about the burglary complaint; there were originally no charges pursued by the victim, then victim decided to press charges. There is still an outstanding warrant for the male that attacked Mrs. Simpkins; this person is wanted in North Carolina, Delaware, and Maryland on charges.

Maryland Environmental Services Report: There was no report.

Town Administrator Report: The report was reviewed.

Financial Report: The financial report was reviewed.

Code Enforcement Report: There was no code enforcement report.

Engineer Report: Bourne introduced Frank Hodgetts of Home Partnership, Inc., the organization the Town will be working with to complete the Senior Housing project. Home Partnership, Inc. originated in 1995 specializing in working with small Towns to provide housing. The first step is to develop a concept plan. A market and environment study will be required for funding purposes. A draft version of the Development Services Agreement was reviewed; this is needed as support for the project when applying for pre-development funding with the State. This would be a coop project with the Town, the Town owns the land and holds the equity position. The Town would approve the budget and concept plan for the project. The proposed budget for the concept plan development and feasibility studies is approximately \$16,000. The proposed time frame for this first phase is 60 days. Mr. Hodgetts stated that at this time he does not propose Home Partnership to manage the property once the project is complete. He suggested the Town could form an LLC to manage the property; an example of this type of LLC is currently in use in Union Bridge. Bourne recommended the Town Council approve the Development Services Agreement. Hemstock stated he envisions someone or a company to manage this project upon completion; possibly through a contract with the Town. Funding is being sought through DHCD and Maryland Economic Development Office. Could agree to approve the Development Services Agreement with a vote of 5-0.

Old Business:

- Council discussed future street repairs. A full depth repair will be needed on Hurtt Avenue due to the condition of the road, the many pot holes, a request was also made to install a sidewalk from the corner of the Fire Company parking lot to the corner of Hurtt Avenue and Sassafras Street. Previous bids will be reviewed.
- Starkey reported on the renovation of the middle room to be used by the Kent County Public Library, it was agreed to paint the room white.

New Business:

- Travel & Expense Reimbursement Policy was proposed and reviewed. A motion to approve was made by Starkey, a second by Holland, a vote of 5-0 was entered.
- Water & Sewer Connection Policy was proposed and reviewed/ A motion to approve was made by Hemstock, a second by Starkey, a vote of 5-0 was entered.
- The election has been cancelled due to Manning running for office unopposed.
- Clerk/Treasurer vacancy – Morales and Ron Ford of Sudlersville met to discuss the upcoming interviews to fill this vacancy. Hemstock stated his concern with regards to the current situation.

Council Member Comments: There were no comments.

Public Comments: There was no public comment.

Correspondence: All correspondence was reviewed.

Upcoming Events: Upcoming meetings were reviewed.

With no further business to discuss a motion to adjourn was made by Hemstock, a second by Manning; a vote of 5-0 was entered.

Respectfully submitted,

Elizabeth Jo Manning
Town Administrator