

**TOWN OF MILLINGTON**  
**Mayor and Council Meeting Minutes**  
**December 12, 2017**

**Present:** Mayor Claude J. Morales, Jr.  
Council Kevin Hemstock  
Council Michelle Holland (arrived late)  
Council Jason E. Manning  
Council Wayne Starkey

**Town Administrator:** Jo Manning

**Media:** Trish McGee

**Attendees:** Chief Deputy Culp, Kent County Sheriff's Department; Don Reed, MES.

**Minutes of previous meetings:** The minutes of the November 14, 2017 meeting were reviewed. A motion to approve the minutes was made by Starkey, a second by Hemstock; a vote of 4-0 was entered.

**Kent County Sheriff's Report:** Chief Deputy Culp reviewed the report for November 2017. There were 50 speed assignments resulting in 50 warnings and 9 citations. The Sheriff's Department responded to 0 criminal complaints and 9 non-criminal calls for service.

**Maryland Environmental Services Report:** Don Reed reviewed the report for November 2017. There were no violations at the water treatment plant. Several Miss Utility locates were performed throughout the month. There was a big water leak in the County. During the time of the leak the iron level spiked a few times. The leak has been fixed by the County. There were no violations at the wastewater treatment plant. They changed the filters in the blower units. The MES tower inspector is providing the Town a report on their recent inspection that was performed because of Cambio Wi-Fi and Delmarva Wi-fi's antenna installation.

**Town Administrator Report:** The Town Administrator's Report was reviewed. She spent 3 days at the water tower for Wi-Fi antenna installations. She is issuing daily citations to Roger Reed for rental property violations and is scheduled to attend a hearing on January 31, 2018. She will be reviewing the final draft of documents for the water and sewer PER on December 19. She attended a seminar on the importance of a Capital Improvement Plan. She will work with the Mayor and Council to come up with a Capital Improvement Plan for the Town for future Capital Projects. She is working with KCI to develop draft plans and other documents for the Town Hall Renovations to make a packet that will be sent to various banks. She is working on getting an appraisal of the "Connolly" property for final review by FEMA/MEMA. She had a meeting with Home Partnership, Inc. on December 5 to discuss the Senior Housing project. An agreement for this project will be drafted and submitted to the Town attorney for comments and approval before being presented to the Council for acceptance of Home Partnership, Inc. to be the developer and the manager of the project. The Town received a letter from attorney Mowell stating that until the PER is completed for both the County and the Town any future action and discussion about the County's portion of the water system should be placed on hold. She met with Mr. Camp of Oxford Chase to discuss a change in the gate at the waste area of the Dollar General site. The Planning Commission agreed to change from a wooden gate to a galvanized gate and also agreed to allow a change from weather treated lumber to vinyl for the fence enclosure. She has sent a letter to the property owner with the diseased tree and is waiting to hear from him about the removal of the tree. The Planning Commission is in the process of amending the Comprehensive Plan to accommodate potential future annexations and growth. She attended a seminar about "Identifying Your Non-Revenue Water Journey

and Next Steps” which discussed bad debt forgiveness, unbilled meter use, unauthorized consumption, leakage and overflows. She met with a representative from Telecom Communications regarding possibility of a cell phone antenna installation and they questioned permit process, certifications required, and requirements to install on our water tower. She will be working on creating a permit process and requirements to install antennas on our tower. She completed the required annual report for William H. Amoss Fire, Rescue, and Ambulance Grant funding through the County for donations made to local fire companies.

**Financial Report:** The financial report was reviewed. The Mayor and Council will start to look at ways to increase income as we begin to discuss the budget.

**Code Enforcement Report:** There was no code enforcement report.

**Engineer Report:** There was no engineers report.

**Old Business:**

- There was no old business

**New Business:**

- Maintenance Shed: Jo Manning has been working on getting a ShelterLogic temporary maintenance shed to be place at the water plant for maintenance equipment currently in the open at the sewer plant. Hemstock and Morales both suggested that she talk to the school board to see if the elementary school has a roll up door and a storage area that the Town could use as a temporary fix the this problem while the Town works on a permanent structure.
- Charter Review – Article 6: The Council reviewed the changes made to Article 6 of the Charter. A motion to accept the changes as submitted was made by Hemstock, a second was made by Starkey; a vote of 5-0 was entered.

**Council Member Comments:** Morales asked about what the rest of the Council thought about Christmas Bonuses. A motion to give Christmas Bonuses in the same amounts that were given in the previous year was made by Hemstock, a second was made by Starkey; a vote of 5-0 was entered. Starkey requested a status update on cleaning out the upstairs at the Town Office. Jim Baxter is waiting to see if the community service person could help him bring some trash down and once that is complete then items from the storage room can start going upstairs. Baxter found a box of large softballs that the Town is going to give to the Fire Company for them to use for future events. Hemstock has been doing research on dilapidated properties in Town and he found some information on MML’s website that he will send the link so that everyone can review it so that the Town can start working on getting these properties cleaned up. Holland asked for a status update on the school playground equipment. Jo Manning is still waiting on volunteers. She has talked to Gary McGinnis about getting volunteers from AZZ, Piers Heriz-Smith with the boy scouts, the girls scouts, the Millington Lions Club. She is also going to contact a local nursery regarding a tree that needs to be moved with the equipment.

**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 Starkey; a vote of 5-0 was entered.

Respectfully submitted,

Michelle Marshall  
Town Clerk-Treasurer